



White Knoll Middle School

Communicators, Collaborators, Creators, and Critical Thinkers

Student Handbook 2022-2023

“War Hawks, Let’s SOAR”

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[WKMS Student Hub](#)

[WKMS Family Hub](#)

[Who to Contact](#)

Donald Hardie, Principal

Daniel Bailey, Assistant Principal

Margaret Schilit, Assistant Principal

Angela Thom, Assistant Principal



Dear Students:

WELCOME to White Knoll Middle School. The information in the following pages is designed to help you be successful here at WKMS. Our desire is that you grow academically, socially, and emotionally. If we ALL (students and adults) follow these guidelines, we will ALL be successful.

During this school year, we will again focus on the principles of “Capturing Kids’ Hearts.” That means that we will commit to meet and greet each other, get to know each other better, develop social contracts, and celebrate “GOOD THINGS” every day. We will also focus on developing a culture of kindness throughout our building.

My belief is that it really is **ALL ABOUT RELATIONSHIPS**. **How we treat each other matters tremendously**. That includes how we treat you, how you respond to us, and how you take care of each other. When we take care of our **relationships**, we are then ready and able to focus on **academics, arts, and athletics**. Consequently, we will **EXCEL** in those endeavors.

Please take some time to review this handbook, seek us out if you have questions or problems, and get ready to have an awesome year.

Proud to be your principal,

Mr. Don Hardie



THE VISION

Empower each child to design the future.

THE MISSION

Our mission is to cultivate a caring community where ALL learners are extraordinary communicators, collaborators, creators and critical thinkers.

Our 4 top priorities for this year are...

- **Excellent instruction and student engagement** in all classes every day.
- Continuing to improve school climate with a focus on **“Capturing Kids’ Hearts.”**
- **Professionalism** in all of our actions and interactions
- **Continuous improvement.**

Mascot: The War Hawk

School Colors: Cardinal and Silver

Founded: 1992

COMMUNICATION BETWEEN PARENTS AND SCHOOL

We know that regular communication between the home and school is an excellent way to support your student. Report cards are sent home at the end of each nine week period. PowerSchool Parent Portal allows you to review grades, attendance, whenever you like, you can even elect to receive emails with information about your child's grades and or attendance daily! If you are not registered for this, please contact the front office to get your parent access ID and password.

Parent conferences are available. However, conferences must be scheduled so that we can arrange schedules and reserve your time. Please contact the grade level counselor to schedule an appointment.

Every teacher maintains a Schoology course page where class assignments and homework may be viewed. In addition, our school website is regularly updated with information. We even have a News from the Nest monthly newsletter. You can also register at Peachjar.com for up-to-date information about school, district, and community activities.

ACHIEVING OUR PRIORITIES

EXCELLENT INSTRUCTION AND STUDENT ENGAGEMENT

Our expectation is that in all classes, our teachers and students will work together to create an engaging learning environment that is focused on EACH student becoming an excellent communicator, collaborator, creator and critical thinker.

BUILDING RELATIONSHIPS, RESPONSIBILITY, RESPECT, AND LEADERSHIP

Our expectation is that in all classes students and teachers will develop a social contract, celebrate "GOOD THINGS" and lift each other up, and adhere to the class contract and school and class rules. We expect students to be respectful and to be responsible for their work and behavior, and we expect adults to put students in positions of responsibility and **leadership**.

PROFESSIONALISM

Our expectation is that adults in the building will be professional in all their interactions with you, each other, and with parents. We ask you to practice those behaviors as well, as you prepare for high school, college, and careers.

CONTINUOUS IMPROVEMENT

Our expectation is that EVERYONE at WKMS will strive to get better each day. Bring your "A" game to everything you do--academics, the arts, and athletics.

ACADEMIC HONOR CODE FOR SECONDARY STUDENTS

Lexington County School District One

Lexington 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, text or exam
- Positioning your paper or technological device into viewing range of another student during a quiz, test or exam
- Using unauthorized technological devices to complete or disseminate answers during a quiz, test or exam; Or, using technological 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 plagiarizing work from another student's project
- Attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for you

Teachers and administrators treat cheating as a serious matter. Teachers will confer with the appropriate administrator to review the evidence of any misconduct. Parents will be notified and a mandatory conference will be held with the student, parent or guardian, teacher, and administrator. After the conference is held, the student will be required to complete an appropriate 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 grade book.

