



**2023-2024**  
**Student and Family Handbook**  
*“Take Care of Yourselves and Take Care of Each Other”*

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## Welcome to Meadow Glen Middle School

Dear Parents and Students,

What a pleasure it is for me to welcome all of you to MGMS for the 2023-2024 school year! We are so excited that you will be a part of the **Gator** family as you support us in continuing the excellent tradition of Lexington County School District One. Teachers, staff and parents have been planning for the students' arrival and we welcome you!

Our continued success will be made possible through teachers' collaborative planning, parent and community support, and our students' efforts. We will always work for improvement and student success.

The success of our children depends on the school staff, parents and community working together. Meadow Glen Middle School welcomes parental involvement through participating in the PTO and volunteering within our school. I invite you to join the PTO and sign up for our volunteer program. We need and appreciate your involvement and support in your child's education and our school's programs.

Please read this handbook with your child(ren), keep it, and refer to it when you need information.

If you ever have questions or concerns, please feel free to call. We strive to make sure that our school provides a positive learning environment for your child to develop the skills needed for future success. I look forward to working with you in the coming year.

***Take Care of Yourselves and Take Care of Each Other. Go Gators!***

Dr. Bill Coon  
Meadow Glen Middle School Principal



## Table of Contents

### Academics

Academic Honor Code	3
Assessment and Grading Practices	4-5
Extension for Late Work	4-5
Grading System & Report Cards	5
PowerSchool	6
Schoology	6
Textbooks	6

### Attendance

Absences and Excuses	6
Early Dismissal	6
High School Credit	6
Tardiness	6
Truancy	7
Virtual Learning Days	7

### Discipline and Safety

Alcohol and Drug Abuse	7
Bullying	8
Bus Discipline	8
Cell Phones	8
Disciplinary System	8-9
Dress Code	9
Earbuds/Headphones	9
Food and Drink	9
ID Badges	10
Personal Mobile Computing	10
Emergency Drills	10
Valuables	11

### General Information

Daily School Schedule	11
Alma Mater	11
Assemblies	11
Athletics	11
Participation in Extracurricular Activities	12
Change in Address	12
Food Service	12
Health Room and Medications	12
Learning Commons	13
Morning Procedures	13
School Counseling	13
SchoolMessenger	13
<u>Appendix A</u>	14-23
<u>Appendix B</u>	24
Important Dates to Know	25

# **Academics**

## **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 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;
- 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/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.

Teachers and administrators treat cheating as a serious matter. Teachers will confer with the appropriate administrator to review evidence of any misconduct. Parents will be notified and a mandatory conference will be held with the student, parent/guardian, teacher and administrator. After the conference is held, the student will be required to complete an appropriate assignment/assessment if needed. 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 up to Out-of-School Suspension for repeated incidents and will be administered at the discretion of the school-based administrator.

## **Use of Artificial Intelligence (AI)**

Considerations for the use of generative Artificial Intelligence (AI) as a tool for learning:

1. Educational Purpose: AI should be used primarily for educational purposes. It can be a tool to assist in learning, but it should not replace the learning process.
2. Original Work: Students could use various AI tools to generate ideas or to help them understand complex concepts, but the work they submit should be their own. Simply copying and pasting the output of AI is considered plagiarism and an act of cheating.
3. Citing Sources: If students use AI to help them with their work, they should cite it as a source, just as they would any other source of information.
4. Responsible Use and Accountability: The use of AI should not absolve individuals of responsibility. Be aware that AI can have biases, just like humans. If a student uses AI to help with their work, they are still responsible for the content of that work. As AI is a rapidly evolving field, it's important to stay informed about the latest developments and ethical considerations.
5. Respect for Intellectual Property: AI should not be used to infringe on the intellectual property rights of others. For example, it should not be used to generate copies of copyrighted works.

1st Referral	Student and parent conference held. Student receives Administrative Lunch Detention (ALD).	
2nd Referral	Student and parent conference held. Student receives in-school suspension.	
3rd Referral	Student and parent conference held. Student receives in-school suspension.	

**Assessment and Grading Practices (Click [HERE](#) for detailed document)**

Assessment practices support student learning, achievement, and mastery of standards by connecting descriptive, timely, ongoing and consistent teacher feedback direction to standards. 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 (20%). 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 (80%).

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.

Types of Reassessment/Retest Opportunities	
<p><b>Choice Retest</b></p> <p>After completing the assigned practice, students may retake ONE TEST per quarter - on which they may earn up to full credit on the retest. The retest is at the same level of rigor, and it may be in either the same format or a different format.</p> <ul style="list-style-type: none"> <li>• The grade on the retest will be updated in the gradebook if it is higher than the initial grade, and the first attempt will be logged as a comment in the gradebook.</li> </ul>	<p><b>Recovery Retest</b></p> <p>After completing the assigned practice, students may retake any test for up to 80% of the credit. The retest is at the same level of rigor, and it may be in either the same format or a different format.</p> <ul style="list-style-type: none"> <li>• Students would utilize this opportunity if their initial test score is lower than an 80, because the retest grade is capped at an 80.</li> <li>• This retest grade is not an average of the two tests.</li> <li>• If the retest grade is higher than an 80 (such as 92), the updated grade of 80 is entered in PowerSchool, and the first attempt will be logged as a comment in the gradebook.</li> </ul>
<p>What is the “WHY” for this practice?</p> <ul style="list-style-type: none"> <li>• It enables students to recapture their learning and demonstrate mastery of standards.</li> <li>• Everyone has a bad day, and if a student feels like they can do better on an assessment, they can CHOOSE ONE opportunity to demonstrate mastery for up to full credit.</li> <li>• After students have utilized that one opportunity, they may need more practice and opportunity to recapture some credit. However, the cap of an “80” prevents students from using every single test as a practice test, supporting them to be accountable to doing as well as they can on each initial assessment by consistently practicing and studying for every test.</li> </ul>	

## Extension for Late Work

The Lexington School District One Extension Practice applies to summative projects, major writing assignments, major labs, and presentations. Communication is KEY. As soon as a student knows they are missing a deadline, they should communicate with the teacher as soon as possible.

