



Orangeburg-Wilkinson High School Administrative Disciplinary Protocol



P/S	Level IV Infractions/Extreme	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
789	Possession of a weapon on school property	DEH/LA						
610	Forced sex offenses, including molestation	DEH/LA						
570	Sale and/or distribution of unauthorized, illegal or unauthorized, illegal or controlled substances	DEH/LA						
510	Intentional physical abuse by a student to school personnel or agents (substitutes, volunteers, etc.)	DEH/LA						
500	Arson – the act of setting on fire a person or property	DEH/LA						
260	Making, possessing a bomb or making a bomb threat	DEH/LA						
250	Gang-related attack or threats	DEH/LA						
P/S	Level III Infractions/Major	1st	2nd	3rd	4th	5th	6th	7th
760	Major destruction/vandalism of school or of a student's property; \$100 or more (RP/LA)	AIC/RP	DEH/RP/LA					
700	Inappropriate physical contact directed at school personnel or agents; sexual or otherwise	DEH/LA						
690	Sexual misconduct including: invasion of privacy, indecent exposure, an area off-limits to that gender, sexual violation of a person's property or person	DEH/LA						
680	Under the influence of - or possession - alcohol	DEH/LA						
670	Theft, possession of, or sale of stolen property more than \$100 (e.g. musical instrument, shoes, book bags, etc.)	AIC/RP	DEH/RP/LA					
580	Under the influence - or possession - of drugs or other unauthorized, illegal, or controlled substances	DEH/LA						
560	Disturbing School (Major) or disorderly conduct	DEH/LA						
520	Assault – Simple	AIC/3OSS	DEH/LA					
350	Setting off a false fire alarm or discharging a fire extinguisher	DEH/LA						
28	Throwing an object at - or in the direction of - school personnel	DEH/LA						
27	Threatening to take the life or inflict bodily harm upon a teacher or other school personnel including any member of their immediate family, or intentionally creating a situation that causes or threatens bodily harm to personnel	DEH/LA						
20	Inciting a major disturbance in school	DEH/LA						
10	Igniting/possession, use or transfer of fireworks, tear gas, stink bombs, etc.	DEH/LA						
9	Fighting (premeditated or unprovoked attack)	5 OSS/AIC	DEH/LA					
9	Lynching (attack by two or more people)	5 OSS DEH/LA	DEH/LA					
P/S	Level II Infractions/Intermediate	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
760	Minor destruction/vandalism of school or of a student's property; \$100 or less	1 OSS/RP	2 OSS/RP	AIC/RP	DEH/RP			