The behavioral infraction of cheating will be documented through a discipline referral and noted in the student's discipline record. Additional behavioral consequences (suspension) will be administered at the discretion of the school-based administrator.

NO EXCUSES

Failure to turn in work, or turning in work of clearly inferior quality, is not acceptable. We want you to understand that we KNOW you can do quality work. Middle school students are allowed **one retake on each summative test**. After doing a reasonable amount of work to relearn the material (determined by the teacher), a student will retest **within a week** (or later at the teacher's discretion). **For additional retests on the same test students must get permission from an administrator.**

BEGINNING THE SCHOOL DAY

Our school day is from 8:10 a.m. until 3:20 p.m. Parents who drop off their child(ren) in the morning should keep their child in their car until the school doors open at 7:30.

Students may enter the building beginning at 7:30 a.m. If you are eating breakfast, you will report to the school cafeteria upon arrival. After eating, students will report to their designated grade level area. Sixth graders report to the sixth grade hallway. Seventh and eighth graders will report to the gym. At 7:50 a.m., all students will report to their homeroom classroom.

TARDY TO SCHOOL

It is important to arrive at school on time. If you ride a late bus, you will receive a pass and be excused for tardy. **If you arrive at school after 8:10 a.m., you MUST be signed in by a parent in the main office.**

EARLY DISMISSAL FROM SCHOOL

Being in every class for 100% of every instructional period is very important. Attendance is taken every period.

Unless you have a doctor or dentist's appointment that cannot be made after school hours or there is an emergency, early dismissal is strongly discouraged. Students are not to leave the school grounds during school hours without permission from the office. If you leave school during the day, you must be signed out by a parent or designee. A parent may come into the main office up to two days in advance to handle early sign-out—notes are not sufficient. **Early dismissals must take place prior to 3:00 pm.**

Requests for early dismissal will not be accepted by telephone.

During statewide testing, classes will not be interrupted to dismiss students.

AFTER-SCHOOL DISMISSAL

Afternoon transportation arrangements must be made with your parents before arriving at school. Bus riders should head directly to the buses. They leave ON TIME! Car riders report to the back of the school, listen for directions, and WATCH for your ride.

TECHNOLOGY

WKMS students and faculty are fortunate to be on the cutting edge of technology. All of us must remember that along with the benefits come responsibilities. Using technology inappropriately may result in consequences ranging from warnings to expulsion. The rules are explicitly written in the Lexington One Student Handbook. Some keys are remembering to stay in authorized programs, treating equipment well, and reporting technology related issues or problems immediately. Using a program other than that which is authorized by the teacher may result in ISS/OSS. Some of the most serious misuses of technology can also result in referral to law enforcement.

SCHOOLGY & POWERSCHOOL

Schoolgy is a learning management system that is used district-wide as an electronic communication tool between teachers and parents/students.

Google is used by our district for creating, storing, and collaborating on documents.

PowerSchool is our district record keeping system that allows parents and students to access grades and attendance at any time.

GRADING POLICY

Report Cards

The district uses the following marking system based on the South Carolina Uniform Grading Policy as required by state law:

A: 90 to 100

B: 80 to 89

C: 70 to 79

D: 60 to 69

F: 0 to 59

The district issues progress reports every nine weeks. These dates appear on the school calendar you received at the beginning of school. That calendar is also available on our school and district's website (with the latest updates). Final grades on the progress report are official and remain in the student's permanent record. WKMS does not provide paper-based interim reports, however parents/guardians may request a paper-based interim report or grade update at any time by contacting their child's classroom teachers.

RETEST PROCEDURES

There are two types of retake opportunities: **choice retakes** and **recovery retakes**.

WHAT IS A CHOICE RETAKE?

For middle school courses, you will have the opportunity to attempt to improve one summative grade per class per nine weeks (four per year) on an assessment that you made a high enough score on to show you have mastered the information (80% or greater). For those of you taking high school credit-bearing courses, you will follow the high school guidelines for retakes.

WHAT IS A RECOVERY RETAKE?

You will also have an opportunity to demonstrate your growth and improve grades on any summative assessment when your initial score is below minimal expectations for mastery (less than 80%). If you score higher on the retest, you can replace the first grade with the higher one earned, **up to 80%.**

EXTENSION PROCEDURES

If you have an extended absence, teachers will use their professional judgment to determine what assignments or assessments you need to make up, and will advise you of any new deadline for a summative assessment with no grade penalty. Parent contact will be made.

