School District of Calhoun County

Student Code of Conduct

AR JICDA-R Administrative Rule

Dr. Steve Wilson, Superintendent

2019-20

St. Matthews K-8 School

Calhoun County High School

Sandy Run K-8 School

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FOREWORD

This **Student Code of Conduct Manual** is produced to provide uniformity in our discipline policies and procedures across the district. It also provides parents with the district's expectations for student conduct and behavior while attending school or school-related activities. We want to thank the teachers, parents, and administrators who provided their time and expertise toward the creation of this manual. We believe that this **Student Code of Conduct Manual** will affirm the importance of proper behavior. We believe that it will assist the school and home in working closer together to assure that our students are fully aware of the consequences for violating school/district policies and procedures.

We must rely on our parents/guardians to be the first disciplinarians of our students. Parents/guardians must insist that children are ready to receive the quality education our teachers and administrators are prepared to give them each day. The home or school environment must not allow students to infringe on the instructional time devoted to "Teaching and Learning". We know that students who come to school ready and engaged in the learning process will do extremely well in their academics. We must be partners in seeking this outcome! We also know that many of our students have their priorities in order thanks to you, their parents/guardians.

Finally, on behalf of the teachers and staff of the district, we want to thank you for your support. Our focus continues to be **"Teaching and Learning".** The emphasis we place on good student behavior will only enhance these efforts. As always, we ask that you stay in touch with your child's school to be informed of their status at all times. I have asked each principal to put some procedures in place to know that you have received this manual and that you have discussed it with your child. We look forward to another productive school year as we work together for the success of all our students.

Steve A. Wilson

Dr. S. A. Wilson, Superintendent
7/24/2019

Administrative Staff

District Office Administrative Staff **803-655-7310**

Ferlondo Tullock, Deputy Superintendent

Cinthia Johnson, Chief Accountability Officer

Christia Murdaugh, Chief Academic Officer

Sky Strickland, Chief Finance Officer

Zam Fredrick, Director of Transportation

George Kiernan, Director of Human Resources and Facilities

Mark Parker, Director of Technology

Whittaker Williams, Director of Food Services

School Based Administrative Staff

Sandy Run K8 School **803-655-2746**

Brenda Goodwin, Principal Michelle Bradley, Assistant Principal

St Matthews K8 School **803-655-2750**

Treda Keith, Principal Dr. Melissa Peeples, Assistant Principal

Calhoun County High School **803-874-3071**

Milton Howard, Principal Chris Mack, Assistant Principal

The Student Code of Conduct has been developed to communicate the District's behavioral expectations to stakeholders. The Code of Conduct is aligned to the State of South Carolina's Minimum Standards of Student Conduct and Disciplinary Enforcement Procedures. The standards are divided into three (3) levels: 1. Behavioral Misconduct, 2. Disruptive Conduct, and 3. Criminal Conduct.

Each level of infractions has a list of corresponding consequences. The infractions and consequences are listed in no particular order. Administrators have the authority to apply any one consequence or combination of consequences when addressing undesirable behavior.

Students who are suspended from school will not be allowed to participate in extra-curricular activities while serving the suspension. Those activities include, but are not limited to attending athletic events, athletic practices, after-school programs, any school/District sponsored event on or off of campus, etc. Students who violate this rule are subject to arrest for trespassing.

Level I Infractions (Behavioral Misconduct)

Classroom tardiness	Cheating on examinations or classroom assignments
Lying	Abusive language between or among students
Use of forged notes or excuses	Cutting class
School tardiness	Truancy
Dress code violations	Public Display of affection

Horseplay

Possessing materials not appropriate for school

Failure to comply with directives or rules as established by school/district personnel or agents (to include volunteer aides or chaperones)

Level I Consequences

Parent/Guardian contact	Verbal reprimand
Detention	Behavioral contract
In-school suspension	Out of school suspension

Other sanctions approved and communicated by the school's administrators

Withdrawal of privileges for use of electronic communication devices

*Continuing offenses may result in further disciplinary action such as alternative school placement or referral to hearing committee or District tribunal

** The listed consequences may be used to address Level I infractions. Administrators have the authority to apply any one consequence or combination of consequences when addressing undesirable behavior.

