

**Lake Marion High School
and
Technology Center**



**3656 Tee Vee Road
Post Office Box 650
Santee, South Carolina 29142
Telephone: (803)854-9213
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Name _____	
Address _____	
City/State/Zip Code _____	
Phone _____	Student I.D. _____
Homeroom Teacher _____	Grade _____

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DISTRICT INFORMATION

ORANGEBURG CONSOLIDATED SCHOOL DISTRICT THREE

1654 Camden Road
Post Office Box 98
Holly Hill, SC 29059
Telephone: (803) 496-3288
FAX: (803) 496-5850

BOARD OF TRUSTEES

Mrs. Betty Shuler, Chairman
Mrs. Beatrice Sweat, Vice-Chairman
Mrs. Catherine Shuler, Secretary
Ms. Alice Pinckney, Parliamentarian
Mrs. Vernell Goodwin
Mrs. Barbara Butler
Mr. Dennis White
Mrs. Catherine Behr, Recording Secretary

DISTRICT ADMINISTRATORS

Dr. Jesulon Gibbs-Brown, Superintendent
Mr. Gerald Wright, Associate Superintendent of Operations
Ms. JoAnn Lawton, Director of Personnel
Dr. Marty Conner, Associate Superintendent of Curriculum & Instruction

DISTRICT VISION STATEMENT

Orangeburg County Consolidated School District Three will prepare all students for high school graduation and to become positive future leaders.

DISTRICT MISSION STATEMENT

The mission of Orangeburg County Consolidated School District Three is to provide a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.

LAKE MARION HIGH SCHOOL ADMINISTRATIVE STAFF

Mr. Kelvin Lemon, Principal
Ms. Cynthia Taste, Assistant Principal
Mr. Bryant Robinson, Assistant Principal
Mr. Gerald Wright, Athletic Director
Mrs. Jane Singh, Media Specialist

LAKE MARION HIGH SCHOOL GUIDANCE STAFF

Mrs. Ruth Kallio, Guidance Counselor
Ms. Barbara Capers, Guidance Counselor
Dr. Stacey Rock-Gilmore, Guidance Counselor

SCHOOL WITHIN-A-SCHOOL PROGRAM STAFF

Ms. Darlene Nunnally, I.B. Diploma Programme Coordinator

LAKE MARION HIGH SCHOOL SECRETARIAL STAFF

Mrs. Mary Jamison, Principal's Secretary
Mrs. Helen White, Bookkeeper
Ms. Barbara Abraham
Mrs. Carmen Futch
Mrs. Sylvia Shingler
Mrs. Tina Smith

WELCOME

As we enter the 2016-2017 school year, the Lake Marion High School and Technology Faculty and Staff welcomes you. We want to help you acquire skills and habits which will lead to a personally satisfying and rewarding future. To succeed, however, you must demonstrate a sincere interest in your education. Please read the information in this guide. By reading this information, you will be made aware of what we stand for, what we expect of you as students, and how you are to conduct yourselves in an appropriate manner. With all of us working cooperatively, we will have an excellent year.

LAKE MARION HIGH SCHOOL MISSION STATEMENT

The mission of Lake Marion High School and Technology Center is to collaborate with parents and stakeholders to provide a safe learning environment that ensures all students become life-long learners and productive citizens in their communities and in a global society.

School Mascot:	Gators
School Motto:	“A Haven of Excellence and High Expectations”
School Yearbook:	Gator Pride

LAKE MARION HIGH SCHOOL ALMA MATER

Composer: Gayle Singleton

When we have pledged our loyalties and waved the banner high

With honor, pride and dignity across the skies

We'll cherish ev'ry memory until we die

Dear Alma Mater we love you, Lake Marion High

Dear Alma Mater we love you, Lake Marion High

LAKE MARION HIGH SCHOOL STUDENT PLEDGE

This day has been given to me fresh and clear

I can either use it or throw it away

I promise to use this day to the fullest

Realizing it can never come back again

I realize this is my life to use or to abuse

INTRODUCTION

Lake Marion High School and Technology Center offers a quality education. The school is proud to offer programs meeting the needs of all of its students – from the highest academically talented to the academically challenged. Lake Marion recommends that all students go beyond the state’s minimum requirements for a high school diploma. To this end, the school offers a challenging curriculum to support the attainment of the *Profile of the South Carolina Graduate*; equipping students with world class knowledge, world class skills, and life and career characteristics.

College Summit is a national nonprofit organization working to increase the college enrollment of our students. By bringing together all the community members who benefit from increased college enrollments-students, school districts, colleges, employers, and community leaders- College Summit is working to ensure that students are well prepared and informed about their options when it comes to life after high school. The program also makes it possible for all participating seniors to make a successful transition to college or post-secondary options. College Summit partners with teachers to prepare students for successful life after high school – whether they choose the college path, the world of work, the military, an apprenticeship, or something different altogether.

The Science, Technology, Engineering, and Mathematics (STEM) program which included Project Lead the Way (PLTW) provides our students with an education that includes a solid foundation in science, technology, engineering, and mathematics which will ensure that they will be prepared to compete in the global marketplace and pursue careers in STEM related fields. Students who benefit from an education that integrates STEM into the learning process may collaborate on an interactive white board, use a simulation program to graph and model formulas through spreadsheets to learn algorithms, manipulate molecules to understand reactions, use handheld devices to collect and analyze data to solve real-world environment problems, or use sophisticated technology through a STEM laboratory.

The International Baccalaureate (IB) Diploma Programme develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The school will collaborate with governments and international organizations to develop challenging programs of international education and rigorous assessment.

