

# **Elementary School**

## **Student Code of Conduct**



**Academic Year**  
**2018 – 2019**

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## DIRECTORY

Main Office - Elementary .....	843-763-1520
Main Office – Middle .....	843-852-7929
Fax.....	843-769-2245
Cafeteria Manager.....	843-852-7920

### Administration

Mr. John H. Clendaniel, Principal  
Mr. Steve Schonveld, Assistant Principal  
Dr. Laney White, Assistant Principal  
Janet Laborde, Curriculum Coordinator

### Front Office

Wanda Colston, Administrative Assistant  
Lynette Harrison, Extended Day Coordinator, Secretary  
Martha Urena, Secretary, Middle School  
Tanessa Fisher, Secretary, Elementary School  
Sarah Selvidge, Secretary, Elementary School  
Melinda Westall, Nurse, Elementary School  
Darcy Guthrie, Nurse, Middle School

### Attendance

Dawn Doyle, Data Clerk, Bookkeeper

### Guidance Office

Tom Harrison, School Psychologist  
Bronwen O’Shea, Guidance Counselor, Middle School  
Susan Chase, Guidance Counselor, Elementary School  
Meghan Uram, Guidance Counselor, Elementary School

**Mission Statement:** The mission of Orange Grove Charter School is to develop students with the intellectual power to become confident, caring, and responsible life-long learners by providing an innovative, supportive learning environment that emphasizes creative and critical thinking skills while respecting individual differences.

**Message from the OGCS Administration: Mr. John H. Clendaniel, Mr. Steve Schonveld, and Dr. Laney White.**

Dear OGCS Family,

Welcome to Orange Grove Charter School. Our school continues to be an outstanding model of cooperation between faculty, parents, students, and the community.

The OGCS code of conduct is presented to you so that you may become familiar with school rules and regulations. It is by no means intended to be an all encompassing document and should not be used as such. Inevitably, there will be times and conditions that warrant closer examination by the administration before a decision can be made and/or consequences given. When necessary, the OGCS administration may withhold privileges from students who have displayed inappropriate conduct in lieu of or in addition to posted consequences. As evident in the pages to follow, it is our goal to maintain a safe and nurturing environment where students have been given every opportunity to learn and be successful.

We expect you to review the OGCS Code of Conduct with your child to maximize their opportunity for a successful year. After you have read the Code of Conduct, please sign and return the last page of this document to your child's teacher. Our expectations for academic excellence and positive behavior are high and we look forward to another great year.

Best Wishes for a Successful School Year,

John H. Clendaniel, Steve Schonveld, Laney White

## Dress Code

**Student Dress:** Orange Grove is a dress code school.

- Acceptable colors for uniform tops are red, white, light blue, navy, and black.
- Acceptable colors for uniform bottoms are khaki and navy.
- The dress code consists of pants, skirts, skorts, jumpers, or shorts.
- Collared shirts that are red, white, light blue, navy, or black (plain or with OG logo only) and spirit shirts are allowed.
- Pants must be slacks – no sweatpants will be permitted.
- Girls may wear blouses without collars.
- Any shirt provided by Orange Grove may be worn as a uniform.
- No spaghetti straps at any time.
- The minimum length of shorts, skirts, etc. must be no shorter than six inches above the knee. Shorts and skirts must be this length or longer even with leggings underneath.
- Tops, with the exception of Orange Grove hoodies and Orange Grove athletic performance shirts, are to be tucked in.
- Clothing must fit appropriately. Pants and shorts will be worn at the waist. Clothing must not be too loose or too tight as deemed by administration.
- Health laws require students to wear shoes at all times. To prevent accidents, students should avoid wearing shoes that slide off easily. Open-toed are acceptable but not recommended. All shoes must have a back or ankle strap. Flip flops, backless sandals (i.e.- Jack Rogers), bedroom shoes including slipper boots, and shoes with wheels are not permitted. Shoes with laces must be tied at all times. Athletic shoes are the most appropriate footwear for safety and comfort on campus.
- Orange Grove athletes will be in professional attire as described by coaches and administration on game days. Sleeveless, see-through, or mesh tops (basketball tank tops, football jerseys, cheerleading tops) must be worn with an appropriate shirt underneath.
- Pants should be worn at the waist.
- ¼ zip pullovers are permitted in school colors.
- Anything full zip is considered a jacket and should not be worn in school.
- Out of dress code notices should be given by the teacher for the first and second offenses. Third offense should be sent to the office. There are three exceptions to the uniform policy:

- **Style Day:** Style Day is sponsored by a grade level or department and is usually held the first three Fridays' of each month. Children pay \$1 and can show their style provided they are dressed in a manner appropriate for school (pants worn correctly, nothing revealing or obscene).
- **Spirit Day:** Spirit Day is the last Friday of each month. Students may wear blue jeans or jean shorts with their school shirt.
- **Field Trips:** Children may be out of dress code only if teachers and office have approved a dress change for the trip.

