

**STUDENT
RULES
AND
REGULATIONS
K - 8**

STUDENT RULES AND REGULATIONS Grades K-8

It is necessary for all students to abide by the rules and regulations established. The purpose of these rules and regulations is to promote an atmosphere conducive to learning and proper behavior. The following rules and regulations are adopted as county procedures for dealing with discipline situations in the K-8 grades of Columbus County Schools.

Every student is expected to follow all instructions and directions given by teachers, the administration, or other school employees. This includes the school policies presented in this handbook and those conveyed orally by the teachers, substitute teachers, student teachers, school employees or administration. More importantly, students are expected to discipline themselves and assume full responsibility for their participation in the total school program. Infractions of written or verbal policies will be handled according to the established procedure to be found in the student handbook. Each student must remember that he is a student and is expected to conduct himself accordingly.

The following rules and regulations are recommended punishments. **The principals have the discretion to interpret and implement the following policies. Schools without ISS will modify the consequences as needed. Repeated offenses may result in recommendation for Alternative Academy.**

COUNTY POLICY

Procedures for Implementing the Code of Conduct

K-8 and under 16

1. Most cases will be handled by the local administration, using their best judgment.
2. If suspension is involved, parents are to be called immediately.
3. For a student under 16, the principal can suspend the child and file with juvenile services a referral for juvenile petition if the offense is of such nature to warrant more than suspension.

16 and Over

1. After a disturbance, investigate and call parents if necessary.
2. If the principal deems it necessary, then call the sheriff's department.
3. If the sheriff's department is called, they will do a brief investigation and, where appropriate, issue a citation to the parties involved. (These citations serve purpose as a warrant. The student will have to appear in court.)

4. The principal may suspend the student, if warranted.
5. Once a citation has been issued, further contact will be with the sheriff and the parties involved. School personnel will serve only as witnesses when subpoenaed.
6. Students will not be removed from campus by the law enforcement for a misdemeanor such as fighting; however, they can be removed for more serious violations such as weapons, drugs, etc.
7. Corporal punishment can be used at the discretion of the teacher or principal. State and Local polices will be followed.
8. Random metal detector and book bag checks will be conducted for grades K-5.
9. Mandatory metal detector and book bag checks will be conducted for grades 6-8.

Gang Awareness/Activity

Gang activity, dress, and/or signs which may cause:

- A disruption to the learning environment
- Create or cause disruptive or aggressive behavior
- Lead to violence or illegal activity will not be tolerated. Consequences will be at the discretion of the principal

First Offense: 3 days ISS/OSS, Parent conference and referral to Gang Awareness Team.

Second Offense: 5 days ISS/OSS.

Third Offense: 10 days ISS/OSS, recommendation for Alternative Academy.

A. CLASSROOM BEHAVIOR

Classroom disturbances will be handled by the individual teachers as often as possible. After the teacher has made every effort to solve the problem, the administration will be involved.

B. ASSEMBLIES

1. Follow assembly instructions as given to you by a teacher, administrator, or adult speaker.
2. Sit where you are assigned to sit. Sit only with the class with which you go to the assembly.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate.
4. Honor and respect the dignity of the program.

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days ISS/OSS, Recommendation for Alternative Academy.

C. UNAUTHORIZED AREA

Being in the auditorium, gym, classroom, restroom, hall, parking lot, bus courtyard, main lobby, front entrances, or any designated area without permission.

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days ISS/OSS, Recommendation for Alternative Academy.

D. BOMB THREAT

First Offense: Recommendation for expulsion. Call law enforcement. File juvenile petition. Recommendation for Alternative Academy.

E. CHEATING

Cheating includes having a copy of a test about to be given, using notes during a test, or other evidence of cheating. Club constitutions, charters, etc. may call for additional penalties.

