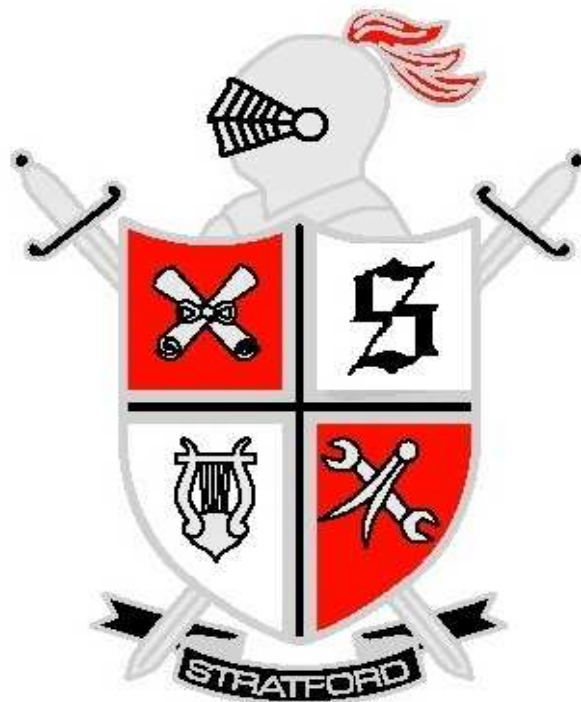


# **2018 - 2019**

# **Stratford Knights**



**Heather Taylor, Principal**  
**951 Crowfield Blvd.**  
**Goose Creek, S C 29445**  
**(843) 820-4000**  
**(843) 820-4042 – Fax**

### ALMA MATER

All hail thee mighty Stratford!  
 Together we shall stand!  
 We'll show our pride and spirit  
 To all throughout the land.

With hopes to last forever  
 As many years go by.  
 We'll be forever faithful.  
 All hail thee,  
***Stratford High!***

### FIGHT SONG

Hail to the Knights of Stratford!  
 Hail to the Conquering Heroes!  
 Hail, Hail to Stratford High!  
 The Leaders and the Best!  
***"GO STRATFORD"***

Hail to the Knights of Stratford!  
 Hail to the Conquering Heroes!  
 Hail, Hail to Stratford High!  
 For Victory is our Quest!  
***"GO STRATFORD"***

### STRATFORD WEBSITE

Please visit our website for information on student activities, tutoring opportunities, sport schedules, teacher web pages and more. This website is updated regularly and is a great way to stay current on Stratford events.

Website location is: <https://www.bcsdschools.net/Domain/44>.

### POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal provides access to student grades and attendance through the internet. A password is needed to access this site. The password is issued to students during the first week of school. This parent portal also provides a daily school newsletter which contains upcoming events as well as important information about our school. The website location is <https://pschool.bcsdschools.net/public/>. You may also access this website by visiting <http://www.bcsdschools.net/#> by selecting "Popular" and clicking on PowerSchool Parent Portal.

### PERSONAL CHECKS

Personal checks should be written on commercially printed checks with name, address and at least one phone number. Counter or starter checks will not be accepted. Person writing the check agrees that if the check is returned for insufficient funds, there may be a \$30 fee debited from the account as approved by law. If the check and fee are not collected electronically, Nexcheck will contact writer by mail and by telephone in order to make payment arrangements.

**All payments need to be made directly to Nexcheck, PO Box 19688, Birmingham, Alabama 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.

**TABLE OF CONTENTS**

Alma Mater & Fight Song .....2

School Website and Parent Portal Information.....2

Personal Checks.....2

Student Activities and Clubs - "Who to See" .....4

Administrative Hearing .....4

Arrival and Departure of Students .....4

Athletics and Co-Curricular Activities .....5

Athletic All-Sports Pass.....6

Attendance .....6

Automobile Regulations .....7

Cell Phone & Other Electronic Devices .....8

Closed Campus .....8

College Credits While in High School.....8

Detention & Discipline Chart .....9

Dropping a Course .....14

Enrollment Requirements.....15

Exams .....15

Guidance & Guidance Services .....15

Life Scholarship .....16

Lockers .....16

Makeup Work .....16

Media Center .....16

Palmetto Fellows Scholarship .....17

Personal Property.....17

Restricted Areas of the Campus .....17

Retaking a Course.....17

SAT, ACT & PSAT Testing.....19

SAT Wall of Fame .....19

Schedule Changes.....19

Signing-In & Signing-Out.....20

Student Records.....20

Textbooks .....20

Transcripts .....20

Visitors .....20

**DISTRICT POLICIES**

Vision & Mission Statements .....22

Title IX .....22

Instructional Calendar.....23

Student Handbook Policies .....24

Behavior Code .....25

Suspensions .....29

Expulsions .....31

Searches .....32

Harassment, Intimidation or Bullying .....35

Bus Conduct .....36

Dress Code .....37

Attendance .....38

Medicine .....40

Dismissal .....40

Complaints & Grievances .....41

Promotion & Retention.....41

Graduation Requirements .....42

Class Rank .....44

Honors Diploma .....44

Technology Acceptable Use .....45

Student Owned Electronic Mobile Device Acceptable Use Policy .....48

Uniform Grading Scale .....49

Safe School Act .....51

Emergency Procedures .....52

NCAA Eligibility .....53

Volunteer Policy.....54

## WHO TO SEE

<b>Principal</b> .....	<b>Heather Taylor</b>
Assistant Principal .....	Dan Davidson
Assistant Principal .....	Tanisha Johnson
Assistant Principal .....	Kurt Kohler
Assistant Principal .....	Jayma Wells
Athletic Director .....	John Chalus
Bus Supervisor .....	Robin Porter
Cafeteria Manager .....	Polly Peer
Interim Guidance Director .....	Casey Ranado
Media Specialist, Head .....	Denise McDougal
Nurse .....	Christie Spring
Resource Officer .....	Conrad Stayton
Social Worker .....	Teresa Cannon

Art Club/Honor Soc. ....	Montella
Athletic Trainers .....	Ryan
Automotive Competition .....	Bolton
Band .....	Todd Smith
Baseball .....	Beckman
Basketball .....	Jenkins (boys) McNeil (girls)
Beta Club .....	Moak/Hunt
Broadcasting .....	McCombs
Cheerleaders .....	Maningding
Chorus .....	Nix
Cross Country .....	Sutherland
Cyber Knights .....	Eason
DECA .....	Jordan
Drama Club .....	Elkinsl
Excalibur Yearbook .....	Manchester
FBLA .....	Venner/Kelly
FCA .....	Reyes
Fishing Club .....	Rodriguez/King
Foreign Lang Nat'l Honor Society .....	Skelton
Football .....	McDaniel
Freshman Board .....	Montella
Golf .....	Cate
Graduation .....	Worthy
Homecoming .....	Staller

HOSA .....	Murray/Lanphere
Jefferson Club .....	Gorritti
JROTC .....	Blanton
Junior Board .....	Camens/Glenn
Miss Excalibur Pageant .....	C.A.S.H.S.
Mr. & Miss Stratford .....	Staller
NHS .....	Ruff/McCune/Edwards, J.
NTHS .....	Eason
Poetry Club .....	Fleck
Powder Puff FB .....	Reyes
Quest .....	Phillips
RKP .....	Ward
Role Playing Games .....	Hawthorne
Senior Board .....	Worthy/Sutherland, B.
Sign Language Club .....	Ancrum
Soccer .....	Stament (boys) Ellis (girls)
Softball .....	Revan
Sophomore Board .....	Lauren Silver
Student Council .....	Staller
Student Store – JROTC .....	Blanton
Swim Team .....	McBride
Tennis .....	Ellis
Track .....	Sutherland (boys) Toliver (girls)
Volleyball .....	Tuuk
Wrestling .....	Nearhood

### ADMINISTRATIVE PROBATION HEARING

An administrative hearing is a preliminary step to recommending expulsion. A school administrator holds the hearing. **An administrator will call for a hearing if a student exceeds 5 ISS/OSS referrals during the school year or as a result of serious discipline referrals. At the conclusion of the hearing the student will either be placed on school probation or be recommended for expulsion.**

### ARRIVAL AND DEPARTURE OF STUDENTS

Buses begin arriving at approximately 8:15 a.m. daily. Students should not come on campus, drive onto campus or be dropped off before this time. The school cannot provide supervision for students prior to 8:00 a.m. The bell signaling passage to 1<sup>st</sup> period will sound at 8:45 First period begins promptly at 8:55 A.M. **All students must be in class on time every day and attend all classes throughout the day.**

The daily dismissal for students is 4:00 p.m. Parents may pick up students who do not ride buses at this time. Buses will depart soon after. Students who drive to school must depart immediately.

