

# 2020-2021 STUDENT HANDBOOK



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# *Welcome to Sangaree Middle School*

Dear Parents (Guardians)and Students:

The faculty and staff of Sangaree Middle School would like to welcome you and your family to our school. We are very proud of the school and the community we serve. We have included some of the expectations and guidelines of the Berkeley County School District and Sangaree Middle School. The establishment and enforcement of school rules help to ensure a safe and positive school climate, which will provide your child with the very best educational opportunity. We hope you will assist us by reviewing and discussing the district's and the school's expectations with your son or daughter. You can help tremendously by reviewing the information in this handbook with your child. Please keep in mind that this handbook is not all-inclusive and may be adjusted based upon new guidance from the district related to policy changes.

We encourage you to become a part of the total education of your child. You may do this by volunteering to assist the school staff with the many activities that take place during the school year and by taking the time to visit the school to see what your child is learning. Additionally, you can access your child's grades on Parent Portal and keep in touch with teachers through their Remind accounts. Whether your child will be participate in Face to Face (F2F) instruction or Blended Virtual Learning (BDL), the parent role is paramount to student success. Teachers in both platforms are providing opportunities for parents to keep in touch with what their children are doing on a regular basis.

Every faculty member is committed to providing the very best education for your child. Quality education is a team effort. Your encouragement of your son or daughter and support for the programs of the school will have a positive impact on your child and our community. We look forward to providing excellence in academics for your child and in working with you. Please do not hesitate to reach out to us if you have questions or concerns. We are here to support our students, families and community.

Best Regards,

SRM Administration, Faculty and Staff



## SANGAREE MIDDLE SCHOOL POLICIES

### ABSENCES

Under State Board of Education regulations, there are two types of absences: lawful and unlawful:

**Lawful Absences: Lawful absences include but are not limited to the following circumstances.**

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of other students.
- Absences due to an illness or death in the student's immediate family.
- Absences due to a recognized religious holiday of the student's faith.
- Absences that are due to activities that are approved in advance by the principal.
- Dental or physician appointment that cannot be scheduled after the regular school day.
- Absences resulting when the student encounters unusual circumstances as determined by the principal. Whenever possible, the student must obtain approval in advance from the principal for such absences.

**Unlawful Absences: Unlawful absences include but are not limited to the following circumstances.**

- Absences of a student without the knowledge of the parent or guardian.
- Absences of a student without acceptable cause, with the knowledge of parent or guardian.

Suspension will not be counted as an unlawful absence for truancy purposes.

### ALCOHOL, DRUG, AND TOBACCO USE

Berkeley County School District students shall not use, consume, possess, manufacture, or distribute alcoholic beverages, narcotics, or other controlled drugs in any amount while on or in the vicinity of school property or at a school-sponsored event.

First Offense:

- Suspended from school for 3 days
- Required to enroll in and complete the School Intervention Program (SciP) or be recommended for expulsion. If the student feels that he/she is innocent of the charges, he/she may appeal the case to the Administrative Supervisor. The school principal shall review the case with the Supervisor.

Second Offense or Distribution:

- Suspended from school for 5 days
- Law enforcement will be notified

- Recommended for expulsion

The use of tobacco, possession of tobacco, or the introduction of tobacco paraphernalia (i.e., matches, lighters, cigarette papers, etc.) is prohibited in and on property of the Berkeley County School System. E-Cigarettes, Vape equipment and fluids, Juuls, etc. are included in this policy.

Employees of the school district shall carry on an intensive program of education for the students to make them fully aware of the hazards of the use of tobacco. Smoking, chewing, or the possession of tobacco products, paper, matches, lighters, etc. by a student will not be allowed inside a building, structure, on the grounds, or at any school-sponsored event at any school within the Berkeley County School System.

## **BEFORE SCHOOL PROCEDURES**

Students may arrive on campus **no more than 30 minutes prior to the starting of school (7:35 AM)**

Once on campus, students are not allowed to leave school grounds without being properly signed out in the front office. In the mornings, students are to report directly to homeroom unless they are eating breakfast. Students who are eating breakfast are to report directly to the cafeteria hallway for a “grab and go” breakfast and go directly to homeroom.

## **BYOD-RESPONSIBLE USE GUIDELINES FOR BERKELEY COUNTY SCHOOL DISTRICT**

BYOD is an acronym for **Bring Your Own Device**. Students will be allowed to bring in their own devices to be used under the direct supervision of school faculty and staff for guided instructional purposes. For BYOD in Berkeley County School District (BCSD), this applies to a privately owned, mobile device. BCSD employees will not configure, service, repair, or maintain any non-district owned technology brought to and used at schools for BYOD.

Wireless connection to the Internet does not include access to BCSD network resources. Any and all access through the wireless network may be monitored for the purposes of network security and student safety. In order for students to participate in BYOD, devices must be placed in Airplane Mode or data usage (cellular data) disabled. BCSD is not responsible for any data overage fees charged by mobile carriers.

### **Guidelines**

1. In order to participate in the BYOD program, students and a parent or legal guardian must review and sign the BCSD Acceptable Use Policy.
2. BYOD applies solely to wireless connectivity (Wi-Fi). If a device has wired access, it will not be allowed to connect.
3. **The student is fully responsible, at all times, for the personally owned device brought to school. BCSD is not liable for any loss/damage/theft of a personally owned device, to include personal information.**
4. The student is responsible for the condition of the device brought to school, including updates, security, repair, and connectivity issues.
5. Personal devices will be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
6. Students may not use any device or service for non-educational purposes during school hours.
7. **No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from BCSD school property, except for approved projects with permission of an administrator or teacher.**

8. School level inappropriate use of technology discipline code may be applicable.
9. If school principal or his/her designee have reasonable suspicion that these guidelines, district policies, regulations, rules, procedures, and/or laws are being or have been violated by student use of a personal device, and that the use of this device disrupts the school's atmosphere, the device may be searched in accordance with law, and/or the device may be turned over to law enforcement.

**Procedures**

- A. The procedure for connecting to the BCSD network must be followed in order to ensure safe school use.
- B. All agreements and policies must be completed and turned in to the participating school.
- C. Students and parents will review Digital Citizenship information:  
<http://www.berkeley.k12.sc.us/parents.cfm?subpage=92082>

**BULLYING STATEMENT**

**Bullying and Cyberbullying**

Bullying is defined as a deliberate, repeated act with intention to hurt, insult or threaten another person in school, on school grounds, in school vehicles, or at school events. Bullying consists of an imbalance of power.

Bullying can take many forms such as hitting/punching (physical bullying), teasing/name-calling (verbal bullying), intimidation through gestures or social exclusion (nonverbal bullying or emotional bullying) and sending insulting messages by e-mail (cyberbullying).

**How do you differentiate between bullying, peer conflicts and teasing?**

FRIENDLY TEASING	PEER CONFLICTS	HURTFUL TEASING	BULLYING
Equal power	Equal power	Unequal power	Imbalance of power
Neutral	Occurs occasionally	Sensitive topic	Occurs repeatedly
Purpose is to be playful	Accidental	Purpose is to upset	Intentional and serious
Joins relationships	Negotiations and options	Excludes	Seeks to gain power
Funny to both parties	Withdrawing and options	Sarcastic	Victim is vulnerable
	Relationship is valued		No remorse
	Effort to resolve		No effort to resolve
<b>Friendly Teasing:</b> One student comments to another student that he should turn his/her jersey inside out because his favorite team lost last night.	<b>Peer Conflict:</b> Two students have a disagreement on the playground about which one will be the pitcher in the kickball game.	<b>Hurtful Teasing:</b> One girl comments to another girl that she looks fat in the outfit she is wearing.	<b>Bullying:</b> One student repeatedly threatens another student that if he walks down a specific hallway he will get "beat up."  One student repeatedly calling another student a name that is hurtful.  <b>Prolonged teasing (playful or hurtful) after</b>

being told to stop may be considered bullying.

Sangaree Middle School will adopt a bully-prevention program that will provide education and counseling for victims, bullies, and bystanders. Our goal is to empower non-bullying students to refuse to accept bullying behaviors and to assist when bullying of others is observed. It is important to understand that any of the categories indicated above can move into a more serious issue due to duration and intensity.

**If you are being bullied:**

- Tell an adult that you trust.
- Do not show anger or fear.
- Calmly tell the bully to stop or say nothing and walk away.
- Avoid situations where bullying is likely to happen.

**If someone you know is being bullied or you see someone being bullied:**

- Do not encourage the bully by laughing or joining in.
- If you feel safe, tell the bully to stop!
- Help the victim get away from the situation by asking them to come with you.
- Encourage the person who was bullied to talk to an adult they trust about what happened.

Bullying on-line is called cyberbullying. Below is an example of cyberbullying.



**BUS PROCEDURES**

Bus transportation is provided for **students who live more than 1.5 miles from the school**. Students who ride buses are expected to ride the bus to which they are assigned. **If a student needs to ride an alternate bus, he/she must have a note from a parent indicating the specific request. This request must be submitted to the front office for administration approval the morning of the request change.** Riding an alternate bus is on a space available basis. If you have any questions about bus transportation, please call the Stratford Bus Office at 843-820-4032.

**CAFETERIA MEALS**

The cafeteria serves a grade “A” breakfast and lunch at the price determined by the county school board. Students may also purchase menu items as a-la-carte. Students may not purchase a-la-carte items for other students. Students may not purchase items from the snack machines if their breakfast/lunch account is in the negative. **Students will receive a free and reduced lunch form the first day of school. If you would like to participate in this program, please fill the form out in black ink and have your child return it to their homeroom teacher. All parents are encouraged to complete the form. There is an online version of this form that parents may complete to expedite the process.** Students may prepay for meals

in advance. Parents may also prepay using our online system. Please see information on the school/district website. During breakfast and lunch times, students in the cafeteria are expected to conduct themselves properly and to actively assist in keeping the cafeteria clean, neat and orderly. Any misbehavior may subject the students to disciplinary action. At the start of school, both breakfast and lunch will be in the classroom. Students will “pre-order” lunches - they will be brought to the grade level hallways at the beginning of the lunch period for students to get. Once conditions improve, we will return to the cafeteria for lunch and breakfast.

Meal Status	Breakfast Price	Lunch Price
Full Pay	\$1.25	\$2.00
Reduced Pay	\$.30	\$.40

**CHROMEBOOKS**

For a chromebook to be issued to a student, the legal guardian must watch and complete BCSD’s Parent technology agreement form. If this has been done in previous years, another form is not required. In addition, the student must successfully complete all Common Sense media sessions as required. All students are issued a chromebook. Students may carry their school-issued chromebook in any bookbag. If a student's chromebook is damaged, the school will incur the first cost of the repair. After the first incident, the legal guardians of the student will have to pay for any repairs to the chromebook. The exception to this is if it is determined that the damage was intentional, not accidental. This determination will be made by technology professionals. The district reserves the right to not allow students to take devices home if consistent issues with damage exists.

Component	Fee
Screen	\$50.00
System Board	\$50.00
Keyboard/Palm Rest	\$30.00
Case	\$25.00
Cleaning Fee for Defacing Device	\$20.00
Replacement Charger with Cord	\$17.00
Total Replacement	\$300.00

**CLUBS AND ACTIVITIES**

Sangaree Middle School offers membership opportunities to a variety of extra-curricular clubs that meet after school. Students are encouraged to become actively involved. Transportation must be provided by parents/guardians in order for students to participate in any of the after-school clubs. Once our year returns to a more normal state, we will institute clubs during the school day. Students will have the

opportunity to sign up for a club of choice. Clubs last for one semester and are sponsored by SRM staff.

## CONFERENCES

If you need to discuss your child's grades, attendance or have any class concerns, please call and schedule an appointment with his/her teachers through the school office at 843-821-4028. All conferences are to be conducted in a professional manner and centered on the concerns of the student. SRM teachers may also be reached through district e-mail and web pages. **We cannot guarantee a conference with teachers before school, during planning or after school without an appointment. Initially, all conferences will be held virtually through Google Meet, Zoom or through phone conference.**

## DELIVERY OF ITEMS TO STUDENTS AT SCHOOL

The delivery of flowers, balloons, fast food, cakes, cupcakes, etc. to students at Sangaree Middle School will not be allowed at any time with the exception of school-sponsored activities.

## DISCIPLINE

Faculty members will handle minor infractions of school rules. Detention(s) (before, during or after school) may be given to students for minor infractions. Parents will be contacted by teachers prior to students serving before or after school detention. A student who refuses to serve a detention may be referred to the office for another disciplinary action. Serious breaches of school rules could result in other disciplinary action as deemed appropriate per district policy. Please refer to the district handbook for specific discipline policies.

## DISMISSAL OF STUDENTS (DURING THE SCHOOL DAY)

During the time that school is in session, students will not be permitted to leave the building except under the following circumstances:

1. A note from the parent stating the time the parent will be picking up the child. The school representative may verify the right of a person, other than the legal guardian, to pick a student up from school. Picture identification is required when signing a student out of school.
2. Under no circumstances will students be released to the custody of an adult other than the parent or guardian, unless the parent has been contacted by phone or written permission to do so is presented by the adult who is personally known to school personnel. If a child becomes ill, the parents will be contacted.
3. Given the COVID reopening procedures, early check out procedures have been adjusted. Parents/guardians of students being picked up early from school, will ring the bell at the front of the school, present the ID through the camera so that office staff can verify information prior to contacting the classroom for the student to be sent to the front.

PLEASE HELP US KEEP YOUR CHILD'S CLASS FROM BEING INTERRUPTED by requesting that your child be dismissed at the end of a class. Send a note with the child to give to his/her teacher stating the time he/she will be picked up at the office. Refer to the Bell Schedule for the starting and ending times of each period. **To help us maintain a learning focus, students may not be signed out during the final 30 minutes of the school day.** Exceptions will be made in emergency situations only. Thank you for your understanding.

## DRESS CODE

In order to better prepare our students for the world of work, we will enforce the following dress code. Although these clothing items may be appropriate in some contexts, in the formal environment of school they are not deemed appropriate.

Unacceptable attire for Sangaree Middle School (**this is not an all inclusive list and administration reserves the right to make adjustments deemed appropriate**):

- 1) Pajamas or lounging attire;
- 2) Slippers;
- 3) Spaghetti straps (4 finger rule) or tops that show midriff area are not permitted at school;
- 4) Clothing that displays gangs, violence, weapons, drugs or other offensive content are unacceptable;
- 5) Fish Hooks that are worn on the bill of caps;
- 6) Pants with holes that do not meet the fingertip rule  
(**Holes must be below fingertips when arms are held at one's sides.**) ;
- 7) Shorts/skirts/dresses that do not meet the fingertip rule;
- 8) Leggings/jeggings/stockings without pockets worn as pants;\*\*
- 9) See-through shirts, tank tops, muscle shirts, and cut-off shirts; \*\*
- 10) Pants must be worn at an acceptable waste level (it is not appropriate to see undergarments).

