



Student Code of Conduct

2021-2022

Dr. Kandace Bethea
Superintendent



Marion County School District Students and Families,

We are excited that you are a part of our system. If you were with us last year we would like to welcome you back and if you are new to MCSD we want to welcome you to our system. The Marion County School District works to ensure that all students are given opportunities to achieve to their highest levels. Our efforts, combined with the efforts of the student and their families, and along with partnerships outside of our school system, are to provide opportunities for growth and development of our students. One key ingredient to students' success is the learning environment. We believe that the learning environment must be orderly and safe, physically and emotionally; where students feel respected and honored. This requires the involvement of students and adults.

The Student Code of Conduct helps detail what we expect from our students. The Student Code of Conduct is a key part of the work that we engage in with our students and their families. It helps us build a strong, collaborative, respectful culture in each school. Student adherence to the Code of Conduct is crucial in helping create a climate that is orderly and safe.

We ask that our students and their families discuss the importance of good citizenship and behavior at school. We also ask that our students and parents sign a form indicating that you have read and understand The Student Code of Conduct and return that form to your school. If you have questions about The Student Code of Conduct, please contact the principal of your school.

We are grateful that you are a part of the Marion County School District and we look forward to a great school year.

Sincerely,

Kandace Bethea
Superintendent

District Statement and Table of Contents

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. They have a responsibility to know and respect the policies, rules, and regulations of the school and District. Violations of such policies, rules, and regulations will result in disciplinary action. School authorities may employ suspension and expulsion, if necessary to enforce the policies. The administration offers the following listing of offenses and dispositions for information for students, parents/guardians, and school personnel.

This code of conduct applies to all students and in the circumstances noted below. However, when enforcing its Code of Conduct, the District will comply with federal and state laws pertaining to students with disabilities.

- On school grounds during and immediately before or after school hours.
- On the school grounds at any other time when the school is used by a school group.
- Off the school grounds at school sponsored events as participants or spectators.
- At the bus stop, en-route to and from school on a school bus or other school vehicle.
- Off the school grounds at any place or time when the conduct has an adverse effect on a student or staff member's ability to function normally in the school environment and/or the presence of the student is detrimental to the best interest of the school due to the likelihood that the student's presence on campus will cause or contribute to a disruption in the learning environment.
- Remarks or comments that may be considered derogatory, defamatory, or inflammatory made on social media (e.g. Facebook, Snap Chat, Twitter, Instagram, etc.) that may have an adverse effect on a student or staff member's ability to function normally in the school environment.

In addition a school may consider the transfer of a student, to another school or program, for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, violation of written rules and promulgated regulations established by the District, or when the presence of the student is detrimental to the best interest of the school due to the likelihood that the student's presence on campus will cause or contribute to a disruption in the learning environment. A transfer may be considered for student conduct that occurs on and/or off-campus, whether or not it involves a school activity. Conduct involving violence, drugs or other illegal activity may result in additional disciplinary action. Such transfer may be subject to the District's hearing procedures.

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COVID-19: Addendum to Code of Conduct

Marion County School District does not discriminate on the basis of color, ethnicity, gender, sexual orientation, gender identity, religion, national origin, disability, ancestry, age, marital status, or veteran status. We continue to adjust our operations and practices based on the crises facing our country and our community. The global pandemic coupled with the racial injustices have deeply affected our students, staff, and families. As we reopen school for the 2021-2022 school year, it is crucial that we redefine our beliefs and expectations for student participation in learning activities and reaffirm our expectations for interactions with staff, students, and activities/behavior that impact the school community. Examples include but are not limited to: social media, applications, and virtual platforms (Microsoft Teams, Zoom, Schoology and Google Suite).

Based on the COVID-19 pandemic, MCSD is offering a variety of instructional experiences for students and families. These opportunities include the following:

- MCSD Virtual Academy
- Traditional (family model)

Whichever instructional experience your family has selected, our safety and behavior expectations remain the same. We want to operate to ensure we protect each other, e.g., I wear a mask to protect you and you wear a mask to protect me. Some of our enhanced safety expectations for students include: social distancing, handwashing, and wearing masks whenever they are on campus in a face-to-face learning environment. All students should adhere to the safety guidelines provided.

MCSD safety expectations for students:

- Masks are encouraged to be worn by students and staff
- Physical / Social distancing (recommended at least 6 feet apart).
- Handwashing / sanitizing will be expected upon entry to school, before meals, and throughout the day.

Student Attendance:

Students are expected to participate fully in their chosen educational model. Attendance will be taken each day of instruction no matter the mode of instruction (in-person or virtual). All state truancy guidelines will be followed to include: parent letter, truancy meetings (virtual or in person), and truancy hearings. Further guidelines will be provided to parents once received from the State Department of Education.

Student Conduct:

Classroom teaching methods and expectations for behavior in other shared spaces such as restrooms, hallways, cafeterias, and buses will be altered during the COVID-19 pandemic in order to ensure the safety and well-being of students and staff. Students will be given reasonable opportunities to correct minor infractions, but behavior that puts others at risk or creates ongoing disrupting of other students' opportunity to learn is not acceptable.

Digital Citizenship:

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with MCSD Board Policy: JICJ - Electronic and Wireless Device.

A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with MCSD Code of Conduct. Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property.

Students will practice safe and appropriate online behavior including using professional etiquette while communicating online.

Improper use of district technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from the director of technology or his/her designee
- streaming media, such as radio, games, video, etc., for non-educational purposes
- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network and learning management systems using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use. Students will use technology resources cautiously to prevent damage.

Academic Integrity Code:

All students enrolled in MCSD schools, including MCSD Virtual Program, are held to the same standard as when learning in a traditional school setting. Any dishonesty such as plagiarism, cheating, and/or providing false information is grounds for disciplinary action by the teacher or school administrator.

The following acts are considered dishonest and a violation of the Academic Integrity Code:

- Plagiarism – using other people’s work, ideas, or information without giving credit to the source.
- Work submission through another student’s password – any assignments or projects posed while using another student’s username and password is considered cheating.
- Cheating – using unauthorized material including outside materials or study aides for work completion. Copying another person’s work and using it as your own is considered cheating.
- Performing work or taking a test for another student.
- False information or made up data – submission is considered misleading and dishonest.

POLICY GOVERNING SUSPENSION AND EXPULSION

A student can be suspended or expelled for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by school administration, Board of Trustees, or the State Board of Education, or when the presence of the student is detrimental to the best interest of the school. An expelled student has the right to petition for re-admission for the succeeding school year. Expulsion does not necessarily preclude enrollment and attendance at adult or night school.

When a student has been suspended or expelled, the student shall not attend school, participate in or attend school sponsored activities, use school transportation, or enter the school grounds during the period of suspension or expulsion. This also applies during an appeal of a suspension or expulsion.

