



# OPERATIONAL POLICIES

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## **TABLE OF CONTENTS**

School Legal Status	.....	Appendix A
School Attendance Zone	.....	Appendix B
Official School Year	.....	Appendix C
Official School Day	.....	Appendix D
School Ceremonies and Observances	.....	Appendix E
School Calendar	.....	Appendix F
Fiscal Year	.....	Appendix G
School Safety Plan and Emergency School Closing	.....	Appendix H
Disruption or Interruption of Operations of a Public School	.....	Appendix I
Communicable Diseases	.....	Appendix J
Medicine	.....	Appendix K
Inoculations	.....	Appendix L
Transportation	.....	Appendix M
Building Maintenance	.....	Appendix N
Emergency Repairs	.....	Appendix O
Procurement	.....	Appendix P
Solicitations of Staff and Students	.....	Appendix Q
Student and Classroom Observations	.....	Appendix R
School Attendance	.....	Appendix S
Excessive Absences Letter	.....	Appendix S1
Grading and Reporting	.....	Appendix T
School Admissions	.....	Appendix U
Admission of Transfer Students	.....	Appendix V
Transfers and Withdrawals	.....	Appendix W
Student Records	.....	Appendix X
Records Copying	.....	Appendix Y
Before and After School Program	.....	Appendix Z
Club and Extracurricular Program	.....	Appendix AA
Field Trips and Enrichment Activities	.....	Appendix BB
Chaperone Duties and Responsibilities	.....	Appendix CC
Parent Covenant	.....	Appendix DD
Parent and Student Complaints and Grievances	.....	Appendix EE
Technology Acceptable Use Policy	.....	Appendix FF
Section Procedures for Library Media Resources	.....	Appendix GG
The Library Bill of the American Library Association	.....	Appendix GG1
Drug Free Zone	.....	Appendix HH
Child Abuse and Neglect	.....	Appendix II
Searches	.....	Appendix JJ

Due Process Procedures	.....	Appendix KK
Discipline	.....	Appendix LL
Threats of Violence	.....	Appendix MM
Weapons at School	.....	Appendix NN
Bullying	.....	Appendix OO
Seclusion and Restraint	.....	Appendix PP
Hospital Homebound	.....	Appendix QQ
Intermittent Homebound - Special Education	.....	Appendix RR
Hospital Homebound Referral	.....	Appendix RR1
Hospital Homebound Instructions and Parent Information	.....	Appendix RR2
Hospital Homebound Education Services Plan	.....	Appendix RR3
Student Support Team (SST)	.....	Appendix SS
Operation of Non-Instructional Drones	.....	Appendix TT

## **APPENDIX A SCHOOL LEGAL STATUS**

The Board of Liberty STEAM 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.** Liberty STEAM Charter 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 Public Charter School Alliance and State Board of Education.

### **SECTION 2. Authority of the Governing Board**

**SECTION 2.1.** In accordance with Liberty STEAM Charter School Board's bylaws duly adopted in November 2019, the Governing Board is charged with the responsibility of the control and management of Liberty STEAM Charter School in compliance with state and federal laws, rules, and regulations applicable to public charter schools.

## **APPENDIX B SCHOOL ATTENDANCE ZONE ??**

The Board of Liberty STEAM 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 the state of South Carolina, which has been duly approved in the charter by state and local (where appropriate) 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 in the school. 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 Liberty STEAM 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 190 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 leaders, with the authorization of the Governing Board, and if applicable, the school's authorizer may depart from the 190-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, epidemic/pandemic, civil disturbance, or a shortage of vital and critical materials, supplies, personnel, 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, epidemic/pandemic, civil disturbance, or shortage of vital or critical material, supplies, personnel 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 or may waive up to three days as long as the school has made up three full days. When a district waives a make-up day pursuant to this section, the make-up day also is waived for all charter schools located in the district and for all students participating in a homeschooling program approved by the board of trustees of the district in which the student resides. A plan to make up days by lengthening the school day must be approved by the Department of Education before implementation. SC Code 59-1-425 Beginning and length of school term; make-up days; waiver; instructional days (South Carolina Code of Laws (2018 Edition)) S.C. Code Ann. 59-1-425 (b)

SECTION 2.1.4. S.C. Code Ann. 59-1-425 (C) The State Board of Education may waive the requirements of making up days beyond the three days forgiven by the local school district, not to exceed three additional days missed because of snow, extreme weather conditions, or other disruptions requiring schools to close. Such a waiver only may be considered and granted upon the request of the local board of trustees through a majority vote of that local school board.

SECTION 2.1.5. Liberty STEAM Charter School shall be closed on general election day in November of each even-numbered year in accordance with 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 general election day in November of each even-numbered 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 210 days, including the 190 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 all employees shall be specified on the school calendar or 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 Liberty STEAM 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 the lunch period. 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 hospital/homebound services may be counted present according to the applicable policy.

## **APPENDIX E**



## **SCHOOL CEREMONIES AND OBSERVATIONS**

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

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### **SECTION 1. Pledge of Allegiance**

Section 1.1. The Pledge of Allegiance to the flag shall be conducted daily at School. S.C. Code Ann. 59-1-455.

Section 1.2. Small flags shall be provided for each homeroom by the school.

Section 1.3 Any person not wishing to say the "Pledge of Allegiance" or otherwise participate in saying the "Pledge of Allegiance" is exempt from participation and may not be penalized for failing to participate. A person who does not wish to participate may leave the classroom, may remain in his seat, or may express his nonparticipation in any form which does not materially infringe upon the rights of other persons or disrupt school activities.

## **APPENDIX F SCHOOL CALENDAR**

The Board of Liberty STEAM 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 the Annual Calendar is done on a two-year cycle subject to any modifications provided by the Board.