**\*\*Leggings/stockings can only be worn under other garments if those garments meet the fingertip rule. In the event that a student's clothing is determined to be inappropriate for school, the student must either change clothes, contact parent for different clothing, or report to ISS for the day. The principal or his/her designee will have the final say whether a student's clothing is inappropriate for the learning environment of Sangaree Middle School.**

**In addition, given the current condition of COVID-19 and based upon guidance from the state and district, students and staff are expected to wear face masks that cover the nose and mouth. These face coverings must meet expectations referenced in #4 above.**

## **EXPECTATIONS**

Rules and procedures are effective during the following times and in the following places:

- On school grounds during, and immediately before or immediately after school hours
- On school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function or event
- In route to and from school or a school activity on a school bus or other school vehicle
- At any school or district-sponsored event such as sporting events -- whether on a district campus or the campus of a competitor
- At any time or in any place that has a direct and immediate effect on maintaining order and discipline in the Berkeley County School District.

Any severe behavioral infractions will be immediately referred to the administration.

Any infractions of Berkeley County School District policies or the Safe Schools Act will be immediately referred to the administration and/or to the appropriate state agencies.

## **EXPULSIONS**

Students can be recommended for expulsion for a number of reasons (possession of a weapon, repeated disciplinary infractions, possession/distribution of alcohol/drugs, sexual misconduct, etc.). Please refer to

BCSD Policies JCD and JCDA-R for further information. Students recommended for expulsion will have a hearing with the BCSD Hearing Officer who will render a decision on the expulsion status. Expulsions do not happen at the school level.

## **FEDERAL CARDS**

The Federal government requires our school to send out a Federal Survey Card every year to be completed with information about each student. These cards are to be filled out promptly and sent back to the school. This information helps determine the amounts of federal money allocated to the county each year. Your cooperation in completing Federal Cards is appreciated.

## **GRADING CRITERIA**

The following criteria shall govern student promotion from one grade to another:

- Student has earned passing grades as the final yearly averages in the four core areas
  - Student has met the attendance requirements of the Berkeley County School District and State
- Student progress in Grades 6 - 12 for all subjects will be reported as numerical averages as follows:

### **Letter Grade Numerical Average**

A 90 - 100

B 80 – 89

C 70 – 79

D 60 – 69

F Below 60

## **GRADING PROCESS-WASP**

Sangaree Middle School supports the Work Accountability Student Process (WASP). All students are expected to complete all graded work. Students who do not complete work in a timely manner may lose points for turning it in late; however, it must be completed to the best of the student's ability. **If a student has not completed his/her missing work by the end of each grading period, he/she may be given up to one additional week to complete make-up work.** Any work not completed will be a zero. **All students that FAIL a class for a grading period, MUST attend the school's content recovery lab during one of his/her RAZ classes.**

Additionally, students have the opportunity to re-do major tests and projects if grades are not reflective of what he/she is capable of doing. **In order to re-do a test or project, students must complete a request form as well as the requirements to re-assess.** Once the form is completed, students may re-take the assessment for a higher grade. It is the responsibility of the student to make arrangements to re-do work. **All re-dos must be done within 2 weeks of the first grade.**

We understand there may be multiple reasons a student would not be able to complete work in a timely manner. With that in mind, SRM offers the following supports:

- Before/After school tutoring-Please contact teacher for specific dates and times
- Thursday interventions
- ETH (Extra Time & Help) daily
- Thursday school extended hours (twice monthly)

## **GUIDANCE SERVICES**

Students in middle school will, from time to time, have problems. The purpose of the guidance department is to aid students in solving these problems when they arise. Guidance services are available to all students. Students who need to see a counselor should make an appointment through the guidance office or ask a teacher for a referral slip. In addition, there is an online request form that students can access to request support. Parents may also request that their student see a guidance counselor by contacting the main office.

### **HALL PASSES**

Students in the halls during class time are required to have a pass from a teacher, counselor, assistant principal, or principal. The pass will state the student's name, where the student is going (restroom, library, etc.), and the date and time of departure. Students should use their agenda to house their pass.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is available for students who cannot attend school because of illness, accident, or pregnancy. Forms are available at the school. They must be signed by a **MEDICAL DOCTOR** and parent and **returned to the district office by physician** for approval. Forms signed by a midwife or a psychologist **WILL NOT BE APPROVED**. Homebound instruction **MUST BE INITIATED** while the student is on homebound status.

Intermittent homebound services are provided for those students who have an illness documented by a physician that prevents them from attending school on a regular basis. This service requires the necessary forms be completed and turned in within 30 days prior to the beginning date of the school year or the beginning date of the onset of the illness. In addition, intermittent homebound is issued quarterly. Students who are absent as a result of the illness must have a doctor's note to receive homebound services for the day.

### **HOMEWORK REQUESTS**

Parents may make requests for homework assignments and textbooks of absent students by calling the school in the morning between 8:00 and 9:00 A.M. and making arrangements for the assignments and books to be picked up that afternoon between 2:00-3:00 P.M. Any request after 10:00 A.M. may require a 24 hour waiting period. Most student work will be posted in Google Classroom. It would be helpful for the student and parent to check this resource when students are absent.

### **LEARNING PATHWAYS**

During the summer months, parents were able to make a request for the learning pathway (Face to face, Blended Distance Learning or Virtual) for their child to begin the school year. Schedules were adjusted to honor the requests of parents and to ensure social distancing within the classrooms. After the year begins, parents may request a change in platform; however, this request must go through the principal. Once communication is made with the principal, parents will be required to submit an electronic request that will be routed through the district office prior to approval. This process will not allow for an immediate change to schedule and pathway. Considerations must be given to staffing allocations as well as space available in the pathway of choice. Parents of students participating in the Face to Face pathway must sign a waiver in order for their child to participate. It is important to note that if students move between pathways, this may necessitate a change in team due to availability of space/staff.

### **LIBRARY/MAKERSPACE**

The library opens 30 minutes prior to the opening of school each morning (7:35 AMS) and closes 15 minutes after school (3:15 pm). Students who come to the library during regular school hours without a teacher must have a pass in their agenda signed by a teacher. Books will be checked out for two weeks and may be renewed once. A student bar code will be used to access student library records and should always be brought to the library. Each student is responsible for the materials he/she checks out and must return them on time and in good condition. A fine of five cents per school day is charged for overdue books. If a student loses a book, he/she must pay for the replacement. Students should inform the Media Specialist about lost, damaged, and overdue books. Overdue notices are sent to students monthly.

Currently, students will be able to request books through Destiny as the media center will be closed to general use. Books returned to school will be in “quarantine” for 72 hours prior to re-distribution.

Students may schedule time in the Makerspace by consulting with the media staff. This time can be used to work on specific tasks for class assignments. Makerspace time will be limited.

## **LOCKERS**

Currently, locker rentals will be on hold; however, when conditions improve, students may rent a locker for a fee of \$7.00/year. This fee may be adjusted depending upon when we are safely able to allow for rentals. All students who rent lockers must follow the guidelines below. Any violation of this Locker Rental Policy will result in loss of locker privileges without a refund of rental fee. In addition, appropriate disciplinary action will be taken. Anything that is in a student’s locker is his/her responsibility. Random locker checks may be conducted periodically throughout the year.

1. Lockers will be assigned by school personnel.
2. **Only one (1) student will be assigned a locker** and given the locker combination. **Students will NOT be allowed to share lockers with other students.** This is grounds for removal of locker privileges. Students should not share their combination with other students.
3. The assigned student will be responsible for any fees associated with repair to damaged lock or locker resulting from student negligence or mistreatment. Damage may result in disciplinary action including removal of locker privilege, as well as possible referral to SRO.
4. Lockers are expected to be locked at all times.
5. The school will not be held responsible for any items removed or stolen from a locker. Students should not share locker combinations and should ensure that locker is closed, and the lock is engaged.
6. Jamming the lock with paper, coins, etc. or defacing the locker in any way will result in loss of use of the locker for the remainder of the school year.
7. Students are not permitted to decorate lockers with stickers or other objects either inside or outside. Nothing should be attached to the lockers with adhesives. Magnetic items appropriate for school may be used on the inside of lockers only.
8. Students are permitted to use the lockers at times designated by their team of teachers.
9. Food is not to be stored in lockers.

Personal possessions brought to school will be limited to materials needed for classroom work such as pencils, pens, paper, rulers, etc. If a student brings tools or weapons, he/she will be referred to the office. Any item taken may not be returned. Students may not record either through audio or video without the

express permission of the adult in the classroom. The school will not be responsible for lost, stolen, or damaged articles. Students should never leave money or valuables in the classroom.

### **MOBILE DEVICE AGREEMENT-FOR DISTRICT OWNED DEVICES (BCSD) Student**

1. I understand that the mobile device is subject to inspection at any time without notice and remains the property of the Berkeley County School District (BCSD)
2. I will follow the policies outline in the Mobile Device Matrix and the BCSD Acceptable User Policy.
3. I will use the mobile device in ways that are appropriate, educational, and meet school and district expectations.
4. I will take care of the mobile device according to the Mobile Device Matrix
5. I will not share my personal login information.
6. I will never leave my assigned mobile device unattended.
7. I will keep food and beverages away from the mobile device to avoid causing damage.
8. I will not disassemble any part of any mobile device or attempt any repairs.
9. I will not “jailbreak” or modify district installed software.
10. I will not connect to any other wireless network other than BCSD’s network
11. I will protect the mobile device by only carrying it while in the case provided.
12. I will not place decorations (such as stickers, markers, etc...) on the mobile device.
13. I will not deface or remove identification labels on any mobile device.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the district mobile device and case in good working condition after each use.
16. I will only save documents to my assigned account a jump drive – not to the desktop.

### **Parent**

1. I understand that all BCSD-owned mobile devices are subject to inspection at any time without notice and remain the property of the Berkeley County School District.
2. I understand that I will be responsible for damage or loss caused by vandalism, neglect, or abuse.

### **PARKING/PARENT PICK-UP**

Students may disembark from automobiles at the front of the school. Students arriving at school by private transportation are not permitted to go to the bus unloading area. Middle school students are not permitted to drive automobiles or other motorized vehicles to school. All students are picked up in the back of the school. **Parents are asked to enter the car rider line at the end of the day and NOT park along Discovery Drive.** Any students who leave school by car will be dismissed to the back of the school. This is to ensure the safety of our students. Car riders are dismissed at 3:00.

### **POLICY H20**

At Sangaree Middle School, students will be allowed to bring water bottles to school as SRM encourages the daily consumption of water due to the health benefits. **Students can only bring water to school in their water bottles, no other beverages are acceptable.** Given the current conditions related to COVID, students are encouraged to bring a water bottle and to fill it at water filling stations.

### **PROGRESS REPORTS & REPORT CARDS**

Report cards will be issued at the end of each nine-week marking period. Progress reports will be issued in the middle of each quarter in keeping with district expectations. These reports should be taken home, signed by the parent/guardian, and returned to the homeroom teacher no later than three days from the

date of issue.

## **PUBLICATION REGULATIONS**

The creation, manufacture, or dissemination of any booklet, pamphlet, magazine, periodical, or other publication in or on the premises of Sangaree Middle School is prohibited without prior approval by the administration. A copy of the proposed publication or a copy of the format of the proposed publication must be submitted to the administration. Before distribution, the principal must grant approval.

## **MESSAGES**

Personal messages will not be delivered to students during the school day unless it is an emergency. In the event of an emergency, guidance will assist. Personal messages will be delivered at lunch and at the end of the day to avoid unnecessary interruptions of instructional time. Parents should not text or call students via cell phones. Please remember that once students enter the building, cell phones are to be in the OFF position -- parent text is not an exception for a student with regard to the district cell phone policy. If there is an important message to deliver to the student, please contact the office (843-821-4028) so that we can ensure that your child is informed.

## **RETURNED CHECKS**

Your check is welcome at all schools and locations in the Berkeley County School District. The Berkeley County School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Berkeley County School District has contracted with Nexcheck, LLC, for collection of returned checks. Each person writing a check to a school or the School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account. If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. **All payments need to be made directly through Nexcheck, P.O. Box 19688, Birmingham, AL 35219.**

For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone using a credit card, debit card or electronic check.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Berkeley County School District is required under Section 504 of the Rehabilitation Act of 1973 to identify and locate every qualified disabled student residing within Berkeley County who is not receiving a public education and to take appropriate steps to notify the disabled students and their parents or guardians of the District's duties under Section 504. The District's Child Find activities under IDEA and Public Notice of Compliance under Section 504 constitute the District's compliance with this requirement. The deaf or hearing impaired may use the SC Relay System to contact the District Section 504 Coordinator or the school-based Section 504 Contact Person. District personnel needing to contact an employee, student, parent, or a member of the general public who is unable to voice, may also use the SC Relay System to conduct official school district business.

**SECTION 504 POLICY STATEMENTS ON NONDISCRIMINATION** The School District of Berkeley County does not discriminate on the basis of race, color, religion, age, sex, national origin or

disability in admission to or access to education or other programs, services, and activities; in employment practices; or in any aspect of its operations. Questions or requests for information may be directed to the school based Section 504 Contact Person: Shawn McCombs, 821-4028. Hearing impaired: TTY 1-800-735-8583\Voice 1-800-735-2905

### **STUDENT RECORDS**

Parents have the right to review and contest material in a student permanent record. Anyone who wishes to inspect the record must make the request for inspection (or an explanation or interpretation) of a student's record to the principal of the school in which the student is enrolled or where the record is housed. Principal or designated district office administrator will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 days after the request has been made. At the inspection, the principal will have appropriate personnel available to interpret information on the records.

If the parent/guardian or eligible student believes that the information in the education record is inaccurate, misleading, or violates the privacy or other rights of the student, he or she can request an amendment to the record. The school official receiving the request will either amend the record, if appropriate, or notify the parent/guardian or eligible student within 15 working days in writing that the request is denied and that he or she has the right to request a hearing.

### **SECLUSION/RESTRAINTS**

Seclusion and/or restraint of a student may be used for the management of behavior when any student poses a threat of imminent, serious, physical harm to self and/or others, and has the ability to cause such harm. BCSD adheres to the SC Department of Education's Guidelines of the Use of Seclusion and Restraint. If parents have concerns, contact should be made with the school administration for resolution.

### **TARDY POLICY**

SRM students are expected to be in class and ready to begin work at the beginning of each instructional period. The policy states that students who are tardy are to receive progressive punishment. When students come in after the late bell, the student must get a pass from the attendance office to be allowed into class. Parents must send a note for a tardy to be excused. Excusable reasons for being tardy include illnesses, accidents, doctor appointments, or other appointments that cannot be scheduled after school, and emergencies in the family. Getting up late or missing the bus are not excused reasons for being tardy to school.

