



2009-2010

GRADES 9-12

PUPIL DISCIPLINE CODE

Revision XXVII – March 2009

**INTRODUCTION:
THE PUPIL DISCIPLINE CODE AND YOU**

The students of Florence School District One have consistently brought great honor and distinction to themselves and their parents, the school district, and, of course, the Florence community. Their accomplishments in the classrooms, on the athletic field, and in community service are well known and highly praised.

Most students are excellent examples of good citizens. They are rarely absent or tardy, recognize the importance of learning, enjoy the challenges of increased responsibility, form healthy relationships with staff and other students, participate in school activities of their choice, and in general, meet the demands of growing up and getting an education in a most satisfactory manner.

However, a few students seem unable or unwilling to accept responsibility for their own behavior. Some seem determined to avoid any serious effort to gain an education or to respect common rules of behavior. Worse still, they sometimes make it difficult for serious students to go about the important business of learning.

This Discipline Code identifies unacceptable pupil behavior in our schools. Pupils who commit the offenses listed in this Code will be disciplined as indicated.

Every student and employee has been provided with a copy of this Code. Parents and the general community have been made aware of this Code, and a personal copy of the Code will be provided to any resident upon request.

AUTHORITY OF THE BOARD OF TRUSTEES

The Board of Trustees may authorize or order the expulsion, suspension, or transfer 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, suspension, or transfer 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 S.C., 1976

NOTE TO PARENTS/GUARDIANS AND STUDENTS

Even though the Code attempts to be comprehensive, the Code cannot cover every possible student misbehavior. **Administrators are given the authority to deal with behaviors not covered by the Code.** Offenses in Categories I, II, III, and IV are cumulative.

PARENT/GUARDIAN RESPONSIBILITY

Although a discipline code is established by a local Board of Trustees, the school system is not responsible for teaching discipline standards to students. It is the responsibility of parents/guardians to ensure that their child(ren) exhibit acceptable behavior.

DECISION PROCESS

Decisions on discipline infractions are made by the administrators of the building based on discipline precedents. If an unusual situation occurs, the principal will contact the appropriate district level administrator prior to finalizing the decision. If a student referred to the office is suspended out-of-school, in-school or overnight, the parent/guardian will be notified and is required to attend a parent/student administrator conference prior to their child(ren) being readmitted to school.

EXPLANATION OF IMPORTANT TERMS

OFFENSE: This 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 S.C. High School League sanctioned events and any other school extracurricular activity, whether on or off campus, is subject to the Pupil Discipline Code.

ADMINISTRATIVE HEARING OFFICER: The Superintendent may appoint one or more persons to serve as administrative hearing officers. In that role, they serve as the designee of the Superintendent and the official representative of the District. The decision of a hearing officer is final unless appealed to the Superintendent in writing within five (5) working days of the decision of the hearing officer.

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) day out-of-school suspension pending the scheduled 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 district's hearing officer after the parent/guardian has contacted the District Office for the hearing. Students with multiple violations **within a category** in more than one category may be recommended for an administrative hearing by the principal or designee.

EXPULSION: The Board of Trustees may authorize or order the expulsion 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 the State Board of Education. 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 succeeding school year, unless permanently expelled as an incorrigible student. A student previously expelled and facing an expulsion hearing for the second year in a row will be denied attendance in the regular school program and may be recommended for permanent expulsion.

SECOND EXPULSION

A student removed from the traditional school setting for a second time due to expulsion, attendance in the Alternative School, or Adult Education, will not be readmitted to the traditional school program in District One. The student accepted into Alternative School or Adult Education may continue if he/she meets the program guidelines.

ALTERNATIVE SCHOOL

A student assigned to the Alternative School for the first time may be returned to his/her home school after completing a minimum of 45 school days and being recommended for return by the principal, alternative school coordinator, and Director of Secondary Education. If approved, the student would return to the home school at the beginning of the next grading period. A principal has the authority to veto a student's return one time.

A student who remained in Alternative School due to a principal's veto may be eligible for consideration after a second 45-day period. If the principal exercised a second veto, the final decision will be made by the Superintendent or his designee.

BOARD HEARING

If a student is expelled and appeals to the Board of Trustees, a hearing will be scheduled. At the hearing the parent/guardian will be asked if they wish an open or closed hearing. Once the hearing begins the school administration will present its case including any witnesses. The

student and parent/guardian will present their case including any witnesses. The Board members may ask questions of either party. The Board will go into executive session to deliberate the issue. Once out of the executive session the Board will render a decision, which is final.