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	(RP/LA)							
750	Trespassing (on school grounds) by a suspended student	1 OSS/LA	3 OSS/LA	AIC/LA	DEH/LA			
740	Possession of stolen school or student property	1 OSS/RP/LA	2OSS/RP/LA	AIC/RP/LA	DEH/RP/LA			
710	Possession or distribution of obscene literature, pictures or devices	1 OSS/PAC	2 OSS	AIC	DEH			
700	Possession of ammunition of any kind (Ex. shells, BB's, bullets, etc.)	AIC	DEH					
670	Minor theft of property; \$100 or less (RP/LA)	2 OSS	AIC	DEH				
P/S	Level II Infractions/Intermediate	1st	2nd	3rd	4th	5th	6th	7th
652	Cyber-bullying (i.e. texting, Facebook, Twitter, etc. any form of electronic messaging)	3 OSS	AIC	DEH				
651	Bullying - threatening, taunting, or verbal abuse of another student	3 OSS	3 OSS/AIC	DEH				
650	Intimidation - intentional behavior that causes a person fear of injury or harm which forces him/her to do or (not to do) something against his/her will	2 OSS	3 OSS/AIC	DEH				
600	Extortion or blackmail	AIC/LA	DEH/LA					
210	Profanity directed at school personnel	3 OSS	AIC	DEH				
407	The act of creating or instigating a disturbance; verbal argument or written comments that cause a disturbance (email, text, voicemail notes, etc.) Passing along a threat from others in any way. A disruptive, verbal confrontation.	2 OSS	3 OSS/AIC	DEH/LA				
330	Recording a video of a disturbance or fight on a phone, camera, or any other device. Posting comments, threats, videos or any communication that constitutes a threat. *Severe cases will be referred for a District Administrative Hearing. (WPE)	3 OSS/ Withdrawal of Electronic Privilege	AIC	DEH				
400	Making unnecessary noise or distracting behavior in the halls, disturbing an assembly program, etc.	1 ISS	1 ISS	1 OSS	AIC	DEH		
320	Leaving class w/o permission. (Admin Discretion)	1 ISS	1 OSS	AIC	DEH			
310	Leaving school grounds without permission	1 OSS	2 OSS	AIC	DEH			
290	Profanity; the use of obscene or profane language and/or gestures directed to other students - or to one's self (spoken, sung, chanted, etc.).	1 ISS	1 OSS	AIC	DEH			
280	Deliberate dress code violation (No uniform)	2 OSS	3 OSS	AIC	DEH			
270	Disturbing ISS (Administrator's discretion)	2 OSS	2 OSS	AIC	DEH			
270	Deliberate refusal to obey a reasonable request. Refusal to report to the office, leave a room or area when told to do so by school personnel, or refusal to serve ISS, etc.	2 OSS	3 OSS	AIC	DEH			
250	Gang Related Activity: Display of gang symbols, display of gang signs, display of gang colors, use of gang related language or gestures, or any activity deemed gang related by the administration such as bandana, sweatbands, patches, visible tattoos, body markings, or items used to represent or resemble gang related activity	3 OSS	AIC	DEH				
240	Unlawful assembly – loitering in unauthorized area	2 OSS	3 OSS	AIC	DEH			
230	Use of tobacco products (cigarettes, snuff, vaporizers, lighters) in building, bus, on school							



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	grounds, in vehicles, school trips, school functions, etc.	2 OSS	AIC	DEH				
230	Possession of tobacco products, cigarette lighters, etc.	1 OSS	2 OSS	AIC	DEH			
220	Visiting inappropriate sites on the internet. (Internet privileges will be revoked.)	1 OSS/PAC	2 OSS	AIC	DEH			
190	Cheating or plagiarizing on classroom tests, essays or assignments (Grade of "0" given)	1 ISS	1 OSS	AIC	DEH			
160	Cutting class (missing more than 10 minutes of a class), homeroom, assembly, etc.	1 ISS	ONS	1 OSS	2 OSS	AIC	DEH	
027	Verbal threatening or intimidating school personnel or agents by a student	AIC	DEH/LA					
022	Invasion of privacy; minor inappropriate touching	2 OSS	3 OSS/AIC	DEH				
018	Toy water gun-Unrealistic in appearance-	1 OSS	AIC	DEH				
017	Endangering the safety of self and/or others	2 OSS	3 OSS	AIC	DEH			
017	Disrespect to school personnel or agents	2 OSS	3 OSS	AIC	DEH			
016	Language, behavior, or disrespect which demeans, insults, incites, or is inflammatory to others based on ethnic, cultural, racial or other individual differences.	3 OSS	AIC	DEH				
011	Forgery	1 OSS	2 OSS	AIC	DEH			
009	Fighting (students determined as willing participants)	3-5 OSS/AIC	5 OSS/DEH					
P/S	Level I Infractions/Minor	1st	2nd	3rd	4th	5th	6th	7th
006	Lying to staff or agent, failure to give correct name or identification when asked, etc.	1 OSS	2 OSS	AIC	DEH			
630	Gambling (use of playing cards, dice, or other gambling objects)	1 ISS	1 OSS	AIC	DEH			
405	Horseplay	1 ISS	1 OSS	2 OSS	AIC	DEH		
370	Littering, leaving trash on tables or grounds	1 ISS	1 OSS	2 OSS	AIC	DEH		
340	Bus Violations	See "Bus Violations" policy.						
330	Possession or misuse of Electronic Devices	See "Electronic Device" policy.						
280	Violation of school dress code: pants too low shirt not tucked in; skirts/shorts too short; tank tops; sleeveless t-shirts; clothing that does not cover the stomach, back or sides from shoulder to waist; backless dresses; halter tops; bedroom shoes; or inappropriate neckline; etc.	1 ISS	1 ISS	1 OSS	AIC	DEH		
240	Loitering or misbehaving in restrooms	1 ISS	1 OSS	AIC	DEH			
200	Student in unauthorized area (areas closed to students by prior notice)	1 ISS	1 OSS	AIC	DEH			
180	Unexcused Tardy- if a student is late for any class because he/she has arrived after the tardy bell and he/she does not have a pass from a teacher/staff member that says that student was detained by them. (10 minutes or more tardy for a class results in a cut).	Warning	PC	ONS/PCR	1 ISS	2 ISS	AIT	1 OSS
024	Running in classroom, cafeteria, corridors, or outside building that endangers self or others	1 ISS	1 OSS	AIC	DEH			
018	Distribution or sale of materials unauthorized by principal (ex. candy, cupcakes, etc.)	1 ISS	1 OSS	AIC	DEH			
017	Class misconduct. Disturbing or interfering with a class, school function, activity, etc.	1 ISS	2 ISS	1 OSS	AIC	DEH		
360	Failure to wear ID badge	WRN	PCT	ONS	1 ISS	1	AIC	



