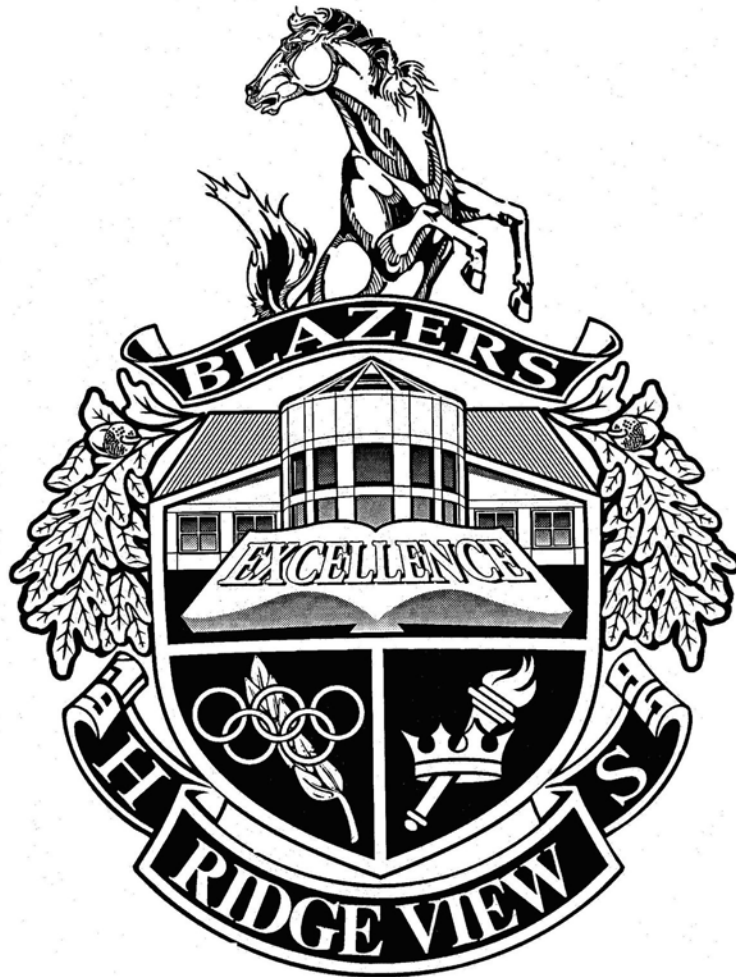


Richland School District Two

STUDENT CONDUCT

Ridge View High School



Policies and Guidelines: The following presents a guideline for student behavior. No attempt is made to include every situation arising during a school year. Administrators will deal with all occurrences through a fair, common sense approach. In addition to the material below, students are responsible for information given during student orientations, which take place during the first two weeks of school or when a student enters the school during the year.

Student Behavior Code: The Board of Trustees recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of the District's schools. It shall be the philosophy of the District, however, to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. No disciplinary action shall be taken without all procedural rights being afforded to students and their parents as provided by State law, State Board of Education regulation, or the policies of this District. The Behavior Code has been developed by Ridge View High School to include recommendations from board policies. The following listing of offenses and the required or recommended dispositions are submitted for the information of students, parents, and school personnel.

Disciplinary actions will include appropriate hearings and review, and the removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

1. who is on the school property;
2. who is in attendance at school or any school-sponsored activity; or
3. whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the schools.

A. Disorderly Conduct - Level I

1. Disorderly conduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb classroom or school.
2. Acts of disorderly conduct may include, but are not limited to:
 - a. classroom tardiness;
 - b. cheating on examinations or classroom assignments;
 - c. lying;
 - d. acting in a manner so as to interfere instructional processes
 - e. abusive language between or among students;
 - f. failure to complete assignments or carry out directions;
 - g. use of forged notes or excuses;
 - h. cutting class (individual or organized group);
 - i. school tardiness;
 - j. truancy;
 - k. profane language or obscene gestures;
 - l. disorderly behavior;
 - m. leaving class without a pass;
 - n. improper dress (see Dress Code);
 - o. eating in the halls;
 - p. entering unauthorized areas;
 - q. inappropriate displays of affection;
 - r. giving your computer security code to another student;
 - s. accessing unauthorized areas/information on computer network;
 - t. failure to appropriately wear the proper ID card and/or improper use of ID cards;
 - u. possession or use of electronic equipment (CD, tape, radios, lasers, etc.);
 - v. other disorderly acts as determined by the board