STUDENT REINSTATEMENT AFTER ADMINISTRATIVE HEARING

The parent/guardian of a student allowed to return to school following a hearing will be informed of the conditions of return. The parent/guardian, student, and hearing officer will sign a statement acknowledging the consequences if a second administrative hearing is necessary. The signed statement will be placed in the school file. If the parent/guardian refuses to sign the statement, the form will so note and be placed in the file.

A subsequent violation by a student readmitted following an administrative hearing may result in a second administrative hearing and a probable recommendation for expulsion from school.

The student and parent/guardian, upon reinstatement, will meet with the first available guidance counselor following the administrative hearing.

TRANSFERS: A student transferring in from another school district with a history of disciplinary problems may be admitted to the school at the discretion of the building principal. If denied admission, the student has the right to appeal to the Board of Trustees.

LAW ENFORCEMENT: 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.

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.

OUT-OF-SCHOOL SUSPENSION: 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 a school, the administrator shall notify, in writing, the parent or legal guardian, giving the reason for such suspension and setting a 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 date of the suspension.

IN-SCHOOL SUSPENSION: The school administrator will assign students to in-school suspension as indicated in the discipline code. 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/guardian conference is required for the student to re-enter regular classes.

DEFINITION:

1. The in-school suspension program is offered as an alternative to suspension out-of-school.
2. The building administrators will assign students to the in-school suspension program and determine the length of time to be spent in the program.
3. A conference with the student, parent/guardian, and administrator is required before the student is released from the in-school suspension program to re-enter regular classes.
4. Students who are assigned to the in-school suspension program are required to complete their regular classroom assignments. If assignments are completed, the student is expected to complete additional assignments or reading assigned by the ISS proctor.
5. Proper behavior in the in-school suspension room is expected of every student.
6. Students refusing to report to in-school suspension will be given an automatic three (3) day out-of-school suspension.
7. Students in grades 9-12 will not be assigned to in-school suspension more than two (2) times for offenses in Category III. Each subsequent violation will result in a two (2) day out-of-school suspension or administrative hearing.

NOTE: Students who commit an offense at the Career Center will be placed in the in-school suspension program at his/her home school.

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/guardians, and the parents'/guardians' responsibility to set up the conference. If the

conference is held prior to the beginning of the next school day, the student will suffer no loss of class/activity privilege. If a student returns to school without a parent/guardian conference being held, the parents/guardians will be contacted by the school. The student will remain in the office until the parent(s)/guardian(s) come for the conference or arrangements are made by the parent(s)/guardian(s) with the administrator.

COUNSELING: Counseling may be provided for students who violate a discipline code offense. It will be determined by the principal, his/her designee, or upon request by parent(s)/guardian(s).

MAKE-UP WORK: All work missed due to an absence must be made up within five (5) school days as scheduled by the teacher(s). If a student has more than one graded assignment to make up, the student and teachers will agree on a schedule. Failure to make up the assignment will result in a zero for the work.

**ENFORCEMENT PROCEDURES OF
THE PUPIL DISCIPLINE CODE**

- A. A staff member observing any violation of the Pupil Discipline Code shall take immediate action to rectify the student's misconduct.
- B. If, in the opinion of the staff member, a certain misconduct is not immediately rectifiable, the student should be referred to the appropriate administrator for action as specified in the Pupil Discipline Code.
- C. The administrator should confer with the student and, if necessary, effect the appropriate disciplinary action.
- D. A complete record of the procedures should be maintained.
- E. If warranted, the student should be removed immediately from the school environment. A parent or guardian should be notified as soon as possible.
- F. If appropriate, law enforcement authorities should be notified as soon as possible.
- G. Established due process procedures shall be followed when applicable.
- H. Any student reinstated following an administrative hearing will be referred to a guidance counselor upon return to school. Students violating the Code several times, but not requiring an administrative hearing, will receive counseling from an administrator (principal, assistant principal or guidance counselor), or may be referred to an outside source.

DISABLED STUDENTS

Disabled students are not exempt from the disciplinary process 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. Disabled students will continue to be handled through the current due process procedures that may allow students to return to the regular program after two expulsions.