Career and Technology Education (CATE) students should begin to establish career goals and to consider how elective high school courses can best prepare them to meet the technological requirements of the future. The career and technology education curriculum serve as preparation for students who plan to study on the college level, the technical college level, or who plan to pursue a career upon graduation. Through hands-on courses, students can explore career options, train for a future career, and complete courses which will give placement credit at a post secondary level.

Lake Marion Technology Center provides postsecondary and career preparation for students through a rigorous, competency-based curricula enhanced with relevant skills and experiences. Whether you plan to attend a two-year college, four-year college, or enter the workforce upon graduation, the programs we offer will meet the educational needs of the 21st century learner and provide multiple pathways for continued success in life.

CURRICULUM INFORMATION **COURSE/SCHEDULE CHANGES**

Students will be held responsible for completing a course once they have committed to it. Any schedule changes, which are requested once classes begin, will be closely monitored and adjusted as necessary. **ANY AND ALL CHANGES MUST HAVE THE PRINCIPAL'S APPROVAL.** The master schedule for the year is based on requests made by students the previous spring. For this reason, changes made after student schedules are completed are very difficult and often impossible to change. Students who fail courses in the fall and spring need to register for summer school as Lake Marion High School cannot guarantee that they can take two courses in the same subject the next year. **ABSOLUTELY NO CLASS CHANGES MAY BE MADE AFTER THE THIRD DAY OF EACH SEMESTER WITHOUT APPROVAL FROM THE PRINCIPAL,** except those to accommodate failures, teacher recommendations, enhance academic selection, graduation, and/or administrative errors.

DROPPING AND ADDING COURSES

The state uniform grading system also outlines the conditions for withdrawing from courses. Those conditions are as follows:

1. With the first day of enrollment as the baseline, students who withdraw from a course within 3 days of a 45-day course, 5 days of a 90-day course, or 10 days in a 180 day course will do so without penalty.
2. Students who officially withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course or 10 days in a 180 day course shall be assigned a WF and the F will be calculated in the student's grade point ratio.
3. The 3, 5, and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes initiated by the administration of a school.
 - Level changes will be honored if class space is available during the same block for the course level requested.
 - If a student moves from a weighted course to a non-weighted course he/she loses the benefits of the weighted grade.
 - When a student is permitted to change from one course level to another, the exact numerical grade earned in the first course transfers to the other and is computed in the grade average.

UNIFORM GRADING POLICY

On Tuesday, April 12, 2016, the State Board of Education (SBE) unanimously voted to implement a 10-point grading scale effective in the 2016–17 school year. The new uniform grading scale is accompanied by a new conversion chart that will also be implemented in the 2016–17 school year. A copy of the conversion chart is provided on the next page.

Numerical breaks for letter grades, weightings for specified courses, and a conversion chart for computing grade point ratio are shown in the chart that follows:

10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

Computing Grade Point Averages

GPA's already earned by students will be recalculated on the basis of the revised policy's three-decimal-point scale.

All South Carolina public schools will use the following formula to compute all GPAs:

GPA = $\frac{\text{sum (quality points x units)}}{\text{sum of units attempted}}$				
STUDENT EXAMPLE – These calculations are based on the new scale, please see the new 10-point course weights for the 2016- 2017 school year below labeled 10- point scale.				

	Course Taken	Numerical Average	Quality Points	Unit
	English 1	91	4.100	1
	Algebra 1	87	3.700	1
	Physical Science	94	4.400	1
	World Geography, Honors	83	3.800	1
	Physical Education	92	4.200	.5
	French 1	84	3.400	1

COMPUTATION

	Quality Points		Units		
	4.100	x	1.0	=	4.100
	3.700	x	1.0	=	3.700
	4.400	x	1.0	=	4.400
	3.800	x	1.0	=	3.800
	4.200	x	.5	=	2.100
	3.400	x	1.0	=	3.400
sum of units attempted →			5.5		21.500 ← sum of quality points x units

$\frac{\text{sum of quality points x units}}{\text{divided by sum of units attempted}} \rightarrow$	$21.500 \div 5.5 = 3.919 \rightarrow \text{student's GPA}$
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Computations will not be rounded to a higher number.

The establishment of criteria for determining honors graduates, including the valedictorian or salutatorian, is a local decision. Local boards may establish earlier cutoffs (e.g., the seventh semester of high school, the third nine weeks of the senior year) when ranking students for any local purpose. However, class rank for LIFE Scholarships is determined at the conclusion of the spring semester of the senior year.

PROMOTION POLICY (Grades 9-12)

In order to comply with state law and to ensure continuous and appropriate progress through Grades 9-12, **Orangeburg Consolidated School District Three** has established the district's Promotion and Retention Policy. Students are promoted or retained in grade classifications based on these criteria. In Grades 9 through 12, in order to be eligible for promotion to the next grade classification, students must have earned a minimum number of units, as specified below:

DISTRICT GRADE CLASSIFICATION AND HOMEROOM ASSIGNMENT POLICY

CLASS	Students entering high school in 1997-98 and thereafter
Freshman	Promotion from 8 th grade
Sophomore	6 units (including English 1 & 1 math unit)
Junior	12 units (including 2 units of English & 2 units of math)
Senior	18 units (including 3 units of English, 3 units of math & projecting graduation)

Note: No more than two (2) units may be applied for any one summer school period. No more than six (6) units may be applied from summer school attendance and/or correspondence courses.