B. Disruptive Conduct - Level II

1. Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions , intervention of law enforcement authorities and court proceedings. Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs repeatedly.
2. Acts of disruptive conduct may include, but are not limited to the following:
 - a. use of, possession of or being under the influence of an intoxicant (see District Policy JCDAB on pg.11);
 - b. fighting;
 - c. vandalism (minor);
 - d. stealing;
 - e. threats against others;
 - f. trespass;
 - g. abusive language to staff;
 - h. refusal to obey school personnel or agents (such as volunteer aides, substitutes or chaperones whose responsibilities include supervision of students);
 - i. possession or use of unauthorized substances including tobacco products, non-prescription drugs, “look-a-like” drugs, and drug paraphernalia (including rolling papers), as defined by law or local school board policy
 - j. illegally occupying or blocking in any way school property with the intent to deprive others of its use;
 - k. unlawful assembly;
 - l. disrupting lawful assembly;
 - m. unlawful possession of a paging device, including cellular phones;

B. Disruptive Conduct - Level II—continued

- n. inappropriate verbal or physical conduct of a sexual nature;
- o. other disruptive acts determined at the school level which are not inconsistent with board policy.

Consequences for Level I Conduct

- a. verbal reprimand;
- b. withdrawal of privileges;
- c. detention/work detail;
- d. parent conference;
- e. parent shadowing (a parent/guardian is required to attend school with the student—this option may be used only once during the semester);
- f. corporal punishment (n/a in HS);
- g. in-school suspension/out of school suspension;
- h. referral to a student hearing board.

Consequences for Level II Conduct

- a. temporary removal from class;
- b. alternative education program;
- c. in-school suspension;
- d. out-of-school suspension;
- e. transfer;
- f. referral to outside agency;
- g. expulsion;
- h. restitution of property and damages, where appropriate, may be sought by local school authorities;
- i. parent conference;
- j. parent shadowing (a parent/guardian is required to attend school with the student—this option may be used only once during the semester);
- k. referral to a student hearing board
- l. other sanctions as approved by the board.

Notes:

S.C. Constitution · Article XVII, Section 14 - Must be over 21 to possess distilled liquors.
S.C. Code of Laws, 1976, as amended: · Section 16-17-530 - Students who come to school in an intoxicated condition or conduct themselves in a disorderly or boisterous manner, could be arrested for a misdemeanor. · Section 59-67-150 - Drinking alcoholic liquors on a school bus is prohibited. · Section 20-73-370 - Must be 21 to possess fermented liquors. District Two Policy Code JCDAB · Purpose: To establish the basic structure for the Board's prohibition of student drug and alcohol use. No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or other controlled substance (as defined in the Student Behavior Code - JCDA-R) in the following circumstances: - on school property (including buildings, grounds, vehicles) - at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic event is taking place) - in route to or from, or during anyfield trip during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents · In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, manner and any statements made by the student may be considered without regard to the amount of alcohol/controlled substance consumed. · No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any controlled substance or alcoholic beverage by any other student or students in any of the circumstances listed above. · No student will possess, market, or distribute any substance which is represented to be or which is substantially similar in color, shape, size or markings to a controlled substance or to an alcoholic beverage in any of the circumstances listed above. · All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their effort to stop the sale, possession and use of controlled substances. · The administration will suspend students who violate this policy and recommend expulsion. The Board has a zero tolerance for alcohol or controlled substances on and around school grounds and at school sponsored activities. The Board intends to expel all students involved in these illegal activities and may, under circumstances it deems appropriate, permanently expel students involved in drug /alcohol offenses. All students who are expelled for a violation of this policy will be required to enroll in and successfully complete a drug/alcohol rehabilitation program approved by the school district as a condition for their readmission to school.

C. Criminal Conduct - Level III

1. Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself 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.
2. Acts of criminal conduct include, but are not limited to the following:
 - a. assault and battery;
 - b. extortion;
 - c. bomb threat;
 - d. possession, use, or transfer of a weapon (this includes a pistol, knife, blackjack, multi-fingered rings, etc; possession of incendiary or explosive devices including ammunition for a weapon such as bullets, shotgun shells, etc.; chemical substances such as mace);
 - e. sexual offenses;
 - f. vandalism (major);
 - g. theft, possession, or sale of stolen property;
 - h. arson;
 - i. furnishing or selling unauthorized substances, as defined by board policy;
 - j. distribution, sale, purchase, manufacture or unlawful possession of a controlled substance;
 - k. threatening to take the life of or to inflict bodily harm upon school personnel, school volunteers or members of their immediate families;
 - l. possession, use or transfer of "look-a-like" weapons;
 - m. disturbing the school;
 - n. fireworks (possession or use of);
 - o. illegal pulling of or tampering with a fire alarm.