After-school-detention, club/organization meetings, band, athletics and other programs begin immediately after school (or when otherwise scheduled). All participating students must report to their assigned areas immediately and remain there for the duration of the event/activity. Students cannot wander around or loiter in the building or anywhere on the campus. **FOR SAFETY REASONS, ALL STUDENTS NOT DIRECTLY UNDER ADULT SUPERVISION MUST LEAVE THE CAMPUS.**

As with all school events, it is the parents' responsibility to provide transportation home for participating students. Students must be picked up immediately at the dismissal of the program, practice/rehearsal or event. Prompt pick up will ensure the safety of our students and allow our staff to depart school in a timely manner.

### **ATHLETIC & CO-CURRICULAR ELIGIBILITY**

The Athletic Department at Stratford High School invites all students to participate in interscholastic athletics. It is important to note that normal progress toward graduation does not insure eligibility for participation in interscholastic competition. Also, student schedule changes cannot only affect eligibility requirements but also Proposition 48 guidelines.

The Berkeley County Board of Education is responsible for monitoring all interscholastic activities, which are not under the jurisdiction of the South Carolina High School League. Rules of the South Carolina High School League govern interscholastic athletics. Interscholastic activities include school-sponsored activities for which preparation occurs outside of the regular school day. Members or individuals of groups involved in activities which include out-of-school practice on more than once a week, and are competitive, must meet eligibility requirements.

School principals will determine academic eligibility at the beginning of each term. Eligibility will be the same as for athletics. A student participating must be a full time student as determined by the Berkeley County School District.

### **TO BE ELIGIBLE IN THE FIRST SEMESTER A STUDENT MUST:**

1. Pass a minimum of five Carnegie units required for graduation the previous year. At least two units must have been passed during the 2nd term or summer school.
2. Have an overall passing average for courses taken.

### **TO BE ELIGIBLE DURING THE SECOND SEMESTER, THE STUDENT MUST MEET ONE OF THE FOLLOWING CONDITONS:**

1. If student met 1st term eligibility requirement, he/she must pass the equivalent of four one-half (2) units during the 1st term.
2. If the student did not meet 1st term eligibility, then he must pass the equivalent of five one-half (2) units during the 1st term.
3. Have an overall passing average for courses taken.

Academic courses are those courses of instruction for which credit toward high school graduation is given. These may be required or approved electives. Principals of schools in the Berkeley County School District will not allow an ineligible student to participate in any interscholastic activity. Students diagnosed as disabled under the criteria established by the State Board of Education and satisfying the requirements of their Individualized Education Plan (IEP) as required may participate in interscholastic activities.

## ATHLETIC ALL-SPORTS PASSES

This year we will be offering an **all sports pass**. The pass will only include **home** athletic events. **The pass cannot be used for a fundraiser, tournament, or play-off contest.** The cost is as follows:

Student Pass: \$50 + \$3.00 handling fee for students in 1<sup>st</sup> – 12<sup>th</sup> grade

Adult Pass: \$100 + \$5.00 handling fee for graduates up to age 60

Family Pass: \$200 + \$7.00 handling fee. This is limited up to 4 passes (A list of family members must be submitted.) Additional family members will cost \$20 per person and all persons must be in the immediate family.

Last year there were approximately 70 home athletic events. This year there will be 6 home varsity football games. Each game ticket cost \$7.00 per person. The student pass is \$50. If you were to attend all 6 games it would cost \$42. If you purchase a season pass at \$50, the rest of the home athletic events during the 2016-2017 school year would cost you only the \$8.00.

This information and an application was mailed out with student's schedules. Applications are also available in the main office and the athletic office.

## ATTENDANCE

Attendance has never been more important! One 90-minute class is equal to two classes on a traditional schedule. A student must attend 85 of the 90 class days before he/she can receive credit. For yearlong classes, a student must attend 170 of the 180 class days in order to receive credit. ***Remember: Only five absences allowed per 90-day course/3 absences per 45-day course. If a student misses more than one-half of a class period, they are considered absent from that class.***

Students are required to continue attending class even if credit has been denied or they are maintaining a failing average. Absences in grades 9-12 will be counted on a course-by-course basis.

If a student misses ten consecutive days from school, the student is automatically withdrawn for non-attendance. **Students must present an excuse to an attendance clerk within three school days following the return from an absence or absences.** A valid written excuse must include the following information.

1. Student's full name
2. Date(s) of the absence
3. Date(s) of the excuse
4. Reason for the absence
5. Home or work telephone number of parent/guardian; and
6. Signature of the parent/guardian.
7. **Student must present all medical, bereavement, legal and parental excuses within 3 days.**

Parent notes only signify that the parent is knowledgeable of the student's absence. Absences coded PRN, EXC, and UNX will be counted against the student in determining credit for a course. Only medical notes, bereavement notices and court appearances are considered legal, lawful absences. These are the only absences which do not count against a student's attendance. When signing your child in or out of school, notes should still be submitted to the attendance office within 3 days. Notes may be faxed to 843 820-3859.

When a student has three consecutive unlawful absences or a total of five unlawful absences, the principal/his designee will schedule an Attendance Intervention Plan meeting to improve attendance. The school will invite the parent/guardian to participate in the development of the plan. In absence of the parent/guardian, when proper notification of the meeting was provided, the attendance clerk may refer the student to Family Court through the Department of Juvenile

Justice and/or recommend further intervention work prior to Family Court. The plan will be written without the participation of the parent/guardian.

## **AUTOMOBILE REGULATIONS**

**DRIVING PERSONAL VEHICLES TO STRATFORD HIGH SCHOOL IS A PRIVILEGE, NOT A RIGHT. Students who drive on campus must follow all driving and parking regulations. Failure to do so will cause the permit to be revoked and may result in additional disciplinary action.**

**Parking permits cost \$40.00 for each issuance or replacement. The permits are the property of Stratford High School and are non-transferable. Permits must be surrendered at the request of a staff member. Second semester permits will cost \$20.00 for the remainder of the year.**

When students of the Berkeley County School District drive, the automobile is to be parked in an area designated by the principal. This area is "off limits" to students during the school day, and the student is not permitted to remove the automobile until school is dismissed unless so authorized by the administration. Decals, bumper stickers, flags, etc., are subject to review by the school administration and may be ordered to be removed.

All students who bring and/or park on any Berkeley County School District property a motor vehicle of any description, no matter how registered, may be searched where reasonable suspicion exists. The student must provide, upon first request, all such keys necessary to unlock the vehicle or any compartment. Failure to promptly provide the keys may result in a recommendation of expulsion and the appropriate police agency will be notified to remove the vehicle at the owner's expense.

Applications for parking permits may be obtained in the discipline office. Students must provide tag number, proof of driver's license, parent permission, and insurance information.

The following rules will be enforced:

1. All students who qualify to drive to school must park in the student-assigned parking only.
2. Students must leave cars and enter the building immediately upon arrival at school and are not to be in cars or in parking areas until school has been dismissed. Parking lots are restricted areas of the campus.
3. Vehicles parked in unauthorized areas or without valid parking permits will be issued a parking ticket by the Goose Creek Police Dept. or towed at the owner's expense. Additional disciplinary action deemed necessary and appropriate by the school administration may be given ranging from suspension from school and/or the revocation of driving privileges.
- 4. VEHICLES PARKED ON SCHOOL PROPERTY ARE LIABLE FOR SEARCH BY SCHOOL AUTHORITIES AT ANY TIME DEEMED NECESSARY.**
5. Automobile privileges may be revoked if rules are violated.
6. Student pick-up and drop-off areas are located in front of the school or adjacent to the faculty parking area.
7. SEAT BELTS MUST BE WORN AT ALL TIMES ON THE SCHOOL CAMPUS AS REQUIRED BY SC LAW.
8. The Parking I.D. is non-transferable to another person or vehicle. Allowing another student to use your Parking I.D. will result in loss of driving privileges as well as disciplinary action.
9. Misuse of radios or sound systems in vehicles will not be tolerated. No loud music should be played on campus.
10. Vehicles parked on campus are subject to G.C. City Ordinance and may be ticketed by the G.C.P.D.
11. No riding in the back of pickup trucks on school campus.

