

Midlands STEM Charter School

Operational Policy

Passed August 10, 2023

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APPENDIX A
SCHOOL LEGAL STATUS

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Legal Status

SECTION 1.1. The school operates as a South Carolina non-profit organization in accordance with applicable state and federal laws, operating under the authority of the charter as authorized by the SCPCSD and the State Board of Education.

SECTION 2. Authority of the Governing Board

SECTION 2.1. In accordance with the Board's bylaws duly adopted June 17, 2014, the Governing Board is charged with the responsibility of the control and management of the school in compliance with state and federal laws, rules, and regulations applicable to public charter schools.

APPENDIX B

SCHOOL ATTENDANCE ZONE

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Official Attendance Zone

SECTION 1.1. The official attendance zone of the school shall be South Carolina, which has been duly approved in the charter by state and local authorizing agencies.

SECTION 2. Eligibility for Enrollment

SECTION 2.1. Any student who resides with a parent/legal guardian within the official attendance zone and provides timely and valid evidence of proof of residency within the official attendance zone is eligible to enroll at Midlands STEM Institute. A homeless student cannot be denied enrollment based on a lack of proof of residency, per 42 USC 11431 et. seq.

SECTION 2.2. Valid evidence of proof of residency shall be defined as forms of evidence required by other public schools in the State of South Carolina and as defined in the school's policies or procedures.

SECTION 3. Revisions to Official Attendance Zone

SECTION 3.1. The Governing Board of the School may change the attendance zone by making the appropriate revisions to the charter, subject to approval by state and local (where appropriate) authorizing agencies.

APPENDIX C

OFFICIAL SCHOOL YEAR

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Official School Year

SECTION 1.1. The official school year for students consists of the equivalent of [180] days of attendance.

SECTION 2. Authorization for Departure from Official School Year

SECTION 2.1. When any of the following conditions exist, the Executive Director or other authorized school leader, with the authorization of the Governing Board, and if applicable, the school's authorizer, may depart from the [180]-day school year:

SECTION 2.1.1. The President of the United States or the Governor of the State of South Carolina proclaims a state of emergency.

SECTION 2.1.2. There is an emergency, disaster, act of God, civil disturbance or a shortage of vital and critical materials, supplies, access to facilities, or fuel that make the continued operation of the school according to the definitions of school year, school month, or school day impractical or impossible.

SECTION 2.1.3. In the event that schools are closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material supplies, access to facilities, or fuel, or other disruptions requiring schools to close must be made up. All school districts shall designate annually at least three days within their school calendars to be used as make-up days in the event of these occurrences. If those designated days have been used or are no longer available, the local school board of trustees may lengthen the hours of school operation by no less than one hour per day for the total number of hours missed or operate schools on Saturday. S.C. Code Ann. 59-1-425 (b)

SECTION 2.1.4. S.C. Code Ann. 59-1-425 (C) The General Assembly by law may waive the requirements of making up missed days or, by law, may authorize the school board of trustees to forgive up to three days missed because of snow, extreme weather conditions, or other disruptions requiring schools to close. A waiver granted by the local board of trustees of the requirement for making up missed days also must be authorized through a majority vote of the local school board.

SECTION 2.1.5. S.C. Code Ann. 59-1-370. Closing of educational institutions on general election day. All State-supported colleges and universities, technical education centers and public schools shall be closed on presidential election day in November of each year. This day shall not be considered as one of the regular school days for the year for public schools.

SECTION 3. Work Year for Staff

SECTION 3.1. The work year for teachers is a minimum of [190] days, including the [180] student attendance days and [10] planning or professional development days to consist of preplanning, post-planning, and other workdays during the school year as specified on the school calendar.

SECTION 3.2. The work year for [200-day, 220-day, and annual duty] employees shall be designated by the Executive Director or other authorized school leader.

SECTION 3.3. The Executive Director or authorized school leader is authorized to schedule employee make up days or furlough days based on the needs of the school.

SECTION 3.4. The Executive Director or other authorized school leader may use a maximum of [three] instructional days per year to schedule non-instructional activities.

APPENDIX D
OFFICIAL SCHOOL DAY

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Length of Instructional Day

SECTION 1.1. The length of the instructional school day for grades [K-12] of the school is seven, (7) hours, excluding lunch. The following related to attendance shall also apply:

SECTION 1.1.1. A student must be in attendance on any given day for a minimum of three hours, excluding the lunch period, to be counted present at school for the day.

SECTION 1.1.2. Standardized testing shall be given as part of a full school day and not administered outside of school operating hours.

SECTION 1.1.3. High school graduation exercise may be scheduled on one of the three non- instructional activity days, or after the end of the official school year.

SECTION 1.1.4. Students on authorized school trips or on hospital/homebound services are recorded as present according to applicable policy.

APPENDIX E

SCHOOL CEREMONIES AND OBSERVATIONS

It is the policy of the Governing Board of Midlands STEM Charter School to adopt the following policy regarding pledge to the American Flag, which shall be effective on that date that the policy is adopted by the Board.

The Pledge of Allegiance to the flag shall be conducted daily at School. S.C. Code Ann. 59-1- 455. Small flags shall be provided for each homeroom by the school. Students who do not observe flag allegiance for religious reasons shall not be required to observe this practice.

APPENDIX F

SCHOOL CALENDAR

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Annual Calendar

SECTION 1.1. The Executive Director or other authorized school leader shall submit for approval by the Governing Board a calendar for the upcoming school year no later than the last voting session in March of each preceding year. The calendar shall specify the calendar dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the school's policies and applicable regulations of the State Board of Education and accrediting agencies.

SECTION 1.2. No later than the last regularly scheduled voting schedule in April, the Governing Board shall officially adopt the upcoming school year calendar.

SECTION 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall take place on the school's website and via other communication channels no later than May of the current year.

SECTION 2. Authorization to Revise the Annual Calendar

SECTION 2.1. The Governing Board, upon recommendation by the Executive Director or other authorized school leader, has the authority to make changes to the official school calendar through a duly adopted board resolution and, when applicable, after receiving the approval of state and local authorizing agencies.

APPENDIX G

FISCAL YEAR

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The fiscal year for the school shall be July 1 – June 30, annually.

APPENDIX H

SCHOOL SAFETY PLAN AND EMERGENCY SCHOOL CLOSING PROCEDURES

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. School Safety Plan. The school will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program which addresses man-made and natural disasters.

SECTION 2. Emergency Suspension of School Operations and/or Activities

SECTION 2.1. Midlands STEM Charter School will consider surrounding school closures in determining emergency suspension of school operations and/or activities. The Executive Director will make the final determination regarding emergency suspensions of school operations and/or activities and notify the board as soon as possible after the decision is made.

SECTION 2.2. The Governing Board further authorizes the Executive Director or other authorized school leader to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety,

welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

SECTION 2.3. The Executive Director or other authorized school leader shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions which could potentially or actually cause suspension of school operations or activities and notify the board as soon as possible after the decision is made. At a minimum, instructions on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published on the school website and/or through other oral or written communications.

SECTION 2.4. School activities, defined as extracurricular events, activities, clubs, competitions, etc., held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Executive Director or other school leader shall communicate with students and parents in as timely a manner as is possible regarding the cancellation of these activities.

SECTION 2.5. At the Executive Director or other authorized school leader's discretion, school activities as defined above may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The Executive Director or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

APPENDIX I

DISRUPTION OR INTERRUPTION OF OPERATION OF PUBLIC SCHOOLS

The Board of Midlands STEM Charter School adopts the following policy effective on the date of adoption by the Board.

S.C. Code Ann. 16-17-42 Prohibits conduct which disrupts a school and prohibits parents from upbraiding, insulting or abusing public school employees in the presence of pupils. Disruptive individuals may be immediately removed from the school grounds and restrictions may be placed on their presence on School grounds in the future. The school reserves the right to refer the situation to the appropriate law enforcement authorities and the student may lose priority enrollment for the following school year.

APPENDIX J

COMMUNICABLE DISEASES

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. General Information.

SECTION 1.1. Midlands STEM Charter School is committed to protecting students, staff, and visitors from the spread of communicable diseases which pose a substantial threat to the health or safety of the school community. The school further recognizes that a student infected with a communicable disease cannot be denied an education solely because of the infection.

SECTION 1.2. The Board, the applicable health department, and/or South Carolina Department of Health and Environmental Control South Carolina has the authority to require immunizations or other preventive measures including quarantine, isolation, and segregation of persons with communicable disease or health conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of disease and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

SECTION 2. Procedures.

SECTION 2.1. If there is reasonable cause to believe that a student or an employee has become infected with a communicable disease, the determination of a student's or an employee's condition shall be based upon reasonable medical judgment taking into consideration the nature of the risk (how the disease is transmitted); how long the carrier is infectious to others; and the probability that the disease will be transmitted and could cause harm to others.

SECTION 2.2. After consideration of the criteria set forth in Section 2.1, the infected student or employee shall be allowed to remain in the educational or employment setting unless he/she currently presents a significant risk of contagion as determined by an appropriate designated school administrator after consultation with the student's or employee's physician, public health official knowledgeable about the disease or a school nurse. When deemed medically appropriate, a student or employee may be removed from the school for a period of time not to exceed ten (10) calendar days for the purpose of obtaining a reasonable medical judgment as to whether or not the student or employee's attendance at the school would pose a significant risk to others' health. At

no time shall the school require students to wear a face mask as that is the parents' choice.

SECTION 2.3. After a determination of the student's or employee's medical condition has been made, the Executive Director or other authorized school leader after consultation with the student's or employee's physician, a public health official knowledgeable about the disease and/or the physician selected by the school shall determine whether reasonable accommodation will allow the student to perform in the classroom or the employee to meet is reasonable unless it imposes either an undue or unnecessary financial hardship or administrative burden on the School.

SECTION 3. Protections

SECTION 3.1. The school shall not disclose medical information about a student or an employee with human immunodeficiency virus or other communicable disease without the consent of the employee or the student or parent or guardian, whichever is applicable, or only as required by law or court order. Nothing in this paragraph shall prohibit the school from notifying the parents or guardians of its students of the presence in a school of chickenpox or any other communicable disease as required or suggested by the applicable county or state health department.

SECTION 3.2. The school shall not deny an individual employment based solely upon the individual's infection with a communicable disease unless the school, after consultation with the applicant's physician, a public health official knowledgeable about the disease and/or the physician selected by the school, determines that the communicable disease is of such nature or at a stage that the individual should not be in the regular school setting.

SECTION 3.3. The school shall not deny a student infected with a communicable disease an education solely because of the infection.

SECTION 4. Prevention.

SECTION 4.1. The school shall educate its employees and students about communicable diseases, including transmission, risk reduction, and universal precautions for handling blood and body fluids.

SECTION 4.2. All schools shall adopt routine procedures for handling blood and body fluids consistent with the Centers for Disease Control Universal Precautions for Handling Blood and Body Fluids.

APPENDIX K

MEDICINE

The Governing Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions.

SECTION 1.1. If the charter school employs a school nurse, the nurse (or another employee designated by the Executive Director or other authorized school leader) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

SECTION 1.1.1. Prescription drugs must be in the original container, bearing the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.

SECTION 1.1.2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.

SECTION 1.1.3. The school nurse or other designated school personnel shall keep a written report of medication taken by the student.

SECTION 1.2. The school reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the Executive Director or other authorized school leader) when such administration could prove harmful to staff or students without proper training or direction of a doctor.

APPENDIX L

INOCULATIONS

The Governing Board of Midlands STEM Charter School adopts the following regulation which shall be effective on the date that the policy is adopted by the Board.

Students attending School must meet the immunization requirements in accordance with South Carolina Code of Laws, Section 44-29-180, and State Regulation 61-8, the 2014- 2015 "Required Standards of Immunization for School Attendance."

APPENDIX M

TRANSPORTATION

The Governing Board of Midlands STEM Charter School is committed to safe transportation of all students to and from school and events and hereby adopts the following policy effective on the date of adoption.

SECTION 1. Car Riders

SECTION 1.1. The school's primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.

SECTION 1.2. To ensure the safety of all students, staff, and visitors, the Executive Director or authorized school leader shall establish procedures including, but not limited to authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/unload processes. These procedures shall be published annually and updated periodically as needed for efficiency and safety.

SECTION 1.3. Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Executive Director or other authorized school leader. The Executive Director or other authorized school leader is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the school's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

SECTION 2. Busing

SECTION 2.1. When available, students may be transported to and from school in vehicles owned by the state, Midlands STEM Charter School, or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students (including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency).

SECTION 2.2. For field trips and other off-site events where transportation is provided, the school shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 2.3. For school sponsored events, such as field trips, priority of transportation to be used should be in the following order:

1. System or school owned or charter buses
2. Alternate transportation
3. Parent's private vehicles

SECTION 2.4. Students shall be required to follow all safety regulations required of passengers riding on school or chartered vehicles.

SECTION 2.5. Students or children under the age of 18 who are not enrolled at School shall not be permitted to ride in vehicles provided by School.

SECTION 3. Walking and Biking.

SECTION 3.1 The School's Governing Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, Midlands STEM Charter School prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within one (1) mile of the school are not present.

SECTION 3.2. The school will accept or release students from the vehicle rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian. The school utilizes a system for identifying previously approved parent(s), guardians, and other individuals. Students will not be released to individuals who fail to provide proper identification in accordance with School procedures.

APPENDIX N

BUILDING MAINTENANCE

The Board of Midlands STEM Charter School adopts the following policy, effective on the date of adoption by the Board.

