

# *Student Discipline Code*

## **INTRODUCTION**

Dillon School District Four is proud of the students and the great honor they have consistently brought to themselves, their parents, and the school district. Our students have excelled in the classroom, on the athletic field, and in the community. Most of our students are excellent examples of good citizens. They exemplify good behavior, are rarely absent from school, and enjoy the academic challenges they face.

However, there are a few students who refuse to accept responsibility for their own behavior. Some are determined to avoid any serious effort to gain an education or respect the common code of behavior. Consequently, it is difficult for teachers to teach and serious students to go about the important business of learning.

This Discipline Code Book identifies unacceptable student behavior in our schools. Appropriate disciplinary acts will be applied for students who commit the offenses listed in the Discipline Code Book.

Every student, teacher and administrator will be provided a copy of this Discipline Code Book.

## **AUTHORITY OF THE BOARD OF TRUSTEES**

The Board of Trustees may authorize or order the expulsion or suspension of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or State Board of Education. The Board may also authorize or order the expulsion or suspension of any student when the presence of the student is detrimental to the best interest of the school. When a student commits an offense that is also a violation of the South Carolina Code of Laws, the appropriate law enforcement authorities will be notified.

59-63-210; 59-63-240 code of Laws of SC, 1976

## **NOTE TO PARENTS AND STUDENTS**

It is the responsibility of parents/guardians to ensure that their children exhibit acceptable behavior. The Discipline Code Book has been established by the administration and endorsed by the local Board of Trustees.

## **DECISION PROCESS**

The building administrators make decisions on infractions based on discipline precedents. If an unusual situation occurs, the principal will contact the appropriate district level administrator prior to finalizing the decision.

## **EXPLANATION OF IMPORTANT TERMS**

**ADMINISTRATIVE HEARING:** An administrative hearing occurs when there is a serious concern about a student's behavior. A violation of an offense requiring an administrative hearing will result in a minimum three (3) days out-of-school suspension pending a hearing and, if necessary, notification of law enforcement authorities. The violation may also lead to a recommendation for expulsion from school. The hearing will take place at a time and site set by the Superintendent or designee after the parent has contacted the superintendent's office for the hearing. Students with multiple violations within Levels I or II may be recommended for an administrative hearing by the principal or designee.

**ASSAULT, AGGRAVATED:** 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 involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**ASSAULT, SIMPLE:** An unprovoked 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.

**BULLYING:** When a person intimidates/hurts someone on purpose and keeps doing it over and over again

**CONSEQUENCE:** The relationship of a result or effect to its cause.

**CRIMINAL CONDUCT:** A student charged with criminal conduct or returning from an incarceration in the penal system may be denied readmission to school. The student may appeal the non-admittance to the Board of Trustees.

**CYBERBULLYING:** Online social cruelty that involves sending or ousting harmful or cruel text or images using the Internet or other communication devices.

**DISCIPLINE OF STUDENTS WITH DISABILITIES:** Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. The student's disabling condition will be taken into consideration when deciding whether or not a particular form of discipline is to be utilized.

**ELECTRONIC COMMUNICATION DEVICE:** Electronic communication devices include mobile/cell telephones, pagers, walkie-talkies, or other telecommunication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor. This includes, but is not limited to, receiving or placing calls, text messages, surfing the Internet, checking phone messages or receiving or responding to email.

**EXPULSION:** Expulsion means the loss of privilege to attend classes or other school functions for the remainder of the school year. Every expelled student has the right to petition for readmission for the following school year, unless permanently expelled as an incorrigible student.

Reference Policy: JKE; Administrative Rule: JKE-R

**FIGHTING:** An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching where there is no major injury or disruption.

**HORSEPLAY:** Rough or Boisterous Play.

**IN-SCHOOL SUSPENSION (ISS):** The school administrator will assign students to in-school suspension as indicated in the Discipline Code Book. The student may not attend regular classes, but rather will be assigned to the in-school suspension room for the entire time of the suspension. A parent conference is required for the student to re-enter regular classes.

**NOTE:** The schools with no In-School Suspension will be at the Principal's discretion.

Reference Policy: JKD; Administrative Rule: JKD-R

**INTOXICANT:** Any mind altering substance that excites beyond self-control.

**LAWFUL ASSEMBLY:** A lawful assembly is any function that is supervised by an appropriate staff member and has been approved by principal or designee.