The administration has the discretion to determine proper or improper dress. Students who are found to be in violation of the dress code are subject to disciplinary action.

Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the school community. Wearing appropriate dress to school promotes a positive influence on the school climate.

## **Transportation and Bus Behavior**

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**Buses are considered to be school property and are subject to the same rules and codes as are enforced on the school grounds proper. Therefore, they are subject to the “withholding of privileges” statement found in the Principal’s message on page 4.**

OGCS provides a system of school bus transportation. This extensive system involves transportation of many students between their homes and school each day. Appropriate behavior by students at bus stops and on the school bus is essential to maintaining safe transportation. Students who do not follow bus rules may face the loss of bus privileges. All disciplinary actions listed in this document are applicable to misconduct on the bus or while in sight of the driver at the bus stop.

The principal or designee has authority over all buses operating to or from school, to include loading or unloading, and the conduct of the students being transported.

Inappropriate behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff review, appropriate disciplinary action will follow.

Should a disciplinary problem arise while the bus is in route to or from school of such a nature that would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location, call the dispatcher, and request police to report to the bus.

Each student is expected to ride his/her assigned bus every day unless permission to do otherwise has been approved by the appropriate administrator.

## **Attendance Requirement for Promotion and/or Credit**

All students previously enrolled in the district and those residing in the state that are entering for the first time shall be counted unlawfully absent for each day missed due to late enrollment.

All absences are defined as Lawful or unlawful. Students having a lawful absence shall be permitted to make up worked missed during the absence. Making up work that was missed during an unlawful absence is at the discretion of the teacher.

If a student is absent for more than five days for a half credit course, a failing grade for that course may be awarded.

If a student is absent for more than ten days for a full credit course, a failing grade for that course may be awarded.

**Attendance Policy:** If a child is absent from school, he/she may not participate in any extracurricular activity (including sporting practice or game) or field trip that day, during or after school.

## **Tardiness**

**It is very important that students be on time at the beginning of the school day.** Schools are required to admit students regardless of their arrival time. However, students who report late are required to report to the front office area to obtain a late pass before being admitted to any classroom or other school area. Reporting to the office is very important in making sure that the student is recorded as present. Students are required to follow the school's tardy policy. **Excessive tardiness will result in disciplinary action.**

## **What does the South Carolina law say about student attendance?**

**South Carolina Code of Laws Section 59-65-10** (as amended) reads:

*All parents or guardians shall cause their children or wards to attend regularly a public or private school ~ of this State ~ from the school year in which the child or ward is five years of age before September first until the child or ward attains his seventeenth birthday or graduates from high school. All children are required to attend a public or private kindergarten beginning at age five. If parents choose not to send their children to kindergarten, they must sign a waiver, which may be obtained at the local school.*

**South Carolina Code of Laws of Section 59-65-20** reads:

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

## **Truancy:**

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A child, at least 6 but not yet 17 years old, who has **accumulated three consecutive unlawful absences or a total of five unlawful absences.**

## **What happens if my child has unlawful absences?**

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1. School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
  - a. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
  - b. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
3. When a student accumulates seven (7) unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
4. In the event that unlawful absences continue following the Truancy Intervention conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

## **Bullying • Harassment • Intimidation**

Bullying, harassment, or intimidation, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, and volunteers will demonstrate appropriate behavior by treating others with civility and respect, and will refuse to tolerate bullying, harassment, or intimidation. Persons who incite others to bully or who gather groups with intent to bully shall be held as guilty of the offense as those who perform these acts.

It is prohibited for any student to bully, harass, or intimidate another person by means of any gesture or written, verbal, electronic (cyber bullying), emotional, or physical act that takes place on school property, at any school-sponsored function (on or off school property), or on a school bus and that:

- Is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity, OR a mental, physical or sensory disability OR any other distinguishing characteristic

AND

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or staff member or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property

OR

- Has the effect of insulting or demeaning any student, group of students, staff member or group of staff members in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

All school employees are required to report alleged violations of this regulation to the principal or designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this regulation. Reports by students may be made anonymously, but disciplinary action may not be based solely on the basis of an anonymous report and will conform to the law and OGCS policies regarding due process. OGCS will provide students with a safe means of reporting incidents of bullying, harassment, and intimidation.

