

The background is a solid dark red color with a repeating pattern of white line-art icons. These icons represent various educational fields: books, a microscope, a graduation cap, a globe, a computer monitor, a desk with a lamp, a medal, a test tube, a beaker, a pencil, a paint palette, a house, a robot, and a magnifying glass.

SCHOLAR CODE OF CONDUCT



Scholar Code of Conduct

To function properly, education must provide an equal learning opportunity for all scholars by recognizing, valuing, and addressing the individual needs of every scholar. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, LSC has established this Scholar Code of Conduct ("the Code") in accordance with Federal, State, and local laws and the school's open-enrollment charter. The Code has been adopted by the Board of Directors and provides information to parents and scholars regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

The Code will be posted at each LSC Academy and/or will be available for review at each Academy Director's office. Parents will be notified of any violation that may result in a scholar being suspended or expelled. scholars and staff must be familiar with the standards set forth in the scholar Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of scholar behavior, as LSC may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the scholar and may or may not constitute violations of the Code. When scholars participate in scholar activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, scholar behavior, and consequences.

Authority & Jurisdiction

LSC has disciplinary authority over a scholar:

- During the regular school day and/or while the scholar is going to and from school on LSC transportation;
- During open lunch periods in which a scholar is allowed to leave campus;
- While the scholar is in attendance at any school-related event or activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- For any expulsion offense committed while on LSC property or while attending a school-sponsored or school-related activity of LSC or of any other school in South Carolina;
- For any expulsion offense committed away from LSC property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
- While the scholar is in transit to or from school or to or from school or school-related activities or events;
- When retaliation against a scholar, school employee or volunteer occurs or is threatened, regardless of time or location;
- When the scholar commits any felony, regardless of time or location; and



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- When criminal mischief is committed on or off LSC property or at a school-related event.

Reporting Crimes

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

Standards for Scholar Conduct

Each scholar is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet LSC's standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of scholars, teachers, and other LSC staff and volunteers.
- Respect the property of others, including LSC property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Scholar Code of Conduct.

Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage scholars to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the scholar's age and grade level, the frequency of misbehavior, the scholar's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Scholar Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or "time-out."



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- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from LSC, as specified in the expulsion section of the Code of Conduct.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code of Conduct.
- Out-of-school suspension, as specified in the suspension section of the Code of Conduct.
- Parent-teacher conferences.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by LSC.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the scholar to the office or other assigned area.
- Techniques or penalties identified in individual scholar organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials, including, but not limited to, requests that parents "shadow" their children at school for a specified period of time.

Corporal Punishment

LSC will NOT administer corporal punishment upon a scholar for misconduct.

Board of Directors Perspective regarding Scholar Conduct

It is the opinion of the board that acceptable scholar behavior, including the following criteria, is to be expected from all scholars: respect to peers, faculty, and staff exhibited through actions and speech, pride in personal and school property exhibited by taking care of the physical building and respecting the property rights of others, desire and effort toward educational achievement are to be priorities as exhibited by following teacher/staff direction; reporting to class promptly and consistently; and being prepared to work without interfering with instruction, obedience to all laws, discipline code, rules, and community norms

The board believes that all scholars should receive fair and consistent discipline when



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school rules are violated. Therefore, this definitive code on scholar discipline was developed with the assistance of parents/legal guardians, scholars, teachers, and administrators from Liberty STEAM Charter.

Scholars in grades pre-k through 12 will participate in code of conduct instructional sessions as part of culture camp and be retaught during culture resets at the change of each quarter. Teachers and scholars will document that instruction has occurred. After instruction has been completed, academy directors will sign and submit an attestation form to the discipline office. Each school will provide intervention strategies that address or redirect non-conforming behaviors.

Scholar Conduct Away from School Grounds or School Activities

The board expects administrators to take appropriate action when information becomes available about scholar misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety, or general welfare of scholars, faculty, staff, and/or administrators of the network. When assessing the impact of out-of-school behavior on a school, the administrator will take into consideration the seriousness of the alleged out-of-network offense and the protection of scholars, faculty, staff, and administrators from the effects of violence, drugs, and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the scholar upon his/her arrival at school, give the scholar notice of the concerns based on the reported out-of-network behavior, and allow the scholar an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school will or threatens the discipline, educational environment, safety, or general welfare of scholars, faculty, staff, and/or administrators of the school, the administration may either permit the scholar to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of scholars will be notified of any action taken by the administration and offered the opportunity for a team conference.

