

Elementary

Student Behavior Code



2021-2022

Tradition. Excellence. Innovation.

SPARTANBURG SCHOOL DISTRICT SEVEN
Spartanburg, South Carolina



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Tradition. Excellence. Innovation.

August 16, 2021

Dear Parent or Guardian:

Spartanburg County School District Seven makes the responsibility of providing a safe school environment that supports a positive educational experience for all students a priority. The Student Behavior Code provides procedures which support and enhance the learning environment. The procedures are designed to encourage and foster positive social behavior, while establishing appropriate consequences for unacceptable behavior. We expect students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students and parents should carefully read the Student Behavior Code so they will clearly know what is expected. The policy will be enforced on school property during regular school hours, as well as other times or places where teachers and school administrators have students under supervision. The times and places include, but are not limited to, all school sponsored programs, field trips, and athletic events.

Please read carefully the requirements for attendance and the South Carolina Compulsory School Attendance Law. These guidelines explain and define the legal aspects and consequences of absenteeism. In addition, you are being provided rules pertaining to the Discipline Code, rules and regulations related to the Dress Code and School Bus Transportation, and the Policy IJNDB: Technology Resources and Internet Acceptable Use Policy. Violations of such policies, rules and regulations will result in disciplinary actions.

You are asked to have the student(s) for whom you are responsible return the signed form to the school by Friday, August 20, 2021. If you have more than one student in our district, please sign one for each. Your signature means you and your child have read the Student Behavior Code, understand the policies and rules/regulations that will be enforced, and will help to provide a safe and successful learning environment for all students.

If you have any questions, please call your child's school principal. A cooperative partnership with you will ensure all children in District Seven will have a successful year. Thank you for your support.

Sincerely,

Jeff Stevens
Superintendent

Spartanburg County School District Seven does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Assistant Superintendent for Personnel and Student Services, The Charles H. Humphries, Jr. Administration Building, 610 Dupre Drive, Spartanburg, SC 29307, (864) 594-4400.

DISTRICT STATEMENT

Spartanburg School District Seven is committed to maintaining the highest standards for student conduct. The Board of Trustees, district/building level administration, and teachers maintain high expectations for student behavior.

Parent support is needed to assist in shaping and guiding our student's behavior in an effort to maintain a safe and orderly learning environment.

It is the philosophy of the district to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible.

CODE RATIONALE

The Student Behavior Code applies to EVERY student. Discipline for students with disabilities are addressed in accordance with Individualized Education or Accommodation Plans.

The Code is applicable to student conduct on and off school premises according to the fullest extent by law. The times and places include, but are not necessarily limited to, school sponsored programs, field trips, athletic events, school transportation, and use of technology.

Parents/guardians are required to sign a statement they have read and discussed the following Attendance and Discipline Code Policy with their student. It is imperative that parents/guardians and students realize the policy applies to all school-related activities and events both on and off school premises to the fullest extent permitted by law (sports activities, field trips, technology etc.).

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POLICY GOVERNING SUSPENSION AND EXPULSION

A student can be suspended or expelled for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by school administration, Board of Trustees, or the State Board of Education, or when the presence of the student is detrimental to the best interest of the school. An expelled student has the right to petition for re-admission for the succeeding school year. Expulsion does not necessarily preclude enrollment and attendance at adult or night school.

When a student has been suspended or expelled, the student shall not attend school, participate in attend school sponsored activities, use school transportation, or enter the school grounds during period of suspension or expulsion. This also applies during an appeal of a suspension or expulsion.

SUSPENSION FOR STUDENTS

1. The Principal of a school may suspend a student for not more than ten (10) days for any one offense and for not more than thirty (30) days in any one school year, under the following conditions:
The student shall not be suspended during the last ten (10) days of a school year if the suspension will make the student ineligible to receive credit for the school year, unless the presence of the student constitutes an actual threat to a class or to the school or a hearing is granted within 24 hours of the suspension.
2. In many cases, the alleged misconduct may be informally discussed with the student minutes after it has occurred. The student may have an opportunity to give his/her version of the facts at this discussion, being first told what he/she is accused of doing and the basis of the accusation. If the Principal finds the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may immediately be removed from school. The notice of opportunity for explanation should be given to the student as soon as practicable, after the suspension has been imposed.
3. If the parent/guardian can be contacted prior to the suspension, the Principal or Assistant Principal should give him/her a report on the misconduct, the number of days of suspension, and the appeal procedures.
4. Following suspension, the school administration will notify in writing the parent/guardian, stating the reason for the suspension, and setting a time and place when the administrator will be available for a conference with the parent/guardian.
5. Following a conference, the parent/guardian may appeal the suspension to the Office of Student Services.
6. A staff member designated by the Superintendent or an Assistant Superintendent may act in the absence of a Principal.