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Calhoun County Public Schools
Discipline Progression Chart
Level I

Student Misconduct (School and Bus referrals)

⇓

Level I Referral (by staff)

⇓

Level I Consequences (by administration)

⇓

Repeated Misconduct

⇓

Level I Consequences (by administration)

⇓

Superintendent's Behavior Warning Letter (at administration's discretion)

⇓

Repeated Misconduct

⇓

Referral to Expulsion Committee or District Tribunal

⇓

Expulsion Committee	or	District Tribunal
Expulsion or Referral to Tribunal	⇒	Alternative Sanctions
⇓		⇓
Removal from School		Return to school or alternative program with alternative sanctions

Level II Infractions (Disruptive Conduct)

Fighting/Inciting a fight	Stealing
Vandalism (minor)	Trespass
Gang activity	Threats against others
In unauthorized area	Unlawful assembly
Disrupting lawful assembly	Leaving campus without permission

Violation of a Level 1 intervention plan and/or behavioral contract

Use of an intoxicant (refer to Board Policy JICH drug and alcohol use by students)

Harassment/Intimidation/Bullying (refer to Board Policy JICFAA)

Possession of a weapon (to include, but not limited to firearms, knives, blackjacks, or other items that can be used to inflict harm)

Repeated refusal to comply with school personnel or agents (such as volunteer aides or chaperones)

Disrespectful/Abusive language toward school staff or its agent

Possession or use of unauthorized substances, as defined by law and/or local school board policy

Illegally occupying or blocking in any way school property with the intent to deprive others of its use

Possessing an electronic communication device (including, but not limited to, cell phones, tablets, computers, and iPods) inconsistent with school board policy.

Inappropriate use of technology (e.g., bullying, harassing, or intimidating other students or district employees, plagiarizing copyrighted materials, and accessing inappropriate websites). Included, but not limited to pornography, inappropriate use of District issued technology devices, mobile/cellular phone use, and illegal down-loading of copyrighted material (refer to Board Policy JICJ- Possession/Use of Paging Devices)

Level II Consequences

Alternative school placement	In-school suspension
Out of school suspension	Recommendation for expulsion
Parent/Guardian contact	Parent/Guardian shadowing
Referral to Law Enforcement	Restitution of property and damages

Electronic Communication Device Consequences

- First offense - warning/confiscate device and return to student at the end of the school day. Parent/legal guardian will be contacted.
- Second offense - confiscate device/return device to parent/legal guardian.
- Third offense - confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year.
- Fourth offense - confiscate device/return device at the end of the school year.

Other sanctions approved and communicated by the school's administrators

*Continuing offenses may result in further disciplinary action such as alternative school placement or referral to Hearing Committee or District tribunal

** The listed consequences may be used to address Level II infractions. Administrators have the authority to apply any one consequence or combination of consequences when addressing undesirable behavior.

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Calhoun County Public Schools
Discipline Progression Chart
Level II

Student Misconduct (School and Bus referrals)

⇓

Level II Referral (by staff)

⇓

Level II Consequences. Law Enforcement referral (if necessary) (by administration)

⇓

Repeated Misconduct

⇓

Level II Consequences. Law Enforcement referral (if necessary) (by administration)

⇓

Superintendent's Behavior Warning Letter (at administration's discretion)

⇓

Repeated Misconduct

⇓

Referral to Expulsion Committee or District Tribunal. Law Enforcement referral (if necessary)

⇓

Expulsion Committee or District Tribunal
Expulsion or Referral to Tribunal ⇒ Alternative Sanctions

