

# Code of Conduct (Revised June 30, 2003)

Education is too important to be the sole responsibility of the schools. The success of school discipline depends upon a collaborative effort among home, school and community. By working together we can achieve the goals we all want - safe, orderly schools and a quality education for your child.

This Code of Conduct has been developed to provide parents and students with expectations for student conduct.

Please be advised that schools may issue additional guidelines for behavior. Please read this Code of Conduct and discuss it with your child.

Sincerely,  
Board of Trustees  
The School District of Greenville County

## **PHILOSOPHY**

Students in The School District of Greenville County, like members of any community, have both rights and responsibilities. The School District must protect those rights and insist upon those responsibilities.

The purpose of this Code of Conduct is to ensure that all students understand their rights and responsibilities, as well as the procedures for dealing with any violations. In addition, this Code of Conduct identifies classifications of violations and standard disciplinary actions and procedures.

It is expected that all teachers and administrators will faithfully enforce the Code of Conduct and abide by its intent and spirit and that parents will support the efforts of the school to provide a safe learning environment.

The School District of Greenville County will make every reasonable effort to keep students within the school's sphere of influence; suspension and/or expulsion will be used only as a last resort. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for intervention, suspension, and/or expulsion of students.

In addition to this booklet, there may be some conduct policy variations from school to school. Some schools may issue additional guidelines for student behavior.

## **Student Rights**

A right is a privilege to which one is justly entitled.

### **Equal educational opportunity**

The schools must provide all students the opportunity to receive a quality education. This means that every student has the right to attend public school until graduation from high school or until the age of 21.

The School District of Greenville County does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

### **Behavioral expectations**

A student has the right to be informed of school board policies, district regulations, and the rules promulgated for the student's school, classrooms, and school buses.

### **Academic information**

A student is entitled to be informed of the academic requirements of his courses, to be

advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

### **Privacy and property rights**

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or School Board policy. A student's right to privacy does not, however, extend to items stored openly in school property such as desks and lockers. School officials may inspect such items of school district property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as bookbags, purses, and cars parked on campus, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student.

The use of such means as trained dogs and metal detectors in an effort to locate prohibited or illegal items does not constitute a search. District officials may use such means at any time in their discretion.

During school hours, the use of personal radios, tape/CD decks, electronic games, and similar devices by students not permitted. School officials may confiscate all such unauthorized equipment.

Mobile Telephones - Middle and High School Students are permitted to possess mobile telephones on school property, school buses, and while attending school-sponsored and school-related activities. The use of mobile telephones is restricted to before and after school hours. Mobile telephones brought onto school property must be turned off and kept out of sight during the school day. Exceptions to this code must have prior approval by the principal. If a student uses a mobile telephone in violation of this code, the principal or his designee may confiscate the student's mobile telephone and discipline the student in accordance with the "Offenses and Consequences" section of this Code of Conduct.

Paging Devices (Pagers/Beepers) - No student may possess a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property. The only exceptions are:

- (a) a student under age 18 may possess a paging device if the student needs the paging device for a legitimate medical reason or
- (b) a student age 18 or over may possess a paging device if the student is an active member of a volunteer firefighting organization, the student is an active member of a volunteer emergency service organization, or the student needs the paging device for a legitimate medical reason.

The principal of each school will decide what constitutes a legitimate medical reason consistent with School District or State guidelines. When a student possesses a paging device without permission as outlined in this code, the principal or his designee may confiscate the student's paging device and discipline the student in accordance with the "Offenses and Consequences" section of this Code of Conduct.

### **Freedom of assembly**

Students are permitted to gather on school grounds when they deem appropriate and for reasons they deem appropriate. Such a gathering must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy, or

school rule. This right to assemble does not apply to the conduct of meetings by student groups, which meetings are governed by the Equal Access Act and the Board policy implementing that Act.

