

## **2023-2024 Student Handbook**

1340 Highway #378 • Lexington, SC 29072

Phone: 803-821-5700

Fax: 803-821-5703

Bms.lexington1.net

Leah Sarantopoulos  
Principal

Brantley Foxworth  
Assistant Principal

Jason Mills  
Assistant Principal

Mickey Summerall  
Assistant Principal

Meghan Snipes  
School Counseling Director

Lauren Lavenia  
IB MYP Coordinator

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## Welcome to Beechwood!

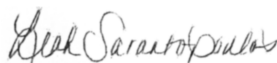
Welcome to the 2023-24 school year! Beechwood Middle School (BMS) opened its doors in 2019 and has already celebrated many achievements thanks to our staff, students, parents, and community! Without YOU, Beechwood is just a building. *You* are our purpose!

Did you know that you are an International Baccalaureate (IB) student? This means that your middle school journey is guided by the International Baccalaureate's (IB) mission to "develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through international understanding and respect." Of course, Bengals are also supported by the vision and mission of Lexington County School District One to empower *you* to design the future.

During your time at "The Beech," you'll be equipped with everything you need to "Lead Locally, Serve Globally." You'll learn all about IB's Approaches to Learning (ATL) skills and Learner Profile traits. These, along with a range of exploratory course offerings and real-world connections to learning will prepare you for any of Lexington District One's multiple college and career readiness pathways. Our teachers are committed to providing *you* with meaningful, engaging, and responsive learning experiences.

With the support and commitment of our faculty and staff, you will be able to pursue your gifts in academics, arts, athletics, or other unique abilities while you grow and develop as a balanced, creative, and reflective citizen.

Go Bengals!



Leah Sarantopoulos, Principal

# **Academics**

## **BMS IB MYP Academic Honesty Policy**

Academic honesty is an expectation in all classes. At the very basic level, practicing academic honesty means that Bengals don't cheat. Cheating can take many forms; however, academic honesty is about other behaviors, too. Click [here](#) to access the BMS IB MYP Academic Honesty Policy.

## **Lexington District One Academic Honor Code**

Lexington County School District One encourages students to maintain high standards of academic integrity and honesty. In an effort to clarify expectations, the following list provides examples of unacceptable acts of cheating:

- looking on someone else's quiz, test or exam;
- revealing items to someone who has not taken a quiz, test or exam;
- copying from others on assignments designated as independent work;
- referring to unauthorized notes and materials during a quiz, test or exam;
- positioning a paper or device into viewing range of another student during a quiz, test or exam;
- using unauthorized devices to complete or disseminate answers during a quiz, test or exam;
- using devices to secure work from another student's project;
- obtaining an unauthorized copy of a quiz, test or exam;
- plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and/or plagiarizing work from another student's project; and
- attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for another student.

Parents will be notified and a mandatory conference will be held with the student, parent/guardian, teacher and administrator. The student will be required to complete an alternate assignment/assessment. This work will be graded in lieu of the original assignment/assessment. If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the gradebook. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped and the original grade will be recorded. The behavioral infraction of cheating will be documented through a discipline referral to include consequences administered at the discretion of the school-based administrator.

## **Acceleration**

We carefully evaluate all students in order to determine appropriate placement using the following [district criteria](#) for acceleration: standardized test scores and learner characteristics that include emotional and social development. For more detailed information, please reference the information found on the BMS website.

## **Assessment**

Assessments support student learning, achievement and mastery of standards. Students should expect regular and descriptive teacher feedback throughout the year that supports academic success.

Assessments are divided into two categories: formative and summative.

- Formative assessments, as they are designed as practice and allow the teacher to measure progress toward mastery, are not heavily weighted in the grading system. These count as 20% of a student's grade.
- Summative assessments, as they are designed to measure a student's ability to demonstrate the

concepts, skills, and knowledge at the end of a unit are heavily weighted in the grading system. These count as 80% of your grade.

## Reassessments (Retakes)

Reassessments are limited to in class tests and are intended to provide an additional opportunity to demonstrate understanding and mastery of learning. They can be an alternate form of the same test, a partial test limited to standards not mastered or a test of the same standards in a different format. To ensure the retake occurs in a timely manner and supports student readiness for concepts that will build, choice and recovery retakes will be taken within a timeframe agreed upon by the teacher and student.