First Offense: 3 days ISS/OSS, plus a zero will be recorded for the given test/parent contact
Second Offense: 5 days ISS/OSS, plus a zero will be recorded for the given test, parent conference
Third Offense: 10 days ISS/OSS, plus a zero will be recorded for the given test.

F. COMMON AREAS

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch break a pleasant and enjoyable time, we ask your cooperation with the following rules:

1. Do not sit on tables or on the back of chairs. Do not "beat" on the tables or stand or walk on them.
2. Put all trays, trash, and food scraps in their proper places once you have eaten.
3. Cooperate with the cafeteria staff and follow instructions given by teachers and administrators
4. Do not break line
5. Use only appropriate language, no profanity or vulgarity
6. Use only the hall you are requested to use when going to and coming from lunch

7. Food and drink are not allowed to be taken into halls

First Offense: 3 days ISS/OSS
Second Offense: 5 day ISS/OSS
Third Offense: 10 days ISS/OSS, Recommendation for Alternative Academy.

G. CONFRONTATIONAL FUSSING

Students become loud and boisterous toward each other causing other students to gather with the possibility that a fight could occur.

First Offense: 3 days ISS/OSS, same day informal suspension, parent called
Second Offense: 5 days ISS/OSS, same day informal suspension, parent conference
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

H. DISRUPTION

A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause substantial and material disruption or obstruction of any lawful right, mission, process, or function of any school, school bus (throughout these rules. "school bus" means any bus, public or private, being used at the time for school purposes) school personnel or student; nor shall any student engage in such conduct in an attempt to cause any such disruption or obstruction; nor shall any student urge others to engage in any such disruptive or obstructive conduct:

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

I. DISRESPECT TO STAFF – FAILURE TO FOLLOW INSTRUCTIONS

A student shall not direct toward any school personnel or toward any other adult any language which threatens force or violence, or which is abusive, profane, or insulting, or any sign gesture, or act which constitutes a threat of force or violence, or which is abusive or insulting. Students will comply with the reasonable requests of their teachers. Based on the nature/severity of the threat, law enforcement officer may be contacted, citation issued, and/or the student recommended to Alternative Academy

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

J. DRUGS AND ALCOHOL

1. Statement of belief

The Columbus County Board of Education has the responsibility of creating an atmosphere conducive to learning in our public schools. It further believes that the use of illicit drugs and alcohol is harmful, and that drug-free schools lead to drug-free

communities. Therefore, with this in mind, the Columbus County Board of Education requires that all K-12 teachers within the Columbus County School System incorporate the drug education prevention/intervention strategies and curriculum provided through the Drug Free Schools and Communities Act of 1986 within their regular classroom content areas, and use all available resources to enhance the “no drug” message within all classrooms as appropriate.

2. Possession, use, and/or sale of drugs including a alcohol

a. No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other drug defined as a controlled substance pursuant to Chapter 90 of the North Carolina General Statutes, or any alcoholic beverage or other intoxicating liquor, as defined in Chapter 18A of the North Carolina General Statutes, or possess, use or transmit drug paraphernalia, as defined in Chapter 90 of the North Carolina General Statutes, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria while in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function, or event before, during or after school hours, or during any period of time when he/she is subject to the authority of school personnel, unless such possession, use or transmission is authorized by law and school regulations.

(1) The word “possession: shall mean having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to, the possession of a prohibited substance in a student’s automobile, locker, book bag, desk, or on a student’s person at school or any school-related activity.

(2) The word “use” shall mean the consumption, injection, inhalation, or absorption of a prohibited substance into a student’s body by any means at any time when the prohibited substance would influence a student’s behavior to any degree at school or a school-related activity.

(3) The word “sale” shall mean the exchange of a prohibited substance for money or other consideration.

b. Over the counter medication/prescribed drugs/counterfeit controlled substance

(1) No student shall distribute to any student an over the counter medication in their possession. Any student caught distributing over-the-counter medication to another student shall mean a 3 day out-of-school suspension. At the principal’s discretion, this may be adjusted to a 5 day period in ISS.