SUSPENSION FOR STUDENTS (Policy JKD)

1. The Principal of a school may suspend a student for not more than ten (10) days for any one offense and for not more than thirty (30) days in any one school year, under the following conditions:

The student shall not be suspended during the last ten (10) 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 to the school or a hearing is granted within 24 hours of the suspension.

2. In many cases, the alleged misconduct may be informally discussed with the student minutes after it has occurred. The student may have an opportunity to give his/her version of the facts at this discussion, being first told what he/she is accused of doing and the basis of the accusation. If the Principal finds the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may immediately be removed from school. The notice of opportunity for explanation should be given to the student as soon as practicable, after the suspension has been imposed.
3. On the day of suspension, the principal will send, by regular mail, written notice of the action to the student's parent/legal guardian. The notice will state the reason(s) for the action taken, the effective dates of suspension, the parent/legal guardian's right to a conference with the principal, and a proposed time and place for the conference. This written notice will also advise the parent/legal guardian of his/her right to appeal an unfavorable decision to the superintendent.
4. In the event the principal receives no response to the letter within 48 hours, he/she will send a copy of the original letter to the parent/legal guardian by certified mail.
5. At the parental conference, the principal will discuss the charges and suspension with the parent/legal guardian. He/she will also discuss the proposed remedy and any follow-up procedures deemed desirable.
6. The principal will advise the parent/legal guardian of the right to appeal the principal's decision to the superintendent. The parent/legal guardian may give notice of his/her intent to appeal to the principal who will promptly, upon receipt of such notice, contact the superintendent's office and schedule a date for the appeal.

7. The superintendent will promptly schedule a parental conference upon request with any parent/legal guardian. The superintendent may vacate or revise the principal's suspension action if he/she believes such action to be appropriate.
8. The superintendent will inform the parent/legal guardian either orally at the time of the conference or after the conference in writing of his/her decision, and provide the principal with a copy of any written response. The superintendent will also advise the parent/legal guardian of his/her right to petition the board for a review of the decision in the event that he/she is dissatisfied.

*** If the parent/guardian can be contacted prior to the suspension, the Principal or Assistant Principal should give him/her a report on the misconduct, the number of days of suspension, and the appeal procedures. Suspension days are only counted when school is in session. A suspension occurring on an inclement weather day when school is not in session will not count. Schoolwork missed during a suspension can be made up.**

EXPULSION FOR STUDENTS (Policy JKE)

1. A student may be expelled by the Superintendent of schools under the direction of the Board of Trustees after receiving notification of an opportunity to be heard. The principal will recommend to the superintendent or his/her designee any student the principal believes should be expelled. The pupil will be suspended from school and all school activities during the time of expulsion procedures, except for scheduled conferences.
2. A hearing shall be conducted by the Hearing Officer and by the Principal of the school in which the student is enrolled to determine the facts and circumstances surrounding an incident or offense alleged to have been committed by a student. The parent/guardian of the accused student shall be notified in writing of the time and place of the hearing, the name and title of the person before whom it is to be held, and the incident or charge to be investigated. The hearing shall take place not more than fifteen (15) days following mailing or delivery of the written notification to the parent/guardian.
3. At the hearing, the student and his/her parent/guardian shall have, without expense to the district, the right to legal counsel and the right to question all witnesses.
4. A decision will be rendered within five school days of the hearing. The parent/legal guardian and the principal will be notified in writing of the superintendent or his/her designee's decision.
5. The decision of the Superintendent to expel a student may be appealed to the Board of Trustees. The parent/legal guardian must notify the superintendent in writing within 10 days of receipt of the superintendent or his/her designee's decision of his/her desire to appeal to the board. The appeal will take place within 15 days of the written notification at a time and place designated by the board. A decision will be rendered within 10 days of the appeal.
6. The pupil will be suspended from school and all school activities during the time of expulsion procedures, except for scheduled conferences.

Note: Any student with serious pending criminal charges may be subject to recommendation for expulsion.

Code of Conduct Description of Levels (Grades K-12)

Level ONE – Behavioral Misconduct

Behavioral misconduct 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 the classroom or school. This applies not only to within-school activities, but also to student conduct on school bus transportation vehicles, and during other school-sponsored activities.

Level TWO – Disruptive Conduct

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 and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. This applies not only to within-school activities, but also to student conduct on school bus transportation vehicles, and during other school-sponsored activities.

Level THREE – Criminal Conduct

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. When school officials have a reasonable belief that students have engaged in such actions, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other law enforcement authorities, and/or action by the local school board. This applies not only to within-school activities, but also to student conduct on school bus transportation vehicles, and during other school-sponsored activities.

SEARCHES AND SEIZURES

Students and parents should be aware that state law treats all persons entering the premises of the school as having consented to a reasonable search, with or without probable cause, of such persons and their effects, including without limitation lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets and satchels.

DRUG DOG SEARCH PROCEDURE

MCSD policy requires periodic unannounced searches of vehicles on campus/or parked in school parking lots, book bags, classrooms, and lockers by trained drug dogs.

THIS CODE OF CONDUCT IS NOT ALL INCLUSIVE. The school and/or district administration may take other appropriate measures of discipline when it is deemed necessary. This code is adopted solely as a guideline to be used by administrators and staff. Also note that discipline infractions may cause students to be excluded from school activities.

For the purposes of maintaining fair and consistent discipline and in accordance with the South Carolina State Board of Education regulations, offenses have been placed into levels for definition and consequences.

Attendance

The board designates the principal of the school to promptly approve or disapprove any student's absence of more than 10 days. In order to receive one Carnegie unit of credit, a high school student or students in the middle school

taking courses for graduation credit must be in attendance at least 120 hours, per unit, regardless of the number of days missed. Denial of credit for high school students will uniformly occur at the 11th absence per yearly course (sixth absence per semester course). Credit for any course will be denied if a student does not meet attendance requirements. This means that any number of absences greater than 10 per 1-unit course (or 5 for a .5-unit course) will require the student to make up time to accrue the 120-hours (1-unit) or the 60-hours (.5-unit).

Absences

Elementary students who are out of school for more than 50 percent of the instructional day will be counted as absent for the full day. High school and middle school students will be counted absent for a full period if they miss more than half the period. Failure to attend class constitutes an absence. All absences will be classified as either lawful or unlawful.

Students are required to bring written documentation for absences within five school days from their return day of the absence. Absences with no documentation are automatically considered unlawful.

The board designates the principal of the school to promptly approve or disapprove any student's absence of more than 10 days regardless as to whether those absences are lawful, unlawful or a combination of the two.

Excuses

Within five days after returning to school, a student must submit a written excuse explaining his/her absence, signed by his/her parent/legal guardian and accompanied, if applicable, by a doctor's statement. If a student does not do so, his/her absence will be considered unlawful. Excessive absences, even those excused by a parent/legal guardian, will be reviewed by a school administrator to determine causes for missing more school days than normal. A limit of 5 parent notes are allowed during a semester.