PROCEDURES FOR SUSPENSION/EXPULSION OF DISABLED STUDENTS

1. If a disabled student commits an offense(s), which may lead to suspension, the administrator will first consider the student's disabling condition and what alternative punishment, if any, is desired.
2. If suspension without an administrative hearing is justified, the administrator will follow standard district suspension procedures, including written notices to parent/guardian and a referral will be made for a Functional Behavior Assessment/Behavioral Intervention Plan when appropriate.
3. If a disabled student is suspended for an administrative hearing, the building administrator must notify district office personnel to ensure that a mutually convenient date and time is scheduled with the parent/guardian, school officials, and hearing officer. In no case may the student be suspended for more than ten (10) days. Indefinite suspensions are not permitted under South Carolina law. Parents/guardians have the responsibility to attend the hearing.
4. If a disabled student is suspended for an administrative hearing and expulsion is recommended by the school officials, the building administrator must immediately notify district office personnel who will arrange for both a manifestation meeting, and the administrative hearing. The multi-disciplinary team will review the list of offenses committed, determine whether or not the student committed the offenses, and if the offenses are related to the disabling condition of the student. If the committee feels the expellable offense(s) was related to the student's disability, expulsion will not be used. However, the committee may recommend a more or less restrictive placement.
5. Parents/guardians will be informed of their due process rights, as appropriate.

CATEGORY I

CATEGORY I-A

OFFENSE 1-

Making a bomb threat.

OFFENSE 2-

Possession, use, or transfer of a gun.

OFFENSE 3-

Threatening, intimidating, or act of physical abuse to school personnel or agents (chaperones, volunteers, etc.).

OFFENSE 4-

Unprovoked physical abuse: Gang attack (two or more students attack, threaten or intimidate another student).

OFFENSE 5-

Sale, attempted sale, or distribution of alcohol, drugs, controlled substances, drug paraphernalia, or purported substances.

**CATEGORY I-A OFFENSES 1-5 REQUIRE
EXPULSION, ADMINISTRATIVE HEARING,
NOTIFICATION OF PARENT/ GUARDIAN,
COUNSELING, AND, IF NECESSARY, NOTIFICATION
OF LAW ENFORCEMENT.**

CATEGORY I-B OFFENSES 6 - 23

OFFENSE 6-

Use, transfer, or possession of dangerous weapons, or other items able to cause bodily harm.

OFFENSE 7-

Arson.

OFFENSE 8-

Setting off false fire alarm.

OFFENSE 9-

Extortion or blackmail.

OFFENSE 10-

Sale or distribution of unauthorized substances (e.g. non-alcoholic beer).

OFFENSE 11-

Use, under the influence of, possession of alcohol, drugs, unauthorized (e.g. non- alcoholic beer), controlled substances, purported substances, or drug paraphernalia.

OFFENSE 12-

Obscene or profane language, gestures, printed material, or inappropriate language to school personnel or agents.

OFFENSE 13-

Invasion of privacy including inappropriate sexual behavior, molestation, area off limits to that sex, and violation of others' property and person.

OFFENSE 14-

Major vandalism (restitution of property and damages by parent and/or student in addition to other penalties).

OFFENSE 15-

Major theft, sale, or possession of stolen property, e.g. musical instruments, car speakers, shoes, book bags, etc. (restitution of property and damages in addition to other penalties).

OFFENSE 16-

Language, behavior, or disrespect which demeans, insults, incites, or is inflammatory to others based on ethnic, cultural, gender, or individual differences.

OFFENSE 17-

Student access to inappropriate Internet sites; violation of acceptable use policy.

OFFENSE 18-

Student altering computer setup (e.g. password, security, setting, etc.) Entering chat rooms or using e-mail without permission.

OFFENSE 19-

Sexual harassment: unwanted sexual attention by another student that can threaten a student's physical or emotional well being, whether it occurs on or off school grounds.

OFFENSE 20-

Igniting or possession of fireworks.

OFFENSE 21-

Provoked physical abuse (administrators are expected to interview all participants to determine cause of altercation. The willing participant(s) will be suspended.) A willing participant is one who does not seek intervention by a school staff member prior to altercation.

OFFENSE 22-

Possession, use and/or transfer of substance or object replicating drugs, pistol, black jack, knife, or any other weapon able to cause bodily harm.

OFFENSE 23-

Unprovoked physical abuse (student[s] attack another student without provocation).