STATE HIGH SCHOOL DIPLOMA REQUIREMENTS

To receive a diploma from the State of South Carolina, the student who entered high school during or after 1997 shall earn a minimum of 24 units as follows:

Subject	Units Required
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
U. S. History	1.0
Economics	0.5
U.S. Government	0.5
Other Social Studies	1.0
Physical Education or JROTC	1.0
Computer Science (inc. Keyboarding)	1.0
Foreign Language or Career and Technology Education ³	1.0
Health	0.5
Electives	6.5
Total ^{1,2}	24.0

1. The student must demonstrate proficiency in computer literacy before graduation.
2. To meet the state high school diploma requirements for students in a college preparatory program, one unit must be earned in a foreign language (most four-year colleges and universities require at least two units of the same foreign language); and for students in a technology preparation program, one unit must be earned in occupational education.

EXAMINATIONS

Cumulative examinations are given in all courses at the end of all courses. Exam periods are designed to provide time to evaluate the achievement of the main points of the course work. Exams will be given to classes only at the assigned times. No exams will be given early without the approval of the principal and then only in cases where late make-up is impossible or impractical. Students who miss these exams will make-up the exams within two weeks of the end of the semester.

NOTE: Some courses have EOCE (End of Course Examination) which constitutes 20% of the final grade. The courses are English 1, Algebra 1, U. S. History, and Biology.

INTERIM REPORTS

Interim reports are issued to students at the 4.5 week mark of each 9-week grading period. A student should bring home a progress report from each course. Parents are encouraged to review this information and schedule conferences with guidance as needed.

REPORT CARDS

Lake Marion High School operates on 9-week reporting periods. Reports cards will be issued at the end of each 9-week period. Parents and students should study these reports carefully, not only for grades, but for attendance as well. Any questions regarding interpretation of reports should be directed to guidance.

Orangeburg County Consolidated School District Three **2016 - 2017 Report Card & Progress Report Dates**

Grade reporting periods for the 2016-2017 school year will be nine weeks durations. All schools will issue Progress reports to students and their parents this school year. Progress and grade reports will be issued through the Guidance Departments at the school. Reporting periods and dates for progress and report cards will be announced.

Tentative Dates for Report Cards

October 26, 2016, January 11, 2017, March 29, 2017

*4th Quarter will be mailed after the last day of school. The last day of school is June 2, 2017

PARENT – TEACHER CONFERENCES

To schedule a conference with a teacher, the parent may call the guidance office. The guidance office will arrange a date and a time conducive to all stakeholders. All times, dates, and participants in parent/teacher conferences will be verified in guidance.

ACADEMIC AWARDS PROGRAM CRITERIA

The Academic Awards Program serves as a means to recognize distinguished achievement in areas of study reflecting good classroom work and citizenship within the students' own level of achievement. In order to qualify a student cannot earn a grade lower than a "C" (numerical grade 70 - 79). **Students earning a grade of "D" (numerical grade 60 - 69) are ineligible for the awards program.** The honor roll

average is calculated using the grade point averages from the 1st, 2nd, and 3rd reporting periods for the school year. Students recognized must earn a cumulative grade point average 3.00 - 5.87 with a combination of A's (90-100), B's (80-89) and C's (70-79). Students earning all A's (90-100) for the 1st, 2nd, and 3rd grade reporting periods will receive the Distinguished List Award; students earning a cumulative grade point average of 3.50 to 4.799 or "A" average with a combination of A's (90-100) and B's (80-89) for the 1st, 2nd and 3rd grade reporting periods will receive the Principal's List Honor Roll Award; and a cumulative grade point average of 3.0 to 4.587 with a combination of A's (90-100), B's (80-90) and C's (70-79) for the "B" Honor Roll - Honorable Mention Award.

TOP TEN AWARDS

Academic awards will be presented annually to the ten highest academically ranked students in grades 9 through 11 (for the current academic year) during the annual academic awards program. Top ten of the senior class is calculated cumulative of the student's 9th through 12th grade academic years and is announced during the senior day program.

CLASS RANKINGS

High School

According to policy Code IKC, the district bases the scholastic ranking of students on the accumulative grade point average (GPA).

For rankings of transfer students

A student is eligible to be a part of rankings in grades 9 through 11 after he/she has completed one full semester at the district high school.

For rankings of seniors

A student is eligible to be a part of senior rankings if he/she has completed three full semesters at the district high school, including the entire senior year.

SAT AND ACT TESTS

It is our most sincere wish that we provide the best guidance to all students so that they have the opportunity to achieve their lifetime goals. Taking or not taking a college entrance test is an important decision. Taking the appropriate entrance test is an equally important decision. For this reason, we have established a process that we hope will help students make those decisions that will lead to the fulfillment of their post-secondary goals. We also recognize that entrance test application fees can be costly. Carefully selecting the best test for each student can reduce application costs. To obtain an acceptable score on the SAT or ACT it is recommended that a student should have successfully completed or be scheduled currently in the following courses: English III, IV, Algebra II, Chemistry SAT Verbal, SAT Math and attend the SAT preparation sessions held after school.

Check with Guidance Office and College Board / ACT Web Sites to Confirm Dates and Registration Procedures.

GRADUATION AND SENIOR INFORMATION

ONLY SENIORS WHO HAVE COMPLETED ALL COURSE WORK OR SATISFIED THE REQUIREMENTS FOR INDIVIDUAL EDUCATION PLANS ARE ALLOWED TO PARTICIPATE IN GRADUATION CEREMONIES. A senior must also participate in graduation rehearsal in order to participate in graduation exercises. It is the student's responsibility to know the time and place of rehearsal. No final transcripts or records will be sent for a senior who owes any fees. All fees must be paid before a diploma is issued. Students who fail any required courses will not be allowed to participate in graduation.

SENIOR ITEMS

Jostens is the school's supplier of graduation items. The only items that are needed for the graduation ceremony are the cap, gown, tassel, and diploma cover. The purchase of any graduation items does not indicate that a student will participate in the graduation ceremony or receive a diploma or a certificate. Any items ordered including cap, gown, tassel, and diploma cover cannot be returned and are the responsibility of the parent.