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 in the calendar approval year, the Governing Board shall officially adopt the upcoming school year calendar. However, it is the Board's intention to hold a first reading of the calendar before Christmas and second reading in January.

SECTION 1.3. Information pertaining to the dissemination and publishing of the adopted calendar shall take place on the school's website and via other communication channels no later than the regularly scheduled board meeting in April.

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 Liberty STEAM 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.

## **APPENDIX H**

### **SCHOOL SAFETY PLAN AND EMERGENCY SCHOOL CLOSING PROCEDURES**

The Board of Liberty STEAM 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 that addresses man-made and natural disasters.

**SECTION 2. Emergency Suspension of School Operations or Activities**

**SECTION 2.1.** The school may abide by school closures for Sumter School District.

**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. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

**SECTION 2.4.** School activities, defined as extracurricular events, activities, clubs, competitions, and the like, 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 a timely manner regarding the cancellation of these activities.

**SECTION 2.5.** At the principal's discretion, school activities as defined above may be canceled even after the 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 Liberty STEAM Charter School adopts the following policy effective on the date of adoption by the Board.

S.C. Code Ann. 16-17-420 Prohibits conduct which disrupts a school. It also 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.

## **APPENDIX J COMMUNICABLE DISEASES**

The Board of Liberty STEAM 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.** Liberty STEAM 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. S.C. Code Ann. 44-29-200.

**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 and/or a physician selected by the School. 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.

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 the essential functions of the job. An accommodation is reasonable unless it imposes either an undue financial hardship or administrative burden on the School.

### SECTION 3. Protections

SECTION 3.1. Liberty STEAM Charter 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, flu, or any other communicable disease as required or suggested by the applicable county or state health department.

SECTION 3.2. Liberty STEAM Charter 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. Liberty STEAM Charter School shall not deny a student infected with a communicable disease an education solely because of the infection.

### SECTION 4. Prevention.

SECTION 4.1. Liberty STEAM Charter 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 Liberty STEAM 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.** 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 employee shall keep a written report of medication taken by the student.

**SECTION 1.1.4.** The school nurse or other designated employee shall keep medications in a secure location such as locked drawers or cabinets.

**SECTION 1.2.** Liberty STEAM Charter 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 school 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.

**SECTION 2.0.** The Board recognizes that certain students with special health conditions need an Individual Healthcare Plan (IHP). This plan will meet the needs of the student for health monitoring and care during the school day or at school-sponsored events. The school will notify the parent/legal guardian at the beginning of each school year of all available services and rights under this policy and pursuant to law.

In accordance with this plan, the school authorizes the student to self-monitor and self-administer life-sustaining medications such as an EpiPen, an inhaler and/or insulin as prescribed for specific medical conditions, with the exception of Schedule II drugs, as prescribed by the student's healthcare provider, unless there is sufficient



evidence that unsupervised self-monitoring or self-medication would jeopardize the safety of the student or others.

The school will grant permission to self-monitor and self-administer medication on a year-by-year basis based on appropriate written authorization from the parent/legal guardian and the student's healthcare provider who prescribed the medication.

The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student. S.C. Code Ann. 59-63-80

SECTION 3.0. Students will not share any prescription or over-the-counter medication with another student. Each year, the school will notify students in writing of this prohibition and that violations may result in disciplinary action including, but not limited to, suspension or expulsion.

## **APPENDIX L INOCULATIONS**

The Governing Board of Liberty STEAM Charter School adopts the following regulation which shall be effective on that 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 2020-2021 "Required Standards of Immunization for School Attendance" (Located at [scdhec.gov/health/vaccinations/vaccines-needed-school-admission](https://scdhec.gov/health/vaccinations/vaccines-needed-school-admission))

## **APPENDIX M**

## **TRANSPORTATION**

The Governing Board of Liberty STEAM 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. Liberty STEAM Charter 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 pick up, drop off and pick up times, routes, supervision, and load/unload processes. These procedures shall be published in the student handbook each year 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 Liberty STEAM Charter School or other approved vehicles, including contracted or 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, Liberty STEAM Charter 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:

- System or school-owned buses
- Alternate transportation

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

SECTION 2.5. Students or children under the age of 18 who are not enrolled at Liberty STEAM Charter School shall not be permitted to ride in vehicles provided by Liberty STEAM Charter 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, Liberty STEAM Charter School prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established crosswalks, crossing guards, or signage on streets within 1 mile of the school are not present.

SECTION 3.2. The school will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

## **APPENDIX N BUILDING MAINTENANCE**

The Board of Liberty STEAM 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 Adhoc 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.

The executive director or other authorized school leader shall manage janitorial and custodial staff in maintaining all school facilities and grounds. A sample janitorial checklist follows as Appendix O.

## **APPENDIX O EMERGENCY REPAIRS**

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

In accordance with the Board's procurement policy (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 operations in a safe environment.

## **APPENDIX P PROCUREMENT**

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

Any procurement of goods and services shall be made by 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 pursuant to S.C. Code Ann. 11-35 et. seq. The School shall adopt procurement procedures “embodying sound principles of appropriately competitive procurement as follows:

The School shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board 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 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 still apply including an inventory list if applied.

**[This is in conjunction with Appendix H in Financial Operations Policy.]**

## **APPENDIX Q SOLICITATIONS OF STAFF AND STUDENTS**

The Board of Liberty STEAM 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.** No fundraising 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 1.3.** Door-to-door collection shall be prohibited for all students.