The student's excuse should include the following information.

- date the excuse was written
- date(s) of the absence(s)
- reason for absence(s)
- telephone number where parent/legal guardian can be reached
- signature of parent/legal guardian

Make-up work

Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement. Examples of make-up work that address both time and academic requirements of a course may include after-school and/or weekend make-up programs and extended-year programs.

A student will be allowed to make up work missed during the absence as long as the student or his/her parent/legal guardian makes appropriate arrangements with the teacher(s) within five school days of the student's return to school. The student should complete the make-up work within 10 days after his/her return to school.

All make-up time and work must be completed within 30 days from the last day of the course. The board or its designee may extend the time for a student's completion of the requirements due to extenuating circumstances that include, but are not limited to, the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond 30 days due to extenuating circumstances must be completed prior to the beginning of the subsequent new school year.

Tardy

Elementary School – Parents must sign students in at the office to receive a pass when tardy to school. The following consequences are administered on a semester basis.

Tardy	Consequence
1 st	The office/teacher will issue a verbal notification.
2 nd	The office/teacher will issue written notification.
3 rd	The office/teacher will issue a second written notification.
4 th	The office/teacher will issue a written tardy notice warning.
5 th	The school administrator will request a parent/legal guardian tardy conference.
6 th and 7 th	The student will be placed on a tardy intervention contract and may be referred to the attendance supervisor.
8 th and 9 th	The student may be assigned in-school suspension.
10 th	The student may be given one day out-of-school suspension for each additional tardy after 10.

Middle and High school

These consequences are administered by the teacher on a **cumulative** basis.

- Students who are tardy to school in the morning are to report to the office to receive a pass to class. Any tardy due to traffic, running out of gas, oversleeping, flat tires, etc., are not excused.
- During the school day, when the tardy bell rings, all students should be in their designated classroom for that period. Any tardy this is unexcused is cumulative and will be recorded by the classroom teacher.

Tardy	Consequence
1 st – 2 nd	The teacher will issue a verbal warning.
3 rd	The teacher will have two-way communication with the parent/legal guardian and will document entries when coding in the comment box.
4 th – 5 th	The student will be assigned a detention during lunch and the student will be issued a written tardy notice warning.
6 th – 9 th	The student will be assigned in-school suspension (ISS).
10 th	The administrator will request a parent/legal guardian tardy conference and the student will be placed on a tardy intervention contract. The student will also meet with a guidance counselor prior to being assigned out-of-school suspension.
11 th – 13 th	The student will be assigned out-of-school suspension (OSS). High schools students will also lose driving privileges at the 10 th tardy for at least 30 days. If a student continues to drive during the 30 days of revoked privileges, then the student's driving privileges will be revoked for the remainder of the year.
14 th	The student will be assigned OSS for each additional tardy after 14.

Bullying

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.
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation and expression of a mental, physical, or sensory disability or by other distinguishing characteristics.

Reporting

Any student who believes that harassment, intimidation or bullying has occurred in violation of this policy should report the situation to a school staff member. If the student has previously reported the harassment, intimidation or bullying to the school staff member, but the misconduct continues, the student should report the situation to the principal (or his/her designee). If parents discover that their son or daughter is being bullied, the parents should contact the appropriate school officials (principal or assistant principal) and request an investigation. If the parents are not satisfied with the principal's course of action, they should submit a written complaint to the District Superintendent's office for further review. If the parents feel they are not getting a prompt response to their concerns from the District Superintendent's office, the parents should then contact the Office of the Ombudsmen at the SCDE so that a course of action involving the parent and the district can be taken to hopefully resolve the parents' concerns.

Investigation

The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. The principal or his/her designee will conduct a prompt, thorough and complete investigation of the alleged incident. A record of each investigation regarding allegations of harassment, intimidation or bullying will be maintained per district directions.

Consequences

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration at the school shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student, special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Student Dress

Dress Code (CD – Grade 5):

- Bedroom shoes, shower shoes & flip-flops (defined as any flat-bottomed shoe without a heel strap) are not allowed.
- Pants must be worn at the waist. If necessary, a belt should be worn to keep the waist at an appropriate level. Long pants should be worn with both pant legs rolled down.
- Straps on overalls must be fastened and worn on the shoulder.
- No one should wear anything (t-shirt, logo, jewelry, etc.) that has slogans which offend gender, ethnicity, sexuality or religion, or promote drugs, alcohol or violence.
- Caps, hats or other headgear, including coat hoods, do-rags, sweatbands & bandanas, will not be worn in the building.
- Only prescribed sunglasses may be worn in the building.
- No see-through wind pants or bike shorts may be worn.
- Tops should not expose the midriff when arms are raised.
- Shorts, dresses, skirts and shorts must be worn at fingertip length or longer.
- See-through tops, fishnet tops and muscle shirts must be worn over another shirt.
- Leggings/jeggings may only be worn if covered by a top that meets the length requirements for dresses, skirts & shorts.
- No pajamas may be worn or any other bedroom or lounging attire, including blankets.

Dress Code (Grades 6 – 12):

- Bedroom shoes, shower shoes & flip-flops (defined as any flat-bottomed shoe without a heel strap) are not allowed.
- Pants must be worn at the waist. If necessary, a belt should be worn to keep the waist at an appropriate level. Long pants should be worn with both pant legs rolled down.
- Straps on overalls must be fastened and worn on the shoulder.
- No one should wear anything (t-shirt, logo, jewelry, etc.) that has slogans which offend gender, ethnicity, sexuality or religion, or promote drugs, alcohol or violence.
- Caps, hats or other headgear, including coat hoods, do-rags, sweatbands & bandanas, will not be worn in the building.
- Only prescribed sunglasses may be worn in the building.
- No brief or revealing clothing such as tank tops, halter-tops, muscle shirts, garments with spaghetti straps or straps less than 2 inches in width, strapless garments, see-through or low-cut garments may be worn. Undergarments must not be visible.
- Athletic attire, including cheerleading, swimming, basketball and other sports uniforms that do not comply with this policy, may only be worn by participants during scheduled practices and events.
- Tops should not expose the midriff when arms are raised.
- Shorts, dresses, skirts and shorts must be worn 2 inches above the knee or longer.
- See-through tops, fishnet tops and muscle shirts must be worn over another shirt.
- Leggings/jeggings may only be worn if covered by a top that meets the length requirements for dresses, skirts and shorts.
- No pajamas may be worn or any other bedroom or lounging attire, including blankets.

Extreme clothing or accessories that interfere with the learning process, cause a disruption of the educational environment, or are considered to be a health or safety hazard are prohibited. Interpretation of dress code can be determined at the discretion of the school-building administrator.

School Uniforms (Grades K-8):

Schools will poll their faculty and parents/legal guardians to determine if the school wants to continue and/or adopt a student uniform program. The schools will continue this poll at three-year intervals. Schools that decide to participate in the student uniform program will adhere to Board Policy JICA regarding uniform choice, financial assistance plan, exemption procedures, and disciplinary action.