### **Freedom of expression**

#### **Freedom of speech**

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

#### **Other forms of expression**

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

#### **Written expression and circulation of petitions**

Students are permitted to express their written opinions and to circulate petitions, but may not use any school property, such as bulletin boards or announcement sheets, to promote such personal expression. Students are permitted to use designated bulletin boards for the posting of approved notices concerning school activities only.

School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others as public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

#### **Due process**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation.

Students have the right to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion, or transfer to an alternative program. The procedures and methods of appeal are explained in this publication.

### **Student Responsibilities**

A responsibility is an obligation one has to ensure that the rights of all are protected.

#### **All students have the responsibility to:**

Attend school to receive an education

- Schools cannot educate students who do not attend school.

Attend school daily unless ill or legally excused

- School Carolina law requires a student to attend school until his 17th birthday.

Be on time for all classes

- Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.

Come to class with necessary materials

- A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.

Complete all in-class and homework assignments and meet deadlines

- The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

Obey school rules and school personnel

- No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.
- Students are required to obey and be courteous to everyone who works in our schools.

Cooperate with school staff

- Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

Respect the person and property of others

- Treat people and their property with respect.

Respect public property

- Schools are a community investment and resource for young people. People who damage school property will be held responsible.

See that school correspondence to parents reaches home

- Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

## **Dress Code**

The primary objective of The School District of Greenville County is to provide a World-Class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another.

Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

The following minimum standards apply throughout The School District of Greenville County and will be vigorously enforced. Principals may make additions to these standards.

- Student dress and grooming must be neat and clean.
- **Middle and High Schools** - Shirts/Blouses should be tucked in unless designed to be worn outside the pants/skirt. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
- Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Bra straps and bra sides must not be visible.
- Students shall not dress in such a way that partially or totally exposes underclothing.

- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts or athletic shorts of any kind are not permitted.
- Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
- Shoes or sandals must be worn. Flip-flops (shower-type shoes) and thong-type shoes are not permitted.
- Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Hair of a non-human color is not permitted.
- Extraneous articles hanging from clothing such as chains are not permitted.
- Facial jewelry is permitted to be worn only on the ears.

### **Expulsion**

In most cases, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year. Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. The superintendent will ensure the timely processing of all expulsion cases.

### **The following steps must precede an expulsion:**

1. The principal will ensure compliance with the procedures for suspension set forth in Policy JDD.
2. Having concluded that a recommendation for expulsion is warranted for the offense, the principal will notify the parents or legal guardian in the notice of suspension that he is initiating expulsion proceedings. The notice shall also specify the reason for the recommendation and shall set a place and time for a conference. The conference shall be set within two school days of the start of the suspension. The suspension shall remain in effect until the expulsion proceedings are terminated.
3. If the principal determines after the conference that a recommendation of expulsion is appropriate, he will so notify the parents and will send the recommendations to the superintendent (or his designee) within three school days of the incident that precipitated the expulsion recommendation.
4. Within two school days of receipt of the recommendation, the superintendent (or his designee) will review each recommendation and either remand it to the principal for alternative disciplinary action, impose alternative disciplinary action (with parental consent), or forward it to the Board's hearing officer for a decision on the recommendation. He will also notify the parents or legal guardian by letter of his action. The letter shall also set forth the time, place, and date of the hearing and the hearing rights described in Step 5(b). Any parent desiring a hearing must so inform the superintendent (or his designee) upon receipt of the letter.
5. (a) Within ten days of the mailing of the letter required in Step 4, the hearing officer, acting for and under the authority of the Board, will review the recommendations for expulsion and will conduct any hearing requested.  
 (b) At the hearing the parents or legal guardian shall have the right to legal counsel and all other regular rights, including the rights to call witnesses on the student's behalf and to question all witnesses. The hearing will be closed to the public. The superintendent will ensure that the hearing officer convenes and that the hearing is appropriately recorded.  
 (c) The hearing officer may remand the case to the principal for alternative disciplinary action, impose alternative disciplinary action himself, or expel the student.  
 (d) Within five days of the hearing officer's review and any hearing, the hearing officer shall

render a written decision and send it to the parents. If the decision is for expulsion, the letter will include the right to appeal to the Board as described in Step 6 and the reasons described in Step 7 that will cause the Board not to affirm the decision of its hearing officer.

