

## BOARD OF TRUSTEES

The Board of Trustees is responsible for the establishment and maintenance of a system of public schools for all children residing in the school district. The Board of Trustees may make all necessary rules and regulations for the government and conduct of schools consistent with the laws of the state.

The Board of Trustees' powers are derived from the state constitution and acts of the general assembly. Consequently, the Board of Trustees may perform only those acts for which some authority exists. This authority may be expressly stated or implied either in state law or in rules and regulations of the State Board of Education. The Board of Trustees' authority to exercise permissive powers within the framework of state laws and regulations allows for freedom of action.

While the Board of Trustees is responsible to the State Board of Education, it is, by law and tradition, responsible to the community it serves and represents. It is, therefore, the duty of the Board of Trustees to carry out the will of the community in matters of public education, within the boundaries set by the laws and regulations of the state of South Carolina and Bamberg County.

## NOTES TO PARENTS AND STUDENTS

While the Denmark-Olar Elementary School Discipline Plan tries to be comprehensive, it is impossible to cover every situation that may arise at school. Administrators are given the authority to deal with any behavior not covered by this plan. Please be reminded that administrators have the option of administering consequences as deemed necessary.

## IMPORTANT TERMS

### Parent Responsibility

EXPULSION: The Board of Trustees may authorize or order the expulsion, suspension, or transfer of any student for a commission of a crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or State Board of Education. Expulsion means the loss of privilege to attend classes or other school functions for the remainder of the school year. Every expelled student has the right to petition the Superintendent of Schools, for readmission for the succeeding school year, unless permanently expelled by the Board of Trustees.

OUT-OF-SCHOOL SUSPENSION: Suspension from school for a number of days up to ten (10) for any offense means that the student may not attend classes or any other school function, ride a school bus, or enter school grounds without permission from school/district administrators. When a student is suspended from school, the administrator shall notify the parent/guardian to give the reason for the reinstatement conference with the parent/guardian and the student. This conference must be held prior to the student returning to school.

BEHAVIOR INTERVENTION: Behavior Intervention is offered as an alternative to Out-of-School Suspension. The school administrator will assign students to Behavior Intervention as indicated in the Discipline Plan. The students may not attend regular classes, but rather will be assigned to the Behavior Intervention Room, located at Denmark-Olar Elementary School, for the entire time of the assignment. Students, who are assigned to Behavior Intervention, are required to complete their regular classroom assignments. Once assignments are completed, students are expected to complete any additional assignments or readings assignments by the Behavior Intervention proctor. Those refusing to report to Behavior Intervention will be assigned OSS. Students who misbehave in Behavior Intervention will be removed from Behavior Intervention and will be assigned OSS. No student will be assigned Behavior Intervention more than ten (10) days during the school year.

## CATEGORY I: MINOR OFFENSES

- Offense 1: Tardiness (tardies will start over at the beginning of 2<sup>nd</sup> semester).
- Offense 2: Classroom misconduct.
- Offense 3: Continually unprepared for class.
- Offense 4: Eating/drinking in class (gum included)
- Offense 5: Failure to follow instructions
- Offense 6: Loitering/in an authorized area
- Offense 7: No signed agenda
- Offense 8: Running, playing, or horseplay (hall or grounds etc.) that may endanger self or others
- Offense 9: Improper show of affection (no physical contact)
- Offense 10: Unauthorized sale of items (candy, etc.)
- Offense 11: Other minor offenses
- Offense 12: Offense Violation of Dress Code
- Offense 13: Possession of any paging or telecommunications (cell phone, Gameboy or any other electronic game device) without administrative permission. Items must be picked up by parents.