<b><u>CHOICE Retake</u></b> - mastery previously demonstrated -in-class tests -1 test per nine weeks (1 test per semester for high school credit bearing classes) -student must complete evidence of learning prior to reassessment -higher grade will be entered into the gradebook	<b><u>RECOVERY Retake</u></b> - mastery not previously demonstrated -in-class tests -1 per any test <b>below 80%</b> -student must complete evidence of learning prior to reassessment -higher grade <b>up to an 80</b> will be entered into the gradebook
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## Extension Opportunity

It is important that students turn their work in on time. However, if there are extenuating circumstances, students should discuss an extension opportunity with the teacher.

The Lexington School District One Extension Policy only applies to projects, major writing assignments, major labs, and presentations. It does not apply to formative assignments/assessments.

	1st Time Late	Additional Late Assignments
Extenuating Circumstances or Illnesses	Teacher and student agree on assignment requirements and revised due date. <b>No penalty for late work</b> <b>Parent contacted</b>	
Assignment Not Completed By Due Date	Teacher and student agree on assignment requirements and revised due date. <b>No penalty for late work</b> <b>Parent contacted</b>	Teacher and student agree on assignment requirements and revised due date. <b>Maximum grade received cannot exceed 80.</b> <b>Parent contacted</b>

## Grading System/Report Cards

Core classes will use the following grading scale based on the South Carolina Uniform Grading Policy:

- 90 to 100 A
- 80 to 89 B
- 70 to 79 C
- 60 to 69 D
- 0 to 59 F

Design, PE, Arts, and Connections World Language will use proficiency-based scoring per the IB MYP, and

World Language credit bearing courses will use the district proficiency-based scoring. Proficiency rating is **not** a percentage grade or an average of grades. The rating represents the level of proficiency the student currently demonstrates on the course objectives.

Please reference the [District Calendar](#) for report card dates. Report cards are issued every nine weeks. Parents can routinely monitor their student's academic progress by accessing their information in the [PowerSchool Parent Portal](#). Paper interim/progress reports will not be mailed. If a parent has a question or concern about a grade, the parent should contact their student's teacher as soon as possible.

## PowerSchool

Students and parents can easily access grades and attendance using the [PowerSchool Parent Portal](#). Parents and students can also download a PowerSchool mobile application (available for iPhones or Android telephones).

If a parent has not already created a PowerSchool Lexington District One parent account, please contact the main office for instructions. Once a parent PowerSchool account has been created, that parent can elect to receive emails with information about their child's grades and/or attendance.

## Schoology

Students will use Schoology to check important class information and access materials.

## Textbooks

Though students can access textbooks digitally through their school-issued personal computing devices, there may be courses in which students will be issued a state or district textbook. Students are responsible for the textbook and will be charged a replacement fee based on the price of the textbook if it is lost or damaged.

## Attendance

### Absences and Excuses

In order for learning to occur, **students need to be present everyday and attend all of their classes**. Attendance is taken each period. We understand that there are unavoidable circumstances that cause a student to be absent. If absent, a student must present a written excuse signed by a parent/guardian, physician or other appropriate person **within three days** after returning to school. The excuse must include the date the excuse was written, date of absence, reason for the absence, telephone number where the parent/guardian may be reached and the required signature. If a student fails to provide a proper excuse, the absence may be recorded as unexcused.

The following are considered excused absences:

- **Illness with a medical excuse**
- Medical or dental appointments
- Serious Illness or death in the immediate family
- Recognized religious holiday of their faith
- School-sponsored or school-approved activities
- Unusual or mitigating circumstances as determined by the school principal

Students may only accumulate 10 parent notes without a medical excuse in one school year. Parents can routinely monitor absences by accessing information in PowerSchool Parent Portal. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

**Attendance for High School Credit Bearing Classes:** Students taking courses for high school credit (World Language Level 1, Algebra 1 Honors, Algebra 2 Honors, and English 1 Honors) cannot accumulate more

than ten unexcused absences to receive credit. **Parent notes count as UNEXCUSED absences in high school credit courses. Students who accrue more than 10 UNEXCUSED absences may fail the course due to absences and/or have to complete seat time recovery.**

## **Early Dismissal**

In order for a student to be dismissed from school prior to normal dismissal time, a parent or authorized person must come into the front office to sign the student out. As attendance is taken by period, students will be marked absent for each class period missed.

If an early dismissal is necessary, parents/guardians should consider doing so at class changes or lunch/recess in order to limit interruptions to instructional time. During standardized state testing, students will not be dismissed once testing has begun.