6. Parents may appeal the decision of the hearing officer to the Board by sending to either the superintendent (or his designee) or to the Board chairman a notice of appeal within ten days of receipt of the decision of the hearing officer. The notice of appeal must be in writing and must state the precise basis, consistent with the grounds set forth in Step 7, for overturning the decision of the hearing officer.
7. The superintendent (or his designee) shall present any appeals to the Board at or before its next monthly meeting following receipt of the notice of appeal. The Board shall consider the notice of appeal, its hearing officer's decision letter, all materials submitted to the hearing officer, and any response by the superintendent (or his designee) to the appeal. The Board will affirm the decision of its hearing officer unless the parents demonstrate to the Board that (a) the decision of the hearing officer is not supported by substantial evidence, (b) the decision is not consistent with Policy JD, (c) the student's rights to notice and a fair hearing, consistent with this policy and with relevant statutory and constitutional requirements, were not ensured in the expulsion process, or (d) the decision was motivated by illegal discrimination or arbitrariness.

If the Board determines that the parents have demonstrated any of the four situations set forth in the previous paragraph, it will reverse or modify the panel's decision, or, for sufficient reason, it may order a new hearing or elect to conduct its own hearing. Within five days of its decision, the Board will notify the parents or legal guardian and the superintendent in writing of its decision. The Board will not hear witnesses in reaching its decision.

8. The action of the Board may be appealed to the proper court.

The superintendent will report to the Board monthly the following information for each case presented to a hearing officer since the last report: the alleged offense, the date of the offense, the school, the hearing officer that reviewed the case, the date of the hearing officer's review, and the hearing officer's disposition of it.

### **Discipline of Elementary Students**

In accordance with District Policy JD(P), principals are required to refer to the superintendent (or his designee) any elementary school student who commits any serious offense that mandates a recommendation of expulsion for middle and high school students.

### **Discipline of Students with Disabilities**

In implementing this code, school administrators shall follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act.

## **OFFENSES AND CONSEQUENCES**

Students come to school to learn. They follow the rules set up to ensure that their schools are safe and orderly. We are proud of these young people.

For students who do not follow the rules, this section of the Code of Conduct explains consequences if rules are broken.

### **Catalog of Offenses and Consequences**

Unacceptable behaviors, whether listed or not, will not be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and

regulations of the school board or State board, and when the presence of the student is detrimental to the best interest of the school.

In addition to the consequences of misbehavior listed below, school officials shall use all available school and community resources to diagnose and deal effectively with students who have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

The expression “on school property” includes school buses and off-campus school-sponsored activities. Behavior off school property, at any time or in any place, may also subject a student to disciplinary action.

### **Possession and use of Paging Devices and Mobile Telephones**

A paging device or mobile telephone possessed or used in violation of the “Student Rights” section of this Code of Conduct may be confiscated and the student using or possessing such paging device or mobile telephone in violation of the applicable section of the code may be disciplined as provided below:

First offense – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult.

Second offense – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult 30 days after the confiscation .

Third offense - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult 60 days after the confiscation and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension, out of school suspension, and work detail assignment.

Fourth and subsequent offenses – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned at the end of the school year and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension, out of school suspension, and work detail assignment

### **Damaging school property**

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden. Consequences: Parent or guardian will be informed, and restitution for the damage will be required. Failure to pay the district for damages could result in court action by the district. The student may lose privileges, be suspended, be recommended for expulsion, and receive other disciplinary sanctions.

### **Theft**

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member or the school district. Consequences: Restitution and parent notification are required. Additional disciplinary action may be taken, including in-school suspension, suspension, recommendation for expulsion, and other sanctions.

**Disobedience and disrespect**

Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense. Consequences: Parent notification, detention (during or after school or on Saturdays), counseling, restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, recommendation for expulsion and other sanctions are possible consequences.