## **12. PARKING DECALS MUST BE CLEARLY DISPLAYED ON THE FRONT WINDSHIELD IN THE BOTTOM LEFT CORNER OF THE REGISTERED VEHICLE.**

### **CELL PHONE & ELECTRONIC DEVICES**

Cell phones are defined as a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A student who has a cell phone without permission as outlined in this policy is subject to discipline as follows:

#### **1<sup>st</sup> offense**

- A. Electronic device will be taken from student
- B. Parent conference with administrator and
- C. Electronic communication device is returned at conference
- D. Copy of cell phone policy provided to parent/legal guardian

#### **2<sup>nd</sup> offense**

- A. Electronic device will be taken from student
- B. Parent conference with administrator and
- C. One day in-school-suspension and
- D. Electronic communication device returned to parent/legal guardian after 7 calendar days

#### **3<sup>rd</sup> offense**

- A. Electronic device will be taken from student
- B. Parent conference with administrator and
- C. One day out-of-school-suspension and
- D. Electronic communication device returned to parent/legal guardian after 7 calendar days

High school students may use electronic communication devices before and after school, during class exchange and lunch. However, students are expected to silence and put away electronic communication devices upon entering the classroom. For educational purposes only, teachers may allow the use of electronic communication devices within the classroom. If used in violation of the policy, the device will be confiscated.

### **CLOSED CAMPUS**

Stratford High School operates under a closed campus policy. Students are not allowed to leave campus for any reason unless prescribed sign-out procedures are followed. We solicit the cooperation of all students and parents in this matter.

### **COLLEGE CREDITS WHILE IN HIGH SCHOOL**

Students may earn college credits while in high school in three different ways: Advanced Placement courses, Dual-Credit courses, and CTE Dual-Credit courses.

Advanced Placement courses are offered for academically gifted students. To receive college credit from participating colleges, students must achieve a passing score on the AP exam. The following AP courses are offered at Stratford High School.

Dual Credit courses may be taken and applied to the 24 units required for a state high school diploma subject to the following conditions.

1. A student must obtain approval, in writing, from the principal of the high school he/she is attending before enrolling in a college course for dual credit.
2. The principal will make the decision to issue written permission for a student to enroll in a college course based upon his/her estimation of the student's preparation for the course and prior academic performance, the appropriateness of the course for the student's educational goals and graduation requirements.



3. Beginning with school year 2006-2007, Carnegie units earned through dual credit will be weighted the same as AP courses and will count toward class rank and athletic eligibility.
4. A three-semester hour college course will transfer as one Carnegie unit.
5. Only courses applicable to baccalaureate degrees, or to associate in arts or associate in science degrees, offered by institutions in the state which are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools may be accepted for Carnegie units.
6. Tuition and other college fees will be at the expense of the individual student or his/her parent/legal guardian.

Qualified students may receive college credit for completion of high school Career and Technical Education courses by enrolling in specific programs at Trident Technical College through the articulation process. An articulation allows students to make a transition from high school to TTC without a duplication of courses. Technical Advanced Placement enables qualified students to work toward TTC credits while still in high school. For more information, contact our Guidance Department.

## DETENTION

Detention applies to keeping a student after regular school hours or during lunch. After school detention may not exceed 45 minutes. Lunch detention may not exceed one third of the lunch period. Students may be assigned detentions by any member of the faculty. Detentions are for those students with undesirable patterns of conduct as well as other disciplinary problems, including tardies. Detentions are held by the teacher issuing the detention for offenses in a particular class. **Failure to stay for a detention will result in a referral to the office for ISS.**

## DISCIPLINE CHART

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, he may be dealt with more severely than those punishments listed here.

### 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. BCSO 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.

### Discipline Chart

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, he may be dealt with more severely than those punishments listed here. *When disciplining students with disabilities, refer to the student's IEP and/or BIP*

OFFENSE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Assault	3-5 OSS Rec. Exp. Refer to SRO  Based on level, consider OSS pending				

	Hearing (10 days)				
<b>Blackmail/ Extortion</b>	5-10 days OSS Rec. Exp. Refer to SRO				
<b>Bomb Threats</b>	Refer to SRO Rec. Exp. Threat assessment				
<b>Bullying Cyberbullying</b>	1-3 OSS Parent Conference Guidance Referral	3-5 days OSS Parent Conference Refer to SRO	5 OSS/Pending Hearing Rec Expulsion Refer to SRO		
<b>Bus Violation (Disorderly Conduct)</b>	Verbal Warning (driver)	Verbal Warning/Seat Reassignment (driver)	Discipline Referral to school admin-parent contact	1-3 days Bus Suspension  <i>Note: Additional sanctions may be added based upon the offense (ISS, OSS, etc.)</i>	3-5 days Bus Suspension  <i>Note: Additional sanctions may be added based upon the offense (ISS, OSS, etc.)</i>
<b>Bus Violation (Disruptive Conduct)</b>	1-3 days Bus Suspension  <i>Note: Additional sanctions may be added based upon the offense (ISS, OSS, etc.)</i>	3-5 days Bus Suspension  <i>Note: Additional sanctions may be added based upon the offense (ISS, OSS, etc.)</i>	Bus Suspension Remainder of year.  <i>Note: Additional sanctions may be added based upon the offense (ISS, OSS, etc.)</i>		

OFFENSE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Bus Violation (Criminal Conduct)</b>	Bus Suspension Remainder of the year.  <i>Note: Additional sanctions may be added based upon the offense (ISS, OSS, etc.)</i>				
<b>Cheating/ Plagiarism</b>	Grade "0" (Retakes at school discretion) T notifies parent	Grade "0" (Retakes at school discretion) ISS	Grade "0" (Retakes at school discretion) 2 days ISS	Grade "0" (Retakes at school discretion) OSS	Grade "0" (Retakes at school discretion) 3 OSS
<b>Class Disruption</b>	Warning Work Detail Parent Contact	ISS	2 days ISS	OSS	3 days OSS
<b>Computer/Internet Misuse</b>	Warning Parent Contact	ISS  <i>While in ISS, retake offense-related modules for digital citizenship.</i>	OSS- Loss of take home privilege (day user only)	OSS - Loss of preferred device	
<b>Contraband</b>	Warning or ISS Confiscate item(s)	ISS Confiscate item(s)	2 days ISS Confiscate item(s)	OSS Confiscate item(s)	3 days OSS Confiscate items  HS - Recommend Expulsion
<b>Cutting class/activity</b>	2 hr WD	ISS	2 day ISS	OSS	OSS
<b>Cutting entire day</b>	ISS	2 days ISS	OSS	OSS	OSS
<b>Disrespect</b>	ISS	2 days ISS	OSS	OSS	3 days OSS
<b>Disruptive behavior including Horseplay</b>	ISS	2 days ISS	OSS	3 days OSS	5 days OSS
<b>Electronic Communication Devices</b>	Warning Confiscate Return to parent at conference	Confiscate ISS/PC Return to parent- 7 days	Confiscate OSS/PC Return to parent- 7 days		

<b>OFFENSE</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>Fighting</b>	3-5 days OSS Refer to SRO School probation	5-10 days OSS Refer to SRO Rec. Exp			
<b>Fire Alarm</b>	3-5 days OSS Refer to SRO Rec Exp.				
<b>Fireworks</b>	3-5 days OSS Refer to SRO Rec Exp.				
<b>Food &amp; Drinks in unauthorized area</b>	Warning	Work Detail/ISS	ISS	OSS	
<b>Gambling/Card playing</b>	Warning	WD/ISS	ISS	OSS	OSS
<b>Inappropriate Behavior to administration</b>	WN/WD ISS/OSS w. Rec. Exp. Refer to SRO				
<b>Leaving Campus w/o Permission</b>	ISS	3 days ISS  HS: Additional 10 days loss of driving privilege	OSS  HS: Additional loss of driving privilege for remainder of the year	OSS 3 days	
<b>Loitering in Parking lot after/before school</b>	Warning/WD	ISS	ISS 10 days loss of driving privilege	3 days ISS 30 days loss of driving privilege	OSS Loss of privilege for remainder of year
<b>Loud music on campus</b>	Warning	ISS	2 days ISS  HS: In parking lot, 10 day loss of driving privilege		
<b>Misbehaving in ISS</b>	OSS (Student must still serve the ISS time assigned for the original offense)				
<b>No Show for Detention/ Work Detail</b>	ISS	2 days ISS	OSS	2 days OSS	
<b>On Campus Before/After school w/o permission</b>	Warning	ISS	2 days ISS	OSS	3 days OSS