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

### Grading of Summative Projects, Writing Assignments, Major Labs, Presentations After Extension

- When an extension is granted, a grade of 1 will be entered into the gradebook as a placeholder until the assignment is turned in. **There will be no penalty for late work with the first late summative submission.** A comment of the agreed upon due date should be entered into the gradebook.
- Subsequent late summative assignment submissions can only earn up to an 80.
- If the assignment is not turned in by the revised due date, the grade of 1 will be changed to a zero.

### Teacher Professional Judgment

Assessment and grading require judicious and fair professional judgment. The teacher will seek to ensure that the grade each student receives is an accurate reflection of learning. In some cases, the teacher may withhold the administration of a summative assessment until such time that enough “practice” information is gathered through formative assessment.

## Grading System/Report Cards

At the direction of the Board of Trustees, Lexington School District One uses the following marking system based on the South Carolina Uniform Grading Policy as required by state law:

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

World Language will use proficiency based scoring. World Language credit bearing courses will use the district proficiency based scoring. The student’s 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. World Language grades reported on the report card are translated by the district scale into percentages.

Please reference the District Calendar for report card dates. Report cards are issued every nine weeks. Grades listed on the report card are official and remain in the student’s permanent record. 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 directly 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 you have not already created a PowerSchool Lexington District One parent account, please contact the main office for instructions. Once you create your PowerSchool account, you can elect to receive emails with information about your child's grades and/or attendance.

## **Schoology**

Schoology is the district's learning management system. Students will use Schoology to check important class information, access materials, and complete/turn in assignments everyday. Parents can access Schoology, as well, and it is a great practice to be proactive in supporting students to track due dates for their assignments and assessments BEFORE the assignments become grades.

## **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. However, 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 medical note from health provider
- 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

Parents can routinely monitor absences by accessing their students' information in the PowerSchool Parent Portal. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

### **Early Dismissal**

In order for a student to be dismissed from school prior to normal dismissal time a parent must come to the office with a valid photo ID and sign the student out. Only individuals indicated in PowerSchool will be allowed to sign students out. **Students will not be dismissed from school after 2:45 p.m.**

### **High School Credit**

Students taking courses for high school credit (World Language Level 1, World Language Level 2, World Language Level 3, Algebra 1 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.**

## **School Hours**

The school day begins at 8:05 a.m. Students are considered tardy to school after that time and must be walked to the door by a parent. The main office will buzz the student in to be admitted to class. The school day ends at 3:15 p.m. Students must be off campus at this time or in a designated waiting area unless they are directly involved with a school activity.

## **Tardy to Class**

Being tardy to class interrupts the education process. A student's 1<sup>st</sup> tardy to any class within a nine weeks period is a warning, the 2<sup>nd</sup> tardy will result in a warning and the parent will be contacted, and a 3<sup>rd</sup> tardy will result in a lunch detention and the parent will be contacted. Any further tardies in a nine-week period will follow the consequences below.

**Tardy Plan Procedures** (The tardy policy starts over at the end of each semester.):

- Offense 1-2: Attendance warning/parent notification.
- Offense 3-7: One day of AD per tardy.
- Offense 8-10: 1 Day ISS per tardy. (After the 9th tardy, an attendance meeting will be scheduled.)
- Offense 11: One day of OSS and a parent conference.
- Offense 12: OSS with pending Intervention Meeting

## **Tardy to School**

Students who come to school late with a parent signature/note will receive a warning for the 1<sup>st</sup> and 2<sup>nd</sup> tardy. On the 3<sup>rd</sup> and 4<sup>th</sup> tardy, the parent will receive a phone call from an administrator. On the 5<sup>th</sup> tardy or more, the parent will receive a phone call and letter from school administration.

## **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 meet with the student and parent/guardian to 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, a student will be marked present if they complete the work assigned by the teacher on that date and/or attend an online classroom meeting. A student will be counted as absent on virtual days if he/she does not turn in assigned work on the day it is due. Extenuating circumstances should be communicated by the student or parent to the teacher as soon as possible.

## **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).

## **Tobacco Offenses**

Students may not possess or transfer tobacco products such as cigarettes, cigars, or vapes. In every case where a student does possess, use, transfer, associate with or sell tobacco products the principal will:

- Advise parent/guardian
- Assign In School Suspension
- File a report with the appropriate law enforcement agency and turn over all confiscated materials at the time the report is made.
- Assign the Lexington One Tobacco Cessation course in Edgenuity to be completed in In School Suspension.

## **Taunting/Harassment/Bullying**

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

**Harassment** is a repeated attempt to provoke, intimidate, or embarrass someone.

**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 harassment, intimidation, and bullying. 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. A further description of Harassment and Bullying can be found in [Appendix A](#).

## **Bus Discipline**

Students may only get on/off school buses at their assigned bus stop. 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.

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](#).