### **SECTION 2. Fundraising, Gifts, Donations & Sponsorships**

It is the intent of the Board to encourage individuals, companies, charitable organizations, foundations and community groups to support the students of the Public Charter School and their programs. Such support may come in the form of money, personal services, real or personal property and/or any combination of the aforementioned

### **SECTION 3. Fundraising.**

**SECTION 3.1.** All non-Board fundraising activities must be approved by the Executive Director.

**SECTION 3.2.** All fundraising activities will remain in harmony with the standards and values of the school, as well as in compliance with State and Federal law.

**SECTION 3.3.** Faculty participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment.

**SECTION 3.4.** Students will not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor will a student's fundraising effort affect his/her participation time or standing on any team or in any club or group.



SECTION 3.5. If prizes or rewards are offered by a selected fundraising vendor, the prizes or rewards should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. No teacher or group director, or any other School employee or volunteer will receive rewards, prizes, commissions, or other direct or indirect compensation.

SECTION 3.6. Liberty STEAM Charter School may not impose a sales quota (or the like) as part of fundraising efforts, and students or Parents/Guardians will not be required to pay for any unsold items or pay for unmet goals.

SECTION 3.7. Door-to-door sales are prohibited for all students

SECTION 3.8. Approval may be denied for fundraising activities that would expose the school to risk of monetary loss or liability if the activity is not successful.

SECTION 3.9. Fundraising activities will be age appropriate and will maintain the highest standards of ethical responsibility and integrity.

SECTION 3.10 Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained by the Business Manager to be included with the deposit detail. No personal accounts can be maintained as all transactions must follow the organization's financial policies & procedures.

SECTION 3.11. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.

SECTION 3.12. Records of all fundraising efforts will be open to the Parents/Guardians, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' PII protected by FERPA.

SECTION 3.12. Liberty STEAM Charter School reserves the right to prohibit, restrict or limit any fundraising activity.

## **APPENDIX R**

### **STUDENT AND CLASSROOM OBSERVATIONS**

The Governing Board of Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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:

- the third party must currently provide educational or therapy services to the student;
- 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;
- have the parent/guardian coordinate the observation date and time;
- limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and

- 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 Liberty STEAM 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:

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency mandating absence from school.
- Observance of religious holidays.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- 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.
- 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 K-3 Present at least [135 of the 270] required instructional minutes.
- Grades 4-5 Present at least [150 of the 300] 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. A note from a doctor or parent or other authorized adult providing for an excused reason must be brought within three school days for the absent to be excused. The note must be signed and dated by the appropriate adult/professional.

SECTION 2.6. When the student is absent, the school will attempt to contact the parent to determine the cause of absence. 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.

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. Beginning with the 2017-2018 school year, schools are required to report to the South Carolina Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR)/Ed Facts, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students must attend class for at least half of the instructional day to be considered present for that day. Using this new definition, the Ed Facts requires states to report the number of students in each district and school who are absent at least 10% of the time during which they are enrolled in a particular school or district. More specifically, students who are enrolled in the same school for an entire academic year and miss 19 or more days (10 percent) will be considered chronically absent. This includes all types of absences: excused, unexcused and suspension/disciplinarian.

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.

Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars 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. SC Code 59-65-20  
Penalty for failure to enroll or cause a child to attend school.

**APPENDIX S1  
CHRONIC ABSENTEEISM LETTER**

Date\_\_\_\_\_

Student Name  
Parent/Guardian Name  
Address

Dear\_\_\_\_\_:

This letter is to formally notify you that as of \_\_\_\_\_, \_\_\_\_\_ has exceeded the chronic absenteeism level governed by South Carolina State Law (R43-274). Please take note: chronic absenteeism is defined as any absences from instruction. This definition does not discern between excused or unexcused absences. All absences of more than 50% of the school day are tallied to create the percentage of absenteeism. Per state requirements, absences equaling or exceeding more than 10% of the 2021-2022 school year at {School} must be reported. This data is reported to the administration of {School} as well to the state for attendance reporting. In order to avoid natural consequences such as poor academic performance, poor testing scores, lack of scholarship opportunity, and the increased chance of becoming a dropout, students should attend school regularly. {School} wants your student to be successful!

Please be aware that truancy and chronic absenteeism are completely different. Truancy is defined by unexcused absences by class, not by total hours daily. {School} takes meeting attendance, which means each class takes a separate attendance. To see the most up to date attendance information, please check your student's PowerSchool account. Please provide documentation for absences to the front office, or by email to \_\_\_\_\_ or by fax \_\_\_\_\_. Any outstanding documentation may be turned in as well to avoid further attendance ramifications.

Sincerely,  
School Representative

cc: School Social Worker

## **APPENDIX T GRADING AND REPORTING**

The Governing Board of Liberty STEAM 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 quarter.

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, 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 Liberty STEAM 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 residents of the state of South Carolina.

**SECTION 1.2.** The School will not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, 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 lottery enrollment period is from October 1-November 30 of each calendar year for the following school year.

**SECTION 2.2.** Regardless of when mailed or digitally submitted, all applications for Liberty STEAM Charter School must be physically or digitally present in the administrative office located at 117 North Main Street, Sumter on or before 12:59 pm November 30. In the event School is closed on November 30, all applications must be received by 4:59 p.m. the Monday immediately following November 30.

**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 Liberty STEAM Charter School: completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications which are timely received 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 with a right of appeal to the Governing Board. 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. Any applications not physically or digitally 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 assure 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:

- CURRENTLY ENROLLED STUDENTS
- FACULTY, STAFF, AND FOUNDING BOARD MEMBER CHILDREN: Children of full-time faculty and full-time instructional staff and founding board members. Full-time instructional staff hired after the lottery date for the following school year will be given priority over founding Board children.
- SIBLINGS: Siblings of students currently enrolled on the date of the lottery {or within 1 years of the current school year (not to exceed a maximum of 6 years). {Optional: Siblings are defined as including any of the following who reside in the same household: half-siblings, step siblings, and children residing in a family foster home.}}
- OTHERS: All other eligible students

SECTION 2.9. Students who reside outside of the attendance zone will not be enrolled at 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.