The principal and/or designee is responsible for determining whether an alleged act constitutes a violation of this regulation. In doing so, the principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

OGCS prohibits reprisal or retaliation against any person who reports an act of bullying, harassment, or intimidation. The consequence and remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and district policies and procedures. Should reprisal or retaliation take place outside the jurisdiction of OGCS, OGCS will cooperate to the fullest with law enforcement authorities.

Consequences and appropriate remedial actions for a student found to have falsely accused another as a means of bullying, harassment, or intimidation range from behavioral interventions and/or consequences up to suspension or expulsion.



## Sexual Harassment

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Orange Grove Charter School is committed to maintaining a learning environment for all students that provides for fair and equitable treatment, including freedom from sexual harassment.

It is prohibited for any student, male or female, to harass another student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, teacher, or any other person present in school facilities or at school functions.

Examples of activities, which could constitute sexual harassment, include but are not limited to:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, or pictures
- Spreading sexual rumors
- Inappropriate or suggestive sexual gestures
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements with sexual intent
- Displaying sexually suggestive objects

Any student who believes that he/she has been subjected to sexual harassment by another student, teacher, administrator, adult, or agent of OGCS should file a complaint of the alleged act immediately with the school's designated complaint manager, the assistant principal or the principal. The complaint should be made in writing.

False charges of sexual harassment shall be treated as a serious offense, and those persons making false charges shall be subject to disciplinary action.

## **Search of Persons and Property without Probable Cause**

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In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects.

School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

Any weapons, alcohol, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student recommended for disciplinary actions. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified.

## **Weapons in School**

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No firearms, knives, dirks, razors, metal knuckles, slingshots, bludgeons or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event.

This prohibition shall apply on school grounds, in school buildings, on buses or at school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons.

A firearm is generally defined as a gun or destructive device and will be interpreted in accordance with the State and Federal law.

Violators will incur not only school disciplinary action but also penalties under the law.

## **Alcohol, Drugs, and Other Substances**

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No student shall be in possession of, use, manufacture, sell, dispense, or distribute a controlled substance, a counterfeit controlled substance, an imitation controlled substance (as defined by State law), an illegal drug or narcotic, or chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.

A student shall not be under the influence of any illegal drug, narcotic, controlled substance, chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.

## **Administration of Medications**

School personnel will administer medications only pursuant to district policy and regulation.

No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Permission will be granted only after careful review by the administration in consultation with the registered professional school nurse and the student's parent/legal guardian and physician or legal prescribing party. A Health Management Plan must be completed.

Any medication found in a student's possession (except as described above) will be confiscated by school officials. At the principal's discretion, the student may be sent home, a police report made, and/or disciplinary action taken.

## **Technology**

### **iPads, iPods, Tablets, Chromebooks, etc.**

Unless issued by the school, these must be authorized by administration on an individual basis to be permitted on school campus during school hours. If unauthorized, they will be confiscated, and a disciplinary referral will be issued if deemed appropriate. In the event a search is necessary, all above items found will be confiscated. Items will be returned to the parent only.

### **Telephone**

A student may use the telephone in his or her classroom or the main office for school business only and must have a pass from his/her teacher that period.

### **Cell Phones**

Students may have cell phones, but they must remain off and in their backpack during school hours. This applies to apple watches and any other device that is connected to a smart device via Bluetooth or is connected to wifi. If the cell phone/device is seen or heard:

1<sup>st</sup> offense: it will be confiscated and a parent must come get it.

2<sup>nd</sup> offense: confiscated and parent must come get it, not before one week from when it was confiscated.

3<sup>rd</sup> offense: confiscated and returned at the end of the school year.