Consequences for Level III Conduct

- a. out-of-school suspension;
- b. referral to an outside agency;
- c. expulsion;
- d. restitution of property and damages, where appropriate, may be sought by local school authorities.

D. Extenuating, Mitigating or Aggravating Circumstances

The board confers upon the superintendent and his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction.

E. Paging Device

(portable/cell phones are considered to be paging devices)

1. No student may possess a paging device while:
 - a. on school property;
 - b. attending a school sponsored or school related activity on or off school property.
2. The district will make an exception to this rule under the following circumstances:
 - a. a student under age 18 may possess a paging device if the student needs the paging device for a legitimate medical reason;
 - b. a student age 18 or over may possess a paging device if:
 - i. the student is an active member of a volunteer firefighting organization;
 - ii. the student is an active member of a volunteer emergency service organization;
 - iii. the student needs the paging device for a legitimate medical reason.
3. Before a student may have a paging device at school, the principal must have written, approved evidence on file of the

student's medical need or membership in voluntary firefighting or emergency medical service organization.

4. The principal of each school will decide what constitutes a legitimate medical reason consistent with any guidelines established by the Board and/or by the State Department of Education.

Consequences of Violation of Paging Device Policy

1. A student who has a paging device without permission as outlined in this policy is subject to discipline at the school level as provided by board policy (JCDA-R).
2. On the first offense, the device will be confiscated and may be returned to a parent/guardian at the end of the semester in which it was taken. A signed contract remains in effect as long as the student is in RSD2. For subsequent offences, the device will be confiscated and will not be returned; the student will be suspended.

F. Discipline of Handicapped Students

Special Education students may be disciplined for rule infractions. However, there are certain procedures that must be followed and/or time limits that must be observed:

- 1) Students may not be removed from the school environment for more than 10 school days in a school year (there are some exceptions, but this is the general rule).
Things that count as removal from school:
OSS, administrative leave, suspension from the bus (if they do not come to school that day).
Things that do not count as removal from school:
ISS, suspension from the bus (if they come to school that day).
- 2) Students who are recommended for expulsion must have a Manifestation Determination meeting. This is an IEP meeting in which the IEP team decides if there is a relationship between the offense(s) and the disability.

If there is no relationship, then matters proceed to the expulsion hearing.

If there is a relationship, then the IEP decides consequences and any necessary adjustments to the student's IEP.

- 3) Students who are expelled will continue to receive educational services. This is done through placement in the Interim Educational Setting (in the same building as Blythewood Academy) or through homebound services.

G. Gangs

The Richland School District Two Administrative Staff will maintain conditions on school property which are safe for students and staff in accordance with law and the standards set by the Richland District Two Board of Trustees. In meeting this commitment, the Board prohibits the presence and activities of gangs on or near school property. A gang is defined as "any nonschool sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or 'turf,' or any action that threatens the safety or welfare of others." The Board makes the following findings with respect to gangs and gang activities:

1. Gangs which initiate or advocate activities which threaten the safety and the well-being of persons or their possessions anywhere on or near school property are harmful to the educational process of Richland School District Two.
2. The use of hand signals* and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in gangs, create a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. * Ridge View High School allows only traditional handshakes.

3. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property or at school functions and at school related activities are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students. Students who initiate or participate in gangs or secret societies as stipulated above will be disciplined in a manner which may include, but not be limited to, detention, removal from extra-curricular activities, suspension and/ or expulsion and arrest by law enforcement.