SECTION 4. Wait 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 will have 10 days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

SECTION 4.2. It is the responsibility of the wait-listed parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

SECTION 4.3. Waitlist parents may also 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 if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

SECTION 4.5. The parents will be given 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 waitlist is extended the offer.

#### SECTION 5. Recruitment of Students.

SECTION 5.1. Recruitment of students is the School's responsibility. Liberty STEAM 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. However, it is required that the racial composition of the charter school enrollment reflect that of the local school district in which the charter school is located or that of the targeted student population of the local school district that the charter school proposes to serve, 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 Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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 and disciplinary 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 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 School 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.

SECTION 3.6. Notwithstanding any of the above, transfer and enrollment of homeless students shall be in accordance with all federal and state laws.

## **APPENDIX W TRANSFERS AND WITHDRAWALS**

The Governing Board of Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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 90 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 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 Ed 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 48 hours 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 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 Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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

SECTION 3.2. Academic achievement records of individual students of School shall be maintained for a period of at least 70 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:

- 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). File completed request in student cumulative record.
- 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.
- 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 10 calendar days.
- 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) would suffice, provided the parent, student, or guardian is notified that such a form has been received.
- 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 record 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 Liberty STEAM 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 48 hours advance notice of the request for student records

SECTION 1.1.2. The School may charge up to 25 cents 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 Liberty STEAM 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 BASP provides 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 enroll in the Before School Program (BSP) in order to register for the After School Program (ASP).

SECTION 2.2. Students participating in the After School Program (ASP) are required to register. Parents are required to complete a registration form for each child in their household. Students wishing to participate in ASP must be registered student at Liberty STEAM Charter School.

SECTION 2.3. Students arriving at school before 7:30 am will automatically be sent to the BSP, and the Parent/Guardian will be billed.

### **SECTION 3. Fees.**

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

SECTION 3.2. The executive director or other authorized school leader is authorized to un-enroll 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 School executive director or ASP Coordinator may choose to open the program on work days and conference days.

SECTION 4.3. The Liberty STEAM Charter School 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 unenroll students who do not comply with the behavior code.

## **APPENDIX AA CLUB AND EXTRACURRICULAR PROGRAM**

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

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### **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 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 Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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 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 Liberty STEAM Charter School adopts the following policy which shall be effective on that 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 annual background check (SLED) prior to chaperoning any activity including going on the field trip for that school year. The cost for obtaining background checks shall be borne by the chaperone. However, if the cost is prohibitive for the parent/guardian to participate, the administration has permission to provide for hardship situations in order to encourage and allow all families to participate.

**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 if school transportation is provided. If transportation is provided by cars or volunteer transportation, students must ride in the assigned vehicle both to and from the field trip and during transport during a field trip to multiple locations. Drivers will provide copies of their current license and insurance in addition to the yearly required background check.

**SECTION 1.4.** School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all [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 [school] staff member or administration.

**SECTION 1.6.** School staff is responsible for taking 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. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 1.8. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 1.9. Chaperones may not bring siblings of their child who is attending the trip.

SECTION 2.1. 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 2.2. 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 2.3. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.4. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.5. Students should never be left unattended by an adult.

SECTION 2.6. Students should remain with their specific chaperone unless authorized by a school staff member.

SECTION 2.7. 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 2.8. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and school staff.

SECTION 2.9. 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 2.10. Chaperones and Staff should strictly enforce rules or procedures established as part of the Discipline Code or those established by the venue.

SECTION 2.11. Chaperones and 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 may result in loss of chaperone privileges.

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

## **APPENDIX DD PARENT COVENANT**

The Governing Board of Liberty STEAM 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 goal of the Parent Covenant is to create the strongest possible partnership between home and the 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 Liberty STEAM 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 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. The levels of lowest levels of authority shall be as follows:

- **Classroom-related concerns** – teachers
- **School-related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.) – principal
- **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 Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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.

**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.

#### **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 or member of the technology staff.
- 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 district's technology resources must be in support of education and research consistent with the educational objectives of the School.
- 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 district 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 Use Agreement. 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 secret. Use for 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 Liberty STEAM Charter adopts the following policy, which shall be effective on that 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 school library materials rest with the professionally trained library media specialists who know the needs and depth of curriculum, methods of instruction, and the interests, individual differences, and wide range of abilities of the students.

#### **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; and
- 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, flashcards, 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 accommodations 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* (NOYA)
- *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 of 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 executive director or authorized school leader may request that the Board appoint 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 member of the community familiar with media. The committee should utilize third-party reviews of the 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 GG1**  
**The Library Bill of Rights**  
**of the American Library Association**

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## **APPENDIX HH DRUG FREE SCHOOL ZONE**

The Board of Liberty STEAM Charter 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 or nurse's 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 Liberty STEAM 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 Liberty STEAM Charter School adopts the following policy, which shall be effective on that date that the policy is adopted by the Board.

### **SECTION 1. 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, principal, school security guard, or administrator in the School may search any building, desk, locker, area, grounds or 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.

#### **SECTION 1.2 Personal Searches**

The teacher, principal, school security guard, 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, principal, school security guard, 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, principal, school security guard, 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 principal's office and a copy forwarded to the parent 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.

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 Liberty STEAM 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 MM 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. School Administrative Hearing**

A school administrative hearing is held by the appropriate school administrator before a student is given in-school suspension, out-of-school suspension, or bus suspension. Except in unusual circumstances as determined by the principal, the hearing takes place at the student's school.