# OGCS Student Code of Conduct: Levels of Possible Interventions and Consequences

Level			
1	<p><b>Classroom Level Interventions and Consequences</b></p> <p><b><u>DISORDERLY CONDUCT</u></b> <i>adversely affects a student's educational progress. Level One offenses which relate to problems in the classroom should be dealt with by the teacher. In cases of multiple offenses, Level Two options may be used.</i></p>		
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2	<p><b>Appropriate When Conduct Meets Criteria For Disruptive Conduct Or When Level One Interventions/Consequences Have Become Ineffective</b></p> <p><b><u>DISRUPTIVE CONDUCT</u></b> <i>significantly disturbs the positive learning environment and/or endangers the health or safety of oneself or others. Some instances of Disruptive Conduct may overlap with certain criminal offenses, justifying both administrative and legal sanctions.</i></p>		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <li><b>Parent/guardian notification required</b></li> <li><b>Any of the interventions and consequences in Level One</b></li> <li>Administrator/teacher/parent/student conference</li> <li>Parent/guardian shared responsibility</li> <li>Suspension</li> <li>Administrative detention</li> <li>In School Suspension</li> <li>Community service assignment</li> <li>School/yard/cafeteria detail</li> </ul> </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <li>Administrative probation</li> <li>Loss of participation privileges</li> <li>Saturday school</li> <li>Alternative programs (consistent offenders)</li> <li>Conditional suspension</li> <li>Restitution of property and damages</li> <li>Referral to Law Enforcement</li> <li>Referral to outside agency</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li><b>Parent/guardian notification required</b></li> <li><b>Any of the interventions and consequences in Level One</b></li> <li>Administrator/teacher/parent/student conference</li> <li>Parent/guardian shared responsibility</li> <li>Suspension</li> <li>Administrative detention</li> <li>In School Suspension</li> <li>Community service assignment</li> <li>School/yard/cafeteria detail</li> </ul>	<ul style="list-style-type: none"> <li>Administrative probation</li> <li>Loss of participation privileges</li> <li>Saturday school</li> <li>Alternative programs (consistent offenders)</li> <li>Conditional suspension</li> <li>Restitution of property and damages</li> <li>Referral to Law Enforcement</li> <li>Referral to outside agency</li> </ul>
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3	<p><b>Appropriate When Conduct Meets Criteria For Criminal Conduct Or When Level Two Interventions/Consequences Have Become Ineffective</b></p> <p><b><u>CRIMINAL CONDUCT</u></b> <i>occurs in activities which significantly disrupt the learning environment or pose a direct and serious threat to the safety of oneself or others. These activities require administrative action and may require action by law enforcement.</i></p>		
	<ul style="list-style-type: none"> <li><b>Parent/guardian notification required</b></li> <li><b>Any interventions and consequences from Levels One and Two</b></li> <li>Restricted activity</li> <li>Extended suspension (with approval from the Principal)</li> <li>OGCS and/or community-based alternative programs</li> <li>Recommendation for expulsion</li> </ul>		

# Levels of Offenses

\* School Crime Incident Report required

Offenses/Infractions		Levels		
Code	"See also" indicates a lesser non-criminal version of the category	1	2	3
680	Alcohol Under the Influence/ Possession/ Distribution/ Consumption/ Possession with Distribution			•
780	Ammunition with harmful intent			*
779	Ammunition without harmful intent		•	
500	Arson			•
510	Aggravated assault			*
260	Bomb threat			•
530	Bribery			•
340	Bus violation		•	
190	Cheating/academic dishonesty	•	•	
	Computer misuse			
700	Criminal			•
700	Malicious modification/ misuse <i>Criminal</i>			•
220	Mischievous modification/ misuse <i>Non-Criminal</i>		•	
220	Unauthorized		•	
700	Conspiracy			•
430	Contact violation		•	
	Cutting			
170	Cutting activity		•	
160	Cutting class		•	
172	Cutting detention		•	
173	Cutting Saturday school		•	
150	Cutting school		•	
761	Destruction of property		•	
625	Dishonesty/ lying	•	•	
420	Disrespect to staff		•	
561	Disruptive conduct as determined by administration		•	
565	Disturbing class	•	•	
560	Disturbing school ( <i>see also Disruptive conduct</i> )			•
280	Dress code violation	•	•	
	Drugs			
580	Under the Influence/ Possession/ Consumption			•
570	Distribution/ Possession with Distribution			*
590	Embezzlement			•
780	Explosives – possession or detonation			*
600	Extortion			•
350	False fire alarm			•
	Fireworks			
390	Possession		•	
700	Detonation			•
390	Forbidden device	•	•	
550	Forgery/ counterfeiting ( <i>see also Dishonesty/ lying</i> )			•
620	Fraud ( <i>see also Dishonesty/ lying</i> )			•
386	Frequent offender		•	
630	Gambling			•
250	Gang activity			•
410	Hall pass violation	•		
523	Hits/ touched		•	
640	Homicide			*
660	Kidnapping/ abduction			*
360	Identification violation	•		
360	Chronic ID violation		•	
	Intimidation ( <i>see also Threats</i> )			
650	Intimidating students			•
650	Intimidating staff			•