## **Tardiness**

Students who arrive tardy to school must have their parents accompany them to the front office to sign them in\*. Once a student has accumulated three unexcused tardies to school, that student will receive an unexcused absence. More than three unexcused tardies to any one class will count as an unexcused absence for that class period.

\*Students with an authorized medical excuse may sign themselves in and do not need to be accompanied by a parent.

## **Truancy**

After three consecutive unexcused absences or after a total of five unexcused absences, the principal or designee will identify the reason for the student's continued absence and will, with the student and parent/guardian, develop a plan to improve the student's attendance. The student may be referred to a truancy prevention program or to the Lexington County Family Court.

## **Virtual Learning Days**

In the event of a Virtual Learning Day, students are expected to complete assigned work in Schoology. Per the South Carolina Department of Education, students that fail to complete work within the designated time will be marked absent for that day.

## **Discipline and Safety**

### **Alcohol and Drug Abuse**

Students may not possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind. This applies whether the student is in any school building, on school grounds, in vehicles on school grounds, on school buses or at any school-sponsored activity whether held on or off campus.

In every case where a student does possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind, the principal will:

- advise the parent/guardian;
- suspend the student from school for up to four days;
- recommend expulsion;
- file a report of the offense with the Central Services Office; and
- file a report with the appropriate law enforcement agency and turn over all confiscated materials to

that agency at the time the report is made. In addition, in every case the student must participate in an intervention treatment program with the Lexington/Richland Alcohol and Drug Abuse Council (LRADAC).

## **Taunting, Intimidation, Harassment, and Bullying**

We expect that all Bengals treat one another with kindness and respect. Sometimes, students make choices that are not aligned with these expectations. We adhere to the following understanding of taunting, intimidation, harassment, and bullying. These definitions can also be found in the [Lexington School District One Student Handbook](#) (p. 48)

**Taunting or name-calling** is behavior intended to provoke someone in an insulting or contemptuous manner.

**Intimidation** is to create fear of harm in individuals for themselves, others or their personal properties.

**Harassment** is unwanted acts of aggression toward others. Under federal civil rights laws, harassment is unwelcome conduct demonstrated to others that is based on race, national origin, color, sex, disability or religion; that is severe, pervasive or persistent; and that creates a hostile environment or an unsafe environment.

**Bullying** behavior disrupts a school's ability to educate students and threatens public safety. All students have a right to learn in a safe, supportive environment that is free from intimidation, harassment, and bullying. Bullying is unwanted, mean behavior among school age children that involves a real or perceived power imbalance. Bullying has four critical elements:

- 1) The behavior must be repetitive
- 2) It must be intended to harm
- 3) There must be a difference of power (physical, social, or otherwise) between the bully and victim
- 4) The bully gains control over the victim

In order to prove bullying, three of the four must be present. Reports of being or witnessing bullying should be reported to an adult **immediately**.

## **Bus Information**

Students may only get on/off their assigned school bus at their assigned bus stop. **Riding another bus for any reason is not permitted by district transportation, even with parent permission.** When unloading, students should move away from the bus immediately to avoid accidents. Students are not to remain on the buses while the driver parks or makes a second trip.

It is important for students to understand that the bus is an extension of the school and school day. Behavior at the bus stop, walking to/from the bus stop, and/or during a bus ride are subject to the school and district discipline policy. Violations of bus regulations as stated in the Lexington County School District One (LCSD1) Student Handbook will result in disciplinary measures by an administrator. Upon notification, the principal or his/her designee will follow the procedures outlined in the LCSD1 Student Handbook and detailed in Appendix A.

## **Activity Bus Information**

Students must sign up for the Activity Bus using the google form located on their launchpad by noon on the day they need to ride it and every day that they need to ride it. The name entered on this google form



must EXACTLY match the name on the student's school ID. Students MUST wear a school ID in order to ride the activity bus. A temporary ID will be accepted to board the activity bus, but will not be given to a student at the end of the day. IDs must be handled in the mornings. Students will receive a confirmation email between 1:00 p.m. and 2:00 p.m. each day to let them know if they will be able to ride the activity bus. Transportation sends one activity bus to BMS each day. We will only be able to serve 65 students on this bus. There are times of year when we have more students than this requesting to ride. Preference will be given to LHS school sports/activities that are in season. **The activity bus is at capacity with students often. If students bring too much gear, that gear must be left at school to make room for students to ride, and the students themselves will be transported. Please keep these physical limitations in mind when purchasing/packing sports bags. All items must ride in the rider's lap.**

## **Cell Phones and Other Personal Communication Devices**

We understand that cell phones and other personal communication devices are used for various reasons, including emergency use and parental communication. As a result of the developmental readiness of a middle school child, we encourage middle school students to leave their cell phones at home and to use classroom and/or office phones if they need to communicate with a parent.