**Profanity**

Profane and vulgar expressions (oral, written, or nonverbal (e.g., gestures)), including those communicated or displayed on clothing, are forbidden on school property. Consequences: Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

**Threats, harassment, hazing, intimidation or blackmail of students**

Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate. Consequence: Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

**Sexual harassment/misconduct of a sexual nature**

Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behavior should immediately contact the school principal, guidance counselor, or a teacher to report the behavior. Consequence: Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

**Consensual participation in sexual misconduct**

Consensual participation in any sex act involving physical contact.  
Consequence: Students will be recommended for expulsion.

**Gambling**

Any participation in games of chance for money or other items of value is forbidden on school property. Consequences: Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

**Fighting**

Any hostile physical conflict between individuals is forbidden on school property. Range of Consequences: Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

**Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials**

These items are inappropriate for school and can cause severe injury. Consequences: Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

**Distribution of unauthorized materials**

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited. Consequences: Counseling, referral to school resources, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources and recommendation for expulsion.

**Cheating or plagiarism**

The School District of Greenville County expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their schools. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense. Consequences: Parent notification is required. No credit will be given for the assignment or the examination. The student will be counseled by the teacher or other school personnel. Additional disciplinary sanctions may be applied.

**Misuse of District Technology Resources**

Technology Resources are made available in the District to support and enhance instructional options and learning opportunities. District Technology Resources in Greenville County schools include equipment, networks, and access to the Internet. Student access to Technology Resources is a privilege and not a right.

Before a student may access the Internet from a District school, parent and student must sign an Internet Permission Form provided by the school. The form is returned to the school and placed on file there.

Efficient, ethical, and legal utilization of Technology Resources is expected of students. Use of Technology Resources must be in support of education and in accordance with all School Board policies and specific school regulations.

Students will utilize the access methods provided them and access only Technology Resources for which they have authorization. The continued availability of Technology Resources relies upon the proper conduct of students.

Users of District Technology Resources have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in school computers or on District systems. The District reserves the right to review system use at any time. This includes the right to examine, restrict, or remove materials used, generated, stored, or passing through District Technology Resources. Routine maintenance and monitoring of District Technology Resources may lead to the discovery that the user has or is violating the Acceptable Use Policy or other District regulations. Consequences: Restriction or loss of privileges and other disciplinary action

which may include parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion.

### **Smoking**

Smoking and possession or use of tobacco products and smoking paraphernalia on school property is prohibited. Consequences: Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and referral to school resources are possible consequences.

### **Truancy/cutting class/leaving school/unauthorized walk-out**

Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms, the school building, or campus without school permission. Consequences: Parent notification and/or parent conference, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and referral to school resources or community agencies.

### **Tardiness**

A student who arrives late to school or to class is tardy. Students will follow policy as outlined in each school's handbook. Consequences: Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources or community agencies.

### **Failure to pay school fines**

Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner. Failure to make payment when requested may result in disciplinary action. Consequences: Loss of privileges, restriction from activities, or other penalties as the school administration deems appropriate.

### **Threats and assaults against school personnel**

Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited. Consequence: Student will be recommended for expulsion.

### **Firearms on district property**

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. For disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis. Consequence: Student will be recommended for expulsion.

### **Weapons on school property**

Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be recommended for expulsion.

### **Alcohol, Illegal Drugs, Controlled Substances, Medications, Intoxicating Inhalants, and Drug Paraphernalia**

The following are prohibited:

- a. Possession, sale, or distribution of alcoholic beverages, illegal drugs and narcotics, toxic substances, and drug paraphernalia
- b. Unauthorized possession, use, or distribution of a controlled substance or medication (prescription and over the counter) and intoxicating inhalant
- c. Coming onto school property at any time after use of any alcoholic beverage, illegal drug, controlled substance, or intoxicating inhalant as evidenced by scent, actions, or admission.

Consequence: Student will be recommended for expulsion.