In the event the scholar is arrested or incarcerated based on his/her out-of-network conduct, the academy director or his/her designee will notify the scholar that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee will take appropriate action, which may include, but not limited to, one or more of the following: returning the scholar to his/her normal class schedule and removing all evidence of suspension, placing the scholar on probation and allowing the scholar to resume his/her normal class schedule, placing the scholar on probation, allowing the scholar to continue class work, but restricting the scholar's participation in extracurricular activities and/or designated school activities (e.g. clubs, study halls, pep rallies, scholar government, etc.), suspending the scholar, recommending expulsion of the scholar from



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regular school and placement in the network's alternative program, recommending expulsion, or recommending expulsion of the scholar for the remainder of the year.

The disciplinary action must be supported by the evidence and take into full consideration the impact of the scholar's presence at school on the discipline, educational environment, safety, or general welfare of other scholars, faculty, staff, and/or administrators.

Scholar Code of Conduct Offenses & Consequences

The categories of conduct below are prohibited at school, involving school work and during all school-related activities, or as otherwise described in the Authority and Jurisdiction section above, with Level I as the least serious offenses and Level III as the most serious offenses. Each level also has a listing of corresponding administrative actions.

Level I Offenses

Activities engaged in by scholar(s) which tend to impede orderly classroom procedure or instructional activities, orderly operation of school, or the frequency or seriousness of which disturb the classroom or school.

- Aiding others
- Bus violation (refer to the transportation policy)
- Cheating
- Confrontation/altercation
- Cutting activity
- Cutting class
- Detention violation
- Dishonesty
- Disrupting class
- Dress code violation
- Driving violation
- Gambling
- Horseplay
- ID violation
- Inappropriate affection
- Inappropriate behavior
- Inappropriate language
- Littering
- Loitering
- Obscene gesture
- Off limits area
- Property misuse



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- Refusal to obey/defiant
- Running
- Excessive absences or tardies
- Profanity towards scholar
- Violation of Attendance Intervention Plan
- Unauthorized device

Disciplinary Consequences

Violations in this level may result in, but not exceed, the following administrative actions:

Grades Pre-K through five

- 1st offense: temporary removal from class & overnight suspension to hold an administrative warning conference with the parent/guardian, scholar, and school staff
- 2nd offense - one (1) to two (2) class days Center for Personal Responsibility (in-school suspension) & parent/legal guardian conference with Intervention Agreement
- 3rd Offense – one (1) day of Saturday School & update Intervention Agreement (Parent Required to Attend Saturday School)
- 4th offense - one (1) to three (3) class days out-of-school suspension, update to Intervention Agreement
- 5th offense - three (3) to five (5) class days out-of-school suspension & Strict Probation Contract, Notification to Executive Director
- 6th offense - five (5) to seven (7) class days out-of-school suspension & Pre-Expulsion Conference Facilitated by the Executive Director
- 7th offense - Recommendation for Expulsion

Level II Offenses

Activities engaged in by scholar(s) which are directed against persons or property, and the consequence of which tends to endanger the health or safety of oneself or others in the school.

- Bite/pinch/spit
- Bullying* (Violation of an "On Notice" Agreement)
- Computer violation
- Cutting school
- Cyberbullying*
- Failure to comply with disciplinary action
- Fighting*



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- Forgery
- Harassment*
- Hit/kick/push
- Inappropriate physical contact
- Intimidation*
- Larceny/theft
- Leaving school
- Major disruption
- Other offense (minor)
- Profanity towards adult
- Sex violation
- Threat*
- Throwing object
- Tobacco
- Trespassing
- Vandalism
- Vaping
- Repetitive Level I offenses – i.e. two or more level I offense administrative referrals within a semester

Disciplinary Consequences

(may not necessarily be followed in order and progressive disciplinary measures are not required)