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Governing Board shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Board's Facilities Committee, in collaboration with the Executive Director or other authorized school leader shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget. In the case of properties that are leased, the lessor is responsible for property maintenance of buildings and grounds as determined by the lease agreement.

The Executive Director or other authorized school leader shall manage janitorial and custodial staff in maintaining all school facilities and grounds. See Appendix O for the janitorial checklist.

APPENDIX O

EMERGENCY REPAIRS

The Board of Midlands STEM Institute adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Board's procurement policy in Appendix Q, the authority is granted to the Executive Director or other authorized school leader to procure the services necessary for emergency repairs to buildings or grounds which may be required to continue school.

APPENDIX P PROCUREMENT

The Board of Midlands STEM Institute adopts the following policy, effective on the date of adoption by the Board.

Any procurement of goods and services shall be made by the Governing Board or the Executive Director, and all purchases shall be in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation, prior dealings and guidelines recommended by SC Budget and Control Board. Guidelines are found at www.mmo.sc.gov/policy

The School shall not purchase any goods or services from any member of the governing board, an immediate family member of the board, a member of the school staff nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in paragraph 1 above.

This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements apply including an inventory list if applicable.

APPENDIX Q

SOLICITATIONS OF STAFF AND STUDENTS

The Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Approval of Solicitation.

SECTION 1.1. The Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the Executive Director or other authorized school leader. Solicitation within the school must have prior approval of the Executive Director or other authorized school leader.

SECTION 1.2. An annual Fundraising Plan shall be approved by the Governing Board at such time as the Board determines.

SECTION 1.3. No fund-raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Executive Director or other authorized school leader. Charitable organizations' solicitations must be approved annually.

SECTION 1.4. Door-to-door collection shall be prohibited for all students.

APPENDIX R STUDENT AND CLASSROOM OBSERVATIONS

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1.1. While the School acknowledges that some educational benefits may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the school to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional must be submitted in writing to the Executive Director or other authorized school leader for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act (“FERPA”) and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. The Executive Director or other school leader must provide parents of students in the classroom written notice of a third party’s desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the Executive Director or other authorized school leader.

SECTION 1.5. Upon request, the Executive Director or other authorized school leader may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Executive Director or other authorized school leader an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) limit the observation to one hour unless an extended time period has been granted by the Executive Director, or an amount of time for services is otherwise quantified in the Individualized Education Plan (IEP) of a student in advance of the scheduled observation; and (4) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

APPENDIX S

SCHOOL ATTENDANCE

The Governing Board of Midlands STEM Charter School adopts the following regulation, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 2. Attendance Rules.

SECTION 2.1. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

- a) Personal illness or attendance in school endangers a student's health or the health of others. A medical excuse must be provided to the school.
- b) Medical or dental appointment or other recognized licensed or certified medical practitioner. A medical, dental, or other licensed or certified practitioner excuse must be provided to the school.
- c) A serious illness or death in a student's immediate family necessitating absence from school. In the event of a death, an obituary notice must be provided to the school.
- d) A court order or an order by a governmental agency mandating absence from school. Documentation must be provided to the school.
- e) Observance of religious holidays.
- f) Conditions rendering attendance impossible due to extreme hardship or hazardous to student health or safety.
- g) A student is participating in school-related activities that have received prior approval by the Executive Director or his/her designee.
- h) A student has been suspended from class or school.
- i) A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
- j) Any other reason approved by the South Carolina State Board of Education.

SECTION 2.2. Students shall be counted present when they are serving as pages of the South Carolina General Assembly or Special Olympics.

SECTION 2.3. Unexcused absences are all failures to attend school other than those specifically listed above.

SECTION 2.4. Absences and tardiness will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional school day to be counted present for the day:

- Grades K5-12 Present at least 195 of the 390 required instructional minutes.

SECTION 2.5. If a student is absent from school, the student must bring an excuse from home the day the student returns.

SECTION 2.6. When the student is absent, the school will attempt to contact the parent to determine the cause of absence. South Carolina's Department of Education and The No Child Left Behind Policy states after three (3) and ten (10) unexcused absences, parents are to be notified by letter and required to come to school to discuss the child's attendance. However, the written excuse must be brought, whether or not a contact is made by phone. A phone call log will be kept by a designated individual. SC. Reg. 43-274.

SECTION 2.7. All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 2.8. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 2.9. Truancy - A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.

SECTION 2.10. Individual teachers (in grading policies) or schools will provide incentives for good attendance.

SECTION 2.11. Unexcused or questionable absences will be followed up by school personnel including the school social worker in the following order:

- a) Student absentee phone calls are made to parents (preferably by teachers) and documented on phone log in the attendance folders by the designated individual in each school.
- b) Any parent, guardian, or other person having control or charge of any child or children between the ages of six and

seventeen shall send such child or children to school. On the tenth unexcused absence, a violation of S.C. Code Ann. 59-65-20 will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of no more than \$50.00 , or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article. Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence. If no response is achieved the school shall send a notice by certified mail, return receipt requested.

APPENDIX S1
EXCESSIVE ABSENCES LETTER

Date_____

Student Name Parents
Name Address

Dear _____:

This letter is to formally notify you that as of _____ ,
_____ has accumulated _____ absences, and _____ of these
are unexcused absences. Please contact the school if this absence information is not
correct.

Please call me at (803) 815-1524 to schedule a time for a School Intervention
Conference. Failure to attend a scheduled conference could result in your child being
referred to family court.

Any parent, guardian, or other person residing in this state who has control or charge of
any child or children enrolled in a South Carolina school who accumulates more than
(10) unexcused absences in violation of the Compulsory Education Law, S.C. Code Ann.
59-65-20 shall be guilty of a misdemeanor and upon conviction thereof, shall be subject
to a fine of no more than \$50.00 or be imprisoned not more than thirty days; each day's
absence shall constitute a separate offense; provided, the court may in its discretion
suspend the sentence of anyone convicted of the provisions of this article.

This violation of South Carolina Law may be referred to juvenile court or other agencies.
For further investigation and intervention. (Law Enforcement Agency) Please refer to the
enclosed attendance policy and make every effort to have punctual and regular
attendance at school.

Sincerely,

Guidance Counselor or PowerSchool
Coordinator

_____ cc:
Executive Director

APPENDIX T GRADING AND REPORTING

The Governing Board of Midlands STEM Charter School adopts the following policy
which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Grading.

SECTION 1.1. The Governing Board shall vest responsibility in the Executive Director or other authorized school leader for developing a grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

SECTION 1.2. Teachers shall use a variety of methods to assess student progress.

SECTION 2. Reporting.

SECTION 2.1. A report card will go home every nine-week period.

SECTION 2.2. The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance-based tasks, benchmark assessments, observations, and other evidence.

SECTION 2.3. Cumulative grades shall be transferred to students' individual permanent school record and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4. Teachers are expected to maintain regular communications with parents by providing timely return of graded classwork and convening informative student conferences.

APPENDIX U

SCHOOL ADMISSIONS

The Governing Board of Midlands STEM Charter School adopts the following regulation, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Eligibility.

SECTION 1.1. All students who are legal residents of South Carolina are eligible to apply to Midlands STEM Institute.

SECTION 1.2. The school will not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, natural origin, proficiency in English, homeless status or any other basis prohibited by law.

SECTION 1.3. Students will not be required to complete any test or measure in order to be admitted to School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 2. Registration.

SECTION 2.1. The school's enrollment period is continuous for each school year. Enrollment remains open as long as space is available. Enrollment packages for new student enrollees must be dated and time stamped. Waiting lists are established for students based on dated and time stamped enrollment packages. Sibling preference is honored.

SECTION 2.2. Regardless of when mailed, all applications for Midlands STEM Institute must be physically present in the administrative school office located at 112 Crane Street on or before 4:00 p.m. In the event School is closed, all applications must be received by 4:00 p.m. the Monday following the date which the school was closed.

SECTION 2.3. All applications must be complete. Regardless of reason, failure to have a completed application package in the office of School by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 2.4. In order to complete the registration, process the following must be received by the school: Completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications which are received in a timely manner but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Executive Director or other authorized school leader. Additionally, a homeless student cannot be denied enrollment based on a lack of proof of residency, per 42 USC 11431 et. seq.

SECTION 2.5. The School STRONGLY encourages all applicants to HAND deliver their application to the administrative offices of School. Any applications not present in the school offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

SECTION 2.6. The school's admission procedures will be published annually.

SECTION 2.7. A register of all complete and timely received applications will be kept in the school's office for review by applicants. Applicants are required to ensure their application is registered prior to the deadline.

SECTION 2.8. Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED STUDENTS
2. FACULTY, STAFF AND BOARD MEMBER CHILDREN: Children of full-time faculty, full-time instructional staff, and founding board members will be given priority.
3. SIBLINGS: Siblings of students currently enrolled on the date of the lottery
4. OTHERS: All other eligible students

SECTION 2.9. Students who reside in South Carolina are eligible to attend the school.

SECTION 3. Lottery.

SECTION 3.1. When more registrants than seats in a class, grade level, or the school have been received, a public lottery shall be held.

SECTION 3.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 3.3. The lottery shall be observed and certified by a third-party individual and in a location previously announced in a public forum for full transparency.

SECTION 4. Waiting List.

SECTION 4.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list must complete the enrollment process within five (5) days before the opening will be offered to the next student on the waiting list.

SECTION 4.2. It is the responsibility of the waiting list parent or guardian to provide updated contact information including a phone number and address, and an email where possible.

SECTION 4.3. Waiting list parents must provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

SECTION 4.4. A school designee shall contact the next person on the waitlist if a slot becomes available. Contact may be made by phone, and where available, by email. Every effort will be made to reach the individual in person, however, if this is not possible, a voice message will be left on the phone and/or email.

SECTION 4.5. The parents will be given seventy-two (72) hours to contact the school and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the waiting list is extended the offer.

SECTION 5. Recruitment of Students.

SECTION 5.1. Recruitment of students is the Governing Board and the School's responsibility. Midlands STEM Charter School will document all community outreach efforts. Public notices will be made regarding the pre-enrollment period. During the recruitment process, the school will provide parents of potential students with accurate information about the programs, services, and amenities available. The racial composition of the charter school enrollment must reflect that of the targeted student population of Fairfield County, to be defined for the purposes of this chapter as differing by no more than twenty percent from that population S.C. Code Ann. 59-40-50 (7). This requirement is also subject to the provisions of Section 59-40-70(D). If the number of applications exceeds the capacity of a program, class, grade level, or building, students must be accepted by lot, and there is no appeal to the sponsor.

APPENDIX V

ADMISSION OF TRANSFER STUDENTS

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Applicability.

SECTION 1.1. A transferring student applying for admission shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

SECTION 2. Conditions of Admission.

SECTION 2.1. A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic, disciplinary, and special education records to the school administration.

SECTION 2.1.1. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.

SECTION 2.2. Upon receipt of the records from the school previously attended, the school administration shall notify the parent(s) or guardian of such receipt, and the parents may request a copy of the records within ten (10) days of being notified.

SECTION 2.3. Within five days of receipt of a copy of the records, the parent(s) or guardian may request, and are entitled to, a hearing before the Executive Director of the School or designee for the purpose of challenging the content of the records.

SECTION 2.4. If a student so conditionally admitted is found to be ineligible for enrollment under existing Board policies, he or she shall be dismissed from enrollment until such time as he or she becomes re-eligible and a position is available.

SECTION 3. Transfer Students Found to be Not in Good Standing

SECTION 3.1. No student transferring from another school or school system shall be finally admitted to School unless or until such student presents records showing that he/she was in good standing with that school or school system when last enrolled.

SECTION 3.2. The School Executive Director or other authorized school leader may satisfy this requirement through oral communication with the school district last attended and admit the student upon receiving verbal assurances that he/she is in

good standing, not under suspension or expulsion, and that the necessary records are forthcoming.

SECTION 3.3. No student shall be admitted who comes from another school system during a period when suspension or expulsion from that school system is still in effect. If the student still has time remaining under suspension or expulsion before being eligible to return to the school previously attended, the student will not be eligible for admission to School until the expiration of that suspension or expulsion period.

SECTION 3.3.1. If any student seeking admission to School from another system states in writing any good and sufficient grounds showing why this policy should not apply to him/her, a due process hearing will be provided before either the School Executive Director or other authorized school leader or before some tribunal constituted by the Governing Board, to consist of not more than three (3) members of the certified staff.

SECTION 3.4. In any case where a student seeks to transfer from another system who has been permanently expelled from such system, such student may likewise file a written statement of reasons why his/her expulsion from the other system should not disqualify him from attendance in this school, and a due process hearing as provided above will be conducted to resolve the question of eligibility for admission.

SECTION 3.5. If it is determined from any source that a student has committed a felony act, the Executive Director or other authorized school leader shall inform all teachers to whom the student is assigned that they may review, but keep confidential, the information in the student's file received from other schools or from the juvenile courts.

APPENDIX W TRANSFERS AND WITHDRAWALS

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Enrollment via Transfer.

SECTION 1.1. Students may formally enroll in School pending receipt of their immunization record, for a period not to exceed 30 calendar days from initial entry.

SECTION 1.1.1. The 30-day waiver may be extended from the date of the first admittance, whichever is earlier, for up to 60 calendar days, provided the student is a transfer student from an out-of-state school system to a South Carolina school system, or a student entering kindergarten or the first grade from out-of-state.

SECTION 1.2. The parent(s) or guardian(s) of the student must provide documentation to the school from the local health department or a physician specifying that an immunization sequence has been started and that the immunization time schedule can be completed.