**OFFENSE:** An offense is a violation of school rules occurring on any school property, while riding a school bus, or while attending any day or night function or activity under the jurisdiction of the school. Misbehavior related to SC High School League sanctioned events and any other school extracurricular activity, whether on or off campus, is subject to the Student Discipline Code Book.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Suspension from school for a specified number of days up to ten (10) for any one offense means the student may not attend classes or any other school function, ride a school bus, or enter school grounds except for a prearranged conference with a school administrator. When a student is suspended from a class or school, the administrator shall notify, in writing, the parent or guardian, giving the reason for such suspension and setting the time and place when the administrator shall be available for a conference with the parent or guardian. The conference shall be held within three (3) school days of the suspension.

Reference Policy: JKD; Administrative Rule: JKD-R

**OVERNIGHT SUSPENSION:** The school administrator will assign suspension effective from the end of the school day on which the violation occurred, and reinstatement will be immediate following a conference between a parent or

guardian and the school administrator. It is the student's responsibility to inform parents, and the parents' responsibility to set up the conference. If the student returns to school without a parent conference, he/she will not be allowed to return to class until a parent/guardian comes to the school for a conference.

Reference Policy: JKD; Administrative Rule: JKD-R

**SEXUAL HARASSMENT:** Dillon School District Four will not tolerate on the part of students or staff any behavior of a sexual nature that adversely affects a student's education or creates a hostile or abusive educational environment. A student or parent may report any serious or ongoing harassment to the appropriate school authority for prompt investigation. The district will take the necessary steps to ensure that any student who is found to have engaged in such behavior will be subject to disciplinary action and possible expulsion.

Reference Policy: JC; Administrative Rule: JC-R

**UNLAWFUL ASSEMBLY:** A group of two or more students congregating with the intent to disrupt the daily school routine, refusing to attend classes, exciting a riot, gathering in an unauthorized area, etc.

- Bullets represent offenses
- ❖ Stars represents examples
- Dashes indicate rules

## LEVEL I – BEHAVIORAL MISCONDUCT

Behavioral misconduct is any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs classroom or school.

**The following Level I offenses are referred to the office after the teacher, classroom assistant, or other school personnel have exhausted all identified school guidelines.**

Behavioral misconduct may include, but is not limited to the following:

### LEVEL I-A OFFENSES

<u>021</u>	No Form Returned (required parent/guardian signature)
<u>030</u>	Violation of Class Rules
<u>360</u>	I.D. Violation (failure to display I.D. card on the front of the body above the waist) <b>NOTE: Applies to grades 4-12</b>
<u>410</u>	Hall Pass Violation

## CONSEQUENCES

### FIRST TIME

Teacher warning (student and office copies), Parent contacted

### SECOND TIME

Teacher warning (student and office copies) or **ISS**, Parent contacted

### THIRD TIME

Parent conference or parent required for reinstatement if **ISS**

### FOURTH TIME

Principal's discretion

## LEVEL I-B

### OFFENSES

180 Tardiness (late to school/class)

## CONSEQUENCES

### FIRST TIME

Administrative warning after three (3) times

### SECOND TIME

One (1) day **ISS** after six (6) times

### THIRD TIME

One (1) day **OSS** after each subsequent accumulation of three (3) tardies

### Acceptable Excuses for Tardiness:

- ❖ A signed note from medical, court, law enforcement, or other authority indicating the reason for the pupil's tardiness
- ❖ Accidents that can be documented by the principal, including any police report or witness, is available
- ❖ Malfunctioning automobiles directly causing the tardiness with documentation to principal's satisfaction; any frequent use of this excuse for tardiness might result in the student being advised to secure more dependable transportation
- ❖ Other acceptable excuses at the administrator's discretion

### Examples of Unacceptable Excuses for Tardiness:

- ❖ Oversleeping
- ❖ Missing the school bus (unless the school bus departed from its regular schedule)
- ❖ Arriving late due to dependence on another person (parent, student, or anyone else)
- ❖ Walking to school
- ❖ Being held up in traffic
- ❖ Trouble with a vehicle that could have been anticipated and controlled (example: insufficient gas)

## LEVEL I-C

### OFFENSES

**In the interest of health, safety, cleanliness and decency among students, the district will follow these administrative rules:**

280 Dress Code Violation (the principal or designee will determine whether a student has violated the code). A student in violation of the policy will change to more appropriate clothing.