Any change in student bus transportation requires a written, dated and signed parent/guardian note 24 hours prior to the change and a phone call verifying the change to Bridgette Summers @ 803-821-1340. The note requesting the change must be signed by an administrator before the student can ride the bus.

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

Cellular telephone and other personal communication devices are used for various reasons, including emergency use and parental communication. Middle school students may possess a personal communication device in school according to the following guidelines:

- The device remains silent and is not visible or in use during instructional time. Teachers may allow, however, the instructional use of personal communication devices at their discretion.
- Personal communication devices are not permitted to be used in locker rooms, restrooms or other personal spaces.
- 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.

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 for lost or damaged devices.

The school principal 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 Meadow Glen 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 MGMS. Please call us at 803-821-0600 if you have any questions or concerns.

The goal of any school discipline plan is to ensure a safe, orderly learning environment for all students. The criterion for the MGMS Discipline Plan is listed below, and is in effect in the following places and during the following times:

- On school property at any time,
- At any school-sponsored event,
- On school buses, and
- At all times and in all places where the student's conduct has a direct and immediate effect on the district's interests.

Minor Incidents - 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).

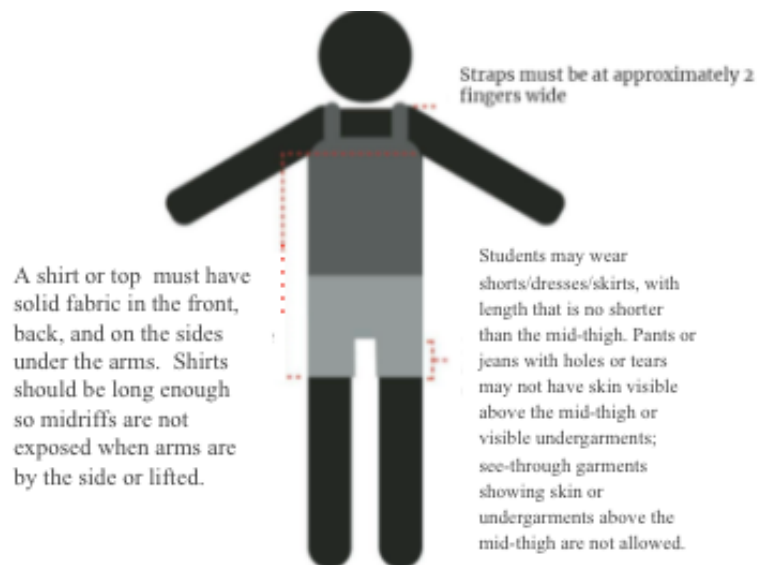
Referral - There are occasions when student behavior necessitates the involvement of a school administrator. These incidents are considered more serious and communication will take place between the school and home. In alignment with the LCSD1 Student Handbook, MGMS will use a systematic and escalating 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

We follow the Lexington One basic structure for determining appropriate dress for students. Meadow Glen Middle School students are expected to dress in an appropriate manner while on school district property or representing the school in another location. Student dress choices should respect the Lexington County School District's intent to sustain a community that is inclusive and supports educational access for all students.

Students must wear a top, bottom, and shoes at all times. Pajamas and bedroom slippers are not permitted unless it is a designated school spirit day.

**All dress must adhere to the following at all times:**



**The district will not permit clothing or accessories that display or make reference to the following:**

- alcohol, tobacco, vaping, or illegal substances.
- violence, hate, profanity, or pornographic images or language.
- vulgar, obscene or otherwise inappropriate symbols, language, or wording.
- gang attire, colors or symbols.
- items that reveal undergarments (visible straps are allowed at the shoulder).
- items that could be considered dangerous to an individual or others and/or could be used as a weapon such as but not limited to: fish hooks, heavy chains, brass knuckles, sharp studded jewelry.
- images or language that disrupt the operation of school.

Each school's administrators make the final judgment on the appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school. Students who fail to comply with the dress code policy will receive the disciplinary consequences listed in the [LCSD1 Student Handbook](#) and detailed below in [Appendix A](#).

### **Earbuds/Headphones**

Earbuds and headphones may only be worn for instructional purposes or at lunch. Students who fail to comply with the earbud/headphone rule in classrooms will be asked to remove them. If a student does not comply with the request to remove them, they may receive disciplinary consequences. The school will not be liable 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, unless during a designated class time determined by the teacher.

**Parents will not be allowed to drop off outside food.**

### **ID Badges**

The ID badge with the student's photograph provides the student with identification that may be used when purchasing food, checking out materials from the media center, and providing identification to staff members. Each student will be given one permanent ID and one detachable lanyard. Students must wear the ID badge, or a sanctioned temporary badge, at all times while he/she is on the school campus or traveling to and from school on a school bus.

ID badges should **not** be altered in any way. For example, stickers and drawing on the badges are prohibited. The ID badge should remain in its original condition in the plastic sleeve and with the school-issued lanyard.

If a student comes to school without the issued badge, he/she must get a temporary badge BEFORE SCHOOL from the ID tables located in the Main Street foyer and by bus loop. A student can be issued three temporary IDs per semester before receiving a lunch detention. On the 4th consecutive day of no ID badge the student will be asked to pay \$5.00 for a replacement ID. The student can pick up the new ID badge on Main Street, located outside of the main office before school.

### **Personal Mobile Computing (District-issued IPAD)**

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 responsible for bringing their charged device to all classes, everyday.

In addition to classwork expectations for device use, students may:

- access their school email,
- receive school messages and announcements,
- view school calendars and schedules,
- report student incidents,
- sign-up for the afternoon shuttle to LHS, and
- various other school related items.