# Levels of Offenses

\*School Crime Incident Report required

Offenses/Infractions		Levels		
Code	<i>"See also" indicates a lesser non-criminal version of the category</i>	1	2	3
320	Leaving class without permission	•	•	
310	Leaving school without permission		•	
370	Littering	•		
240	Loitering ( <i>see also out of area/ off limits</i> )			•
251	Lynching (assault by 2 or more persons)			•
400	Noise (excessive)	•		
700	Other: Offense (Criminal) • Other acts of criminal conduct as set forth in State and Federal Law			•
701	Other: Offense (Non-Criminal) • Other acts of non-criminal conduct , not otherwise set forth by CCSD policy • Any offense (including offenses off campus) deemed serious enough by the principal that the student's presence in the school would not be in the best interest of other students		•	
290	Obscene gesture	•	•	
200	Out of area/ off limits	•	•	
300	Parking violation		N/A	
710	Pornography			•
581	Possession of an unauthorized substance		•	
380	Probation violation		•	
	Profanity/ abusive language			
210	Toward students	•	•	
210	Toward staff		•	
720	Prostitution			•
524	Provoking a fight		•	
270	Refusal to obey	•	•	
695	Sexual harassment			•
	Sexual offenses			
610	Sexual offense (forcible)			*
690	Sexual offense (non-forcible)			•
	Simple assault			
520	On student ( <i>see also Hits/ touched</i> )			•
520	On staff			•
	Stealing			
540	Burglary			•
670	Larceny/ theft			•
671	Petty stealing		•	
730	Robbery			*
770	Vehicle theft			•
740	Stolen property - possession			•

	Tardiness			
180	School or class	•		
180	Chronic		•	
330	Telephone/ cell phone violation	•	•	
522	Threatening/ Bullying/ Harassing Students		•	
230	Tobacco violation		•	
750	Trespassing			•
760	Vandalism ( <i>see also Destruction of Property</i> )			•
566	Verbal altercation		•	
	Weapons (including imitation weapons)			
780	Weapons Type 0 – Other			*
781	Weapons Type 1 – Hand guns			*
782	Weapons Type 2 – Rifles/shotguns			*
783	Weapons Type 3 – Other firearms			*
784	Weapons in Car			•
785	Weapons – Fake/ Imitation			•

## **Suspension**

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**Suspension** is the temporary exclusion of a student from school and school activities for a period of time not to exceed ten school days for any one offense as determined by the principal or assistant principal.

Under state law, a principal or designated administrator may suspend a student for committing a crime, gross immorality, gross misbehavior, persistent disobedience, violating written rules and regulations or when the presence of the student is detrimental to the best interest of the school or disruptive to the educational process.

A student shall not be suspended without the approval of the School Principal during standardized testing periods or the last ten days of school if the suspension will make the student ineligible to receive credit for the school year unless the presence of the student constitutes an actual threat to a class or a school.

The principal or designee may suspend a student for infractions committed at school. Students suspended out of school may not be on campus for any reason.

### **The parent/guardian shall expect that the school administration:**

1. Conducts an investigation and documents charges
2. Confers with the student
3. Immediately verbally notifies parent/guardian, if possible
4. Provides written notification to student and parent/guardian to include:
  - a. Description of offense
  - b. Length of suspension including dates
  - c. Date for parent conference if necessary



## **Disciplinary Procedures for Students with Disabilities**

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### **Suspension and/or Removal from Placement in Excess of Ten Days**

In the event that a student with a disability is removed from his/her current placement in excess of ten school days during the course of the school year, OGCS shall ensure that services are provided to allow the student to participate in the general curriculum and progress toward meeting the goals of his/her Individual Education Plan (IEP).

Removal of a student with disabilities for more than ten days will constitute a Change of Placement and be addressed by the Multi-Disciplinary Team (MDT).

If the behavior is a manifestation of the disability, the student may not be suspended or expelled, but the IEP team may consider placement options.

### **45 Day Removal**

School administration may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

- Carries a weapon to or possesses a weapon at school, on school premises, or at a school function.
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at at school function.
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

### **Recommendation for Long-Term Removal**

When a student with disabilities is recommended for long term removal by the principal, the MDT (including the Special Education Coordinator) must convene a **Manifestation Determination Review** meeting within ten days of the action, at which time the Local Education Authority (LEA) Representative will:

- Review each statement on the Manifestation Determination Review form
- Review the appropriateness of the IEP
- Review the appropriateness of the placement in the current setting
- Develop or review the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP)
- If a BIP is in place, review the implementation of interventions based on the data collected
- Document any necessary amendments according to the *Office of Exceptional Children Special Education Procedures Manual (OEC Manual)*

#### **If the MDT determines that the behavior IS related to the disability:**

- The IEP team must determine appropriate placement
- Discussion of services to be provided
- Discussion of and revisions to IEP

**If the MDT determines that the behavior IS NOT related to the disability and the student is excluded**, the IEP team must convene immediately to determine placement options.