***Suspension days are only counted when school is in session. A suspension occurring on an inclement weather day when school is not in session will not count. Schoolwork missed during a suspension can be made up.**

EXPULSION FOR STUDENTS

1. A student may be expelled by the Superintendent of schools under the direction of the Board of Trustees after receiving notification of an opportunity to be heard.
2. A hearing shall be conducted by the Superintendent, Assistant Superintendent, Hearing Officer or by the Principal of the school in which the student is enrolled to determine the facts and circumstances surrounding an incident or offense alleged to have been committed by a student. The parent/guardian of the accused student shall be notified in writing of the time and place of the hearing, the name and title of the person before whom it is to be held, and the incident or charge to be investigated. The hearing shall take place not more than fifteen (15) days following mailing or delivery of the written notification to the parent/guardian.
3. At the hearing, the student and his/her parent/guardian shall have, without expense to the district, the right to legal counsel and the right to question all witnesses.
4. As soon as possible, but not later than 10 days after the hearing, the hearing officer shall render a decision.
5. The decision of the Superintendent to expel a student may be appealed to the Board of Trustees. Any appeal to the Board of Trustees shall be heard at its next regular monthly meeting, but not sooner than five (5) days after the notice of such appeal has been given. The appeal request shall be in writing and may be addressed to the Board of Trustees, in care of the Superintendent. The appeal may be heard at any other time by agreement of the Superintendent or designee, and the student or his/her parent/guardian or their attorneys, and the Board of Trustees.
6. The student shall, unless otherwise ordered by the Principal or the Superintendent, be suspended from school and from all school activities during the time of expulsion procedures.
7. The Board of Trustees may permanently expel any incorrigible student.

Consequences

RE (Recommended Expulsion) and possible criminal charges filed. Note: Any student with serious criminal charges pending may be subject to recommendation for expulsion.

ATTENDANCE

1. Students are required to bring written documentation for absences as soon as they return to school.
2. All requests for a lawful absence must be submitted within five (5) school days from the day of absence to be considered.
3. Parent's notes will be accepted, but limited to five (5) occurrences per semester. Thereafter, doctors' notes will be required.
4. Absences with no documentation will be considered unlawful.
5. Students who exceed attendance limits (3 consecutive unlawful or a total of 5 unlawful absences) will be truant. Parents/Guardians will be contacted to develop a written intervention plan. Failure to adhere to the plan could result in a referral to Truancy Court.
6. Students must be in school more than half the day to be counted present.

Section 59-65-10A. Responsibility of parent or guardian

All parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member school of the South Carolina Independent Schools' Association or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September first until the child or ward attains his seventeen birthday or graduates from high school. A parent or guardian whose child or ward is not six years of age on or before the first day of September of a particular school year may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the Department of Education. Upon the written election being executed, that child or ward may not be required to attend kindergarten.

Section 59-65-20 of the Code of Laws of South Carolina allows a penalty for failure to enroll or cause a child to attend school. The law reads as follows:

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

TRUANCY

Truancy is any intentional unauthorized absences from compulsory schooling. The term typically describes absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions. It may also refer to students who attend school but do not go to classes. **Truancy includes excessive tardies and early dismissals.**

TARDY AND EARLY DISMISSAL POLICY

Arrival to School and Early Dismissals	Consequence
5	Attendance alert letter
7-10	Attendance alert letter requesting conference for tardiness
15	Tardiness Improvement Plan (TIP) meeting with school officials. Referral to Truancy Court after (TIP) for excessive days tardy to school

BEHAVIOR CONSEQUENCES

Though not specifically mentioned in the list of behaviors, students may be suspended or recommended for expulsion for first time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school and students may be punished according to its nature and degree at the discretion of the administration. Additional consequences will apply when students are uncooperative. All final disciplinary actions are left to the discretion of the administration.