⇓ ⇓

Removal from School

Return to school or alternative program with alternative sanctions

*Severity of offense could lead directly to referral to Hearing Committee or Tribunal

Level III Infractions (Criminal Conduct)

Extortion Sexual offenses Arson

Vandalism (major) Theft, possession, or sale of stolen property

Assault and battery that poses a serious threat of injury or results in physical harm

Possession, use, or transfer of dangerous weapons (to include, but not limited to firearms, knives, blackjacks, or other items that can be used to inflict harm)

Threat of the use of a destructive device (bomb, grenade, pipe bomb or other similar device)

Furnishing or selling unauthorized substances as defined by law and/or local school board policy

Furnishing, selling, or possession of controlled substances (drugs, narcotics, poison)

Illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities and maliciously transmitting sexual images of minors other than images of the student or images transmitted with the un-coerced consent of the individual in the images). (refer to Board Policy JICJ- Possession/Use of Paging Devices)

Level III Consequences

Parent/Guardian contact Out of school suspension

Alternative school placement Recommendation for expulsion

Referral to Law Enforcement Restitution of property and damages

Other sanctions approved and communicated by the school's administrators

*Continuing offenses may result in further disciplinary action such as alternative school placement or referral to hearing committee or District tribunal

** The listed consequences may be used to address Level III infractions. Administrators have the authority to apply any one consequence or combination of consequences when addressing undesirable behavior.

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Discipline Progression Chart
Level III

Student Misconduct (Scholl and Bus referrals)

⇓

Level III Referral (by staff)

⇓

Level III Consequences. Law Enforcement referral (by administration)

⇓

Repeated Misconduct

⇓

Level III Consequences. Law Enforcement referral (by administration)

⇓

Superintendent's Behavior Warning Letter (at administration's discretion)

⇓

Repeated Misconduct

⇓

Referral to Expulsion Committee or District Tribunal. Law Enforcement referral

⇓

Expulsion Committee or District Tribunal
Expulsion or Referral to Tribunal ⇒ Alternative Sanctions

⇓ ⇓

Removal from School

Return to school or alternative program with alternative sanctions

*Severity of offense could lead directly to referral to Hearing Committee or Tribunal

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Repeat violations of a variety of offenses in different levels may be cause for placement in alternative school or a recommendation for expulsion.

School level administration has the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances when determining the appropriate level of offense and level of consequence.

Nothing in this Administrative Rule prohibits the superintendent or other appropriate district-level administrators from directly, or in consultation with appropriate school-level administrators, imposing authorized disciplinary sanctions.

Buses are treated as an extension of the school. Any bus infraction will be handled in accordance with the district code of conduct and will be subject to suspension from school and/or the bus.

This code of conduct was based on Calhoun County School Board Policies: JA, JI, JIB, JIC, JICA, JICDA, JICFAA, JICG, JICH, JICI, JICJ, JIH, JII, JK, JKA, JKD and JKE. These policies may be found online at http://www.ccpsonline.net/home.

Policy JICFAA Harassment, Intimidation, or Bullying

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.
The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.
For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

• harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage

• insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

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Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the Board of Trustees. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

Video Monitoring

The Calhoun County Board of Trustees has authorized the use of video cameras on school buses and in and around the District's school buildings and offices. The District will use the video cameras to monitor student behavior in order to maintain a safe environment. Students and parents/legal guardians are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes is a confidential student record. The District will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration.

Bullying

Bullying for our purpose is defined as any harassment, intimidation, or electronic communication, or written, verbal, physical, or sexual act that is reasonably perceived to have the effect of: **(a)** harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or **(b)** insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school. (SC Statute Article 2, Section 5963120).

This unwanted, often aggressive behavior should not be accepted by any students and will not be tolerated by school officials. We all; the victim, witnesses, and school officials; have a responsibility to address and end instances of bullying. When such aggressive behavior is brought to the attention of school officials, it must be investigated immediately. All instances of imbalances of power and aggressive behavior should be reported. There are key steps that should be followed by victims, witnesses, and those receiving reports of bullying.