### CATEGORY I OFFENSES REQUIRE THE FOLLOWING ACTIONS:

NOTE: All teachers are expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator. The below listed consequences come into effect once the student has been referred to an administrator:

- Referral 1: Warning
- Referral 2: Parent/Guardian Contact
- Referral 3: Conference with Assistant Principal and/or Principal
- Referral 4: Parent Conference

For Referral 5 and each additional referral, students will be assigned 1 day Out-of School Suspension. Once a student has accumulated a minimum of 5 suspension days he or she will be referred to the Superintendent of Schools or a designee in order to be reinstated. Subsequent referrals may result in out of school suspension.

## CATEGORY II: INTERMEDIATE OFFENSES

Category II Offenses are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of oneself or others.

- Offense 14: Minor vandalism (\$25 or less) (Restitution required)

- Offense 15: Minor theft (\$25 or less) (Restitution required)
- Offense 16: Trespassing by a student from an in-district campus
- Offense 17: Cheating (giving or accepting assistance) on work
- Offense 18: Abusive, profane, or obscene language (student to student)
- Offense 19: Forging or falsifying information (written or verbal)
- Offense 20: Failure to report to an assigned area (cutting class, bus area, etc.)
- Offense 21: Possession of tobacco products or paraphernalia (cigarettes, lighters, chewing tobacco, etc.)
- Offense 22: Unlawful assembly
- Offense 23: Disrupting a lawful assembly/school environment
- Offense 24: Any activity that endangers self or others while at school (playing)

#### CATEGORY II OFFENSES REQUIRE THE FOLLOWING ACTIONS:

- Referral 1: Conference with Assistant Principal and/or Principal
- Referral 2: Parent Contact
- Referral 3: 2 Days Suspension

For Referral 4 and for each additional referral, students will be assigned to 3, 5, and 10-days Out-of-School Suspension and referred to the District Office for Expulsion. Once a student has accumulated a minimum of suspension days, he or she will be referred to the Superintendent of Schools or designee in order to be reinstated.

#### CATEGORY III: SERIOUS OFFENSES

- Offense 25: Smoking or use of tobacco products while at school or at school sanctioned events
- Offense 26: Deliberate disobedience/refusal to obey school personnel
- Offense 27: Trespassing by a suspended student
- Offense 28: Disrespect to a school personnel
- Offense 29: Threatening, intimidating, taunting, or harassing another student (verbally, physically, or cyberly)
- Offense 30: Fighting at school or at any school sanctioned event (severity of the fight determines the level of consequences)
- Offense 31: Leaving school grounds without administrative permission (also includes failure to sign out)
- Offense 32: Theft (\$25 to \$99) (restitution required)
- Offense 33: Vandalism (\$25 to \$99 to include writing on walls, etc., but not limited to ..... ) (restitution required)

## CATEGORY IV: SEVERE OFFENSES

- Offense 34: Use, transfer, or possession of dangerous weapons or other items able to cause bodily harm
- Offense 35: Threatening, intimidation, or act of physical or verbal abuse to school personnel
- Offense 36: Setting off a false fire alarm
- Offense 37: Use, possession, distribution, or sale of drugs, alcohol, non-alcoholic beer, or any other controlled substances
- Offense 38: Use of obscene or profane language or gestures to school personnel
- Offense 39: Invasion of privacy (includes molestation, areas off limits to that sex/gender, and any applicable violations)
- Offense 40: Major vandalism (\$100 or more)
- Offense 41: Major theft (\$100 or more)
- Offense 42: Unprovoked physical abuse (student(s) attack on another student without provocation)
- Offense 43: Gang attack (two or more students attack, threaten, or intimidate another student)

CATEGORY IV OFFENSES WILL AUTOMATICALLY RESULT IN A MINIMUM OF 5 DAYS OUT-OF-SCHOOL SUSPENSION, REFERRAL TO THE SUPERINTENDENT OF SCHOOLS WITH A RECOMMENDATION FOR EXPULSION, AND IF NECESSARY, NOTIFICATION TO LAW ENFORCEMENT.

## CATEGORY V: BUS OFFENSES

- ❖ Riding a school bus is a privilege, not a right.
- ❖ Appropriate behavior is expected on the bus at all times.
- ❖ The following policy will be in effect for all students who ride school buses.