**SECTION 2.1.1** The student and parents or guardian are provided written notice of the charges prior to the hearing. The student's parents/guardians are encouraged to attend the hearing; however, if the right to attend is waived, the hearing will proceed without them. Parents or guardians may consult legal counsel (at their own expense).

**SECTION 2.1.2.** At the hearing, the student will be given an opportunity to present his/her version of the facts; offer the testimony of witnesses; introduce other relevant information and evidence; question witnesses in a respectful manner; and observe all evidence offered. Witnesses testifying at the hearing will not be allowed to have an attorney present at the hearing unless that witness is or may be charged in the incident. Friends or relatives of the student and other members of the public who are not witnesses may not attend the hearing. A record of the hearing shall be made.

**SECTION 2.1.3.** The hearing officer's determination of guilt or innocence and the discipline to be imposed shall be based solely upon the evidence presented at the hearing. Evidence of the student's previous behavior may be presented to prove a violation of probation and/or repeated violations of the school policies. In addition, evidence of the student's academic and disciplinary record may be considered in connection with determining the appropriate punishment.

**SECTION 2.1.4.** The hearing officer's decision shall be made within 24 hours after the hearing. The student and parents or guardian shall be informed of the decision in

writing and shall be informed of their right to appeal an *unfavorable* decision to the principal. If the executive director affirms, then the student and parents or guardian shall have ten days to appeal to the School Board who may hear the appeal or appoint a Hearing Officer.

SECTION 2.1.5. The evidence presented at the Board hearing may include physical evidence, such as drugs or weapons; witness testimony; and relevant documents, such as witness statements, investigation reports, and the student's current discipline and academic record. The School/School System bears the burden of proving the charges against the student by a "preponderance of the evidence." The School/School System is not usually represented by an attorney at hearings, but in some cases an attorney is used. The student has the right, at his/her own expense, to be represented by counsel at the hearing.

SECTION 2.1.6. The hearing is not required to be identical to a courtroom trial, and the South Carolina Evidence Code does not apply. Parties may offer such relevant and material evidence as they desire and shall provide such additional evidence as the Hearing Officer (Board members) may deem necessary to their determination of guilt or innocence and the punishment to be imposed. The Hearing Officer (Board) shall be the judge of the relevancy and materiality of the evidence offered. The Hearing Officer (Board) is entitled to give the evidence presented to it whatever weight it thinks the evidence deserves. The determination of guilt or innocence and the discipline to be imposed shall be based solely upon the evidence presented at the hearing.

After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument. The hearing then ends, and the Board meets privately to decide the student's guilt or innocence and an appropriate punishment if the student is found guilty.

SECTION 2.1.7. If the student is found not guilty of the charges, the student shall be allowed to return to school. If the student is found guilty, the hearing panel may impose punishment ranging from sending the accused back to school on probation to expulsion from the school system. Parents/guardians may contact the executive director or authorized school leader the next working day to receive the decision. A letter will be sent to the student's parent/guardian within ten days after the hearing is held. If a Hearing Officer was appointed, appeal can be made to the Board as a whole within ten days of receipt of the letter containing the decision, and the above-described process shall be utilized for a hearing by the Board.

## **APPENDIX LL DISCIPLINE**

The Governing Board of Liberty STEAM 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 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 designee 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, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, 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

### SECTION 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, supervised, and does not include restroom duties.

### SECTION 3.2. Out-of-School Suspension

SECTION 3.2.1. Short-term suspension means the removal of a student from school (or school bus) for one to ten school days. A local school administrator may impose a suspension of one to three school days and may impose an out-of-school suspension of up to ten school days with an appropriate hearing. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

SECTION 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 appropriate School Administrator may impose long-term suspension. These may be appealed to the School Board. 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. 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 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.

### SECTION 3.3. Expulsion.

The removal of a student from school (or school bus) for a specified period of time beyond the current semester. Only the appropriate School Administrator may impose expulsion. Expulsion may be appealed to the School Board. A student who has been

expelled may apply for readmission after six months.

#### SECTION 3.4. Alternative School.

A student who is removed from his/her local school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

#### SECTION 3.5. 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 appropriate school administrator. Violation of a local school or school system rule while on probation may result in further disciplinary action.

#### SECTION 3.6. 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] if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the school executive director for permission for the student to participate in school-sponsored activities. If denied permission by the principal, the parent or guardian may appeal to the appropriate executive director or superintendent. If denied by the executive director or superintendent, the parent or guardian may appeal to the Board. The Board’s decision shall be final.

### SECTION 4. Offenses and Consequences

#### SECTION 4.1. Use of Tobacco, Vaping and Other Tobacco and Smoking Products

Students shall not possess or use any tobacco or vaping 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 or vaping 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/guardian and referral to a relevant program.
- 2<sup>nd</sup> Offense: 1-5 days in school or out of school suspension, warning, place on probation and a mandatory referral to a relevant program. School leaders are granted the latitude of assigning other alternative consequences in an effort to keep students in school to include reverse suspension (parents accompanying students to school and Saturday School). Evidence of completion of the program must be provided to the executive director or other authorized school leader.

- 3rd Offense: A Local Formal Hearing must be held. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 school days.
- 4th Offense: and Subsequent Offense(s): Student is referred to the appropriate school administrator for hearing, which could impose long-term suspension, expulsion, or a referral to an alternative school.

SECTION 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 could result in 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 a hearing with the appropriate school administrator, which may result in up to 10 days of ISS.

#### SECTION 4.3. Weapons, Explosives and Other Devices

SECTION 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, a Local Formal Hearing must be held. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 school days and referred to the Student Evidentiary Hearing Committee, which could impose long-term suspension, expulsion, or a referral to an alternative school.