- State health regulations require that shoes and shirt must be worn at all times in a public building.
- Tank tops, tube tops, and halter tops are not permitted.
- Head wear; i.e., hats, caps, scarves, bandannas or hair rollers are not to be worn in the building.
- Sunglasses are not to be worn unless they are prescribed for a specific purpose or length of time.
- Bare midriffs, see-through garments, and clinging and revealing clothing, such as but not limited to biker shorts and pants, surfer pants, form-fitting knit clothing and undergarments type T-shirts are not permitted.
- Garments or jewelry bearing obscene messages, profane or suggestive language, provocative or suggestive pictures, weapons, advertisements of drugs or alcohol or inappropriate phrases are not permitted.
- Shorts, skirts and culotte type clothing must be worn at normal waistline level and must not be shorter than three inches above the knee.
- Apparel indicating membership in a club or organization, other than an officially recognized sponsored group of the school, is not permitted.
- Pants must be worn at the normal waistline. Any exposure of the body, underwear, or second garment not worn properly will not be permitted.
- Clothing that, in the judgment of the principal, is distracting, unclean, unsafe, or otherwise disruptive to the educational process is not permitted.

## CONSEQUENCES

### FIRST TIME

Administrative warning / Parent contacted to bring change of apparel.

### SECOND TIME

One (1) day **ISS**, parent conference required for reinstatement

### THIRD TIME

Principal's discretion

## LEVEL I-D

### OFFENSES

002 Other Offenses (Minor)  
003 Bite/Pinch/Spit  
004 Contraband (over the counter medication)  
006 Dishonesty  
014 Hit/Kick/Push

<u>017</u>	Inappropriate Behavior
<u>018</u>	Inappropriate Materials
<u>024</u>	Running
<u>290</u>	Obscene Gesture
<u>370</u>	Littering

**CONSEQUENCES**

*FIRST TIME*

Overnight suspension, parent conference required for reinstatement

*SECOND TIME*

One (1) day **ISS**, parent conference required for reinstatement

*THIRD TIME*

Two (2) days **ISS**, parent conference required for reinstatement

*FOURTH TIME*

Principal's discretion

**LEVEL I-E**

**OFFENSES**

<u>004</u>	Contraband (possession of tobacco, lighter, or other paraphernalia)
<u>016</u>	Inappropriate Language (student)
<u>200</u>	Off Limits / Unauthorized Area
<u>210</u>	Profanity

**CONSEQUENCES**

*FIRST TIME*

Administrative warning

*SECOND TIME*

Two (2) days **ISS**, parent conference required for reinstatement

*THIRD TIME*

One (1) day **OSS**, parent conference required for reinstatement

**LEVEL I-F**

**OFFENSES**

<u>005</u>	Detention Violation
<u>007</u>	Disrupt Class
<u>011</u>	Forgery
<u>012</u>	Harassment
<u>027</u>	Threat
<u>150</u>	Cutting School
<u>151</u>	Truant
<u>152</u>	Habitual Truant
<u>153</u>	Chronic Truant
<u>160</u>	Cutting Class
<u>170</u>	Cutting Activity
<u>240</u>	Loitering
<u>320</u>	Leaving Class without permission

<u>400</u>	Excessive Noise
<u>420</u>	Disrespect
<u>560</u>	Disturb School
<u>TDV</u>	Truancy Diversion

**CONSEQUENCES**

*FIRST TIME*

Two (2) days **ISS**, parent conference required for reinstatement

*SECOND TIME*

Three (3) days **ISS**, parent conference required for reinstatement

*THIRD TIME*

Two (2) days **OSS**, parent conference required for reinstatement

*FOURTH TIME*

Three (3) days **OSS**, parent conference required for reinstatement

**LEVEL I-G**

**OFFENSES**

<u>330</u>	Phone Violation
<u>390</u>	Electronic Communication Devices

**CONSEQUENCES**

Device will be confiscated and submitted to the office.