Level 1 Offenses will be dealt with by the teacher until they reach chronic level (a minimum of three offenses) then violations are moved to level 2. **All consequences will be age or developmentally appropriate.**

EXAMPLES *	Power School Code
1. Inappropriate behavior – behavior which disrupts the orderly educational process of school; loud talking, yelling	017
2. Throwing objects – items which disrupt the orderly educational process	028
3. Disrespectful towards students, words or gestures	420
4. Tardiness – arriving late for an assigned class or related activity	180
5. Refusal to obey/defiant – failure to comply/attitude of defiance	270
6. Dress code violation – defined in the student handbook	280
7. Distribution/possession or sale of materials unauthorized by the principal	018

Interventions

Teach/Re-teach Behavior Expectations	Reinforcement of Appropriate Behavior
Explicit Instruction	Clarification of expectations
Student Problem-Solving Worksheet	Peer Buddy/Peer Tutor
Modify or Supplement Assignment/Activity	Adjust Classroom Environment
Proximity Control	Referral to Guidance Counselor
Seat Change	Teacher/Student Conference
Parent/Guardian Contact	Teacher/Parent/Student Conference

Level 2 Infractions which disrupt (but are not threats or acts against the person or property of another) or affect student's educational progress. **All consequences will be age or developmentally appropriate.**

Level 2 offenses shall be dealt with by the administration. **All final disciplinary actions are left to the discretion of the administration.**

ISS	In School Suspension	REST.	Restitution
CP	Contact Parent	CONF.	Conference
OSS	Out-of-School Suspension	L2	Offense moves to Level 3
RE	Recommended Expulsion		
EXAMPLES *		Power School Code	OPTIONS FOR CONSEQUENCES (based on age and severity of offense)
1.	Loitering – unauthorized presence on grounds or transportation	240	1 st CP/and/or ISS 2 nd CP/ISS (2-3) 3 rd CP/OSS (1)
2.	Possession or distribution of obscene literature, pictures, or devices	018	CP/ISS/ (1) or OSS (1) CP/ISS (2-3) or OSS (2) CP/ISS/OSS (3-5)
3.	Forgery/tampering – changing, signing or altering records or documents of the school by any method	011	CP/ISS (1) CP/ISS (2) CP/ISS (3)
4.	Cutting class – an unauthorized absence from an assigned class or related activity	160	CP/Warning and/or ISS (1) CP/ISS (2) CP/ISS (3)
5.	Gambling – participation in games of chance for money and/other things of value	630	CP/Warning Rest. CP/ISS (1) CP/ISS (3)
6.	Truancy – 3 consecutive unlawful, 5 unlawful absences	151	CP/Intervention Plan CP/Intervention Plan CP/Truancy Court
7.	Smoking/tobacco – use or possession of tobacco products on school premises to include Juul type devices, chargers, pods, etc.	230	CP/ISS and/or OSS (1) Conf. CP/OSS (2-3) CP/OSS (3-5) Referral to Counselor
8.	Leaving class without permission	320	CP/Warning/ISS (1) CP/ISS (2) CP/ISS (1-2)
9.	Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	006	CP/ISS (1) CP/ISS (2) CP/ISS (1)
10.	Profanity – directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward other students, school personnel or visitors	016/210	CP/ISS (1) CP/ISS (2-3) OSS (1) CP/ISS/OSS (2-3)
11.	Use of or display of electronic devices and/or cell phones Inappropriate use of school-issued electronic device	018/390	CP/Conf. Parent pick up CP/Conf./ISS (1) Parent pick Up CP/Conf. ISS (2-3)
12.	Disrespectful towards adults with words or gestures	420	CP/Conf. Parent pick up CP/Conf./ISS (1) Parent pick Up CP/Conf. ISS (2-3)
13.	Hit/Kick/Push	014/520	CP/and/or ISS CP/ISS (1-3) CP/OSS (1-3)

Interventions (Level I Interventions may be used.)