**SECTION 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, a Local Formal Hearing must be held. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 school days and referred to the Student Evidentiary Hearing Committee, which could impose long-term suspension, expulsion, or a referral to an alternative school.

**SECTION 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 have violated this prohibition, an administrative hearing must be held and the student may be suspended up to 10 school days and may have imposed long-term suspension, expulsion, or a referral to an alternative 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.

**SECTION 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.

**SECTION 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 alleged to have violated this rule shall be suspended pending an administrative hearing. If found guilty at the hearing, the student is suspended for 10 school days and may have long-term suspension, expulsion, or a referral to an alternative school.

**SECTION 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, or other school employee. 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.

Any student alleged to have violated this rule shall be suspended pending an administrative hearing. If found guilty at the hearing, the student is expelled for the remainder of the student's eligibility to attend school but in its discretion, the hearing determination may allow the student to attend an alternative education program for the period of the expulsion.

The student will be referred to the juvenile court with a request for a petition alleging delinquent behavior. If the student is in kindergarten through grade eight, the school may permit the student to seek re enrollment in a regular public-school program for grades nine through twelve. Additionally, if the student is in kindergarten through grade six and there is no alternative educational program available, the school in its discretion may permit the student to reenroll in school.

#### SECTION 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. State law makes it 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

##### SECTION 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 shall be subject to an administrative hearing. If found guilty at the hearing, the student is suspended for 10 school days and may be imposed long-term suspension or expulsion, or a referral to an alternative school.

##### SECTION 4.5.2. Possession/Use/Under the Influence of Drugs.

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: An administrative hearing must be held for 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. If found guilty at the hearing, the student is suspended for 10 school days. If the parents/guardians and student accept the offer to attend a drug education program, 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 and/or if the substance is a felony or designated felony possession: An administrative hearing must be held. If found guilty at the hearing, the student is suspended for 10 school days and may have imposed long-term suspension or expulsion, or a referral to an alternative school, or expulsion.

#### SECTION 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: Administrative hearing must be held. If found guilty at the hearing, the student is suspended for 10 school days with the option to attend a drug education program to reduce the suspension to five days, as discussed above.
- 2nd and Subsequent Offenses: Administrative hearing must be held. If found guilty at the hearing, the student is suspended for ten (10) school days.

#### SECTION 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 have 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.

#### SECTION 4.6. Property

##### SECTION 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. An administrative hearing must be held if the destruction, damage, defacement, or vandalism requires repairs exceeding \$100, if the student set or attempted to set fire to school property or if the student created gang-related

graffiti. If found guilty at the hearing, the student is suspended for up to 10 school days and may also have imposed long-term suspension or expulsion, and/or a referral to an alternative school. The student must make restitution for any damage caused by the student's behavior.

#### SECTION 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.

Penalty may range from detention to expulsion. An administrative hearing must be held when the theft or theft by deception or extortion or the amount of counterfeit money/checks/money orders exceeds \$100. If found guilty at the hearing, the student is suspended for up to 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school. The student must make restitution for any loss caused by the student's behavior.

#### SECTION 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. An administrative hearing must be held if the damage exceeds \$100. If found guilty at the hearing, the student is suspended for up to 10 school days and may be imposed long-term suspension or expulsion, and/or a referral to an alternative school. The student must make restitution for any damage caused by the student's behavior. As addressed in other policies, any form of electronic bullying (cyberbullying), threats and/or harassment using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

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

##### SECTION 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. An administrative hearing must be held 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 at the hearing, the student is suspended

for up to 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

#### SECTION 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. 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. An administrative hearing must be held when a student makes physical contact with a school system employee or if the incident caused a major school disturbance. If found guilty at the hearing, the student is suspended for 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

#### SECTION 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 part, 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 must participate in an administrative hearing. If found guilty at the hearing, the student is suspended for 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

#### SECTION 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. A student found to be in violation of this policy must participate in an administrative hearing. If found guilty at the hearing, the student is suspended for 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

#### SECTION 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 must participate in an administrative hearing. Based on a finding of guilty at the Local Formal Hearing, the student is suspended for 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to

an alternative school.

#### SECTION 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 must participate in an administrative hearing. Based on a finding of guilty at the Local Formal Hearing, the student is suspended for up to 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

#### SECTION 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 actual or perceived 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., Facebook, Instagram, 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; and
- 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.

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

##### SECTION 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. Penalty may range from a verbal reprimand to a short-term suspension.

##### SECTION 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.

#### SECTION 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 local board of education. 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 or comparable consequence pending a local formal hearing. Parents contacted and referred to a counselor and social worker. Students are 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 does not cause the child to attend school pursuant to 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.

#### SECTION 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. Penalty 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 may result in an administrative hearing and an in-school suspension of up to 10 days.

#### SECTION 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. Penalty may range from detention to short-term suspension unless a student creates a dangerous situation. An administrative hearing must be held if a student creates a dangerous situation in a classroom. If found guilty at the hearing for creating a dangerous situation in the classroom, the student is suspended or placed in in-school suspension for up to 10 school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

#### SECTION 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 periods of disruption, etc. An administrative hearing must be held. If found guilty at the hearing, the student may be suspended for up to 10 school days and, if the school disturbance is a major disturbance, the student may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

**SECTION 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 conference should be held. Repeated incidents may result in an administrative hearing, which may result in suspension, a referral to an alternative school, or expulsion.

**SECTION 4.13. Failure to Accept Disciplinary Action.**

Refusing or failing 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.

**SECTION 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, 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. Penalty may range from a conference with the student, parent/guardian, bus driver, and school administrator to suspension and removal from the school bus for up to 10 school days. Serious or repeated bus misbehavior may result in an administrative hearing, which may result in long-term suspension, a referral to an alternative school, or expulsion. 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.