SENIOR DUES

Senior dues are paid to cover the following expenses: senior activities, decorations for graduation ceremony, speaker honorarium, and gift to school.

VIOLATION OF STUDENT CODE OF CONDUCT

Any candidate for graduation, who violates any district or school policy after the completion of senior examinations which could result in a suspension according to the District's Student Code of Conduct, **WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.** Also, disciplinary referrals may prevent seniors from participating in senior activities.

CHEATING POLICY

Lasting learning occurs only when it is an honest process, which reflects students' true abilities. Cheating prepares a student for failure, not success. The faculty and administration have a commitment to deal with the following types of cheating in a firm and decisive manner: Examples may include but are not limited to the following:

1. To use the work of another person as one's own.
2. To copy information from another student's test or other work.
3. To plagiarize – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. To prepare to cheat in advance by (a) having in your possession a copy of a test to be given or having been given by the teacher, (b) using the test or notes during a test or examination, (c) talking while taking quizzes, tests or examinations.
5. Using electronic devices without permission to calculate or to acquire information during an assessment

If a student is cheating, the teacher will assign a zero (0) on that given assignment and the student may face additional disciplinary action.

VISITORS TO SCHOOL

Lake Marion High School welcomes parents to its facilities. Upon arrival to the school for visitation, parents will check in at the main office. The office secretary will notify an

administrator of parent arrival. When applicable, school personnel will escort parents to teachers' classroom. Visitors who are on school business are welcomed. All visitors must check in at the front office and state the nature of their visit. Visitors will be issued a visitor's pass after the principal has granted permission. Visitors may only visit classes with clearance from the main office and a visitor's badge. **Students are not allowed to have visitors at school. Students may not bring siblings to school.** In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or suspended or recommended for expulsion from the district's schools. **FOOD ITEMS ARE NOT ALLOWED TO BE DELIVERED TO STUDENTS DURING SCHOOL DAY.**

TELEPHONES

School telephones are for school business only and may not be used for incoming or outgoing calls. Office personnel may accept emergency messages for students, but students will not be called from classes to accept telephone calls. **ALL STUDENT CELL PHONES MUST BE KEEP OFF AND OUT OF SIGHT.** If you are caught using a cell phone, it **WILL BE CONFISCATED UNTIL THE END OF THE 1ST SEMESTER OR THE END OF THE SCHOOL YEAR.**

ATTENDANCE POLICY

Absences are counted in each individual class, in accordance to state law, Regulation R43-274 and Orangeburg County Consolidated School District Three. Any absence in excess of 10 may cause the student to lose credit for a 180-day course. The first 10 absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh must be lawful. Furthermore, any absence in excess of 5 may cause the student to lose credit for a 90-day / semester course. The first 5 absences may be lawful, unlawful, or a combination. All absences beginning with the sixth must be lawful.

LMHS & Technology Center operates on a 4 X 4 Block Schedule; as a result, the majority of classes are 90-day courses.

- . Students taking courses for high school credit can accrue the following number of unexcused absences before losing course credit:
 - . **45-day classes 3 unexcused absences**
 - . **90-day classes 5 unexcused absences**
 - . **180-day classes 10 unexcused absences**

A (FA) Failed due to absences will be assigned in all classes where the number of unexcused absences is met or exceeded.

With proper documentation, absences may be coded excused for the following reasons: 1) Death in immediate family – mother, father, sister, brother, grandparents; 2) Student illness with a doctor's note; 3) Recognized religious holidays; 4) Related school field trips; 5) Legal-court subpoena of students as a witness; 6) Emergencies. Attendance office personnel will notify parents by mail or telephone when a student has been absent at the following intervals:

3 Consecutive days, 5 total days, and 10 days.

All written notes must be turned in to the office the day a student returns to school. Notes will not be accepted after the end of the current grading period of the absence. A student excused from school before 3:00 p.m. must have a parent or designated adult sign him/her out before the student will be dismissed. In order for an absence to be verified/classified as lawful, an excuse from a doctor or specific agency must be received in written form when requested. When a written excuse from the appropriate person or agency cannot be presented, the parent or guardian must confer with school attendance personnel in a personal conference. In this conference, the principal or designee will determine if the absence(s) is/are lawful or unlawful. Failure on the part of the parent to provide documentation when requested or visit the attendance office for a conference will result in those absences being ruled unlawful. If the parent's response is not received within five (5) days, a student 16 years of age or less will be reported to the court for truancy. **STUDENTS WHO EXCEED 5/10 UNLAWFUL ABSENCES IN A CLASS WILL NOT RECEIVE CREDIT.**

The following are examples of unlawful absences: vacations, participation in non-school sponsored contests and activities, family reunions, hair appointments, visits to college campuses, child care for younger children, and absences without parental knowledge.

UNLAWFUL ABSENCES

Absences will be considered unexcused under the following conditions:

- The student is willfully absent from school without the knowledge of parents/guardians.
- The student is absent from school without acceptable cause with the knowledge of the parent/guardian.
- An absence is not covered by a parent's or doctor's excuse within three days of the student's return to school.
- The student is absent for sickness for more than ten (10) cumulative days not covered by a doctor's excuse.

STUDENT MAKE-UP WORK FOLLOWING AN ABSENCE

All students are required to make-up any work missed due to absences, regardless of the reason for the absence. Students are responsible for requesting make-up work from individual teachers, for complying with the arrangements and standards for the make-up work at the teacher's convenience, and for doing so within the allowable period of time specified by the teacher (not to exceed three (3) days). Failure to do so will result in the automatic recording of the grade of zero for any work not completed. Any student participating in a school-sponsored event must abide by this policy as well.