SECTION 1.3. An elementary or middle school student transferring from a school accredited by a regional or state accrediting agency may be placed in the grade and courses recommended by the school from which he/she is transferring.

SECTION 1.3.1. Alternative placement may be made upon review by the placement committee (composed of classroom teacher, Special Education or gifted teacher, parents, and administrator) if student age, maturity level, previous academic record, standardized test scores, and/or placement testing indicate that student needs can be better addressed at another grade level. In the event the committee cannot reach a consensus, the majority vote will prevail.

SECTION 2. Withdrawals.

SECTION 2.1. Parents or guardians shall provide a forty-eight (48) hour notice of withdrawal to obtain student records and withdrawal forms.

SECTION 2.2. All library books, textbooks, instructional materials, and other school property shall be returned to the school prior to release of records to parents or guardians.

SECTION 2.3. All fees due shall be paid in full prior to release of records to parents and guardians.

APPENDIX X STUDENT RECORDS

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Definition.

SECTION 1.1. Student records shall be defined as all information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

SECTION 2. Custodial Responsibility.

SECTION 2.1.1. The person in professional status responsible for maintaining records will be responsible for administering the use of the file in observance of due process and will guarantee that records contain factual, documented information on students. Any information not meeting this requirement shall be removed.

SECTION 3. Records.

SECTION 3.1. Student cumulative records must contain, but are not limited to:

- Identifying data
- Academic achievement
- Attendance data
- Standardized test scores
- Immunization records
- Required health screenings
- Proof of Residency
- Birth Certificate or Certificate of Baptism

SECTION 3.2. Academic achievement records of individual students at School shall be maintained for a period of at least 7 years after the student leaves or transfers and the attendance data for a period of at least three years.

SECTION 3.2.1. Student records shall be housed in a fire-resistant place.

SECTION 3.3. No person or party, except the parents or legal guardians and students over eighteen (18) years of age, shall be permitted to examine or obtain information from the records of students except, (1) by the written consent of the student's parent or lawful guardian specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents or lawful guardian

and the student if desired by the parents, or (2) in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon the condition that parents or lawful guardians of the student are notified of all such orders or subpoenas in advance of the compliance therewith. (Divorce does not end a parent's right to review the child's records unless the courts specify that such review or contact is prohibited.)

SECTION 3.4. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older). Completed and signed requests are filed in the student's cumulative record.
2. A "Request for Information" request is received by school officials in the form of a specific request from the court or a court order. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
3. A "Request for Transcript" is received by school officials from a receiving school including schools operated by the Department of Juvenile Justice. Only information such as grades, attendance records, discipline records for students in grades 7-12, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per Paragraph 1 above. Schools must comply with appropriate requests for transcripts within ten (10) calendar days.
4. In instances where requests for information might come from an outside agency working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) will suffice, provided the parent, student, or guardian is notified that such a form has been received.
5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Health and Human Resources, Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which would not permit the personal identification of such students or their parents shall be released. This does not prevent federal officials, administrative head of an agency or state educational authorities to audit and evaluate provided confidentiality is maintained and information later destroyed. The only exception shall be when the collection of personally identifiable data is specifically authorized by

federal law. The school shall not withhold any student records because of nonpayment of fees.

SECTION 3.5.1. The school receiving the transferred record shall notify the parent(s)/guardian(s) of students that the record has been received.

SECTION 3.5.2. Student records shall be available to parents, legal guardians, and students of legal age, upon their written request. This does not include records that have the names of several students. Individual parents, guardians, or students may also inspect these records upon request.

APPENDIX Y RECORDS COPYING

The Governing Board of Midlands STEM Charter School adopts the following regulation, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1.1. In an effort to have student records available in a timely manner, and to offset costs associated with producing documentation, the following procedures apply to the copying of records:

SECTION 1.1.1. The school must have at least forty-eight (48) hours advance notice of the request for student records

SECTION 1.1.2. The school may charge up to 25 cents (\$0.25) per page. ?

SECTION 1.1.3. The parent/guardian will be notified when the copies are available for pickup.

SECTION 1.1.4. The charges associated with copying do not include faxes or copies to school officials for purposes of Release of Information, Request for Information, or Request for Transcripts.

APPENDIX Z

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The Before School Program provides students with additional support in mathematics, reading, or writing based on student need. The After School Program provides students with enrichment activities, social interaction with peers, and homework help in a well supervised, structured setting for its enrolled students. Students take part in experiences that encourage creativity, social relationships, appropriate behavior, and a positive self-image.

SECTION 2. Enrollment.

SECTION 2.1. Students are not required to participate in the Before School Program in order to register for the After School Program (ASP).

SECTION 2.2. Parents or guardians with students participating in the After School Program (ASP) are required to register their child with the After School Coordinator. Parents are required to complete a registration form for each child in their household who attends the program. Students wishing to participate in ASP must be registered students who are currently enrolled at Midlands STEM Charter School.

SECTION 3. Fees.

SECTION 3.1. A yearly registration fee per family (non-refundable) may be required prior to enrollment in the After School Program.

SECTION 3.2. The Executive Director or the After School Program Coordinator is authorized to cancel enrollment of students for non-payment of fees.

SECTION 4. Operations.

SECTION 4.1. Each year, the Executive Director or other authorized school leader shall determine the hours of operation for the BASP.

SECTION 4.2. Both programs will be open on full days of school. The Executive Director or ASP Coordinator may choose to open the program on workdays and conference days.

SECTION 4.3. Midlands STEM Institute's ASP program will provide:

- A daily nutritious snack
- Homework / enrichment time (no less than 45 minutes a day)
- Recreational activities

SECTION 4.4. Students participating in the BASP will be disciplined according to the policies and procedures set forth related to student discipline. The Executive Director or other authorized school leader is authorized to cancel enrollment for students who do not comply with the behavior code.

APPENDIX AA

CLUB AND EXTRACURRICULAR PROGRAM

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Program Description and Purpose. The School's Club and Extracurricular Program provide enrichment activities and social interaction with peers in a well supervised, structured setting. The Program serves students who are enrolled in the school and is intended to encourage creativity, self-discipline, and curiosity.

SECTION 2. Fees. Reasonable fees for supervision, materials and supplies may be charged for school sponsored clubs or programs.

SECTION 2.1 Classes, workshops, and lessons sponsored by non-[school] staff may be charged on a per diem basis that shall not exceed [\$10.00] per student. Fees charged by non-[school] staff are non-refundable.

SECTION 3. Operations. The Program will operate according to a schedule established by the Executive Director or other authorized school leader each year and is subject to change throughout the year.

SECTION 3.1. Activities will be scheduled before or after regular school hours; however, nothing shall prevent the coordinator or sponsors from planning presentations during the school day with prior approval from the Executive Director or other school leader.

SECTION 3.2. Activities may extend to weekends or holidays for special events (e.g., road races, art shows, presentations, etc.) so long as such events are approved by the Executive Director or other school leader in advance and a school administrator or teacher or staff is present for events taking place on school property.

SECTION 3.3. Students shall comply with the school's discipline code during club and extracurricular activities.

SECTION 3.4. Classroom adult/student ratios, for safety purposes and to maximize engagement shall not exceed [25:1.] during club and extracurricular activities.

APPENDIX BB

FIELD TRIPS AND ENRICHMENT ACTIVITIES

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Field Trips and Enrichment Activities.

SECTION 1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators, and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

SECTION 1.2. The Executive Director or other authorized school leader has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities, planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The handbook is to be revised and approved annually when necessary.

SECTION 1.3. Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the Executive Director or other authorized school leader for approval.

SECTION 2. Board Notification.

The Executive Director shall inform the Board of approaching field trips that are overnight or out-of-state.

SECTION 3. Documentation.

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

SECTION 4. Unauthorized Field Trips.

Unless approved by the Administrator(s), trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Governing Board as approved field trips. The Governing Board assumes no liability for such trips. The use of school staff during the regular workday, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

APPENDIX CC

CHAPERONE DUTIES AND RESPONSIBILITIES

The Governing Board of Midlands STEM Charter School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Chaperone Duties and Responsibilities.

SECTION 1.1. Chaperones are required to disclose information pertaining to prior arrests or convictions, regardless of the amount of time that has passed, determination of guilt or innocence, or significance of the incident. Failure to disclose may result in restriction from attending the field trip and possible restriction from attending future school sponsored field trips.

SECTION 1.2. All chaperones are required to complete an initial background check (SLED Check) prior to going on the field trip. Background checks must be completed through the Erskine Charter District or online with the State Law Enforcement Division. Each year, a local screening will be conducted, and every third year, a complete background check will be re-conducted. The cost for obtaining background checks shall be borne by the chaperone or the school.

SECTION 1.3. All students must ride in school provided transportation both to and from the field trip and during transport during a field trip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing and at no time can a student ride alone with one adult and no other students.

SECTION 1.4. School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically for supervision of these students; however, they also retain responsibility for general supervision and safety of all Midlands STEM Charter School students.

SECTION 1.5. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a Midlands STEM Charter School staff member or administration.

SECTION 1.6. The school staff is responsible for taking the roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of the trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

SECTION 1.7. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 1.8. Chaperones may not bring siblings of their child who is attending the trip.

SECTION 2.0. Chaperones may not leave the group or venue at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

SECTION 2.1. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.

SECTION 2.2. Chaperones should ensure that all students remain seated on the bus or vehicle and monitor student behavior. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.3. Students should be escorted into and out of public restrooms. At no time should any student, even a child of a chaperone, be left unattended in a public restroom.

SECTION 2.4. Students should never be left unattended by an adult.

SECTION 2.5. Students should remain with their specific chaperone unless authorized by a school staff member.

SECTION 2.6. Students who become ill during the course of a field trip should be brought to a school staff member. Parents of the student should be promptly contacted by the

school staff member. The school staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.7. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and school staff.

SECTION 2.8. Students will be accompanied by an adult when crossing streets. Children under the age of seven (7) should be escorted by the hand across streets.

SECTION 2.9. Chaperones and school Staff should strictly enforce rules or procedures established as part of the school Discipline Code or those established by the venue.

SECTION 2.10. Chaperones and school staff are expected to provide direct instruction and modeling of appropriate behavior and etiquette in certain venues (e.g., restaurants, museums, etc.)

SECTION 3. Consequences.

SECTION 3.1. Failure to comply with all procedures and expectations will result in the loss of chaperone privileges.

SECTION 3.2. Staff members who do not follow the above procedures and expectations will be formally reprimanded, suspended without pay, or terminated.

APPENDIX DD

PARENT COVENANT

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The goal of the Parent Covenant is to create the strongest possible partnership between home and school and to nourish and facilitate the individual abilities of each child.

SECTION 2. Parent Covenant

Parents are expected to fulfill the following duties:

- ❖ Ensuring that the student completes homework, projects, and class work in a timely manner as established by the teacher
- ❖ Comply with the school attendance policy and ensure that the student attends school unless sick or is out due to an excused absence as defined by the School's attendance policy
- ❖ Provide a nutritious breakfast and lunch (if one is not provided by the School) daily
- ❖ Treat the School leadership and staff respectfully
- ❖ Review and where necessary sign communication or other notices from the School
- ❖ Timely pay school fees (e.g., forgotten lunch, non-sufficient funds, lost books, ASP, etc.)
- ❖ Comply with the School's visitor policy
- ❖ Comply with School policies and procedures
- ❖ Monitor student's dress code compliance
- ❖ Attend conferences related to academic progress and behavior
- ❖ Comply with the published parent involvement expectations

SECTION 2.1. On-going failure of a parent's responsibilities may result in loss of parent privileges such as use of the Before and/or After School Program, chaperoning field trips, attending school parties or events or loss of student non-academic privileges such as clubs, extracurricular activities, etc.

APPENDIX EE

PARENT AND STUDENT COMPLAINTS AND GRIEVANCES

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns which will not interfere with regular scheduled classes or school-related activities.

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. Shall begin with the lowest level of authority as follows and :

1. Classroom related concerns – teachers
2. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) – Executive Director
3. Appeals – Governing Board
Grievance Committee Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2. Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

APPENDIX FF

Technology Acceptable Use Policy

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Internet Use and Safety. The school recognizes that computers and the internet have educational purposes when used properly. The school will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the internet that could be of potential harm or inappropriate to the student. While the School will inform students on the appropriate use of email and internet safety and will take all necessary measures to ensure students use computers and the internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the internet, the school cannot guarantee the internet and computer environment for its students. The school does comply with the Children's Internet Protection Act (CIPA) and uses available filtering software. Midlands STEM Charter School requires a signed Acceptable Use Policy Statement for all employees and students.

SECTION 1.1. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

SECTION 2. Staff Responsibilities for Use of Technology

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals.

Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy.

- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
- Supervise student internet and computer usage.
- Complete a signed Acceptable Use Policy Statement.

SECTION 3. Student Responsibilities for Use of Technology

- Obtain parental permission before using any school computer on the Internet
- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher, member of the technology staff, or Executive Director.

- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

SECTION 4. Network User Responsibilities

- Use of the School's technology resources must be in support of education and research consistent with the educational objectives of Midlands STEM Institute.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of School's technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the Executive Director or authorized school leader.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

SECTION 5. Unacceptable Uses include, but are not limited to:

- Providing unauthorized or inappropriate access to district technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

SECTION 6. Internet Use Agreement To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the Internet unless all parties commit to responsibility by completing the School Internet Acceptable Use Statement. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

SECTION 7. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secrets. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

APPENDIX GG Selection Procedures for Library Media Resources

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose.