Administrator/Student Problem Solving Meeting
Behavior Contract

Peer Mediation
Social Skill/Behavior Group

Schedule Change
Referral to Outside Agency

Staff Mentor
Abbreviated Day

Level 3 Infractions which involve threats or acts against the person or property of another and disrupt the school. Level 3 offenses shall be dealt with by the administration. **All final disciplinary actions are left to the discretion of the administration.**

ISS	In School Suspension	REST.	Restitution
CP	Contact Parent	CONF.	Conference
OSS	Out-of-School Suspension	L3	Offense moves to Level 4
RE	Recommended Expulsion	ScIP	School Intervention Program
EXAMPLES *		Power School Code	CONSEQUENCES
1.	Threatening students – written/verbal assault to other students	027	CP/ISS/OSS (1) OSS (2) OSS (3-5)
2.	Threatening adults – written/verbal assault to school personnel or visitors	027	Up to 5 days OSS Up to 10 days OSS L4-RE
3.	Vandalism – cutting, defacing, or in any way damaging property	760	CP/ISS/OSS (1) OSS (1-3) Rest. OSS (3-5) Rest.
4.	Stealing/Inappropriate behavior	017	OSS (1) OSS (2) OSS (3-5)
5.	Possession of stolen goods *Depends on item(s) stolen	017	OSS (1) Rest. OSS (2) Rest. OSS (3-5) Rest.
6.	Possession of/or use of fireworks/lighters	010	CP/ISS/OSS (1) OSS (3-5) L4-RE
7.	Possession of/or use of illegal drugs/alcohol or other dangerous or controlled substances to include Juul type devices w/ illegal substance.	230-Tobacco 580-Drugs 680-Alcohol	OSS (5-10) Referral to Behavioral Health Services OSS (3-5) ScIP L4-RE
8.	Leaving school without permission	310	CP (Mandatory Conference) ISS (1-3) CP/ISS (3-5) CP/Counseling (Parent/Child) ISS/OSS (1-3)
9.	Fighting, instigating a fight or physical abuse	009	CP/ISS/OSS (1-3) ISS/OSS (3-5) OSS (up to 10)
10.	Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	013	ISS/OSS (1-3) Counsel ISS/OSS (3-5) OSS (up to 10)

11. Indecent exposure/Sexual misconduct	019	CP/ISS (1) OSS (1-3)	ISS/OSS (3-5)	OSS (up to 10) L4-RE
12. Possession of toy guns or representation of weapons	004/018	CP/OSS (1) Conf.	OSS (2) Conf.	OSS (3) Conf.

Level 3 Infractions which involve threats or acts against the person or property of another and disrupt the school. Level 3 offenses shall be dealt with by the administration. **All final disciplinary actions are left to the discretion of the administration.**

ISS	In School Suspension	REST.	Restitution
CP	Contact Parent	CONF.	Conference
OSS	Out-of-School Suspension	L3	Offense moves to Level 4
RE	Recommended Expulsion	ScIP	School Intervention Program
EXAMPLES *		Power School Code	CONSEQUENCES
13. Defiance/insubordination – refusal to comply with a request from school personnel	270	1st ISS/OSS (1)	2nd OSS (2-3) 3rd OSS (3-5)
14. Bullying, retaliation for direct, indirect, and cyber bullying/false accusations of bullying	650, 651, 652	OSS (1-3)	OSS (3-5) RE
15. Severe disrespect towards adults with gestures or words	420	OSS (1-3)	OSS (3-5) RE

Recommended Disciplinary Options *

- Parent contact (mandatory)
- Student and parent conference
- Suspension from school – the period of time a student is sent home from school by an administrator. Students shall be given an opportunity to make up work and receive credit. Written re-entry plan may be required.
- In-school suspension
- Referral to police/agency for appropriate legal action
- Seek restitution or restoration
- District intervention programs
- Confiscation of items not permitted in school

Level 3 Offenses shall be dealt with by the administrator.