OFFENSE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Physically Abusing Staff Threatening / Harassing Staff</b>	5-10 days OSS Refer to SRO Rec. Exp.				
<b>Possession/ Consumption Or Under the Influence of Alcohol</b>	3 days OSS ScIP referral Refer to SRO	5 days OSS Rec. Exp Refer to SRO			
<b>Possession/Consumption Or Under the Influence of drugs</b>	3 days OSS ScIP referral Refer to SRO	5 days OSS Rec. Exp Refer to SRO			
<b>Possession of Weapon All Reportable</b>	OSS Rec. Exp. Refer to SRO				
<b>Possession w/Intent to Distribute or Distribution of Alcohol or Drugs</b>	5-10 days OSS Rec. Exp. Refer to SRO				

<b>Posting/Distributing Unauthorized Materials</b>	WD	ISS	ISS	1 day OSS	3 days OSS
<b>Profanity Vulgarity</b>	1 day ISS	2 days ISS	OSS	2 days OSS	
<b>Profanity Vulgarity to Staff</b>	3 days OSS	3 days OSS Rec. Exp.			
<b>Public Display of Affection</b>	WD Warning	ISS	2 days ISS	OSS	3 days OSS
<b>Refusal to obey</b>	ISS/OSS	ISS/OSS	3 days OSS	5 days OSS Recommend Expulsion	
<b>Sexual Harassment</b>	ISS/OSS Refer to SRO	ISS/OSS Refer to SRO	3 days OSS Recommend Expulsion		
<b>Smoking/ Violation of Tobacco policy</b>	ISS Refer to SRO	3 days ISS Refer to SRO	OSS Refer to SRO	3 days OSS Refer to SRO Rec. Exp.	
<b>Tardies</b>	Verbal Warning or Detention	Detention	ISS	ISS	ISS 7 <sup>th</sup> Offense OSS

OFFENSE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Threat to Students</b>	ISS/OSS Refer to SRO Threat Assessment	ISS/OSS Refer to SRO Rec. Exp. Threat Assessment			
<b>Theft/Stealing</b>	ISS/OSS Restitution Refer to SRO	ISS/OSS Restitution Refer to SRO Rec. Exp.	OSS Restitution Refer to SRO AH		
<b>Unauthorized Area</b>	ISS	2 days ISS	OSS		
<b>Vandalism</b>	Restitution 5 days OSS Rec. Exp. (possible) Refer to SRO				
<b>Violation of dress Code</b>	Warning/WD Change clothes	WD	ISS	2 days ISS	OSS
<b>Violation of parking/driving regulations</b>	Warning/WD	ISS	ISS 10 days loss of driving privilege	3 days ISS 30 days loss of driving privilege	OSS Loss of privilege for remainder of year
<p><b>The administration reserves the right to deal with referrals as needed according to the severity of the offense.</b></p> <p><b>The 5th major or repeated referrals may result in Administrative hearing to consider School Probation.</b></p>					
<p><b>Codes:</b> AH: Administrative hearing Ci: Confiscate item DET: Detention DISC. ADM: Discretion of Administration ISS: In-school suspension OSS: out of school suspension</p>		<p>PC: Parent conference Rec. Exp.: Rec. Expulsion SRO: School Resource Officer TE: Teacher WN: Warning WD: Work Detail</p>			

## DROPPING A COURSE

With the first day of enrollment as the baseline, students who withdraw from a course within five days in a 90-day course, or ten days in a 180-day course will do so without penalty. Students who unilaterally withdraw from a course after these time limitations will be assigned a course

grade of “WF” (Withdrawn Failing) and the “F” (numerical grade of 61 and 0 quality points) will be calculated in the student=s overall grade point ratio. Assessment of the “WF” penalty for withdrawing from a course in excess of the time limitations will not apply to course or course level changes initiated or sanctioned by the administration of the school. **THE STUDENT MUST FOLLOW HIS CURRENT SCHEDULE UNTIL THE DROP FORM IS APPROVED AND THE NEW SCHEDULE IS ENTERED IN THE COMPUTER. THE STUDENT WILL RECEIVE A NEW SCHEDULE WHEN THIS PROCESS IS COMPLETE.**

### **ENROLLMENT REQUIREMENTS**

All students must have the following:

1. A parent or legal guardian must be present at the time of enrollment unless the student is emancipated or independent living on their own.
  2. Two proofs of residency for Stratford’s attendance zone, which must be presented at time of enrollment.
  3. Birth certificate.
  4. South Carolina Certificate of Immunization - If you are not in compliance with S.C. immunization laws, you have 30 days from the first day of enrollment to provide proof that all immunizations are in compliance with SC DHEC recommendations. Failure to comply will result in administrative action.
  5. Proof of legal guardianship (if applicable) - Power of Attorney is only acceptable if in the MILITARY.
  6. Transcript or report card from former school (attendance and discipline report may be required).
  7. Social Security card to copy.
  8. If attended a school in Tri-County area, must bring a copy of withdrawal form.
  9. Hepatitis B – three doses for K-12 graders.
- \* **Any student enrolling with an exemption must renew the exemption annually.**

### **EXAMS POLICY**

Students in grades 9-11 will take cumulative, final examinations at the conclusion of each term. Non-EOC final examinations will comprise no more than 10% of the final term grade. State mandated End of Course exams count 20% of the final grade. **Exemption from any non-EOC final exam will be offered only to graduating seniors who are passing the course.**

### **GUIDANCE SERVICES**

Casey Ranado, Interim Guidance Director  
 Susan Brown, Counselor  
 Tabitha Bryant, Counselor  
 Sherree Davis, Counselor  
 Julie Dukes, Counselor  
 Erin Porter, Counselor  
 Janice Fabian, Registrar

The Guidance Department provides a valuable service for all students. Students are invited to visit the office before school, during homeroom, and during lunch to obtain answers to questions, to make appointments with counselors, and to use available resources. Computerized career and college searches are conducted free of charge. Students and parents may also make appointments to discuss personal matters, academics, or career planning. Registration, advisement, testing, records, credits, scholarships, and schedules are processed by office staff.

School counselors conduct individual, group, and classroom guidance on topics such as study skills, college selection, and career development.

### **LIFE SCHOLARSHIP**

To qualify for the Life Scholarship a student must meet two of the following requirements:

1. Score 1100 on the SAT or 24 on the ACT for a first-time college freshman.
2. Graduate from high school with a 3.0 GPR on the SCUGS.
3. Graduate in the top 30% of the graduating class.

There is no application process. **The college or university will notify the student if he/she is eligible for the Life Scholarship.**

### **LOCKERS**

1. If you choose to purchase a locker, a fee of \$5.00 will be charged.
2. Lockers will be assigned to students by their homeroom teachers. Students are responsible for providing their own combination locks. All combinations will be recorded by the homeroom teacher. Only combination locks are allowed on the lockers.
3. Only one student will be assigned a locker. **There will be no sharing of lockers.**
4. The assigned student will be responsible for damages to the locker.
5. Lockers are expected to remain locked at all times.
6. The school will not be held responsible for any items removed or stolen from the locker.
7. Jamming the lock with paper, coins, etc., or defacing the locker in any way will result in loss of the use of locker for the remainder of the school year.
8. The student will pay for any repairs needed to the locker or lock due to student negligence.
9. No one is permitted to use the lockers during lunch.
10. **ANY LOCKER MAY BE SEARCHED AT THE DISCRETION OF THE SCHOOL ADMINISTRATION.**
11. Students are responsible for cleaning out their lockers by the last day of school. Any items remaining become the property of the school and will be disposed of.
12. Students who violate locker policy will lose their locker privileges for the remainder of the school year.

### **MAKEUP WORK POLICY**

1. It is the students' responsibility to contact the teacher to make up work. If the student is to be out more than 3 consecutive days, the parent/guardian may contact the main office and assignments will be gathered and may be picked up after 24 hours. All makeup work must be turned in within 5 school days of the student's return to school.
2. Students who are suspended are allowed to make up work according to Berkeley County School Policy.