Consequences may include the following:

### Middle School:

1<sup>st</sup> tardy - The teacher will issue a verbal warning and or detention.

2<sup>nd</sup> tardy - The teacher will assign a detention.

3<sup>rd</sup> tardy- The teacher or his/her designee will call the parent/legal guardian.

4<sup>th</sup> tardy - The student will meet with the guidance counselor.

5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> tardy - At the discretion of the principal or his/her designee, the student may be assigned in-school suspension.

8<sup>th</sup> tardy - At the discretion of the principal or his/her designee, the student may be given one day out-of-school suspension for each tardy after the eighth tardy.

In some cases, students may be required to make up time missed, particularly if students are consistently late to school.

### **TOBACCO FREE SCHOOL**

The goal of this policy is to provide a 100% tobacco-free, smoke-free environment for all students, staff and visitors in all District facilities, vehicles and buses, and on all District grounds and District-sponsored events. This also includes e-cigs, Juuls and vapor devices.

### **TRESPASSING ON SCHOOL PROPERTY**

All School Campuses are posted with “No Trespassing” signs. Permission from the principal must be received in order to use any campus after school hours. Violators will be subject to prosecution for trespassing. **Students should not be on campus earlier than 30 minutes prior to school opening and should leave the school campus immediately upon dismissal of school. The exception to this is if a student is involved in a supervised school activity.**

The principal is empowered to take appropriate action against non-students who enter the building, grounds, or other property of the Berkeley County School District. Such action will include the right to call in police authorities and swear out warrants. The authority for this is Article 5, 16-551 of South Carolina Code of Laws: "Disturbing school--It shall be unlawful: 1) for any person to willfully or unnecessarily a) interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, b) loiter about such school or college premises or act in an obnoxious manner thereon; or 2) for any person to a) enter upon any such school or college premises or b) loiter around the premises, except on business, without any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, can be fined not more than one hundred dollars (\$100.00) or be imprisoned in the county jail for not less than ten (10) days nor more than thirty (30) days."

### **TELEPHONE**

The school telephone is a business phone; therefore, we ask students to only use the phone in case of emergency such as illness or accident. We ask parents not to call students unless it is absolutely necessary. If you have to call, we will take the message and relay it to your child. Rain or bad weather is not an excuse for calling home. The school office will determine legitimate need for telephone use. In the event of an emergency, guidance will assist with delivering messages that may be upsetting to students.

### **TEXTBOOKS**

Textbooks are provided at no cost by the South Carolina State Board of Education under the following conditions: The student's name may be written below the property stamp impression. Otherwise, they shall not mark or write in textbooks. Books shall be turned in to the school by the student, parents/guardians under the following circumstances:

1. When appropriately requested by the teacher
2. When a course is completed or discontinued
3. When a student withdraws from school
4. When the school year ends

A school from which a student transfers shall make an appropriate notation on the transcript records as to whether all books were returned and whether any damages or lost book fees are unpaid. Schools may require student's parents/guardians to pay for textbooks they lose, and they may be denied further benefits of the Free Textbook Program until they comply fully with this requirement. This requirement may be waived in instances where the principal and/or responsible officials believe that the child is a victim of unusual circumstances. In the event that a lost textbook is found, the school will refund the purchase price of the book providing that the original receipt for the lost book is returned to the school with the book. This is necessary for accounting purposes. Schools are required to collect appropriate damage fees from any pupil, parent, or guardian for abuse or improper care of textbooks, and the pupil, parent, or guardian may be denied further benefits of the free textbook program until they fully comply with this requirement. Books on which only a damage fee is collected shall remain the property of the state and shall remain with the school for further use.

## **VANDALISM**

It is the policy of the Berkeley County Board of Education to eradicate vandalism in the schools of the district. In order to carry out this policy, the following procedures have been established and shall be enforced fully by each employee of the BCSD.

A reward system is hereby placed into effect to help apprehend the person(s) who commits vandalism in a structure belonging to the District: Damage (\$0 – 299) = Reward (\$50); Damage (\$300+) = Reward (\$100). The reward listed in this paragraph will be paid upon the conviction of the person(s) who were responsible for the vandalism. According to the State Laws of South Carolina, a parent is responsible for any vandalism caused by the child up to the amount of \$1,000. The reward offered to apprehend the vandal will be added to the cost of replacing the item(s) destroyed and will be paid by the parent. If more than one vandal is involved, the cost of the reimbursement will be shared equally.

## **VENDING MACHINES**

Sangaree Middle School provides drink and snack machines for students. Students are allowed to purchase items from these machines during lunch with a pass. Sangaree Middle School does not refund, in any manner, money that is lost in the vending machines. Students use the machines at their own risk. Students are not permitted to carry drinks or snacks onto any school bus or into any classroom. Students who have a negative balance on lunch accounts may not be allowed to use vending machines.

## **VISITORS**

Currently, no visitors will be given access to the school building. When conditions lessen, all visitors, with or without appointments, must check in at the front office. Parents are welcome in the school once

conditions improve; however, in order to minimize disruption and to ensure student safety, all visits, other than with an administrator, must be approved in advance. Currently, all volunteer programs are canceled. Students from other schools are not permitted to be on campus. Students are not to bring younger brothers, sisters, or other relatives to school. Sangaree Middle School is a closed campus. Upon visiting our campus, a picture ID will be processed through our Raptor system.

### **WALKING STUDENTS**

**Walking students may arrive on campus no more than 30 minutes before the starting of school and must leave campus within 15 minutes after dismissal.** To help maintain student safety, students should walk on the pavement, staying out of the streets, keeping off of people's lawns, and crossing streets only at appropriate intersections or other designated crossings. Middle school students are not allowed on other school campuses during regular school hours. Parents are to use front parking area to pick up students and are welcome to use any remaining spaces in the school parking lot. Please pick up your child promptly after school. Car rider line for dismissal is in the back of the school. All rules regarding acceptable behavior at school continue to apply during the time students are awaiting their rides home.

### **DENIAL OF RELEASE OF STUDENT INFORMATION**

The Family Education Rights of Privacy Act, also known as the Buckley Amendment, was amended in July, 2000, to revise the definition of directory information; directory information is defined as information about a student that would not generally be considered harmful or an invasion of privacy if disclosed. The information may include: name, address, telephone number, place of birth, date of attendance, grade level, participation in officially recognized activities and sports, weight/height of athletes, degrees, honors/awards, most recent education agency attended, photograph, e-mail address. As a parent/guardian or an adult student you have the right to request that such information not be disclosed. The inclusion of photographs means that schools may not publish student photographs (individual or group) in school newspaper, newsletters or other publications or on their web pages. They may also provide photographs to publication in newspapers, education journals and other reputable publications. The Berkeley County School District will not provide e-mail addresses of students as part of directory information. Also, directory information will not be provided to agencies for marketing purposes. Please refer to our school or district website for complete school board policies. This handbook summarizes policies and is not meant to be all inclusive.

COVID-19 Considerations: Please refer to our website as well as the district website for information regarding changes in procedures due to the COVID-19 conditions. As this is updated, our procedures will adjust. This statement serves to allow for adjustments in the expectations indicated above due to changing conditions. The district and school re-entry plans detail specifics regarding return to school.



## **BERKELEY COUNTY SCHOOL DISTRICT**

P. O. Box 608/229 East Main Street

Moncks Corner, SC 29461

Phone: 843-899-8600

Superintendent: Dr. Eddie Ingram

**District Vision Statement**

**Create a future we dare to imagine and make a positive difference.**

**District Mission Statement**

**We facilitate and support student-driven learning experiences by unleashing the power and potential of education.**

**Berkeley County School District**

**Work and Life Skills**

**Adaptability**

**The ability to respond effectively based on circumstances, environments, or demands to solve problems.**

**Critical Thinking**

**Gathering information, analyzing, and making decisions to perform the task at hand.**

**Initiative**

**Recognizing a need, seeking a solution, and taking action to fulfill it.**

**Communication**

**Ability to receive and provide thoughts and idea in an effective, efficient, and purposeful exchange.**

**Advocacy**

**Demonstrate self-discipline through strong character. Empower others towards solutions that have purposeful impact.**

**Resilience**

**Persist through independent and collaborative experiences, learning from them, and move forward.**

**Collaboration**

**The process of working with others to exchange ideas for a common goal.**

**TITLE IX STATEMENT**

Berkeley County School District does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of education opportunities or employment opportunities and benefits in compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

**STUDENT HANDBOOK POLICIES**

**Middle School**

**2020-2021**

All Policies may be located on the BCSD website. The Policies listed below may be an abbreviated version of the Policy. The information is located on the blue menu bar near the top of the main page. You should click on School Board, click on BoardDocs, click on Policies, and enter the key words for the Policy.

1. Student Behavior Code: JCDA & JCDA-R
2. Student Suspensions: JDD & JDD-R
3. Student Expulsions: JDE & JDE-R
4. Searches, Student Interrogations, and Arrests: JCAB & JCAB-R
5. Harassment, Intimidation or Bullying: JCDAAAA
6. School Bus Conduct: JCDAD

7. Student Dress Code: JCDB
8. School Attendance, Compulsory Attendance Ages and Student Absences: JBD
9. Student Medicines at School: JGCD & JGCD-R
10. Volunteer Policy: IFCD & IFCD-R
11. Promotion and Retention Policy: IHE (excerpt for Middle School Students)
12. Technology Acceptable Use: JAC & JAC-R
13. Student-Owned Electronic Mobile Device Acceptable Use Policy and Guidelines: JAC – E(3)
14. Gifted and Talented Program
15. Emergency Procedures
16. Safe School Act
17. Complaints and Grievances: JCE
18. Student Dismissal Precautions: JGFC
19. Title I information

**1. STUDENT BEHAVIOR CODE: JCDA & JCDA-R**

The Board expects students to always conduct themselves in an orderly, courteous, dignified, and respectful manner.

The Board recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of the District's schools. It will be the philosophy of the district, however, to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. No disciplinary action will be taken without all procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, or policies of this district.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of such policies, rules, and regulations, will result in disciplinary actions. The Board directs students to the district's Behavior Code set forth in this policy and the student handbook for their individual school.

The Board authorizes its school authorities to employ suspension and recommend expulsion, if necessary, to enforce this policy.

The administration is directed to develop appropriate rules of student conduct that will include a general listing of offenses, required or recommended disciplinary action for violations, and the times and places when such rules will be in effect.

**JCDA-R Student Behavior Code Administrative Rule:**

The following rules are effective during the following times and in the following places.

- on the school grounds during, and immediately before or immediately after, school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function or event;
- en route to and from school or a school activity on a school bus or other school vehicle; and
- at any time or in any place that has a direct and immediate effect on maintaining order and discipline in the Berkeley County School District

**Student Conduct Away from School Grounds or School Activities.** The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the district. When assessing the impact of out-of-school behavior on a district school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension;
- placing the student on probation and allowing the student to resume his/her normal class schedule;
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth;
- suspending the student;

- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (These students are only allowed on campus for exams that require a proctor in a virtual school accessed through our district's alternative school):
- students not able to successfully enroll will be expelled for remainder of the school year; or
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators.

Note regarding special education students: Administrators must ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances.

**Levels of offenses.** The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness (Refer to student handbook);
- cheating on examinations or classroom assignments;
- lying;
- acting in a manner so as to interfere with the instructional process;
- abusive language between or among students;
- failure to complete assignments or carry out directions;
- use of forged notes or excuses;
- cutting class;
- school tardiness;
- unauthorized use of electronic devices excluding cell phones;
- Violation of Acceptable Use Policy (See Policy JAC & JAC-R);

- Truancy;
- use of obscene or profane language or gestures; and
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy.

The administration or teachers may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following. Only certified administrators may issue a suspension.

- verbal reprimand;
- withdrawal of privileges;
- detention;
- in-school suspension;
- out-of-school suspension; or
- other sanctions approved by the Board or administration

*Disruptive conduct - Level II*

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant;
- fighting;
- vandalism (minor);
- stealing;
- threats against others;
- trespass;
- repeated Level I violations;
- violation of Acceptable Use Policy (See Policy JAC & JAC-R);
- abusive language to staff, to include profane language;
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities

include supervision of students;

- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescriptions drugs, "look alike" drugs, and drug paraphernalia, including but not limited to, rolling papers, pipes, smoking devices, vapor pens, and JUUL type devices;
- illegally occupying or blocking in any way school property with the intent to deprive others of its use;
- unlawful assembly;
- disrupting lawful assembly;
- harassment, intimidation or bullying;
- use or possession of laser pointers, fireworks, smoke bombs, pepper style sprays, and other similar devices or materials;
- inappropriate verbal or physical conduct of a sexual nature;
- misuse of district technology resources;
- gambling;
- intimidating, threatening, or physically abusing another student; and
- other disruptive acts as determined at the school level, which are not inconsistent with Board policy.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- in-school suspension;
- confiscation of contraband;
- withdrawal of privileges (a privilege, as defined by the Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school district's food service program);
- temporary removal from class;
- out-of-school suspension;
- referral to outside agency;
- assignment to alternative school or a district alternative program;
- referral to SCIP as deemed appropriate;
- expulsion;

- restitution of property and damages, where appropriate, should be sought by local school authorities; or
- other sanctions as approved by the Board or administration

*Criminal conduct - Level III*

Criminal conduct is defined as those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. 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 Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- bomb threat;
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device, including ammunition for a weapon such as bullets, shotgun shells, etc.; or any other type of device or object which may be used to inflict bodily injury or death;
- sexual offenses (includes sexual acts that are associated with criminal charges);
- arson;
- distribution, sale, purchase, manufacturing, use, being under the influence of or unlawful possession of alcohol or a controlled substance as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270;
- unauthorized access, use, or attempted access or use of district computer systems; and
- threatening to take the life of or inflict bodily harm upon a teacher, principal or member of their immediate family.

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major);
- Violation of Acceptable Use Policy (See Policy JAC & JAC-R;)
- theft, possession or sale of stolen property;
- disturbing the schools;

- possession, use, or transfer of "look-a-like" weapons;
- assault and battery;
- extortion;
- sexual acts (includes sexual acts that may not include criminal charges);
- furnishing or selling unauthorized substances, as defined by Board policy; or
- any other acts as determined by the Board or administration.

**NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol, controlled substance consumed.**

The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school district's food service program);
- confiscation of contraband;
- out-of-school suspension;
- assignment to alternative schools;
- expulsion;
- referral to ScIP as deemed appropriate;
- restitution of property and damages, where appropriate, should be sought by local school authorities; or
- other sanctions as approved by the Board or administration.

**Extenuating, mitigating or aggravating circumstances.** The Board confers upon the superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

**Discipline of disabled students.** Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA") will be disciplined in accordance with federal and State law as set forth in the special education procedures developed by the administration.