Middle school students may possess a personal communication device in school according to the following district guidelines:

- Learning and engagement are maximized when a student is focused during instructional time. A cell phone/communication device must remain silent and will not be visible or in use during instructional time. At BMS, students will keep their cell phones in their book bags. If the cell phone is visible, the student will be directed to store their cell phone in a pouch that will remain on his/her desk for the duration of the class period. To support student's focus and limit the distractions of communication devices, students will not be permitted to have their cellphone on their person during instructional time.
- Personal communication devices are not permitted to be used in locker rooms, restrooms or other personal spaces. If a student requests to use the restroom during class, they are not permitted to take their cell phone with them.
- Middle school students may use their personal communication devices before and after school, during class changes and during their assigned lunch as long as the use does not disrupt the school environment.

In accordance with the district guidelines above, Beechwood students will store their cell phone (turned off) in their backpack or can elect to put their phone in a classroom caddy. If a student has their cell phone visible or audible during instructional time, they will be respectfully redirected by their teacher to place their phone in a provided "Phone Phocus Bag" which will be placed on the student's desk for the duration of instructional time. If a student continues to use the phone after this point, the student will be subject to our school discipline matrix for either cell phone infractions or refusal to comply. **A student will not be permitted to go to the restroom with their cell phone.**

Students and parents should understand that possession of these devices could pose a risk of loss or theft. We encourage students to properly label their devices and take steps to keep them safe. The school will not be liable or responsible for lost or damaged devices.

The school administration reserves the right to limit and/or confiscate these devices if the use of these devices is causing a disruption to the school. A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her



designee will follow the procedures outlined in the LCSD1 Student Handbook and detailed in Appendix A.

Violations of the laws of the United States or of the State of South Carolina may subject students to criminal prosecution.

## Disciplinary System

This handbook outlines discipline policies at Beechwood Middle School, in conjunction with the LCSD1 Student Handbook. Students and parents should review this handbook in order to be familiar with the expectations of BMS. Please call us at (803)821-5700 if you have any questions or concerns.

**Disciplinary Philosophy** – Student behavior that negatively impacts the function of the school whether in person or online will be addressed through a proactive system of interventions including student disciplinary consequences. **The purpose of all discipline is to change behavior.**

**Minor Infractions** – Classroom discipline begins with effective classroom management strategies and engaging instruction. Teachers establish classroom rules and expectations for their students and will communicate with parents, conference with students, or use in-class routines to maintain their expectations of student behavior and participation. If initial attempts to help students change their behavior are unsuccessful, teachers will escalate interventions for minor classroom infractions that include assigning lunch detention (LD) in teacher classrooms.

**Major Infractions** – There are occasions when student behavior necessitates the involvement of a school administrator. These incidents are considered more serious and communication will take place between the school and home. In alignment with the LCSD1 Student Handbook, BMS will use a systematic and escalating approach to determining appropriate discipline consequences, while also considering each individual situation. Administration will make the final decision on discipline consequences. This systematic and escalating system can be found in **Appendix A**.

## Dress Code

The following administrative rule on student dress will apply in all middle and high schools and will be administered uniformly throughout the district.

- No clothing or accessories are allowed to disrupt the educational process.
- District and school administration reserve the right to determine what is safe and appropriate for school dress.
- Students are required to wear their district issued photographic identification badge or a sanctioned temporary badge as set forth in policy JICDBB-R.
- Proper shoes must be worn at all times for safety reasons.
- Logos or clothing including head coverings that promote alcohol, drugs, tobacco, hate, gang affiliation, violence, nudity, or profanity is not allowed.
- Students of any body type/size may wear shorts, dresses, skirts, etc., whose length is no shorter than the mid-thigh.
- Tops must be long enough that they can be tucked into pants or shorts.
- Pants must be worn at the waistline.
- Students may wear special dress or costume for specific events or special occasions during the school day when approved by the principal.
- Religious clothing/headgear is permitted.
- The following items are not appropriate to be worn at school:
  - Hats, hoods, head coverings (religious head covering are permitted)
  - Undergarments that are visible
  - Pants or jeans with holes, tears, or tattered to the extent that skin or undergarments are

visible above the mid-thigh

- See-through garments showing skin or undergarments above the mid-thigh are not allowed
- Clothing or accessories that could pose a safety risk to the student or others.