If you miss a deadline but have not been absent or have some other extenuating circumstances, you may request a one-time extension per class. This extension enables you to complete the work with no penalty to your grade. **Any other missed assignments can earn no higher grade than 80%.** Parent contact will be made.

SCHOOL COUNSELING AND ADVISEMENT

WKMS students have access to three school counselors:

- 6th Grade-- Ms. Calabrese
- 7th Grade—Ms. Neal
- 8th Grade--Mrs. Thomas

The department supports student learning and career exploration by holding a career fair, having individual conferences about the future with every 8th grade student, and conducting classroom guidance activities. Counselors also see students individually for personal, emotional, social, or academic reasons. Any student needing such support may refer themselves by seeing the school counseling secretary at an appropriate time or by emailing the counselor directly. Parents may call guidance at 821-4319.

MAKEUP WORK

It is your responsibility to contact teachers to make up work. If you are absent for an extended time, your parent may contact the main office to have assignments gathered. Your parent may then pick up the assignments in the main office after 24 hours. If you are suspended, you are expected to make up work.

LEARNING COMMONS

White Knoll Middle School's Learning Commons is staffed by a Librarian and an assistant and has a current collection of print and non-print materials, including access to the Internet and DISCUS databases.

The Learning Commons is open from 7:45a.m. until 3:45p.m. every day, although students may arrange to stay later in the afternoon with prior permission. The flexible schedule allows for large group, small group, and individual student work. During lunch, students do not need a pass unless there is a large class scheduled for research. After school, no pass is required.

Books from the general collection circulate for two weeks. Digital books may be checked out via Dystiny. You may have two items at a time. Overdue fines are five cents per day for general collection books and twenty cents per day for all other materials.

The librarian can assist you with research needs, book selection, and multimedia projects.

The Learning Commons participates in the South Carolina Junior Book Award program each year.

LOCKERS & LOCKS

*Parents/guardians in request of a locker will be issued a locker for their child.

Physical Education Lockers: Students are assigned a locker to use during P.E. class.

Please do not share your locker combination with any other student. Please take care of your locker. Also, please remember that lockers are property of the school and are subject to search by school personnel at any time. Items left in lockers at the end of the year will be thrown away.

BOOKBAGS

Regular book bags are recommended. You may not use rolling book bags without a doctor's note or special permission from your grade level administrator.

CELL PHONES

You may possess cell phones in school according to the following guidelines:

- The device is to remain **silent and not visible or in use during instructional time**. However, teachers may allow the instructional use of cell phones at their discretion. Teachers will inform you each time this is permissible.
 - Cell phones are not permitted to be used in locker rooms, restrooms or other personal spaces.
 - You may use your cell phones before and after school, during class changes and during your assigned lunch as long as the use does not disrupt the school environment. Please note you may not use earbuds/headphones during these times as it is a safety issue.
 - When told to put your phone away, you are expected to comply.
 - Students and parents should understand that possession of these devices could pose a risk of loss or theft. We encourage you to take steps to keep them safe.
 - The school/district will not be liable for lost or damaged devices.
 - The school principal/assistant principal reserves the right to limit and/or confiscate these devices if the use of the device 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 assistant principal. Violations of the laws of the United States or of the State of South Carolina may subject students to criminal prosecution.
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- First violation: Detention, contact parent
 - Second violation: Detention, contact parent
 - Third violation: Detention, contact parent
 - Fourth violation: In-School Suspension and the student will not be allowed to bring the device on campus during the school day for the remainder of the school year.

WKMS STUDENT COUNCIL

WKMS' student council supports White Knoll Middle and our community and is involved in providing input to the school administration.