**Tele-Communication Devices.** For purpose of this policy, Tele-Communication devices include mobile telephones and other such devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a

communication to the possessor.

Students who choose to bring Tele-Communication devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours and on school grounds, no student may use, make visible or have turned on, a Tele-Communication device without the prior permission of the principal, as set forth below. "Turned on" includes a Tele-Communication device that is activated and set or programmed to ring, vibrate or otherwise send a signal.

The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the Tele-Communication device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a Tele-Communication device in violation of this policy, must report the student to the school principal and turn the device over to administration. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian. A student who violates this policy regarding use and possession of Tele-Communication devices is subject to discipline as follows.

#### First offense

- Parent conference with administrator
- Confiscation of device
- Electronic-Communication device returned at conference
- Provide a copy of cell phone policy to parent or guardian

#### Second offense

- Parent conference with administrator
- Confiscation of device
- Student assigned one day ISS
- Electronic-Communication device returned to parent/legal guardian after 7 calendar days

#### Third offense

- Parent conference with administrator
- Confiscation of device
- Student assigned one day out of school suspension
- Electronic-Communication device returned to parent/legal guardian after 7 calendar days

\*\*\*Cell phones will be returned to parent after school or by appointment.

## 2. STUDENT SUSPENSIONS: JDD & JDD-R

A student may be suspended for any reason listed in the student behavior code [JCDA](#) or administrative rule JCDA-R, for up to 10 school days for any one offense. Suspension means the student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a school bus. In-school suspension will be defined as the exclusion of a student from regular classes for a period of not more than 10 days. The student will be provided school work in a room designated for in-school suspension and be supervised by designated school personnel. Unless otherwise specified, the term "suspension" as used herein will mean either suspension from school or in-school suspension.

When a student is suspended, the parent/legal guardian of the pupil will be notified, in writing, of the reasons for such suspension and of a time and place when the administrator who initiated the suspension is available for a conference with the parent/guardian. The conference will be set within three days of the date of the suspension. After the conference, the parent/legal guardian may appeal the suspension as set forth in JDD-R.

A periodic report of all such suspensions will be submitted to the superintendent or his/her designee.

### **Administrative Rule:**

**Investigation of Misbehavior.** When it appears that a student has engaged in misbehavior warranting suspension, an administrator will investigate the matter and interview everyone who has knowledge about what occurred. The student will be advised, verbally or in writing, of the accusations against him/her. The administrator also will advise the student of the evidence against him/her and provide the student the opportunity to tell his/her side of the story. If the student asks the administrator to talk to other witnesses, the administrator will do so, if possible.

After completing the investigation, the administrator will determine if suspension is in order and the number of school days, from one to 10, that the suspension should run. Normal suspension will not exceed five days. Permission from the Chief Administrative Officer will be needed for suspensions over five days. Students out of school due to a suspension will be allowed to complete missed assignments. These assignments must be complete within three days of returning from the suspension.

**Seclusion/Restraint Guidelines.** Seclusion and/or restraint of a student may be used for the management of behavior when any student poses a threat of imminent, serious, physical harm to self and/or others, and has the ability to cause such harm. BCSD adheres to the SC Department of Education's Guidelines of the Use of Seclusion and Restraint. If parents have concerns, contact should be made with the school administration for resolution.

**Summary Suspension.** If the administrator sees or is advised of any student misbehavior and concludes that the student should be removed from school immediately in order to restore order or to protect others at the school, the administrator may summarily suspend the student for up to two school days. In these cases, the administrator does not have to investigate the matter first. By the end of the next school day following the summary suspension, however, the administrator should investigate the matter as outlined above and determine what, if any, additional suspension days are appropriate. The total number of suspension days is not to exceed 10.

If the administrator determines that the student should not have been suspended, arrangements will be made for the student to make up any work missed while on summary suspension and also to remove any reference to

suspension from student's record.

**Sending a Suspended Student Home During the School Day.** When a student is suspended, the administrator will attempt to contact the parent/guardian to request that he/she pick up the student from school. If a parent/guardian cannot come for the student, the school may take the student home as long as a parent/guardian is at home to take charge of the student. If the administrator cannot reach the parent/ guardian, the student must stay at school until the end of the school day.

If the student is summarily suspended, he/she may be removed from the school grounds immediately. Depending upon the student's age, however, it may be necessary to keep the student at school until the parent/guardian can be reached.

**Notification to Parent/Guardian.** By the end of the next school day following any suspension, the administrator will notify the parent/guardian in writing of the following:

- the acts committed by the student;
- the rule(s) violated;
- the length of the suspension; and
- the time and place when the administrator will be available to meet with the parent/guardian for a conference. The conference is to be held not more than 3 school days after the date of suspension and, if possible, before the student is to return to school.

**Suspension Appeals.** If, after the conference with the administrator, the parent/guardian believes the student's suspension was unjustified, the suspension may be appealed as follows:

- To the principal if the decision to suspend was initially made by a school level administrator other than the principal.
- To the superintendent's designee if the suspension was imposed by the principal.

The appeal will be conducted as an informal hearing. The administrator, parent/guardian, and student may be present. The parent/guardian, student, and administrator will be allowed to address the principal/superintendent's designee who hears the appeal. Within five (5) school days of the hearing, the principal/superintendent's designee will render a decision as to whether the suspension was proper. If the principal/superintendent's designee decides that the suspension was not proper, all absences resulting from the suspension will be excused and the record cleared.

In cases where the appeal was held by the principal, the student may, if he/she chooses, petition the superintendent's designee for a second appeal. Any such petition must be in writing and served on the superintendent's designee within three (3) school days of the student's receipt of the decision of the principal. The petition must state the specific basis upon which the student is requesting a second appeal. If the superintendent's designee receives such a petition, he/she will review the suspension and the appeal, and determine whether to conduct a second appeal conference. Within three (3) school days of receipt of the petition, the superintendent's designee will respond, in writing, noting whether or not a second appeal conference will be conducted. If a second appeal conference is conducted, the superintendent's designee will provide a written decision on the appeal within three (3) school days, following the conference. The decision of the

superintendent's designee ends the appeals process for suspensions.

**Limits on suspension.** A student may not be suspended for more than a total of 30 school days in one school year. An administrator may not suspend a student from school during the last 10 school days of the school year if the suspension would result in the loss of course credit, unless the Board approves, or if the student is an actual threat to the class or the school, or a hearing is granted by the end of the next school day following the suspension.

### **3. STUDENT EXPULSIONS: JDE & JDE-R**

A student may be expelled for any reason listed in the Student Behavior Code, [JCDA](#) or administrative rule [JCDA-R](#); for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the board or the state board of education; or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a school bus. All students assigned to Berkeley Alternative School or any Berkeley County alternative school programs cannot attend any school sponsored activities, in the daytime or night, at any other school, or be on the school grounds of any other school within the district.

If procedures for expulsion are initiated, the parent of the pupil will be notified in writing of the time and the place of a hearing before the district hearing officer. At the hearing, the parent and Berkeley County School District will have the right to legal counsel and to all other regular legal rights, including the right to question any and all witnesses presented by the administration. If the student and parents intend to bring a legal representative, the district hearing officer must be notified at least three to five days in advance of the scheduled date of the hearing. The right to appeal the decision to the Berkeley County Board of Education is reserved to either party

The expulsion hearing will take place within 15 days of the written notification at a time and place designated by the hearing officer. A decision will be rendered in an expedient manner not to exceed a 10-day response period. The student may be suspended from school and all activities during the time of the expulsion procedures. Every expelled student will have the right to petition for readmission for the succeeding school year. The hearing officer will expel any student who brings a weapon to school. For purposes of this policy, weapon means a firearm. The term firearm is defined extensively in the U.S. Code but generally means a weapon (gun) or destructive device (explosive, incendiary)

The period of expulsion will be no less than one year from the date of expulsion. The board directs the superintendent to bring recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement. The district will refer each expelled student to the local county office of the Department of Juvenile Justice

#### **Administrative Rule:**

**Investigation and Action Taken by the Principal.** If after an administrator or his/her designee investigates a report of student misbehavior he/she decides to recommend expulsion, the administrator should suspend the student and, following the notification requirements established in Policy [JDD-R](#), notify the student's parent/guardian of his/her right to meet with the administrator within three school days of the date of the suspension. If after meeting with the parent/guardian (or if the parent/ guardian has not come in for a meeting by the third school day) the administrator still intends to recommend expulsion, the matter will be referred directly to the district hearing officer. This procedure will be followed in all cases, regardless of the offense charged.

**Notice of Expulsion Recommendation.** By the end of the third school day following receipt of an expulsion

recommendation, the hearing officer will notify the student and his/her parent/guardian, in writing, of the following:

- the rule(s) infraction alleged to have occurred;
- a summary of the evidence against the student;
- the right of the student to a hearing before the hearing officer on the evidence;
- the time and place of the hearing, which must be held within 10 school days of the date of notification (unless the parent/guardian or his/her representative agrees otherwise);
- the procedure to be followed at the hearing, including the right to be represented by counsel; and
- the right of the student, the parent/guardian or the student's representative to examine the student's records upon request.

A response form will be enclosed with the notice on which the parent/guardian is asked to advise the hearing officer whether they intend to appear, whether they will be represented by legal counsel, and whether they wish to waive an evidentiary hearing and merely address the hearing officer. If the response form is not signed and returned to the hearing officer within 48 hours of the scheduled date of the hearing, the hearing may proceed as scheduled whether or not the student, the parent/guardian, or the student's representative is present, or the hearing may be postponed.

**Hearing Procedure.** The administrator, the administrator's representative, the student, the parent/guardian and/or the student's representative may be present at the hearing. If the hearing officer and the parent/guardian agree, the student may be dismissed during portions of the hearing. The hearing officer may ask the witnesses questions. The parent/guardian and/or the student's representative will be given an opportunity to argue their position or express their views on the case. A tape recording of the testimony and the hearing will be kept on file by the hearing officer.

**Action Following the Hearing.** Within 7 school days of the hearing, the hearing officer will decide whether the student committed the alleged rule(s) violation or misconduct, based upon the evidence presented at the hearing, and the appropriate punishment. If the hearing officer determines that grounds for expulsion exist, he/she may expel the student for the remainder of the current year, permanently expel, or give punishment other than expulsion including but not limited to suspension or strict district probation.

Strict district probation means special restrictions have been placed on the student's right to attend school. Violations of these restrictions may result in suspension and a recommendation for expulsion.

The hearing officer will report his/her decision in writing to the parent/guardian, the superintendent and the school. If the hearing officer determines that grounds for expulsion do not exist, all absences resulting from the suspension will be excused and the student's record cleared. The student will be allowed to make up all missed work.

**Appeals.** The decision of the hearing officer may be appealed by the student, their parent/legal guardian, or the administration to the Berkeley County Board of Education, if written notice of appeal is made to the superintendent within 5 school days of notification of hearing officer's decision. An appeal will normally be limited to the established record, and no new testimony will be allowed unless the school board desires to hear additional

testimony. The school board may reverse or alter the decision of the hearing officer. If the recommendation for expulsion is rejected on appeal, all absences resulting from the suspension will be excused and the student's record cleared. The student will be allowed to make up all missed work.

**Petitions for Readmission.** Students who have been expelled for the remainder of the current school year may make a written request to the superintendent or his/her designee for readmission. This request must be made at least 30 calendar days before the beginning of the school year or the second semester, as the case may be. The request must state, in detail, the reasons why the student should be allowed to return to school.

If the superintendent or his/her designee approves a return to school, administrative action will be taken to reinstate the student. All students returning from expulsion will be placed on probation for one year at the discretion of the administration of the school. The student, parent/legal guardian, and a school administrator will meet to review the probation contract prior to the student reentering school after his/her expulsion.

If the superintendent or his/her designee denies the student's request or in all cases of permanent expulsion, the student may make a written request to the board for readmission and may include a request to appear before the board. If the request is denied by the board, the student may submit another request prior to the following school year.

#### **4. SEARCHES, STUDENT INTERROGATIONS, AND ARRESTS: JCAB & JCAB-R**

The Board recognizes that both State law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all district personnel to conduct searches and seizures on district property or during district sponsored events in accordance with applicable federal and state law. The Board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating Board policies, school rules, and state and federal laws, and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the district to maintain a safe environment conducive to education.

**Searches.** As authorized by State law, district and school administrators and officials may conduct reasonable searches on district property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

The district administration is directed to ensure compliance with S.C. Code Ann. § 59-63-1150, which requires that administrators must receive training in the "reasonableness standard" under existing law and in district procedures regarding searches. The district administration is further authorized and directed to establish procedures to be followed in conducting searches. The Board further directs district administration to ensure that notice is posted in compliance with S.C. Code Ann. § 59-63-1160 advising that any person entering the premises of any school in the district shall be deemed to have consented to reasonable search of his/her person and effects.

All searches must comply fully with the "reasonableness standard" set forth in *New Jersey v. T.L.O.*, 469 U.S. 328 (1985). This reasonableness standard recognizes that balancing the privacy interests of students with the substantial need of teachers and administrators to maintain order in the schools does not require that searches be based on probable cause to believe that the subject of the search has violated or is violating the law. Rather, the appropriateness of a search depends on the reasonableness, under all the circumstances, of the search. Determining the reasonableness of any search shall involve a two-fold inquiry. First, a district or school administrator or official must determine that the search is justified at its inception and second, that the scope and conduct of the search is reasonably related to the circumstances justifying the search at its inception. In other

words, all searches hereunder must be determined to: (1) have reasonable grounds for suspecting that the search will disclose evidence the student, or other person, has violated or is violating either the law or the rules of the district or school; and (2) be limited in scope and conduct to the extent that the measures utilized to carry out the search are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the person searched and the nature of the suspected infraction of the law or district or school rules.

The Board further prohibits any district employee, including district administrators and officials, from conducting a strip search.

Searches involving the use of metal detectors shall be conducted in accordance with the procedures outlined in Policy JCAC and Administrative Rule JCAC-R.

Any contraband items or evidence of a violation of law or district or school rules may be retained by school officials and/or turned over to an appropriate law enforcement agency, as required by law.

**Contacting Law Enforcement.** As required by S.C. Code Ann. § 59-24-60, school administrators shall contact law enforcement immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, another person, or his/her property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA.

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter. If the law enforcement authorities determine an investigation is appropriate, school officials will make reasonable efforts to discuss the scope and methods of the investigation with the law enforcement authorities as they affect school operations in an effort to minimize any disruption to the school and its students

School officials may contact law enforcement authorities for assistance in addressing concerns other than those which must be reported pursuant to § 59-24-60. In such circumstances, the principal or his/her designee shall confer with the superintendent or his/her designee prior to involving law enforcement authorities, other than a school resource officer. The superintendent or his/her designee shall consult with appropriate school officials and law enforcement authorities to determine that the proposed involvement and methods of law enforcement are reasonable, consistent with this policy, and will have a minimally disruptive effect on school operations and student rights.