- Offense 44: Fighting while on the bus
- Referral 1: 1 day OSS or 1 day off bus
- Referral 2: 2 days OSS or 2 days off bus
- Referral 3: 3 days OSS and/or 3 days off bus
- Referral 4: 5 days OSS and/or days off bus

*Conference with the Superintendent of Schools or designee is required for reinstatement.*

(Possible recommendation for expulsion)

- Offense 45: Safety offenses and refusal to listen to the driver.

This offense includes any action that might cause the driver to stop the bus in order to correct the situation. It also includes actions that may cause the driver to lose concentration or take his/her eyes off the road.

- Referral 1: 1 day OSS or 1 day off bus
- Referral 2: 2 days OSS or 2 days off bus
- Referral 3: 3 days OSS and/or 3 days off bus
- Referral 4: 5 days OSS and/or 5 days off bus
- Offense 46: Vandalism (10 days off the bus)

Students involved in damage to or destruction of property will share equally in the cost of repairs or replacement of that property. Additionally, refer to the appropriate offenses that address vandalism in Offenses 14, 33, and 40).

There will be no smoking or use of tobacco products on the buses. Open food or drinks are not allowed on the buses.

Profanity and other inappropriate language will be treated as a safety violation. Additionally, refer to Offense 18.

In accordance with state law, the bus driver is in charge. During investigation, a conference will be held with the bus driver and student in an attempt to resolve the matter. Misconduct or prejudicial treatment of students by the driver should be reported to the Denmark-Olar School District Two Bus Supervisor, in writing (and signed) as soon as possible.

Each bus driver will be allowed to appoint one or two riders to be monitors for that bus. All monitors will be approved by the District Bus Supervisor.

### OUT OF SCHOOL SUSPENSION

1. The student is not permitted on the school grounds before, during, or after school hours during the time of suspension.
2. The student will not be permitted to participate in any in-school or out-of-school activity during the suspension.

\*\*\*\*\* Offenses not covered by these rules will be handled by the principal.

**Students who are asked to bring parents before returning to school should not report to school without a parent. Students who come back without a parent will have to be picked up or will remain in Behavior Intervention until a parent comes. Students are subject to additional days of suspension.**

### OPTIONAL INTERVENTIONS

Optional interventions may include: Administrative Conferences, Parent Conferences, Home Visits, Counseling, Behavior Contract, and Work Detail.

## OPTIONAL INTERVENTIONS TERMS

### **Administrative Conference**

An administrator will hold an administrative conference with the student in an effort to resolve any inappropriate behavior of the student. During the conference a student may be asked to write a statement explaining how he/she could have avoided the situation. Documentation will be noted and placed in the student's file.

### **Parent Conference**

Parent will be asked to come to the school to talk with an administrator and/or a teacher concerning any problems with his or her child. Documentation may also be noted.

### **Home Visit**

An administrator will visit a student's home to talk with a parent in an effort to resolve concerns with his or her child's behavior. Documentation will be noted and placed in the student's file.

### **Counseling**

Student will attend counseling sessions with the school's counselor. Session may be individual or small group. The counselor will use effective counseling techniques to assist students in the attempt to correct undesirable behavior. The counselor will make necessary documentation to be placed in the student's file.

### **Behavior Contract**

A behavior contract is an assignment between an administrator and the student that sets an attainable goal for the student to reach in an effort to correct undesirable behavior. An incentive is often used as part of the contract to motivate the student.

### **Work Detail**

Student will be assigned small clean up chores such as picking up paper, washing tables in the cafeteria, cleaning windows and doors, taking out trash, or working in the bookroom.