The following officers will be elected for the WKMS Student Council:

- President (must be an eighth grader)
- One Vice President per grade
- Secretary (may be seventh or eighth grader)
- Treasurer (may be seventh or eighth grader)

TEXTBOOKS

Students are issued textbooks free of charge. You are responsible for the care and upkeep of books and are encouraged to use book covers. If you lose a book, you are responsible for payment to replace the book. If you damage a book, a fee will be levied. If a book is returned in a condition that makes it unusable for future students, you will be charged the full cost of the book and will be allowed to keep the book. Most textbooks are issued by the barcode. Removing or damaging the barcode will result in the book not being able to be identified as your book; therefore, you will be liable for buying a replacement. **Write your name in the designated area on the front cover of your textbooks as soon as you receive them.**

CAFETERIA

Each day, the school cafeteria offers a choice of several meals. Individual items are also available. If the cafeteria clerk lets you know you owe money, PLEASE TELL YOUR PARENT. If you do not have money on your account, you will be asked to take the alternative meal. The cafeteria will accept cash, checks, or credit cards for payment for lunches. Please present your student identification card to make meal purchases.

Breakfast and Lunch will be free to students during the 2021-22 school year.

**** More information including: Free & reduced meal applications, menus, and nutritional and allergen information are available on the district website.**

VISITORS ON CAMPUS

WKMS welcomes your parents to visit the school and your classrooms. As a courtesy, we ask parents to contact the school 24 hours ahead of each visit so that we can have appropriate seating available; this will help to reduce possible disruptions to the instructional time. All guests, including parents, must check in with the receptionist upon entering school. Each guest is requested to wear a school issued visitor badge to aid in building security.

Lexington One scans visitor's driver's license or state id as a security precaution. When leaving, visitors are to check out with the receptionist. **Visitors should park in the designated visitor parking lot in the front of the building located in front of the main door. Visitors should avoid parking in the side parking lot after 2:30 pm due to bus and dismissal traffic.**

CLASSROOM INTERRUPTIONS

Class interruptions shall be limited to emergencies. Students will be paged to the office only at lunch and after school to retrieve items/messages. The school does not accept deliveries of flowers, balloons, or food (Uber Eats, fast food, etc.) for students.

SCHOOL NURSE

If you are ill, you may obtain a pass from the classroom teacher to go to the school nurse. We ask parents to provide the school with the name and phone number of an available adult, who can be reached during the school day, in the event of illness or emergency. Only authorized adults may pick up students.

All medicine, including over-the-counter products such as Tylenol, must be brought by your parents to the nurse. You must have written permission from a parent or doctor to take the medicine. It should be labeled with the student's name and directions. No medicine will be given by the school nurse unless it has been brought from home with the proper written permission. No student may have medications, prescription or over-the-counter, in their possession nor give medication to another student. This would fall under our discipline policy, and disciplinary proceedings would follow.

LOST AND FOUND

Please write your child's name on all personal items including lunch boxes, jackets, gym clothes, etc. Items found with a name will be returned to students. Students are encouraged to check the lost and found area near the cafeteria. Items will be donated regularly.

EMERGENCY DRILLS

The school conducts emergency drills on a regular basis. School administrators have adopted a plan which provides for the protection of students in the event of disasters which may threaten the school community. Drills include fire drills, bus evacuations, and other possible emergencies. Remember these basic rules:

- Check instructions in your classroom.
- Walk. DO NOT RUN.
- No talking – you must be able to hear.
- Move quickly and quietly to the designated area.
- Follow directions.

FOOD/DRINK/GUM/WATER

In order to help maintain the cleanliness of our school, all food and drink, other than water in a plastic container, may only be consumed in the cafeteria. Student use of gum is not permitted at WKMS. Any staff member who observes students chewing gum or eating/drinking in inappropriate locations have been asked to correct the behavior.

Students may drink water in class and in hallways. Disposable plastic bottles and refillable water bottles are allowed. Please be neat and responsible. Certain restrictions may apply.

PERSONAL BELONGINGS & CONTRABAND

You should bring only necessary items to school. WKMS does not assume liability for the safekeeping of personal property. You are discouraged from bringing high-theft items to school; this includes large amounts of cash, expensive jewelry, expensive electronics, etc. WKMS students are honest and good citizens; however, one loss, mischief or even theft can cause tremendous upset. Never leave these items in a PE dressing room. Unnecessary objects brought to school may be confiscated until picked up by a parent.

DISCIPLINE PHILOSOPHY

We are committed to building good relationships, responsibility, respect, and leadership. Furthermore, teachers and administrators at WKMS are committed to the principle that all students have the right to learn, and staff members are dedicated to working with parents and the community to fulfill this principle. All students and staff will participate in developing classroom social contracts and are expected to hold each other accountable to the contract.