The school library program, with properly selected media resources, serves as an integral part of the total curriculum that provides opportunities for students to develop the necessary skills to manage complex information formats and to foster a lifelong interest in both reading and knowledge.

SECTION 2. Selection Responsibility

The Governing Board of School is legally responsible for all matters relating to the school including library media resources. Responsibilities for the actual selection of all school library materials rest with a committee of parents, teachers, a board member, and the library media specialists. All of which shall be selected by the board of directors.

SECTION 3. Selection Process

Resources for library media centers are selected by the professional media staff with due regard to suggestions from the faculty, parents, and students. Library media specialists should attempt to examine resources before they are ordered whenever possible. Faculty members are responsible for fulfilling teaching objectives and standards of learning and are encouraged to request specific resources from library media specialists. Students and parents may also submit requests for resources that they would like to see in the library. Every effort will be made to honor these requests.

The process of selecting resources continues throughout the school year. The discarding of outdated resources and the replacement of lost and worn resources still of educational value is part of the selection and collection development process. Gift resources, free and inexpensive resources, and sponsored resources are evaluated by the same criteria

as purchased resources. Professionally recognized collection development lists and reviews are used to aid in the selection process.

SECTION 3.1 Selection Objectives

Resources, in various formats, are selected to implement the following objectives:

- To support South Carolina Performance Standards (or current recognized State of South Carolina curriculum)
- To support the school's reading program
- To provide a balanced collection reflecting various points of view
- To aid students in research and study on a wide range of ability levels, chosen to reflect the various student populations represented at each school
- To promote critical thinking skills
- To provide instructional and professional support for teachers, administrators, and staff.
- To support a variety of learning and teaching styles
- To promote leisure reading among students
- To provide students with the best opportunities for information access

SECTION 3.2 Selection Criteria

All resources regardless of format are considered for purchase on the basis of the following criteria:

- Authority (qualification of those responsible for creating the material).
- Scope (overall purpose and coverage).
- Educational suitability (appropriate learning and interest levels).
- Format (appropriateness to content and technical quality).
- Authenticity, accuracy, and timeliness.
- Treatment and arrangement (clearly presented well organized, balanced, appropriate depth of coverage for students in the school).
- Physical quality (durability, aesthetic appeal).
- Price (in relation to budget limitations).
- Special features (usage guides, follow-up activities, bibliography, glossary, and index).

SECTION 3.2.1 Selection Criteria Based Upon Media Type In addition to the general selection criteria above, specific criteria are used for different resource formats as follows:

SECTION 3.2.2 Print Resources:

Books are also evaluated on the following: size, quality of paper, suitability, clear typeface, durable binding, and physical attractiveness.

Fiction is chosen based on the literary qualities of characterization, plot, setting, theme, and writing style. The works chosen will have authentic representation of human values, emotions, and ideas.

Nonfiction is chosen based on accuracy; divergent viewpoints; how illustrations enhance the material; special features such as glossaries, indexes, and bibliographies that contribute to ease of use; and series considerations. The author or publisher's reputation or authority will also be considered.

Biographies are judged by the same criteria as nonfiction and, in addition, are selected on the basis of its objectivity, documentation, and inclusion of vivid details that add interest to the story of the person's life. The author or publisher's reputation or authority will also be considered.

Picture books are chosen based on unity of text and illustrations, quality of artwork, and appropriateness of medium to story.

Reference works are chosen based on ease of use (indexes, cross references, illustrations), revision policies, quality of supplements and yearbooks, and currency of material.

Magazines and newspapers are purchased to support student research, promote leisure reading, and teach news and world events. Consideration is given to how such media is indexed for ease of research. Newspapers must jointly reflect local, state, and national news coverage.

Paperback books supplement the collection and are often duplicates of hardcover editions, or books that can be purchased only in this format. This collection primarily contains fiction and ephemeral material on currently popular topics, and popular authors of series. Visual appeal is also a consideration in selection.

SECTION 3.2.3 Non-Print Resources:

Electronic databases, which include CD-ROMs and online databases and may be bibliographic, reference, or multimedia, are selected using the above general selection criteria along with the following:

- cost/benefit considerations

- value over other formats
- comparison with print and other electronic products
- ease of installation and maintenance
- ease of access, use, and instruction
- search features (subject, keyword, Boolean operators)
- response time
- reasonable storage and maintenance costs
- frequency of updates or newer editions
- availability of compatible hardware
- ability to network
- availability of user manuals and other documentation
- availability of support services by vendor
- staffing resources necessary to install, maintain, and train users

SECTION 3.2.4 Multimedia Materials

These include projected visuals and audio materials on DVD, VHS, CD's, cassettes, sound chips, and other non-print formats. These materials will be selected using the same criteria outlined above and will be examined by professional staff to the extent necessary to apply selection criteria. As with all supplemental instructional materials, multimedia materials should be used as tools to enhance the standard adopted curriculum.

SECTION 3.2.5 Learning Resources For the purpose of this statement of policy the term "learning resources" will refer to any material with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include books, charts, compact disks, DVDs, flash cards, games, globes, kits, laser disks, maps, machine-readable data files, models, periodicals, pictures, prints, slides, sound recordings, and videocassettes.

Selection criteria for Learning Resources include the following:

- Learning resources should support and be consistent with the educational goals of the charter of the school.
- Learning resources shall meet high standards of quality in factual content and presentation.

- Learning resources shall be relevant to today's world--reflecting problems, aspirations, attitudes, and ideals of a global society.
- Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, and learning style of the students for whom the materials are selected.
- Learning resources shall include works of artistic, historic, and literary significance.
- Physical format and appearance of learning resources shall be suitable for their intended use.
- Learning resources shall be designed to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to our civilization by women and minority and ethnic groups

SECTION 4. Gifts The library media specialist will welcome gifts of books and other materials for the media center from individuals and groups. Previously established selection criteria will be applied to these materials before they are accepted as part of the permanent collection. Gifts will be integrated into the general collection; there will be no provisions for special shelving or housing. No accommodation for estimates of monetary value of the donations can be made. The final recommendation for disposition of gift materials is to be left to the discretion of the library media specialist. Monetary gifts will be used for the purchase of educational materials according to the established selection criteria. Suggestions for purchase will be considered and a "wish list" of appropriate gift items will be available for donors who wish to contribute to the library media center.

SECTION 5. Collection Development Tools Materials added to the collection should be previewed when feasible and have positive reviews. Every library media center should have core collection development tools such as:

Elementary School Library Collection (Brodart)
 Children's Catalog (Wilson) Middle and Junior
 High School Catalog (Wilson) Senior High School
 Collection (Wilson)

Additional professional review and bibliographic sources to be consulted in the selection process include, but are not limited to, the following:

Best Books for Children Best Books for
 Junior High Readers Best Books for Senior

High Readers Book Report Bookfinder
(American Guidance Service) Booklist Books
for You (Senior High - NCTE) Bulletin of the
Center for Children's Books CD-ROM World
Electronic Learning Emergency Librarian
Horn Book Kirkus Reviews Library Journal
Media & Methods School Library Journal
Technology Connection Voice of Youth
Advocates (VOYA) Your Reading (Middle
School - NCTE)

SECTION 6. Position on Intellectual Freedom

The Governing Board of School subscribes in principle to the statements of policy on library philosophy as expressed in the *Library Bill of Rights* of the American Library Association, a copy of which is appended to this policy statement as Appendix HH-1. The principles of intellectual freedom expressed in the *Library Bill of Rights* are inherent in the First Amendment of the Constitution of the United States. In the event library materials are questioned, the principles of intellectual freedom shall be defended.

SECTION 7. Reconsideration of Library Materials Parents, teachers and staff and students at School may address concerns with regard to materials used or not used in the school's educational program. In the event a concern is raised regarding a media material, the school will utilize the following process:

SECTION 7.1 Process The school official or library media specialist initially receiving the concern will refer the concern to the Executive Director or authorized school leader. The Executive Director or school leader may either meet with the concerned party or request that the individual meet first with the library media specialist. At this time, the school's goals and objectives, the selection policy, and the procedures for handling objections should be reviewed with the complainant. If the complainant still finds the offending material unacceptable, the Executive Director or authorized school leader may work with the concerned party in order to determine whether or not alternate reading materials or assignments can be found for the student.

In the event that alternate reading materials or assignments are unavailable, the Board appointed a media advisory committee to review the specific concern and material. The Board should consider a committee composed of teachers, a media specialist, a parent and a board member. The committee should utilize third party reviews of materials in order to determine the educational importance of the material and appropriateness for the student body of the school. The committee shall submit its decision to the

board within thirty (30) days of the complaint and the board shall vote on the final decision whether or not to remove the material from the school media center.

No item will be reviewed more than one time in a single school year.

APPENDIX HH

DRUG FREE SCHOOL ZONE

The Board of Midlands STEM Charter School adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Purpose and Declaration.

The school values the health and well-being of all students, and the use or possession of alcohol and other drugs is harmful to their physical, emotional and mental health.

SECTION 2. Application of Policy to Students.

SECTION 2.1. This policy shall apply to all students and compliance with this policy is mandatory as per requirements for the Drug-Free Schools and Communities Act of 1989.

SECTION 2.2. It shall further be the policy of School to provide age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure in the use of illicit drugs or alcohol for all students in the system. These programs shall provide information about the drug and alcohol counseling rehabilitation and reentry programs available to students.

SECTION 3. Narcotics, Alcoholic Beverages, and Stimulant Drugs.

SECTION 3.1. A student or staff member shall not possess, sell, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, and amphetamines, barbiturates, cocaine, marijuana, controlled substances, alcoholic beverages, anabolic steroids, look-alike drugs, or intoxicants of any kind:

- On the school grounds during and immediately before or immediately after school hours
- On the school grounds at any other time when the school is being used by any school group
- Off the school grounds at a school activity, function or event
- En route to and from school or school activity on buses acquired for school activities.

SECTION 3.2. Use of a drug authorized by a medical prescription from a registered physician should not be considered a violation of this regulation. All prescription drugs shall be kept in the original container and housed in the office according to administrative procedures.

SECTION 4. Procedures for Handling Abuse.

SECTION 4.1. Procedures for handling incidents in the schools involving the possession, sale, and/or use of drugs, alcoholic beverages or any other behavior affecting substances shall be as follows:

SECTION 4.1.1. The police and the parents of any involved students shall be contacted immediately, and an initial investigation will be conducted. During the investigation, the Executive Director or other authorized school leader shall have the discretion to temporarily suspend the student during the investigation.

SECTION 4.1.2. If the student was found to have possessed, used or sold drugs, alcoholic beverages or drug paraphernalia, the Executive Director or other authorized school leader has the discretion to continue to suspend the student or expel the student. The parents of the student may appeal this decision before a discipline tribunal, whose decision shall be final and binding.

SECTION 4.1.3. The school will make every effort to help students experiencing a problem with alcohol or drugs through counseling, drug abuse education, cooperating with the county health department and individual physicians.

SECTION 4.1.4. A copy of this policy shall be provided to all parents and students.

SECTION 4.1.5. There shall be a biennial review of this program to determine its effectiveness and ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

APPENDIX II

CHILD ABUSE AND NEGLECT

The Governing Board of Midlands STEM Charter School adopts the following regulation, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. In accordance with S.C. Code Ann. 63-7-310, educators in South Carolina have the duty to report suspected child abuse and neglect to the appropriate authorities.

SECTION 2. Mandate.

Any person who has reason to believe that a child has had physical injury or injuries upon the child, other than by accidental means, by a parent, or a caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, must report or cause a report to be made with immunity from liability.

SECTION 2.1 An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

APPENDIX JJ

SEARCHES

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION I. Search of Students and School Property

The school respects the civil rights of the students attending its school and will uphold those rights, but will not tolerate violations of law, Board policy, or school rules. Searches are used to ensure the safety of ALL individuals at the school.

SECTION 1.1 Search of Property

Any teacher, school resource officer, or administrator in the school may search any building, desk, locker, area, grounds or student vehicle parked on school property for evidence that the law, a school rule, or school policy has been violated. The school is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any school property constitutes consent of the owner and/or operator to allow a search of the vehicle. This applies to students not staff.

SECTION 1.2 Personal Searches

The teacher, Executive Director, school resource officer, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. If at all possible, searches of students should be conducted outside the presence of other students. Students should be asked to empty all of their pockets before the physical search of a student is conducted.

SECTION 1.2.1. If a “pat down” search of a student is to be conducted, a teacher, school resource officer, or administrator of the same gender should conduct that search if at all possible. The delay in finding a person of the same gender should not create a significant

likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.

SECTION 2. No action taken pursuant to this policy by any teacher, school resource officer, or administrator employed by the school, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SECTION 3. Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search, the results of the search, and the disposition of any articles or items found and seized. This record shall be filed and maintained in the Executive Director's office and a copy forwarded to the parents of the student involved.

SECTION 4. Specially trained dogs may be used only for searches of lockers, rooms, buildings and parking lots. A dog may not be used for the search of the person of a student.

SECTION 5. Any prohibited item seized or discovered in any search shall be safeguarded by the Executive Director or designee and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the Executive Director or designee shall notify the police and turn over any such items to the police while obtaining a receipt for the transfer of the item to the police.

SECTION 6. Refusal to unlock lockers or vehicles parked on school property will be punishable by short-term suspension and in the case of a vehicle; the vehicle will be banned from campus. This applies to students not staff.

SECTION 7. Students who put their belongings in other student's vehicles or lockers may be subject to the same discipline as the owner(s) of the vehicle or locker.

APPENDIX KK

DUE PROCESS PROCEDURES

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and Policy Statement. The School's discipline procedure contained herein as Appendix LL sets out student expectations for behavior. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. When punishment must be administered, this policy ensures that it is fair and that it serves the best interests of all the children in the School System.