(2) Use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug is prescribed. All medications at school should be in pharmacy labeled and dispensed containers with the name of physician, date, name of medication, time and directions for administration, and student’s name.

c. Definition – prohibited substances include:

- (1) Wine, beer, and any other malt beverage, alcohol, liquor, liqueurs, and mixed alcoholic beverages.
- (2) Any chemical compound which will induce a condition of intoxication when inhaled for the purpose (see NCGS 90-113.10)
- (3) Any drugs listed in the North Carolina Controlled Substance Act (NCGS 90-86 et. seq.) or its successor but not necessarily limited to: narcotics depressants, stimulants, hallucinogens, and cannabis which drugs are commonly known as: marijuana, acid, LSD, speed, Quaaludes, Valium, and other names: i.e., any substance which the student represents by reference or otherwise as being a controlled substance.

d. Possession or use of a prohibited substance first offense

Violation of the above policy will mean an automatic 10-day out-of-school suspension and possible recommendation for placement in Alternative Academy. In addition to the out-of-school suspension the student and parent/guardian must obtain a substance abuse evaluation by Columbus County Mental Health Center and participate in any recommended treatment and assume/pay the cost thereof. If a student or parent/guardian should decide against the program, the school will be notified and the principal may recommend expulsion.

The student also will be prosecuted under the juvenile or criminal laws of the state.

e. Second offense

The second offense will mean an automatic expulsion from school programs for the remainder of the year from all Columbus County Schools. In addition, in regards to possession, the student will be prosecuted under the juvenile or criminal laws of the state.

f. Sale of a prohibited substance

- (1) Any student caught selling, with the intent to sell, or distributing illegal drugs shall be expelled for the remainder of the school year without the option of attending any school under the jurisdiction of the Columbus County Board of Education.
- (2) The above policies will be enforced in grades 7-12 and/or 12 years of age in any grade. If the offender is a child below grade 7 and/or under 12 years of age, the Superintendent and/or principal may consider this a factor which can justify a less serious disciplinary action.

3. Notification and involvement of parents/law enforcement officers

a. Notification and involvement of parents

- (1) The principal or his/her designee shall notify as soon as possible the parent and/or guardian of a student who has violated or is believed to have violated the above policy.
- (2) Following this notification, a scheduled conference will be held with all involved persons.

b. Notification and involvement of law enforcement officials

- (1) The principal or his/her designee shall inform the appropriate law enforcement agency when the controlled substance is possessed, used, sold or distributed at school or at any school related activity.
- (2) Any controlled substance confiscated by school officials shall be turned over to the police or sheriff for identification, if necessary, and for disposal. A signed receipt should be requested from the law enforcement officer. The report of the law enforcement agency attesting to the nature of any confiscated substance shall be admissible as prime factual evidence of the identity of the substance at any student disciplinary hearing.
- (3) School officials shall assist the law enforcement officials with prosecution of any person who has possessed, used, distributed, sold or who is believed to have sold any controlled substance at school or a school-related activity.

4. Policy violations during the last ten (10) days of school

Students whose violations meet the criteria for long-term suspensions, during the last ten (10) days of school shall be suspended for the remainder of the year and allowed to take their exams after the end of the normal 180 days of instruction but before the teachers leave for summer vacation. The student and his or her parent/guardian must complete a substance abuse evaluation offered by the Columbus County Mental Health Center before his/her grades are finalized and transcripts and/or diplomas made available. In addition, a senior whose violation meets the above criteria during the last ten (10) school days or at any school related function after the end of the normal school year shall not participate in any remaining school related activities, including graduation ceremonies.

5. Authority of school officials to search

- a. Lockers and Desks: School officials have the authority to search a student's locker and desk at any time. Students should have no expectation of privacy with respect to lockers and desks and shall be made aware of the condition. If a search is made of a locker or desk, it shall be made in the presence of the school administration and with a written record of the results of the search.
- b. Personal possessions of students may be searched under reasonable suspicion of possession of a controlled substance. There shall be no frisk or strip searches. All searches shall be made in the presence of another staff member and not in the presence of the class. A written record of the results of the search shall be made.