Grades pre-K through 12

- 1st Offense - one (1) to three (3) class days out-of-school suspension and Implementation of an Intervention Agreement
- 2nd offense - three (3) to five (5) class days out-of-school suspension and parent/legal guardian conference, Updated Intervention Agreement & Strict Probation Contract, with Notification to Executive Director
- 3rd offense – five (3) to seven (7) class days out-of-school suspension, Updated Intervention Agreement, & Pre-Expulsion Conference Facilitated by the Executive Director
- 4th offense - Recommendation for Expulsion

Note regarding special education scholars: Administrators must ensure that all procedural safeguards afforded to special education scholars are also implemented in such circumstances and procedural safeguards are given to the parent at the time the decision is made.

The following aggressive offenses may result in a recommendation for expulsion with the



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second offense:

- Bullying
- Cyberbullying
- Fighting
- Harassment
- Intimidation
- Threat
- Any combination of these six offenses

Level III Offenses

Activities engaged in by scholar(s) which result in violence to oneself or another person's property or which pose a direct and serious threat to the safety of oneself or others in the school.

- Aggravated assault
- Alcohol/liquor violation
- Arson
- Bomb threat
- Bribery
- Burglary
- Contraband
- Strict probation contract violation
- Drug distribution
- Drug possession
- Drug usage
- Embezzlement
- Extortion
- Tampering with the fire alarm
- Fireworks
- Force sexual offense
- Fraud
- Gang activity
- Homicide
- Indecent exposure
- Kidnap/abduction
- Non-force sex offense
- Other offense (criminal)
- Pornography
- Robbery
- Sexual harassment
- Simple assault



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- Vehicle theft
- Possession of weapons (real or look alike)
- Any discretionary or mandatory expulsion violation under South Carolina Code of Laws.
- Any repetitive Level II offenses - i.e. two or more level II offenses or three or more over the course of a year, whether the same or in any combination.

Disciplinary Consequences

(may not necessarily be followed in order and progressive disciplinary measures are not required)

Offenses in this level require a suspension and an administrative hearing that may result in expulsion from school. Decisions will be based upon the maturity level and age of the scholar.

- referral to the hearing officer
- suspension until the hearing before the hearing officer which will take place within seven (7) days of the written notification at a time and place designated by the hearing officer

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Detention or Loss of Privileges

Detention may be held on each day during school for up to two hours. Scholars who serve detention must make arrangements to be picked up from school. Loss of Privileges may also be assigned that could include, but not be limited to, recess being taken away, not participating in school-wide incentive activities, silent lunch detention, etc.

Saturday School

As an alternative to out of school suspension for Level I offenses, the school provides the opportunity for the scholar to be retaught culture expectations & school-wide procedures during Saturday School over a three-hour period (9am-12 Noon). Scheduled and facilitated by the Academic Counselor or his/her designee, parents of scholars attending Saturday School are required to attend. If the parent/guardian is unable to participate, the scholar cannot participate and the consequence reverts back to in-school suspension.

After School Detention

The following rules apply to scholars assigned to after school detention:

- Scholars will bring materials to complete. Classroom materials may also be sent by a teacher.
- Scholars will not be permitted to go to their lockers during detention; all materials



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- must be brought to the detention room when reporting.
- Sleeping is not permitted.
- Scholars will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
- Any scholar assigned to detention must stay the entire time. scholars refusing to complete their time will be suspended from school.

Suspension

LSC utilizes four kinds of suspension: in-school suspension designated as the Center for Personal Responsibility (CPR), out-of-school suspension, overnight suspension, or reverse suspension.

Overnight Suspension

When a scholar is assigned an overnight suspension, s/he is not allowed to return to school until a parent conference is held with school staff. For each day a scholar is absent until a parent conference is held, the scholar's attendance will be recorded in PowerSchool as an "out of school suspension."

Reverse Suspension

When a scholar is assigned a reverse suspension, the parent is required to attend school with the scholar a minimum of one-half of the length of a fully school day. The parent must check in with the Academic Counselor to review the expectations of appropriate conduct while being in the classroom with their scholar and then review their "exit ticket" with the academic counselor before leaving.