**LEVEL I-H**

**OFFENSES**

340 Specified bus offenses will be dealt with as follows:

- Behavior that distracts the driver and impairs the safe operation of the bus such as loud noise, refusal to be seated, etc.
- Pushing, shoving, tripping, etc., while boarding, riding or departing bus
- Extending arms and/or head out of the bus window at any time
- Throwing objects in or out of the bus at any time
- Operating/tampering with the bus door or emergency door
- Use of emergency door except in case of an emergency or bus evacuation drill
- Refusing to allow another student to sit in a seat
- Using profanity
- Threatening another student

**CONSEQUENCES – to be determined by Administration and Bus Supervisor**

*FIRST TIME*

Written warning, parent notification

*SECOND TIME*

Three (3) day bus suspension, parent notification

*THIRD TIME*

One (1) week bus suspension, parent notification

*FOURTH TIME*

Two (2) weeks bus suspension, parent notification

*FIFTH TIME*

Three (3) weeks bus suspension, parent notification

*SIXTH TIME*

*ALL YEAR* bus suspension, parent notification

**IF A STUDENT RECEIVES A REFERRAL FOR OTHER MISBEHAVIOR LISTED IN THE STUDENT DISCIPLINE CODE BOOK, THE STUDENT WILL ALSO RECEIVE THE APPROPRIATE BUS SUSPENSION. FOR EXAMPLE, FIGHTING FIRST TIME WILL AUTOMATICALLY RECEIVE AT LEAST A THREE (3) DAY BUS SUSPENSION, SECOND TIME A FIVE (5) DAY SUSPENSION, ETC. SEVERITY OF THE OFFENSE WILL BE CONSIDERED.**

**LEVEL II - DISRUPTIVE CONDUCT**

Disruptive conduct is any activity in which a student engages that is directed against persons or property, and the consequences of which tend to endanger the health or safety of himself/herself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify **Disorderly Conduct (Level I)** as **Disruptive Conduct (Level II)**: if the student engages in the activity three or more times. **Disruptive conduct may include, but is not limited to the following:**

**LEVEL II-A**  
**OFFENSES**

- 020 Major Disruption
- 028 Throwing rocks or other objects at a person or on school property or a school bus.
- 230 Use of tobacco products in building, on school vehicles, on school grounds, or on school trips.
- 270 Refusal to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include supervision of students.
- 310 Leaving School
- 760 Vandalism
- BIV Behavior Intervention

**CONSEQUENCES**

*FIRST TIME*

Two days **ISS**, parent conference required for reinstatement

*SECOND TIME*

One (1) day **OSS**, parent conference required for reinstatement

*THIRD TIME*

Principal's discretion, Parent conference required for reinstatement

**LEVEL II-B**  
**OFFENSES**

- 002 Other Offenses (Minor)
- 009 Fighting (a physical confrontation not resulting in bodily injury)
- 013 Harassment – Sexual
- 015 Inappropriate Affection
- 016 Inappropriate Language Toward Authority
- 023 Property Misuse
- 220 Computer Violation (disruptive conduct involving the use of computers or other related equipment)
- 250 Gang Activity
- 390 Electronic Communication Devices (photos/videos/audio – during school day or school activity)
- 650 Intimidation
- 651 Bullying
- 652 Cyberbullying
- 680 Alcohol/ Liquor Law Violation
- 690 Non-Forcible Sex Offense
- 750 Trespassing

**CONSEQUENCES**

*FIRST TIME*

Three (3) days **OSS**, parent conference required for reinstatement

*SECOND TIME*

Five (5) days **OSS**, parent conference required for reinstatement

*THIRD TIME*

Five (5) days **OSS**,  
Pending administrative hearing

**LEVEL III-CRIMINAL CONDUCT**

Criminal conduct is any activity in which a student engages that results in violence to himself/herself or to another person or property or which poses a direct and serious threat to the safety of himself/herself or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