CLASSROOM, HALLWAY & BUILDING DISRUPTIONS

Students who involve themselves in inappropriate conduct should expect to be held personally accountable for their actions. Classroom disruptions include, but are not limited to, the following actions:

- Repeated talking out of turn
- Distracting others from learning through your words or actions
- Being argumentative or disrespectful with other students (or teacher)
- Refusing to obey teachers
- Behaving in a loud, boisterous manner

Discipline actions for disruptions are administered on a semester basis.

- **First referral offense:** Administrative conference and parent contact
- **Second referral offense:** Detention
- **Third referral** and any subsequent offense: ISS/OSS
- *Students who are referred for ISS or OSS may also be referred to their school counselor for a conference.*

Disruption of standardized state testing could result in out-of-school suspension, regardless of previous disciplinary infractions.

AFTER SCHOOL DETENTION

In addition to referrals for disruptions, students will also be referred for detention for:

- accumulating 3 tardies to a class
- failure to attend teacher assigned detention (1st offense)
- dress code violation (3rd offense)

IN-SCHOOL SUSPENSION (ISS)

ISS students will remain in the ISS room for the day and eat lunch with the ISS room students. If a student is absent on assigned ISS date, the day will be served upon the student's returns.

If a student fails to comply with the rules in the ISS program, he/she may be suspended from school immediately. If a student does not complete assigned work in ISS due to wasting time, the student will report to ISS the following day to complete their work.

OUT OF SCHOOL SUSPENSION (OSS)

Suspended students are expected to make up missed assignments. It is the student's responsibility to request this opportunity. All work is to be completed within five days of the student's return to school. **A student may not be on any school district property or at any school activity while suspended from school.**

Major offenses that may result in suspension include the following infractions:

- possessing tobacco products, lighters
 - 1st offense: 1 day
 - 2nd offense: 2 days
 - subsequent offenses: 3 days and referral to LRADAC
- fighting (1-3 days depending on the offense and the severity of the event).
 - Any student involved in a third fight for the year may be recommended for expulsion.
- not reporting immediately to office when sent or leaving office without permission
- flagrant disrespect towards a WKMS staff member (1-3 days)
- trespassing on any district property while under suspension (1 additional day)
- giving false information to an administrator
- touching another student in an inappropriate manner
- sexual harassment
- failing to cooperate and/or fulfill ISS expectations

ISS offenses will result in OSS if a student has already received two ISS assignments for the nine-weeks.

SUSPENSION/EXPULSION

Major offenses that **will** result in a recommendation for expulsion and referral to the Lexington County Sheriff's Department are:

- Possession, distribution, use, or being under the influence of drugs (including prescription drugs, street drugs, alcohol or look-alike drugs)
- Possession of a knife, gun/firearm or any object that can be considered a weapon, including look-alike weapons
- Participation in gang related activity

Major offenses that may result in suspension or expulsion include the following infractions:

- Assault
- Theft/vandalism/destruction of school or private property
- Pulling fire alarm (police report will also be filed)
- Disruption of school
- Possession/use of fireworks
- Repeated violation of school rules
- Extortion, blackmail, or coercion
- Threatening a school staff member or a student
- Ankling/indecent exposure
- Repeated fighting violations
- Repeated classroom disruptions
- Group activities violating school policies
- Failing to obey a directive of a staff member
- Failing to identify oneself properly upon request of any staff member
- Marked disrespect to a staff member (including obscene/vulgar language or gestures)
- Sexual misconduct
- Unauthorized presence on school grounds
- Acts involving inappropriate use of computers/technology

CRIMINAL BEHAVIOR

Some behaviors in the school environment may also constitute violations of law and may result in an incident report being filed with the Sheriff's Department. For example, possession of tobacco by a minor requires the school to file an incident report. Assault, theft, or disruption of the school environment may result in an incident report being filed. WKMS will comply with state laws for reporting criminal behavior and will act in the best interest of the safety and well-being of the general school population.

HARASSMENT, INTIMIDATION, BULLYING

Lexington One prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or at a school-related activity, on or off school property. The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school

Lexington One encourages all employees, parents, students and community members to help the district prevent bullying. All school employees must report alleged violations of this policy to the principal or assistant principals. Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to file a complaint in accordance with district procedures.