When it is necessary for a student to be absent from school for an extended period of time due to illness, death in the family, etc., make-up work may be arranged by calling the counselor. Classroom teachers will be notified in writing, and assignments may be picked up from the counselor on the following day. A twenty-four hour waiting period is necessary in order to avoid interrupting the teacher's class.

TARDY POLICY (Subject to be changed)

Students who enter school after the first period begins must sign-in in the attendance office before reporting to their first period classes. It is important that students sign in so the absence may be removed from the daily absentee. Failure to complete the sign-in process may result in disciplinary action.

Disciplinary action will be taken against students who are tardy unless they arrive on a late bus or have a doctor’s excuse explaining their tardiness. Students who arrive on late buses must obtain a late bus pass from the attendance office. Misuse of a late bus pass in reporting to class may result in disciplinary action.

Students who are tardy to any classes without an official excuse will be “swept” and directed to In-School-Suspension (ISS) with the following disciplinary actions also taken:

- 1st offense.....Warning**
 - 2nd offense.....Contact Parent**
 - 3rd offense.....In-School-Suspension (I.S.S.)**
 - 4th offense1 Day Out-of-School Suspension (O.S.S.)**
 - 5th – 8th offenses1 - 3 Days Out-of-School Suspension with
parent conference and Attendance Contract**
- ** Excessive tardiness may result in a Recommendation for Expulsion**

It is the responsibility of each student to manage his/her time and energy. Therefore, it is the sole responsibility of that student to be on time to school and class.

In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or suspended or recommended for expulsion from the district’s schools.

Students may make up any school work missed due to lawful or unlawful absences. This work must be made up in a timely manner at the teacher’s discretion.

If a student has a medical condition, which may result in more absences, please inform the guidance department and the school nurse.

EARLY DISSMISSALS

Students who become ill during the school day or have medical appointments should report to the nurse. If the nurse is not available, then students must report to the main office. Students that leave early for any reason must abide by the following rules:

- The parent/guardian must come into the main office to sign the student out during the school day.
- Students who are signed out of school and return during the same day should sign in at the Attendance Office upon returning to school.
- Early dismissals will occur at class change only unless there is a medical emergency.
- If the student does not sign out in the office, the class absences due to early dismissal will be unexcused.

LATE ARRIVALS

Buses – Students who arrive on late buses will receive a late bus pass from the attendance office and will report to their 1st period class.

Excused – Students who arrive late from a doctor, dentist, or court appointment must bring the doctor, dentist, or court note to the Main Office when they arrive to school. Students will be issued a pass to class.

Unexcused (Five minutes or more late to any class period) – Students who arrive to class late will report to the Attendance Office to receive a pass to class. The tardy policy will be enforced.

MEDICAL INFORMATION

HEALTH ROOM

Students must report to the office when an illness occurs. Those who become ill may obtain a pass from their classroom teacher to go to the office. No student may use the health room without permission from the office staff. The health room is for those with an emergency illness.

STUDENT MEDICINES AT SCHOOL

Medication (including aspirin) will **not** be dispensed by the school or by any school personnel. Students who bring medication to school must have written doctor/parental permission.

IMMUNIZATION

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or child development program under the control of the South Carolina Department of Education for the 2012-2013 school year.

South Carolina law requires that each student present to the school upon entrance a valid and up-to-date immunization record (Form 1125). Form 1125 may be obtained from a medical doctor or the local health department. This applies to new out-of-state students and to students whose forms are not in records received from the sending school.

- Four (4) doses of any combination of DTP, DT, DTP-Hib, DTap, or Td vaccine with at least one (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubeola (Measles) vaccine with both received on or after the first birthday and separated by at least one month.
- One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine.
- One (1) dose of Varicella vaccine received on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, fourth, and fifth grades.

STUDENT DRESS

Students should at all times be dressed in a manner that is conducive to a businesslike scholastic atmosphere. The wearing of hats, caps, scarves or other headgear will not be permitted in the classrooms or halls unless wearing of such articles is in keeping with an organized religion, and a letter to that effect is on file in the front office. Halter or tank type blouses or dresses, shorts or dresses that fail to adhere to the universal screening, sweaters that expose the mid-section, profane or suggestive lettering or pictures on clothing, and sagging pants will not be permitted in the classrooms or halls.

The student ID card will be used as a universal screening mechanism for the length of garments and the width of straps. The length of the card should be used to measure garments above the knee and the width of the card should be used to measure the width of straps on the shoulder.

Example: Place the ID vertically on the top of the knee cap; if the garment does not touch the ID card, it is too short or place the ID on the shoulder, if the strap is not as wide as the ID card, another shirt must be worn

- Shorts, dresses, and skirts less than the length of a student ID card in the front and back are not permitted (at the mid-knee level).
- Female students are not permitted to wear “Leggings, jeggings, etc. as external clothing.
- Pants worn below the waist/hip will be considered INDECENT EXPOSURE and handled according to discipline policy. **NO SAGGING PANTS! A BELT MUST BE WORN WITH YOUR PANTS.**
- Hats and headwear (doo rags or headbands) on students (male or female) are not permitted inside the building.
- Bare midriffs, halter tops, tank tops, see-through shirts, blouses, or dresses are not permitted.
- Endorsements of tobacco, alcoholic beverages, or controversial issues are not permitted on clothing worn at school.
- Proper shoes must be worn at all times. **“SLIDES, SLIDERS, FLIP-FLOPS, BEDROOM SHOES, THRONGS, OR SHOES WITH CLEATS ARE NOT DEEMED PROPER.” SHOES MUST BE TIED AT ALL TIMES!**
- Sunglasses/shades or flip lens glasses are not permitted in the school building unless medically necessary. Students with a medical necessity should see a school administrator for clearance.
- Clothing worn inside or backwards is not permitted.
- Jewelry with spikes is not permitted.
- Chain attachments to clothing/jewelry are not permitted.
- Special dress or costumes for special occasions may be worn only with prior approval of the administration.
- No Bandannas are allowed on campus.