Operation of Motor Vehicles

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.

- Students must display a proper parking permit, designated by the school each year.
- The permit is to be displayed in clear view on the front dash/windshield.
- Students must park only in designated areas.
- Students must obey the speed limit on campus. The speed limit on campus is 5 mph.
- All parking areas, including bus areas, are off limits except during arrival & departure unless permitted by the principal.
- The school must be called or receive notification in writing if a student will be driving temporarily.
- Students may not drive or ride to the Academy for Careers and Technology without proper authorization.

Bus Conduct

Appropriate behavior by students at bus stops and on the school bus is essential to maintaining safe transportation. The Student Code of Conduct applies to all Marion County buses & at all Marion County bus stops as well as regularly scheduled & school-sponsored events. Students who do not follow bus rules may face the loss of bus privileges. Each student is expected to ride his/her assigned bus every day unless permission to do otherwise has been approved by the appropriate administration.

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

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

Bus Expectations for All Students

At the Bus Stop:

- Arrive at the assigned stop before the scheduled bus pick-up
- Be respectful and aware of traffic
- Wait in a quiet and orderly manner, in a safe place, clear of traffic & away from where the bus stops
- Stay off of private property

When the Bus Arrives:

- Allow the bus to come to a complete stop
- When boarding, wait until the bus has stopped with warning lights flashing & all traffic has come to a stop
- When crossing the street is necessary, cross in front of the bus only
- Board the bus in single file, quietly and in an orderly manner

On the Bus:

- Follow the instructions of the bus personnel
- Be respectful of all people, including all bus personnel
- Talk quietly and politely; using language appropriate for the school setting
- Keep the bus neat and clean
- Do not eat or drink
- Sit in assigned seat if applicable and remain in seat while the bus is moving

Exiting the Bus:

- Remain seated until the bus comes to a complete stop
- Exit at your assigned bus stop in an orderly manner
- Cross in front of the bus only

Electronic Device

A student who has an electronic device visible without permission as outlined by the Marion County School District Policy is subject to discipline as provided by board policy.

Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times, or use for unlawful activities.

Students shall be allowed to use personal electronic devices (laptops, tablets, iPads, portable gaming units, etc.) on buses if it does not disrupt the safe operation of the bus or the safety of students. If students do use personal electronic devices, on the bus, he/she should use earbuds or headphones.

Any faculty and/or staff member who finds a student in possession of an electronic device without permission can confiscate the device immediately. Administrators should be alerted once the electronic device is confiscated. However, the teacher should secure and document the electronic device. The device will be returned to the parent/legal guardian following administrative regulations.

Students are under the direct supervision of all staff members and /or substitutes. Failure to turn over an electronic device immediately when requested will result in disciplinary action in accordance with School District Code of Conduct Policy.

Responsibility/Liability Clause

Any student who chooses to bring to school an electronic device shall do so at his or her own risk and shall be personally responsible for the security of his or her device. Neither the school personnel nor the board will assume any responsibility or liability for loss, theft, damage, or vandalism to a mobile telephone, smart phone, or other such devices as described above brought onto school property or for the unauthorized use of any such device. The school district is also not responsible for any faculty or staff personal cell phones.

Times of authorized use for elementary school:

- before the beginning of the instructional school day
- after the dismissal bell at the end of the instructional school day
- during classroom instruction when directed by the teacher

Times of authorized use for middle school:

- before the beginning of the instructional school day
- after the dismissal bell at the end of the instructional school day
- during classroom instruction when directed by the teacher

Times of authorized use for high school:

- before the beginning of the instructional school day
- after the dismissal bell at the end of the instructional school day
- during classroom instruction when directed by the teacher
- During lunch while in the cafeteria

Primary School Discipline Plan | Teacher Managed

Behaviors which adversely affect a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

Infraction	Definition
Cheating	Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices)
Dishonesty	Failure to knowingly tell the truth; also includes obtaining petty objects without permission like food and school supplies (not technology)
Dress Code	Noncompliance with the District and/or school dress code
Electronic Device	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, smart watches, etc
Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry
Failure to Complete Work	The act of not completing assigned written, oral, or physical work
Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, display of public affection; an extreme feeling or emotion towards another person
Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult – this also includes not following classroom rules and expectations
Inappropriate Language	Words that are not demeaning or not directed to another student or adult
Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities
Littering	Purposely leaving trash to cause a nuisance or health concern
Running	Running in the classroom, hallway, cafeteria, or any other area inside the school (not including gym or PE)
Tardy	Arriving late to school or class (multiple tardies will result in Level 1 referral)
Throwing Objects	To propel or cast in any way anything that is visible or tangible
Violation of Class Rules	Intentional behavior that interferes with the standard operating procedures of the classroom and school environment wherever the class is located

Primary Teacher Managed Infractions

Each school should establish MTSS/PBIS systems to provide a protocol for teachers to address classroom managed referrals.

Possible Interventions	Possible Actions
<ul style="list-style-type: none">• Behavior contract• Clarify expectations• Reteach expectations• Explicit instruction• Modify activity• Alternate assignment• Peer buddy• Peer tutor• Problem-solving sheet• Proximity control• Quiet correction• Positive reinforcement of appropriate behavior• Seat change• Teacher/student conference	<ul style="list-style-type: none">• Confiscate items• Detention• In-class exclusion• Verbal or written apology• Loss of privilege• Parent/teacher conference• Parent/teacher contact (phone, email, text, letter)• Temporary removal from class• Verbal warning• Written or verbal reflection• Written warning

Primary School Discipline Plan | Level 1 | Behavioral Misconduct

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 the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and during school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
001	Aiding Others	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
003	Bite/Pinch/Spit	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
220	Computer Violation – Noncriminal	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
004	Contraband	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
170	Cutting Activity	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
160	Cutting Class	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
420	Disrespect	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
007	Disrupting Class	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
271	Failure to Comply with Disciplinary Action	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
320	Leaving Class	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
240	Loitering	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
290	Obscene Gesture	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
200	Off Limits	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
023	Property Misuse	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS
024	Running	Teacher Intervention	School Counseling	Parent Conference	Level 1
180	Tardy	See Tardy Policy			
151	Truant	Reteach Expectations, School level truancy team intervention – See Truancy Flowchart. *Students (age 6 and older) who are coded truant in PowerSchool (code 151) must have a truancy intervention plan in place at the school level.			
390	Unauthorized Device	Warning; Home Contact	School Counseling	Parent Conference	Level 2 w/1 Day OSS