- c. Schools which allow students to drive to school shall require a permit. This permit must give consent for searches of vehicles driven to school if there is a reasonable suspicion that they may contain prohibited substances. All searches shall be made in the presence of a member of the school administration. A written record of the results of the search shall be made.
6. A list of the in-county and out-of-county agencies, public and private, will be on file at the Columbus County Board of Education for persons who are interested in receiving help with their drug/alcohol problem. The contact person for this list is the Drug/Alcohol Abuse Coordinator and this office is located at the Central Office.
7. Annual notification of parents, students and periodic review of Board policy
 - a. Parents and students will receive annual notification through the student handbook that compliance with this policy is mandatory, and disciplinary sanctions will be consistently reinforce.
 - b. This policy and the programs covered will be periodically reviewed to determine effectiveness.
8. Methamphetamine protocol and strategic plan

Methamphetamine is a stimulant that can be snorted, smoked, taken orally or injected. Methamphetamine is the most common illicit amphetamine and is the most commonly synthesized controlled substance. Most of the chemicals needed to produce methamphetamines are easily obtained or can be manufactured in secret often in vehicles, abandoned buildings, and individual homes. The chemicals present hazards both during the production process and during disposal.

In an effort to combat the growing crisis of methamphetamine use and the multiple locations of methamphetamine labs, Columbus County Schools has developed a guide which will serve as a resource for all employees. This guide contains several strategic initiatives to provide a clear understanding of roles and responsibilities if methamphetamine use or exposure is detected. The plan will consist of three elements: Public Awareness, Training, and a Response Plan.

Columbus County Schools will develop a committee responsible for developing initiatives for public awareness, training, and a response plan. This will include training for all employees of the Columbus County School system in the proper procedures in detection or use of methamphetamine. Increasing public awareness of methamphetamine use and production will be addressed as well as who to contact and when contact is necessary.

- a. Public Awareness

Columbus County Schools will produce a flyer to distribute to all school employees. It will include telephone numbers of local agencies that need to be contacted as well as proper procedures when dealing with the use or detection of methamphetamine. It will include tips for recognizing methamphetamine use

and procedures to follow if one should come in contact with methamphetamine. Steps to take if children have been exposed will also be included.

b. Training

Every employee of the Columbus County School system will be trained annually to review procedures when exposed to methamphetamine. It will also include current information relating to use and detection of methamphetamine. Specific training will be provided for first responders as well as those whose jobs may take them to residents where methamphetamine may be detected. Training will also be included if children have been exposed.

c. Response Plan

A strategic plan developed by a committee of Columbus County School employees will contain specific protocol when dealing with children or school employees who have been exposed to methamphetamine.

d. Protocol

(1) Assessment of Scene by School Personnel - Not on School Property

Procedures will be as follows:

- Recognize location as methamphetamine site
- Vacate immediately
- Do not remove any items from location
- Find a safe location and call school administrator
- School administrator will call 911 for law enforcement
- Alert law enforcement if children are involved
- School administrator will contact school superintendent
- Follow law enforcement protocol
- After situation has been assessed by law enforcement and children have been assessed—responders should consult with their medical provider for an individual evaluation

(2) Assessment of Scene by School Employee - On School Property

Procedures are as follows:

- Recognize location as methamphetamine site
- Vacate immediately
- Do not remove any items from location
- Contact school administrator immediately
- School administrator will contact school resource officer
- School resource officer will call 911 for additional law enforcement
- Alert law enforcement if children are involved
- Follow law enforcement protocol

- After situation has been assessed—responders should consult with their medical provider for an individual evaluation

(3) Exposure to Children

For children who are not injured or ill:

- Perform a basic assessment of the situation
- Check vital signs—temperature, blood pressure and pulse
- Assess for heat or chemical burns
- Clothing should be changed from outside the methamphetamine site
- Alert School Social Worker to contact Department of Social Services
- If exposure is severe--call 911 for transport of child to hospital
- If exposure is limited—contact parents encouraging them to seek evaluation from their medical provider
- Alert school administrator if children other than those residing in residence are involved

K. EXTORTION/INTIMIDATION/BULLYING/HARRASSMENT

A student shall not obtain or attempt to obtain from a person, by force or threat, money or other property, devices or considerations of any sort, nor shall a student frighten or deter by or as if by threats.

First Offense: 3 days ISS/OSS
 Second Offense: 5 days ISS/OSS
 Third Offense: 10 days OSS, Recommendation for Alternative Academy.
 Expulsion recommended

L. FAILING TO KEEP HANDS AND FEET TO SELF/BODY FLUIDS
 (Hitting, kicking, shoving, pushing, pinching another person, biting, spitting, etc.)

First Offense: 3 days ISS/OSS
 Second Offense: 5 days ISS/OSS
 Third Offense: 10 days OSS, Recommendation for Alternative Academy.

M. FAILURE TO SIGN OUT WHEN LEAVING SCHOOL EARLY

Regarded the same as skipping

First Offense: 3 days ISS/OSS, Parent called.
 Second Offense: 5 days ISS/OSS
 Third Offense: 10 days OSS, Recommendation for Alternative Academy.

N. FALSE FIRE ALARM

First Offense: 10 days OSS, Call law enforcement.
 Expulsion recommended

O. FELONIES

Any student who has been charged with a felony and is waiting the disposition of the case by the court, will be automatically suspended. If the suspension exceeds ten days, the student may apply for admission to Alternative Academy. Students are suspended from the public school until the case has been settled.

P. FIGHTING

First Offense: 5 days ISS/OSS
Second Offense: 10 days OSS
Third Offense: Expulsion recommended or Alternative Academy

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusing to leave the scene when asked to do so are violations of the no fighting policy. If it can be determined by clear and convincing evidence who instigated a fight, that person may be punished to a greater degree than others involved in the fight. The amount of punishment will be at the principal's discretion. This does not absolve any parties in the fight from their role. All parties involved in a fight will be disciplined.

Q. INITIATING A FIGHT

Boosting a fight, carrying news, causing dissension; any student who encourages, aids, or abets any conduct which may result or does result in physical violence against any person. Law Enforcement may be called. If it can be determined by clear and convincing evidence who instigated a fight, that person may be punished to a greater degree than others involved in the fight. The amount of punishment will be at the principal's discretion. This does not absolve any parties in the fight from their role. All parties involved in a fight will be disciplined.

First Offense: 3 days ISS/OSS
Second Offense: 5 day ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

R. FIREWORKS

Students who are found with fireworks in their possession or who discharge fireworks on the school grounds are subject to suspension and/or expulsion. Call Law Enforcement.

First Offense: 5 days OSS
Second Offense: 10 days OSS
Third Offense: Recommendation for expulsion

S. FOODS AND DRINKS IN HALLS, ROOM, ETC.

First Offense: 1 day ISS/OSS
Second Offense: 2 day ISS/OSS

Third Offense: 3 days OSS

T. FORGERY OF NAMES OF FACULTY/STAFF/AND PARENTS

First Offense: 3 days ISS/OSS, Parent contact.
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

Magnitude of problem determines severity of punishment.

U. GAMBLING

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

V. HORSEPLAYING, WRESTLING

First Offense: 1 day ISS/OSS
Second Offense: 2 days ISS/OSS
Third Offense: 3 days OSS

W. INAPPROPRIATE AFFECTION

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

X. LEAVING CAMPUS WITHOUT PERMISSION

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

Y. LEAVING CLASS WITHOUT PERMISSION

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

Z: LITTERING

First Offense: 1 day/Clean up litter by student
Second Offense: 2 days ISS/OSS
Third Offense: 3 days OSS

AA. MODE OF DRESS

1. General - Grade K - 8

Clothing or jewelry accessories must be age-appropriate, not disruptive to the teaching-learning process, and cannot be provocative, suggestive symbols, revealing, indecent, vulgar, or obscene.