** These are some examples/options but not all inclusive.*

LEVEL 4 Offenses which involve threats or acts against a person or property of another which seriously endanger the health and safety of others. Level 4 offenses shall be dealt with by the administration. **Suspension from school (mandatory-written re-entry plan will be required).**

EXAMPLES *	Power School Code
1. Extortion/coercion/blackmail – obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	600
2. Bomb threat/intentional false fire alarm	260/350
3. Possession/use transfer of dangerous weapons – any weapon, knife, gun, BB gun, pellet gun, mace, box cutters, instrument or article that might be injurious to a person or property	780-789
4. Major vandalism exceeding \$100.00 in damage	760
5. Assault – an intentional, unlawful act to do violence to another person	520
6. Arson	500
7. Sale of illegal drugs or other dangerous or controlled substances	018

Recommended Disciplinary Options *

- Parent contact (mandatory)
- Student and parent conference
- Referral to police agency for appropriate legal action
- Seek restitution or restoration
- Referral to Board for recommendation of expulsion/or removal to an alternative placement
- Confiscation

Level 4 Offenses shall be dealt with by the administration.

** These are some examples/options but not all inclusive.*

RE (Recommended Expulsion) and possible criminal charges filed.

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

TRESPASSING

(Unlawful Presence on District Property)

The Principal is empowered to take appropriate action against anyone who trespasses on school grounds. It is unlawful for students who are suspended or recommended for expulsion or expelled to be on district property. Such action will include the right to call in the police authorities and swear out warrants. The authority for such action is Section 16-17-420 of the South Carolina Code of Laws as follows:

DISTURBING SCHOOL

It shall be unlawful:

1. For any person willfully or unnecessarily:
 - a. To interfere with or to disturb in any way or in any place the students or teachers of any school or college in this state.
 - b. To loiter about such school or college premises or
 - c. To act in an obnoxious manner thereon; or
2. For any person to:
 - a. Enter upon such school or college premises or
 - b. Loiter around the premises, except on business, without the permission of the principal or president in charge.

Any person violating any of the provisions of this shall be guilty of a misdemeanor and, or conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.

SEARCHES AND SEIZURES

Students and parents should be aware that state law treats all persons entering the premises of the school as having consented to a reasonable **search, with or without probable cause**, of such persons and their effects, including without limitation **lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets and satchels**.

BULLYING

SECTION 59-63-120

A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that:

- a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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. If any employee receives a complaint or 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.

Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration at the school shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, 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; and/or tutoring.

DRESS CODE ELEMENTARY SCHOOL

APPROPRIATE AND NON-DISTRACTING ATTIRE SHALL BE WORN IN THE EDUCATIONAL SETTING. WHICH INCLUDES OFF-CAMPUS ACTIVITIES SUCH AS FIELD TRIPS, PERFORMANCES AND SCHOOL SPONSORED EVENTS.

1. APPROPRIATE ATTIRE

- Skirts, shorts and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts must be worn at the waist
- Shoes and shirts must be worn at all times

2. INAPPROPRIATE ATTIRE FOR ALL STUDENTS

- Hats, head scarves, bandanas, and sunglasses should not be worn inside the building
- Tank tops, tube tops, halter tops, and tops with string straps unless covered by a shirt or blouse
- Bare midriffs and backs
- See-through garments
- Leggings/jeggings and tights worn as pants
- “Sagging” pants or pants worn below the waist-line
- Clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements. Clothing may not display vulgar writing, symbols, sexual preference or violence (while the displayed message may not be obscene or profane; the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry).

All students are expected to refrain from hair styles/colors that are distracting in a school setting.

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. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District’s Behavior Code.

DIVISION OF PUPIL TRANSPORTATION

August, 2021

Dear Parent or Guardian,

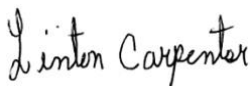
The students riding in the District 7 school buses have a very important role in the safe operation of the buses. They have a responsibility to conduct themselves so as not to jeopardize the lives of their companions as well as to protect their own lives. The bus driver has a full time job in the safe operation of the bus and should not have to direct his/her attention elsewhere. Therefore, we are asking that parents talk with their children concerning their conduct on the bus and their cooperation with the bus driver. Listed below are some of the requirements that are of vital importance for the safe operation of the bus.