In-School Suspension

The following rules and regulations apply to all scholars assigned to in-school suspension, also referred to as the Center for Personal Responsibility (CPR).

- The goal of the Center for Personal Responsibility consequence is to keep the scholar in the learning environment but have a consequence that allows the scholar to learn from their mistakes and earn their way back into the regular classroom environment.
- Scholars must report to the Culture Interventionist at 8:00 a.m. CPR will be run from 7:45 a.m. until dismissal time.
- Scholars will bring materials to complete, including a CPR assignment with their teachers' names, subjects, and assignments. scholars are responsible for obtaining assignments from each teacher.
- Scholars will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
- Scholars may not bring food or drink into the CPR room.



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- No disruptive behavior will be allowed.
- Unexcused absences from suspension will be referred to the Academy Director.
- Sleeping is prohibited.
- Scholars must abide by the LSC policies and behavioral standards during their suspension period.
- A scholar who misses a scheduled CPR session without a confirmed excuse will be assigned one day out of school suspension. If a scholar misses more than one scheduled CPR session without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Academy Director for further action, which may include up to three days of out-of-school suspension or any other Level I consequence.

Out-of-School Suspension

The Academy Director will give notice of suspension and the reasons for the suspension to the scholar. In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent, the academic value of in-school suspension, and other appropriate or mitigating factors determined by the administrator.

Removal From School Transportation

A scholar being transported by LSS transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating LSC's established standards for conduct in a school vehicle.

Note regarding special education scholars: Administrators must ensure that all procedural safeguards afforded to special education scholars are also implemented in such circumstances and procedural safe guards are given to the parent at the time the decision is made. Scholars with identified disabilities - notify school psychologist; see discipline for scholars with identified disabilities addendum.

School Leader Actions to Take For Level 1-3 Offenses

The Board of Directors and its administration will treat all scholars with fairness during the resolution of disciplinary matters. Administrative actions may vary based upon the seriousness of behavior and developmental age of the scholar. The board directs the administration to adhere to due process requirements when making decisions directly affecting scholars' protected rights under federal and state law in accordance with policy *Scholars' Due Process Rights*. Actions may range from in-school suspension to permanent expulsion.



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Administrators must do the following:

- Give rudimentary hearing
- Oral notice of charges to scholar
- Explanation of evidence against scholar
- Scholar given opportunity to tell his/her version
- Require notification to parent/legal guardian
- Require classroom interventions for Level I offense in accordance with the school discipline plan, when applicable
- Require payment for damages, if applicable
- Will confer with staff on the extent of the consequence
- Make referral to appropriate school staff for intervention services (required for Level I, and Level II)
- Consider a possible referral to outside agency, as required
- Consider a possible referral to law enforcement agency
- Require the scholar to make up class work missed while on suspension in accordance with the network's make-up policy
- Notify the parent anytime disciplinary action is being taken against a scholar via phone
- Require conference with parent/legal guardian when scholar's behavior results in suspension
- Inform the parent/legal guardian that the hearing officer will conduct hearings in accordance with state law and in compliance with board policies (*Expulsion of Scholars*), as required
- Investigate alcohol or drug related offenses; see procedures for investigation (*Drug and Alcohol Use by Scholars*) and guidelines for drug/alcohol related offenses as provided by the school intervention program
- Investigate bullying, intimidation, and harassment (HIB) offenses; see procedures for investigating (*Harassment, Intimidation, and Bullying*)

Extenuating, Mitigating, & Aggravating Circumstance

The board confers upon the Executive Director or his/her designee the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate action. The board realizes extenuating circumstances occur in which a scholar may bring an unauthorized item to school. Upon realizing the item is in his/her possession, he/she must immediately notify a teacher, staff member, administrator, or school resource officer. However, if the scholar chooses not to submit the unauthorized



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item to school officials, and he/she is found in possession of the item, the scholar is subject to the disciplinary process outlined in this administrative rule.