CATEGORY I-B OFFENSES 6- 23 REQUIRE OUT-OF-SCHOOL SUSPENSION, (OFFENSES 6-22 – 3 DAYS MINIMUM) (OFFENSE 23 – 5 DAYS MINIMUM), ADMINISTRATIVE HEARING, NOTIFICATION OF PARENT/GUARDIAN, COUNSELING, AND, IF NECESSARY, NOTIFICATION OF LAW ENFORCEMENT.

CATEGORY II

CATEGORY II OFFENSES ARE ACTIVITIES DIRECTED AGAINST PERSONS OR PROPERTY AND THE CONSEQUENCES OF WHICH TEND TO ENDANGER THE HEALTH OR SAFETY OF ONESELF OR OTHERS. BASED ON THE JUDGEMENT OF THE PRINCIPAL, A CATEGORY II OFFENSE MAY RESULT IN AN ADMINISTRATIVE HEARING WITH A RECOMMENDATION FOR EXPULSION FROM SCHOOL. A STUDENT VIOLATING AN OFFENSE MORE THAN THE LISTED NUMBER OF TIMES WILL BE GIVEN A THREE (3) DAY OUT-OF-SCHOOL SUSPENSION AND POSSIBLE ADMINISTRATIVE HEARING.

THREE INDIVIDUAL REFERRALS OF CATEGORY II OFFENSES MAY RESULT IN AN ADMINISTRATIVE HEARING.

OFFENSE 24-

Smoking, and/or use of tobacco products in building, on school vehicles, on school grounds, or on school trips.

OFFENSE 25-

Deliberate refusal to follow request by school personnel or agents.

OFFENSE 26-

Trespassing by a suspended student.

CATEGORY II-A OFFENSES 24-26 REQUIRE:

FIRST TIME:

Two (2) Days OSS (out-of-school suspension)

Parent/guardian conference required for reinstatement

Signed parent/school statement on consequences for future Code violation(s)

SECOND TIME: Administrative Hearing

OFFENSE 27-

Cell phones and other paging devices are not to be turned on or operative at school.

- Operative/turned on cellular telephones and paging devices

are not allowed in the school building during the regular, academic school day (7:30 a.m.-3:45 p.m.).

- Cellular telephones and paging devices are allowed after school during extra-curricular activities.
- Cellular telephones and paging devices are allowed in student vehicles.

Students using devices to send text messages, pictures, or use in a way that violates others or disturbs school will be charged with the appropriate offense within the code; i.e., cheating, invasion of privacy, disturbing, etc. The school principal or his/her designee reserves the right to limit and/or confiscate these devices if the use of the device is causing a disruption to the school. The device is to be returned to the parent at the conference or if requested by the parent, returned to the parent after 24 hours. The school is not responsible for confiscated items lost, damaged or stolen due to a violation of this offense.

CATEGORY II-B OFFENSE 27 REQUIRES:

FIRST TIME: 1 Day ISS (In-School Suspension)-*device returned after completion of suspension*

SECOND TIME: 2 Days ISS (In-School Suspension)-*device returned after completion of suspension*

THIRD TIME: One (1) Day OSS (Out-of-School Suspension)-*device returned after completion of suspension*

OFFENSE 28-

Threatening, bullying, intimidating, harassment, taunting, verbal or written abuse of another student, inciting a fight or disturbance (but not participating), cyber-bullying (an electronic communication).

OFFENSE 28 REQUIRES:

FIRST TIME: One (1) day OSS (Out-of-School Suspension - parent/guardian conference required)

SECOND TIME: Two (2) days OSS (Out-of-School Suspension - parent/guardian conference required)

Counseling (required)

THIRD TIME: Administrative hearing

OFFENSE 29-

Disrespect to school personnel or agents (administrator will discuss referral with staff member.)

Major or gross disrespect: automatic administrative hearing.

OFFENSE 29 REQUIRES:

FIRST TIME: 2 Days ISS (In-School Suspension -
Parent/guardian conference required)

SECOND TIME: 2 Days OSS (Out-of-School Suspension -
Parent conference required)

Counseling (required)

THIRD TIME: Administrative Hearing

CATEGORY III

CATEGORY III OFFENSES INTERFERE WITH NORMAL OPERATION OF THE SCHOOL DAY FOR BOTH STUDENTS AND SCHOOL PERSONNEL. A STUDENT VIOLATING AN OFFENSE MORE THAN THE LISTED NUMBER OF TIMES WILL BE GIVEN A THREE (3) DAY OUT-OF-SCHOOL SUSPENSION AND POSSIBLE ADMINISTRATIVE HEARING.