ASSEMBLIES

Students are expected to be courteous and respectful at all school activities. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes whistling, inappropriate clapping, boisterousness and talking during a program.

STUDENT PARKING

The school administration reserves the right to control traffic and parking on campus in order to provide a safe environment for students. All students parking will be by permit only and traffic safety will be enforced. Violators will be ticketed and fines will be assessed or violators will be towed at the owner's expense. Student's vehicle(s) must be registered through the main office before driving on campus or a temporary permit (one day for registration only) must be obtained. Student parking is available on a first come basis only. However, some parking spaces will be allotted for seniors. Students must have a valid driver's license and proof of insurance for a parking decal. **PARKING PRIVILEGES MAY BE REVOKED FOR ANY DISCIPLINARY INFRACTION OR AT THE SOLE DISCRETION OF ADMINISTRATION.** The cost of a parking decal is \$25.00 and is non-refundable.

STUDENTS ARE NOT TO BE IN THE PARKING LOT DURING THE SCHOOL DAY UNLESS AN ADMINISTRATOR HAS GIVEN SPECIAL PERMISSION.

Loitering in the parking lot or sitting in cars in the morning or at lunchtime is strictly prohibited. Those who visit the parking lot at unauthorized times may receive warnings, detentions, suspensions and or have driving privileges revoked. Once a student comes on school grounds in the morning, he/she may not leave again without first reporting to the general office to get permission to leave. This includes the time before the first bell rings for school to begin. All students are urged to lock their cars during school hours. The school is not responsible for theft or vandalism for any cars. No loud music should be heard once vehicles are on school property. Drivers are also responsible for the actions of passengers and may be subject to consequences for the behavior of those they choose to transport or provide access to their vehicle.

CHANGE OF ADDRESS

Parents and students are responsible for keeping the school informed of changes in address and other information that is needed for parents/guardians. Such information can be vital in an emergency. The information should be submitted to the main office.

STUDENT AGENDAS & HALL PASSES

All students must have an agenda to be in the halls. Students must remain in designated areas prior to the first bell. **Students may not go to the parking lot or to any area outside the building during the school day without administrative approval. Failure to remain in the assigned areas may lead to disciplinary action.** Students will abide by the 20/20 rule, where no students are allowed out of class during the first 20 minutes or the last 20 minutes of a class period.

IDENTIFICATION CARDS (ID CARDS)

All students will be issued ID cards at the beginning of each school year. All students must wear ID cards during school hours every day as a measure of safety. ID cards must be worn around the neck on a break-away lanyard that is provided for safety reasons (no chains) and **must be visible above the waist at all times.** Defaced ID cards must be replaced at the student's expense. The student must pay \$5.00 for each replacement ID. The ID card must be presented when checking out library materials, for admission to certain extra-curricular activities, and to enter the cafeteria.

CAFETERIA

Students and teachers may purchase their breakfasts and lunches in the school cafeteria. The prices are kept at a minimum. No food or drink is to be carried out of the cafeteria. **NO FOOD OR DRINK IS TO BE EATEN IN THE HALLWAYS OR IN THE CLASSROOMS.** A section of the commons area will be designated for eating. Students are responsible for keeping all eating areas clean. **NO FOOD IS ALLOWED TO BE BROUGHT IN BY PARENTS, GUARDIANS, OR FRIENDS FOR LUNCH.**

MEDIA CENTER

The media center is open each school day from 7:30 a.m. until 4:00 p.m. Students may visit on their own before school, during lunch, or after school. Students are expected to follow all school rules while visiting the media center. Student ID cards must be visible at all times. A student ID card is required to check out materials from the media center. Students may check out up to three books at a time for a two-week period, and materials may be renewed if additional time is needed. Students will be charged a fine for any overdue materials. The fine is \$0.10 a day per book. The maximum student fine is \$5.00 per book. Students are responsible for all books checked out from the media center under their name and will be charged the replacement cost for any lost item. The cost for printing from the computer is \$0.05 per page and copying with the copier is \$0.10 per page.

SAFETY, DISCIPLINARY, AND BEHAVIORAL INFORMATION **SCHOOL RESOURCE OFFICERS**

The School Resource Officer acts as a liaison between the Orangeburg County Sheriff's Department, the school, and the community. The officers are also familiar with the community agencies, which offer assistance to youths and their families. The officers will make referrals as necessary. As an employee of the Orangeburg County Sheriff's Department, they will take law enforcement action as required against intruders on campus and at related school functions. They will assist the principal in developing plans and strategies to prevent and minimize dangerous situations, which may result from student disorder.

CLOSED CAMPUS – OFF LIMITS POLICY

Lake Marion High School has a closed campus policy. Students are not allowed to leave the campus for lunch nor should fast foods be brought to campus for students. Only special circumstances will be considered with prior approval from the principal. Designated areas for lunch will be assigned. If students leave the campus without permission, he/she will receive an out-of-school suspension(s).

CONTRABAND ITEMS

Students are NOT to bring CELLULAR TELEPHONES, tape/CD players, radios, electronic games, pagers, beepers, or other electronic equipment to school or to be used on school grounds or buses. The possession of paging devices by students on school property is prohibited. Items will be confiscated if found in a student's possession, regardless of ownership and will only be returned to a parent or guardian.

SEARCH ON SCHOOL PROPERTY

Act 373 of 1994 allows principals or their designees to conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause. They may also search both the person and the property of persons entering school property.