### **MEDIA CENTER**

**Dr. Denise McDougal, Director**  
**Ms. Amy Savage, Media Specialist**  
**Ms. Deanna Kitchens, Media Clerk**

### **MEDIA CENTER POLICY**

A student may check out up to 5 books at a time. Books are checked out for 14-day periods and may be renewed when the book is returned. There is a \$.05/day fine on all books that are more than 2 days overdue. Students may visit the media center during lunch and after school without a pass. A student should have a pass from a teacher during the class periods. Students who



wish to use the media center prior to school must have a media center pass in their agenda. These passes are available in the media center.

Internet usage is restricted to educational research only. Media center staff and teachers will monitor Internet access. Student logins may not be used to access the Internet. Media center logins should be used for Internet access while in the media center. Any student using an unauthorized login will lose computer privileges in the media center.

### **PALMETTO FELLOWS SCHOLARSHIP**

To qualify for the Palmetto Fellows Scholarship a student must meet the following requirements:

**Early Awards:** must be submitted by December each year;

1. Score at least 1200 on the SAT or 27 on the ACT;
2. Earn a cumulative 3.50 GPR on the SCUGS at the end of the 11<sup>th</sup> grade; **AND**
3. Rank in the top 6% of the class at the end of the 10<sup>th</sup> or 11<sup>th</sup> grade.

**Final Awards:** must be submitted by June each year.

### **PERSONAL PROPERTY**

STRATFORD HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY PERSONAL PROPERTY BROUGHT TO OR LEFT AT SCHOOL.

### **RESTRICTED AREAS OF THE CAMPUS**

1. **Upon arrival at school, students are to remain on campus until official dismissal.**
2. Students are not allowed in parking lots or surrounding areas before school or during school hours. When a student arrives early, he/she should lock his/her vehicle and leave the parking lot immediately.
3. Students are allowed in the main hall, amphitheater, courtyards, and cafeteria during lunch.
4. Students are not allowed in the science hall or the upstairs halls and gym lobby during lunch, etc.
5. Students are not allowed in the trailer or gym area before 8:25 A.M. or during lunch.
6. Students are not allowed in the faculty restrooms, work rooms, or lounge areas. They are not allowed to use vending machines in these areas.
7. **STUDENTS ARE NOT ALLOWED TO USE THE ELEVATOR WITHOUT PERMISSION FROM THE ADMINISTRATION.**
8. School policy restricts loitering in or near restrooms.
9. **Students must exit the building by 3:50 P.M. unless under the direct supervision of a sponsor/teacher. Main doors will be locked at 4:30 P.M.**

### **RETAKEING A COURSE**

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D or an F in that course. The student's record will reflect all courses he or she has taken and the grades he or she has earned. The new grade **will not** replace the original grade.

The student may retake the course either during the current school year or during the next school year but no later than that second year. In addition, the student must retake the course before he or she has enrolled in the next sequential course (unless the student is granted approval by school administration to do so).

A student who has taken a course for a Carnegie unit **prior to his or her ninth-grade year** may retake that course regardless of the grade he or she has earned. In such a case, only the retake grade will be used in figuring the student's GPA, and only the retake attempt will show on

the transcript. **This rule will apply whether the retake grade is higher or lower than the grade the student previously earned.**

**SAT, ACT & PSAT TESTING**

**Stratford High School is a testing site for the SAT** and students may register for SAT testing by visiting our Guidance Department. Please register using your full name – not a nickname. Before registering for the SAT or ACT, students must make an appointment with their guidance counselor.

**SAT:** Is a multiple-choice test, with verbal, math and writing sections. The verbal portion tests the student’s vocabulary, verbal reasoning, and reading comprehension. The math portion tests the student’s ability to solve problems involving arithmetic reasoning, algebra, and geometry. The sum of all three portions determines the total score.

Deadlines expire at 11:59 p.m. Eastern Time, U.S. To see international SAT test dates, [visit International Registration.](#)

<b>2018-19 SAT Test Dates</b>	<b>Registration Date</b>
Saturday, August 25, 2018	July 27, 2018
Saturday, October 6, 2018	September 7, 2018
Saturday, November 3, 2018	October 5, 2018
Saturday, December 1, 2018	November 2, 2018
Saturday, March 9, 2018	February 8, 2018
Saturday, May 4, 2018	April 5, 2018

**ACT:** Is another college entrance test. The test consists of 4 sections: English, math, reading, and science. Rather than a total score, the ACT gives a composite or average score on the test. While the SAT is a test designed to measure a student’s aptitude for college work, the Act is an achievement test that measures what has been learned in high school. Both the SAT and the ACT scores are accepted by all state-supported colleges and universities for admission, as well as for LIFE Scholarship qualifications.

<b>2018-19 SAT Test Dates</b>	<b>Registration Date</b>
Saturday, September 8, 2018	August 12, 2018
Saturday, October 27, 2018	September 28, 2018
Saturday, December 7, 2018	November 2, 2018
Saturday, February 9, 2019	January 11, 2019
Saturday, April 13, 2019	March 8, 2019
Saturday, June 8, 2019	May 3, 2019
Saturday, July 13, 2019	June 14, 2019

**PSAT:** (Preliminary Scholastic Aptitude Test) has 2 primary purposes. It introduces a student to the organization and types of questions found on the SAT and helps students to predict their scores on the SAT. The junior year PSAT scores are also used in selecting semifinalists for the National Merit Scholarship Awards, early college admissions and programs such as the

Governor's School and College Junior Scholar/Fellow Awards. The PSAT is given only once each year.

**PSAT:**

Wed., Oct. 10<sup>th</sup> – administered at Stratford High School

**SAT WALL OF FAME**

Seniors are identified at the end of the year to be recognized on the SAT Wall of Fame. Recognition is based upon highest score from one sitting. Students are recognized for a composite score of 1700 or greater.

**SCHEDULE CHANGES**

Students' schedules are generated by our computer system. Placement in sections is determined randomly. Pre-registration is used each year to determine the classes needed for the next year, and teachers are hired according to that need. It is critical to study the course descriptions, consider the prerequisite recommendations, and discuss selections with parents, teachers, counselors, and administrators. The parent/guardian and student must sign the completed registration form. **No changes will be made unless prerequisites have not been met, a course selected will not be offered, or selections are found by counselors and/or administrators to be inappropriate.**

Students and parents must realize that perfect situations cannot be expected and that such reasons as wanting to be in classes with friends, to have certain periods free, or to have a different teacher **will not be considered** valid reasons for allowing schedule changes. Adjusting to new circumstances and situations is an important skill to be developed in high school. Students and parents should carefully study subject choices before the registration form is submitted.

Recommendations for course levels are based on the student's academic performance, academic record, and standardized test scores. A great deal of time and consideration is given in making these recommendations. (If the parent and student disagree with the recommendation, an override form must be signed by the parent and attached to the registration sheet.) Caution is advised in using the override form. Placing students in courses for which they do not have the academic background or the demonstrated motivation to succeed usually results in failure. **Parents who sign an override request form accept the responsibility if the student fails; therefore, students placed in a class with an override must remain in that class for its duration. Administration may not honor an override request.**

**No schedule changes will be made after ten days unless Summer School credits necessitate the change. After the school year begins, level changes must be requested within ten (10) days of the beginning of the class.**

**SIGNING-IN AND SIGNING-OUT**

**STUDENTS MISSING MORE THAN ONE-HALF OF ANY CLASS WILL BE COUNTED ABSENT FOR THAT CLASS.**

**Sign-In Procedure:**

1. Excused and unexcused absences due to students signing in late will be determined by Berkeley County Board of Education Policy.
2. Students arriving after 9:05 A.M. should sign in and report directly to class unless he/she arrived on a late bus.

**Sign-Out Procedures:**

Students are expected to attend all classes each day. However, school officials understand that situations arise that may make it necessary for students to leave school during the course of the school day (i.e. medical appointments, legal appointments, emergency situations, etc.). In an effort to reduce classroom interruptions related to students being signed-out for scheduled appointments or previously anticipated situations, students and parents are asked to adhere to the following procedures.

1. The student should go to the attendance office at the beginning of the school day and give the written sign-out request to the clerk or fax the note to 843 820-3859. **The written request should include the student's full name, a phone number where the parent/legal guardian can be reached (for verification purposes), the reason the student needs to sign-out, and the parent/legal guardian's signature. If a parent cannot be reached, the student will not be cleared to leave campus.**

2. The student will receive a note from the attendance clerk indicating the time that he or she should report to the sign-out office. The student must show this note to his or her teacher at the beginning of class. When the time arrives for the student to report to the main office, he or she should ask the teacher to be dismissed.