SECTION 2. Process

SECTION 2.1. Student Discipline Based on the offense of a student, the Executive Director determines whether the student receives in-school suspension, out-of-school suspension, or bus suspension. The in-school, out-of-school, or bus suspension may be for one (1) to three (3) school days, depending on the nature of the offense and/or whether the offense is a repeated pattern. The Governing Board of Midlands STEM Charter School supports a zero-tolerance policy for violence, bullying, damage to physical property, blatant disrespect, and/or racial comments.

SECTION 2.2. The Executive Director's determination of guilt or innocence and the discipline to be imposed shall be based upon evidence. Evidence of the student's previous behavior may be presented to prove a violation of probation and/or repeated violations of school policies. In addition, evidence of the student's academic and disciplinary record may be considered in connection with determining the appropriate punishment.

SECTION 2.3. The Executive Director's decision shall be made not less than 24 hours after the incident when possible, excluding weekend days. The student and parents or guardian shall be informed of the Executive Director's decision in writing via the discipline form. The disciplinary decision rendered by the Executive Director shall be based on evidence and shall be final.

SECTION 2.4 Disciplinary rulings are confidential and not open to the public. The student and his/her parent or guardian are requested to meet with the Executive Director, her or her designee(s), the teacher(s), and the student where appropriate. Parent(s) or guardian(s) may attend, but other relatives or friends of the student will not be allowed to attend.

SECTION 2.5. The decision of the Executive Director may be based on physical evidence, such as drugs or weapons; witness testimony; and relevant documents, such as witness statements, investigation reports, video tapes, audio tapes, and the student's current discipline and academic record. The school bears the burden of proving the charges against the student by a "preponderance of the evidence." The school is not usually represented by an attorney in matters of student discipline, but may require the services of an attorney in some disciplinary proceedings. The student has the right, at his/her own expense, to be represented by counsel, but must inform the School's Executive Director in writing a minimum of

APPENDIX LL

DISCIPLINE

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose

SECTION 1.1. The school's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the school prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

SECTION 2. Investigation Process When a violation of school rules is reported or suspected, the Executive Director or designer will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance will be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, law enforcement, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

SECTION 3. Definitions of Disciplinary Methods

3.1 In-School Suspension The removal of a student from regular classes and assignment to an in-school suspension setting in the local school. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension. A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The Executive Director has the final decision. For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate and supervised.

3.2. Out-of-School Suspension **3.2.1. Short-term suspension** means the removal of a student from school or from a school bus for one to ten school days. The Executive Director may impose a suspension of one to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school or may be sent home with the student the day of or during the suspension. For suspensions of 4-10 school days, parents/guardians must request schoolwork in writing to the classroom teacher(s) and must assume responsibility for retrieving schoolwork during school hours.

3.2.2. Long-term suspension means the removal of a student from school or school bus for more than ten school days, but not beyond the current school semester. Only the Executive Director may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to

do so by the Executive Director. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

In some cases (limited to one per student per academic year), the Executive Director may temporarily postpone a student's suspension if the offense was non-violent and/or did not involve destruction of school property or intent to destroy school property and was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

3.3. Expulsion The removal of a student from school (or school bus) for a specified period of time beyond the current semester. The Executive Director may impose expulsion. A student who has been expelled may not attend the school and is ineligible to reapply to the School in the future.

3.4. Probation "Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the Executive Director. Violation of a local school or school system rule while on probation may result in further disciplinary action, including possible expulsion.

3.5. Restrictions on School Activities Students who are suspended or expelled will not be allowed to participate in any school- sponsored activities, including the prom or graduation exercises, during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the Executive Director for permission for the student to participate in school-sponsored activities. The Executive Director's decision shall be final.

SECTION 4. Offenses and Consequences

4.1. Use of Tobacco, Other Tobacco, Vape, THC or Micro Products

Students shall not possess or use any tobacco products, vape. THC or micro products on School property or on a school bus or at any school event held away from School. No student, staff member or school visitor is permitted to use any tobacco product at any time on any School property or at any school event, including non-school hours.

1st Offense: Conference with student and/or parent or guardian, and referral to a relevant program. Costs of all services rendered in treatment programs are the sole responsibility of the parent or guardian.

2nd Offense: 3-day in-school suspension, warning, place on probation and a mandatory referral to a relevant program. Evidence of completion of the program must be provided to the Executive Director or other authorized school leader. Costs of all services rendered in treatment programs are the sole responsibility of the parent or guardian.

3rd Offense: Students may be suspended for up to 10 school days. Costs of all services rendered in treatment programs are the sole responsibility of the parent or guardian.

4th Offense and Subsequent Offense(s): Student is placed under long-term suspension, expulsion, or a referral to an alternative school. Costs of all services rendered in treatment programs are the sole responsibility of the parent or guardian. Suspended and/or expelled students may not return to school grounds and may not participate in any school function, event, or activity effective upon the date of the disciplinary action.

4.2. Electronic Communication Devices, Including Paging Devices, Cellular Phones, Walkie-Talkies and Similar Devices

Students shall not use any electronic communication device, including but not limited to paging devices, cellular phones, smart phones, walkie-talkies, and similar devices, during instructional time or on school buses. Students sending inappropriate messages and/or images via electronic communication devices or the internet may be subject to criminal consequences.

1st Offense: Warning and confiscation of the device. Confiscated devices will be returned only to the parent/guardian.

2nd Offense: Confiscation of the device, detention, community service/work detail or comparable consequence, and required conference with parent/guardian.

3rd Offense and Subsequent Offense(s): Confiscation of the device and In-School Suspension (ISS) pending the decision of the Executive Director, which may result in up to 10 days of ISS.

4.3. Weapons, Explosives and Other Devices

4.3.1. A student shall not supply, possess, handle or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms "weapons," "tools," or "instruments" shall include by way of illustration, but are not limited to, the following items: any loaded, unloaded, operable or inoperable firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet or BB gun, paintball gun, look-alike firearms, etc.); any knife of any size (e.g., Bowie, Dirk, lock-

blade, hunting, pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, double-sided, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); any martial arts device (e.g., throwing star, nun-chuck, dart, etc.); or any tool or instrument which school staff could reasonably conclude violates the intent of this offense section, which, by way of illustration shall include, but is not limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, pipe, rings, studded/pointed/ sharpened bracelets or other similar jewelry, ax handles, ice pick, etc.

If a student supplies, possesses, handles, or transmits a weapon or other tool capable of inflicting bodily injury as a weapon. The student will be expelled and is barred from re-enrolling at the school.

4.3.2 A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. Such devices or items shall include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or items which by virtue of shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, firework fuses, etc.), or gasoline, kerosene, explosive or corrosive chemicals, or any explosive aids or devices.

If a student supplies, possesses, handles, or transmits an explosive device, the student will be expelled and is barred from re-enrolling at the school.

4.3.3. A student shall not use, possess or transfer on school property or at any school function or activity or on a school bus water pistols, other instruments that project water or other liquids, toy guns, matches, lighters, laser pointers, devices that emit an electrical shock, or other devices, which when used inappropriately, cause discomfort/harm to another person and/or disrupt the educational environment.

If a student is found to use or have violated this prohibition, the student can be expelled and is barred from re-enrolling at the school.

However, if such items are not used inappropriately, and depending on the age of the student, the penalty shall range from a conference with the student and parent/guardian to a 3-day suspension.

4.4. Physical Violence against Teachers, Bus Drivers, School Officials, or Other School Employees

As used in this policy the term physical violence shall mean: (1) intentionally making physical contact of an insulting or provoking nature with the person of another; or (2)

intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm was in self-defense.

4.4.1. Physical Violence of an Insulting or Provoking Nature

A student shall not commit an act of physical violence of an insulting or provoking nature against a teacher, school bus driver, school official, or other school employee. Any student who is alleged to have violated this rule may be suspended for up to 10 school days and recommended to the board for expulsion . A second episode of violent behavior will result in expulsion and the student will be barred from re- enrolling at the school.

4.4.2. Physical Violence Causing Physical Harm

A student shall not commit an act of physical violence causing physical harm against a teacher, school bus driver, school official, other school employee, or adult volunteer. In accordance with S.C. Code Ann 16-3-612 A student found to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee resulting in physical harm shall be expelled from school for the remainder of the student's eligibility to attend public school. The student will be barred from re-enrolling in the school. The student will be referred to the juvenile court with a request for a petition alleging delinquent behavior.

4.5. Alcohol, Drugs and Other Substances For purposes of this policy, drugs shall mean all substances, including but not limited to, alcohol and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances. Use of alcohol and other drugs by minors is illegal and harmful. It is unlawful for any person to manufacture, distribute, dispense, or possess with the intent to distribute any controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private school or school board. Any person who violates or conspires to violate any section of this law shall be guilty of a felony.) S.C. Code Ann 16-17-530

4.5.1. Intent/Attempt/Sell/Distribution of Drugs A student shall not sell, attempt or intend to sell, distribute, or attempt or intend to distribute, drugs or substances represented or believed by the student to be drugs and thought by the buyer or receiver to be drugs.

A student thought to be in violation of this policy may be subject to disciplinary action. If found guilty, the Executive Director will contact law enforcement to assist with the investigation. Any student in possession of illegal drugs shall be immediately suspended for up to ten (10) school days during which time school personnel will cooperate with law

enforcement to conduct the investigation. If the investigation finds the student at fault, the student will be expelled and is barred from re-enrolling at the school.

A student shall not possess, use or be under the influence of drugs or substances represented or believed by the student to be drugs.

1st Offense: Students who are found to be in possession of, or under the influence of, or using drugs, the use or possession of which is not punishable as a felony, and who are not charged with another offense, the student is suspended for ten (10) school days. Law Enforcement will be immediately contacted. If the parents/guardians and student accept the offer to attend a school approved drug education program at parent/guardian cost (if applicable), 5 days of the 10-day suspension shall be waived upon successful completion of the requirements of the drug education program. If the requirements of a drug program, which requires parent/guardian and student attendance, are not successfully completed, the full 10-day suspension shall be imposed.

2nd Offense: Following the first offense and/or if the substance constitutes a felony or designated felony possession, Law Enforcement will immediately be contacted. The student is suspended for up to ten (10) school days pending the outcome of the investigation. . If the investigation finds the student at fault, the student will be expelled and is barred from re- enrolling at the school.

4.5.3. Possession and/or Distribution of Drug-Related Paraphernalia A student shall not possess or distribute drug-related paraphernalia. Drug- related paraphernalia includes, but is not limited to pipes, water pipes, clips, rolling papers and other items used or related to drug use.

1st Offense: Law Enforcement will be immediately contacted. The student is suspended for up to ten (10) school days during the investigation. If the investigation finds the student at fault, the student will be given the option to attend a drug education program to reduce the suspension to five days, as discussed above. Costs of the program must be incurred by the parent/legal guardian.

2nd and Subsequent Offenses: Law Enforcement will be immediately contacted. The student is suspended for up to ten (10) days during the investigation. If the investigation finds the student at fault, the student will be expelled and is barred from re-enrolling at the school.

4.5.4. Prescribed Medications Prior to possessing or using prescribed medication on school property or on a school bus, a student has obtained the appropriate and required medical documentation and has consulted with the Executive Director or designated school administrator regarding procedures for medication administration. See Appendix K for further information.

Under state law, students with asthma or life-threatening allergies may carry and use their inhalers or auto-injectable epinephrine as needed, based upon school receipt of a doctor's prescription and parent's written permission. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine or any other medications in a manner other than as prescribed. Improper use will result in disciplinary action.

4.6. Property

4.6.1. Destruction/Damage/Attempts/Threats

A student shall not destroy, damage, vandalize, or deface, or threaten or attempt to destroy, damage, vandalize, or deface, or set fire to or attempt to set fire to, school or staff property, property used by the school, or private or public property located on school property.

4.6.2. Theft/Attempt/Possession A student shall not engage in theft and/or attempted theft or theft by deception of public or private property on school grounds, extortion or attempted extortion of another student, teacher or school administrator; possession of stolen school property or property of another student, teacher or school administrator; possession and/or distribution of counterfeit money/checks/money orders. Penalties may range from detention to expulsion.

4.6.3. Textbooks, Media Center Materials, Computer Equipment/Use Loss, destruction, defacement, and/or inappropriate use of textbooks, media center materials, or computer and computer-related equipment and materials, including inappropriate use of the Intranet or Internet, shall be a violation of this policy Penalty may range from detention to short-term suspension.

4.7. Bullying/Hazing, Assault, Battery against Students, School Personnel, School Visitors

4.7.1. Assault A student shall not verbally threaten and/or intimidate teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions, with or without the use of physical contact; shall not attempt to hurt any such persons without physical contact; and shall not engage in verbal altercations and/or actions which cause such persons to be in reasonable fear of immediate bodily harm.

Penalties may range from in-school suspension to expulsion. When the verbal threat is a threat to life, when the verbal threat is directed to a person expected to testify in a hearing, or when the verbal threat is directed to a school employee. If found guilty of threatening, intimidating, and/or physical harm to other students, school personnel, and/or persons attending school-related functions, the student is suspended for up to

10 school days. The Executive Director may impose a long-term suspension or expulsion. Expelled students are barred from re-enrolling in the school.