Due to the potential problem of students bringing concealed weapons onto the school campus, the administration has elected to implement a random search of any persons entering the campus of Lake Marion High School. The search will be conducted in randomly selected rooms on a selected day of the week.

Pursuant of Act 373 of 1994, which states that any person entering the campus may be subject to search, the administration has opted to reserve the right to search any persons entering the campus of Lake Marion High School in order to ensure a safe and orderly environment.

OVERNIGHT SCHOOL RELATED TRIPS

The following guidelines will apply to those students traveling on all overnight school related trips:

- Curfew violations on premises (Category II) 3-day suspension.
- Curfew violations off premises (Category I) 5-day suspension.
- Alcohol intoxicated (Category I) 10 day suspension with recommendation for expulsion.
- All discipline policies are applicable for any school activity/fieldtrips.

SMOKING

Orangeburg Consolidated School District Three does not permit smoking or use of tobacco products or paraphernalia within the district-owned or leased facilities or property including all buildings, vehicle, and grounds. Students will not smoke or use tobacco products or paraphernalia during school activities off school district property (i.e., field trips). A student found in violation of this policy will be punished according to the district code of conduct. Students may be fined \$25.00 for the offense by the School Resource Officers (S.R.O.).

DRIVER'S EDUCATION COURSE

Driver's Education is a program consisting of classroom instruction and behind-the-wheel instruction. Students will receive instruction in defensive driving techniques, traffic safety, preventive maintenance, and other related topics. After successful completion of the course, a state certificate, which can reduce the cost of car insurance, will be awarded. **You must be enrolled in the 10th, 11th, or 12th grade to enroll in this course. Students must obtain a South Carolina Driver Learner's Permit by the first day of the course.** If you have a valid driver's license, you cannot enroll in this course. The cost of this course is \$50.00.

TEXTBOOKS

All students' textbooks are the property of the state of South Carolina. Textbooks are requisitioned on loan by the school and the school is held accountable for any book that is damaged, lost or stolen. Likewise, whenever textbooks are assigned to a student, he/she becomes the responsible party. If a book is damaged, lost, or stolen, the students must pay for damaged, lost, or stolen books. All state issued textbooks are bar-coded and scanned when they are issued to students. Students will be required to pay the full replacement cost for any textbooks that are returned without the barcode.

The administration will not assume responsibility for books, cell telephones, headphones or other personal items left unattended by students. All students are encouraged to rent a locker to properly secure books and personal items when not in use. Lockers are assigned to individual students and are not to be shared.

FINES FOR TEXTBOOKS

DAMAGES% OF COST OF BOOK

1. Torn pages	25%
2. Damaged cover	25%
3. Ink or pencil marks	
Minor	\$1.00/page
Major	25%
4. Loose bindings – due to apparent abuse	50%
5. Minor water damage (no mildew)	50%
6. Missing pages	100%
7. Obscenities – drawn or written	100%
8. Damages that prevent re-issuing books (including ANY mold or mildew)	100%
9. Missing Barcodes	100%

If a student pays for a book in full, he/she is entitled to keep that book.

HARASSMENT, INTIMIDATION, OR BULLYING POLICY

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

Orangeburg Consolidated School District Three prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined by the District 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.

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the District. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The District also prohibits any persons from falsely accusing another of misconduct as a means of harassment, intimidation, or bullying.

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and District. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with State law, up to and including expulsion in the case of a student or termination in the case of an employee. The District also may refer any individual who has violated this policy to law enforcement officials. The District will take any other appropriate steps to correct or rectify the situation.

The Superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy. The Superintendent or his/her designee will also ensure that a process is established for discussing the contents of this policy with students.

ORANGEBURG COUNTY CONSOLIDATED SCHOOL DISTRICT THREE MIDDLE
SCHOOL/HIGH SCHOOL
STUDENT DISCIPLINE GRADES 6-12

Category I Offenses

- Physical or verbal sexual harassment including removal of clothing, aggressive sexual language, or intimidation
- Rape
- Consensual performance of any sexual act between two or more people
- Deliberate exposure of sex organs
- Possession, use or distribution, or being under the influence of any alcoholic beverage (In determining whether a student is under the influence of alcohol, the District may consider the student's demeanor, appearance, and any comments made by the student. The amount of alcohol consumed by a student will not be determinative of whether the student is under the influence).
- Possession, distribution, use, or being under the influence of drugs or unauthorized substances including hallucinogenic inhalants
- Possession/use of drug paraphernalia (including rolling papers) or counterfeit/look-alike drugs
- Sale or distribution of counterfeit drugs
- Assault with a deadly weapon

- Transfer or possession of dangerous weapon(s) (i.e., knife, gun, brass knuckles, bat, chain, etc.) or any object(s) intended to be used as a weapon
- Physical violence against any staff member
- Blackmail, threats, or intimidation against any staff member
- Gang related activity (assault, harassment, intimidation)
- Arson
- Detonating fireworks or use of explosives
- Unauthorized setting off of fire alarm, destroying, stealing or illegally setting off fire extinguishers
- Unauthorized or illegal entry to school buildings or property
- Trespassing on any district campus or bus while under suspension/expulsion
- Commission of a crime (felony)
- Violation of Board, hearing officer, or superintendent probation or readmission policy
- Bomb Threats
- Vandalism (major) defacing, destroying, or damaging school property
- Assault against another student (severe harm)
- Obscene language or gesture, or profanity directed toward a staff member
- Other serious acts of misconduct as determined by school officials

Category I Actions

Referral to the Hearing Officer for expulsion

1. Suspension until the hearing before the Hearing Officer is scheduled within 10 school days and no more than 15 days after parent notification.
2. Notify a district psychologist if the student is classified as a Special Needs student.
See Discipline for Special Needs Students and Administrative Actions.