**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.

## **Emergency Drills**

Student safety is our highest concern. A School Resource Officer (SRO) will be on campus during regular school hours. Meadow Glen Middle School has a safety plan, which provides for the protection of students in the event of disasters, that includes drills for the following situations:

- Fire
- Earthquake
- Severe weather
- Bus evacuations
- Secure the Perimeter (Lockout)
- Lockdown

The staff will train students on how to promptly and orderly evacuate the building. At least one disaster/emergency drill will be conducted once a month. In addition, bus evacuation drills are held at least twice each school year.

## **Valuables**

We discourage students from bringing valuables to school. **Students, not the school, are responsible for their personal property.** Unattended book bags and purses are not the responsibility of the school. It is not the responsibility of the school to recover the cost of valuables that are damaged, lost, or stolen.

# General Information

The MGMS Habits of Success reflect the character values that will support student achievement in both academic and social environments. Students experience learning the Habits of Success in Crew as well as through Habits of Success Learning Targets that support student learning and interactions in the classroom.



## Meadow Glen Middle School Habits of Success



	Tenacity	Leadership	Communication	Collaboration	Integrity
<b>Effective Learner</b>	<ul style="list-style-type: none"> <li>I can persevere when learning is difficult.</li> <li>I can use multiple drafts and revisions in order to produce high quality work.</li> </ul>	<ul style="list-style-type: none"> <li>I can be the leader of my personal learning.</li> <li>I can take on a leadership role when working with others.</li> </ul>	<ul style="list-style-type: none"> <li>I can use academic feedback to communicate my needs.</li> <li>I can communicate and advocate my needs when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>I can serve as an active participant during group work.</li> </ul>	<ul style="list-style-type: none"> <li>I can come to class prepared with the needed materials.</li> <li>I can produce and turn in my own work.</li> </ul>
<b>Ethical Person</b>	<ul style="list-style-type: none"> <li>I can advocate for others around me.</li> </ul>	<ul style="list-style-type: none"> <li>I can model the way I want others to treat me.</li> </ul>	<ul style="list-style-type: none"> <li>I can communicate in a respectful manner.</li> <li>I can celebrate my peers.</li> </ul>	<ul style="list-style-type: none"> <li>I can collaborate with others as an ethical person.</li> </ul>	<ul style="list-style-type: none"> <li>I can be inclusive with my interactions with others.</li> <li>I can interact with compassion.</li> </ul>
<b>Building A Better World</b>	<ul style="list-style-type: none"> <li>I can overcome obstacles in order to make the world a better place.</li> </ul>	<ul style="list-style-type: none"> <li>I can do my part to maintain a positive and respectful culture.</li> <li>I can lead positive change in my community.</li> </ul>	<ul style="list-style-type: none"> <li>I can communicate respectfully to all.</li> </ul>	<ul style="list-style-type: none"> <li>I can collaborate with others in order to make the world a better place.</li> </ul>	<ul style="list-style-type: none"> <li>I can leave a positive trace physically, emotionally, and virtually.</li> </ul>

## Daily School Schedules

### CREW: Monday, Wednesday, Friday Structured Learning Time (SLT): Tuesday, Thursday

2022-2023 Bell Schedule

6th Grade				7th Grade				8th Grade			
Period	Time	Class	Minutes	Period	Time	Class	Minutes	Period	Time	Class	Minutes
1	8:05-8:35	CREW	30	1	8:05-8:35	CREW	30	1	8:05-8:35	CREW	30
2	8:38 - 9:32	Core 1	54	2	8:38 - 9:32	Core 1	54	2	8:38 - 9:18	Encore 1	40
3	9:35 - 10:45	Core 2 + Flex	70	3	9:35- 10:29	Core 2	54	3	9:21 - 10:01	Encore 2	40
4	10:48 - 11:42	Core 3	54	4	10:29 - 10:54	Lunch	25	4	10:04 - 10:44	Encore 3	40
5	11:42 - 12:07	Lunch	25	5	10:57 - 11:37	Encore 1	40	5	10:47 - 11:41	Core 1	54
6	12:10 - 1:04	Core 4	54	6	11:40 - 12:20	Encore 2	40	6	11:44 - 12:38	Core 2	54
7	1:07 - 1:47	Encore 1	40	7	12:23 - 1:03	Encore 3	40	7	12:38- 1:0	Lunch	26
8	1:50 - 2:30	Encore 2	40	8	1:06 - 2:16	Core 3 + Flex	70	8	1:07 - 2:17	Core 3 + Flex	70
9	2:33 - 3:15	Encore 3	42	9	2:19 - 3:15	Core 4	56	9	2:20 - 3:15	Core 4	55

### Flex Time Expectations:

- Teachers must stop new instruction after ~54 minutes.
- Students must remain in their class for Flex time
- Each grade level house can create an outside schedule
- If staying inside, teachers can allow students to:
  - Complete Personalized Pathways
  - SLT - Structured Learning Time
  - Catch up on missing assignments from other classes
  - Use the time to work on expedition work
  - Have a brain break - mindfulness activities
  - Students can be pulled for small group work for extra support
  - Community/CREW building Activities

### MGMS ALMA MATER

Music by Augusto Gil

Text Compiled by Augusto Gil and Trudie Montgomery and MGMS 8th Grade Band, Chorus and Orchestra Class of 2022

Meadow Glen we sing to thee! Caring for ourselves and others is our Legacy.  
 We stand together tried and true to make a better world for me and you!  
 We celebrate the best of things that make your halls a home;  
 Crew and kindness, the Habits of Success they'll follow us wherever we will roam!  
 Meadow Glen, We sing your praise, your name forever we will raise.