- a. For sanitary and safety reasons and in accordance with State Health regulations, all children are required to wear appropriate shoes to school.
- b. Dress for special school sponsored activities that occur outside the regular school day may be determined and regulated at the discretion of the principal.
- c. Sunglasses and hats are not to be worn inside.
- d. There shall be no jewelry or any other article affixed to a student's nose, tongue, lips, cheek, eyebrow, or any other visible part of the body, with the exception of the ears. Articles on the ears must not promote alcoholic beverages, tobacco, or the use of controlled substances, depict violence, or be of a sexual or disruptive nature.
- e. All tattoos must be covered.
- f. No article shall be worn in the eyes other than medically prescribed corrective lenses.
- g. Kerchiefs, bandanas, sweatbands, sunglasses, and rags are not allowed.
- h. All shirts and blouses below must be appropriately tucked in.
- i. All pants that are made with belt loops must be worn with an appropriate length belt.

2. Grades K-2

Clothing that is not provocative, suggestive, or does not prove to be disruptive to the learning environment will be allowed in grades K-2.

3. Grades 3-8

Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.

- a. Clothing must not disrupt the learning environment and must be free of any provocative or suggestive symbols, words, slogans, and advertisements. Additionally, clothing that is torn, cut, sliced, or shredded is unacceptable. Altered, gloves, spikes, chains, or any other accessories that would interrupt the learning environment is not acceptable.

- b. Garments for the lower body section must be attractive, neat, and not more than (4) four inches above the kneecap when standing erect. These garments include dresses, skirts, shorts, and any other appropriate apparel. These garments, including uniforms, must fit snug around the waist. Sagging pants are not allowed.
- c. Garments for the upper body section must be attractive, neat, and, as a minimum, cover the upper torso. These garments include shirts, blouses, and any other appropriate apparel. Tank tops and halter tops are not to be worn at school.

Penalties for violation of Mode of Dress excluding Body Piercing, Tattooing, Eye Lenses other than Prescribed Corrective Lenses

First Offense: 1 day ISS/OSS/parent notification
 Second Offense: 2 days ISS/OSS
 Third Offense: 3 days ISS/OSS

Penalties for Body Piercing, Tattooing, Eye Lenses other than Prescribed Corrective Lenses

First Offense: 3 Days ISS/OSS, Parent Notification
 Second Offense: 5 Days OSS
 Third Offense: Recommendation for Alternative Academy

BB. PARKING AREAS

No middle school driving privileges.

CC. PROFANITY

Punishment depends on severity

First Offense: 3 days ISS/OSS
 Second Offense: 5 days ISS/OSS
 Third Offense: 10 days OSS, Recommendation for Alternative Academy.

DD. RADIOS, IPODS, MP-3 PLAYERS, WALKMANS, CELL PHONES, PAGERS/BEEPERS, AND OTHER ELECTRONIC DEVICES

The use of personal cell phones is prohibited on the school campus or bus. Should a student fail to follow this expectation, one warning will be issued. Additional violations will result in the student's phone being taken. Phones will be returned at the end of the school year. The school is not responsible for any lost.

None of these may be used during the instructional day.

Any such items will be confiscated and may be returned to parent, at the discretion of the principal.

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days ISS/OSS

EE. REFUSAL TO ATTEND ISS

Recommend Alternative Academy or recommendation for expulsion

First Offense: 5 days OSS
Second Offense: 10 days OSS, Recommendation for Alternative Academy

FF. REFUSAL TO IDENTIFY SELF

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

GG. USE OF TOBACCO PRODUCTS

Use or possession of tobacco and non-tobacco products or paraphernalia is prohibited.