### **Ganging**

“Ganging” or participating as a member of a gang in inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A “gang” shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. “Participation” also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.

Consequence: Student will be recommended for expulsion.

## **Suspension / Alternative Program**

### **Suspension**

Suspension is the temporary removal of a student from school to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended. No student may be suspended for more than 30 days in any one school year unless expulsion is recommended. Absent the approval of the School Board, no student may be suspended during the last ten days of a school year if the suspension will make the student ineligible to receive credit for the school year unless the presence of the student constitutes an actual threat to a class or school or unless a hearing is granted within 24 hours of the suspension.

### **Due process**

In order to suspend a student, the appropriate administrator shall inform the student of the specific charge against him and notify him of the evidence in support of this charge. The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, the administrator should make such an investigation. If the administrator determines that the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing of the reason for the suspension and its length and of a time and place when the administrator will be available for a conference. The conference shall be set within two school days of the start of the suspension.

### **Immediate suspension**

In unusual circumstances, when the conduct of a student requires immediate action because his presence in school is dangerous to staff or students, the student may be suspended immediately without notice or the opportunity to respond to the charge, provided the parent or legal guardian is notified as soon as possible of the time and place for a conference to discuss the matter.

### **Sending a suspended student home during the school day**

When a student is suspended, the administrator will attempt to contact the parent/legal

guardian to request that he pick up the student from school. If a parent/legal guardian cannot come for the student, school personnel may take the student home, so long as the parent is at home to take charge of the student. If the administrator cannot reach the parent/legal guardian, the student must stay at school until the end of the school day.

If an elementary or middle school student is suspended, the student may be removed from the school grounds immediately. Depending upon the student's age, however, it may be necessary to keep him at school until the parent or legal guardian can be reached.

### **Suspension appeals**

If, after the conference with the school administrator, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be made to the district superintendent or his designee. To appeal a suspension, the parent/legal guardian must write the superintendent within five days after the conference with the school administrator, advising the superintendent of the exact reasons why that administrator's decision should be overturned and the facts that support those reasons.

### **Missed school work**

Normally, students who have been suspended will not be allowed to make up school work missed. Make-up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the teacher.

### **Alternative Program**

The School District of Greenville County provides a special alternative program for middle and high school students who have consistent difficulty learning in a traditional classroom environment. If referred to and accepted for admittance to this program, students receive small group instruction, counseling and behavior modification. They continue their academic path, but in a special setting away from the mainstream school. Discipline is strictly enforced.

### **Transportation Rules**

The School District of Greenville County must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

#### **Each bus rider is expected to:**

- follow the driver's directions;
- sit in the assigned seat;
- keep hands, arms, legs, and objects to himself and inside the bus;
- refrain from cursing, name calling, gestures, or loud talking;
- refrain from pushing, shoving, or annoying other students;
- refrain from eating, drinking, chewing gum, or littering;
- obey all points of the Code of Conduct.

#### **What is expected of students who ride the bus?**

To ensure the safety of students who ride school buses, The School District of Greenville County has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if

these rules are not followed.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. The principal may set up a payment plan for students who are not able to pay the entire amount at one time. Total restitution must be made or the bus privilege will be lost. Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

**The following behaviors are not permitted:**

- Riding the bus when the student has been suspended
- Riding a bus other than that assigned
- Disobeying the instructions of the driver
- Physical or verbal abuse of the driver or displays of disrespect
- Physical or verbal abuse of another student
- Possession of weapons or other dangerous objects
- Possession of drugs, alcohol, lighters, or other ignitables
- Possession of pagers, telephones or other telecommunications devices
- Leaving a seat while the bus is in motion
- Failure to sit properly in seat
- Failure to sit in assigned seat
- Throwing objects on the bus or out of the windows
- Placing any item or any part of body outside bus windows
- Yelling out of the windows
- Fighting
- Eating or drinking
- Selling items
- Horseplay
- Spitting
- Using profanity
- Making obscene gestures
- Making excessive noise or engaging in disruptive behavior