3. Before leaving school, the student must report to the attendance office to place his or her name on the sign-out sheet. If the student returns to school after signing-out, the student must report to the attendance office as soon as he or she returns to school and sign-in. The student will receive a note from the clerk to return to class.

4. If a student is too ill to remain at school, a parent must pick the child up. They will not be allowed to drive home.

Emergency situations sometimes arise that make it necessary for a student to leave school. When such situations arise, school officials recommend that a parent or legal guardian report to the attendance office to have the student called out of class. This is the only time a class should be interrupted to call a student to sign out of school.

**Signing a student in or out does not constitute a legal absence. Notes (medical, legal, bereavement, etc.) must be submitted to the attendance office within three days of returning from an absence.**

## **STUDENT RECORDS**

The district may disclose directory information, which may include names, addresses, telephone listings, and dates of birth, without first obtaining written parental permission. The school will not release permanent record folders. Parents have the right to review the record folders upon request. A copy of the policy is available upon request in the Guidance office.

## **TEXTBOOKS**

Textbooks are state-owned property; therefore, students are responsible for paying for lost or damaged books.

## **TRANSCRIPTS**

All official transcripts are sent directly to colleges, employers and schools. The first official transcript will be sent at no cost. Each additional official transcript will cost \$2.00 per copy. An addressed envelope with two stamps must be provided for additional transcripts. No final transcript or records will be sent for any student who owes fees, has not returned textbooks, or Stratford property.

## **VISITORS**

**1. ALL VISITORS MUST REPORT IMMEDIATELY TO THE MAIN OFFICE UPON ARRIVAL ON CAMPUS AND PRESENT A VALID DRIVERS LICENSE TO BE ENTERED IN THE RAPTOR SYSTEM. A VISITOR'S STICKER WILL BE GIVEN TO THE VISITOR TO WEAR. WHEN LEAVING, THE VISITOR SHOULD CHECK OUT THROUGH THE MAIN OFFICE.**

2. Stratford is under the jurisdiction of the City of Goose Creek Police Department.
3. Students are not allowed to have visitors at school at any time unless prior arrangements are made with a school administrator.
4. Parents are encouraged to visit the school and to attend classes. They are asked to give school officials 24-hour notice when wishing to attend classes.
5. Unauthorized visitors on the campus will be handled according to the laws of the State of South Carolina. This includes arrest and prosecution for trespassing.
6. **Visitors are not allowed in the bus or student parking lots.**

**THIS INFORMATION IS NOT MEANT TO BE INCLUSIVE OF ALL THE RULES AND REGULATIONS AT STRATFORD HIGH 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**

Empower all students for success.

**District Mission Statement**

In partnership with our community, ignite in every student a passion for world-class knowledge and skills through dynamic instruction and personalized educational opportunities.

**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.

## 2018-2019 BCSD Student Instructional Calendar

Aug. 17	Fri.	Freshman Orientation for HS
Aug. 20	Mon.	First Day for Students
Sept. 3	Mon.	Labor Day - Schools/Offices Closed
Sept. 5	Weds.	Late in for HS
Sept. 19	Weds.	Late in for HS
Sept. 26	Weds.	Early Release (Elem/MS)
Sept. 27	Thurs.	Progress Report
Oct. 3	Weds.	Late in for HS
Oct. 17	Weds.	Late in for HS
Oct. 19	Fri.	End of Q1
Oct. 22	Mon.	Teacher Workday/Inclement Weather Make-up Day
Oct. 24	Weds.	Early Release (Elem/MS)
Oct. 25	Thurs.	Report Cards
Oct. 31	Wed.	Late in for HS
Nov. 6	Tues.	Election Day – Schools/Offices Closed
Nov. 14	Weds.	Late in for HS
Nov. 15	Thurs.	Progress Reports
Nov. 21-23	W-Fri.	Fall Break - Schools/Offices Closed
Nov. 28	Weds.	Early Release (Elem/MS)
Dec. 5	Weds.	Late in for HS
Dec. 21	Fri.	½ day all students/End of Q2
Dec. 24 - Jan. 4		Winter Break – Schools Closed
Jan. 7	Mon.	Teacher Workday /Inclement Weather Make-up Day
Jan. 8	Tues.	Students Return
Jan. 10	Thurs.	Report Card
Jan. 16	Weds.	Late in for HS
Jan. 21	Mon.	Martin Luther King Day - Schools/Offices Closed
Jan. 23	Weds.	Late in for HS
Jan. 30	Weds.	Early Release (Elem/MS)
Feb. 6	Weds.	Late in for HS
Feb. 14	Thurs.	Progress Reports
Feb. 15	Fri.	District Staff Development – Schools Closed
Feb. 18	Mon.	President’s Day – Schools/Offices Closed
Feb. 20	Weds.	Late in for HS
Feb. 27	Weds.	Early Release (Elem/MS)
Mar. 6	Weds.	Late in for HS
Mar. 15	Fri.	End of Q3
Mar. 18	Mon.	Teacher Workday/Inclement Weather Make-up Day
Mar. 20	Wed.	Late in for HS
Mar. 21	Thurs.	Report Cards
Mar. 27	Weds.	Early Release (Elem/MS)
Apr. 3	Weds.	Late in for HS
Apr. 15-19	M-Fri	Spring Break (Schools Closed)
Apr. 22	Mon.	Inclement Weather Make-up Day
Apr. 24	Weds.	Early Release (Elem/MS)
Apr. 25	Thurs.	Progress Reports
May 27	Mon.	Memorial Day – Schools/Offices Closed
June 4	Tues.	½ Day All Students
June 5	Wed.	Teacher Workday

Inclement Weather Makeup Days for Students: Oct. 16, 2017; Mar. 19, 2018; Mar. 30, 2018) *Board of Education Approved May 8, 2017*

## **STUDENT HANDBOOK POLICIES - HIGH SCHOOL**

All Policies may be located on the BCSD website. 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. Dismissal Precautions: JGFC
11. Complaints and Grievances: JCE
12. Promotion and Retention: IHE (Excerpt for High School Students)
13. Graduation Requirements: IHF & IHF-R
14. RANK IN CLASS, HONOR GRADUATES, GRADUATION CEREMONIES: IHC
15. HONORS DIPLOMA: IHFAA & IHFAA-R
16. Technology Acceptable Use: JAC & JAC-R
17. Student-Owned Electronic Mobile Device Acceptable Use Policy and Guidelines: JAC – E(3)
18. South Carolina Uniform Grading Scale
19. Safe Schools Act
20. Emergency Procedures
21. NCAA Freshman Eligibility Standards
22. School Volunteers: IFCD



### **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 the 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.

#### **Administrative Rule: Application of this 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
- 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; and/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 of the school.

*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/or
- 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.

- confiscation of contraband
- verbal reprimand
- withdrawal of privileges
- demerits
- detention
- in-school suspension
- out-of-school suspension
- 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 rolling papers ;
- 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/or
- 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:

- confiscation of contraband
- in-school suspension;
- 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;
- referral to SCIP as deemed appropriate;
- expulsion;
- restitution of property and damages, where appropriate, should be sought by local school authorities; and/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/or
- 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;
- 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:**

- 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);
- 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; and/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.

#### **Seclusion and/or Restraint of a Student**

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/legal guardians have concerns, contact should be made with the school administration for resolution.

#### **Use of Electronic Communication Devices in Schools**

For purpose of this policy, electronic 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 including the camera portion of the device.

#### **Elementary School Students**

During school hours and on school grounds, no student may use, make visible or have turned on, an electronic communication device without the prior permission of the principal, as set forth below.

"Turned on" includes an electronic communication device that is activated and set or programmed to ring, vibrate or otherwise send a signal.