Discipline of Scholars with an Individual Education Program (IEP)

Liberty STEAM Charter school follows the provisions as outlined in the South Carolina Department of Education, Office of Exceptional Children's guide entitled Special Education Process Guide for South Carolina (Revised March 20, 2013) and according to any subsequent revisions. This guide is posted on the Special Education Department's page on the district's website.

The Individuals with Disabilities Education Act (IDEA) allows the parents of a child who has not been determined eligible for special education and related services to assert IDEA protections, including the use of due process, in circumstances when the LEA/District had knowledge that the child was a child with a disability before the occurrence of the behavior that caused the disciplinary action. (34 CFR § 300.534(a).

When a child with a disability violates the Scholar Code of Conduct, that behavior could result in suspension or expulsion. Such removals from school are subject to the disciplinary provisions of special education law. Therefore, the LEA/District officials must consider suspension and expulsion for children with disabilities very carefully.

A student defined under IDEA as having a disability or a student defined under Section 504 as having a handicap may not be suspended for more than 10 school days unless an IEP or a 504 school-based team of professionals who have knowledge of the student and the handicapping condition meets to first determine that the behavior is not a manifestation of the student's disability/handicap. In such cases, if suspension is imposed, the Individual Education Plan (IEP) team is obligated to provide an educational program for students with disabilities as defined in the Special Education Process Guide for South Carolina. A student with a disability may be removed by school/district administrators to an interim alternative education setting for 45 school days for drugs, weapons and serious bodily injury offenses. The district may not be obligated to provide services in an alternative setting for Section 504 students.

Conferences, Hearings, & Appeals

All scholars are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and LSC policy.

Process for Suspensions

In addition to the above list of Code of Conduct violations, the Academy Director has authority to suspend a scholar for a period of up to ten school days for any of the following additional reasons:



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- The need to further investigate an incident,
- A recommendation to expel the scholar, or
- An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a scholar, the Academy Director or designee must attempt to hold an informal conference with the scholar to:

1. Notify the scholar of the accusations against him/her,
2. Allow the scholar to relate his or her version of the incident, and
3. Determine whether the scholar's conduct warrants suspension.

Notification to Parents/Guardians

If the Academy Director or designee determines the scholar's conduct warrants suspension during the school day, the Academy Director or designee will make a reasonable effort to notify the scholar's parent(s) that the scholar has been suspended before the scholar is sent home. Ideally, a parent conference is held the same day in which the disciplinary action is being taken. The Academy Director or designee will notify a suspended scholar's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Academy Director.

Credit During Suspension

A scholar shall receive credit for work missed during the period of suspension if the scholar makes up work missed during the period of suspension within the same number of school days the scholar was absent on suspension.

Reverse Suspension

Anytime a scholar receives an out-of-school suspension, a parent must bring their scholar back to school on the day after their last suspension to participate in a readmission conference with the goal of creating an intervention agreement to prevent further incidents. In addition, the parent/guardian may be required to stay in school the first day back with their scholar to participate in the regular school day activities as their scholar's "shadow."

Overnight Suspension

Anytime a parent conference is required by LSC administration but cannot be held on the same exact day or when a parent cannot be reached, a scholar can be assigned an overnight suspension that requires the parent/guardian to bring their scholar to school the following morning for a conference with school leaders. Overnight suspensions are not recorded on a child's record unless the parent does not report with their scholar on the following day (it is then converted to an out-of-school suspension).

Scholar Expulsion Policy and Procedures



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If the Executive Director or his/her designee (the administration) investigates a report of student misbehavior, and the administration determines the student should be recommended for expulsion, the administration shall notify the student's parent(s)/legal guardian(s) of the recommendation, suspend the student from school and all school activities during the time of the expulsion procedures, and refer the matter directly to the LSC Board of Directors. To remove any bias, LSC will utilize a hearing officer with no ties to the school who is a licensed educator in the State of South Carolina and holds an Tier II principal certification. The Board charges the Executive Director with implementing this policy.