If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the administration will use discretion to make the decision. Disciplinary action regarding the enforcement of this policy is listed in Appendix A.

## **Earbuds/Headphones**

Earbuds and headphones may only be worn for instructional purposes or at lunch. **At lunch students can only wear one earbud for safety purposes. For safety reasons, students will not wear earbuds or headphones in the hallways.** Students who fail to comply with the earbud/headphone policy will receive disciplinary consequences. The school will not be liable or responsible for lost or damaged earbuds and headphones.

## **Food and Drink**

Food and drinks, including snacks **will not be permitted during the school day** or in any area of the building except the cafeteria. Students who bring their lunch from home must keep it packed away until their lunch period. Students who fail to comply with the food and drink policy will receive disciplinary consequences.

Parents/guardians/visitors will not be allowed to drop off outside food.

## **ID Badges**

Students are required to wear their district issued photographic identification badge or a sanctioned temporary badge as set forth in policy JICDBB-R.

Each student receives a permanent ID badge and lanyard at the beginning of school. Students must wear the identification badge or approved temporary badge at all times while on campus or while traveling to or from school on a school bus. The badge should be worn on the student's person and clearly visible at all times. If a staff member asks to see a student's badge, the student must show it IMMEDIATELY. Refusal to do so may result in suspension. If the student loses, defaces, or destroys that badge, the student must replace it by paying a \$5 fee. If a student receives 5 temporary IDs within a nine-week period, a new permanent ID will be automatically ordered for the student and the \$5.00 charge will be added to the student's account.

If a student comes to school without his/her issued permanent ID badge, that student must get a temporary badge prior to beginning their school day in the commons areas. If a student loses his/her ID badge during the school day, he/she may get a temporary one from the front office.

Students who do not have their permanent ID badges in the lunch line will be asked to move to the back of the line in order to expedite students receiving their lunches. Students who do not have their permanent ID will not be allowed to go to the library (unless with their class) or to go outside during lunch.

A student who repeatedly needs a temporary badge, who alters his/her badge in any way, or who fails to wear his/ her badge clearly on his/her person will receive the following disciplinary actions:

- First and second offenses: Student conference
- Third offense: Administrative Lunch Detention
- Fourth and continuing offenses will be considered a "Failure to comply" as listed in our discipline policies. These continuous offenses will be dealt with as a discipline issue and consequences will

escalate.

These measures will be administered on a quarterly basis.

## **Personal Mobile Computing**

As part of its commitment to providing students the 21st Century tools they need to support learning and prepare for higher education and careers, the district has issued middle school students district-owned personal computing devices.

The devices will give students access to the most current information through the Internet and learning networks. Students will complete and submit assignments and research electronically.

Students are expected to engage in positive, ethical and responsible behavior with the device and bring their device everyday charged and ready to use. Minor and Major infractions and consequences for inappropriate use and behavior with the device can be found in the LCSD1 Personal Mobile Computing Device Guide and detailed in Appendix A below.

## **School Safety**

Student safety is our highest concern and regular safety drills are part of helping our students stay safe in the event of an emergency. A School Resource Officer (SRO) is present on campus during regular school hours. Beechwood Middle School has a safety plan that includes drills for the following situations:

- Fire
- Earthquake
- Severe weather
- Bus evacuations
- Secure
- Lockdown
- Tornado

Students may use their ID badges to enter the building from the courtyard during school hours.

ALL visitors MUST come to the main office through the front door of the school. They must ring the buzzer outside and wait to be admitted. Driver's licenses or state-issued IDs will be scanned for admittance.

## **Valuables**

We discourage students from bringing valuables to school. Students, not the school, are responsible for their own personal property. Unattended book bags, hats, airpods, purses, etc. are not the responsibility of the school in any way. It is not the responsibility of the school to recover valuables or the cost of valuables that are damaged, lost, or stolen.

## **General Information**

### **Daily School Schedules**

Refer to Appendix B.

### **Food Service/Bengal Cafe**

The food service team is renewing their commitment to making sure all students are fully prepared for academic success. As we all recognize that hungry children cannot learn, the first step is ensuring that all students begin the school day with a nutritious breakfast and refuel during lunch time.

The School Breakfast and Lunch Program for the 2022–2023 school year will be available to students throughout the entire school year. Each day students may purchase breakfast for \$1.80 and lunch for \$3.30. These meals meet all government nutritional guidelines and our staff is working to provide students with a variety of choices.