## CLOSING OF SCHOOL DUE TO BAD WEATHER

In the event it is necessary to close school due to bad weather or another emergency, the following radio and television stations will be requested to make announcements when in doubt about school being in session. When the weather prediction is extremely bad parents should tune in to the following stations:

WNEZ-Aiken

WGCV-Orangeburg

WRDW- (Channel 12) - Augusta

WIIZ-Barnwell

WJBF (Channel 6) – Augusta

WIS (Channel 10) – Columbia

Parents may also check the Denmark-Olar Elementary School Facebook Page for any announcements concerning school closings.

## ATTENDANCE

South Carolina law requires students to miss no more than 10 days from a school year. Should a student have an unusually lengthy illness, parents should stay in regular contact with the school. Absences will be monitored daily and parents will be notified of irregular attendance and/or tardiness. Students who are truant and/or excessively tardy will be referred to the District Attendance Officer for possible court action.

Letters will be mailed to parents when students have three (3), five (5), and ten (10) consecutive absences. When a student has three (3) consecutive absences, the District Attendance Officer will be notified.

Any student with an excessive amount of absences who passes all subjects may be required to attend summer school at the expense of the parents. He/She may be required to take the subject with the lowest grade or be retained in the present grade.

## TARDINESS

Promptness to school and class is very important. Students are to be in their seats and ready to work when the bell sounds. The teacher will not confer with the student concerning tardiness (class time would be lost). Beginning with the third tardy and all subsequent tardiness to class the teacher will refer the student to an administrator.

Referral 1: Warning

Referral 2: Parent/Guardian Contact

Referral 3: Parent Conference

For Referral 4 and each additional referral, students will be assigned 1 day Out-of-School Suspension. Once a student has accumulated a minimum of 5 suspension days, he or she will be referred to the Superintendent of Schools in order to be reinstated.

## ALL SUBSEQUENT TARDINESS

If tardiness persists, the teacher and administration will counsel the student and notify the parent. All accumulated tardiness will start over at the beginning of the second semester. Teachers are asked to accept a note from another teacher or administrator excusing the student's tardy. This procedure should not persist and should only occur if the student was tardy as a result of the issuing teacher. (through no fault of the student)

## HALL CONDUCT

Students should only be in the hall when changing classes or using the restroom. At no time should students be in the hall unnecessarily. Students are to be quiet and should walk to the right at all times. No running, playing or pushing should be done. Students who violate hall rules will be dealt with according to Category I offenses.

## RECESS

Recess is a privilege. During recess students may go on the outside or remain in the homeroom. During gym recess, students should not run, push, shove or engage in horseplay. Students are not to remove their shoes or clothes. They should not engage in any physical activity that may be offensive to others. No excessive or rough play is allowed.

## CAFETERIA CONDUCT

Good nutrition goes hand in hand with education. At Denmark-Olar Elementary School, we take pride in the School Food Service Program. Students will be served breakfast and lunch. Students are to enter the cafeteria orderly, quietly, with their meal cards in their hand. They are to remain seated, keep their area clean, and dispose all trash properly. Students who violate cafeteria rules will be dealt with by an administrator.

### Rules:

1. Students will enter the cafeteria quietly and in an orderly manner.
2. Students will remain quiet and use good table manners.
3. Students will stand quietly and remain in their places while in the lunch line.
4. Students will sit and remain seated at designated areas.
5. Students will pick up desired food items while going through the serving line and not return to the serving line.
6. Students will clean their eating area and empty trays in the containers after eating.
7. Students will treat everyone with dignity and respect.
8. Students will ask special permission to leave the cafeteria before dismissal.
9. Students will report to the cafeteria manager if a replacement tray is needed.

## APPEALS

Suspensions (whether in or out-of-school) may be appealed to the building principal and/or the Superintendent of Schools provided administrative protocol has been followed. Decisions involving low-level infractions (i.e. detentions, etc.) will be final by the building principal in most cases. The principal will recommend expulsion for serious infractions (i.e. verbal abuse, threat of death or serious bodily injury, physical assault or violence, etc.). A written appeal for a hearing must be made to the Superintendent of Schools.