Notice of Expulsion Recommendation and Preliminary Hearing

Within seven (7) calendar days following receipt of an expulsion recommendation, the LSC Board Chair or officer who will preside over the preliminary expulsion hearing will notify the student's parent(s)/legal guardian(s), in writing, of the following:

- the rule(s) infraction alleged to have occurred;
- the right of the student to review his/her records, including the investigative documents and any other evidence the administration intends to present at the preliminary expulsion hearing;
- the right of the student to a hearing on the evidence;
- the time and place of the preliminary hearing; and
- the procedures to be utilized at the preliminary hearing, including the student's right to be represented by legal counsel at his/her expense.

The notice will include a response form requesting that the parent(s)/legal guardian(s) advise the LSC Board of Directors whether they intend to appear at the preliminary expulsion hearing, and whether they will be represented by legal counsel. If the response form is not signed and returned to the LSC Board Chair or hearing officer at least seven (7) calendar days prior to the scheduled preliminary hearing date, the preliminary hearing may proceed as scheduled or the preliminary hearing may be postponed by the hearing officer. The hearing officer shall schedule the preliminary hearing as soon as practical, but no more than fourteen (14) calendar days following the notification to the student's parent(s)/legal guardian(s) of the expulsion recommendation, unless a later date is agreed to with the student's parent(s)/legal guardian(s). An audio recording of the preliminary hearing and/or written minutes summarizing the preliminary hearing will be taken.

The hearing officer will conduct the preliminary expulsion hearing. Both the LSC administration and the student will be permitted to present evidence related to the recommendation for expulsion. Each side will be limited to ten (10) minutes for their



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presentation and five (5) minutes to ask questions of the other side. The hearing officer shall determine if the recommendation for expulsion should be upheld and turned over to the LSC Board of Directors for an expulsion hearing and final decision. If the hearing officer decides to uphold the recommendation for expulsion, the student shall have an expulsion hearing before the LSC Board of Directors. The hearing officer only has the power to enter a final decision to overturn the recommendation for expulsion. Within ten (10) days of the preliminary hearing, the hearing officer shall issue a written decision to the parties.

Expulsion Hearing Procedures

If the hearing officer upholds the recommendation for expulsion, the LSC Board Chair or his/her designee shall notify the student's parent(s)/legal guardian(s) in writing within seven (7) days of the hearing officer's decision of the time and place of the expulsion hearing, the right of the student to a hearing on the evidence, the procedures to be used at the expulsion hearing, and the student's right to be represented by legal counsel at his/her expense. The record from the preliminary expulsion hearing will be provided to both parties at least three (3) days before the hearing in front of the LSC Board.

The expulsion hearing will begin with the administration presenting the hearing officer's decision and the reasons for the hearing officer's recommendation that the student be expelled for the remainder of the school year. Following the administration's presentation, the student and/or his/her representative will be provided an opportunity to present to the LSC Board why the hearing officer's recommendation should not be followed and/or to present his/her case. After the administration concludes its presentation, the student and/or his/her representative will be given an opportunity to present his/her case. The case may consist of written statements or other materials, in addition to any testimony offered by the student and witnesses on the student's behalf. Following the presentation, the administration will also be allowed an opportunity to ask questions of the student and/or any witnesses presented.

Typically, each side's presentation will be limited to ten (10) minutes and each side's opportunity to ask questions of the other side's witnesses will be limited to five (5) minutes. The LSC Board of Directors may, in its discretion, grant additional time upon request by a party, and if granted, each side will be allowed an equal amount of time to present its case. Following both presentations, the LSC Board of Directors will have an opportunity to ask questions. The LSC Board of Directors will then deliberate and return to open session to issue a decision. The student's name will not be used in open session.

Action Following the Expulsion Hearing



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At the expulsion hearing, the LSC Board of Directors will decide whether to uphold, reverse or alter the expulsion recommendation of the Executive Director. Within ten (10) days of the expulsion hearing, the LSC Board of Directors will issue written confirmation of its decision to the parent(s)/legal guardian(s). If the recommendation for expulsion is reversed, all absences resulting from the suspension will be excused, the student's record will be cleared with respect to the recommendation, and the student will be allowed to make up all missed work.