Students may bring cash or checks made payable to the BMS to put money on their cafeteria accounts. **Students bringing cash will not be given change.** All cash presented will be added to the student's cafeteria account.

## **Health Room and Medications**

The Health Room is open from 7:45 a.m. to 3:45 p.m. each day. The health room is an emergency station and is not designed for the care of seriously ill students or those needing extended care.

If students need to visit the nurse, the teacher will call the Health Room. Students cannot stop by the nurse between classes. A teacher will be able to help if a student needs a bandaid or has a minor issue.

When a student becomes ill at school, the parent/guardian will be notified and is expected to come for the student immediately. Each parent/guardian is asked to supply the school with the name and contact number of an alternate person to be notified in the event that they cannot be reached.

Parents should inform the school if the student has a history of any of the following: allergies that are life-threatening, asthma, blood disorders, heart/lung conditions, etc. If the student has special needs because of a health problem, please send written instructions to the nurse.

**If a student must take any non-prescription or prescription medication while at school, the parent/guardian must submit a dated Permission for School Administration of Non-Prescription and Prescription Medication form.** The request should list the student's name, health care provider's name, medication, time the student must take the medication, dosage, possible side effects and date the student stops taking the medication. A physician signature and a parent/guardian signature is required on the form. This includes inhalers as well as oral medications. Medications, whether non-prescription or prescription, must be provided in their original labeled containers. Medication of any kind must be turned into the nurse by the parent.

Once the student completes the treatment, the parent/guardian should reclaim any unused medication within one week. At the end of the school year, the school will destroy unused medications not picked up.

**Any medication (prescription or non-prescription) taken without the nurse's authorization and supervision will result in a suspension from school. Possession of any medication at school or on the bus (prescription or non-prescription) may result in recommendation for expulsion. Any medication given by a student to another student may result in a recommendation for expulsion.**

## **Library**

The Library serves as the core of our campus. It will be open every morning before school from 7:45 – 8:00 and during lunches. In order to visit the Library in the mornings, students must have a pass or email from a teacher giving them permission.

## **School Counseling**

BMS has a comprehensive school counseling program that meets the academic, social/emotional and career needs of every student. All students will receive classroom lessons that develop these areas as well as have access to other services such as individual counseling and group counseling as needed.

Students may request a meeting with their counselor through a Google Form on their Chromebook. In emergency situations, the student will be seen immediately by a counselor. Parents are also encouraged to call the counseling office with any questions or concerns they may have.

Counselors' caseloads are as follows:

6th Grade Counselor - Stacy Clarke

7th Grade Counselor - Maghan Snipes

8th Grade Counselor - Cameron Anderson

## **SchoolMessenger**

SchoolMessenger is a telephone messaging system that helps the district get emergency messages to staff, students and students' parents/guardians quickly by telephone. The district can use the system to let parent/guardian know when his/her child misses a day of school, or what he/she needs to bring to registration or for a field trip. Parents/guardians can create a contact preference profile or update preferences using SchoolMessenger's "Contact Manager" website. This feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed. A link to SchoolMessenger's Contact Manager website appears on the "I AM... A Parent/Guardian" page of the district's website.

# Appendix A

**Administrative Lunch Detention (ALD)**– ALD will be held in the ISS room. Students will report with their lunch and will eat during this time. Students who do not attend ALD or accumulate more than three ALD per nine-weeks will be referred to an administrator. Students are responsible for reporting to ALD.

**In School Suspension (ISS)** – ISS is used for serious offenses. Students are expected to complete assigned work in ISS. Students who misbehave while in ISS will be assigned out-of-school suspension.

**Out-of-School Suspension (OSS)** – OSS is used for serious offenses when a student’s continued presence at school may disrupt the learning process. The decision to use OSS will be at the discretion of an administrator.

**This discipline matrix is sequential and escalating. Each offense will be considered a continuation of other offenses within the same category.**

**Consequences may be adjusted at the discretion of the administrator.**

Offenses	Consequences
<b>Academic Honesty Violations</b>	Any violation of the district Academic Honor Code will result in a disciplinary consequence.
<b>Bus Violations</b>	All offenses will be handled according to the LCSD1 Student Handbook
<b>Cell Phone/Earbud/Headphone Violations</b>	<b>1st Offense:</b> Student conference <b>2nd Offense:</b> Student/Parent Conference <b>3rd Offense:</b> Student/Parent Conference and student receives ALD <b>4th offense:</b> Student/Parent Conference. Student receives ISS or OSS <b>Additional Offenses:</b> May result in recommendation for expulsion
<b>Dress Code Violations</b>	<b>1st Offense:</b> Student conference held. Student changes attire. <b>2nd Offense:</b> Parent/guardian contact. Student changes attire. Student receives ALD. <b>3rd Offense:</b> Parent/guardian contact. Student changes attire. Student receives ISS.