#### SECTION 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 must participate in a Local Formal Hearing must be held. If found guilty at an administrative hearing, the student is suspended for ten (10) school days and may have imposed long-term suspension or expulsion, and/or a referral to an alternative school.

SECTION 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. Repeated incidents may result in an administrative hearing, which may result in suspension, a referral to an alternative school, or expulsion.

SECTION 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. An administrative hearing must be held if the student continues to violate school rules after implementation of a discipline correction plan. Based on a finding of guilt at the hearing, the student is suspended for up to 10 school days and may have imposed suspension, a referral to an alternative school, or expulsion.

#### SECTION 4.18. Parking and Traffic Violations.

Students 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. [Penalty 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, an administrative hearing must be held. If found guilty at the hearing, the student is suspended for up to 10 school days and may have imposed suspension, a referral to an alternative school, or expulsion.]

#### SECTION 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, a Local Formal Hearing must be held. If found guilty at an administrative hearing, the student is suspended for 10 school days and may have imposed suspension, a referral to an alternative school, or expulsion.

#### SECTION 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, an administrative hearing must be held. If found guilty at the Local Formal Hearing, the student may be suspended for up to 10 school days and may have imposed suspension, a referral to an alternative school, or expulsion.

SECTION 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 must participate in an administrative hearing. If found guilty at the hearing, the student is suspended for up to 10 school days and may have imposed suspension, a referral to an alternative school, or expulsion.

#### SECTION 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 like 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 (or designee) of Special Education 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. 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 Tolerance 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.

- 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-a-like 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 (2<sup>nd</sup> 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 student's continued presence at school a potential danger to persons or property 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 schools 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 another school employee toward a student.
- Hazing
- Aiding and/or abetting the commission of any Level Three offense.
- Students 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 pupil does not observe bus conduct expectations.

## **APPENDIX MM**

### **Threats of Violence**

The Governing Board of Liberty STEAM Charter School adopts the following policy, which shall be effective on that 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 Administrator(s). If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Administrator(s) so that the Administrator(s) 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 or other school leader should also contact the Governing Board.

## **APPENDIX NN WEAPONS AT SCHOOL**

The Governing Board of Liberty STEAM 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 another 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 chachka, 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 in a private vehicle parked on school property, 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 South Carolina Department of Defense

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;

- A peace officer as defined by South Carolina law
- A law enforcement officer of the United States government
- A prosecuting attorney of this state or of the United States
- 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
- A person employed as a campus police officer or school security officer who is authorized to carry a weapon.

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 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 executive director of the Division of Probation Public safety executive director 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 EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR 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 another authorized school leader.

SECTION 5.2. The executive director or another authorized school leader, after being satisfied that the reported violation is true, shall make an oral and written report to the Governing Board President, 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 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 The 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 Liberty STEAM 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 principal, the student or the parent of the student should contact the local superintendent or his or her designee.

**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 who bully others.

## **APPENDIX PP**

### **SECLUSION AND RESTRAINT**

The Governing Board of Liberty STEAM 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.

**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 restraint 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 HOME BOUND**

The Governing Board of Liberty STEAM 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:

- 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.
- 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.
- 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.
- 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 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 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 - SPED**

The Governing Board of Liberty STEAM 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 home school 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		STUDENTS SERVED THROUGH IDEA	
Establishing Criteria			
<ul style="list-style-type: none"> <li>• Medical diagnosis of physical condition established by a licensed physician.</li> <li>• Documented condition may result in frequent intermittent absences.</li> <li>• Physician form must be completed <b>annually</b></li> <li>• Anticipated need for services should be documented in 504 Plan and continuum of services discussed.</li> <li>• Copies of 504 Plan and medical referral form should be provided to the school leader or SPED designee.</li> </ul>		<ul style="list-style-type: none"> <li>• Medical diagnosis of physical condition established by a licensed physician.</li> <li>• Documented condition may result in frequent intermittent absences.</li> <li>• Physician form must be completed <b>annually</b></li> <li>• Anticipated need for services should be documented under health concerns in IEP minutes and continuum of services discussed.</li> <li>• Copies of IEP or Amendment and medical referral form should be provided to the school leader or SPED designee.</li> </ul>	
How to Access Services			
<ul style="list-style-type: none"> <li>• Contact school leader or designee</li> <li>• 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.</li> <li>• Primary teacher calls home to explain assignments and to determine services needed.</li> <li>• 40 minutes of instruction must be provided to be counted present per day. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Student can be considered for any available before or after school tutoring or Saturday School.</li> <li>○ Services can be provided in the home by a designated Intermittent Home Service Provider.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Contact school leader or designee</li> <li>• 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.</li> <li>• Primary teacher calls home to explain assignments and to determine services needed.</li> <li>• 40 minutes of instruction must be provided to be counted present per day. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Student can be considered for any available before or after school tutoring or Saturday School.</li> <li>○ Services can be provided in the home by a designated Intermittent Home Service Provider.</li> </ul> </li> </ul>	

#### Documentation of Provided Services

<ul style="list-style-type: none"> <li>● Intermittent Home Service provider completes timesheet documenting direct services and turns it in to attendance clerk to make necessary adjustments to attendance data.</li> <li>● A copy of the timesheet will be maintained in the SST file.</li> </ul>	<ul style="list-style-type: none"> <li>● Intermittent Home Service provider completes timesheet documenting direct services and turns it in to attendance clerk to make necessary adjustments to attendance data.</li> <li>● A copy of the timesheet will be maintained in the SST file.</li> </ul>
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### 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 the 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 REFERRAL FOR HOSPITAL/HOMEBOUND INSTRUCTION SERVICES



Liberty STEAM Charter School  
15 School Street, Sumter SC 29150  
(803) 774-0191

### 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

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 from attending school or a health care 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 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 \_\_\_\_\_

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## **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 in [county] public schools whose medical needs, either physical or psychiatric, restrict them to a healthcare 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:

- The student must be enrolled in [school].
- 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.
- 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.
- 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.