#### **Middle and High School Students**

Middle and high school students may use electronic communication devices such as cellular phones, electronic pagers or any other communications devices before and after school, during times designated by the principal and as deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes only. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

##### *Student use – expectations and responsibilities*

1. Students may not use electronic communication devices to access and/or view Internet web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity.
2. Students are prohibited from using electronic communication devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an electronic communication device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
3. Students are prohibited from using electronic communication devices to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of electronic communication devices to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

4. Students must use all electronic communication devices in compliance with this policy as well as with Exhibit JAC-E (3) Student-Owned Electronic Mobile Device Acceptable Use Guidelines.
5. To ensure order in campus operation, accessories such as headphones and ear buds are allowed to be used provided the student is still able to respond to auditory commands communicated by school personnel. Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
6. If students use electronic communication devices to illegally enhance their own academic performance or another student's performance (cheating), the student(s) involved will receive additional severe consequences for academic dishonesty and may be banned from having such a device for the remainder of the instructional year.
7. If students use the communication devices to engage in illegal or unethical behavior such as bullying, harassment, threats, or intimidation, the student(s) involved will receive additional severe consequences for such conduct and may be banned from having such a device for the remainder of the instructional year.

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 electronic communication device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal or his/her designee. 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 an electronic communication device in violation of this policy must report the student to the school principal or his/her designee and turn the device over to the school 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 electronic communication devices is generally subject to discipline as follows, but the discipline may be modified based on the severity of the violation:

*First offense*

- parent conference with administrator
- electronic communication device returned at conference
- provide a copy of cell phone policy to parent/legal guardian

*Second offense*

- parent conference with administrator
- student assigned one day ISS
- electronic communication device returned to parent/legal guardian after seven calendar days

*Third offense*

- parent conference with administrator
- student assigned one day out-of-school suspension
- electronic communication device returned to parent/legal guardian after seven calendar days

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

Each student is under the direct control of all staff members and their substitutes. Failure to turn over an electronic communication device immediately to a staff member when requested will result in severe disciplinary action. The offense is no longer the device only, but is now also refusal to obey the directive of the school official. At the discretion of the principal or his/her designee, consequences may include **three days out-of-school suspension.**

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

A student may be suspended for any reason listed in the student behavior code [JCDA](#) or administrative rule JD-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 three school days after the date of the 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.

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 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 48 hours 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 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 request copies of witnesses' statements from the administrator;
- 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 administrator and the student or their representatives will be allowed to testify, present other witnesses or witnesses' statements, and, within the discretion of the hearing officer, cross-examine the other party's witnesses. 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 written minutes summarizing the hearing will be kept on file by the hearing officer. At the request of the student's representative, a certified court report may be retained, at district expense, to record the proceedings.

**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 probation. 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 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 board desires to hear additional testimony. The 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.

**Permanent expulsions.** Students who are incorrigible, including those who commit a single serious offense or who are expelled two successive school years, may be recommended for permanent expulsion.

**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, a condition of which will be that the student and parent/guardian will participate in the development of a behavior management plan satisfactory to the principal.

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 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 the 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 a 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 officials 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 action 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 the "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 the 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

**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.

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
- dissemination of statements that the school does not tolerate harassment, intimidation, or bullying
- independent reassessment of student work
- tutoring.

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 the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will 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 5 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 the 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: (adapted from Policy JGCD & Policy JGCD-R)**

The entire Policy JGCD and Policy JGCA-R may be found on the BCSD website.

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
  - purpose of medication
  - possible side effects
  - 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.
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### **10. 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:

- 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; and
- be picked up by a parent or other adult designated by the parent in the note from home. For students who have a car at school, the parent or guardian must give permission for the student to drive himself or 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 children 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 guardian.

### **11. 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.

## **12. PROMOTION AND RETENTION (adapted from Policy IHE pertaining to High School)**

**Introduction.** BCSD 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 BCSD 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.

**Waiver of promotion criteria under special circumstances.** In the event of catastrophic illness, injury or psychological trauma for a student, the school principal may waive promotion criteria for the student provided that the incident has a demonstrated negative effect on the student'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.

**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 his/her 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 receive available services.

**Grades 9 through 12.** The district does not encourage the completion of high school in less than four years, believing that a student in the district has an unprecedented opportunity for continued academic growth through challenging course offerings, including a variety of career and technical education programs and college-level courses in many disciplines. The full benefit of the Berkeley County School District high school course of studies can only be realized in a four-year program. Students may jeopardize the opportunity to be awarded state lottery money by completing high school in less than four complete years or eight semesters.

### *Homeroom assignment requirements*

High school year one - The student will be placed in a year one homeroom the year of his/her initial enrollment in high school.

High school year two - The student will be placed in a year two homeroom the second year after his/her initial enrollment in high school.

High school year three - The student will be placed in a year three homeroom the third year after his/her initial enrollment in high school. The student will remain at this level until he/she can meet the criteria for being classified as a senior. At the end of first term, a student's records may be re-evaluated for placement in a senior homeroom. In order to be moved mid-year, the student must be eligible to graduate at the end of spring semester.

**Senior** - The student will be eligible for a senior homeroom if he/she has earned two units of mathematics, two units of English/language arts, one unit of social studies and one unit of science and can successfully complete all requirements for a South Carolina High School Diploma to graduate at the end of the spring semester. Special education students who are classified as self-contained will be eligible for a senior homeroom if they have completed at least three years of high school and have declared their intention to exit at the end of the school year with a BCSD Certificate of IEP Completion.

Grade level homeroom assignments are determined at the beginning of each school year only. A transfer student's homeroom grade assignment is contingent upon the presentation of an official school transcript from an accredited school.

*Course attendance* - Carnegie units of credit will only be awarded when the student meets the requirements of the district attendance policy.

*Parent/Legal guardian communication procedures* - The parent/legal guardian should be notified as quickly as is feasible concerning an impending course failure. 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 at the end of the school year. The responsibility rests with the parent/legal guardian or emancipated student to secure report cards and progress reports in a timely fashion.

### **13. GRADUATION REQUIREMENTS: (adapted from IHF & IHF-R)**

**Purpose:** To establish the basic structure for high school graduation.

The South Carolina State Board of Education regulates the South Carolina State High School Diploma. A State high school diploma from this district is based upon the satisfactory completion of the number of units required by State law. A unit of work is the amount of credit earned when the student satisfactorily completes 120 hours of instruction in a given subject area or completion of standards in a proficiency based course.

Students in the district may graduate from high school by meeting the requirements outlined in administrative rule IHF-R.

#### **Administrative Rule:**

A student must earn 24 units of credit in State-approved courses for graduation.

The unit requirements are distributed as follows:

<b><u>Subject</u></b>	<b><u>Credit Units</u></b>
English Language Arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	1/2
U.S. Government	1/2
Other social studies	1
PE or junior ROTC	1
Computer science (including keyboarding)	1
Foreign language or Career and technology education I	1
Electives	7
<b>Total</b>	<b>24</b>

The student must complete a study of and pass a final examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers, and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.

Beginning with the graduating class of 2010, the student must pass a high school credit course in science and a course in United States history in which an end-of-course examination is administered.

The student must be enrolled for a minimum of one semester immediately preceding his/her graduation except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.

#### **Awarding of High School Credit**

A school also may award and accept credit towards a high school diploma for the following:

- in units of one-fourth, one-half and a whole; for example, an academic-standards based course that requires a minimum of 120 hours of instruction (one unit), 60 hours of instruction (one-half unit) and 30 hours of instruction (one-fourth unit)
- a course that has been approved by the State Department of Education in a proficiency-based system to include approved online learning programs
- those gateway courses that are a part of the end-of-course examination program only if the student takes the course approved by the school in which he/she is enrolled and meets all the stipulated requirements of the program
- courses in summer programs that meet all the regulatory requirements for courses offered for students in grades 9 through 12
- a course that is approved by the district - whether the school offers the particular course or not - if the student receives prior approval
- a course that the student takes in an approved adult education program if the course is approved by the superintendent or his/her designee
- locally designed subject-area courses, elective courses, and CATE courses under conditions as outlined in State Board Regulation
- the PE credit if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component
- the one-half unit of credit carried by the keyboarding course for half the required computer science unit
- the American Sign language course as the required unit in a foreign language
- a college course that a student in grades 11 or 12 takes under the district's dual credit arrangement.

### Adult Education

For adult education students receiving a diploma, the unit requirements are distributed as follows:

Subject	Credit Units
English Language Arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	1/2
U.S. Government	1/2
Other social studies	1
Computer science (including keyboarding)	1
Electives	9
<b>Total</b>	<b>24</b>

### High School Credit for College Work

Students in grades 11 and 12 and/or adult education programs can earn credits for college course work that can be applied to the required number of units for a State high school diploma. The following conditions apply:

- Courses may be offered through distance learning and cooperative agreements with institutions of higher education. One quality point will be added to the CP weighting for dual credit courses that are applicable.
- Only courses applicable to baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential offered by accredited institutions qualify.
- Tuition costs and any other fees will be the responsibility of the student or his/her parent/legal guardian.