Primary School Discipline Plan | Level 2| Disruptive Conduct

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 and court proceedings. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
680	Alcohol/Liquor Law	School Counselor/Parent Conference	Referral to Outside Agency		
530	Bribery	School Counselor/Parent Conference	1 Day OSS & Behavior Contract	3 Days OSS	3-5 Days OSS
340	Bus Misconduct	Parent Conference and Bus Contract	School Counseling	3 Days Bus Suspension	5 Days Bus Suspension
407	Confrontation/ Altercation	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
150	Cutting School	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
009	Fighting	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
350	Fire Alarm	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
010	Fireworks	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
011	Forgery/ Counterfeit	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
620	Fraud	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
630	Gambling	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
012	Harassment	HIB Policy; Reteach Expectations, Parent Contact, Referral to Counselor, Behavior Plan	HIB Policy; 1 Day Character Coaching	HIB Policy; 1 Day OSS	HIB Policy; 3-5 Days OSS
014	Hit/Kick/Push (towards adult)	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
014	Hit/Kick/Push (towards student/peer)	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
019	Indecent Exposure	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
310	Leaving School	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS

020	Major Disruption	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
789	Misc. Weapons	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
710	Pornography	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
380	Probation Violation	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
210	Profanity	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
270	Refusal to Obey/Defiant	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
025	Sexual Violation	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
740	Stolen Property	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
670	Theft/Larceny	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
027	Threat	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
028	Throwing Objects	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
230	Tobacco	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
750	Trespassing	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
029	Urination	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS
760	Vandalism	School Counselor/Parent Conference	1 Day OSS & Contract	3 Days OSS	3-5 Days OSS

Primary School Discipline Plan | Level 3| Criminal Conduct

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. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
500	Arson Violation	1-3 Days OSS	5 days OSS		
510	Assault, Aggravated	1-3 Days OSS	5 days OSS		
520	Assault, Simple	1-3 Days OSS	5 days OSS		
260	Bomb Threat	1-3 Days OSS	5 days OSS		
651	Bullying	See HIB Policy			
540	Burglary	1-3 Days OSS	5 days OSS		
700	Computer Violation- Criminal	1-3 Days OSS	5 days OSS		
652	Cyber Bullying	See HIB Policy			
560	Disturbing School	1-3 Days OSS	5 days OSS		
570	Drug Distribution	1-3 Days OSS	5 days OSS		
580	Drug Possession	School Counselor/Parent Conference	Referral to Outside Agency		
575	Drug Usage	School Counselor/Parent Conference	Referral to Outside Agency		
250	Gang Activity	1-3 Days OSS	5 days OSS; Contract & Intervention		
640	Homicide	1-3 Days OSS	5 days OSS		
650	Intimidation This code is to be used for incidents involving students only	See HIB Policy See threat assessment information and proceed accordingly AND notification to law enforcement if appropriate			
660	Kidnap/Abduction	1-3 Days OSS	5 days OSS		
700	Other Offenses- Criminal	1-3 Days OSS	5 days OSS		
730	Robbery	1-3 Days OSS	5 days OSS		
013	Sexual Harassment	1-3 Days OSS	5 days OSS		
610	Sexual Offense- Forced	3 days OSS; Referral to Outside Agency	5 days OSS; Referral to Outside Agency		
690	Sexual Offense – Non-Forced	3 days OSS; Referral to Outside Agency	5 days OSS; Referral to Outside Agency		
230	Tobacco	1-3 Days OSS	5 days OSS		
230	Tobacco - Distribution	1-3 Days OSS	5 days OSS		

789	Weapons - all coded as 789, then sub-code is added	1-3 Days OSS	5 days OSS	
780	Weapons - other	1-3 Days OSS	5 days OSS	
781	Weapons: Handguns	1-3 Days OSS	5 days OSS	
786	Weapons: Knife Blade < 2"	1-3 Days OSS	5 days OSS	
784	Weapons: Knife Blade > 2"	1-3 Days OSS	5 days OSS	
785	Weapons: Knife Blade >2.5"	1-3 Days OSS	5 days OSS	
782	Weapons: Rifles/Shotguns	1-3 Days OSS	5 days OSS	

Elementary School Discipline Plan | Teacher Managed

Behaviors which adversely affect a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

Infraction	Definition
Cheating	Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices)
Dishonesty	Failure to knowingly tell the truth; also includes obtaining petty objects without permission like food and school supplies (not technology)
Dress Code	Noncompliance with the District and/or school dress code
Electronic Device	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, smart watches, etc
Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry
Failure to Complete Work	The act of not completing assigned written, oral, or physical work
Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, display of public affection; an extreme feeling or emotion towards another person
Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult – this also includes not following classroom rules and expectations
Inappropriate Language	Words that are not demeaning or not directed to another student or adult
Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities
Littering	Purposely leaving trash to cause a nuisance or health concern
Running	Running in the classroom, hallway, cafeteria, or any other area inside the school (not including gym or PE)
Tardy	Arriving late to school or class (multiple tardies will result in Level 1 referral)
Throwing Objects	To propel or cast in any way anything that is visible or tangible
Violation of Class Rules	Intentional behavior that interferes with the standard operating procedures of the classroom and school environment wherever the class is located

Teacher Managed Infractions

Each school should establish MTSS/PBIS systems to provide a protocol for teachers to address classroom managed referrals.

Possible Interventions	Possible Actions
<ul style="list-style-type: none">• Behavior contract• Clarify expectations• Reteach expectations• Explicit instruction• Modify activity• Alternate assignment• Peer buddy• Peer tutor• Problem-solving sheet• Proximity control• Quiet correction• Positive reinforcement of appropriate behavior• Seat change• Teacher/student conference	<ul style="list-style-type: none">• Confiscate items• Detention• In-class exclusion• Verbal or written apology• Loss of privilege• Parent/teacher conference• Parent/teacher contact (phone, email, text, letter)• Temporary removal from class• Verbal warning• Written or verbal reflection• Written warning

Elementary School Discipline Plan | Level 1 | Behavioral Misconduct

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 the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and during school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
001	Aiding Others	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
220	Computer Violation – Non Criminal	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
004	Contraband	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
170	Cutting Activity	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
160	Cutting Class	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
005	Detention Violation	1 Day Character Coaching	1 Day OSS	Behavior Contract	2 Days OSS
420	Disrespect	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
007	Disrupting Class	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
390	Unauthorized Device	Device confiscated by principal; Parent Conference	Device confiscated by principal; 1 Day Character Coaching & Contract	Behavior Contract	Device confiscated for the year; 2 Days Character Coaching
271	Failure to Comply w/ Disciplinary Action	1-3 Day OSS & Contract	2-3 Days OSS	Behavior Contract	3-5 Days OSS
405	Horseplay	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
240	Loitering	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
290	Obscene Gesture	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
200	Off Limits	Parent Conference	1 Day Character Coaching	RECLASSIFIED as Level 2 w/1 day OSS	RECLASSIFIED as Level 2 w/1 day OSS
023	Property Misuse	Parent Conference	1 Day Character Coaching	Behavior Contract	2 Days Character Coaching
180	Tardy	See Tardy Policy			
151	Truant	Reteach Expectations, School level truancy team intervention – See Truancy Flowchart. *Students who are coded truant in PowerSchool (code 151) must have a truancy intervention plan in place at the school level.			