## Student Records

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**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
Washington, D.C. 20202-5920

400 Maryland Avenue, SW  
U.S. Department of Education

## Glossary:

Ammunition without Harmful Intent: Possession of bullets, pellets, BBs, arrows, darts, or other objects that could be used as a weapon to inflict harm

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire

Aggravated Assault: (Criminal) An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury

Bribery: Offering, giving, receiving or soliciting of money or other items of value to sway the judgment or action of a person

Bullying: Repeated, conscious, willful, and deliberate intent to physically, socially, or verbally antagonize or distress someone else; a direct or indirect behavior over a period of time that makes a person feel unsafe or uncomfortable

Cheating/Academic Dishonesty: Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials such as notes, books, without permission

Community Service: An unpaid service for the benefit of the public that is performed as part or all of a consequence for committing an offense

Computer Misuse: Unauthorized or inappropriate use of computers

Criminal: Using school computers to commit a criminal act such as hacking into servers, altering school data, etc.

Malicious Modification / Misuse: Purposely damaging school system computer resources (Criminal offense)

Mischiefous Modification / Misuse: Unauthorized modifications of school system computers that do not permanently damage the system resources

Unauthorized: Using computer resources without permission

Conditional Suspension: Possible temporary exclusion of a student from school grounds for a prescribed time period, which may be avoided if the parent/guardian of the student agrees to attend a conference with school administrators – Failure to meet with the school administrator will result in suspension from school. Use of this consequence with special needs students should be in accordance with their IEP.

Conspiracy: Joining in an agreement to do an unlawful or wrongful act

Contact Violation: Students who continue to have physical contact after being warned to stay away from one another

Core Team: A team of individuals who meet regularly to problem solve and develop intervention strategies for students who exhibit academic and behavior problems that significantly interfere with the learning process

Criminal Offense: Any behavior that is considered against the law

Cutting Activity: Failure to attend or complete a school scheduled event such as class, activity, assembly, detention, Saturday school, etc.

Destruction of Property: (Non-criminal; the lesser offense of Vandalism) Minor damage or defacement of property belonging to the school or others

Detention: Keeping a student for a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction

Dishonesty/ Lying: (Non-criminal; lesser offense of Forgery/ Counterfeiting) Failure to tell the truth

Disrespect: Inappropriate comments or physical gestures toward students, staff, or others

Disruptive Conduct: (Non-criminal version of Disturbing School)

Disturbing Class: Behavior that interferes with instruction, learning, and a safe and orderly environment which includes but is not limited to chronic talking, throwing objects, horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.

Disturbing School: (Criminal) Willful disturbance of school activities that prevents the orderly conduct of school, classes, or activities or that unnecessarily interferes with the safety of students or teachers in school

Due Process: A student facing disciplinary action must be provided an oral and written notice of the allegations. He/she will have the opportunity to hear the evidence and respond prior to disciplinary action. A student who poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible.

Embezzlement: The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control

Extortion: To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means

Forbidden Device: Contraband item such as lighter, radio, CD player, Gameboy, i-Pod, laser pointer, camera, toys, dice, cards, etc.

Forgery/ Counterfeiting: (Criminal) The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud

Fraud: (Criminal) Deliberately deceiving another in order to damage them – usually, to obtain property or services from him or her unjustly

Frequent Offender: Student who has accrued multiple disciplinary infractions

Gambling: Betting or wagering money or something else of value; assist, promote, or operate a game of chance for money or some other stake

Gang Activity: Three or more persons conspiring to or engaged in causing a disturbance or interrupting the learning environment

Hits/touched: Student slaps or otherwise touches another student with force and then immediately withdraws from the situation

Infraction: An offense or behavior that breaks a rule

Intervention: A deliberate attempt or action to improve a student's behavior, social, or academic progress in a positive direction

Intimidation: (Criminal; see also threats as a lesser offense) To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack – Intimidating behaviors can be made in person, over the telephone, electronically, or in writing.