	<b>Additional offenses:</b> Parent/guardian contact. Student changes attire. Student receives multiple days of ISS or OSS.
<b>I.D. Violations</b>	<b>1st &amp; 2nd Offense:</b> Student Conference  <b>3rd Offense:</b> ALD  <b>4th &amp; Following Offenses:</b> Considered “Failure to Comply” & dealt with as an escalating discipline issue
<b>Tardies</b>	Three unexcused tardies to any one class or school can count as an unexcused absence and may result in escalating disciplinary consequences (ALD, etc).
<b>Threats</b>	Threats will be assessed to determine severity and appropriate consequences.
<b>Possession/use /transfer of tobacco or tobacco products, including vapes/vaping</b>	All offenses will be handled according to the LCSD1 Student Handbook.
<b>Minor/Major Chromebook infractions</b>	All offenses will be handled according to the LCSD1 Personal Mobile Computing Guide.

### **Category 1 Offenses**

<b>Referrals</b>	<b>Consequences</b>
1. Cheating/Plagiarism	<b>1st Offense:</b> ALD  <b>2nd Offense:</b> One Day ISS  <b>3rd Offense:</b> Two Days ISS  <b>4th Offense:</b> One Day OSS  <b>5th Offense:</b> Two Days OSS  <b>*Consequences may be adjusted at the discretion of the administrator</b>
2. Dishonesty, Giving false information verbally or in writing (includes forgery of signatures)	
3. Disrupting class (interfering with the instructional process)	
4. Failure to comply with request of staff member or any other adult authorized by the school	
5. Failure to properly identify self or present school identification when requested	
6. Failure to report to a teacher assigned lunch detention	
7. Horseplay/Inappropriate physical contact	
8. Inappropriate affection	
9. Out of area - being in an unauthorized area	



10. Possession of lighter or matches	
11. Profanity/Obscene gesture between/among students	
12. Taunting/Name calling (verbal, non-verbal, written, or cyber) *Not to include derogatory slurs or language	
13. Throwing an item or shooting hornets, rubberbands, or other objects at other students (includes throwing things over the upstairs railing)	
14. Vandalism or theft of school or personal property valued less than \$50.00	

### **Category 2 Offenses**

<b>Referrals</b>	<b>Consequences</b>
1. Cutting class	<b>1st Offense:</b> One Day ISS  <b>2nd Offense:</b> Two Days ISS  <b>3rd Offense:</b> One Day OSS  <b>4th Offense:</b> Recommendation for Expulsion  <b>*Consequences may be adjusted at the discretion of the administrator</b>
2. Failure to report to ISS/Administrator's office when directed by a staff member	
3. False accusation of a student	
4. Hit/Kick/Shove	
5. Inappropriate sexual gesture and/or behavior (sexually suggestive language, movements, writings, drawings, including sexting)	
6. Possession or transfer of stolen property	
7. Profanity/obscenity directed to a student ( <b>not</b> referring to ethnicity, race, gender, or sexual orientation)	
8. Safety drill violation - failure to follow directions and behave in an orderly manner during a safety drill	
9. Simulating a fight/ Slap boxing	
10. Smoking/Tobacco - use or possession of tobacco products (including electronic cigarettes/vape pens)	
11. Walking out of class without teacher approval	

### Category 3 Offenses

Referrals	Consequences
1. Ankling (pulling down the pants of another)	<p><b>1st Offense:</b> One-Three Days OSS or an immediate recommendation for expulsion</p> <p><b>2nd Offense:</b> Three-Five Days OSS or an immediate recommendation for expulsion</p> <p><b>3rd Offense:</b> Immediate recommendation for expulsion</p> <p><i>*Law enforcement may be contacted for Category 3 offenses.</i></p> <p><b>**Consequences may be adjusted at the discretion of the administrator</b></p>
2. Any behavior that threatens the safety of students or staff members or disrupts the operation or function of the school	
3. Assault of a staff member or any other adult designated by the school to supervise children	
4. Assigned to ISS more than three times during a nine weeks period	
5. Being on school property or present at any school sponsored event while under suspension	
6. Bullying/Cyberbullying	
7. Extortion, blackmail, or coercion to obtain money or property from anyone and/or attempting to force a person to do something against his/her will.	
8. False accusation of a staff member	
9. Fighting, provoking a fight or physical assault of another student, recording a fight	
10. Harassment of students/staff	
11. Indecent exposure	
12. Intimidation, taunting, &/or using slurs or derogatory language between or among students (verbal, non-verbal, written, or cyber)	
13. Leaving or attempting to leave school grounds without permission, whether or not the school day has begun	
14. Leaving or attempting to leave school grounds without permission, whether or not the school day has begun	
15. Making a serious threat to staff or any person authorized by the school to supervise students	
16. Possessing or detonating fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices	