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy

HH. SKIPPING CLASS

A student who does not have his parents' or guardians' permission to miss school (the whole day or any portion of it) or to leave campus after arriving is skipping (everyone must sign out in the office.)

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommended for Alternative Academy

II. STEALING

ISS/OSS/Corporal Punishment/Law Enforcement/at principal's discretion

JJ. SEXUAL HARASSMENT

Unwanted verbal, written, or physical conduct which is sexual in nature. Principal/designee should be contacted immediately for determination of facts. Magnitude of offense will determine the extent of punishment.

First Offense: 3 days ISS/OSS
Second Offense: 5 days ISS/OSS
Third Offense: 10 days OSS, Recommendation for Alternative Academy.

KK. TARDIES

Tardy 1:	Warning
Tardy 2:	Warning
Tardy 3:	1 day Detention/ISS
Tardy 4:	2 days ISS
Tardy 5:	3 days ISS

LL. THREATS TO STUDENTS /BULLYING

First Offense:	3 day ISS/OSS
Second Offense:	5 days ISS/OSS
Third Offense:	10 days OSS, Recommendation for Alternative Academy. Expulsion recommendation.

Based on the nature/severity of the threat, law enforcement officer may be contacted, citation issued, and/or the student recommended to Alternative Academy.

MM. VANDALISM

Destruction of school property is a violation of Public Law, as well as school regulations.

First Offense:	3 days ISS/OSS, plus restitution
Second Offense:	5 days OSS, plus restitution
Third Offense:	10 days OSS, plus restitution

NN. WEAPONS

Any student who possesses a firearm will require that the local school board suspend for 365 days. The local superintendent can modify the suspension on a case-by-case basis. The local board of education can provide an alternative school setting for any student removed under this act.

Any student who possesses a weapon, (including toy guns, water guns, and bullets, etc. or anything disruptive to the educational process) or object which through its usage becomes a weapon, and/or attempts to inflict serious injury upon another student may automatically result in a warrant sought against the student. Punishment, depending upon the type of weapon, may result in ISS, OSS, or expulsion.

OO. SCHOOL BUSES

School buses are operated for the safe transportation of students traveling to and from school and school activities. Riding the bus is a privilege which may be revoked when the general conduct of the student is detrimental to the safety and comfort of others on the bus.

GENERAL

1. Each student is required to ride his/her assigned bus and get on and off at his/her designated stop.

2. A student may be allowed to ride a bus other than the assigned bus and/or get off at a stop other than the designated stop if the student has written permission from the parent, approved by the school principal.
3. Students are under the authority of the School Board while riding the bus and while waiting at the bus stop.

MEETING THE SCHOOL BUS

1. Students should be at their bus stops at least five minutes before the bus is schedule to arrive.
2. Students should stand away from the road when waiting for the bus.
3. Student behavior at the bus stop should be comparable to behavior expected at school.
4. Students must wait until the bus has stopped and walk to the front door. Students must never run along side a moving bus. If the students are to board the bus across the road from the bus stop, they must proceed as follows:
 - a. Wait until the bus has come to a complete stop.
 - b. Walk to a point ten (10) feet or more in front of the bus and wait for a signal from the bus driver to cross the road. Students should cross only in front of the bus.
5. Students should board the bus in an orderly manner and be seated as quickly as possible.

CONDUCT ON THE BUS

1. While riding on a school bus, students are subject to all rules and regulations.
2. The bus driver is in charge of all passengers and has the authority to assign seats and make any other arrangements deemed necessary to maintain a safe and orderly environment. Students are required to obey directives of the driver.
3. Students should remain seated unless granted permission to stand by the driver.
4. Students must not engage in any behavior on the bus that might distract the driver or cause a safety hazard. This includes any form of misbehavior, rule violation, loud talking or laughter, or talking to the bus driver while the bus is in motion (except in an emergency).
5. Waving or shouting at others, extending arms, legs, or head or objects through the window, or riding on the outside of the bus is prohibited.
6. Food and beverages of any type are not to be consumed on the bus.