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		TID\$1	TID\$1	TID\$1	TID\$1	OSS ID\$5	LOP	
017	Failure to follow classroom or other directions	1 ISS	1 ISS	1 OSS	AIC	DEH		
015	Public display of affection	1 ISS	1 OSS	AIC	DEH			
005	Failure to serve a Lunch Detention	1 ISS	1 ISS	1 OSS	AIC	DEH		

“A disciplined mind leads to happiness, and an undisciplined mind leads to suffering.”

STUDENT DISCIPLINE CODE

All OWHS students are responsible for their own behavior and will be held accountable for their own actions. The OWHS discipline code identifies unacceptable pupil behavior. Students who commit the offenses listed in this code will be disciplined as indicated. Administrators are also given the authority to deal with behaviors not covered by the code.

PARENTAL RESPONSIBILITY

Although a discipline code is established, the school system is responsible is not responsible for teaching discipline standards to students: parents are.

HIGH SCHOOL DISCIPLINE CODES

IMPORTANT TERMS- The following terms and legend are provided for clarity.

PARENT: Legal guardian of the student

OFFENSE: A violation of school rules occurring on any school property, while riding a school bus, or while attending any day or night function or activity under jurisdiction of the school.

LUNCH DETENTION: A student will be assigned to detention during a portion of his/her lunch period.

IN SCHOOL SUSPENSION: Students assigned to ISS are required to report to the ISS room.

Students who do not follow all ISS rules will receive an out of school suspension (OSS). Refusal to served ISS will be handled as a deliberate refusal.

SATURDAY SCHOOL: Students assigned to attend Saturday school must report to school on the assigned date and time.

OUT OF SCHOOL SUSPENSION: The board has conferred the authority for the school administrator to suspend a student from a teacher’s class or from school. A student suspended from school may not attend classes or any other school function, ride a bus, or enter school grounds except for a pre-arranged conference with a school administrator and accompanied by a parent. Parents will be notified in writing of all out of school suspensions. The notification will include the reason for the suspension and the time and place when the administrator will be available for a conference. Parental contact is required prior to reinstatement.



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TREPASSING: Students found on school grounds during a suspension will be cited for trespassing (legal action).