CATEGORIES III AND IV- PARENT/GUARDIAN OPTION THE PRINCIPAL OR DESIGNEE MAY PERMIT A PARENT/GUARDIAN TO ATTEND SCHOOL A WHOLE DAY WITH THEIR CHILD IN LIEU OF OUT-OF-SCHOOL SUSPENSION. IF ACCEPTED, THE PRINCIPAL OR DESIGNEE WILL SECURE WRITTEN AGREEMENT FROM THE PARENT/GUARDIAN AT THE CONFERENCE FOR AN AGREED UPON DATE OF ATTENDANCE. IF NOT ACCEPTED BY THE PARENT/GUARDIAN, THE STUDENT WILL RECEIVE THE REQUIRED OUT-OF-SCHOOL SUSPENSION.

OFFENSE 30-

Displaying/possessing gang materials/signs/ symbols

OFFENSE 30 REQUIRES:

FIRST TIME: Overnight Suspension

SECOND TIME: One (1) Day OSS (Out-of-School Suspension) **Counseling (required)**

THIRD TIME: Two (2) Days OSS (Out-of-School Suspension) **Counseling (required)**

FOURTH TIME: Administrative Hearing

CATEGORY III-A OFFENSES 31-41

OFFENSE 31-

Minor vandalism (restitution of property or damages in addition to other penalties)

OFFENSE 32-

Stealing/possession of stolen property (books, pens, annuals, hats, etc.)

OFFENSE 33-

Trespassing by student from an in-district campus

OFFENSE 34-

Failure to attend class (leaving without permission, does not report as given permission, does not attend scheduled class/homeroom after being on school grounds)

OFFENSE 35-

Leaving school grounds without permission (once a student arrives on campus, unless receiving permission from an administrator, the student is expected to remain on the campus {building, parking lot, and landscaped areas})

OFFENSE 36-

Forgery or falsifying information; falsely accusing another person of committing an act of harassment, intimidation, or bullying.

OFFENSE 37 –

Possession of smoking materials (Since students are prohibited from possessing tobacco products, items confiscated will be given to parent/guardian at re-admittance conference.)

OFFENSE 38-

Unlawful assembly

OFFENSE 39-

Disrupting lawful assembly

OFFENSE 40-

Illegally occupying or blocking school property

OFFENSE 41-

Cheating (giving or accepting assistance), zero on work

CATEGORY III-A OFFENSES 31-41 REQUIRE:

FIRST TIME-

One (1) day in-school suspension

Parent/guardian conference required for reinstatement

SECOND TIME-

Two (2) Days in-school suspension

Parent/guardian conference required for reinstatement

Counseling (required)

THIRD TIME-

Two (2) Days out-of-school suspension

Parent/guardian conference required for reinstatement.

Counseling (required)

CATEGORY III-B OFFENSES 42 - 51

OFFENSE 42-

Endangering the safety of self or others in shops, labs, classrooms, etc. (This includes the use of laser devices, other objects, and materials.)

OFFENSE 43-

Obscene or profane language and/or gestures, inappropriate language or printed materials to other students.

OFFENSE 44-

Student in unauthorized area (areas closed to students by prior verbal or written notice)

OFFENSE 45-

Loitering on high school campus by early dismissal student (includes revocation of early dismissal privilege)

OFFENSE 46-

Gambling

OFFENSE 47-

Distribution of unauthorized materials

OFFENSE 48-

Unauthorized selling or solicitation

OFFENSE 49-

Running, "horseplay" in classroom, commons area, corridors and/or outside building, fire drills, bus evacuations that endanger oneself or others

[The principal and faculty will develop a written set of expectations for student classroom behavior to include guidelines to be used by teacher/staff member prior to office referral for Offenses 50 and 51.]

OFFENSE 50-

Disturbing/interfering with any school function, activity, or class

OFFENSE 51-

Failure to follow classroom or other directions

CATEGORY III-B OFFENSES 42 THROUGH 51 REQUIRE:

FIRST TIME-

Overnight suspension

Parent/guardian conference required

for reinstatement

SECOND TIME-

One (1) day in-school suspension; parent/guardian conference required for reinstatement

Counseling (required)

THIRD TIME-

Two (2) days in-school suspension; parent/guardian conference required for reinstatement

Counseling (required)

FOURTH TIME-

Two (2) days out-of-school suspension; parent/guardian conference required for reinstatement.