- Following all safety procedures
- Respecting and cooperating with the bus driver at all times.
- Getting on and off the bus in an orderly manner.
- Filling of seats starts at the rear of the bus – unless seats are assigned by the driver – (saving seats for friends is not permitted).
- Remaining in seats until the destination is reached.
- No shouting, but talking in conversational tones.
- No eating or drinking on the bus.
- No whistling or loud singing.
- No throwing of objects in or out of the bus.
- No hitting or playing with other students.
- No sticking of head, arms, or legs out of windows.
- No pushing or shoving while loading or unloading the bus.
- No marking, cutting, or defacing of interior or exterior of bus.
- No unnecessary talking with the bus driver while bus is in motion.
- No smoking on the bus.
- No swearing or use of vulgar language.
- No objects (band instrument, back pack, school project, etc.) larger than can be transported in student's lap nor exceed the height of the bus seat will be allowed to be transported on the bus.
- No use of cell phones or CD players/MP3 players/Radios while on the bus.

Transportation is to be provided for children living more than 1.5 miles from the school they are designated to attend, providing the bus can be operated safely and the students abide by the rules and regulations. Transportation request for students needing to be transported to a stop other than their home address must follow these steps: 1. Parent/Guardian must submit request in writing to the school Principal. 2. Principal must approve/disapprove. 3. If approved request must be faxed to Transportation Office for Directors approval/disapproval. 4. School will contact parent/guardian with decision. (THIS PROCESS MUST BE COMPLETED BEFORE 12 NOON ON DAY OF REQUEST.)

Students who fail to abide by the rules cited above while riding a school bus will be given a referral indicating his/her misbehavior. This referral will be given to the school principal/assistant principal and issued to the student by the principal/assistant principal. Disciplinary offenses related to school bus transportation will be treated in accordance with the district code of conduct as approved by the Board of Trustees.

We want your child/children to arrive safely at school and return home safely each day. Your cooperation with this policy is helpful in our accomplishing this.



Linton Carpenter
Director of Transportation

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE

ELEMENTARY SCHOOL

LEVEL I – BEHAVIORAL MISCONDUCT

Disorderly conduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following **depending upon severity**. **All final disciplinary actions are left to the discretion of the administration.**

Level I – Behavioral Misconduct

- Disorderly conduct on bus
- Getting on or off bus at other than the customary stop without permission
- Eating and/or drinking on the bus
- Littering on the bus
- Minor violation of any safety procedures (standing, sitting improperly, etc.)
- Riding a different bus without permission from the Principal
- Making loud noises - yelling, etc.
- Pushing, tripping, or general horseplay
- Encouraging misbehavior
- Using unauthorized electronic device

Consequences

- 1st referral - warning and contact parents
- 2nd referral – suspended from bus up to three days and contact parent
- 3rd referral - suspended from bus up to five days and contact parents
- 4th referral - suspended from bus up to ten days and contact parents
- 5th referral or more - suspended from bus for ten or more days

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include, but are not limited to the following. **All final disciplinary actions are left to the discretion of the administration.**

Violations

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

- Pushing, tripping, or general horseplay (depending of severity)

Consequences

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

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

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

4th referral - suspended from bus up to thirty days and parent conference

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

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

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to:

Violations

- Fighting on the bus
- Physically abusing or hitting another passenger
- Possessing, using, or distributing explosives and/or fireworks
- Carrying a weapon or any object that might be used as a weapon
- Persistent uncontrollable conduct
- Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus
- Pushing or tripping that leads to injury
- Harassing, threatening, intimidating, physically abusing persons on the bus (depending on severity)
- Vandalism - destruction of any part of the bus (seats, interior and/or exterior)
- Sexual misconduct

Consequences

Any Referral - suspended from the bus for the remainder of the school year and conference with parents

**Level III violations may also result in out-of-school suspension, recommendation of expulsion, notification of law enforcement authorities and/or restitution of property.*

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offences, the student must remain off the bus for at least 45 school days. If the parent wishes to appeal the removal after 45 school days have been served, the parent should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus driver regarding reinstatement and inform the parent of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code. If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off of the bus with no appeal under this code.