H. Dress Code

Ridge View requires compliance with the dress code policy established by the RSD2 School Board. Richland Two students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

- *Clothing and/or appearance should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted.*
- *Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This included heavy chains not made as jewelry, fishhooks, multiple-finger rings, studded bracelets or collars, nose/lip-to-ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment will not be allowed.*
- *Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. In determining whether or not a student is in violation of the prohibition of the wearing/display of a gang-related item, the district will maintain an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories.*

- *Bandanas, do-rags and hats are not allowed on campus and will be confiscated. Non-issued hats will be confiscated and returned to the parent. Do not bring any headgear to school during regular school hours. Picks and combs are not allowed in hair. Hair items such as plastic headbands, barrettes, and ribbons are permitted. School administrators will not be held liable for confiscated items.*
- *Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes and bedroom slippers are not permitted.*
- *Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive (i.e. no drug, alcohol, weapons, etc. related clothing). Lower garments should be of adequate length (generally shorts and skirts should be fingertip length when the wearer's arms and fingers are extended fully) to assure modesty when the student is seated or engaged in school activities.*
- *Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place.*
- *Shirts must be tucked in to the extent that belts or waistbands are clearly visible at all times.*
- *Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low-cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter tops, shirts with spaghetti straps and see-through shirts will not be allowed.*
- *Clothing must cover waist, shoulders and back with no skin showing between the top garment and bottom garment.*
- *Pants and slacks must not touch the floor (no bagging, sagging, or dragging clothing).*
- *No exposed undergarments.*
- *No transparent or mesh clothing.*
- *No apparel that is too revealing.*
- *No clothing that is excessively form fitting (i.e. spandex).*
- *No sunglasses may be worn inside the building.*
- *No wallet chains or other type chains that may be dangerous.*

Students may not continue to attend class wearing inappropriate clothing. **Neither parents nor students will place the burden of enforcing the dress code SOLELY on the school.** Parents and students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students. Administrators and faculty members are expected to strictly enforce the dress code at all times.

The student will be counted absent for any time missed due to inappropriate dress. The school administration will determine the amount of lost instructional time a student must make up due to being out of class for inappropriate dress. The instructional time will be made up after school and at the financial expense of the student's parent for a certified teacher to remain and instruct the student. Failure to do so may result in a student repeating the course(s).

Consequences of Dress Code Violations

- Student will be required to return home and change into appropriate attire, parent can bring proper clothing to school, or student will be sent to ISS
- Repeated violations (2 or more) of this dress code shall be treated as disruptive behavior in violation of the Student Code of Conduct; however dress code violations shall not carry over on the student's discipline record to subsequent years.

Note: Uniforms for physical education class are required and available for purchase at the school. (9th and 10th graders taking P.E.: Failure to dress for P.E. will result in dismissal from class and three (3) hours detention.)

I. Searches

Pursuant to state law, persons entering school property are deemed to have consented to a search of their persons and property (Act 373 of 1994).

The use of trained canines to search for controlled substances in Ridge View High School will be on a random, unannounced basis, at the

request of the school principal. A trained canine, with a qualified and authorized handler, may go into the school to sniff lockers, desks, and any items within the school or the exterior of the automobiles. Should the dog alert its handler to the presence of any controlled substance, school officials would then have reasonable basis to conduct a search of the person in accordance with the procedures set forth in this policy.

J. Technology Discipline Plan

Richland School District Two defines electronic communications as the use of technology equipment for communicating with people or computers. This communication may be for the purpose of sending, receiving, or storing information as well as for operating software. Examples of electronic communications include the use of electronic mail systems, searching the Internet for information, and applying computer software to teaching, learning, and administrative tasks. Data management consists of activities involved in sending, receiving or storing data. Data can be found in many different forms such as software, graphics, text, video and audio. These types of data are capable of being stored on computers or portable media such as floppy diskettes, magnetic tape, or CD-ROM.

Access to the Richland Two electronic communications system(s), including the Internet, shall be made available to students and employees for instructional and administrative purposes and in accordance with administrative rules and regulations. All users shall be required to acknowledge receipt and understanding of all administrative rules and regulations governing use of the system(s) and shall agree to comply with such regulations and guidelines. Noncompliance with regulations will result in disciplinary actions consistent with Richland Two policies and regulations regarding students' and employees' conduct.

Richland Two will develop and implement administrative rules and regulations and user guidelines consistent with the purposes and mission of the district and with the law and policy governing copyright.

Electronic mail transmissions and other uses of the electronic communications system(s) by students and employees shall not be considered confidential and may be monitored at any time by the designated staff to ensure appropriate use for educational or administrative purposes.

The district will not be liable for the user's inappropriate use of the district's electronic communication resources or for violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The superintendent or designee will oversee the district's electronic communications system(s). The posting of official district, school or department materials on the district's electronic communications system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The district's system(s) will be used only for administrative and instructional purposes consistent with Richland Two's mission and goals.