Loitering: (Criminal) Wandering on school premises without apparent business such that the person poses a threat to public safety

Lynching: A physical attack by two or more persons on another person meant to cause bodily harm or injury

Other Offenses: Non-criminal conduct that is not covered in the existing list or codes – may include the arrest or indictment for an off-campus crime that might lead to school disruption

Plagiarism: Deliberately presenting the ideas, works, or statements of another as one's own without acknowledgement of the source

Pornography: Possession or distribution of obscene material

Probation: Disciplinary status granted in lieu of a more severe consequence on the promise of good behavior in the future – Probation should be for a definitive period of time during which time critical examination and evaluation of the student's progress should take place.

Probation Violation: Infraction(s) resulting in the student breaking a written probation contract

Provoking a Fight: Student attempts to initiate a physical altercation through words, deeds, or physical aggression

Refusal to Obey: Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance which includes but is not limited to walking away when an adult is talking to you, talking back to an adult, refusal to work in class, refusal to report to the office, refusal to allow search, etc.

Restitution: Replacing items that were stolen or damaged or providing fair market value by way of compensation or service

Saturday School: Attending school on Saturday for disciplinary or academic reasons

Sexual Harassment: Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment.

Sexual Offenses:

Forcible: Any sexual act on another person without his/her consent

Non-forcible: Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behaviors

Shared Responsibility: The principal may request that a parent/guardian attend school with the student for a period of time not to be less than one full school day. The parent or guardian attends all classes and periods with the student, including lunch, and sits next to the student for the entire school day. In the event that the parent/guardian cannot participate in shared responsibility, then alternative consequences may be imposed. If a parent refuses to accept shared responsibility, the principal will pursue the next appropriate consequence.

Simple Assault: An unlawful physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury

Student Problem-Solving Worksheet: Method of intervention whereby the student completes a guided worksheet to think through the actions that resulted in reprimand, evaluate all of the factors involved, and gain a better understanding for future alternatives in similar situations

Tardy: Arriving late to school or class

Threats: Making statements or gestures of intent to do physical harm to a staff member or student; also includes bullying and harassing

Trespassing: Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion

Vandalism: (Criminal; see also Destruction of Property as a lesser included offense) Willfully or maliciously destroying, damaging, or defacing personal or school property

Verbal Altercation: An exchange of words between students resulting in conflict

Withholding Privileges: Loss of student's privileges or rights to participate in school sponsored activities

Work Detail: Specific tasks required of a student as a mode of discipline which may include yard or janitorial work, at a designated time. Tasks may not be performed during an academic period.

Unauthorized Substance: Any chemical compound or material which is categorically not permitted on school grounds or at school related activities

## **Code of South Carolina**

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*Notice of Regulations: Upon admission to school, each student shall be given a copy of these rules and a form of acknowledgment to be signed by the parents/guardians and returned to school.*

### **Legal Authority:**

The Board of Directors is required by the State Statute (see Sections 59-15-40, 59-19-90 et. Seq. and 59-63-210 et. Seq. Code of Laws of South Carolina, 1976, and Act No. 340 of the Acts of 1967) to make and adopt rules setting forth standards of scholastic achievement and standards of conduct and behavior that must be met by all students as a condition to the right of such students to attend school at OGCS. The rules shall take into account the necessity of proper conduct on the part of all students and the necessity for scholastic progress in order that the welfare of the greatest number of students shall be promoted, even though such rules may result in the ineligibility of students who fail to observe the required standards and may require the suspension or permanent dismissal of such students.

### **Application of Code Jurisdiction:**

The Code of Conduct and its provisions are in effect during regularly scheduled school hours as well as at such other times and places, including, but not necessarily limited to: school-sponsored events, field trips and athletic functions where appropriate public school administrators have authority over students or the behavior has a direct effect on the order and general welfare of the school.

Provisions of this Code of Conduct regarding Vandalism and/or Destruction of School Property and Theft of School Property are applicable whether or not school is open or in session at the time the offense is committed.

### **State Statute 59-24-60 Law Enforcement Notification:**

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

## **Acceptable Use of Technology**

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### **1. Purpose**

To establish the Board's vision and the basic structure for the acceptable use of technology resources in Charleston County School District.

### **2. Acceptable use**

It is the policy of OGCS and Charleston County School District that use of district information technology shall be lawful and ethical, shall be for district educational or business purposes, shall conform to district technology and security standards, and shall comply with all applicable board policies and regulations.

This policy constitutes an Internet safety policy within the meaning of the Children's Internet Protection Act (47 U.S.C. § 254). This policy shall be implemented through the following acceptable use standards for information technology.

### **3. Applicability**

The following acceptable use standards for information technology (standards) are applicable to every employee, contractor, student or other person who uses, accesses or otherwise interacts with a OGCS or Charleston County School District information technology system.