SCHOOL LEVEL ADMINISTRATIVE INTERVENTION CONFERENCE: An administrative hearing is held when there is a serious concern about a student's behavior or WHEN A STUDENT ACCUMULATES 15 INFRACTIONS. Suspensions will be issued as required by the student discipline code when a student is referred to a hearing due to an accumulation of offenses. Level I or II infractions that require an administrative intervention conference also require a minimum of 3 days OSS.

DISTRICT LEVEL ADMINISTRATIVE HEARING OFFICER: The district administrative hearing officer is appointed by the superintendent and serves as the official representative of the school district. During the hearing, the hearing officer can return the students to school on probation and will state the condition of his/her reinstatement. The hearing officer can also place the student in alternative school, or refer the student to the board of trustees. The decision of the hearing officer is final unless appealed to the superintendent, in writing, within 5 working days of the hearing officer's decision. The superintendent's decision is final unless appealed to the board of trustees, in writing, within 10 working days. The student will be suspended from school and all school activities during the time of the suspension/expulsion procedures.

BOARD EXPULSION HEARING: The district hearing officer may refer a student to the board of trustees for expulsion. Expulsion is the loss privilege to attend classes or other school functions for the remainder of the school year. Every expelled student may petition for readmission for the succeeding school year, unless permanently expelled as an incorrigible student (refer to authority of the board of trustees). In accordance with the law, students expelled for gun violations are expelled for one full calendar year from the date of the actual expulsion decision.

Level I Infractions

Level I infractions interfere with the normal operation of the school day for both students and school personnel. While Level I referrals traditionally will be handled by teachers and school level administrators, excessive violations of Level I infractions may result in an administrative intervention conference on the school level, probation, or possible referral to the district hearing officer.

Level II Infractions

Level II infractions also interfere with the normal operation of the school day for both students and school personnel; however, a Level II infraction is considered to be a more serious offense and will be given a more severe punishment as outlined in the student discipline code. Students are reminded that in addition to possible suspension, Level II violations may result in an administrative intervention conference at the school level and being placed on probation. Repeated violations may result in referral to the district hearing officer.

Level III Infractions

Level III infractions require a minimum 3 days out-of-school suspension and either a district or school level administrative intervention conference depending on the offense and the grade level of the student. Level III offenses may require a law enforcement referral from the school. The district hearing officer will determine appropriate sanctions based on the merits of each case.



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Level IV Infractions

Level IV infractions require a minimum of 5 days out-of-school suspension and a hearing with the district hearing officer. It also requires that law enforcement is notified, and most likely will result in the student being removed from school and either assigned to the Alternative School Program or taken before the Orangeburg Consolidated School District Five Board for expulsion.

Although infractions are divided into four levels (Levels I, II, III, IV), each infraction under each level will be considered separately. All Level III and IV infractions will result in a district level hearing and possible board referral.

IMPORTANT TERMS- The following legend is provided for clarity:

- | | |
|----------------------------------------------|--------------------------------|
| -DEH- Expulsion Hearing | -PN- Parent Notification |
| -LA- Legal Action | -AC- Administrative Conference |
| -DEH- District Administrative Conference | -RP- Restitution Property |
| -AIC- School Level Administrative Conference | -ISS- In School Suspension |
| -OSS- Out of School Suspension | -WD- Work Detail |
| -ERR- Early Release Revoked | -BUS- Bus Suspension |
| -DPR- Driving Privilege Revoked | -LD- Lunch Detention |
| -TID\$1- Temporary ID w/\$1 Fee Required | -ID- ID w/\$5 Fee Required |
| -PAC- Parent Administrative Conference | -ONS- Overnight Suspension |

The administrator has the discretion to re-classify an offense based on the severity of the offense or the number of occasions in which the student has engaged in the behavior. School Level infractions that require a DAH/AIX will result in a minimum of three days out of school suspension and probation for a minimum of five days. Infractions listed under each level are not listed in order of severity.