1. **Immediately report any perceived or witnessed unwanted interaction action to a school official**
2. **The school official receiving the complaint, will report to school administration who will then launch an immediate investigation**
3. **Enact interventions that eliminate the bullying and ensure the safety of all involved**

We are all responsible to intervene when the perception of bullying is prevalent. Intervention requires a call-to-action. The responsibility we all have is to report such aggressive behavior to school officials. Parents, teachers, or any staff member should report any perceived abuse/bullying of a student. School officials must immediately investigate the claim once brought to their attention.

Investigating claims of bullying is critical to insure that each and every situation students get themselves involved with may or may not be labeled as bullying. The definition of bullying along with the components will assist in deciding individual cases. The school district will place a high priority on the intervention of bullying. We must count on all stakeholders for assistance and support to insure that no student is taken advantage of or is subject to unwanted overly aggressive behavior from any student or his/her peers.

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Policy JICG Tobacco Use By Students

Purpose

To establish the basic structure for the board's prohibition of tobacco use by students
The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best methods of instruction is one that is provided within a 100% tobacco-free environment.

The district does not allow students to use or to possess tobacco products or tobacco paraphernalia. This restriction applies while students are on school grounds, in the school buildings, on buses or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds.

Goal

The goal of this policy is to provide a 100% tobacco-free, smoke-free environment for all students, staff, and visitors within all district facilities, vehicles and grounds and at all district-sponsored events by doing the following.

- exhibiting healthy behavior for all students, staff, visitors and the entire community
- utilizing proven and effective science-based tobacco use prevention curricula
- providing access to cessation counseling or referral services for all students and staff

Procedures

- Prohibit the use and/or possession of all tobacco products or paraphernalia including, but not limited to, cigarettes, e-cigarettes, vaping devices, cigars, pipes, smokeless tobacco and snuff by all students, staff and visitors.
- Ensure that tobacco use prevention programs, as recommended by the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services and the South Carolina Department of Education, are an integral part of district substance abuse prevention efforts

- Provide and/or refer to cessation services for students and staff.
- parent/legal guardian/administrator conferences
- mandatory enrollment in a tobacco prevention education
- community service

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Policy JICG Tobacco Use By Students

Enforcement
The district will enforce this policy by determining appropriate disciplinary actions for students violating this policy such as the following.

- parent/legal guardian/administrator conferences
- mandatory enrollment in a tobacco prevention education program
- community service
- in-school suspension
- out-of-school suspension
- suspension from extracurricular activities

School administrators will develop procedures consistent with the discipline code of this district in order to enforce this policy (see JICDA-R, Level 2, unauthorized substances).

Education and assistance
The district will be responsible for utilizing proven and effective tobacco use prevention curricula to educate all students and providing appropriate counseling and/or referral services for students.

Tobacco industry marketing or sponsorship
The district will not accept any contributions or gifts, money or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco use or tobacco products will not be allowed on district grounds or in the possession of students, faculty, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public on district property or at district-sponsored events.

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Policy IJNDB-R Use of Technology Resources in Instruction

Definition

For the purpose of this policy, technology is defined as, but not limited to, the following

- workstations (both desktop and portable), printers, scanners and other peripherals
- local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices
- servers including video servers, file and print servers, database servers, caching servers, Web servers, communication servers
- a wide area network linking all Calhoun County School District sites into one Intranet
- voice communication systems to include primary systems, integrated voice response/ management systems, automatic dialing systems, voice mail servers, mobile telephones, pagers, walkie-talkies
- software management systems including data retrieval, grading, instructional, library, media, textbook, student and food service automation systems
- video capturing including cameras and other devices, broadcast, receiving and distribution systems
- distance learning systems
- application software packages such as Microsoft Office
- energy management and security monitoring systems
- office copier, imaging and document management systems
- vendor hosted software solutions
- teleconferencing systems
- radio systems
- paging, bell and fire alarm systems
- storage devices
- facsimile systems
- audio capturing including cameras and other devices, broadcast, receiving and distribution systems
- recording devices including handhelds, cassettes, VCRs, DVDs, CD-ROMs, iPods and other MP3 devices
- electronic collaboration systems including e-mail, text messaging and chat rooms

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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 technology including, but not limited to, network, Internet and electronic mail (e-mail) services.