#### 14. RANK IN CLASS, HONOR GRADUATES, GRADUATION CEREMONIES: POLICY IHC

**Class Ranking Procedure.** The grade point average of the students in the graduating class are computed at the end of the fourth nine-weeks period (including early graduates) and ranked from highest to lowest. A student's GPA will be computed for eligibility for valedictorian or salutatorian during the school year in which the student is eligible to graduate. The student with the highest GPA is valedictorian. The student with the second rank is the salutatorian.

The valedictorian, salutatorian, honor graduates and junior marshals will be determined utilizing the grading scale, weighted courses, grade point conversion and grade point ratio calculation as described in the state uniform grading policy in force (see Policy IHA).

### Selection of Honor Graduates and Marshals - Transfer Students

Honor graduates and marshals for graduation ceremonies in the Berkeley County School District will be selected using the following criteria.

- The student must be in good standing with the school.
- A transfer student must be from an accredited school.

A transfer student must be in attendance at the school from which he/she is graduating for one full school year, beginning with the first day of school, to be considered for valedictorian, salutatorian or marshal position. However, if a student transfers into a school during the year, the student will be ranked according to academic standing earned, but will not be allowed valedictorian or salutatorian status.

### **Graduation Ceremonies**

The only formal graduation ceremonies in the Berkeley County Schools will be conducted by Berkeley County School District officials.

Participation in graduation and commencement ceremonies will be allowed for students in the following categories:

**State high school diploma** - Students who have earned all units of credit required for a South Carolina high school diploma according to the State Department of Education's Defined Program.

**BCSD certification of completion** - Students in the special education program who have completed their individualized education plan.

Students in each of the above categories will be permitted to wear a cap and gown and will receive their diploma or certificate folders without regard to their individual status within the above categories.

### **15. Honors Certificate: IHFAA & IHFAA-R**

BCSD will offer its students the option of earning an honors diploma, provided the students meet the following criteria:

- Complete a minimum of 28 credits;
- Receive no grade below 77 in any course in grades nine through 12;
- Earn four credits in high school (grades nine through 12) in each of the four core subjects (math, English, science, and social studies);
- Complete at least half of the core subjects taken at the honors, dual credit, Advanced Placement (AP), or International Baccalaureate (IB) level;
- Take four courses in core areas to include English and math during his/her senior year.
- Receive credits for one of the following combinations –
  - Two AP courses or four dual credit courses
  - One AP and two dual credit courses
  - Two IB courses
- Earn three foreign language credits
- Earn a minimum grade point average (GPA) of 3.700 (without rounding) on the South Carolina Uniform Grading Scale.

Students interested in earning an honors diploma are responsible for meeting with their counselors at the beginning of each year to ensure their continued eligibility to earn the honors diploma. If a student is determined not to be eligible for an honors diploma, the student, his/her parent/legal guardian and/or the principal may submit an appeal in writing, based on extenuating circumstances, to the superintendent or his/her designee provided the appeal is submitted immediately following the end of the first semester of the student's senior (final) year. The procedures of the appeal are further outlined in the administrative rule.

### **Administrative Rule:**

**Honors Certificate** - Students will receive a gold diploma cover, a Berkeley County Honors Certificate, a South Carolina High School Diploma, and will be recognized in the graduation program.

**Graduation** - If a student, student's parent/legal guardian or principal wishes to appeal a student's eligibility for an honors diploma to the superintendent or his/her designee, the appeal must include the following:

- letter describing the specific basis for the appeal and identifying any extenuating circumstances;
- BCSD Honors Diploma checklist completed by school counselor
- Transcript; and
- student course request form for academic year in question.

Appeals for extenuating circumstances will be considered for situations that are beyond the student's control including, but not limited to, such things as the following:

- course availability;
- exhausted curriculum;
- course/grade level sequencing;
- transfer students; and/or
- early graduates (can only appeal for an exemption for course/grade level sequencing).

The decision of the superintendent or his/her designee regarding a student's eligibility for an Honors Diploma will be final and there will be no further right of appeal to the board.

### **16. TECHNOLOGY ACCEPTABLE USE: adapted from Policy JAC & Policy JAC-R**

### **Internet access**

Because technology is a vital part of the educational process and the curriculum of BCSD, 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. BCSD 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 Executive Director of Technology or his/her designee.

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.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

#### **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 attempt to disable, bypass, or otherwise circumvent the district's content filter.
- 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; and/or
- 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.

#### 17. **STUDENT-OWNED ELECTRONIC MOBILE DEVICE ACCEPTABLE USE POLICY AND GUIDELINES – JAC-E (3)**

**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 JCDAR (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>• 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>• Parent conference with administrator</li> <li>• Student assigned 1 day of ISS</li> <li>• Electronic communication device returned to the parent/legal guardian after 7 calendar days</li> </ul>	<ul style="list-style-type: none"> <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.

Parent signature \_\_\_\_\_  
 School \_\_\_\_\_

**18. SOUTH CAROLINA UNIFORM GRADING SCALE**

**State Uniform Grading Policy : Grades 9 – 12**

The district follows the South Carolina Uniform Grading Policy, as amended by the State Board of Education on April 1, 2017, for calculation of grade point averages (GPA), the weighting of courses and computation of class rank in grades 9 through 12. The state-mandated grade point conversion table below will be used to define letter grades and convert numerical course grades into quality points in order to calculate grade point averages and determine class rank.

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800

97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500

54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
-	WP	0.000	0.000	0.000

### **Computing Grade Point Averages (GPA)**

The state-mandated uniform grading scale and system for calculating GPAs and determining class rank will apply to all courses taken by a student carrying Carnegie units, including units earned at the middle or junior high school level.

Grade point averages will be computed using the following formula. The formula will yield each student's GPA, and all grade point averages are then ranked from highest to lowest in the class. Computations of GPA will not be rounded to a higher number.

$$\text{GPR} = \frac{\text{Sum (quality points x units)}}{\text{Sum of units attempted}}$$

### **19. 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.

### **20. 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

**21. NCAA - FRESHMAN-ELIGIBILITY STANDARDS  
QUICK REFERENCE SHEET**

**KNOW THE NEW RULES for athletes beginning August 1, 2016:**

**Core Courses**

<p><b>DIVISION I: 16 Core-Course Rule</b></p> <p><b><u>16 Core Courses:</u></b></p> <ul style="list-style-type: none"> <li>• 4 years of English</li> <li>• 3 years math at Algebra I level or higher</li> <li>• 2 years natural or physical science (1 year of lab if offered by high school)</li> <li>• 1 year additional English, Math or natural/physical science</li> <li>• 2 years of social science</li> <li>• 4 years of additional courses/ from any area above</li> </ul>
<p><b>DIVISION II: 16 Core-Course Rule</b></p> <p><b><u>16 Core Courses:</u></b></p> <p>3 years of English</p> <p>2 years of mathematics (Algebra I or higher)</p> <p>2 years of natural/physical science (1 year of lab if offered by high school)</p> <p>3 years of additional English, mathematics or natural/physical science</p> <p>2 years of social science.</p> <p>4 years of additional courses (from any area above, foreign language, philosophy or comparative religion)</p>

**Test Scores**

- **Division I** has a sliding scale for test score and grade-point average, which is posted on the NCAA website.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68. (As of August 1, 2018, a sliding scale will be used for test score and grade-point average, which is posted on the NCAA website.)
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

**Grade-Point Average**

- Only core courses are used in the calculation of the grade-point average.
- Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's website to make certain that courses being taken have been approved as core courses.
- Division I grade point-average minimum requirements for core courses is 2.300.
- Division II grade-point-average requirement is a minimum of 2.000. (After August 1, 2018, it will be 2.200).

**ADDITIONAL INFORMATION**

Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center website. Students need to request final amateurism certification prior to enrollment.

Eligibility Center's Website: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

Please call the NCAA Eligibility Center if you have questions

toll-free at 877-262-1492.

## **22. 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
- 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
- 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

**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. 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 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.

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 administration team or the Director of Federal & State Programs. Concerns will be addressed in a timely manner.

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

Food Services Policy EF and EF-R

School Wellness Policy JCDAAA and JCDAAA-R