**Interrogations by School Personnel and School Resource Officers.** Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

**Interrogations by law enforcement.** When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the

investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee shall continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds. However, school officials shall not act in such a manner which will interfere with an ongoing law enforcement investigation. Additionally, normal visitor's protocol must be followed by law enforcement officials at all times. Interrogations of students by law enforcement should generally take place in a private area, whether or not the principal or his/her designee is present.

**Custody or Arrest.** Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials will make a reasonable effort to notify the parents/legal guardians immediately.

**Administrative Rule:** In order to recognize and protect student rights and expectations to privacy, safety, and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating Board policies, school rules, and federal and state laws, district officials, including principals and their designees, are authorized to conduct reasonable searches according to the procedures outlined herein and in Board policy JCAB.

If a search yields evidence that a Board policy, school rule, or federal or state law has been violated, appropriate disciplinary actions shall be taken, and in cases where the evidence suggests conduct which must be reported to law enforcement under

S.C. Code Ann. § 59-24-60, the appropriate law enforcement authorities shall be immediately notified.

**Searches of a Person or a Person's Belongings or Effects.** Procedures for searching a person or a person's belongings must be reasonable. A reasonable search is one which is both based on a reasonable suspicion and is reasonably related in scope. For reasonable suspicion to exist, school officials conducting a search must be able to articulate why, based on all the circumstances, they objectively and reasonably suspect the search of the person or personal property is likely to yield evidence of a violation of law or district or school rules. In formulating a reasonable suspicion, a school official may rely on information he or she considers reliable, including reports from students, as well as the official's own observations, knowledge, and experience; however, a mere hunch or guess that a search will uncover evidence of a violation of law or district or school rules is insufficient to justify a search.

Additionally, the search must be reasonable in its method and scope. A search must be carried out in such a manner that it targets the object of the search or the suspected evidence of a violation of law or district or school rules. The proper scope of the search is a case by case determination and is generally limited to the places in which it is reasonably suspected that the object of the search may be found. A search may be as extensive as is reasonably required to locate the object(s) of the search and may extend to all areas, containers, and personal effects in which the object of the search may be found. In addition, when determining the reasonableness of the scope and manner of a search, the school officials must take into account the age, sex, and other special circumstances concerning the object of the search and the person involved, as well as the nature of the suspected infraction. Should the school official determine that a pat-down search is necessary, the school official, who must be the same sex as the person searched, shall escort the person to a private area to conduct the pat-down search. A witness must be present during all such searches. If a student refuses to comply, the student's parent/guardian and/or the police will be contacted. **Under no circumstances, however, is a strip search by a school official permitted.**

**Searches of Lockers, Desks, and Other School Property.** The district provides lockers, desks, and other school property to students for their use. Because the district retains ownership of this property, school officials may conduct searches of such property, including random and unannounced searches, with or without reasonable suspicion, when such search is determined by school officials to be otherwise reasonable in light of the needs of the school. However, objects belonging to students contained in such school property shall not be opened or searched except as provided in the section above. Students shall be notified expressly in writing in the student handbook that such school property may be searched at any time. In conducting searches of school property, student property shall be respected and not damaged

**Searches of Vehicles on School Property.** Students are permitted to park on school premises as a matter of privilege, not of right. Accordingly, all students desiring to park their vehicles on school premises must first obtain a parking permit from the designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms regarding the use of parking lots set forth below. Vehicles which do not have a permit in plain view are subject to being towed at the student's expense.

Because parking on school premises is a privilege, the school retains authority to conduct routine inspections of the exterior of vehicles parked on school property at any time. In conducting an inspection of the exterior of a vehicle, school officials may observe those things inside vehicles which are in plain view.

The interiors of student vehicles, including such things as trunks, glove compartments, and personal belongings within a vehicle, may be searched whenever a school official has reason to believe a student is violating Board policies, school rules or federal or state law, as described in the "reasonableness standard" set forth in the section above. When a school official needs to gain access to the interior of a vehicle parked on school premises, for purposes of conducting a search in compliance with "reasonableness standard," he/she shall first ask the student to provide access. If a student refuses to provide the school official with access to the interior of his/her vehicle, he/she may be subject to disciplinary action, including loss of all parking privileges, and possible towing of the vehicle at the student's expense

**Use of Trained Dogs.** The exposure of student containers, packages, lockers, vehicles, desks, book bags, satchels, and other similar personal belongings to a reliable and trained "dog sniff," when not in a student's possession, in most circumstances is neither a search nor a seizure. This is so because a dog sniff of the above items only does not expose non-contraband items into view and discloses only the presence or absence of contraband. Sniffing of an individual by trained dogs, however, may constitute a search, and their use on school property may be disruptive and threatening to students and school personnel.

Accordingly, school officials shall only utilize trained dogs on district property under the following circumstances:

- Only trained and proven reliable dogs may be utilized on school grounds.
- Dogs will be under the control, direction, and supervision of a trained dog handler and will be on a leash or subject to appropriate restraint at all times.
- Dogs will only be utilized when determined to be reasonable under all the circumstances by the school principal or his/her designee.
- Dogs will not sniff an individual unless determined to be reasonable in all respects under the section above;

however, actual physical contact between dogs and individuals should be avoided.

In all circumstances, school officials shall make reasonable efforts to minimize the exposure of students to dogs. Should a dog alert its handler to the presence of any contraband, school officials may conduct a search in accordance with the procedures set forth above.

## 5. HARASSMENT, INTIMIDATION OR BULLYING: JCDAAAA

The district prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether 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.

The district 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.

**Definitions.** "Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will 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 damage to his/her property;
- insulting or demeaning a 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;
- gaining control over a student or group of students; and
- repetitive targeting of a student or group of students.

**Reporting.** Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent/legal guardian. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable. The student and parent/legal guardian should report any subsequent occurrences to the school administration for further action if needed.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The district will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

**Investigations.** All complaints will be investigated promptly, thoroughly, and confidentially. The investigation

shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent/legal guardians shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems.

**Consequences for Engaging in Harassment, Intimidation, or Bullying.** If the investigation determines that harassment, intimidation, or bullying has occurred, the administration will take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to the following:

- disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student;
- special training or other interventions;
- apologies ; or
- dissemination of statements that the school does not tolerate harassment, intimidation, or bullying.

Individuals, including students, employees, parents/legal guardians, and volunteers, may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

**Consequences for Retaliation or False Accusations.** 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. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

**Notification and Distribution of District Expectations.** The principal of each school annually will ensure that appropriate staff members review the policy on harassment, intimidation, and bullying with all students. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

Annually, this policy will be disseminated to all staff members, students, and parents/legal guardians along with a statement explaining that it applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at district- or school-sponsored functions, on school buses or other district vehicles and at school bus stops.

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

## **6. SCHOOL BUS CONDUCT: JCDAD**

Students are subject to both the Student Behavior Code under school board policy and this School Bus Rider Discipline Code.

The riding of a school bus by students is a privilege. Eligible students are initially granted the privilege of school transportation service; however, after the initial service all eligible students must earn the privilege by following this Discipline Code and the Student Behavior Code. The school board expects that while students are utilizing the student transportation services, they will conduct themselves in a manner consistent with the district's Student

Behavior Code. All school bus riders must cooperate fully with their school bus drivers and aides/monitors and must conduct themselves properly at all times.

School bus drivers have responsibility for the supervision of students on the bus and when they are in the immediate vicinity of the school bus during loading and unloading. School bus drivers shall report to the appropriate school principal, or the district's designee, the name of any student whose conduct interferes with the safe driving, operation, loading, or unloading of the bus; who acts disruptively; or who violates the Student Behavior Code or laws. The principal, or the district's designee, has the responsibility of investigating reports made by the bus driver regarding incidents of student misconduct and any student disciplinary actions taken by a school bus driver. The principal, or the district's designee, as authorized by state law and regulation and school district policy, has the authority to deny school bus transportation to a student and to issue sanctions for conduct that is persistently or flagrantly detrimental to the safe and/or orderly operation of a school bus or in violation of the Student Behavior Code or laws.

Misconduct includes *disorderly*, *disruptive*, and *criminal conduct* as set forth in the **Administrative Rule (JCDAD-R)** and includes, but is not limited to, the following behavior on or around a bus or at a bus stop while the bus is present:

- getting on or off the bus at an unauthorized stop without permission;
- eating and/or drinking on the bus;
- standing or sitting improperly while the bus is moving;
- violating any safety procedures;
- intentionally riding a bus other than the assigned one without permission from the principal or the district's designee;
- continually making loud noises, yelling, and the like;
- pushing, tripping, engaging in general horseplay;
- encouraging others to misbehave;
- defacing property (writing or marking on the bus);
- littering inside the bus;
- possessing and/or using any tobacco product or other illegal substances on the bus;
- throwing objects out of bus;
- throwing objects inside of the bus;
- throwing objects at the bus;
- refusing to sit in an assigned seat;

- using profanity, abusive language, and/or obscene gestures;
- having hands, arms, head, and so forth, out of the bus windows and/or doors;
- using rude, discourteous behavior directed toward the driver or other passengers;
- disobeying the bus driver or the aide/monitor;
- harassing, threatening, intimidating, or physically abusing or hitting another student; and
- fighting.

Repeated offenses will result in increasingly more severe penalties. Serious misconduct may result in other disciplinary action without regard to number of offenses, up to and including suspension or expulsion from school, in accordance with board policy.

## **7. STUDENT DRESS CODE: JCDB**

*Middle and High Schools.* In order to provide an atmosphere that is conducive to learning, instills discipline and avoids safety hazards, the Berkeley County School District establishes the following guidelines for students:

- Walking shorts are appropriate for school. No short shorts, miniskirts/dresses are acceptable.
- No sunglasses may be worn in the building, with the exception of RX sunglasses.
- No hats, head stockings, or handkerchiefs are permitted to be worn in the building. (If there is a medical reason for a student to wear one of the above listed, a letter from a physician will need to be provided to the principal.)
- No tank tops, halter tops, fish-net shirts, cut-off shirts, or bare midriffs are permitted.
- No gloves may be worn in the building.
- Suspenders are to be hooked and to be on shoulders in the proper location.
- Pants must be worn at an appropriate waist level and may not be made of any see-through material.
- Belts must be worn at an appropriate level and buckled and tucked in loops.
- No clothing with vulgar or obscene symbols, language or wording is permitted. No clothing with advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex is permitted.

The principal may create further guidelines regarding student dress which are consistent with this policy.

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 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 either require the student to change or will inform the student not to wear the garment to school again.

**NO STUDENT WILL BE SUSPENDED WITHOUT PRIOR NOTIFICATION TO PARENT/LEGAL GUARDIAN OF PREVIOUS WARNINGS.**

**8. SCHOOL ATTENDANCE, COMPULSORY ATTENDANCE AGES AND STUDENT ABSENCES: JBD**

The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress. However, the board recognizes that some absences are unavoidable.

Attendance is the presence of a student on days when school is in session. Schools may count students present only when they are actually at school, on home based or medical homebound instruction, or are present at a school activity which is authorized by the school. This may include field trips and similar curriculum-related activities

The school year is 180 school days in length. Subject to this policy and administrative rule, students must attend a minimum of 170 school days of a year-long class, 85 school days of a 90-day class; and 42 school days of a 45-day class.

**Compulsory Attendance Ages.** State law requires all children between the ages of five and 17 to attend a public or private school or kindergarten or be homeschooled. A parent or guardian whose child or ward is not six years old on or before the first day of September of the school year may waive kindergarten attendance for his or her child. For this purpose, the parent/guardian must sign and provide to the district a written waiver form. The signed waiver will be placed in the child's permanent record when the child enters school.

In order to enforce the compulsory school attendance law and encourage regular school attendance, the Berkeley County Board of Education has adopted this policy.

**Student Absences.** Under State Board of Education regulations, there are two types of absences: lawful and unlawful:

Lawful Absences: Lawful absences include but are not limited to the following circumstances.

§ Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of other students.

§ Absences due to an illness or death in the student's immediate family.

§ Absences due to a recognized religious holiday of the student's faith.

~~§~~ Absences that are due to activities that are approved in advance by the principal.

§ Dental or physician appointment that cannot be scheduled after the regular school day.

§ Absences resulting when the student encounters unusual circumstances as determined by the principal. Whenever possible, the student must obtain approval in advance from the principal for such absences.

Unlawful Absences: Unlawful absences include but are not limited to the following circumstances.

§ Absences of a student without the knowledge of the parent or guardian.

§ Absences of a student without acceptable cause, with the knowledge of parent or guardian.

Suspension will not be counted as an unlawful absence for truancy purposes.

**Excuses and Make-Up Work.** Students will be expected to present a written excuse, signed by parent or guardian or certified medical practitioner, in all cases of absence. If a student fails to bring a valid excuse to school for an absence, the student will receive an unlawful absence.

A student will be allowed to make up work missed during the absence as long as the student or his/her parent/guardian makes appropriate arrangements with the teacher(s) within five school days of the student's return to school. The student should complete the make-up work within ten days after his/her return to school, although the teacher may provide additional time in which to complete the work to the extent additional time is appropriate and reasonable

Any student who fails to bring a valid excuse (within three days) to school automatically receives an unexcused and unlawful absence. A valid excuse must list the dates of absences, the date of the excuse, the reason for absence, and telephone number and signature of the parent or guardian or certified medical practitioner. The school will keep the content of excuses confidential to the extent appropriate. Principals shall have discretion to accept medical excuses beyond three days, as they determine appropriate under the circumstances.

False excuses will be referred to school administration for disciplinary action and the absence may be considered unlawful.

**Truant.** A child ages 6 to 17 years meets the definition of a truant when the child has 3 consecutive unlawful absences or a total of 5 unlawful absences.

**Habitual or Chronic Truants.** The district may refer habitual and chronic truants to Family Court in accord with Administrative Rule JBD-R and State law. A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. A "chronic" truant is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences.

**Intervention Plans.** When a student has 3 consecutive unlawful absences or a total of 5 unlawful absences, the principal or his/her designee shall make every reasonable effort to meet with the parent/guardian to identify the reason for the student's continued absence. School officials must develop a written intervention plan to address the student's continued absence in conjunction with the student and parents/guardians to improve future attendance. The intervention plan will be consistent with this policy, Administrative Rule JBD-R, and State Board of Education regulations.