7. Radios, televisions, tape players, and any other items that may cause problems, such as water bottles/ water pistols, noise makers, etc., are similarly prohibited. No open containers.

LEAVING THE BUS

1. Students are to remain seated until the bus has come to a full stop. They must leave the bus in an orderly manner with students in the front seats leaving first.
2. Students should go directly home.

CONSEQUENCES OF MISBEHAVIOR ON THE BUS

First Offense: A warning or bus suspension or ISS/OSS may be assigned.
Repeated Offenses: All the above and possible revocation of bus riding privileges for the remainder of the year.

PP. SUSPENSION OF STUDENTS

If students persistently misbehave they may be suspended from school, and their return may be contingent upon their parent or guardian having a conference with their principal. Prior to their suspension, the principal shall give students notification of charges against them, and if students deny them, they will be given explanation of the evidence against them and an opportunity to present their side. However in case students are presenting a clear and present danger of disruption, the principal or designee shall have the option of suspending immediately. In this case, the necessary notice and hearing will follow as soon as practical.

Students and their parent or guardian have the right to appeal to the Superintendent regarding a suspension.

Short Term Suspension: suspension from school for a period not exceeding ten (10) days.

Long term Suspension: suspension from school for a period in excess of ten (10) days and approved by the Superintendent.

Expulsion: a means by which the Board of Education may permanently bar a student from school. Three (3) criteria are established for each such action:

1. Must be at least 14 years of age.
2. Has been convicted of a felony
3. Constitutes a clear threat to the safety and health of other students or employees.

Procedures before Suspension

Before a student is suspended, the principal or designee must talk to the student in person, and the conversation must include the following:

- a. The student shall be informed of the act or conduct which is in violation of the stated school board policy or school regulation and which gives rise to the question of suspension.
- b. The principal or designee shall make sure that the conversation informs the student of the basis for the belief that the student committed his offense.
- c. The student shall be afforded the opportunity to present his/her version of what occurred.

Criteria for Suspension

The suspension shall meet the following criteria:

- a. The suspension shall not exceed ten (10) school days.
- b. The principal or designee shall inform in writing the student, the student's parent or legal guardian, and the Superintendent.
 1. The reason for suspension.
 2. The length of suspension.
 3. The right to appeal the suspension to the Superintendent.

In cases where the principal feels that the students should be kept out of school longer than ten (10) days, he/she shall refer the case to the Superintendent. The Superintendent will establish a hearing to determine the status of the recommendation.

Terms of Suspension

- a. Except when a student is immediately suspended, the period of suspension shall begin at the end of the instructional day.
- b. The suspension does not end until the next school day following the student's suspension.
- c. Suspended students are not to be on school property during the period of suspension and shall not participate in any school sponsored activities.

Immediate Removal of Student

Students whose conduct poses a danger to persons or property or a continuous disruption of the academic process may be immediately removed from school. In such cases, the necessary notice hearing shall follow as soon as possible.

In cases of serious or continuous misconduct, the principal or designee may suspend a student and request a joint conference with the parents or guardian and students.

Appeals

The parent shall have the right to appeal to the Superintendent if they feel that the suspension is unreasonable.

After receiving the decision from the Superintendent, the parent may appeal to the School Board at its next regularly scheduled meeting.

COUNTY POLICY 8-35, Student Code of Conduct

Occasionally situations arise that have not been listed. These will be dealt with on a one- on-one basis by the administration. Also, other penalties may be applied to the aforementioned items. All school suspensions must also include a parent conference by phone or in person and a letter sent to the parent.

Suspended students and students assigned to ISS may not participate in or attend any school activities, nor may they be present on school campus during the period of suspension.