By providing this access, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning by allowing access to resources unavailable through traditional means.

Through the network and Internet, students and staff will have access to the following.

- locally networked reference and research sources
- discussion groups on a vast range of topics
- local, regional, public, state and national library catalogs
- global information and news
- the World Wide Web
- electronic mail (e-mail) services

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, our nation and the world about the district's curriculum and instruction, school-authorized activities and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the proper conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. **Any user who violates these guidelines will be subject to appropriate disciplinary action and possible denial of access to these services.** Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student code of conduct policy (JICDA) and administrative rule (JICDA-R). Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

With access to technology and people all over the world also comes the increased availability of material that may not be of educational value in the context of the school setting. Although the district firmly believes that the valuable information and interaction available on this world wide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the district, the district still makes every effort to monitor and restrict ready access to known objectionable sites and to controversial or inappropriate materials. The district does not condone the use of controversial or offensive materials and cannot be held responsible for such use. Use of technology and/or Internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

In order for the district to be able to continue to make its computer network and Internet access available, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools' teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent/legal guardian cooperation in exercising and promoting responsible use of this access.

Upon reviewing this policy, each staff member and student will be given the opportunity to enjoy network and Internet access at school and is agreeing to abide by the policy. A copy of this policy, or access to this policy will be provided to parents/legal guardians.

Due to the integration of technology in the educational process and the curriculum of the districts, student use of technology is not optional. All students enrolled in the district understand that they will be using technology responsibly at school on a regular basis and are bound by the terms of this policy and administrative rule.

Internet safety policy

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block obscene materials, child pornography or "harmful to minors" materials as defined in the CIPA.

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

Terms and conditions of use

The purpose of the district's technology 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 technology must be in support of education and research and consistent with the educational objectives of the district

Individuals must comply with the district's rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's student/parent handbook and the district's employee handbook.

Calhoun County School District requires all its users to report technology related issues or problems immediately. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Rules governing use

Calhoun County School District Web pages must comply with district policies on FERPA, data privacy and public use of school records.

Calhoun County School District will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Calhoun County School District will involve law enforcement should illegal activities take place.

Calhoun County School District expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

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

Students will not use district resources to agree to meet with someone they have met online

Users will utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access inappropriate materials.

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

Users will not upload or scan in inappropriate or non school-related images of their own accord to district technology resources.

Users will check their e-mail frequently and delete unwanted messages promptly. The system administrator may delete e-mail at any time.

Users should join only high quality discussion groups or mail lists that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate nor knowingly forward e-mails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the e-mail system, the district Web pages, or any other computer systems through Calhoun County School District e-mail and/or Internet and/or network access.

Users will not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.

Users will not download or install any unauthorized software or install any unauthorized hardware.

Users will not run any executable files attached to an e-mail message.

Users will not knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on Web pages. All communications via district Web pages will comply with the district's technology policy and district's student code of conduct (JICDA) policy and administrative rule (JICDA-R).

Users will not engage in personal attacks, including prejudicial or discriminatory remarks.

Users will not send harassing e-mail to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will not use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination towards other people.

Penalties for improper use

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student code of conduct policy (JICDA) and administrative rule (JICDA-R).

Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

Warranty

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student), will be responsible for all such costs.

User privacy

E-mail messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Plagiarism and copyright

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

Other

Material on a Web page reflects an individual's thoughts, interests and activities. Such Web pages do not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district.