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the regulations for network use and the district's acceptable use guidelines. Training in the district's system(s) will emphasize ethical use of the system(s) resources.

Copyright software or data may not be placed on any of the district's computers without permission from the holder of the copyright. Only the owner(s) or individual the owner(s) specifically authorize, may place copyrighted materials on computers.

Access to Richland Two's electronic communications system(s) will be governed as follows: with the approval of the superintendent, principal, or division/department supervisor or designee, users will be granted appropriate access to the district's system(s).

The system coordinator at the district as well as the principal, or department supervisor, or designee at the school for the electronic communications system(s) will:

Be responsible for administering and enforcing the district policy, administrative rules, regulations for the network and guidelines for

student and employee access.

Ensure that all employees supervising students who use the district's system(s) provide training emphasizing the appropriate uses of these resources

Be authorized to monitor or examine all systems activities deemed appropriate to ensure the proper use of the system(s)

Be authorized to set limits for computer storage utilization on the system as needed

The following standards will apply to all users, including student users, of Richland Two's electronic information/ communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with the district's policies and regulations.

- *The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or applicable state or federal law.*
- *System users shall maintain electronic information in accordance with established guidelines.*
- *System users may not use or attempt to obtain another person's ID password.*
- *System users may not place programs or data on the district's system(s) without appropriate authorization from the system's coordinator.*
- *System users may not knowingly bring prohibited materials into the district's electronic communications system(s).*

Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system(s), or any of the agencies or other networks that are connected to the Intranet and Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance or operation will be viewed as violations of district policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes but is not limited to the placement, transmission, or creation of viruses or other data programs that negatively impact the computer or system.

The Ridge View High School Acceptable Use Policy (AUP) for the Richland Two network, school technology and Internet access

Access to the school network and technology resources is a privilege available to all students; however, the account access may be disabled if student use is inappropriate. Student access to the Internet will be provided only through the Ridge View High School local/wide area network and the school's Internet provider. **Any parent or guardian, who would prefer not to have his /her child access school technology, the network and Internet, should notify the principal in writing.**

Consequences of Technology Offenses

These offenses will be treated as vandalism. Consult your student handbook to understand the related disciplinary actions. In the least, the offenses above will result in the student being denied access to the network for a period of time. The overall goal of this discipline is to make the student a responsible, considerate, and ethical user of online resources.

Restrictions: Parent(s) and Guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Ridge View High School supports and respects each family's values regarding LAN and Internet access. **Any parent or guardian, who would prefer not to have his/her child access the network and Internet should notify the principal in writing.**

TERMS AND CONDITIONS FOR LAN/WAN AND INTERNET ACCESS

The Internet user is responsible for his/her actions and activity within his/her usage. Ridge View High School is not accountable for any costs incurred to the user while online. Unacceptable uses of the LAN/WAN will result in disciplinary action. Some examples of unacceptable use are:

- Access, create, download, or display offensive or obscene messages or pictures
- Use obscene or defamatory language
- Participate in Internet chat rooms or messaging
- Install, download, or play games or programs of any kind without permission
- Give out personal information about oneself or another student, such as name, address, phone number, or location
- Harass, insult, defame, or attack others
- Damage computers, altering computer systems or networks
- Violate copyright laws, such as illegally installing or copying software
- Try to obtain or use another person's password
- Trespass in another person's folders, work, or files, vandalizing the data of another user
- Posting anonymous messages or attributing one's communications to another individual
- Intentionally wasting limited resources such as paper, data storage space, or time online.
- Employing the network for financial gain
- Gaining unauthorized access to resources including using another student's account
- Neglecting to log out all programs and the network when leaving the computer station

K. Sexual Harassment

Sexual harassment of students by District employees, other students, or third parties associated with schools is prohibited. Employees are also prohibited from engaging in inappropriate conduct of a sexual nature towards students. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. The District will take prompt, appropriate and responsive action to end sexual harassment or inappropriate conduct of a sexual nature, and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense which are important elements of a proper response to a particular allegation of sexual harassment of a student or inappropriate conduct of a sexual nature directed towards a student.

Any student who believes he/she has been subjected to sexual harassment is encouraged to report the matter to his/her parents and to a teacher, guidance counselor, or administrator at the school. The student is also encouraged to file a written complaint in accordance with Richland District Two's Board Policy JI, and its accompanying Administrative Rule.

Students who file complaints of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

L. 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. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

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