Elementary School Discipline Plan | Level 2| Disruptive Conduct

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 and court proceedings. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
680	Alcohol/Liquor Law	1-3 Days OSS	3-5 Days OSS; Referral to outside agency	5 Days OSS & Evidentiary Hearing	
530	Bribery	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
340	Bus Misconduct	1 Day Bus Suspension	3 Days Bus Suspension & Behavior Contract	5 Days Bus Suspension	Loss of Bus Privileges for 45 days
407	Confrontation/ Altercation	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
150	Cutting School	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
009	Fighting	3 Days OSS & Contract	3-5 Days OSS	5 Days OSS & Evidentiary Hearing	
010	Fireworks	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
011	Forgery/Counterfeit	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
620	Fraud	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
630	Gambling	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
012	Harassment	HIB Policy	HIB Policy	HIB Policy	HIB Policy
014	Hit/Kick/Push (towards adult)	1 Day OSS	3 Days OSS & Contract	5 Days OSS & Evidentiary Hearing	
014	Hit/Kick/Push (towards student/peer)	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
019	Indecent Exposure	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
320	Leaving Class	1 Day OSS	2 Days OSS	3 Days OSS & Contract	5 Days OSS & Evidentiary Hearing
310	Leaving School	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
020	Major Disruption	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
789	Misc. Weapons	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
710	Pornography	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
380	Probation Violation	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
210	Profanity	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
270	Refusal to Obey/Defiant	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
025	Sexual Violation	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
740	Stolen Property	1 Day OSS	1-3 Days OSS & Restitution	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
670	Theft/Larceny	1 Day OSS	1-3 Days OSS & Restitution	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing

230	Tobacco	1 Day OSS	1-3 Days OSS; Referral to outside agency	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
750	Trespassing	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
029	Urination	1 Day OSS	1-3 Days OSS	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing
760	Vandalism	1 Day OSS	1-3 Days OSS & Restitution	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing

Elementary School Discipline Plan | Level 3| Criminal Conduct

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. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	
500	Arson Violation	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
510	Assault, Aggravated	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
520	Assault, Simple	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
003	Bite/Pinch/Spit	1 Day OSS	1-3 Days OSS; Referral to outside agency	3 Days OSS & Contract	3-5 Days OSS & Evidentiary Hearing	
260	Bomb Threat	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
651	Bullying	HIB Policy; 3 days OSS, Notiy SRO, Behavior Plan, Referral for Evidentiary Hearing				
540	Burglary	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
700	Other Offenses- Serious	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
652	Cyber Bullying	See HIB Policy				
560	Disturbing School	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
570	Drug Distribution	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
580	Drug Possession	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
575	Drug Usage	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing			
350	Fire Alarm	3 Days OSS	3 Days OSS & Contract	3 Days OSS & Evidentiary Hearing		

250	Gang Activity	1-3 Days OSS; Contract & Intervention	3-5 days OSS & Evidentiary Hearing	
640	Homicide	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
650	Intimidation This code is to be used for incidents involving students only	See HIB Policy See threat assessment information and proceed accordingly AND notify SRO if appropriate		
660	Kidnap/ Abduction	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
730	Robbery	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
013	Sexual Harassment	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
610	Sexual Offense- Forced	5 Days OSS; Referral to SRO & Expulsion Hearing		
690	Sexual Offense – Non-Forced	5 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS; Referral to SRO & Expulsion Hearing	
027	Threat	Reteach Expectations, Parent Contact, Referral to Counselor, Character Coaching	1 Day OSS	3 Days OSS and Behavior Contract
230	Tobacco - Distribution	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
789	Weapons - all coded as 789, then sub-code is added	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
780	Weapons - other	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
781	Weapons: Handguns	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
786	Weapons: Knife Blade < 2"	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
784	Weapons: Knife Blade > 2"	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
785	Weapons: Knife Blade >2.5"	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	

782	Weapons: Rifles/Shotguns	1-3 Days OSS; Referral to SRO & Evidentiary Hearing	5 days OSS & Expulsion Hearing	
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Middle/High School Discipline Plan | Teacher Managed

Behaviors which adversely affect a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

Infraction	Definition
Cheating	Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices)
Dishonesty	Failure to knowingly tell the truth; also includes obtaining petty objects without permission like food and school supplies (not technology)
Dress Code	Noncompliance with the District and/or school dress code
Electronic Device	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, smart watches, etc
Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry
Failure to Complete Work	The act of not completing assigned written, oral, or physical work
Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, display of public affection; an extreme feeling or emotion towards another person
Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult – this also includes not following classroom rules and expectations
Inappropriate Language	Words that are not demeaning or not directed to another student or adult
Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities
Littering	Purposely leaving trash to cause a nuisance or health concern
Running	Running in the classroom, hallway, cafeteria, or any other area inside the school (not including gym or PE)
Tardy	Arriving late to school or class (multiple tardies will result in Level 1 referral)
Throwing Objects	To propel or cast in any way anything that is visible or tangible
Violation of Class Rules	Intentional behavior that interferes with the standard operating procedures of the classroom and school environment wherever the class is located

Teacher Managed Infractions

Each school should establish MTSS/PBIS systems to provide a protocol for teachers to address classroom managed referrals.

Possible Interventions	Possible Actions
<ul style="list-style-type: none">• Behavior contract• Clarify expectations• Reteach expectations• Explicit instruction• Modify activity• Alternate assignment• Peer buddy• Peer tutor• Problem-solving sheet• Proximity control• Quiet correction• Positive reinforcement of appropriate behavior• Seat change• Teacher/student conference	<ul style="list-style-type: none">• Confiscate items• Detention• In-class exclusion• Verbal or written apology• Loss of privilege• Parent/teacher conference• Parent/teacher contact (phone, email, text, letter)• Temporary removal from class• Verbal warning• Written or verbal reflection• Written warning

Middle/High School Discipline Plan | Level 1 | Behavioral Misconduct

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 the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and during school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
001	Aiding Others	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Behavior Contract	Level 2 w/ 1-3 Days OSS
004	Contraband	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Behavior Contract	Level 2 w/ 1-3 Days OSS
170	Cutting Activity	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Behavior Contract	Level 2 w/ 1-3 Days OSS
160	Cutting Class	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Behavior Contract	Level 2 w/ 1-3 Days OSS
005	Detention Violation	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Behavior Contract	Level 2 w/ 1-3 Days OSS
305	Driving Violation	10 Days Loss of Driving Privilege	20 Days Loss of Driving Privilege	Loss of Driving Privileges for Remainder of Year	
280	Dress Code Violation	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
390	Unauthorized Device	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
405	Horseplay	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
022	Inappropriate Physical Contact	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
320	Leaving Class	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
240	Loitering	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
290	Obscene Gesture	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
200	Off Limits	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
023	Property Misuse	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 2 w/ 1-3 Days OSS
180	Tardy	Tardy Policy			
151	Truant	Attendance Policy			
152	Truant-Habitual	Attendance Policy			
153	Truant-Chronic	Attendance Policy			