**Approval of Absences in Excess of 10 Days and Approval of Credit.** The Board authorizes school principals to promptly approve or disapprove any student's absence, lawful, unlawful, or a combination thereof, of more than 10 days for students in grades K-12. Principals may require submission of a statement from a certified medical practitioner for any absences in excess of 10, should the circumstances warrant it. For purposes of awarding credit for the year, principals must approve or disapprove absences in excess of ten days regardless of whether the absences are lawful, unlawful, or a combination of lawful and unlawful absences. This decision may be appealed

through the superintendent to the Berkeley County Board of Education.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit regardless of the number of days missed. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120 hour requirement. Examples of make-up work may include after-school, summer school, weekend makeup, or extended year programs. All make-up work should be completed within 30 days from the last day of the course; however, the superintendent or his/her designee may extend the time for completion of the requirements due to a student's extenuating circumstances.

**Medical Homebound.** The principal or his/her designee shall be responsible for facilitating medical homebound instruction for eligible students experiencing a prolonged illness or injury, which requires the students to be absent from school.

**Students Beyond Compulsory Attendance Age.** Students that are 17 years of age and above do not fall within the compulsory school attendance law. However, their attendance shall be monitored by the respective school principals. All students must meet the state department of education attendance requirements for promotion or to receive credit toward a high school diploma.

#### 9. STUDENT MEDICINES AT SCHOOL: JGCD & JGCD-R

School personnel will dispense medications only pursuant to district policy and regulations.

The principal or his/her designee (with the teacher being the last resort) may assist students with oral or inhaled medications during school hours or during authorized school events upon the written request of the physician and parent/legal guardian.

The district reserves the right to refuse to dispense medications except upon receipt of a doctor's statement. All medications must be properly labeled, in their original containers, and must be kept in a secured location at the school.

Due to life threatening conditions, the district may authorize a student to self-monitor and self-administer medication as prescribed by the student's health care provider, excluding controlled substances, unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others. The district will provide these students with special healthcare needs an individual healthcare plan which will meet the needs of the student for health monitoring and care during the school day or at school-sponsored events.

Permission to carry, self-monitor, and self-administer medication will be granted on a year by year basis based on appropriate written authorization from the parent/legal guardian and the student's healthcare provider who prescribed the medication. Permission will be granted only after it is prescribed by the physician, requested by the parent and approved by the school.

The district will notify the parent/legal guardian at the beginning of each school year of all available services and rights under this policy pursuant to law. The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.

**Administrative Rule:** The district recognizes the occasional need for district employees to assist students with medication taken at school. The procedures detailed below must be followed in the administration of medicine.

Prior to administering medication, including non-prescription and prescription medications, the following conditions must be met:

- A dated request signed by the physician and parent/guardian giving permission for the medication to be administered must be on file. It must include:
  - child's full name and date of birth;
  - physician's name and telephone number;
  - name of medication;
  - time(s) to be administered;
  - dosage;
  - possible side effects; and
  - termination date for administering the medication
- There must be a request form for each medication. A new form must accompany any changes in a medication, e.g. different dosage or times. (A District Medication Permission Request form that includes information required above is in the health services handbook.)
- The parent or legal guardian will deliver the required completed medication permission request form and the prescribed medication to the school principal or his or her designee (with the teacher being the last resort).
- All medication must be properly labeled and in its original container.
- The school district will not be held liable in the event of adverse reactions for any medication taken in the prescribed manner and in accordance with district policy.
- The school district retains the discretion to reject request(s) for medication to be taken at school.

Responsibility for the particular aspects of this policy are indicated below according to written guidelines. This person should be present at school on a daily basis.

- The school principal or his/her designee (with the teacher being the last resort) will be responsible for the safekeeping of the medication which is to be taken at school.
- A log will be maintained noting all medication taken by student and assisted by school staff members. (A form is available in the health services handbook.) School staff members will communicate with parent(s) or guardian(s) and/or physician(s) about any problems or effects of medication taken at school.
- Students may be authorized by the district to self-monitor and self-administer medications as prescribed by the student's health care provider with written authorization from the parent/legal guardian for the student to self-monitor or self-administer medication. There must be a written statement from the student's health care

provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring and self-administration of medication or both as well as a written statement from the school principal or his/her designee (with the teacher being the last resort).

- Receipt of the above will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities, or during before-school or after-school activities on school-operated property.
- The district may revoke a student's permission to self-monitor or self-administer medication if the student endangers his/herself or others through misuse or the monitoring device or medication.
- Forms to be completed by physician and parent/guardian must be updated annually or as required by the length of the prescriptions.
- Parents must inform the principal or his/her designee (with the teacher being the last resort) of any change in the pupil's health or change in medication.
- Parents/legal guardians will reclaim any unused medications within one week of the termination of treatment or within one week of the last day of school. The school will destroy any unused medications after this time.

#### **10. Volunteer Policy: IFCD & IFCD-R**

The board of education supports volunteer programs which are professionally organized and promote extended educational opportunities for students. The board of education believes in using community resources to increase learning opportunities for students. The board of education also believes that the appropriate use of volunteers will allow teachers to expand their professional capacities.

A professionally run school volunteer program serves as a means of coordinating all volunteer activity in the schools. The school volunteer program is school-oriented: all projects and requests originate within the school and are supervised by the professional staff. The board encourages the use of volunteers to extend learning opportunities for students and provide needed support services for teachers and schools.

While the school volunteer program is implemented at the school level, the district will oversee the system wide program including development of common objectives, training for principals and site coordinators, assistance with recruiting and retaining volunteers and other needed support services.

School volunteers, though unpaid, are integral and valued members of the school family.

**State Law Enforcement Division (SLED) background checks.** The district will obtain a name-based criminal record history check on all new employees from the State Law Enforcement Division (SLED) prior to their initial employment. The costs for the background checks for new employees will be paid by the state and/or the district.

The district will consider the results of all criminal record history checks on an individual basis and will determine how the information obtained impacts the individual's ability to be an effective employee. When determining the appropriateness of offering employment to an individual, the administration will give consideration to such things as severity of offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial

intervention and/or expungement.

At a minimum, the district will not employ individuals who have been convicted of or plead guilty to a violent crime as defined in S.C. Code Ann. Section 16-1-60. Additionally, when making employment decisions, the district will carefully consider information that could result in the revocation or suspension of a professional certificate "for-cause" as defined in S.C. Code Ann. Section 59-25-160.

**National Sex Offender Registry checks.** The district will perform a background check on the National Sex Offender Registry, which may be accessed online at no charge, on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers, including coaches, mentors, chaperones, and those serving in any other capacity resulting in direct interaction or contact with students.

Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the district in any capacity. Additionally, the district will not employ individuals or allow individuals to volunteer in any capacity, who have been required to register as sex offenders pursuant to S.C. Code Ann. Section 23-3-430. Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the district will consider the matter on a case-by-case basis.

**Administrative Rule: Purpose and scope.** To outline administrative procedures governing school volunteer programs.

## **General**

*Originating office.* Suggestions or questions concerning this procedure should be directed to the public relations/communications office.

## *Definitions*

*Volunteer* - A volunteer is an unsalaried person authorized by the board of education to perform ongoing volunteer services for the school district. Volunteers will serve in such capacity without compensation or employee benefits of any type, except that they are covered under the student accident insurance policy while actively volunteering. All volunteers serve at the discretion of the superintendent without any expressed or implied privileges beyond those found in this procedure and may be released from volunteering if so deemed by the superintendent or his/her designee.

Persons who visit a school on a non-regular or one time basis do not have to undergo screening required of ongoing volunteers. They must, however, provide appropriate identification, sign in as visitors and wear appropriate identification badges.

## *Purpose of school volunteer programs*

- to support academic achievement and district goals, to assist teachers in providing basic skills instruction, to enrich quality of instruction, to enhance interpersonal experiences for students and to assist school staff with support services;
- to increase children's motivation for learning;
- to support the dropout prevention program by providing supplementary instruction such as, but not

limited to, tutoring/mentoring;

- to build an understanding of school programs among interested citizens and business/community/organization partnerships;
- to strengthen school/parent/community relations through positive participation; and
- to promote parent involvement by actively supporting and seeking collaboration with PTA/PTO, school/community advisory councils and other parent groups.

#### *Qualifications of volunteers*

Acceptance of volunteers is at the discretion of the site administrator and/or the chief human resources officer and will be based on factors including, but not limited to, the following:

- no record of felony conviction or requirement to register as a sex offender under South Carolina law;
- completion of appropriate volunteer screening;
- a completed volunteer application on file;
- positive attitude; interest in and enthusiasm for working with children;
- ability to work cooperatively with school personnel;
- adequate communications skills; and
- ability and willingness to participate regularly.

Persons volunteering in the classroom during the instructional day may not bring children with them without permission from the principal.

#### *Responsibilities*

##### Public relations/communications office

- Develop objectives and guidelines to administer all phases of school volunteer programs.
- Implement objectives; facilitate school-based volunteer programs; conduct annual training for principals and site volunteer coordinators regarding volunteer screening procedures; provide training and support for site community outreach and engagement efforts; provide a district volunteer coordinator handbook outlining district volunteer procedures; and, serve as liaison with school personnel, local agencies, business/organization partnerships and the community.

##### Site support

- The principal, in conjunction with school staff, determines the scope of the school volunteer program at the site; designates a staff member as site volunteer coordinator to serve as administrator and immediate supervisor of the program, or acts in that capacity; attends district training regarding the screening of

volunteers.

- The site volunteer coordinator (staff member designated by principal or principal if no staff member is designated) organizes and implements the school volunteer program at the school; attends district training regarding the screening of volunteers; conducts appropriate volunteer screening; maintains volunteers records; promotes, recruits and provides orientation and recognition; organizes and coordinates volunteer services.
- Schools using an electronic, computerized sign-in system must contact the public relations/communications officer regarding the type of system and how it will be used.

### *Implementation*

#### Principal

- Determines the extent and scope of volunteer needs after consulting with school staff.
- Designates staff member to serve as volunteer coordinator (or serves in that capacity) and submits that person's name to the public relations/communications office.
- Promotes a climate and develops an infrastructure whereby volunteers feel welcome and needed on the school campus.
- May conduct recognition/appreciation events at school to support retention and recognition.
- Conducts evaluation of school volunteer program. Evaluation tools available in the volunteer coordinator's handbook.
- Attends, along with site volunteer coordinator, mandatory district training conducted by public relations/communication office concerning the screening of school volunteers.
- Conducts screening, or designates site staff members to conduct screening, on all volunteers, as appropriate. All volunteers, except district student volunteers, will fall into one of three categories.

#### **Category A**

*Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children*

Typical examples could include non-classroom volunteers such as office helpers, non-classroom assistance, and organized functions associated with school organizations such as PTA/PTO and SICs. Volunteer environment is typically a public setting, where staff or other adults can observe at all times. There is no alone time with children.

#### *Screening requirements*

- Be sponsored or approved by a school site or district employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).

- Complete and submit for approval the district school volunteer application.
- Be checked by designated site personnel against the South Carolina Department of Justice Sexual Offender Register.
- Sign in on the district approved “Volunteer Sign in Sheet” in the main office, which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day’s volunteer activity.

### **Category B**

*Volunteers with classroom exposure, who work with children and are generally supervised by school staff.*

This could include direct student contact with supervision. Typical examples could include tutoring, classroom reading, classroom assistance, before and after school programs depending upon the conditions and field trip drivers and chaperones. Conditions typically are classrooms where staff or other adults can observe at most times but may occasionally include short solitary time with children and short duration of obstructed view.

#### *Screening requirements*

- Be sponsored or approved by a school site or district employee.
- Be able to present some form of current government-issued photo identification (driver’s license, passport, military ID, US or other government identification).
- Volunteer drivers for field trips must have a current driver’s license and provide documentation of automobile insurance coverage.
- Complete and submit for approval the district school volunteer application.
- Submit to a South Carolina criminal background check (SLED) to determine whether the applicant is precluded from volunteering.
- Sign in on the district approved “Volunteer Sign in Sheet” in the main office which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day’s volunteer activity.

### **Category C**

*Volunteers within school and/or out of school exposure, who work with children and may be unsupervised, at times, by school staff.*

This volunteer likely will have direct and unsupervised interaction with children. Typical examples could include volunteer walk-on coaches, senior high support personnel for athletics, off-site tutoring, mentoring and overnight chaperones. Conditions typically could include an off campus setting and unsupervised solitary time.

### *Screening requirements*

- Be sponsored or approved by a school site or district employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Complete and submit for approval the district school volunteer application.
- Submit to both state and national criminal database checks.
- Sign in on the district approved "Volunteer Sign in Sheet" in the main office, which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

District K-12 students who volunteer at schools other than their assigned school are only required to complete and submit the district school volunteer application.

### **Site volunteer coordinator**

- Organizes volunteer program at school; recruits volunteers with support from an experienced school volunteer ambassador and the public relations/communications office, if needed.
- Attends, along with school principal, mandatory district training conducted by the public relations/communications office concerning the screening of school volunteers.
- Determines the volunteer's category and ensures appropriate volunteer screening; conducts check of category A volunteers against the sexual offender registry; submits "Request to Conduct Volunteer Screening" form to district human resource office for category B and C volunteers; maintains volunteer records; ensures that all volunteers complete a volunteer application; processes volunteer applications appropriately; instructs all volunteers to sign in on the district approved "Volunteer Sign in Sheet" in the main office, which includes a criminal disclosure.
- Provides orientation of school volunteers; may request assistance for specific training from the public relations/communication office. The orientation should cover the following basic topics. (Refer to the volunteer coordinator's handbook, available from the public relations/communications office).
  - district procedure regarding volunteer screening, school policies and procedures, including sign-in procedure
  - name badges - all volunteers will receive a name badge from the school, be required to wear the name badge while on campus and surrender the name badge at the conclusion of each day's volunteer activity
  - places at the school - where to sign in, where to park, location of restrooms, and staff lounge

- provide volunteers with a school map and other school information
- people at the school - principal, assistant principal(s), school secretary(ies), custodian(s), counselor(s), nurse, etc.
- time schedule and school calendar
- communication at the school - who and when to call if volunteer will be absent; where to turn if volunteer has a problem; should also include crisis logistics
- volunteer agreement (addendum to application)
- ethics and confidentiality of volunteering

### *Volunteer*

- complies with appropriate district screening procedure; submits school volunteer application
- complies with sign-in procedures at school site and wears name badge while on campus
- performs volunteer work under the direction of assigned teacher, school volunteer coordinator and/or principal/vice principal
- category C volunteer - submits to both state and national criminal database checks
- forms and auxiliary references (available from the public relations/communications office)
- volunteer coordinator's handbook
- volunteer application including volunteer agreement
- request to conduct volunteer screening form (category B and C volunteers)
- "Deny as Volunteer" principal letter template
- volunteer sign in sheet (includes criminal disclosure)
- volunteer fact sheet
- teacher volunteer recruitment form
- teacher request for volunteers
- parent denial for volunteer to work with child

### 11. **PROMOTION AND RETENTION POLICY: Excerpt from Policy IHE pertaining to Middle School**

**Introduction.** The Berkeley County School District will provide each student an opportunity to progress in a continuous growth pattern of academic achievement in harmony with normal chronological, intellectual, social and emotional development. The district affirms academic excellence for students in our expectations for their

learning and that those expectations are defined by the curriculum standards adopted by the state board of education and the Berkeley County School District in the core discipline areas of English/language arts, mathematics, science and social studies.