## **Assemblies**

Assemblies are an important part of the school program. Various programs are scheduled to keep students in touch with significant activities of the school and community life. At all times, the students' behavior should reflect Meadow Glen Middle School's rules for responsible behavior.

## **Athletics**

We encourage the entire community to support Gator Athletics. All student athletes must meet eligibility requirements established by the State Department of Education, the SC High School League, and Lexington County School District One. Students in grades 7 and 8 will be allowed to participate in interscholastic sports. To be eligible students must have been academically promoted to grade 7 or 8. Students who do not meet academic requirements (passing grades in the previous semester) will not be allowed to participate in sports programs.

## **Participation in Extracurricular Activities**

Extra-curricular activities are any events associated with the school but not part of the regularly scheduled academic day. These activities may include athletic events, concerts, clubs, etc.

Any student who is not in attendance on the day he/she is to participate in extracurricular activities will not be allowed to participate unless approved by the principal in advance. If a student is to be dismissed on one of these days, he/she must attend at least three full periods, secure permission from the principal and the dismissal must be an excused dismissal.

A student who gets an unexcused dismissal (regardless of number of classes attended) will not be allowed to participate in an extracurricular activity that day (athletics, band, chorus, cheerleaders, etc.). Students who are suspended from school may not participate (practice, play the game, attend) in extra-curricular activities.

## **Change of Address**

If you change your mailing address, home phone number, work number, or emergency contact numbers, please notify the school office as soon as possible.

## **Food Service/ 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.

Students **will be required to begin paying for meals again** when school begins, *unless* they qualify for the [free or reduced-price meals program](#). If you believe that your student might qualify for free or reduced-price meals, you **MUST** [complete this online application](#). Please contact Food Service and Nutrition with any questions at (803) 821-1231.

## **Health Room and Medications**

The school nurse is on duty from 7:45 AM until 3:40 PM each day.

Students becoming ill at school or needing first aid attention should report it to their teacher immediately who will then alert the health room. When a student becomes ill at school, the parent or guardian will be notified and expected to come for the student immediately.

If it becomes necessary for a student to take any form of medication at school, whether prescription or over-the-counter, the nurse must have a signed permission form from a parent and a personal supply of the medication in the original bottle bearing the physician's name (if applicable), student's name, and dosage that does not exceed 30 days worth of medication.

Medication is given only if it must be taken by the student during regular school hours and cannot reasonably be given at home. **Any medication taken without the nurse's authorization and supervision may result in expulsion from school.**

Please indicate on the Health Information Card if the student has a history of any illness. If the student has special needs because of a health problem, please send written instructions signed by the parent to the nurse. If the student has allergies, please indicate the nature of the allergy. If special medication is required because of insect bites or bee stings, please contact the nurse to arrange a time to bring the medication to school.

Medication of any kind must be turned into the nurse by the parent.

## **Library**

The Library serves as the core of our campus. It will be open every morning before school from 7:35 - 8:00 and during lunches. Students are able to go to the Library before school but must remain in the library until the bell rings at 8:00. There is no food or drink allowed in the library at any time. Students who violate library rules will lose library privileges and will not be allowed to access the library without teacher supervision.

## **Morning Procedures**

Students may enter the building at 7:15 a.m., and all car riders should enter in the front of the school. Students arriving between 7:15 and 7:35 will report to the Cafe. All Car Riders will enter school through the main door. All Bus Riders will enter either through the bus loop door. Students will report to the following areas by grade level if they arrive after 7:35 a.m.: 6th and 7th Graders - Gym and 8th Graders - Cafeteria.. Breakfast service begins in the cafe at 7:35 a.m. 6th and 7th grade students who want to eat breakfast will report to the cafe if they arrive after 7:35. The first bell to dismiss students to class will ring at 8:00 a.m. The tardy bell will ring at 8:05 a.m., and class will begin!

## **School Counseling**

We provide counseling services to students, parents, and staff throughout the school year. The Meadow Glen Middle School Counseling Program is a developmental, sequential program for all students. The curriculum is designed to encourage student development in the following domains: personal/social, academic, and career. Students who wish to talk to the counselor are asked to complete a counseling referral form located on classlink. All matters will be handled in a timely manner.

Counseling Office - By Grade Level

Dr. Mary Margaret Hill- 6th grade and 7th A-K

Davis Shaver - 7th grade support

Dominique Sawyer- Director - 7th grade L- Z and 8th Grade

Tiffany Rich - School Psychologist

Lexington County Mental Health Counselor - By referral only.

## **Parent Square**

Parent Square is a 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 download the app to create a profile or update preferences using the Parent Square website or App. This feature allows you to control the ways in which you prefer to be contacted. It also works like a social media page giving you a place to review messages and directly contact staff or teachers. Information on how to sign up for Parent Square will be communicated through school and district websites.



# Appendix A

## **MGMS Discipline Plan**

The goal of any school discipline plan is to ensure a safe, orderly learning environment for all students. The criterion for the MGMS Discipline Plan is listed below, and is in effect in the following places and during the following times:

- On school property at any time,
- At any school-sponsored event,
- On school buses, and
- At all times and in all places where the student's conduct has a direct and immediate effect on the district's interests.

Minor Incidents - 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).