17. Possession/distribution of pornographic or obscene material	
18. Possession, sale or distribution of unauthorized, non-school sponsored materials	
19. Possession or use of mace or pepper gas/spray	
20. Profanity/obscenity/gesture and/or verbal or written derogatory statements referring to ethnicity, race, gender, or sexual orientation directed to a student, teacher, staff member or any adult authorized by the school or showing marked disrespect to any school employee	
21. Refusal to obey an administrator	
22. Serious violation of technology usage agreement (sexual content, cyberbullying)	
23. Sexual harassment/Assault	
24. Tampering with safety devices (ex. pulling fire alarm, climbing over second floor railing, or removing fire extinguishers)	
25. Use of inhalants	
26. Vandalism or theft of personal or district property valued at \$50.00 or more	
27. Violation of District Health Policy	

### **Category 4 Offenses**

<b>Referrals</b>	<b>Consequences</b>
1. Aggravated assault of a serious nature	<p><b>1st Offense:</b> The principal or designee will immediately suspend the student from school and recommend expulsion</p> <p><b>2nd Offense:</b> In each case, law enforcement will be contacted and charges may be filed against the perpetrator</p>
2. Bomb/Weapon threat	
3. Participating in gang activity/secret societies; including display of gang symbols and images in written or digital	
4. Possessing, handling or transmitting a knife, gun/firearm, or any other object that can be considered a weapon (including look-alikes). A student who brings a firearm to school will be recommended for expulsion for at least one	

calendar year (S.C. Code 59-63-235) and will be referred to law enforcement.	
5. Possessing, using, transferring, associating with, selling, or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulants, etc.	
6. Violation of Probation	

## Appendix B

Regular Day Schedule						
	6th		7th		8th	
8:05 - 8:10 MORNING ANNOUNCEMENTS						
Phase 1	8:10 - 9:13	Core 1 (63)	8:10 - 9:13	Core 1 (63)	8:10 - 8:51	CONN 1 (41)
					8:54 - 9:35	CONN 2 (41)
	9:16 - 10:19	Core 2 (63)	9:16 - 10:19	Core 2 (63)	9:38 - 10:19	CONN 3 (41)
Phase 2	10:23 - 11:26	Core 3 (63)	10:23 - 11:04	CONN 1 (41)	10:23 - 11:26	Core 1 (63)
			11:07 - 11:48	CONN 2 (41)		
	11:26 - 11:51 11:51 - 11:57	Lunch (25) Move Bags	11:48 - 11:52 11:52 - 12:17	Move Bags Lunch (25)	11:29 - 12:32	Core 2 (63)
	11:57 - 1:01	Core 4 (64)	12: 20 - 1:01	CONN 3 (41)	12:32 - 12:36 12:36 - 1:01	Move Bags Lunch (25)
Phase 3	1:05 - 1:46	CONN 1 (41)	1:05 - 2:08	Core 3 (63)	1:05 - 2:08	Core 3 (63)
	1:49 - 2:30	CONN 2 (41)				
	2:33 - 3:15	CONN 3 (42)	2:11 - 3:15	Core 4 (64)	2:11 - 3:15	Core 4 (64)

Connections Schedule		
8:05 - 8:10 MORNING ANNOUNCEMENTS		
Phase 1	8:10 - 8:51	CONN 1 (41)
	8:54 - 9:35	CONN 2 (41)
	9:38 - 10:19	CONN 3 (41)
Phase 2	10:23 - 11:04	CONN 1 (41)
	11:07 - 11:48	CONN 2 (41)
	11:48 - 11:52 11:52 - 12:17	Move Bags Lunch (25)
	12: 20 - 1:01	CONN 3 (41)
Phase 3	1:05 - 1:46	CONN 1 (41)
	1:49 - 2:30	CONN 2 (41)
	2:33 - 3:15	CONN 3 (42)