Other members of the school community (students, parents/guardians, volunteers, visitors, etc.) are encouraged to report any act that may be a violation of this policy. Individuals may make reports anonymously by calling the Lexington One Tip Line (803-821-1232). Schools will investigate complaints promptly and thoroughly, while protecting the identity of the victim or reporter of bullying or harassment to the extent allowed by law.

The district prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying. The district will not allow anyone to make a false accusation against another person as a means of harassment, intimidation or bullying. A student who commits one or more acts of harassment, intimidation or bullying may receive consequences/appropriate remedial actions that range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement.

Administrators determine the consequences according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem and protect the victim of the act.

SCHOOL RESOURCE OFFICER (SRO)

The SRO is employed by the Lexington County Sheriff's Department but works closely with the school administration to help ensure a safe school environment. The SRO is available to help educate you about legal issues in school. The SRO is also available for you to report problems or crimes of which you are aware. As a law enforcement official, the SRO has authority to charge and arrest students and adults who commit crimes on the school campus.

ATTENDANCE

The district considers you present only when you are actually at school, on homebound instruction, or attending an activity authorized by the school; such as field studies, athletic contests, music festivals or student conventions. If absent, you must present a written excuse, signed by your parent/guardian, physician or other appropriate person within three days of returning to school. The excuse must include the date the excuse is written, date of the absence, reason for the absence, telephone number where your parent/guardian can be reached, and the required signature.

If you fail to provide the proper excuse, the absence will be recorded as unexcused. If you are enrolled in a course for high school credit, you cannot accumulate more than 10

unexcused absences to receive high school credit. This includes absences covered by parent excuses, which mean parent excuses count as unexcused absences. A parent excuse, however, does enable you to make up work missed.

EXCUSED ABSENCES

The district gives excused absences for the following reasons:

- A student has a doctor's note.
- A student has a required court appearance documented in writing.
- A student is participating in a recognized religious holiday documented in writing by an appropriate church official.
- A student has board approval for a particular activity or event.
- A student has a death or severe illness of an immediate family member documented by an appropriate authority.

Parent notes are requested for absences that do not meet the above criteria. These may include illness not requiring a doctor visit, special events or family emergencies. These parent notes do count towards students unexcused absences.

After three consecutive, or five total, unexcused absences, a school official, the student and the parent will develop a Truancy Intervention Plan to improve attendance. The student may be referred to a truancy prevention program or court. Students will be referred to the family court system in accord with the South Carolina Compulsory Attendance Law if they accrue ten or more unexcused absences. These include absences beyond ten which are documented by parental notes.

You are required to make up all work missed during an absence. It is your responsibility to request assignments from the teacher after an absence.

PARTICIPATION IN ACTIVITIES

Students not in attendance on the day of an extracurricular activity or school function will not be allowed to participate or attend the activity unless approved by the principal or assistant principal. If you leave school early, permission must be secured in advance to participate in activities after school hours. If you are suspended from school, you may not participate in after school activities.

IDENTIFICATION BADGES

Students and staff are required to wear photographic identification badges at all times while they are at school, while they travel to and from school on regular school buses and on field trips. The district will provide you with one badge and detachable lanyard at the beginning of the school year.

You will also use your I.D. badges when purchasing meals, checking out materials from the media center, and providing identification to staff members.

If you misplace your badge or leave it at home, you must get a temporary badge from Student Services.

Temporary ID Disciplinary Policy:

- 1st, 2nd, and 3rd Temporary ID = Reminder
- 4th/5th ID = Administration Lunch Detention
- 6th ID = After school detention
- 7th ID = In School Suspension (ISS)

A student may purchase a temporary ID for \$1.00 before 8:05am. This will not count as an offense.

**If you lose, deface, or destroy your I.D. card, you must get a replacement I.D. card. Each replacement I.D. costs \$5.00.*

Anyone who repeatedly destroys an I.D. card, who alters his/her badge in any way, or who fails to wear his/her badge properly could be assigned a detention.

The only **lanyards** that may be used are those provided by the school or lanyards that have the breakaway clasp.

DRESS CODE

Lexington District One has established a basic structure for determining appropriate dress standards for students. Clothing should not be so immodest or inappropriate to the school setting as to disrupt the educational process. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes (but is not limited to) bare midriffs, halter/tank tops, spaghetti straps and see-through shirts, tops or blouses.