Scholar & Parent Grievance Policy

Purpose: The purpose of this policy is to provide a clear and efficient process for reviewing and resolving student grievances, which may be filed and pursued by a student's parent or guardian. LSC will keep all grievance proceedings confidential to the extent permitted by law. The LSC student grievance process may be used by LSC students or their parents or guardians as follows:

1. To address an alleged violation of applicable law or regulations that directly affects the student.
2. To address an alleged violation of LSC Board Policy that directly affects the student.
3. To address an alleged violation of LSC charter compliance that directly affects the student.
4. To address alleged discrimination or harassment against the student.

A student who files a grievance has the right to be represented by legal counsel at the student's own expense. If the timelines set forth herein are not met, the grievance may be deemed waived by the LSC official(s) charged with investigating and deciding the grievance.

The LSC official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a grievance or appeal.

Step One: Informal Discussion with the Academy Director

Subject to the following paragraph, the aggrieved student must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) school days of the incident or when the aggrieved student learned of the incident for the purpose of attempting to resolve the grievance. If the grievance includes allegations of discrimination or harassment against the student, the student is not required to initiate an informal discussion with the person(s) allegedly discriminating against or harassing the student, and the student may proceed immediately to Step Two.



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Step Two: Submit a Written Grievance to the Executive Director

If the informal discussion does not resolve the student's concerns, the student may within seven (7) school days after the informal discussion submit a written Grievance Form to the LSC Executive Director. If the grievance includes allegations of discrimination or harassment, the student shall submit a written Grievance Form within seven (7) school days of the incident or when the student learned of the incident to the LSC Executive Director, or to the LSC Student Grievance Committee pursuant to Step Three if such allegations are against the Executive Director.

The student must include in the Grievance Form a description of the grievance, the actions already taken by the student to attempt to resolve the grievance, and the relief requested. A Grievance Form that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon receipt of a Grievance Form, within fifteen (15) school days the Executive Director shall schedule a conference with the student and any other individual(s) deemed necessary by the Executive Director to discuss the allegations. The Executive Director shall issue a written decision to the student within ten (10) school days of the conclusion of the conference(s).

Step Three: Final Appeal to the LSC Scholar Grievance Committee

If a student is not satisfied with the Executive Director's written decision, the student may submit a written appeal to the LSC Scholar Grievance Committee within seven (7) school days of receiving the Executive Director's written decision, which can be accomplished by submitting the written appeal to the LSC Student Grievance Committee Chair. The LSC Student Grievance Committee shall be comprised of one member of the Executive Committee and two members of the Academic Committee. The written appeal must include a copy of the original written Grievance Form, a copy of the Executive Director's written decision, and a written description of why the student was not satisfied with the Executive Director's written decision. An appeal that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline.

Within twenty (20) days of receipt of a written appeal (or the original Grievance Form if the grievance involves allegations of discrimination or harassment against the Executive Director and is filed directly with the Board), the LSC Student Grievance Committee will schedule a hearing date and provide the student with notice of the hearing date and the procedures for the hearing. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. The hearing shall be held before the Student Grievance



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Committee, which will make a recommendation to the full LSC Board of Directors to consider at the Board's next meeting. The LSC Board of Directors will issue a written decision within ten (10) business days of the meeting in which it votes on the Student Grievance Committee's recommendation, which will be final and binding. The LSC Board of Directors is entitled to extend these timelines if necessary for the purpose of conducting a thorough and complete investigation. The decision by the LSC Board is the final decision and there is no right to a hearing in front of LSC's Sponsor's Board, except as outlined in the Charter Schools Act, S.C. Code Ann. Sec. 59-40-50(C)(1) regarding a student denial of admission for a reason other than space limitations.

Appeal to the Board of Directors

The full Board of Directors must hold a hearing for any scholar who has been referred by the Hearing Officer for expulsion in accordance with the LSC expulsion guidelines. Should the board uphold the Hearing Officer & Executive Director's recommendation decision to expel a scholar, there are no appeal rights to the scholar. Parents who wish to appeal any other disciplinary action taken by the school must follow the grievance procedures with appeal rights to the Grievance Committee of the Board of Directors.

Please note: discipline consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board.

No Credit Earned

Except when required by law, scholars will not earn academic credit during a period of expulsion.