4.7.2. Simple Battery Students are prohibited from fighting or making physical contact of an insulting, offensive or provoking nature with teachers, administrators, bus drivers, other school personnel, other students or persons, or causing physical harm to another. The penalty may range from in-school suspension to short-term suspension, if the incident involved a fight between or among students without injuries and without causing a school disturbance. In the event that a student makes physical contact with a school system employee or if the incident causes a major school disturbance, the student is suspended for 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.7.3. Battery Students are prohibited from causing substantial or visible bodily harm such as substantially blackened eyes, substantially swollen lips or other facial or bodily parts, substantial bruises to body parts or other substantial injury to teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions. Students found to be in violation of this policy are suspended for 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.7.4. Aggravated Assault A student commits the offense of aggravated assault when the student engages in an assault with a deadly weapon or with an object or device which, when used offensively, is likely to or actually does result in serious bodily harm to a teacher, administrator, bus driver, other school personnel, other students, or persons attending school-related functions. The student is suspended for 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.7.5. Aggravated Battery A student commits the offense of aggravated battery when the student maliciously causes bodily harm to a teacher, administrator, bus driver, other school personnel, other students, or persons attending school-related functions, by depriving such person of a member of his/her body, by rendering a member of his/her body useless, or by seriously disfiguring his/her body or a member thereof.

A student found to be in violation of this policy is suspended for 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.7.6. Bystander Battery A student who does not start a fight but becomes involved in it will be charged with Bystander Battery if he/she could have avoided the fight. A student found to be in violation of this policy is suspended for up to 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.7.7. Bullying/Hazing A student violates this policy if the student repeatedly threatens, intimidates, harasses, makes physical contact with or subjects another student to any other form of physical or emotional hurt, including hazing associated with membership in extracurricular organizations (sports teams, band, etc.). Violations of this offense code include:

- Verbal assaults such as unwanted teasing or name-calling
- Threats, taunts and intimidation through words and/or gestures
- Direct physical contact such as hitting or shoving
- Physical violence and/or attacks
- Destruction of school or personal property
- Any form of electronic bullying or cyberbullying using school equipment, school networks, or e-mail systems or committed at school
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating
- Harassment or intimidation motivated by any characteristic including race, color, ethnicity, religion, gender, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic
- Public humiliation
 - Social isolation
- Extortion or manipulation, including incitement and/or coercion
- Rumors or spreading of falsehoods
- Stalking
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., MySpace, Facebook, etc.), chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria, or school bus
- Reassignment of classes

- Detention
- In-school suspension
- Out-of-school suspension (through appropriate due process hearing)
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing) S.C. Code Ann. 59-63-250.

4.8. Rude/Disrespectful Behavior and/or Refusal to Carry Out Instructions

4.8.1 Rude or Disrespectful Behavior A student violates this policy if the student is discourteous or uses inappropriate language, behavior or gestures, including vulgar/profane language, toward teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions. Penalties may range from a verbal reprimand to a short-term suspension.

4.8.2. Refusal to Carry Out Instructions of Faculty or Staff Member A student violates this policy if the student refuses to follow the instructions of teachers, school administrators, or other staff members (e.g., refusing to leave an area, refusing to stop aggressive behavior, refusing to stop disruptive behavior, etc.). Penalty may range from a verbal reprimand to short-term suspension.

4.9. Unexcused Absences and/or Truancy Unexcused absences and truancy are a violation of the Code of Student Conduct. Excused absences are defined by South Carolina Law as follows: personal illness; serious illness or death in the family; religious holiday; instances in which attendance could be hazardous as determined by the School; registering to vote/voting in a public election; tests and physical exams for military service and the National Guard; and other such absences as provided for by law or by the School's Governing Board. Students serving as pages of the South Carolina General Assembly shall be counted as present for days missed from school for such service. Furthermore, a foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day or days missed from school.

Penalties for student non-compliance is as follows: 1-2 unexcused absences: Student receives a warning. Teacher is responsible for contacting the parent(s); 3-6 unexcused absences: Student receives 1 day detention or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s)

7-10 unexcused absences: Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence. School to schedule a student/parent conference for the purpose of signing an attendance contract.

11+ absences: Student receives a discipline referral and ISS. Parents contacted a counselor and social worker. Student is given a choice of 10 days ISS, alternative school/program placement, or comparable consequence.

Any parent, guardian, or other person residing in this state who has control or charge of any child or children enrolled in a South Carolina school who accumulates more than (10) unexcused absences in violation of the Compulsory Education Law, S.C. Code Ann. 59-65-20 shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of no more than \$50.00 or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

4.10. Skipping Class or Required Activities Students are in violation of this policy if they leave school or school property without administrative authorization or if they do not report to, or fail to return to, classes or required school activities.

Penalties may range from detention to in-school suspension. After five (5) incidents of skipping, a parent conference must be held. If the student continues to skip classes, the student is referred to the counselor and/or school social worker. Chronic skipping of classes will result in-school suspension of up to 10 days.

4.11. Classroom Disturbance Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, or creates a dangerous or fearful situation for students and/or staff is a violation of this policy.

Penalties may range from detention to short-term suspension, unless a student creates a dangerous situation. If a student creates a dangerous situation in a classroom, the student is suspended or placed in in-school suspension for up to 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.11.1. School Disturbance Students shall not engage in acts that cause or may cause disruption of the school environment and/or threaten the safety or well-being of other students. Prohibited acts include, but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, actual violence during period of disruption, etc.

The student may be suspended for up to 10 school days and, if the school disturbance is a major disturbance, the Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.12. Profanity/Obscenity Prohibited conduct includes, but is not limited to, profane, vulgar, obscene words or gestures; spitting on another student; possession of profane, vulgar, or obscene material; and profane, vulgar, obscene or insulting comments or actions. Penalties may range from detention to a short-term suspension. A parent/guardian conference will be held. The school will make reasonable attempts to contact the parent/guardian for a conference. In the event that the parent/guardian does not attend the conference, the conference will be convened without the parent/guardian. The Executive Director may impose expulsion where there is evidence of repeated incidents. Expelled students are barred from re-enrolling in the school.

4.13. Failure to Accept Disciplinary Action Refusing or failure to serve detention, in-school suspension, or any other disciplinary action imposed by a teacher or school administrator constitutes a violation of this policy and the penalty may range from detention to short-term suspension. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.14. Bus Misbehavior Prohibited bus behaviors include but are not limited to any behavior that disrupts or distracts a bus driver or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus. Prohibited bus behaviors also include the use of any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape, compact disc players, MP3s, iPods, iPads, or similar devices without headphones; or the use of any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Prohibited bus behaviors also include the use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Penalties may range from a conference with the student, parent/guardian, bus driver, and the Executive Director to suspension and removal from the school bus for up to 10 school days. Serious or repeated bus misbehavior may result in long-term suspension, a referral to an alternative school, or expulsion. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

If a student engages in acts of physical violence on the school bus, the student will be subject to the penalties set forth for that misbehavior in this Code of Student Conduct. In addition, if a student is found to have engaged in bullying or in physical assault or

battery of another person on the school bus, the student's parents or guardian must also meet with the student's Executive Director or designee to form a school bus behavior contract for the student. The contract shall provide for progressive, age-appropriate discipline, penalties, and restrictions for student misbehavior on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. In the event of a second incident, The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.15. Conduct Outside of School Hours or Away From School A student violates this policy when the student engages in any conduct, including cyberbullying, outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, or well-being of other students, teachers, or other employees of the school system.

A student found to be in violation of this policy is suspended for ten (10) school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.16. Gambling Prohibited acts of gambling include, but are not limited to, such acts as betting money or other items on card games, dice games, or the outcome of games or activities, and/or possession of gambling materials or paraphernalia.

Penalty may range from detention to short-term suspension. In the event of repeated incidents, the Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.17. Repeated Violations/Chronic Misbehavior/Violation of Probation Behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school, school activities, school buses, or other school operations constitutes a violation of this policy. Before a student may be charged with such a violation, the student must be warned of possible consequences and be referred to a school counselor, school social worker, or other appropriate resource personnel. In addition, the parents/guardian must be contacted about the misbehavior, be given an opportunity to observe their child in school, and be given an opportunity to participate in the development of a student discipline correction plan.

If the student continues to violate school rules after implementation of a discipline correction plan, the student is suspended for up to 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.18. **Parking and Traffic Violations** Students who possess a valid South Carolina driver's license and who choose to park a vehicle on school property must purchase a parking permit, display the decal sticker on their vehicle, park in their assigned spot, and comply with all parking and traffic regulations issued by the school. Parking on school property without a permit or with an expired permit, engaging in reckless or careless operation of a vehicle on or near school property or near a school bus, or failing to comply with all parking and traffic regulations issued by the school. Parking permits must be renewed upon expiration.

Penalties may include revocation of parking permit, towing of vehicle off campus at student's expense, detention, or short-term suspension. For reckless driving on school property or in a school zone and/or for repeated incidents, the student is suspended for up to 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.19. **Loitering or Going on Any School Campus without Authorization/Trespassing** A student may not enter or remain in any school building on weekends or after school hours without authorization or permission. When a student refuses to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement staff to leave the property, the student will be in violation of this section and the matter may be referred to law enforcement.

Penalty may range from detention to short-term suspension. For repeated incidents, the student is suspended for up to 10 school days. In the event of repeated incidents, the Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.20. **Providing False Information** This offense includes, but is not limited to, such acts as falsifying school records, forging signatures, making or providing false statements, cheating, bribery, or using an unauthorized computer user ID or password. Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.

Penalty may range from detention to short-term suspension. For serious or repeated incidents, the student may be suspended for up to 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.21. **Inappropriate Bodily Contact of a Sexual Nature; Sexual Misconduct; Sexual Harassment** This offense prohibits sexual conduct between or among students or against school employees or visitors on school property or at any school activity or event, including, but not limited to, consensual sexual contact, nonconsensual sexual

contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors and/or indecent exposure.

Any student found to be in violation of this policy is suspended for up to 10 school days. The Executive Director may impose expulsion. Expelled students are barred from re-enrolling in the school.

4.22. Discipline of Students with Disabilities.

SECTION 4.22.1. Discipline of students with disabilities requires certain considerations because behavior may or may not be related to the disability. Teachers and administrators shall follow the following guidelines for disciplining students with disabilities:

SECTION 4.22.1.1. Determine which students have been identified as disabled and review their IEPs or Section 504 Plan at the start of the semester before there are discipline problems. An IEP or Section 504 Plan may include a Behavior Intervention Plan, which specifies how certain behaviors are to be handled.

SECTION 4.22.1.2. Students whose IEPs or Section 504 Plan do not address behavior or discipline should be treated as non-disabled students with consideration of the disability.

SECTION 4.22.1.3. In all cases, however, a student with a disability may not be suspended from school (including ISS - if the student does not receive the specified special education services) for more than a cumulative total of 10 days per school year without further determination of appropriate consequences and placement to ensure student's needs are being met according to their IEP.

SECTION 4.22.1.4. When the total number of suspension days nears 10 or a significantly disruptive behavior occurs, the following procedure should be followed:

SECTION 4.22.1.5. The Executive Director and Special Education Coordinator should be notified to assure that all due process procedures are followed.

SECTION 4.22.1.6. The IEP committee will carefully review the IEP and current placement to determine if the behavior is related to the disability and if changes should be made in the IEP related to modifications, accommodations, or placement.

SECTION 4.22.1.7. For Section 504 students, the SST will review the 504 Plan and determine if the behavior is related to the disability.

SECTION 4.22.1.8. Classroom teachers should work closely with special education teachers and the Student Support Team to determine appropriate methods of discipline.

SECTION 5. Violation of Law.

SECTION 5.1. All violations of state law shall be referred to the proper law enforcement agencies by the Executive Director or Special Education Coordinator. School level consequences may also apply at the discretion of the Executive Director.

SECTION 5.2. Parents will be contacted when any major offense occurs. It is the policy of this State that it is preferable to assign disruptive students to alternative educational settings rather than to suspend such students from school.

SECTION 6. Rights of Teachers.

SECTION 6.1. A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, or if the teacher determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The parent will be required to attend a conference and develop a behavior plan.

SECTION 7. Zero Tolerances Offenses.

SECTION 7.1. The following offenses may require police contact and shall be grounds for long- term suspension/expulsion/permanent expulsion, or denial of enrollment. In the case of denial of enrollment, the student is barred from re-enrolling.

- Possession, or use of, or threat to use weapons, look-a-like weapons, dangerous instruments, or explosive/implosive devices.
- Terroristic threats.
- Riotous Behavior.
- Possession, use, or distribution of drugs, or possession, use or distribution of drug paraphernalia. Distribution of over-the-counter drugs, look-alike drugs, or alcoholic beverages.
- Physical or verbal assault on a school employee. (Any act of violence against a teacher, bus driver, or other school employee causing injury shall result in expulsion for the remainder of the student's school years.)
- Assault/Battery.
- Bullying.

- Arson or destruction of property.
- Sexual Battery and other Sexual Offenses.
- Sexual Harassment (2nd offense).
- Computer Trespass.
- Chronic disciplinary problems. Repeated occurrences of Level One or Two offenses shall be treated as a Level Three offense.
- Any act which substantially disrupts the orderly conduct of a school.
- Any act, whether school related or non-school related, on-campus or off-campus, which could result in the student being criminally charged with a felony and which makes the at the school or which disrupts the educational process.

Gang related activities, a gang is defined as any three or more individuals who have a name, claim a territory, use graffiti to mark a school's territory, or themselves, have rivals/enemies or interact together at the exclusion Of other people. The existence of such gang affiliation may be established by evidence of a common name or common identifying signs, gestures, symbols, tattoos, graffiti, attire or other distinguishing characteristics. Evidence will be validated as characteristics of known gangs in consultation with local law enforcement. Falsifying, misrepresenting, omitting, or erroneously reporting Information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Hazing Aiding and/or abetting the commission of any Level Three offense. A Student who aids or abets the commission of a Level Three offense by another student shall be charged with Level Three aiding and abetting.