Referral - 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, MGMS 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.

## **Categories and Consequences**

Acts of disruptive conduct may include, but are not limited to, the following:

- **Level 1 - Simple Disorderly Conduct**
- **Level 2 - Disruptive Conduct**
- **Level 3 - Criminal Conduct**

Depending on the action of the student, in concert with the level of the offense, administrators should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and impose the appropriate consequence and/or establish an intervention plan and/or behavioral contract. Consequences that may be applied in cases of each level of disruptive conduct listed above may include, but are not limited to, the following:

**Administrative Conference (AC)** - An administrative conference will be held in person to discuss the student's actions and appropriate response or consequence. Together, the school and student, will create a behavior plan to support the student in making positive choices and moving forward from the incident.

**Parent Contact/Conference (PC)** - Parent contact from teacher and/or administration includes a phone call and/or an email that may include a documented referral from Educators Handbook. A parent conference may be held in person, virtually, or over the phone to discuss the student's actions and appropriate response or consequence. Together, the school, parent and, when appropriate, the student, will create a behavior plan to support the student in making positive choices and moving forward from the incident.

**Lunch Detention (LD)** - Lunch detention will be held in a designated area of the school. During this detention the student and a staff member will have behavior conversations to support the student in making positive choices and moving forward from the incident.

**Administration Detention (ALD)** - Administrative lunch detention will be held in a designated area (Room 203) of the school and at a designated time frame. During this detention the student and a staff member will have behavior conversations to support the student in making positive choices and moving forward from the incident. Students who do not attend their assigned AD will be referred to administration for further action, aligned with the discipline process.

**In School Suspension (ISS)** - ISS is typically used for offenses that are more serious or when simple disorderly conduct becomes excessive. ISS can be assigned for a class period, part of the day, or a full day(s). Students are expected to complete their assignments or any assigned

work while in ISS. Students who misbehave during ISS will be referred to administration for further action that may include out-of-school suspension.

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

**Intervention Meeting (IM)** - An intervention meeting is a formal private meeting for students who have been suspended out of school for a cumulative total of 5 school days. Ideally, each meeting shall be conducted by at least four (4) members, the student, a parent/guardian, administrator, and the principal or designee. If the parent/guardian chooses not to attend, the meeting will be conducted at the communicated date and time, and a copy of the minutes from the meeting will be mailed to the home address in PowerSchool. The purpose of the formal meeting is to review the student's behaviors in relation to the Code of Conduct, evaluate the current interventions that are in place, and determine appropriate next steps to resolve the student's behavior. Incidents where the consequence is a recommendation for expulsion, intervention meetings will not be held.

**Recommended for Expulsion (RE)** - Students who are recommended for expulsion will receive a minimum consequence of immediate out-of-school suspension (OSS), possible criminal prosecution, and may be subjected to a district level hearing that may result in an expulsion. Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board (Policy JKE and JKE-R). A student may be expelled for any reason listed in the student behavior code JICDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the board or the state board of education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus and cannot ride a school bus.

### **Level 1 – Simple Disorderly Conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

***Consequences may be changed at the discretion of the administration.***

**Level 1-A Offenses** (\*The tardy policy starts over at the end of each semester.)

- Classroom Tardiness
- School Tardiness

#### **Level 1-A Consequences**

Offense 1-2: Attendance warning/parent notification by teacher.

Offense 3-5: One day of LD (by teacher) or ALD per tardy.

Offense 6+: Parent conference (with teacher and administrator) and plan established

### Level 1-B Offenses

**\*\*For the purpose of level I-B, each offense will be treated as separate in an effort to align to the Lexington County School District One Student Handbook.\*\***

Offenses	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th
<b>Referrals</b>				
1. Cell Phone/Electronic Device Violation	PC and LD	PC and LD	AC and ALD	ISS
2. Dress Code Violation	Conference (Student changes attire, if necessary)	PC and LD (Student changes attire)	PC and LD (1-3 days) (Student changes attire)	PC and ISS (Student changes attire)
3. ID Violation	Warning	Conference	PC and LD	PC and LD

**Additional offense consequences:** Intervention meeting with administration, teacher, and parent/guardian to establish a plan.

### Level 1-C

**\*\*For the purpose of level I-C, each separate offense will be considered as a continuation of other level I-C offenses. However, consequences may be changed at the discretion of the administration.\*\***

EXAMPLES *	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th/5th
<b>Referrals</b>				
1. Obscene or profane language between or among students, taunting, and/or name calling	ALD/ISS	ISS	ISS	OSS (1-3 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	ALD/ISS	ISS	ISS	OSS (1-3 days)
3. Cutting class – an unauthorized absence from an assigned class or related activity	ALD/ISS	ISS	OSS	OSS (1-3 days)
4. Gambling – participation in games of chance for money and/or other things of value	ALD/ISS	ISS	OSS	OSS (1-3 days)
5. Vandalism – cutting, defacing, or in any way damaging property (minor <\$50)	ALD/ISS	ISS	OSS	OSS (1-3 days)
6. Inappropriate behavior (minor)	ALD/ISS	ISS	ISS/OSS	OSS (1-3 days)
7. Leaving class without permission	ALD/ISS	ISS	ISS/OSS	OSS (1-3 days)
8. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	ALD/ISS	ISS	OSS	OSS (1-3 days)