Counseling (required)

Offense 52-

Inappropriate Public Display of Affection

The holding of hands and limited physical contact for the purpose of a greeting or condolence is appropriate. Physical contact that is deemed sexual in nature is prohibited.

First Time-Overnight Suspension

Second Time-One (1) day ISS

Counseling (required)

Third Time-Two (2) days ISS

Counseling (required)

Offense 53-

Possession of Electronic Devices

The device will be returned to the parent at the conference or if requested by the parent, returned to the parent after 24 hours. The school will not be responsible for confiscated items lost, damaged, or stolen due to a violation of the offense.

First Time-Warning

Second Time-Overnight Suspension

Third Time-One (1) day ISS (Device returned after completion of suspension)

CATEGORY III-C - OFFENSES 54-58 (consequences start over each semester).

OFFENSE 54-

Failure to display I.D. card on person

OFFENSE 55-

TARDINESS: (Late to class)

Tardies are cumulative rather than each scheduled period independent of the other. (Includes late to school and late to class)

OFFENSE 56-

TARDINESS: (Late to school)

Tardies are cumulative rather than each scheduled period independent of the other. (Includes late to school and late to class).

Acceptable Excuses for Tardiness:

1. A signed note from medical, court, law enforcement, or other authority indicating the reason for the pupil's tardiness.
2. Accidents that can be documented by the principal, including any police report or witness, if available.
3. 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.

Unacceptable Excuses for Tardiness:

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

OFFENSE 57-

Agenda book violations (no agenda)

OFFENSE 58-

Dress code violation (the principal or designee determines whether the code has been violated by a student).

DRESS CODE

RATIONALE: Student dress affects his or her school performance. Students in schools with identified guidelines tend to have fewer discipline referrals and better grades. An established dress code prepares students for standards in their future employment. Clothing for students should consist of normal school attire. Any clothing that

promotes negativity or is considered a disruption to the learning process will not be tolerated.

The following guidelines shall be observed:

- ◆ No hats, caps, hoods, visors, towels, sunglasses, or any type of headgear is to be worn on the head in the building at any time.
- ◆ Bandanas, head sweat bands, and wrist sweat bands are not allowed on campus.
- ◆ No clothing or accessories promoting the use of alcohol, tobacco, drugs, violence, weapons, or gang activity are to be worn at any time.
- ◆ Attire that is immodest, having stated or implied profanities, obscenities, or sexual references may not be worn at any time.
- ◆ Shirts, tops, blouses, etc., must cover the midsection.
- ◆ Shorts, skirts, etc., must be long enough so that when hands are extended by the side, the student does not touch skin. Garments should be of adequate length to assure modesty when the student is seated or engaged in school activities.
- ◆ Tank tops are not allowed. All shirt straps must be at least the width of two fingers.
- ◆ Shoes must be worn at all times.
- ◆ No pajamas or bedroom shoes are allowed.
- ◆ All clothing is to be worn appropriately and as designed.

**CATEGORY III-C - OFFENSES 54-58 REQUIRE:
(PARENT/GUARDIAN OPTION MAY BE USED).**

FIRST TIME-

Warning

SECOND TIME

Note to parent/ guardian; copy administration

THIRD TIME-

Overnight Suspension

Parent/guardian conference required for reinstatement

FOURTH TIME-

One (1) day out-of-school suspension

Parent/guardian conference required for reinstatement.

FIFTH TIME-

One (1) day out-of-school suspension

Parent/guardian conference required for reinstatement.

SIXTH TIME-

(2) days out-of-school suspension

Parent/guardian conference required for reinstatement.