SECTION 8. Bus Conduct.

To protect the safety and well-being of all involved, pupils must adhere to established bus conduct rules and the school's discipline code while on field trips or on school provided

transportation. Bus transportation privilege may be revoked if the student does not observe bus conduct expectations.

APPENDIX MM

Threats of Violence

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Policy.

It is the policy of the Governing Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

SECTION 2. Responsibility for Reporting

SECTION 2.1. Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

SECTION 2.2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat which could include taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the Executive Director. If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Executive Director so that the Executive Director or his/her designee can be responsible for

taking such steps.

SECTION 3. Administrative Action.

SECTION 3.1. The Executive Director or other authorized school leader should take immediate

steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

SECTION 3.2. Whenever the responsible Administrator(s) feels that it is necessary to contact outside officials to respond to a threat appropriately, the Executive Director should also inform the Governing Board chair.

APPENDIX NN

WEAPONS AT SCHOOL

The Governing Board of Midlands STEM Charter School adopts the following policy which shall be

effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions.

SECTION 1.1. The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

SECTION 1.2. Definitions

SECTION 1.2.1. Weapon is defined as any pistol, revolver, or any weapon designed or intended

to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick,

metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing

instrument consisting of two or more rigid parts connected in such a manner as to allow them

to swing freely, which may be known as a nun-chahka, nunchuck, nunchaku, shuriken, or

fighting chain, or any disc, of whatever configuration, having at least two points or pointed

blades which is designed to be thrown or propelled and which may be known as a throwing

star or oriental dart, or any weapon of like kind, and any stun gun or taser This section

excludes any of these instruments used for classroom work authorized by the teacher.”

Weapon shall also include any instrumentality or object which if used in an offensive manner could cause bodily injury to a person or property, or places a person in fear for his/her safety.

Also prohibited are any explosive, incendiary, or poison gas and any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device described above from which a destructive device may be readily assembled.

SECTION 1.2.2 School Safety Zone - the area in or within 1,000 feet of any real property owned

by or leased to School.

SECTION 2. No person shall carry, possess, or have under such person's control any weapon

or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, in any school vehicle or bus; or on other public or private property in proximity

to school property while attending school or a school sponsored or school related function.

SECTION 3. Exceptions.

In accordance with South Carolina law, the following are exceptions to this prohibition:

SECTION 3.1.1. Competitors while participating in organized sport shooting events, or firearm

training courses

SECTION 3.1.2. Persons participating in school-sponsored military training programs conducted by or on behalf of the armed forces of the United States, or the

SECTION 3.1.3. Persons participating in law enforcement training conducted by the police academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof

SECTION 3.1.4. The following persons, when acting in the performance of their official duties or when en route to or from their official duties;

- 1) A peace officer as defined by South Carolina law
- 2) A law enforcement officer of the United States government
- 3) A prosecuting attorney of this state or of the United States
- 4) An employee of the South Carolina Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm
- 5) A person employed as a campus police officer or school security officer who is authorized to carry a weapon.
- 6) Retired Law Enforcement Personnel

SECTION 3.1.5. A person who has been authorized in writing by a duly authorized official of

the school to have in his/her possession or use a weapon to be used as part of a school-sponsored activity.

SECTION 3.1.6. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such a contract.

SECTION 3.1.7. Those employees of the State Board of Pardons and Paroles when specifically

designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon.

SECTION 3.1.8. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon.

SECTION 3.1.9. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the Director of the Division of Probation Public Safety or other titles, Director or other titles of municipal corporations.

SECTION 3.1.10. Trial judges

SECTION 3.1.11. Medical examiners, coroners and their investigators who are employed by the State or any political subdivision thereof.

SECTION 3.1.12. Teachers or other school personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment of a motor vehicle or in a locked container or a locked firearms rack in the vehicle.

SECTION 3.1.13. Persons, other than students, licensed or having permits under S.C. Code Ann. 16-23-430. when:

such person carries or picks up a student at a school building, school function or school property, on a bus or other transportation furnished by the school;

such person has any weapon legally kept within the vehicle in transit through a designated school by any person other than a student; and

such person has a weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property, or on a bus or other transportation furnished by the school; or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school.

SECTION 3.1.14. Persons who reside or work in a business or who are in the ordinary course of transacting lawful business.

SECTION 4. Notice.

SECTION 4.1. The school shall post in a prominent place in each building of the School the following notice:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY

WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A

BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. This section excludes any of these instruments used for classroom work authorized by the teacher.

VIOLATION MAY RESULT IN PERMANENT EXPULSION FROM SCHOOL AND/OR CRIMINAL

PROSECUTION.

SECTION 5. Penalties.

SECTION 5.1. Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the Executive Director or other authorized school leader.

SECTION 5.2. The Executive Director or other authorized school leader after being satisfied that the reported violation is true, shall make an oral and written report to the Governing Board

Chair, the appropriate police authority, and the district attorney.

SECTION 5.3. The penalty for violation of this policy by bringing to school a weapon as defined

above will be expulsion from school for a period of not less than one calendar year and may result in criminal prosecution, except that the Governing Board may modify the expulsion requirement on a case by case basis when in its sole discretion determine that circumstances warrant the same.

SECTION 6. Students with Disabilities: 45 Day Interim Alternative Placement

SECTION 6.1. Any child with a disability who is determined to have brought a firearm to school

may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions under 20 USC 1401(a)(20).

SECTION 6.2. If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise.

SECTION 6.3. Students whose Misbehavior Is Unrelated To Disability.

Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement for a "firearms" violation as defined above, the same as a student without such a disability, except to the extent that such expulsion is inconsistent with the United States Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended, and that educational services shall not cease.

APPENDIX OO

BULLYING

The Board of Midlands STEM Charter School adopts the following policy, effective on the date of

adoption by the Board.

SECTION 1. Purpose and General Policy Provisions.

All students have a right to a safe and healthy school environment free from bullying or other harassing behavior.

SECTION 2. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. Cyber bullying (bullying via electronic means) using school equipment, school networks, email systems is prohibited and is covered in this policy.

SECTION 2.1. Any student who engages in bullying on school grounds, while traveling on a school bus, or while attending a school sponsored activity shall be subject to disciplinary action up to and including expulsion.

SECTION 2.2. Students are expected to immediately report incidents of bullying, harassment and intimidation to the Executive Director or authorized school leader.

SECTION 2.2.1 School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated in a thorough and confidential manner. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

SECTION 2.2.2. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

SECTION 2.2.3. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school Executive Director, the parent may request an additional meeting with the Executive Director to review the evidence.

SECTION 2.2.4. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

SECTION 3. Disciplinary action may include but is not limited to the following:

Loss of a privilege

Reassignment of seats in the classroom, cafeteria or school bus

Reassignment of classes

In-school suspension

Out-of-school suspension

Detention

Expulsion (through appropriate due process hearing)

Assignment to an alternative school (through appropriate due process hearing)

SECTION 4. If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students bully others.

APPENDIX PP

SECLUSION AND RESTRAINT

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be

effective on that date that the policy is adopted by the Board.

SECTION 1. General Policy Provisions.

SECTION 1.1. The use of chemical restraint, mechanical restraint, or prone restraint, as defined by South Carolina Department of Education 24 S.C Code Ann. Regs. 43-166 (2011) is allowed in the School.

SECTION 1.2. The use of seclusion, as defined by South Carolina Department of Education S.C. Code Ann. 59-5-65, is allowed within the School.

SECTION 1.2.1 Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

SECTION 1.2.2. Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

SECTION 2. Physical restraint may be utilized only when the student is an immediate danger

to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Law Enforcement officers may be contacted.

SECTION 2.1. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

SECTION 2.2. Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.

SECTION 2.3. All physical restraints must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

SECTION 2.4 . Before any staff member may implement physical restraint, he or she should have completed an approved training program.

SECTION 2.4.1 Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

SECTION 2.4.2 Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each training. Copies of such documentation will be made available to the South Carolina Department of Education or any member of the public upon request.

SECTION 2.5. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation

when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

SECTION 2.6. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

SECTION 2.7. Whenever physical restraint is used on a student, the school or program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.

SECTION 3. This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

SECTION 4. This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

SECTION 5. The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

SECTION 6. In some instances in which a student is an immediate danger to himself or herself

or others, the school or program must determine when it becomes necessary to seek

assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

SECTION 7. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

APPENDIX QQ

HOSPITAL HOMEBOUND

The Governing Board of Midlands STEM Charter School adopts the following regulation, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The Governing Board is committed to providing Hospital/Homebound services (HHB) for continuity of educational services between the classroom and home or health care facilities for students enrolled at the school whose medical needs, either physical or psychiatric, restrict them to their home or a health care facility for a period of time that will significantly interfere with their educational progress.

SECTION 2. Instruction.

SECTION 2.1. Students will be instructed on the adopted curriculum of the school, in alignment with state/national standards, Section 504 Plan, IEP, and any local curriculum for classes in which the student is enrolled under the direction of the classroom teachers.

SECTION 3. Eligibility.

SECTION 3.1. Eligibility for HHB service is based on the following criteria:

1. The student must be currently enrolled at the school. Private or home school students or students enrolled at another public school are ineligible for services.
2. The student must have a medical and/or psychiatric condition that is documented by

a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.

3. The student must be anticipated to be absent for a minimum of ten consecutive school days per year or the equivalent on a modified calendar or the student has a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of ten school days per year or equivalent on a modified calendar or five school days on a block schedule calendar.

4. Students approved for Intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

SECTION 4. Application Process.

SECTION 4.1. The parent/guardian, emancipate minor, or student 18 years or older should contact the school counselor to discuss HHB and obtain an application.

SECTION 4.2. The Executive Director or authorized school leader or other designee will discuss eligibility, steps in the application process, and distribute the required paperwork.

SECTION 4.3. The parent or guardian must sign the parental agreement concerning HHB policies and procedures. A release for medical information relating to the reason for the request for HHB services shall be required by the school.

SECTION 4.4. The school may require the parent/guardian, emancipated minor, or student

18 years or older to sign the HIPAA form relating to the reason for the request for HHB services. If the request for the signed HIPAA form is made, it must be submitted before services are provided.

SECTION 4.5. The completed application must be returned to the school leader or other designee. An incomplete application may cause a delay in the initiation of services. Only the original paperwork will be accepted as an application for HHB services.

SECTION 4.6. Within five school days of receiving the completed application, the school leader

or other designee shall notify the designated HHB teacher, parent/guardian, emancipated minor, or student 18 years or older of the time and place of the school team or IEP meeting to discuss HHB services. A telephone conference call or other electronic communication may be considered a meeting. At this meeting, an Educational Services Plan (ESP) will be developed for the student who will be served. This plan must address the disabling condition, anticipated length of absences, accommodations, and modifications to be addressed.

SECTION 4.7. An instructional services schedule will be set up by the HHB teacher.

SECTION 5. Attendance.

SECTION 5.1. The student shall be counted present for the entire week when he or she is provided instruction on an individual basis or as part of a group by the HHB teacher for a minimum of three hours per week, which shall be documented by the HHB teacher.

SECTION 5.2. If the student is unable to receive HHB instruction during the school week due

to his or her medical condition, the school may, at the school's discretion, schedule a make-up session. Once the session is completed, the student may be counted present in

accordance with South Carolina State Board of Education R-43-274 Student Attendance.

SECTION 5.3. The health care facility providing HHB services to a student confined in the facility must submit verification of the number of instructional hours the student received to the school leader at the school for the student to be counted present during this time.

SECTION 6. Scheduling.

SECTION 6.1. The time of the instructional session shall be arranged by the HHB teacher in cooperation with the parent/guardian, emancipated minor, or student 18 years or older. The the time of the instructional session will typically occur during the school day.

SECTION 6.2. To comply with the South Carolina State Board of Education Regulation 43-241. Hospital/Homebound (HHB) Services and meet attendance requirements, a minimum of three hours of instruction per week must be provided for the student to be counted present by the school.

SECTION 7. Instructional Delivery.

SECTION 7.1. An individual employed as a HHB teacher must be an employee or a contracted

employee of the school and must have knowledge of the curriculum and effective instructional strategies.

SECTION 7.2. HHB instruction can be offered on a one-on-one basis, in a small group at the home of the student, at the health care facility where the student is confined, or through online learning courses such as a virtual school or other approved online courses or delivery methods

approved by the school leader.

SECTION 7.3. The type of instruction offered is based on the agreement as set forth in the ESP which shall take into consideration the cognitive ability and medical condition of the student.

SECTION 7.4. Instructional materials will be issued to the student or HHB teacher by classroom teachers prior to scheduled HHB visits.

SECTION 7.5. For students participating in online learning courses such as a virtual school or other approved online courses or delivery methods, the HHB teacher may facilitate the learning process, monitor assignments and provide tutoring assistance as defined in the ESP.

Participation in the online course or via other online delivery methods will meet the requirement of the minimum of three hours of HHB instruction per school week for the HHB student to be considered present at school.

SECTION 7.6. All state mandated tests will be administered unless the student is approved to take an alternate assessment as stipulated in the ESP.

SECTION 8. Termination or Extension of Services.

SECTION 8.1. Students will be released from HHB services when the projected return date on the Application for Hospital/Homebound Services Medical Referral Form (exhibit) is reached or if the licensed physician or licensed psychiatrist indicates that the student is released to return to school.