Calhoun County School District expects users to immediately report any page(s) whose content created by students or staff causes them concern. Students should immediately tell their attending teacher. Employees should immediately notify their supervisor.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the superintendent. This regulation may be updated on an annual basis or more frequently, if required.

Policy IJNDB-E(2) Internet Network Access Agreement

Name: _____ School: _____

Home Address: _____

I accept responsibility to abide by the Internet Network Access policies of the Calhoun County School District as stated in this agreement.
I agree to the following:

- To use the Internet and devices in support of education and research, consistent with the educational objectives of the Calhoun County School District.
- To be considerate of others and use appropriate language for school situations as indicated by the school code of conduct
- Not knowingly degrade or disrupt network services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted (Jailbreak, root kits, etc…) or unauthorized services (social media, peer-to-peer file sharing, etc...) or violating copyright laws.
- Immediately report any problems or breaches of these responsibilities to a responsible teacher
- Not divulge personal information over the Internet

I understand that any conduct that is in conflict with these responsibilities is unethical and will result in termination of access and disciplinary action.

Student Signature: _____ Date: _____

As Parent/Guardian of this student, I have read the responsibilities for Internet Network Access.

- I understand that access is designed for educational purposes and that Calhoun County School District has taken all available precautions to eliminate access to controversial material.
- I understand that any conduct by the above named student that is in conflict with these responsibilities is unethical and such behavior will result in the termination of access and disciplinary action as indicated by the code of conduct.
- I have reviewed these responsibilities with my child and I hereby give permission to the Calhoun County School District to provide Internet Network Access

Parent/Guardian: _____ Date: _____

Calhoun County Public Schools Publicity Permission

I grant Calhoun County Public Schools the unlimited right to use and/or reproduce photographs, likenesses, name, or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Calhoun County Public Schools. I also agree to allow my child's works and/or photograph to be published on the Calhoun County Public Schools websites. I waive any and all present or future compensation rights to the use of the above stated materials.

Student: _____ Parent: _____ Date: _____

CALHOUN COUNTY SCHOOL DISTRICT RULES FOR RIDING THE SCHOOL BUS

Riding a school bus is a privilege, not a right. The same behavior expected in the classroom must also be maintained on the bus. Students must cooperate with the driver. Listed below are the desired behavioral expectations. When followed by all, they will ensure a safe bus trip. Failure to follow these rules could result in loss of bus rider privileges.



- Students will be at the bus stop when the bus arrives. The bus will wait for only a short period of time if the weather is extremely cold or rainy.
- Students who cross the road when loading or unloading the bus need to cross in front of the bus. They will get no closer to the bus than the extended crossing gate.
- Students will move quickly and quietly, without crowding or pushing, when loading or unloading the bus.
- Students will sit in their assigned seat facing forward at all times with their belongings (book bags, books, gym bags, band instruments, etc.) in their laps.
- Students are permitted to carry band instruments and other items that are of such size that fit in their laps. These items should be stored in the students' laps to keep the aisles and emergency exits unobstructed.
- Students will sit with their legs and feet inside the seat area, not in the aisles.
- Students will stay in their assigned seat until the bus has stopped and the driver has opened the door.
- Students will always be seated when the bus is moving.
- Students will not stick arms or head out of window.
- Students will not wave or shout to people outside the bus.
- NO smoking, eating and/or drinking on the bus.
- Students will not throw objects on the bus or out the bus window.
- Students will be required to pay for any damage to the bus seats.
- Students are never to tamper with any of the emergency doors.
- Students are expected to remain reasonably quiet on the bus. NO TALKING AT RAILROAD CROSSINGS!
- Students are not to use foul language and/or obscene gestures.
- Students are to keep hands and feet to themselves.
- Students who fight on the bus are subject to intervention by law enforcement officers.
- Students are to respect and obey the driver.