BUS DISCIPLINE CODE

The code is an extension of the District Pupil Discipline Code, K-12. Pupils who commit offenses will be disciplined according to the Pupil Discipline Code. **The safety of all students transported on the District school buses is of the utmost importance. Misbehavior by students will not be tolerated. A student may be denied the use of the school bus for misbehavior.**

Specified bus offenses will be dealt with as follows:

CATEGORY 1-B

OFFENSES:

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

CONSEQUENCES:

FIRST TIME:

Parent/guardian conference required before riding bus

SECOND TIME:

Two (2) day bus suspension; conference with parent/guardian is required

THIRD TIME:

Five (5) day bus suspension; conference with parent/guardian is required

FOURTH TIME:

Ten (10) day bus suspension; conference with parent/guardian is required

FIFTH TIME:

Suspended from bus remainder of school year

IF A STUDENT RECEIVES A REFERRAL FOR OTHER MISBEHAVIOR LISTED IN THE PUPIL DISCIPLINE CODE, THE STUDENT WILL ALSO RECEIVE THE APPROPRIATE BUS SUSPENSION. FOR EXAMPLE: FIGHTING-2 DAY OSS WHEN STUDENT RETURNS. IF THIS WAS SECOND BUS REFERRAL, THE 2-DAY SUSPENSION WILL ALSO APPLY.

PUPIL OPERATION OF MOTOR VEHICLES

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 he/she is in attendance and parking on campus.
2. Students must park only in the area designated for student parking and display a current 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:
 - A. Failure to display current permit after the first ten (10) days of school.**

CONSEQUENCES:

FIRST OFFENSE

Loss of driving privilege for one week.

SECOND OFFENSE

Loss of driving privilege for the remainder of the current semester.

B. Parking Violations.

FIRST OFFENSE

Loss of driving privilege for one week.

SECOND OFFENSE

Loss of driving privilege for the remainder of the current semester.

C. Speeding on school grounds.

FIRST OFFENSE

Loss of driving privilege for one week.

SECOND OFFENSE

Loss of driving privilege for the remainder of the school year.

D. Reckless and unsafe operation of motor vehicle on school grounds.

FIRST OFFENSE

Loss of driving privilege for a minimum of one week up to a maximum of the remainder of school year.

4. If, after loss of driving privilege, a student still violates regulations, he/she will be suspended from school and driving privileges may be revoked for the remainder of the school year.
5. 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.

6. Vehicles used in violating school regulations may be denied parking privileges for the remainder of the school year.
7. Students are required to park and leave their vehicles when they arrive in the morning. They are not to return without permission from one of the principals until they are ready to leave for the day. All parking areas, including bus areas, are off limits except during arrival and departure.
8. 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 three (3) day period at any time.

NOTE: Loss of privilege applies to both the driver and the vehicle.

PROCEDURES FOR ADMINISTRATIVE HEARINGS AND BOARD HEARINGS

An Administrative Hearing will be conducted by the District administration as specified in the Florence District One Pupil Discipline Code.

1. A student who commits a violation leading to an administrative hearing will be suspended pending such a hearing. The hearing will be held at a time and place set up with the hearing officer and will be confirmed by telephone.
2. On his own authority, the hearing officer will hear the views of all parties and review any documents presented. After hearing the testimony, the hearing officer will make a decision as to suspension or any other action deemed necessary. If more information is requested by the hearing officer, the decision may be delayed until the information is received. If suspension or other action is ordered, it will be instituted immediately. The judgment of the hearing officer is final unless appealed to the Superintendent, in writing, within five (5) working days. The Superintendent may review/modify any decision of a hearing officer if he so wishes. If expulsion is recommended, the hearing officer will inform the Superintendent who will make the final decision.
3. If the decision of the hearing officer is appealed, the Superintendent may elect to rehear or review the case. The Superintendent will render a decision as soon as possible. If expulsion

is recommended, the Superintendent will conduct a thorough review of the case and render a judgment as soon as possible. The judgment of the Superintendent is final unless appealed to the Board of Trustees, in writing, within ten (10) working days.

4. If the decision of the Superintendent is appealed to the Board of Trustees, a hearing shall take place within fifteen (15) days of the request at a time and place designated by the Board. At the Board hearing, the parents or guardians have the right to legal counsel, at his or her own expense, and to all other regular legal rights including the right to question all witnesses. The Board shall render a decision within ten (10) days of the conclusion of the hearing. That decision is final unless appealed to the proper court within ten (10) days.
5. The student may be suspended from school and all school activities during the time of the suspension/expulsion procedures. The Board may authorize a permanent expulsion of any incorrigible student.
6. In those cases where a student is acquitted at any level, any days lost due to suspension will not be counted against the student.

**PUPIL DISCIPLINE CODE: REVISION XXVII
MARCH 2009**