SECTION 8.2. If a student begins work in any capacity, goes on vacation during regularly scheduled school days, participates in extracurricular activities, or is no longer confined to the home, services may be discontinued.

SECTION 8.3. When the student returns to school for any portion of the school day other than to participate in state-mandated standardized testing, services may be discontinued.

SECTION 8.4. If three HHB sessions are canceled without citing extenuating circumstances beyond the control of the student or parent/guardian, services may be discontinued.

SECTION 8.5. When the conditions of the location where HHB services are provided are not conducive for instruction, or threaten the health and welfare of the HHB teacher, services may be discontinued.

SECTION 8.6. HHB services may be extended beyond the originally identified return to school date if the licensed physician or licensed psychiatrist submits a request for extended services.

SECTION 8.7. Reevaluation and medical updates may be required every four weeks.

APPENDIX RR

INTERMITTENT HOMEBOUND – SPECIAL EDUCATION SERVICES PROGRAM

The Governing Board of Midlands STEM Charter School adopts the following regulation, which shall

be effective on that date that the policy is adopted by the Board.

SECTION 1. Eligibility.

SECTION 1.1. Eligibility for Intermittent Home service is based on the following criteria and provided for under Section 504 of the Rehabilitation Act (504) or the Individuals with Disabilities Act (IDEA):

SECTION 1.1.1. The student must be currently enrolled at the school. Private or homeschool students or students enrolled at other public schools are ineligible for services.

SECTION 1.1.2. The student must have a medical and/or psychiatric condition that is documented by a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.

SECTION 1.1.3. The need for services must be documented in the student's 504 Plan or IEP.

SECTION 1.1.4. Students are not eligible if absence is due to communicable diseases (except

as specified otherwise), emotional problems, expulsion, suspension, abuse of chemical substances, or uncomplicated cases of pregnancy. Cases of complicated pregnancy will be approved only with a statement from a licensed medical physician (1) certifying that school attendance would endanger the life of the mother or the child, and (2) specifying the projected length of time this danger would exist.

SECTION 1.1.5. The student must be anticipated to be absent for less than ten school days at a time on an intermittent basis and must be physically able to profit from educational instruction.

SECTION 1.1.6. Students approved for Intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

SECTION 1.1.7. A new referral form is required at least annually for services to be provided.

SECTION 2. Criteria for Students Under Section 504 or IDEA

SECTION 2.1. Criteria for students under Section 504 or who are served through IDEA shall be as follows:

SECTION 504 STUDENTS SERVED THROUGH IDEA Establishing Criteria

Medical diagnosis of physical condition established by a licensed physician.

Documented condition may result in frequent intermittent absences.

Physician form must be completed annually. Anticipated need for services should be

documented in 504 Plan and continuum of services discussed. Copies of 504 Plan and medical referral form should be provided to the school leader or SPED designee.

Medical diagnosis of physical condition established by a licensed physician.

Documented condition may result in frequent intermittent absences. Physician form must be completed annually. Anticipated need for services should be documented under health concerns in IEP minutes and continuum of services discussed. Copies of IEP or Amendment and medical referral form should be provided to the school leader or SPED designee.

How to Access Services

Contact school leader or designee Primary teacher gathers assignments/materials for the Intermittent Home Service Provider. Assignments/materials may be sent home with the student or with the Intermittent Home Service Provider. Primary teacher calls home to explain assignments and to determine services needed. 40 minutes of instruction must be provided to be counted present per day.

o Student can make up time before and after school with primary teacher and parent must agree to transport student. If student is enrolled in after-school program, instruction may be provided in this timeframe.

o Student can be considered for any available before or after school tutoring or Saturday School.

o Services can be provided in the home by a designated Intermittent Home Service Provider. Contact school leader or designee Primary teacher gathers assignments/materials for the Intermittent Home Service Provider.

Assignments/materials may be sent home with the student or with the

Intermittent Home Service Provider. Primary teacher calls home to explain assignments and to determine services needed. 40 minutes of instruction must be provided to be counted present per day.

- o Student can make up time before and after school with primary teacher and parent must agree to transport student. If student is enrolled in after school program, instruction may be provided in this timeframe.

- o Student can be considered for any available before or after school tutoring or Saturday School.

- o Services can be provided in the home by a designated Intermittent Home Service Provider. Documentation of Provided Services Intermittent Home Service provider completes timesheet documenting direct services and turns it into attendance clerk to make necessary adjustments to attendance data. A copy of the timesheet will be maintained in the SST file. Intermittent Home Service provider completes timesheet documenting direct services and turns it into attendance clerk to make necessary adjustments to attendance data. A copy of the timesheet will be maintained in the SST file.

SECTION 3. Instruction.

SECTION 3.1. Students will be instructed on the adopted curriculum of the school, in alignment with state/national standards, Section 504 Plan, IEP, and any local curriculum for classes in which the student is enrolled under the direction of the classroom teachers.

SECTION 3.2. Instruction will be provided as determined by the SST or IEP committee and may be offered in a variety of settings as provided for in these regulations.

SECTION 3.3. Services provided in the student's home require the presence of an adult other than the Intermittent Service Provider during the entire home instruction period.

SECTION 3.4. The Intermittent Service Provider must be notified in advance if the student is unable to keep the appointment.

SECTION 3.5. The student is responsible for completing assignments as required by the teacher(s).

SECTION 3.6. Work will be submitted to the classroom teacher(s) for grading and recording.

SECTION 4. Termination or Extension of Services.

SECTION 4.1. Services will be discontinued if student's medical condition no longer results in frequent, intermittent absences OR become so frequent that the student is eligible for Hospital Homebound services. A referral for this program would then be required.

APPENDIX RR1

HOSPITAL HOMEBOUND REFERRAL

Midlands STEM Charter School

112 Crane Street

Winnsboro, S.C.

803-815-1524

REFERRAL FOR HOSPITAL/HOMEBOUND INSTRUCTION SERVICES

PARENT REQUEST FOR SERVICES

Student Name

Last _____ First _____ MI _____ Date of
Birth _____

Address _____ City _____
_____ Zip Code _____

Phone Number _____ Alternate Phone
Number _____

School _____ Grade _____

PARENT AUTHORIZATION: I hereby request hospital/homebound instruction for my child. I realize these services may be provided at the

location (school or home) as determined by the committee. I have read the guidelines and instructions on the reverse side of this form and agree

to abide by them. I also authorize any doctor or health care facility to release my child's medical information regarding this illness to the school.

Name of the adult who will be in the home during the student's instruction_____

Relationship to child_____

Print Parent or Guardian Name_____

Parent or Guardian Signature_____ Date_____

MEDICAL CERTIFICATION (To be completed in full by the attending physician)

This program is provided for students with extenuating medical conditions, which restrict them to a health care facility, or the home for a minimum of ten consecutive school days. Three (3) contact hours by the hospital/homebound teacher per week are required. The school reserves the right to request a second opinion.

RE-EVALUATION AND MEDICAL UPDATE MAY BE REQUIRED EVERY FOUR WEEKS

This portion must be completed in detail in order for determination to be made concerning services.

Diagnosis _____

Indicate any limitations or restrictions during instruction (including the effects of any medications) _____

Student will be restricted to _____ health care facility or _____ home from
_____/_____/_____ to _____/_____/_____

Date of most recent examination ____/____/_____ Date of next examination
____/____/_____

Student can begin HHB instruction on ____/____/_____ Student will need instruction for
approximately _____ weeks.

I certify that this student's physical condition debilitates him/her for a minimum of 10
consecutive school days and restricts him/her to the home

or a healthcare facility and that this student is physically able to participate in educational
instruction.

Physician's typed or printed name Physician's Signature ONLY Date

Address: _____ Phone _____

Fax _____

Is this student in any special education programs? (Be specific as to type of
program) _____

The school shall be responsible for providing assignments for the student until the date the
student is enrolled in HHB program.

[principal or other title]

Signature _____ Date _____

[principal or other title]'s

Signature _____

Date _____

Approved _____ Not Approved _____

HHB Teacher Assigned and Date _____

Tracking Dates and Initials

Form Given to Parent _____

Returned to School _____

ESP Meeting _____

Service Begins _____

PARENT PHYSICIAN SCHOOL

APPENDIX RR2

HOSPITAL/HOMEBOUND INSTRUCTIONS AND PARENT INFORMATION

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or health care facility for students whose medical needs, either physical or psychiatric, restrict them to a health care facility or their home for a period of time that will significantly interfere with their education.

STUDENT ELIGIBILITY

Eligibility for HHB Services is based on the following criteria:

1. The student must be enrolled in Midlands STEM Charter School
2. The student must have a medical and-or psychiatric condition that is documented by a licensed physician or a psychiatrist who is currently treating the student for the diagnosis presented. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder.
3. The student must be anticipated to be absent for a minimum of ten consecutive school days per year or the equivalent on a modified calendar or the student has a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of ten school days per year or equivalent on a modified calendar or five school days on a middle school block schedule per year.

4. Students approved for intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided.

INSTRUCTION

Instruction will be provided as outlined in the Educational Service Plan for this student.

Instructional services will be offered in a home or health care facility setting. An adult must be present during the entire home instructional time. The student will be counted present when instructional services are provided for three hours per week.

PLEASE READ THE FOLLOWING PARENT INFORMATION CAREFULLY

Your cooperation is important.

1. A parent or responsible adult must be at home the entire time that the instructor is in the home.
2. A clean, comfortable, well-lighted place for the student to work, away from any distractions will be provided.
3. The student will be prepared for instruction with all books and completed assignments.
4. The hospital/homebound instructor should be notified within 24 hours prior to the scheduled appointment if the student is unable to receive instruction at the scheduled time.
5. The student is expected to return to school as soon as possible or when no longer

restricted to home or health care facility.

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TERMINATION/EXTENSION OF SERVICES

1. Students will be released from HHB services when the projected return date on the Application for Hospital/Homebound Services Medical Referral Form is reached or if the licensed physician or licensed psychiatrist indicates in writing that the student is released to return to school.
2. When the student is employed in any capacity, goes on vacation during the regularly scheduled school day, participates in extracurricular activities, or is no longer confined to home, services may be discontinued.
3. When the student returns to school for any portion of the school day other than to participate in state-mandated standardized testing, services may be discontinued.
4. If three HHB sessions are canceled without citing extenuating circumstances, services may be discontinued.
5. When the conditions of the location where HHB services are provided are not conducive for instruction, or threaten the health and welfare of the HHB teacher, services may be discontinued.
6. Hospital Homebound services may be extended beyond the originally identified

return to school date if the licensed physician or psychiatrist submits a request for extended services on an updated medical form.

7. Reevaluation and medical updates may be required every four weeks.

APPENDIX RR3

HOSPITAL HOMEBOUND EDUCATIONAL SERVICE PLAN

EDUCATIONAL SERVICE PLAN

FOR STUDENTS RECEIVING HOSPITAL/HOMEBOUND SERVICES

Midlands STEM Charter School

Conference

Date _____ Location _____

Student Name _____

Address _____

M _____ F _____ Date of Birth _____

Parent

Name _____

Parent Phone Number _____

Alternate Phone Number _____

School _____ Grade _____

Special Education _____

Counselor _____

Proposed Educational Plan

Instructional Beginning Date _____

Ending Date _____

Medical Considerations and Accommodations:

Instructional Modifications to be Met:

Does student have a computer with DSL, high speed, or wireless connection at the instruction location? _____yes _____no

Is the student registered in any classes that require internet connectivity?
_____yes _____no

Student
email_____

Parent
email_____

Anticipated date of student's return to school

Strategies/Accommodations to facilitate the student's reentry to school:

Attendees (Name and Title):

APPENDIX SS

STUDENT SUPPORT TEAM (SST)

The Governing Board of Midlands STEM Charter School adopts the following policy, which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose.

SECTION 1.1. The Student Support Team is established to support students' academic, social,

and emotional development when there is cause for concern.

SECTION 1.2. The School will comply with all state and federal mandates related to due

process and reporting and will work closely in conjunction with the School's (or School

system's Special Education Department) to ensure that all documentation and processes are compatible with the school system's current documentation and processes.

SECTION 2. Records.

SECTION 2.1. Teachers and other staff members shall maintain updated, accurate, and complete records for students in the SST process. Furthermore,

teachers and staff members shall strictly follow all rules, regulations, mandates, and established best practices regarding the Student Support Team.

SECTION 3. Communication.

SECTION 3.1. The administrative staff shall provide timely communication to parents and staff members regarding meetings and decisions. Copies of SST minutes shall be provided to the parents and to other Student Support Team members, upon request. Administration shall strictly adhere to and enforce all rules, regulations, mandates, and established best practices regarding the Student Support Team.

SECTION 4. SST Meetings.

SECTION 4.1. All members of the Student Support Team including administrators, teachers,

and parents shall provide advanced written notification to the SST Coordinator regarding additional members to be included in SST meetings.

SECTION 4.2. Parents are invited to attend and actively participate in SST proceedings; however, parent participation, upon appropriate notification, is not required. The school shall act in the best interest of the student at all times.

Appendix TT
Non Authorized Instruction

Midlands STEM Charter School will not instruct on Social Emotional Learning, Critical Race Theory or gender identity.

SECTION 1. MSCS's mission is to educate students academically and support their parents and guardians as primary caregivers and decision-makers for their students.

SECTION 2. MSCS will follow local and state laws regarding parental rights, and any medical or psychological needs will be the responsibility of the parents and guardians, not MSCS's faculty and staff.

SECTION 3 . Teachers and Staff are not obligated to use pronouns other than those of the gender the student was born with.