***Learn your morning and afternoon bus number and driver's name.**

Calhoun County School District
Guidelines for Bus Misconduct
Grades PK – 2

First, Second and Third Offenses will be handled at the school level. The student will be assigned punishment at school for misbehavior on the bus. However, major offenses will be subject to suspension from the bus on the first offense. Major offenses are defined as, but not limited to fighting, hitting, cursing, harassing (intimidating) other students, or disrespect to the driver. School administrators will contact the parent(s) and notify the Transportation Director of punishment.

Fourth Offense
The student will be suspended from riding the bus for a period of not less than two (2) days, but not more than five (5) days. In case a student has already been suspended once, the suspension will be at least three (3) days or up to ten (10) days. A copy of the misconduct form will be sent to the parent(s) and a conference will be requested with the student, parent(s), and school official(s) before bus privileges may be restored. A phone conference may be held in place of a personal conference if circumstances necessitate.

Fifth Offense
The student will be suspended from riding the bus for a period of not less than five (5) days, but not more than ten (10) days. At the end of this period, another conference will be requested advising the student and parent(s) that further misconduct **COULD** result in denial of bus privileges.

Sixth Offense
The student will be suspended from riding the bus for a period of not less than ten (10) days. At the end of this period, another conference will be requested to advise the student and parent(s) that further misconduct **WILL** result in denial of bus privileges for the remainder of the school year.

Seventh Offense
If a student persists in uncontrollable conduct while riding a bus after the sixth offense, he/she **WILL** be suspended off the bus for the remainder of the school year. In such cases, all circumstances will be thoroughly reviewed by school officials before action is taken.

Offenses such as fighting, carrying weapons or explosives on the bus, vandalism, throwing objects on the bus, opening emergency door or windows while bus is in motion, and persisting in uncontrollable conduct may result in suspension from riding the bus even if a student has not had a warning. The acting administrator will determine the period of suspension from riding the bus. Any bus misconduct could result not only in suspension from riding the bus, but also suspension from school, expulsion from school, or referral to the District's Tribunal.

Calhoun County School District
Guidelines for Bus Misconduct
Grades 3 - 5

First Offense
A warning will be given to the student and a copy of the bus misconduct form will be sent to parent(s) advising them of the misconduct and for their signature. This form is to be returned to the school. If the offense is of a nature which, in the judgment of school officials, warrants a suspension from riding the school bus, up to five (5) days suspension may be given. This may include, but not limited to offenses such as fighting, cursing, hitting, or harassing other students or disrespect to the driver.

Second Offense
The student will be suspended from riding the bus for a period of no less than two (2) days, but not more than five (5) days. If a student has already been suspended once, the suspension will be at least three (3) days or up to ten (10) days. A copy of the misconduct form will be sent to the parent(s) and a conference will be requested with the student, parent(s) and school official(s) before bus privileges may be restored. A phone conference may be held in place of a personal conference if circumstances necessitate.

Third Offense
The student will be suspended from riding the bus for a period of not less than five (5) days, but not more than ten (10) days. At the end of this period, another conference will be requested advising the student and parent(s) that further misconduct **COULD** result in denial of bus privileges.

Fourth Offense
The student will be suspended from riding the bus for a period of not less than ten (10) days. At the end of this period, another conference will be requested to advise the student and parent(s) that further misconduct **WILL** result in denial of bus privileges for the remainder of the school year.

Fifth Offense
If a student persists in uncontrollable conduct while riding a bus after the fourth offense, he/she **WILL** be suspended off the bus for the remainder of the school year. In such cases, all circumstances will be thoroughly reviewed by school officials before action is taken.

Offenses such as fighting, carrying weapons or explosives on the bus, vandalism, throwing objects on the bus, opening emergency door or windows while bus is in motion, and persisting in uncontrollable conduct may result in suspension from riding the bus even if a student has not had a warning. The acting administrator will determine the period of suspension from riding the bus. Any bus misconduct could result not only in suspension from riding the bus, but also suspension from school, expulsion from school, or referral to the District's Tribunal.