Middle/High School Discipline Plan | Level 2| Disruptive Conduct

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 and court proceedings. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
003	Bite/Pinch/Spit	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
530	Bribery	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
340	Bus Misconduct	1-3 Days Bus Suspension	3 Days Bus Suspension	3-5 Days Bus Suspension	Loss of Bus Privileges for 45 days
220	Computer Violation – Non Criminal	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
407	Confrontation/ Altercation	1 Day Character Coaching	2 Days Character Coaching	3-5 Days OSS	5 Days OSS & Referral for Hearing
150	Cutting School	1 Day of Character Coaching	2 Days of Character Coaching	1-3 Days OSS	5 Days OSS & Referral for Hearing
420	Disrespect	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 3 w/ 1-3 Days OSS
271	Failure to Comply w/ Disc. Action	1 Day Character Coaching	1-3 Days Character Coaching	1 Day OSS w/ Contract	Level 3 w/ 1-3 Days OSS
009	Fighting	3-5 Days OSS	5-10 Days OSS & Evidentiary Hearing		
350	Fire Alarm	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
011	Forgery/Counterfeit	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
620	Fraud	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
630	Gambling	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
012	Harassment	HIB Policy	HIB Policy	HIB Policy	HIB Policy
014	Hit/Kick/Push	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
310	Leaving School	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
020	Major Disruption	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
789	Misc. Weapons	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
380	Probation Violation	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
210	Profanity	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
270	Refusal to Obey/Defiant	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
025	Sexual Violation	3 Days OSS & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing		
230	Tobacco	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
750	Trespassing	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
029	Urination	1-3 Days OSS	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing

760	Vandalism	1-3 Days OSS & Restitution	3 Days OSS	3-5 Days OSS	5 Days OSS & Referral for Hearing
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Middle/High School Discipline Plan | Level 3| Criminal Conduct

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. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

Code	Infraction	1st Offense	2nd Offense
680	Alcohol/Liquor Law	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
500	Arson Violation	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
510	Assault, Aggravated	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
520	Assault, Simple	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
260	Bomb Threat	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
651	Bullying	HIB Policy; 3-5 days OSS, Notify SRO, Behavior Plan, Referral for Evidentiary Hearing	
540	Burglary	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
700	Other Offenses- Criminal	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
652	Cyber Bullying	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
560	Disturbing School	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
570	Drug Distribution	5 Days OSS; Notify SRO & Expulsion Hearing	
580	Drug Possession	5 Days OSS; Notify SRO & Expulsion Hearing	
575	Drug Usage	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
590	Embezzlement	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
600	Extortion	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
010	Fireworks	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
250	Gang Activity	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
640	Homicide	5 Days OSS; Notify SRO & Expulsion Hearing	
019	Indecent Exposure	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
650	Intimidation	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
660	Kidnap/Abduction	5 Days OSS; Notify SRO & Expulsion Hearing	
710	Pornography	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
720	Prostitution	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
730	Robbery	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing

013	Sexual Harassment	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
610	Sexual Offense- Forced	5-10 Days OSS; Notify SRO & Expulsion Hearing	
690	Sexual Offense – Non-Forced	5 Days OSS; Notify SRO & Expulsion Hearing	5 days OSS & Expulsion Hearing
740	Stolen Property	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
670	Theft/Larceny	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
027	Threat	Reteach Expectations, Character Coaching 3-5 days or OSS 1-3 days, Referral to School Counselor, Notify SRO *See Threat Assessment Information and Proceed Accordingly	3-5 days OSS, Expulsion Hearing, Notify SRO, *See Threat Assessment Information and Proceed Accordingly
770	Vehicle Theft	3 Days OSS; Notify SRO & Referral for Evidentiary Hearing	5 days OSS & Expulsion Hearing
780	Weapons - other	10 Days OSS; Notify SRO & Expulsion Hearing	
781	Weapons: Handguns	10 Days OSS; Notify SRO & Expulsion Hearing	
786	Weapons: Knife Blade < 2"	10 Days OSS; Notify SRO & Expulsion Hearing	
784	Weapons: Knife Blade > 2"	10 Days OSS; Notify SRO & Expulsion Hearing	
785	Weapons: Knife Blade >2.5"	10 Days OSS; Notify SRO & Expulsion Hearing	
782	Weapons: Rifles/Shotguns	10 Days OSS; Notify SRO & Expulsion Hearing	

Glossary

Offense	Description
Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but is not limited to: inciting a fight, impeding school officials from reaching a fight, and recording a fight.
Alcohol/Liquor Law	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages.
Arson Violation	To intentionally damage or attempt to damage any real or personal property by fire.
Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.
Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury.
Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth.
Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person.
Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following. <ul style="list-style-type: none"> • 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. • demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation and expression of a mental, physical, or sensory disability or by other distinguishing characteristics.
Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft.
Bus Misconduct	Failure to comply with the rules of the bus set forth by the district.
Cheating	Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission (with or without the use of electronic devices).
Computer Violation – Non Criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources (i.e. unauthorized websites, bypassing filters).
Computer Violation- Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering school data, etc.; purposely damaging school system computer resources.
Confrontation/ Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy.
Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, chemicals, dice, etc.).
Cutting Activity	Failure to attend or complete an assigned school activity or event.
Cutting Class	Failure to attend or complete scheduled class.
Cutting School	Failure to attend or complete a school day.
Cyber Bullying	Willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism.

Detention Violation	Failure to serve a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction.
Dishonesty	Failure to knowingly tell the truth; also includes obtaining petty objects without permission like food and school supplies (not technology)
Disrespect	Demeaning or discriminatory language and/or insult towards a student, adult, guest, or staff member including but not limited to any verbal, written, or electronic communication.
Disrupting Class	Behavior that interferes with instruction, learning, and a safe and orderly environment which includes, but not limited to, chronic talking, throwing objects, horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.
Disturbing School	<u>Behavior from a person who is not a student (not enrolled in, or who is suspended or expelled from the school that the person interferes with, disrupts, or disturbs at the time the interference, disruption, or disturbance occurs) that willfully interferes with, disrupts, or disturbs the normal operations of a school.</u>
Dress Code Violation	Noncompliance with the District and/or school dress code.
Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.
Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription or non-prescription medication).
Drug Usage	The use of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or non-prescription medication; being under the influence of unauthorized legal or any illegal substances.
Electronic Device Violation	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc.
Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry.
Failure to Complete Work	The act of not completing assigned written, oral, or physical work.
Failure to Comply with Disciplinary Action	The act of not completing a consequence or sanction assigned by a teacher or administrator as a result of an offense committed or multiple teacher managed offenses.
Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching where there is no major injury or disruption.
Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency.
Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others.
Forgery/Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly.
Gambling	Betting on a game of chance or an activity where money is exchanged.
Gang Activity	Any group of individuals or organizations, whether formal or informal, which advocate or promote activities threatening the safety or well-being of persons or property on school grounds or disrupt the school environment which are harmful to the educational process. The existence of such a group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics.
Harassment	A pattern of verbal, written or electronic contact that is initiated, maintained or repeated to cause a student to suffer mental or emotional distress.