Emergency Placement & Expulsion

If the Academy Director or designee reasonably believes a scholar's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with scholars in a class, with the ability of a scholar's classmates to learn, and/or with the operation of LSC or a school-sponsored activity, the Academy Director or designee may order the immediate removal of the scholar. The Academy Director or designee may impose an immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the scholar will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Mandatory Reporting of "Threats of Terrorism" or "Threats of Violence"

The Academy Director or designee shall thoroughly investigate any and all threats of terrorism or threats of violence that have been reported, with such investigation including an interview with the person reporting the threat, the person allegedly making the threat, and all witnesses. If the investigation supports that a threat is credible and imminent, it shall



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be immediately reported to the appropriate local law enforcement agency.

Placement of Scholars With Disabilities

All disciplinary actions regarding scholars with disabilities (504 or special education under IDEA) shall be conducted in accordance with applicable federal and state laws.

Suspension/Expulsion Requirement

A scholar with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without IEP Committee action to determine appropriate services in the interim and otherwise in accordance with applicable federal and state law. If a special education due process appeal to a South Carolina Department of Education special education hearing officer is made, the scholar with a disability shall remain in the then-current education setting in place at the time such appeal is noticed to LSC, unless LSC and the scholar's parents/guardians agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, LSC shall expel, from the scholar's regular program for a period of one year, any scholar who is determined to have brought a firearm, as defined by federal law, to school. The Academy Director may modify the term of expulsion for a scholar or assess another comparable penalty that results in the scholar's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

- Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device. "Destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – 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 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.



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Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Scholar Code of Conduct.

Abuse is improper or excessive use.

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

Arson is defined by South Carolina Code of Laws as (1) the intentional damaging by any explosive substance or the setting fire to any property of another, without the consent of the owner or (2) the starting of a fire or causing an explosion while the offender is engaged in the perpetration or attempted perpetration of another felony offense even though the offender does not have the intent to start a fire or cause an explosion.

Assault is defined in part by South Carolina Code of Laws as an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery.

Bullying is defined as a single significant act or a pattern of acts by one or more scholars directed at another scholar that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable harm to the scholar's person or of damage to the scholar's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a scholar; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social medial application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of scholars to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a scholar's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the school, or a school-sponsored or school-related activity.

Chemical dispensing device is a device designed, made, or adapted for the purpose of



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dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written.

Criminal street gang means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the scholar has or has had a dating relationship, as defined by South Carolina Code of Laws.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile or person deemed an adult under the law for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile or a person deemed an adult under the law as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Discretionary means that something is left to or regulated by a local decision-maker.

E-Cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the Academy Director purpose of causing such a loud



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report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False alarm or report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

- Conduct that meets the definition established in LSC Board policy and/or the scholar Handbook; or
- Conduct that threatens to cause harm or bodily injury to another scholar, is sexually intimidating or obscene, causes physical damage to the property of another scholar, subjects another scholar to physical confinement or restraint, or maliciously and substantially harms another scholar's physical or emotional health or safety.

Hazing is an intentional, knowing, or reckless act, occurring on or off-campus, by one person alone or acting with others, that is directed against a scholar and endangers the mental or physical health or safety of a scholar for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using physical force of any kind or a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Indecent exposure means exposing any portion of one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material means visual material that depicts a person (a) with the person's intimate parts exposed, or (b) engaged in sexual conduct.

Knuckles means any instrument consisting of finger rings or guards made of a hard



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substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Online impersonation occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the scholar, including but not limited to a locker or desk.

Prohibited weapon means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip



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gun; or a tire deflation device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of scholars that seeks to perpetuate itself by taking additional members from the scholars enrolled in school based on a decision of its membership rather than on the free choice of a qualified scholar.

Reasonable belief is a determination made by the Executive Director or designee using all available information, including the information furnished under South Carolina Code of Laws.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade knife is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

“Threat of Terrorism” means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any scholar, teacher, Academy Director, or school employee to be in sustained fear for his safety, cause the evacuation of a building or cause other serious disruption to the operation of a school.

“Threat of Violence” means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a scholar, teacher, Academy Director, or school employee on school property or at any school function.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A scholar “under the influence” need not be legally intoxicated to trigger



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disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.