### **4. Scope**

These standards shall include the following OGCS or Charleston County School District information technology systems:

- telephones, cell phones, PCS devices, radios, pagers
- computer systems, hardware, software, personal digital assistants (PDAs), wired and wireless networks
- e-mail, web, intranet and Internet services
- video systems including distance learning and ETV systems
- application systems including, but not limited to, district financial systems, human resource systems and student information systems
- other information technology or electronic communications systems

### **5. Acceptable use standards for information technology**

Access to and use of OGCS or Charleston County School District information technology systems is subject to the following standards. By accessing or using applicable systems, the user accepts without limitation or qualification the terms and conditions of these standards.

#### **5.1 Use shall be lawful and ethical.**

- Unlawful, threatening, harassing, libelous, defamatory, obscene or offensive use is prohibited.
- Access to visual depictions that may be obscene, pornographic or harmful to minors is prohibited.
- Using false or deceptive identity is prohibited.
- Unauthorized access to, or alteration or disruption of, a communications or computer system is prohibited.
- Copyrighted material which may include software, text, music, graphics or other media.
  - Display of the copyright symbol is not required for protection under the Copyright Act.
  - Permission of the author or copyright owner is required for copying, downloading or distribution.
  - Presence on the web does not mean an item is in public domain.
  - Permission for software use shall be evidenced by license. 'Shrink-wrap' licenses shall be complied with. Records of licenses shall be maintained. Copying or distribution shall comply with "Fair Use" provisions of the Copyright Act when applicable.
- Use must comply with all applicable Charleston County School District policies, regulations and directives.

#### **5.2 Use shall be for district educational or business purposes.**

- Personal calls on desktop or 'wireline' phones are limited to incidental local calls.
- Personal long distance calls and personal cell phone calls are reimbursable to OGCS.

## **6. Conditions of use**

OGCS operates technology protection measures to protect against access through district computers to material that is obscene, pornographic or harmful to minors.

Users are cautioned that such technology protection measures are not considered 100% effective. Use of district computers by minors to access the Internet shall be supervised at all times to comply with the standards of this policy.

Employee and student use of OGCS electronic communications and computer systems shall be filtered and may be monitored, logged, disclosed, deleted, or terminated by the district.

Employees and students have no expectation of privacy in use of OGCS information technology and electronic communications.

Employees have a duty to protect district information and technology resources entrusted to their use.

Employees shall report violations of these standards to district authorities.

Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

OGCS may change these standards without prior notice when it deems such changes to be in its best interest.

## **7. Disclaimers**

No warranties for the accuracy, quality, functionality or availability of technology and communications are expressed or implied by this policy and these standards.

OGCS assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-district technology including, but limited to, non-district websites which may have interconnecting links with district websites.

Users are cautioned to use care due when accessing non-district information technology resources.

Legal references:

A. Federal law:

1. 47 U.S.C. Section 254(h) - Children's Internet Protection Act.
2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.
3. 17 U.S.C. Section 101, et seq. - Copyright Act.
4. 18 U.S.C. Section 1030 - Computer Fraud and Abuse Act of 1986, as amended.
5. 18 U.S.C. Section 2510 - Electronic Communications Privacy Act of 1986.

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

1. Section 16-3-850 - Encountering child pornography while processing film or working on a computer.
2. Sections 16-16-10, et seq. Computer Crime Act.



**ORANGE GROVE CHARTER SCHOOL CODE OF CONDUCT  
ACKNOWLEDGEMENT OF REVIEW 2018-2019**

**Please Print Student's Full Legal Name**

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Dear Parent/Guardian:

Each student has the right to learn in a safe and secure environment. Inappropriate behavior which adversely affects the learning environment will not be tolerated. Please review the **OGCS Student Code of Conduct** with your child. His/Her teachers have taken time to discuss the policies which are outlined in this very important document. This **OGCS Student Code of Conduct** is a vital part of daily student life, supporting a safe and secure learning environment.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the **OGCS Student Code of Conduct**. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the **OGCS Student Code of Conduct** with your child, please sign and return the signed form to the school. These forms are submitted annually.

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I have read and discussed the **OGCS Student Code of Conduct** with my child. I understand that the Student Code of Conduct applies to all students at all times on all school district property, at school sponsored events, and in school vehicles.

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**Parent's/Guardian's Signature**

**Date**

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**Student's Signature**

**Date**

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See also Technology Use Agreement on back



**Please return this form to your child's teacher.**