9. Cheating/Plagiarism (see Academic Honor Code)	ALD	ISS	ISS	OSS (1-3 days)
10. Refusal to obey	ALD/ISS	ISS	OSS	OSS (1-3 days)
11. Hit/Kick/Push, Horseplay, or throwing objects	AC/ALD	ISS	ISS/OSS	OSS (1-3 days)
12. Public displays of affection.	AC/ALD	ISS	OSS	OSS (1-3 days)
13. Loitering/Being in an unauthorized area	AC/ALD	ISS	OSS	OSS (1-3 days)
14. Disrupting Class	AC/ALD	ISS	ISS/OSS	OSS (1-3 days)
15. Computer Violation (minor)	AC/ISS	ISS	ISS/OSS	OSS (1-3 days)

### Level 2 – Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

**\*\*For the purpose of level II, each separate offense will be considered as a continuation of other level II offenses. Level II offenses are serious disciplinary infractions, and depending upon the severity of the situation, may result in a recommendation for expulsion.\*\***

EXAMPLES *	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th
<b>Referrals</b>				
1. Threatening students/encouraging harm among others - written /verbal /electronic or assault to other students	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
2. Bullying/Cyberbullying, retaliation for bullying/false accusations of bullying or intimidation	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
3. Vandalism – cutting, defacing, or in any way damaging property (\$50+)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
4. Stealing or Possession of stolen goods (minor <\$100)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
5. Smoking/Tobacco – use or possession of tobacco products (including electronic cigarettes/vapor pens) on school premises (see <a href="#">Lex 1 Student Handbook</a> )	PC and ISS (1 Day)	PC and OSS (1-3 days)	PC and OSS+RE (3-4 days)	
6. Trespassing	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
7. Possession of/or use of fireworks	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE

8. Leaving school without permission	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	PC and OSS+RE (3-4 days)
9. Fighting, instigating a fight or physical abuse	OSS (1-3 days)	OSS + IM or RE (3-4 days)	OSS+RE (5-10 days)	
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	OSS and IM (1 day)	OSS or RE (2-3 days)	RE	RE
11. Computer Violation (major)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
12. Defiance/Insubordination – refusal to comply with a school personnel request	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
13. Severe disrespect or directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward adults, school staff, or visitors	OSS (1-3 days)	OSS + IM (3-4 days)	OSS+RE (5-10 days)	
14. Possession of over the counter medication	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	PC and OSS+RE (3-4 days)
15. Possession/distribution/display of obscene images, literature, or pornographic materials (e.g., magazine, images on electronic devices, etc...).	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
16. Inappropriate behavior (major)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
17. Illegally occupying, blocking, or willful destruction of school property (including school safety equipment)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
18. Harassment of students/staff	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
19. Using cellular devices to record students, faculty, and staff that may cause a disruption, including filming fights and verbal altercations.	OSS (3 days)	OSS + IM (3-4 days)	OSS+RE (5-10 days)	
20. Possessing, distributing or selling materials unauthorized by the principal (i.e. laser pointers, headgear, speakers, trading cards, lighters, etc.)	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	RE

**Level 3 – Criminal Conduct**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

***Consequences may be changed at the discretion of the administration.***

**Level 3 – Criminal Conduct**

EXAMPLES *	CONSEQUENCES	
	1st	2nd
<b>Referrals</b>		

1. Assault and battery that poses a serious threat of injury or results in physical harm.	RE	
2. Extortion/Coercion/Blackmail – obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	OSS/RE (5+ days)	RE
3. Bomb Threat/Intentional false fire alarm/Threat of violence to school	RE	
4. Possession, use, or threatening to use a *knife, BB gun, pellet gun, mace, *box cutters, or article that might be injurious to a person or property	RE	
5. Possession, use, or transfer of any kind of weapon in school or on school grounds, such as firearm or explosive device	RE	
6. Vandalism or damage to a person or school property of a serious nature. (exceeding \$100.00 in damage)	OSS/RE (5+ days)	RE
7. Larceny/Theft, possession, or sale of stolen property of a serious nature. (exceeding \$100.00)	OSS/RE (5+ days)	RE
8. Arson	OSS/RE (5+ days)	RE
9. Use of/Possession/Possession with intent to distribute/Selling illegal drugs, prescription drugs, or alcoholic beverage, including paraphernalia/ facsimile (materials passed as illegal drugs) and CBD oils and materials	RE	
10. Sexual offenses, violations, or misconduct - including indecent exposure and offenses against common decency.	OSS/RE (5+ days)	RE
11. Gang related activities, materials, etc.; which show support to any gang affiliate or show symbols of violence. Group or gang related fighting.	RE	
12. Any activity that creates or has the potential of creating a major disruption of the school's program.	OSS/RE (5+ days)	RE
13. Threat of physical harm to any staff member.	RE	
14. Illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities and maliciously transmitting sexual images of minors other than images of the student or images transmitted with the uncoerced consent of the individual in the images).	RE	
15. Any activity in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of the students themselves or others in the school.	RE	

***As a reminder, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.***

**Extenuating, Mitigating, or Aggravating Circumstances**

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

**Discipline of Disabled Students**

### *Disciplinary process*

Federal and state laws and regulations require the public schools to meet the individual educational needs of disabled children to the extent that current educational expertise permits.

### **Weapons (Firearms) and Drugs**

It is unlawful for a student to possess a dangerous weapon or drugs on school premises. This includes actual possession, as well as constructive possession. Constructive possession would include placing a weapon or drugs in a location on school premises where another student may have access to the weapon. All students must be aware that it is illegal to have a weapon or drugs in their vehicle while it is parked or operated on school premises. A dangerous weapon is any type of firearm, knife, blackjack, metal pipe, or pole, razor, metal knuckles, or any other type weapon, device, or object that can be used to inflict bodily injury or death.