- A parent or responsible adult must be at home the entire time that the instructor is in the home.
- A clean, comfortable, well-lighted place for the student to work, away from any distractions will be provided.
- The student will be prepared for instruction with all books and completed assignments.

- 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.
- The student is expected to return to school as soon as possible or when no longer restricted to home or health care facilities.

#### TERMINATION/EXTENSION OF SERVICES

- 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.
- 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.
- 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.
- If three HHB sessions are canceled without citing extenuating circumstances, services may be discontinued.
- 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.
- 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.
- Reevaluation and medical updates may be required every four weeks.

**APPENDIX RR3  
HOSPITAL HOMEBOUND EDUCATIONAL SERVICE PLAN**

Liberty STEAM 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:

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Instructional Modifications to be Met:

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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:

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Attendees (Name and Title):

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## **APPENDIX SS STUDENT SUPPORT TEAM (SST)**

The Governing Board of Liberty STEAM 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 requisite. The school shall act in the best interest of the student at all times.

## **APPENDIX TT**

### **OPERATION OF NON-INSTRUCTIONAL DRONES**

It is the policy of Liberty STEAM Charter School to maintain a safe learning environment. Liberty STEAM Charter School has determined that unapproved use of drones poses a safety hazard. The use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, is prohibited for any purpose by any person or entity at any school - sponsored event; game; match; tournament; or anywhere in, on, or directly above or upon property or premises owned, maintained, or used by Liberty STEAM Charter School for any purpose, unless otherwise preempted by applicable State or federal law. Liberty STEAM Charter School reserves the right to remove or refuse admission to any individual who violates this policy. Liberty STEAM Charter School further reserves the right to exclude any individual who violates this policy from future school events.

Violators may also be reported to appropriate authorities, including the Federal Aviation Administration (FAA). Students or employees violating this policy shall be subject to formal disciplinary action pursuant to school policies. Use of Unmanned Aircraft (Drones) An unmanned aircraft, or drone (hereinafter “drone”), is an aircraft that is:

- Capable of sustained flight in the atmosphere;
- Flown within visual line of sight of the person operating the aircraft; and
- Flown for hobby or recreational purposes.

[ALTERNATIVE 1] Appropriate Use School Related: Teachers/staff, students (over 16 years old) may, with pre-approval from the Executive Director, and if part of a school program or activity, operate a drone on school property solely for the limited purpose of the administrative pre-approval.

Non-School Related: Visitors and unsupervised students are prohibited from operating drones on Charter School property. The following guidelines must be adhered to by anyone flying a drone on Charter School property:

- Absent specific written permission from the Executive Director, all drones operating on school property must weigh no more than 55 lbs. If a drone weighs between .55 and 55 pounds, the individual must register the device online. The school shall request proof of the drone owner/operator with regard to the device’s registration. 8800-2 (ISBA 6/18 UPDATE)
- Operators must not operate a drone within five miles of any airport without prior notification and confirmation from airport authorities.
- Operators must abide by any other airspace restrictions.
- Operators must not operate a drone above an altitude of 400 feet above ground level and must remain clear of surrounding obstacles.

- Operators must maintain safe control and line of sight with the drone during all stages of operation. Drones may only be flown during daylight and in weather that allows 3 miles of visibility from the place the drone is being operated.
- Operators must maintain a safe operating distance from crowds and may not fly over stadiums, sports events, emergency response efforts, or any people who are not directly involved in the operation of the drone.
- Operators must ensure drone operations do not interfere with manned aircraft operations.
- Data collected by a drone can only be used for educational purposes and may not be sold for profit.
- If there is a plan to fly drones over property that is not owned by the Charter School, written permission from the owner of the property must be provided to the Executive Director or his or her designee. Those operating drones on property not owned by the Charter School must adhere to all requirements of this policy.
- Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of any drones.

The Executive Director or designee may require those using the drone to:

- Supply proof of insurance meeting liability limits established by the Charter School;
- Sign an agreement holding the Charter School harmless from any claims of harm to individuals or damage to property; and
- Meet additional requirements as determined appropriate by the Charter School.

Inappropriate Use Inappropriate use of drones includes, but is not limited to, the following:

- Violating any State or Federal laws or rules or any Charter School policy;
- Taking pictures of property or persons without consent;
- Violating safe operating protocols as defined in drone user manual and as directed by the supervising staff member; 8800-3 (ISBA 6/18 UPDATE)
- Deliberately annoying another person, interfering with another's work, insulting or attacking others, or harassing others; and
- Take-offs or landings on Charter School property contrary to this policy or pre-approval of the Executive Director.

[Alternative 2] In an effort to maintain the safety, security, and privacy of students, staff, and visitors, the Board has determined that the operation of unmanned aircraft, also known as drones, other than use as part of a pre-approved school program, is prohibited by any persons on or over Charter School property and at Charter School sponsored events. An exception to this policy may be made in specific cases but must be approved in advance by the Executive Director or designee.



Legal Reference: Memorandum: Educational Use of Unmanned Aircraft Systems (UAS), Federal Aviation Administration The FAA Modernization and Reform Act of 2012, Section 336. Special Rule for Model Aircraft I.C. § 21-213 Restrictions on Use of Unmanned Aircraft Systems Other References: Unmanned Aircraft Systems, Federal Aviation Administration, [https://www.faa.gov/uas/getting\\_started](https://www.faa.gov/uas/getting_started)