While the retention of students is not a total solution to address substandard student performance, it is recognized that retention may allow some students the necessary additional instructional time at a grade level to achieve a minimal level of competency in skills that are essential for success at the next grade level.

**Promotion of Disabled Students.** All students with disabilities, as defined and identified by federal and state statutes and regulations, will be subject to the promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by a duly assembled IEP committee, addresses and defines alternative learning goals and promotion standards.

**Limit of Retention.** A student should not be retained more than once in kindergarten through grade two, and no more than twice in kindergarten through grade eight, unless approved by the superintendent or his/her designee.

**Waiver of Promotion Criteria Under Special Circumstances.** In the event of catastrophic illness, injury or psychological trauma for a child, the school principal may waive promotion criteria for the child provided that the incident has a demonstrated negative effect on the child's academic performance when compared to prior achievement. The school principal will notify the Chief Academic Officer of this action and the circumstances prompting the action.

#### **Grades six through eight -- Promotion criteria**

Students in grades six through eight are expected to learn, at a minimum, the state English/language arts, mathematics, science and social studies curriculum standards, as evidenced by the following criteria that must be met for promotion.

§ Criterion 1: The student has earned passing grades in all four core academic courses.

§ Criterion 2: The student has met the attendance requirements of Berkeley County School District.

#### **End-of-Year Promotion/Retention Status**

The following are summary designations and descriptors for end-of-year promotion/retention status of students in grades six through eight.

§ Promoted. The student has met all promotion criteria.

§ Retained – summer program. A student may take a district approved summer program up to two core academic courses through content recovery that he/she failed during the regular school year. A student mastering four core academic courses through the regular school year and summer content recovery will be promoted at the conclusion of the summer program.

§ Retained. The student has failed to meet promotion criteria. The student will be encouraged to seek academic assistance to accelerate student learning but the student will not be promoted to the next grade.

### **Promotion of Limited English Proficient Students.**

Students identified as Limited English proficient (“LEP”) should be promoted in accordance with State and federal statutes and regulations. An LEP student should be advanced along with age-level peers – non-advancement must be documented with evidence that indicates the determining factors are other than English language proficiency. LEP students are eligible to participate in all age-appropriate school programs and to receive available services.

**Appeals for Grades One through Eight.** The parent/legal guardian may appeal a decision to retain a student within 10 calendar days of receipt of the decision. The appeal must specify the parent/legal guardian’s reason(s) for disagreement in writing and should be addressed to the Chief Academic Officer, Berkeley County School District, P.O. Box 608, Moncks Corner, South Carolina 29461. A district panel will render a decision and mail notice of that decision within 10 working days of receipt of the appeal. A copy of the decision will be sent to the school principal.

### **Parent Communication Procedures for Grades Three through Eight.**

The teacher and/or principal will notify the parent/legal guardian of a child who is failing one or more core academic subjects of the possibility of retention and the need for a conference within two weeks of the end of each nine-week grading period.

When a student’s lack of achievement is evident, the parent/legal guardian should be notified and a conference scheduled with the parent/legal guardian as soon as the need is apparent.

The parent/legal guardian should be involved in the promotion/retention process; however, the final decision will be made by the teacher(s) and the principal based upon the promotion criteria in this policy.

The parent/legal guardian should be notified as soon as is feasible concerning an impending retention. The parent/legal guardian will be informed of the final promotion status for his/her child no later than the time the last report card is issued.

### **Acceleration of students in grades one through eight.**

Any student who, in the opinion of his/her principal and teacher(s), warrants consideration for acceleration and/or adjustment either in subject instructional grade level or in grade placement for all subjects will be carefully evaluated in order to determine the educational program in his/her best interests. The criteria for decisions will include: achievement level, cognitive ability, background experiences, emotional and social development and maturation, and the complexity and rigor of the current and proposed curricular program.

A committee composed of the child’s teacher(s), principal, guidance counselor, psychologist and superintendent (or designee) will examine the available information and make appropriate program adjustments. The parent/legal guardian may attend committee meetings and present independent information to the committee members. ***The district will establish criteria for acceleration. The decision of the district will be final. Any change in educational program will require the approval of the parent/legal guardian.***

## **12. TECHNOLOGY ACCEPTABLE USE: Excerpts from JAC & JAC-R**

### **Internet Access**

Because technology is a vital part of the educational process and the curriculum of Berkeley County School District,

staff will be provided access to the Internet when appropriate. By providing this access, the District intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning and by allowing access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

- locally networked reference and research sources;
- global information and news;
- local, regional, public, State and national library catalogs;
- worldwide web;
- electronic mail sources; and
- virtual classes.

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the District's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, the State and the world about the District's curriculum and instruction, school-authorized activities and other related information. Berkeley County School District provides this instructional resource as an educational tool for staff, and the technology acceptable use policy and administrative rule will govern its uses. **The failure to follow this policy or administrative rule may result in the loss of privileges or other disciplinary measures as outlined in JCDA-R.**

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials, and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Users are responsible for reporting to the District's Executive Director of Technology or his/her designee controversial or inappropriate websites they are able to access so they can be added to the District's filter.

The smooth operation of the technology network relies on the proper conduct of the end users who must adhere to strict procedures. These procedures are provided so that students and staff are aware of their responsibilities when using the technology and the Internet. Any violations of these procedures will subject the user to appropriate disciplinary action and possible denial of access to the Internet. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users and parents of students who are users must understand that neither the District nor any District employee controls the content of the information available on all of these systems. The District does not condone the use of controversial or offensive materials and cannot be held responsible for such use

**Technology Protection Measures.** In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254(h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography,

or "harmful to minors" as defined in the CIPA.

**Internet Safety Policy.** For purposes of this administrative rule, this is the District's "internet safety policy." This rule includes provisions to address access by minors to inappropriate material on the Internet; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Prior to accessing the network, Internet, or e-mail services, students and staff will receive instructions on the appropriate use of these services. Students and staff must sign a form annually acknowledging that they have read and understand the policy and this administrative rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines.

### **Terms and conditions of use**

#### ***Acceptable use***

The purpose of the District's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet and network must be in support of education and research and be consistent with the educational goals of the District. Use of other networks or computing resources must comply with the rules governing those networks.

Transmission of any material in violation of federal or state laws or regulations is prohibited. This includes, but is not limited to, the following: copyrighted material; materials protected by intellectual property; threatening or obscene material; or material protected by trade secret. Access to computer systems and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws.

**Procedures for use.** Students 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.

Staff members who are exploring the worldwide websites with a class do not need special parental permission for students for such activity if the teacher is in control of the navigation to known educational sites.

All computer and Internet usage by students is to be consistent with the Berkeley County School District mission and policies.

#### **Permitted Uses of Internet and E-mail**

§ Users will utilize the system for educational and professional development activities only.

§ Users may download text and other approved files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.

§ Users will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional/career development.

§ Users will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.

§ Users will not use their e-mail account for personal use, with the exception of contacting a family member for emergency, work related, or school related purposes.

§ Users are not allowed to access personal e-mail accounts through District Internet connections.

§ Users should not utilize the District e-mail system to advertise or solicit business.

§ Users should adhere to common rules for e-mail etiquette.

**E-mail Retention.** The District intends to set a District-wide guideline regarding the scope and duration of e-mail retention. The information includes, but is not limited to, messages, communication headers, recipients and senders, and files and attachments that are either stored or shared via electronic mail. Questions about these guidelines should be addressed to the Office of Technology.

This e-mail retention policy applies to all Berkeley County School District employees, regardless of job or department. This policy is to be observed in both conjunction with the District's Acceptable Use for Network, Internet, and E-Mail Services and the District's adherence to the Freedom of Information Act. Any e-mail – regardless of sender, recipient, content, message attachment, or intended audience – is considered subject to this policy.

The duration of e-mail storage will be set at two years. Any e-mail – regardless of sender, recipient, content, message attachment, or intended audience – is considered subject to this policy.

### **General Prohibitions**

§ Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. This prohibition does not include use of the District's Sales and Promotions area. Berkeley County School District will not be responsible for any obligations resulting from any unauthorized use of the system or use of the Sales and Promotions area.

§ Users may not use the system for political activities.

### **Personal Safety**

§ Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes address, telephone number, school address, social security numbers, etc.

§ Students will not agree to meet with someone they have met online without their parent/guardian's approval.

§ Students will promptly disclose to an administrator, teacher, or other school employee any message

they receive that is inappropriate or makes them feel uncomfortable.

### **Illegal Activities**

§ Users will not attempt to gain unauthorized access to the e-mail system, the District web pages, or any other computer systems through Berkeley County School District e-mail, District network access, Internet, and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files.

§ Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses, malware, or by any other means.

§ Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing District policies. Reference to such activities will not even be made in a joking manner or as a prank.

§ The District will contact law enforcement, consistent with State law, when criminal conduct occurs, as set forth in S.C. Code Section 59-24-60.

### **System Security**

§ Users will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.

§ Users will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.

§ Users will not download or install any unauthorized software or install any unauthorized hardware, e.g., computers, wireless access devices, printers, or any network equipment, etc.

§ Users will not knowingly execute any files containing viruses, other files with illegal content, or in any other way knowingly spread computer viruses.

***Bullying/Cyberbullying.*** Cyberbullying is an intentional electronic act or series of acts directed at another student or students that creates substantial interference with a student's education, creates a threatening environment, or disrupts the orderly operation of school. These acts include, but are not limited to:

§ Sending hurtful, rude, or mean text messages, images, or videos.

§ Spreading hurtful messages, rumors or lies about others by e-mail or on social networks.

§ Creating websites, videos, or social media profiles that embarrass, humiliate, or make fun of others.

§ Cyberbullying is strictly prohibited by Berkeley County School District and will result in disciplinary action. Any student who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or

bullying (includes cyberbullying) should report the incident to the principal or the designated school contact person. Reports may be anonymous; however, formal disciplinary action will not be taken solely on the basis of an anonymous report.

**Use of Appropriate Language.** Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

§ Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols.

§ Users will not post information which could cause damage or a danger of disruption of network services.

§ Users will not engage in personal attacks, including, but not limited to, prejudicial or discriminatory remarks.

§ Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending message, he/she must stop.

§ Users will not use any language that threatens another person, whether it is the recipient of the message or a third party.

§ Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Access to Inappropriate Material**

§ Users will not use the District system to access material that is profane or obscene, e.g., pornography, that advocates illegal acts, or that advocates violence or discrimination towards other people, e.g., hate literature.

§ Adult users who mistakenly access inappropriate information or images should immediately report this to the District help desk or to a District network administrator. This action will initiate the process to have the materials blocked.

§ Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. The school principal should be notified if it is deemed warranted. This will protect users against an allegation that they have intentionally violated the Acceptable Use for Network, Internet, and E-Mail Services.

§ Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

### **Respect for Privacy**

§ Users will not post private information about another person.

§ The District reserves the rights to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff and students. Access to electronic information related to any student or staff member will be governed by the

same policies that would apply to that information if it were not in electronic format.

**Penalties for Improper Use.** Students who violate the terms of this policy and administrative rule or who otherwise misuse their access to e-mail or the Internet also will be subject to disciplinary action in accordance with the District's Student Behavior Code Policy JCDA-R. Internet and e-mail privileges may also be cancelled. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If the user incurs unauthorized costs, the user, as well as the user's parent if the user is a student, will be responsible for all such costs.

Any user who deliberately damages District hardware will be charged for any repair or replacement costs.

Cost to repair damages that result from deliberate attempts to override or disable protection software will be charged to the user.

**Warranty.** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Materials on web pages reflect an individual's thoughts, interests and activities. Such web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.

Given the rapid change in technology, some of the technical standards outlined in this policy and administrative rule may change throughout the year. The District's Executive Director of Technology, with approval of the District Superintendent, will make such changes. The policy and administrative rule may be updated on an annual basis or more frequently if required.

**School Board Policies.** All documents on the District's server(s) must conform to Board policies and regulations, as well as established District guidelines. Copies of Board policies are available in all school offices and on the District website. Persons developing or maintaining web documents are responsible for complying with these and other policies, regulations, and guidelines. Some of the relevant issues and related Board policies include the following:

- Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web server(s).
- Documents created for the Web and linked to District Web pages must meet the criteria for use as an instructional resource in accordance with District policies, regulations, and guidelines.
- Any links on District/school Web pages that are not specifically curriculum related must meet the criteria established in the District's technology Acceptable Use for Network, Internet, and E-Mail Services and administrative regulation. Any other non-curricular materials should be limited to information about other youth activities, agencies or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit and non-discriminatory. Web page links may not include

entities whose primary purpose is commercial or political advertising.

· All communications via the District web pages will comply with the District's technology Acceptable Use for Network, Internet, and E-Mail Services and the District's Student\_Behavior Code Policy. Offensive behavior that is explicitly prohibited by these policies includes religious, racial and sexual harassment and/or violence.

Any student information communicated via District web pages will comply with District policies on data privacy and public use of school records.

### **13. STUDENT TECHNOLOGY ACCEPTABLE USE AND STUDENT TECHNOLOGY ACCEPTABLE USE FORM (See Policy JAC-R and JAC-E)**

**Electronic Mobile Devices** such as laptops, e-Readers (e.g. Kindle and Nook), and hand-held computers (e.g. iPads, Android tablets) will be approved for use in schools under the following restrictions and conditions. Hand-held gaming devices, mobile phones to include smart phones, and media players are not permitted for use in schools. All student use of mobile phones must comply with the Board Policy JCDA-R (Student Behavior Code).

Approved devices can be used in schools as an assistive technology tool (such as that defined by IEP or 504 plan), but must be in the "off" position and not be displayed for use during the school day from bell to bell, unless otherwise specifically allowed by a staff member for a specific instructional purpose. Permission to operate an approved device must be obtained from a staff member for each separate use of the device. Use of the electronic mobile device may not interfere with the learning or the safety and well-being of others. All student use of electronic mobile devices and tablet personal computers must comply with the Board Policy JAC (Student Technology Acceptable Use). **The District is not responsible for the loss, damage and/or theft of any of these types of devices**

When a student brings approved electronic devices (see definition above) to school, please remember:

1. The District is **NOT** responsible for the loss, damage and/or theft of any of these types of devices.
2. All electronic mobile devices must have cellular and network capabilities disabled (turned off) while the device is on district property.
3. **Privately owned devices may not be connected to the district's network or internet services.**
4. Electronic mobile devices must be used at appropriate times and in accordance with teacher instructions. The electronic mobile device must not be a distraction for the student or those around him/her nor to be a source of any classroom disruption.
5. Students must obtain teacher permission before using the device and must turn off and put away device when requested.
6. **The school may examine a student's personal device and search its contents if there is reason to believe that school policies, regulations, or guidelines for the use of the device have been violated.**
7. Cyberbullying is strictly prohibited. Any student taking part in cyberbullying will be subject to disciplinary action.