SECTION 21-816

A PUPIL MAY BE SUSPENDED FROM RIDING THE BUS FOR ONE WEEK FOR THE FIRST OFFENSE, TWO WEEKS FOR THE SECOND OFFENSE, THREE WEEKS FOR THE THIRD OFFENSE. IF, AFTER A THIRD OFFENSE, A PUPIL PERSISTS IN UNCONTROLLABLE CONDUCT WHILE RIDING A SCHOOL BUS, HE SHALL BE SUSPENDED FROM RIDING SUCH BUS FOR THE REMAINDER OF THE SCHOOL SESSION THEN IN PROGRESS.

TECHNOLOGY RESOURCES/INTERNET ACCEPTABLE USE POLICY

Policy IJNDB

Purpose

To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education. In an effort to promote learning and expand educational resources for students, the district provides a variety of technology resources for students and staff.

The district's goal in providing these resources is to promote educational excellence by facilitating resource sharing, communication and innovation.

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 consistent with the educational objects 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 any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. 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.

Technology access

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to the Internet. By providing this access, the district intends to promote educational excellence in schools by allowing access to resources unavailable through traditional means. The district provides this instructional resource as an educational tool for staff and students and its use will be governed by this Internet acceptable use policy. The failure to follow this policy or responsibilities may result in the loss of privileges or other disciplinary measures. 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. Users (and parents/legal guardians of students who are users) must understand that neither the district nor any district employee controls the content available on outside systems. 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.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using the Internet. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Vandalism is prohibited. Vandalism includes any malicious attempt to harm or destroy data of others. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas.
- Never access or attempt to access inappropriate or restricted information not directly related to the educational purposes. Restricted information includes obscene, libelous, indecent, vulgar,

profane or lewd materials, advertisements or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.

- Do not be abusive in messages to others. Profanity, vulgarities or other inappropriate language is prohibited. Illegal activities are strictly forbidden. Do not disrupt, harass or annoy other users.
- Documents, electronic mail, chat room messages and any other form of direct communications may not include a student's Social Security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.
- No student pictures (video or still) or audio clips will be published without permission from the student's parent/legal guardian. No original student work will be published without permission from the student's parent/legal guardian.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references and sources. Users may not reproduce copyrighted material without permission.
- All subject matter on district web pages will relate to curriculum, instruction, school-authorized activities or to the district. Neither students nor staff may publish personal home pages as part of district web sites or home pages for other individuals or organizations not directly affiliated with the district. All pages on the district's server(s) are property of the school district.
- Use of the Internet is for educational and educational support activities only. Users may not use the system for financial or commercial gain.
- All work should be proofread so as to avoid spelling and grammatical errors.
- Always follow the instructions of the supervising staff members.
- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, personal identification information regarding minors and/or students.
- No user of the system may send messages or information with someone else's name on it or misrepresent the source of information entered or sent.
- No user of the system may send messages or information that is inconsistent with the school's conduct code or assist others to violate that code.
- No user of the system may distribute addresses, home phone numbers or other personal information which could then be used to make inappropriate calls or contacts.
- No user of the system may engage in "spamming" (sending an annoying or unnecessary message to large numbers of people).
- No user of the system may purchase something which requires a credit card number and obligates a student or school to provide payment to another party without consent of the supervisor.
- No user of the system may access or attempt to access and/or alter information in restricted areas of any network.
- No user of the system may download or load any software or applications without permission from the building network administrator or system administrator.
- No user of the system may violate the confidentiality rights of other users on any network.
- Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources will result in disciplinary actions. ^[1]_[SEP]

Technology protection measures

In compliance with the Children's Internet Protection Act (CIPA), 47 USC § 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. Adult users of a district computer with Internet access may request that the "technology protection measures" be temporarily disabled for valid educational research purposes or other lawful purposes not otherwise inconsistent with this acceptable use policy.

Internet safety policy

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use^[1]_[SEP] of the Internet. In addition, parents/legal guardians will be required annually to sign a permission form before students will be allowed access to the Internet. Students also must sign a form annually acknowledging that they have read and understand this policy, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

Email, phone and Internet usage

The district will monitor email, phone and Internet activity and may disclose the content and/or details when, in the district's sole discretion, there is a business need to do so. Employees and any students granted email accounts should not expect that email messages, even those marked as personal or accessed by a personal ID, are private or confidential.