Category II Offenses

- Assault without severe harm
- Fighting (reciprocal exchange of blows without weapons)
- Blackmail, threats or intimidation against students
- Possession of knife with a blade less than 2 inches
- Mimicking sexual behavior
- Touching another person in a sexual manner
- Possession of stolen goods, theft or vandalism of property valued at \$50.00 or less
- Possession of fireworks
- Defacing or damaging school property (minor)
- Refusal to obey direct order from an administrator
- Reckless Driving on school grounds
- Other acts of misconduct as determined by school officials

Category II Actions

- **3-5 days out of school suspension**
- **1 - 2 Additional days for clearly passing first blow in a fight but not more than max of 5 days total.**

Category III Offenses

- Provoking a fight
- Reckless play (throwing dangerous objects, shoving, etc.)
- Refusal to obey direct (reasonable) order from a staff member
- Obscene or profane language or gesture not directed toward a staff member (staff discretion should be used)
- Lying/Cheating

- Gambling
- Possession or use of tobacco products; lighting matches or using a cigarette lighter
- Unauthorized distribution of any materials
- Major classroom disruption or major distraction to bus driver
- Inappropriate behavior in an assembly or after school activity
- A disruptive class walkout
- Any unauthorized class, homeroom, or activity absence (cutting) during the school day or leaving school grounds without permission
- Failure to follow an assigned schedule after boarding a bus or coming on school grounds
- Failure to stay for administrative detention
- Putting arms, head, or feet out of a bus window
- Entering a restricted area set aside for bus loading before the bus has come to a complete stop
- Walking behind a bus or between moving buses
- Improperly boarding/exiting bus; or boarding/exiting at a stop other than stop closest to student's residence
- Standing, walking, or not staying in the seat while the bus is in motion
- Playing or standing in the roadway while waiting for the bus
- Tampering with bus emergency doors or other bus equipment
- Mutual caressing, fondling, petting
- Failure to possess or present I.D. card (if applicable)
- Tardy to class in excess of two days each six weeks
- Unexcused late arrival in excess of two days each six weeks
- Other acts of misconduct as determined by school officials

Category III Actions

- Conference/overnight suspension/detention/counseling/withdrawal of privileges/in-school suspension or 1-3 days suspension

Category IV Offenses

- Unauthorized presence in restricted area
- Littering (outside the classroom)
- Loitering on school grounds after dismissal
- Violation of admissions policy following absence, late arrival, or early dismissal
- Failure to attend teacher's detention
- Abusing hall pass privilege
- In hall or leaving class without a pass
- Failure to obey teacher's or supervisor's instructions**
- Disruption of instructional process**
- Not in proper seat**
- Sleeping in class**
- Eating/drinking in the hall, the classroom, the library, or on the bus**
- Improper use or possession of medicine
- Failure to obey safety procedures
- Violation of parking regulations; parking in handicap zone*
- Refusal to pay for lost or damaged property

- Unauthorized selling of candy, drinks, etc., at school or on the bus
- Possession of a radio, a beeper, a record player, a tape player, a compact disc player, a skateboard, or other unauthorized items
- Violation of dress code
- Abusive language between students
- Violation of rules in the cafeteria (etiquette, cutting, loud and boisterous behavior, etc.)
- Failure to return an overdue Library book at least two weeks past the due date
- Violation of locker policy
- Having obstructions in the aisle of bus
- Bringing animals on the bus or to school
- Other acts of misconduct as determined by school authorities

Category IV Actions

- Conference/overnight suspension/detention/counseling/withdrawal of privileges/demerits/in-school suspension or one-day suspension
- *Parking/driving privileges may be revoked at the discretion of the principal or designee for any parking/driving offense.
- **Referral made after all other steps of the classroom management plan have been implemented in a timely manner.

Transportation Addendum

The preceding student discipline code applies to student behavior on school buses. In addition to the discipline procedures outlined in the offenses code, principals may add or substitute the following sanctions.

1. Three class days suspension from buses.
2. Five class days suspension from buses.
3. Ten class days suspension from buses.
4. Recommendation to the hearing officer for permanent bus suspension. Written parent notification is required for a bus suspension.

Discipline for Special Education Students

Generally, special education students are/expected to comply with all regular school rules. Departure from regular rules of student discipline in the case of students defined as “disadvantaged” under the IDEA or Section 504 will occur only when individualized assessment of the particular case indicates that such departure *is* appropriate. Special education students will be treated in accordance with procedures listed under the school discipline code until ten (10) days out-of-school suspension are accumulated or until a hearing before the hearing officer is required. In all cases where a special education student is recommended for long-term suspension (10 days or more) or expulsion, the student's IEP/504 committee will meet within seven (7) days of the last offense to determine if the offenses are related to the disability and to recommend a proper course of action if they are related. The IEP committee will consist of an administrator, the student's special education teacher, a school psychologist, the parent or guardian, and other persons, as needed, who are familiar with the student and the disabling condition. The agenda of this IEP meeting will include the following:

1. Descriptions of the behaviors constituting the offense(s).
2. Review of the student's psychological reports and behaviors targeted in current and previous IEP goals and objectives.
3. Determination by the committee that the behavior is or is not a manifestation of the disabling condition.
4. Changes in IEP goals and discipline plans, if needed, to address disability related behaviors. The committee will provide a recommended course of action for dealing with behaviors that are directly related to the disabling condition.
5. Possible change in placement or referral to an outside agency.
6. Referral to the hearing officer (where specified) when Behavior is determined not to be a manifestation of the disabling condition.