Calhoun County School District
Guidelines for Bus Misconduct
Grades 6 – 12

First Offense
A warning will be given to the student and a copy of the bus misconduct form will be sent to parent(s) advising them of the misconduct and for their signature. This form is to be returned to the school. If the offense is of a nature which, in the judgment of school officials, warrants a suspension from riding the school bus, up to five (5) days suspension may be given. This may include, but not limited to offenses such as fighting, cursing, hitting, or harassing other students or disrespect to the driver.

Second Offense
The student will be suspended from riding the bus for a period of no less than three (3) days, but not more than ten (10) days. If a student has already been suspended once, the suspension will be at least five (5) days or up to ten (10) days. A copy of the misconduct form will be sent to the parent(s) and a conference will be requested with the student, parent(s) and school official(s) before bus privileges may be restored. A phone conference may be held in place of a personal conference if circumstances necessitate.

Third Offense
The student will be suspended from riding the bus for a period of not less than five (5) days, but not more than ten (10) days. At the end of this period, another conference will be requested advising the student and parent(s) that further misconduct **COULD** result in denial of bus privileges.

Fourth Offense
The student will be suspended from riding the bus for a period of not less than ten (10) days. At the end of this period, another conference will be requested to advise the student and parent(s) that further misconduct **WILL** result in denial of bus privileges for the remainder of the school year.

Fifth Offense
If a student persists in uncontrollable conduct while riding a bus after the fourth offense, he/she **WILL** be suspended off the bus for the remainder of the school year. In such cases, all circumstances will be thoroughly reviewed by school officials before action is taken.

Offenses such as fighting, carrying weapons or explosives on the bus, vandalism, throwing objects on the bus, opening emergency door or windows while bus is in motion, and persisting in uncontrollable conduct may result in suspension from riding the bus even if a student has not had a warning. The acting administrator will determine the period of suspension from riding the bus. Any bus misconduct could result not only in suspension from riding the bus, but also suspension from school, expulsion from school, or referral to the District's Tribunal.

The School District of Calhoun County
Student Code of Conduct
AR JICDA-R Administrative Rule

CALHOUN COUNTY SCHOOL DISTRICT SCHOOL BUS DISCIPLINARY REPORT

Student: _____ School: _____ Grade: _____ Date: _____

Route: AM PM Bus#: _____ Driver's Signature _____

Student Infraction:

- ☐ Fighting
- ☐ Crossing behind or too close in front of bus
- ☐ Improper use of emergency window/door
- ☐ Destruction of property
- ☐ Disobedient/Disrespectful to driver
- ☐ Hitting, Pushing, or Tripping
- ☐ Unsafe Movement
- ☐ Other _____
- ☐ Unsafe Play at Bus Stop
- ☐ Inappropriate Language
- ☐ Annoying other student(s)/driver
- ☐ Crowding entrance/stairwell
- ☐ Unnecessary noise
- ☐ Unnecessary delay in boarding/exiting
- ☐ Standing when space available
- ☐ Smoking
- ☐ Head/arms out of window
- ☐ Throwing objects
- ☐ Littering bus/roadway
- ☐ Sitting Improperly
- ☐ Delaying the bus
- ☐ Eating/drinking on bus

Driver Intervention

- ☐ Warning
- ☐ Other _____
- ☐ Parent Contact/Conference
- ☐ Changed student's seat

Disposition/Administrator's Actions

- ☐ Warning
- ☐ Other _____
- ☐ Parent Contact/Conference
- ☐ Bus Suspension

Notice to Parents

1. Parent will receive notification from school via Administrator contact and student delivered referral.
2. When a student is suspended from the bus, he/she is still required to attend school. Parent must provide the transportation.
3. Suspended students cannot ride morning nor afternoon buses.

_____ _____ _____

Parent's Signature Administrator's Signature Date

Parent's Copy Office Copy Driver's Copy Transportation Copy

SAMPLE