The Lexington District One Board will expel any student who brings a weapon to school. For purposes of this policy, a weapon means a firearm. The term firearm is defined extensively, in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary). The school board intends to expel all students who distribute any controlled substance on school grounds. (Board Policy JICH and JICI) In addition to disciplinary action which will be taken, it is the policy of this District to report the possession of a dangerous weapon to the appropriate law enforcement agency for prosecution in the criminal courts.

### **Suspended or Expelled Students**

A student who is suspended or expelled cannot enter the school grounds (except to attend a prearranged conference with an administrator), cannot attend any school functions (regardless of the fact that they are open to the general public), and cannot ride on a school bus (which is seen as an extension of school property). Trespassing violators will have additional days of out-of-school suspension applied to their disciplinary actions, may possibly face criminal charges, and based on action, audience, and severity, consequences may become an automatic recommendation for expulsion. Expelled students must reapply in writing for admission to the Principal. (Readmit conferences are held before school starts the following year.)

**Students are reminded that any unlawful activity outside of school could result in suspension or expulsion from school.**

\* Students who are guilty of breaches of conduct may be suspended or expelled if the offense does not already carry such punishment. Though not specifically mentioned in this list of breaches of conduct, any act which is detrimental to the good order, best interest, and physical safety of the school may be punished according to its nature and degree at the discretion of the administration.

### **Cheating/Plagiarism**

Cheating and/or plagiarism are defined as an effort to claim credit for work that is not one's own, or to assist another person to do so. It includes, but is not limited to the wrongful giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another student on any academic work which is considered in any way in the determination of the final grade. Any student found to be in violation of this policy will adhere to the consequences listed in the discipline code Level I-C and/or the Academic Honor Code section. Students in violation of plagiarism are required to submit a written reflection to the principal and their teacher. More information will be provided during the administrative conference.

### **Bullying**

Lexington District 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 other school-related vehicle, at an official school bus stop, at a school-related activity on or off school property, or at a function where the school is responsible for the student.

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.

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

Bullying is unwanted, mean behavior among school-aged 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; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present.

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; or
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.

Lexington District 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.

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 or texting the Lexington District One Tip Line, 803-636-8317.

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 may 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.

The district may take disciplinary action if the problem behavior is initiated off-campus through use of electronic methods, the internet or web-based resources.

## **SCHOOL BUS TRANSPORTATION DISCIPLINE CODE**

The following rules and regulations have been adopted by Lexington District One. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. As per SC law **"Riding a school bus is a privilege, not a right."**

### **General Overview**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The school administrators are available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student's should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the lights are activated on the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

### **Assigned Buses Only**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Dept. authorization. Temporary changes may be made by school administrators for authorized emergencies only.

### **School Bus Behavior Code**

Students who ride a school bus must observe school bus rules, remain seated and conduct themselves in an orderly manner at all times.



Conduct for meeting the bus:

- 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 with the student within the district and are not reduced after a suspension. They apply to school bus transportation only and do not overlap with a school’s demerit system.

A student suspended or expelled from the bus may not board any school bus.

Bus points are assigned based on the following Bus Misconduct Point System:

<b>Offense</b>	<b>Points</b>
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 on the bus . . . . .	1-5

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

<b>Points</b>	<b>Length of Bus Suspension</b>
11 . . . . .	5 days
22 . . . . .	10 days

- 33. . . . . 15 days
- 44. . . . . 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.
- 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.

The following charts describe the Guidelines for Bus Suspension for offenses.

<b>Offense</b>	<b>Bus Suspension Length</b>
First . . . . .	5 days
Second . . . . .	10 days
Third . . . . .	15 days

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

## **Appendix B**

### **Important Dates To Know**

**August**

August 2-8	Teacher Workdays
August 7	Camp Chomp: 6th Grade Student/Parent Orientation
August 9	First Day for Students

**September**

September 4	Labor Day (Holiday)
September 27	Early Release Day—8:05am-12:05pm (Collaborative Planning)

**October**

October 10 End of First Quarter  
October 13 Teacher Workday (No School For Students) Parent Teacher Conferences  
October 16 First Weather Makeup Day (No School for students or staff)  
October 25 Collaborative Planning Day

November

November 8 Veteran's Day Celebrations  
November 22-24 Thanksgiving Break (Holiday)

December

December 15 Half Day for students/ End of Second Quarter  
December 18-29 Winter Break (Holidays)

January

January 1 New Year's Day/ Winter Break  
January 2 Teacher Workday (No School For Students)  
January 3 Students return from Winter Break  
January 15 Martin Luther King Jr. Day (Holiday) (No School For Students or Staff)

February

February 7 Early Release Day—8:05am-12:05pm (Collaborative Planning)  
February 23 Teacher Work Day/ Parent Teacher Conferences (No School for Students)  
February 26 2nd Severe Weather Make-up Day or Holiday (No school for students or staff)

March

March 11 End of Third Quarter  
March 20 Early Release Day—8:05am-12:05pm (Collaborative Planning)  
March 29 3rd Severe Weather Make-up Day or Holiday (No School for Students)

April

April 1-5 Spring Break  
April 17 Early Release Day—8:05am-12:05pm (Collaborative Planning)

May

May 22 Half Day for students  
May 23 Half Day and Last Day for Students  
May 24 Teacher Workday  
May 27 Memorial Day Holiday  
May 28 Teacher Workday