**Criminal conduct may include, but is not limited to the following:**

**LEVEL III-A**  
**OFFENSES**

- 009 Fighting (a physical confrontation resulting in bodily injury)
- 010 Fireworks (smoke bombs, bottle rockets, firecrackers, etc.)
- 019 Indecent Exposure
- 023 Property Misuse
- 025 Sex Violation
- 027 Threat (school personnel)

<u>029</u>	Urinate
<u>220</u>	Computer Violation (criminal conduct involving the use of computers or related equipment)
<u>250</u>	Gang Activity - Unprovoked Physical Abuse (student(s) attack another student without provocation) and/or Gang Attacks (student(s) attack, threaten or intimidate another student)
<u>350</u>	Setting Off False Fire Alarm
<u>380</u>	Probation Violation
<u>430</u>	Contract Violation
<u>500</u>	Arson
<u>520</u>	Assault Simple
<u>530</u>	Bribery
<u>540</u>	Burglary
<u>550</u>	Counterfeit / Forgery
<u>560</u>	Disturb School
<u>580</u>	Drug Possession and/or Use
<u>590</u>	Embezzlement
<u>600</u>	Extortion
<u>610</u>	Forced Sexual offense
<u>620</u>	Fraud
<u>630</u>	Gambling
<u>670</u>	Larceny / Theft
<u>680</u>	Liquor Law Violation
<u>700</u>	Other Offenses (Serious)
<u>730</u>	Robbery
<u>740</u>	Stolen Property
<u>760</u>	Vandalism
<u>770</u>	Vehicle Theft

**CONSEQUENCES**

LEVEL III-A offenses require out-of-school suspension (three days minimum), administrative hearing, notification of parent/guardian and, if necessary, notification of law enforcement.

**LEVEL III-B**  
**OFFENSES**

<u>260</u>	Bomb Threat
<u>510</u>	Assault - Aggravated
<u>570</u>	Drug Distribution of Controlled Substances / and or Selling / Purchasing
<u>575</u>	Drug Usage
<u>640</u>	Homicide
<u>660</u>	Kidnapping/Abduction
<u>789</u>	Weapons (see descriptions)
<u>780</u>	Other Weapons
<u>781</u>	Handguns
<u>782</u>	Rifles/Shotguns
<u>783</u>	Other Firearms

<u>784</u>	Knifeblade > 2 (State)
<u>785</u>	Knifeblade > 2.5 (Federal)
<u>786</u>	Knifeblade < 2 (State/Federal) Exposed

**CONSEQUENCES: Principal's Discretion**

LEVEL III-B offenses require administrative hearing, notification of parent/guardian, expulsion and notification of law enforcement.

300 PUPIL OPERATION OF MOTOR VEHICLES  
\* **Vehicles are subject to search**

1. Driving vehicles on school property is a privilege granted by the Board of Trustees. Misuse of a motor vehicle on school property, in any manner, may result in the withdrawal of this privilege. All students driving vehicles to school are required to display a current parking permit, as designated by the school, each year that the student is in attendance and parking on campus.
2. Students must park only in the area designated for student parking permit. Students are not penalized during the first ten (10) days of school for not having a permit. After the first ten (10) days, penalties will be imposed.
3. Penalties will be imposed for the following:

- Failure to display current permit after the first ten (10) days of school
- If, after loss of driving privilege, a student still violates driving regulations, the student will be suspended from school and driving privileges may be revoked for the remainder of the school year.
- If a student parks on campus without a current permit after the first ten (10) days of school, the vehicle may be towed away at the owner's expense.
- Vehicles used in violating school regulations may be denied parking privileges for the remainder of the school year.
- Students are required to park and leave their vehicles when they arrive in the morning. They are not to return to the parking lot without permission from a building administrator until they are ready to leave for the day.

- The school must be called prior to driving any vehicle which does not display a sticker. Temporary transportation situations should not occur more than twice a year for a student, and/or for no longer than a three (3) day period at any time.

**This page is to be returned to the  
student's homeroom teacher.**

I have read and understand the Student Discipline Code Book. I understand what is expected of students in Dillon School District Four.

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Student's Printed Name

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Student's Signature

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Parent's Signature

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Date

Questions concerning information in the code book should be directed to the principal, assistant principals, or school guidance counselors.

Dillon School District Four is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, disability, religion, national origin, marital status, immigrant status or English-speaking status.