Hit/Kick/Push (towards adult)	To deal a blow to, come into contact with, or strike; to strike with foot or feet; to apply pressure against for the purpose of moving.
Hit/Kick/Push (towards student/peer)	To deal a blow to, come into contact with, or strike; to strike with foot or feet; to apply pressure against for the purpose of moving.
Homicide	The killing of one human by another, not including manslaughter or attempted murder.
Horseplay	Rough play or pranks that disrupt the learning environment.
Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, display of public affection; an extreme feeling or emotion towards another person.
Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult – this also includes not following classroom rules and expectations
Inappropriate Language	Inappropriate words that are demeaning and or directed to another student or adult. (Non-threatening).
Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities.
Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body.
Intimidation	To unlawfully place a student in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing.
Kidnap/Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking.
Leaving Class	Departing from class without permission before the class period is complete.
Leaving School	Departing from campus without permission before the school day is complete.
Littering	Purposely leaving trash to cause a nuisance or health concern.
Loitering	Wandering on school premises in an area that is off limits to students or when there is no particular reason to be there.
Major Disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area.
Misc. Weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, and bullets that do not inflict injury.
Obscene Gesture	A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion.
Off Limits	To be present in an unauthorized location.
Other Offenses-Criminal	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offense(s) committed off-campus that is deemed serious enough by the principal that the presence of the student is detrimental to the best interest of the school.
Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material.
Probation Violation	A direct violation of a district probation contract administered through a hearing.
Profanity	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward another.
Property Misuse	Purposely cause minor damage (less than \$500) or defacement of property belonging to the school or others.
Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or non-compliance.
Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm
Running	Running in the classroom, hallway, cafeteria, or any other area inside the school.
Sexual Harassment	Any unwelcome sexual advance, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment.

Sexual Offense- Forced	Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting).
Sexual Offense- Non Forced	Unlawful, unforced sexual acts that are overtly sexual in nature, or other sexually inappropriate behavior (i.e. inappropriate touching of body parts without permission, gyrating, simulating a sexual act).
Sexual Violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted. This includes most consensual sexual intercourse situations.
Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner.
Tardy	Arriving late to school or class.
Theft/Larceny	To steal or possess property without the permission of the owner.
Threat	Making statements or gestures of intent to do physical harm to a staff member or towards the school threat to staff, threat to student, threat to property)
Throwing Objects	To propel or cast in any way anything that is visible or tangible.
Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.
Tobacco - Distribution	Sell, dispense or distribution of any tobacco related product included but not limited to: cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.
Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft.
Truant	A student, ages 6 to 17 years old who has accumulated three consecutive days of unlawful absences or a total of five unlawful absences during the current school year.
Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.).
Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property.
Violation of Class Rules	Intentional behavior that interferes with the standard operating procedures of the classroom and school environment.
Weapons - all coded as 789, then sub-code is added	Weapons: Firearms, handguns, rifles, shotguns or bombs (including look-alike); pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, Tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nunchucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray.
Weapons - other	Pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death. This also includes, but not limited to Tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nunchucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray
Weapons: Handguns	A handgun with or without ammunition.
Weapons: Knife Blade < 2"	A knife with a blade of less than 2 inches.
Weapons: Knife Blade > 2"	A knife with a blade of more than 2 inches and less than 2.5 inches.
Weapons: Knife Blade >2.5"	A knife with a blade of more than 2.5 inches in the possession of a special education student. This code should only be used if the knife is 2.5 inches or longer AND the student is identified as a special education student.
Weapons: Rifles/Shotguns	A rifle or shotgun with or without ammunition.

Code of Conduct

Student and Parent Acknowledgment and Pledge

The *Code of Student Conduct* has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the *Code of Student Conduct* with your child and afterwards (2) sign and return this sheet to your child's school. Should you have any questions when reviewing the *Code of Student Conduct*, please contact your child's principal. You may access an electronic copy of the handbook on the MCSD website: www.marion.k12.sc.us. You may also request a paper copy at your child's school office.

NOTE: FAILURE TO RETURN THIS ACKNOWLEDGMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE *STUDENT CODE OF CONDUCT*.

I have reviewed the *Student Code of Conduct* with my child and understand the rights and responsibilities contained therein.

Parent:

To help keep my school safe, I pledge to show good character, work to the best of my ability and adhere to the guidelines established within the *Student Code of Conduct*.

Student:

Date:

School	Administrator	Address	Telephone
Academy of Early Learning	Farrah Owens, Director	111 Academy Street, Mullins, SC 29574	843-464-3725
Easterling Primary School	Mykea Jordan, Principal	600 East Northside Avenue, Marion, SC 29571	843-423-8335
North Mullins Primary School	Dr. Angela Huggins, Principal	105 Charles Street, Mullins, SC 29574	843-464-3750
Creek Bridge STEM School	Stacy Wilbanks, Principal	6641 S. Hwy. 41, Marion, SC 29571	843-362-3500
Marion Intermediate School	Tanya Roberts, Principal	2320 N. Hwy. 41-A, Marion, SC 29571	843-423-8345
McCormick Elementary School	Thomas Drew, Principal	1123 Sandy Bluff Road, Mullins, SC 29574	843-464-3760
Johnakin Middle School	Mark Fraiser, Principal	601 Gurley Street, Marion, SC 29571	843-423-8360
Palmetto Middle School	Dr. Regina Gilchrist, Principal	305 Oneal Street, Mullins, SC 29574	843-464-3730
Marion High School	Dr. Daris Gore, Principal	1205 S. Main Street, Marion, SC 29571	843-423-2571
Mullins High School	Michael Stone, Principal	747 Millers Road, Mullins, SC 29574	843-464-3710
Success Academy at Palmetto Education Center	Darryl Woodberry, Director	200 Broad Street, Mullins, SC 29574	843-464-3740
Academy for Careers and Technology	Darrell Jameson, Director	2697 E. Hwy. 76, Marion, SC 29571	843-423-1947
Marion County Adult Education Center	Candyce Brooks, Director	2697 E. Hwy. 76, Marion, SC 29571	843-423-2591

Notice of Non-Discrimination

Marion County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

Section 504 – Cassandra Strickland, Director of Federal Programs, 719 North Main Street, Marion, SC 29571

Title IX – Paula Grant, Director of Human Resources, 719 North Main Street, Marion, SC 29571