The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording. Further, the district will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or illegal substances. Students may not wear or display gang attire, colors or symbols on clothing or accessories.

Under most conditions, students may not wear bandanas, hats, head stockings or kerchiefs while on campus or attending school-sponsored events/activities. Some classes require that students wear safety hats. Religious headgear is allowed.

Students must wear proper shoes at all times.

Students may wear special dress or costumes for specific events or special occasions, when approved by the principal. During the regular school day, students' athletic attire, such as tennis, track, cheerleading outfits, etc., must conform to all other regulations of the dress code.

Students may not wear accessories/clothing that could pose a safety threat including heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose- or lip-to-ear chains, etc. The district does not allow unusual body piercings that disrupt the order of school or that disturb the learning environment.

Students may not wear overly tight or shorter than fingertip- or mid-thigh-length shorts, skirts, skorts or dresses. The district does not allow bike shorts unless worn under another pair of shorts.

Students must wear pants at the natural waistline. Undergarments should not show and should not be worn outside of clothing.

The principal or either assistant principal may make the final judgment on appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school.

A student may be required to stay in ISS pending a parent bringing appropriate clothes or for the rest of the school day in repeat instances of violating the dress code.

CONSEQUENCES OF DRESS CODE VIOLATIONS

- **First Violation:** Student conference held. Student changes attire.
- **Second Violation:** Parent/guardian conference held. Student changes attire. Student receives lunch detention.
- **Third Violation:** Parent/guardian conference held. Student changes attire. Student receives after school detention.
- **Additional Violations:** Parent/guardian conference held. Student changes attire. Student may receive ISS up to out-of school suspension.

BUS PASSES

You must have office approval and be issued a bus pass in order to get off of your bus at another student's house. A note must be sent from your parent or guardian with the date you are to ride, the bus number and a correct phone number where your parent can be reached. **You should bring the note to the front office first thing in the morning. Changes to ride another bus are NOT allowed.**

BUS REGULATIONS

Students who ride on a school bus must observe school bus rules, remain seated and conduct themselves in an orderly manner at all times. Students may not possess or use items on the bus which are not permitted at school.

- Students must be on time.
- If students have to walk along a highway to get to the bus stop, they should walk on the shoulder of the road.
- If students have to cross the road to get to the bus stop, they must wait opposite the stop until the driver motions that it is safe to cross the road.

- Students should walk, not run, across the road.
- If students have to walk on highway pavement, they should walk facing traffic.
- Students should not run alongside the bus when the bus is moving. Wait until the bus stops to walk to the door.

Conduct inside the bus:

- Students should go to their assigned seats.
- Students should not crowd or push.
- Students should remain seated.
- Students should face forward.
- Students may never extend any part of their bodies out of the bus.
- Students may not talk rudely to the driver.
- Students may not tamper with the emergency exits or any bus equipment.
- Students will not mark or deface any part of the bus. Students should report any damage to the driver as soon as possible.
- Only the bus driver or other authorized person may remove first aid equipment (used for emergencies only).
- Students may not tamper with the fire extinguisher. Only the bus driver or other authorized person will use the fire extinguisher in an emergency.
- Students may not wave or shout to pedestrians or occupants of other vehicles.
- Students may not fight/scuffle.
- Students may not create disturbances.
- Students may not place books, lunch boxes, band/ orchestra instruments or other objects (such as class projects) in the aisle or in the front of the bus. Students may carry these items on the bus if space is available.
- Students may not bring live animals on the bus.
- Students may not eat or drink on the bus.
- Excessive noise is not permitted on the bus.

BUS DISCIPLINE

Students who break any bus rules are subject to disciplinary action. Depending on the severity of the rule broken, a student may receive points, be suspended or be expelled from the bus.

School bus points accumulate during the entire school year, move within the district and are not reduced after suspension. These points apply to the school bus transportation only and do not overlap with the school demerit system. A student suspended or expelled for the bus may not board any school bus.