Email, phone and Internet usage should be used only for business/educational purposes. The district reserves the right to monitor personal use to the same extent that it monitors business use. Use by employees of the district's communication system constitutes consent to monitoring. Continued use of the system is conditioned on acceptance of and strict adherence to the district's policies. Failure to adhere to policy requirements may result in discipline or dismissal.

Employees should exercise the same restraint and caution in drafting and transmitting email messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

Adopted 6/3/08; Revised 6/5/12

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512

S.C. Code of Laws, 1976, as amended:

Section 10-1-205 - Computers in public libraries; regulation of Internet access.^[1]_[SEP]

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Section 59-19-90 - General powers and duties of school trustees.

Court cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011)

DISCIPLINE PROCEDURES FOR TECHNOLOGY INFRACTIONS

The discipline procedures for technology infractions are designed as a guide to assist with the misuse of technology. This document can be used in conjunction with the Student Discipline Code of Conduct. The administration reserves the right to handle actions mentioned in the document or any other action of misuse of technology in the manner they feel is most appropriate.

Level 1 Infractions

- Unauthorized or inappropriate written/oral communication, use of e-mail, websites, apps or social media
- Unauthorized use of Internet
- Cheating (also see district student code of conduct)
- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Negligent care of device
- Unauthorized transmission of personal information over the Internet

Level 1 Consequences may include but not limited to the following:

- Classroom warning/ Student conference
- Loss of device
- Parent contact
- Referral to administrator
- Afterschool detention
- Lunch detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device

Level 2 Infractions

- Sharing, using or modifying someone else's username and password
- Negligent care/vandalism (minor) of device resulting in damage
- Unauthorized changing of software/hardware configuration
- Taking pictures, audio, video without subject's or school's permission
- Sending, transmitting, accessing, uploading, downloading or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district
- By-passing the Web filter

Level 2 Consequences may include but not limited to the following:

- Classroom warning/ Student conference
- Loss of device
- Parent contact
- Referral to administrator
- Afterschool detention
- Lunch detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism cases
- Reimbursement to district for actual loss, damage or repair

Level 3 Infractions

- Any activity that voids the device, service agreement, software license or warranty such as but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)
- Pornography
- Cyberbullying
- Vandalism (major) such as any malice attempt to harm destroy district owned device or theft
- Sending, transmitting, accessing, uploading, downloading or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deleting district system applications and unauthorized changing of settings
- Use of school/district's Internet or e-mail accounts for financial gain or personal gain, or any illegal activity
- Any use that violates local, state and/or federal laws or regulations

Level 3 Consequences may include but not limited to the following:

- Loss of device
- Parent contact
- Referral to administrator
- Afterschool detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism cases
- Reimbursement to district for actual loss, damage or repair

PARENT AND STUDENT ACKNOWLEDGEMENT

The Student Behavior Code is distributed to all students at the beginning of each school year. It is intended that students and parents will read, discuss, and develop an understanding of the code.

The rules and procedures in the Student Behavior Code help us to provide a safe and successful learning environment for all students. After you and your child/children have reviewed the material, please sign the following acknowledgement slip and return it to school.

My signature verifies:

- I have read and understand the South Carolina School Attendance Law.
- I have read and discussed the 2017-2018 Student Behavior Code with the following student for whom I am responsible.
- I have read and understand the rules and regulations related to Dress Code. I understand that failure to abide by these rules and regulations is treated as disruptive behavior in violation of the Behavior Code.
- I have read and understand the rules and regulations related to School Bus Transportation. I understand that failure to abide by the rules and regulations may result in the loss of the privilege of riding the bus by my child/children.
- I have read and understand the rules and regulations related to Policy IJNDB: Technology Resources and Internet. I understand that failure to abide by the rules and regulations may result in the loss of technology privileges or loss of device by my child/children.

Student name (print)

Student signature

Parent/Guardian name (print)

Parent/Guardian signature

(Home address)

(City)

(Zip Code)

Telephone numbers (home) _____

(cell) _____

(work) _____

**Please direct questions regarding the
Student Behavior Code to the
Office of Student Services
at 864-594-4400**

Spartanburg County School District Seven does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Assistant Superintendent for Personnel and Student Services, The Charles H. Humphries, Jr. Administration Building, 610 Dupre Drive, Spartanburg, SC 29307, (864) 594-4400.