Cyberbullying includes but is not limited to:

- Sending hurtful, rude, or mean text messages, images, or videos.
- Spreading hurtful messages, rumors or lies about others by e-mail or on social networks
- Creating websites, videos, or social media profiles that embarrass, humiliate, or make fun of others.

8. Disciplinary action and possible confiscation of the device will result if a student is found in violation of the District’s Acceptable Use Policy.

Inappropriate use or violation of the electronic mobile device agreement/permission form may result in the following or more severe disciplinary action:

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense (and any subsequent offenses)
<ul style="list-style-type: none"> <li>· Confiscation of device</li> <li>· Parent conference with administrator</li> <li>· Electronic communication device returned at conference</li> <li>· Provide a copy of cell phone policy to parent/legal guardian</li> </ul>	<ul style="list-style-type: none"> <li>· Confiscation of device</li> <li>· Parent conference with administrator</li> <li>· Electronic communication device returned to the parent/legal guardian after 7 calendar days</li> <li>· Student assigned 1 day of ISS</li> </ul>	<ul style="list-style-type: none"> <li>· Confiscation of device</li> <li>· Parent conference with administrator</li> <li>· Electronic communication device returned to the parent/legal guardian after 7 calendar days</li> <li>· Student assigned 1 day of OSS</li> </ul>

**DISCLAIMER:** Berkeley County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Berkeley County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Berkeley County School District specifically denies any responsibility for the accuracy or quality of information obtained through the internet.

***I read the procedures for internet and technology use in the student handbook and understand that my participation in any violation of this contract will result in disciplinary action, dependent on the nature of the offense.***

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
School

**Parent permission**

I give permission for my child to conduct independent research on the internet under the conditions described in the student handbook.

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Parent signature

---

School

### 13. **BCSD GIFTED and TALENTED ACADEMIC PROGRAM**

**GIFTED AND TALENTED ACADEMIC PROGRAM** - The Gifted and Talented (GT) Program serves students in grades three (3) through ten (10). Advanced classes provide academic challenge and enrichment within the context of a rigorous curriculum in order to maximize the potential of each student. All students placed in the GT class have met the criteria to be identified for the state-funded gifted and talented program or have met specific qualifications according to a district local identification rubric. The local identification of students is subject to available seats in the class and locally identified students will have to re-qualify each year. The specific criteria for eligibility may be found on the district website under Gifted/Talented.

GT classes are designed to challenge and to stimulate gifted students, maximizing their potential by providing programs and services that match the needs of these students. Administrators, counselors, parents, teachers, and students may refer students for screening for the gifted program. The results of the screening will be used to determine eligibility for the gifted program for the following school year. Screening/referral forms may be submitted online at <https://forms.gle/mSNJ3U4vm9GPhhQV9> through September 30, 2020. Hard copies of the screening/referral forms will be available in school offices at the beginning of the school year. If there is an issue with the online request, parents may mail screening request forms to: Berkeley County School District, Gifted/Talented Screening, P.O. Box 608, Moncks Corner, SC 29461. **The referral deadline for the 2020-2021 school year is September 30, 2020.**

Initial testing for referred students will take place during the fall. Because the screening process is multi-faceted and some students may require additional testing, the final results may not be available until May. Parents of referred students currently in grades 3-10, will be informed of screening results by the end of June 2020. **Students who have previously met the SC requirements for identification as gifted/talented academic do not need to be-retested.**

**GIFTED AND TALENTED ARTISTIC PROGRAM** - The Special Talent Enrichment Program (STEP) serves those students in grades four (4) through twelve (12) who have been identified as gifted in the visual and performing arts. Students are served in four areas – music, visual arts, drama, and dance. Nominated students must audition before a jury composed of Fine Arts professionals (dance, drama, music, and visual arts). For visual art nominees the students must complete onsite visual arts assignments (visual arts). **To be identified for STEP, students must audition and meet a qualifying score based on the juried results of the audition.** The jury seeks to identify students with outstanding potential in the arts, not necessarily those students who have had professional training. Administrators, teachers, parents and students may refer students for screening for STEP. Additional information regarding the STEP program’s application dates and the qualification process may be found on the district website.

Students may audition beginning in their third grade year in order to be identified for service beginning in the fourth grade year. Auditions are held in January 2021 for nominated students in grades three through eleven. **Students who have qualified for STEP do not need to re-qualify in the specific art area. However, if the student wishes to add another artistic area or change to another artistic talent area, the student must complete**

**screening and qualify in the new area.** Students who qualify for STEP may apply to attend Marrington Middle School of the Arts in grades 6 through 8, but only in their artistic area of GT identification. Parents should contact Marrington Middle School of the Arts directly for further information and/or applications. Additional GT artistic opportunities exist through the middle schools and high schools.

Referral applications for STEP auditions will be available online beginning August 17, 2020 on the district web site with a **return deadline of October 30, 2020**. Auditions are usually held on a Wednesday afternoon from 4:30 PM until 8:30 PM and on a Saturday from 8:00 AM until 4:00 PM. To qualify for STEP, students must either audition before a jury composed of fine arts professionals (drama, music, and dance) or must complete onsite visual arts assignments (visual arts). The jury seeks to identify students with outstanding potential in the arts.

Paper copied of the screening referral/referral forms will be available in school offices at the beginning of the school year. If there is an issue with the online request, parents may mail screening request forms to: Berkeley County School District, Gifted/Talented Screening,

P. O. Box 608, Moncks Corner, SC 29461. **The referral deadline for the 2020-2021 school year is October 30, 2020.**

## **15. EMERGENCY PROCEDURES**

### **Fire:**

1. The first signal will be a continuous buzzing of the school fire alarm. (In the event the fire alarm is inoperable, an administrator will sound an audible alarm in the halls.)
2. Students should proceed immediately through the designated exit in an orderly manner.
3. There will be no talking or running inside or outside the building.
4. When outside, students will remain with their class, and move as far away from the building as possible.
5. Students are to remain quiet and obey instructions from staff members.
6. Each student will be accounted for by designated personnel.
7. Students should not re-enter the building until the all-clear signal.

*NOTE: Anyone found tampering with the fire alarm system will be subject to expulsion.*

### **Tornado:**

1. On signal from the teacher, students should move orderly into the halls.
2. Students should proceed to their designated position with backs against the wall and assume a kneeling position, head down, and hands covering heads.
3. There should be NO TALKING so that any directions given by teachers or administrators may be

heard.

**Earthquake:**

*DROP* -- to the floor and take cover under a desk or table and face away from the windows

*COVER* -- your eyes by leaning your face against your arms

*HOLD* -- on to the table or desk legs and remain still

**16. SAFE SCHOOL ACT**

The South Carolina Safe School Act of 1990 makes it a criminal offense to distribute a controlled substance while in, on, or within a radius of 2 miles of school grounds. The penalty is a \$10,000 fine or ten years imprisonment, or both. The penalty is greater if the substance involved is crack cocaine. The penalty for purchase is less. Carrying a weapon on school property is a felony, which carries a \$3,000 fine and a maximum prison term of five years.

It is unlawful for any person to knowingly and willfully deliver or convey to a public official, teacher, or principal of any school any letter or paper, writing, print, missive, document or electronic communication or any verbal or electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate family. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more than five years.

**SOUTH CAROLINA SCHOOL SAFETY ACT OF 1997**

This law amends the Code of Laws of South Carolina 1976 by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction, the person can be fined up to \$1,000 or imprisoned up to one year, or both. Furthermore, the law mandates that all offenses be placed in a student's permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher.

**17. COMPLAINTS AND GRIEVANCES: JCE**

As set forth in Board Policy JAA, every student in Berkeley County School District will have equal educational opportunities regardless of ethnic or racial background, religious beliefs, sex, disability, and economic or social conditions.

When a student, parent or legal guardian of a student has a complaint relative to disciplinary action taken against a student by a school administrator in the District, such concerns will be addressed according to the District's discipline policies, including Policies JDD/JDD-R and JDE/JDE-R.

The District provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by District personnel. These grievances may arise from allegations of violations of student legal rights or District policy.

The District will resolve student complaints and grievances through orderly processes and at the lowest possible

level.

A teacher will provide any student or his/her parent the opportunity to discuss a decision or situation that the student considers unjust or unfair. If the incident remains unresolved, the student, his/her parent or the teacher may bring the matter to the principal's attention for consideration and action.

The student may also bring the matter to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his/her designee for consideration. If the matter is still unresolved, the complaining party may bring it in writing to the board for review.

**Title IX Complaints.** Consistent with Title IX of the Education Amendments of 1972, it is the policy of the district to provide equal educational opportunities to all students without regard to their sex. A student who believes that he or she has been discriminated against on the basis of his or her sex has the right to file a complaint with his or her principal. The principal shall respond to the complaint in writing within 10 school days of meeting with the student to discuss the complaint. If the student is not satisfied with the decision of the principal, he or she may appeal to the district's Title IX Coordinator, as set forth below.

**Section 504 complaints.** Consistent with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), it is the policy of the district to provide a free appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. For purposes of this policy, students may be disabled under Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act. A student who believes that he or she has been discriminated against on the basis of his or her disability has the right to file a complaint with his or her principal. The principal shall respond to the complaint in writing within 10 school days of meeting with the student to discuss the complaint. If the student is not satisfied with the decision of the principal, he or she may appeal to the district's Section 504 Coordinator as set forth below.

**Title VI Complaints.** Consistent with Title VI of the Civil Rights Act of 1964, students shall not be discriminated against on the basis of race, color, or national origin. A student who believes that he or she has been discriminated against on the basis of his or her race, color or national origin, has the right to file a complaint with his or her principal. The principal shall respond to the complaint in writing within 10 school days of meeting with the student to discuss the complaint. If the student is not satisfied with the decision of the principal, he or she may appeal to the district's Civil Rights Coordinator, as set forth below.

**Complaint Procedures.** The following complaint procedures are to be used to process student complaints based on alleged violations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

If the student's complaint is not resolved to his or her satisfaction by the principal, the student may appeal in writing to the district's Section 504 Coordinator if the alleged violation pertains to Section 504 or Title IX Coordinator if the alleged violation pertains to Title IX, or Civil Rights Coordinator if the alleged violation involves the student's civil rights. In the event that the superintendent determines that an individual other than the specified coordinator should handle the complaint, the superintendent shall designate the appropriate individual to handle the complaint. If the student fails to appeal to the appropriate coordinator within 10 school days of

receipt of the written response from the principal, the student's right to appeal is waived.

If an appeal is made to the Section 504 Coordinator, Title IX Coordinator, or Civil Rights Coordinator, an investigation, as may be appropriate, should be undertaken by that individual. The Coordinator will conduct an investigation, as appropriate, and schedule a hearing with the student within 10 school days of receiving the complaint. The Coordinator shall render a decision on the matter within 10 school days of the hearing being conducted. The decision and any description of the resolution will be in writing, and a copy forwarded to the student. If the student is not satisfied with the decision of the Coordinator, the student may file an appeal directly to the Board within 10 school days of receiving the Coordinator's decision.

In such appeals to the Board, the superintendent shall present to the Board the request for the appeal, together with copies of all correspondence and responses from the lower administrative levels. The Board will consider the request at its next regularly scheduled meeting and advise the student of its decision (whether or not to meet with the student to discuss the complaint) within 15 school days. Should the Board decide to hear the complaint, the hearing will be informal and non-adversarial.

#### **18. STUDENT DISMISSAL PRECAUTIONS: JGFC**

Students are not to leave the school grounds during school hours without permission from the office. A student leaving school during the day must do the following.

- Bring a note from home stating the time and reason for leaving early.
- Give the note to the designated school official, who will send the note to the office for approval.
- Sign out in the office when leaving the school grounds.
- Be picked up by a parent/legal guardian or other adult designated by the parent/legal guardian in the note from home. For students who have a car at school, the parent/legal guardian must give permission for the student to drive him/herself home.

Exceptions may include married and emancipated students. Students who become ill during the day may not leave before obtaining permission from the office.

For students whose parents are divorced, the school will dismiss only into the custody of the parent with legal custody or as otherwise instructed in a court order. In such a case, the parent/legal guardian will provide the school with a copy of any court order which addresses the custody arrangements for the student and/or rights of the parent/legal guardians

#### **19. Title I Information**

**Title I-** Title I is the largest federal education program supported through the Elementary and Secondary Education Act of 1965. Schools qualify for fiscal support from Title I through the participation of students in the free or reduced lunch program or the participation of schools in the Community Eligibility Program. Regulations require that school staff and parents be included in the planning of Title I grants and in determining how funds are best used to meet the needs of a school. Parents are encouraged to serve on the School Renewal and/or Title I planning team. Family engagement is an integral part of the Title I program. Families are encouraged to become partners in helping their children achieve and become actively involved in all aspects of their children's school. Comments and suggestions are welcomed from parents, guardians, and community members. Suggestions concerning Title I may

be submitted to the school administrations team or the Director of Federal and State Programming and Intervention. Concerns will be addressed in a timely manner.

**Family School Compacts-** Each Title I school jointly develops with parents a school-family compact that outlines how families, the school staff, and students share the responsibility for improved achievement. Compacts ensure that each school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards. Additionally, families will be provided with reasonable access to staff, receive frequent reports to families on their child’s progress, participate in parent-teacher conferences, and have opportunities to be involved in their child’s classroom.

**Family Engagement Policy-** Title I schools and the district must develop a written family engagement policy that establishes the expectations for family engagement. The policy must be developed and agreed upon with the families of children participating in Title I. The policy outlines how the school will involve families in the process of school improvement, provide support and build capacity for family engagement, and create a welcoming environment for families.

**Family’s Right to Know-** Family’s may request information regarding the professional qualifications of their child’s teachers, including: Whether the teacher has met State qualification and certification requirements for the grade levels and subject he/she is teaching. Whether the teacher received an emergency or conditional certificate, through which state qualifications were waived. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration, and whether their child receives help from a paraprofessional and, if so, their qualifications. Parents may obtain information about their child’s teacher by contacting the school principal or through the South Carolina State Department of Education.

Please note: There have been updates made to the Policies listed below that may be accessed by using the link <http://www.boarddocs.com/sc/berkeley/Board.nsf/Public>.

Student Behavior Code - Policy JCDA and JCDA-R

Student Suspensions Policy - JDD and JDD-R

Harassment, Intimidation or Bullying- Policy JCDAAAA and JCDAAAA-R

Student Expulsions- Policy JDE and JDE-R

Field Study (Instructional) - Policy IFCB-R

Updated: July 20, 2020