Bus points are assigned on the following system:

Delaying the bus: 1-5

Causing confusion: 1-5

Misconduct: 1-5

Out of assigned seat without permission: 1-5

Excessive noise: 1-5

Littering the bus: 1-5

For point offenses, a student that may be suspended from the bus as follows:

11 Points: 5 days of bus suspension

22 Points: 10 days of bus suspension

33 Points: 15 day of bus suspension

44 Points: Suspension recommended for the remainder of the school year

BUS SUSPENSION

Some misconduct supersedes the bus point system and results in immediate suspension from the bus and possibly from school, including:

- Using obscene language/gestures or vulgar language/ gestures.
- Showing a marked disrespect to others.
- Possessing a weapon (this offense will result in a recommendation for expulsion from school).
- Directly disobeying the driver or supervisor.
- Hitting or threatening the driver or supervisor (this offense will result in a recommendation for expulsion from school).
- Possessing any tobacco product, matches or lighter on the bus.
- Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc. (this offense will result in a recommendation for expulsion from school).
- Lighting a match or lighter on the bus.
- Damaging the bus or its equipment (if a student damages a bus, he/she will pay for those damages within seven days or the student will be suspended from the bus and possibly from school until the payment is made).
- Possessing or discharging fireworks, including stink bombs, on the bus (this offense may result in a recommendation for expulsion from school).
- Throwing objects of any kind either inside the bus or from a bus window.
- Hitting a student without provocation (this offense may result in a recommendation for expulsion from school).
- Showing disrespect to the driver (this offense may result in a recommendation for expulsion from school).
- Interfering with the operation of the bus by pulling the emergency lever, etc. n using emergency exits without authorization.
- Fighting (this offense may result in a recommendation for expulsion from school).
- Taking physical action against each other by pulling hair, sticking with pins, etc.
- Possessing or using an article designed to distract, disturb or cause bodily harm such as rubber bands, spitballs, water guns, radios, tape players, mechanical toys, games, CD players, cellphones, etc. The bus driver will confiscate the item and give it to the appropriate school official along with the name of the student.
- Threatening or intimidating others (this offense may result in a recommendation for expulsion from school).
- Leaving or boarding a bus at an unauthorized stop.

Bus Suspension Length:

First Offense: Five days

Second Offense: Ten days

Third Offense: Fifteen days

Some of the above offenses may result in expulsion from bus transportation at the discretion of the hearing officer following a recommendation from the school Administrator.

Lexington County School District One's Nondiscrimination Statement

Revised 05-04-2018

Lexington County School District One does not discriminate on the basis of race, color, religion, national origin, sex, disability, genetic information or age in admission to, access to, treatment in or employment in its programs and activities.

The following people have been designated to handle inquiries or complaints:

- The Chief Human Resources Officer Devona Price handles inquiries/complaints regarding Title IX, inquiries/complaints regarding Title II with respect to employees and/or public access to buildings and grounds, and inquiries/complaints involving the Civil Rights Act of 1964.
- Inquiries/complaints regarding IDEA for students K–12 go to the Director of Special Services Nicole M. Adams, Ph.D.
- Inquiries/complaints regarding Section 504 for students K–12 go to 504 Coordinator Ann O'Cain.
- Inquiries/complaints regarding Title II implementation go to the Coordinator of NCLB Title II Part A Hilary Morgan.

If you have questions regarding these issues, contact these people by mail at 100 Tarrar Springs Road, Lexington, SC 29072 or by telephone at 803-821-1000.

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Declaración de No Discriminación de Lexington County School District One

Revisado 08-26-2017

Lexington County School District One no discrimina sobre la base de raza, color, religión, origen nacional, sexo, discapacidad, información genética o edad en la admisión a, acceso a, tratamiento en o empleo en sus programas y actividades.

Las siguientes personas han sido designadas para manejar consultas o quejas:

- El Jefe de Recursos Humanos Oficial Devona Price maneja las consultas/quejas relacionadas al Título IX, consultas/quejas relacionadas al Título II con respecto a los empleados y/o el acceso público a los edificios y terrenos, y consultas/quejas que involucren la Ley de Derechos Civiles de 1964.
- Consultas/quejas sobre IDEA para estudiantes K-12 van a la Directora de Servicios Especiales Nicole M. Adams, PhD.
- Consultas/quejas sobre Sección 504 para estudiantes K-12 van al Director de Consejería Escolar y Asesoramiento Ann O’Cain.
- Consultas/quejas sobre la implementación del Título II van a la Coordinadora de Título II Parte A Hilary Morgan.

Contacte a estas personas si tiene preguntas sobre estos temas en 100 Tarrar Springs Road, Lexington, SC 29072 y número de teléfono 803-821-1000.