



# White Knoll Middle School Student Handbook--2018-2019

Dear Students:

WELCOME (and welcome back) 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 particularly 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 during our SOARING time 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.

**Get your mind right AND get ready to SOAR even higher in 2018-2019.**

**Proud to be your principal,  
Mr. Smith**

## The vision and mission of Lexington County School District One

### 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 top 4 priorities for this year are...

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

Together we will **SOAR EVEN HIGHER** in 2018-2019

**S**uccess for all

**O**n task and on time

**A**cademically engaged

**R**elationships, responsibility and respect

**Mascot: The War Hawk**

**School Colors: Cardinal and Silver**

**Guy Smith, Principal**

**Darlene Jackson, Assistant Principal**

**Margaret Schilit, Assistant Principal**

LINK TO DISTRICT HANDBOOK

[http://www.lexington1.net/Back\\_to\\_school/Student\\_Handbook.pdf](http://www.lexington1.net/Back_to_school/Student_Handbook.pdf)

# **ACHIEVING OUR PRIORITIES**

The White Knoll Middle School student body and staff will work together to **SOAR EVEN HIGHER in 2018-2019**.

**BLENDED LEARNING—Our expectation is that in all classes, our teachers and students will effectively use online resources, collaborative learning, small group instruction, and whole group instruction. We expect all students and staff to use technology in a responsible, respectful, and appropriate manner.**

**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, test 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 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 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 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

## **Beginning the School Day**

The school day for WKMS students is from 8:05 a.m. until 3:30 p.m. Students may enter the building beginning at 7:30. Students eating breakfast should report directly to the cafeteria. Sixth graders report to the sixth grade hallway. Seventh and eighth graders will report to the gym. Students who need to visit a teacher's classroom before school must secure a pass from the teacher on the previous day.

## **Tardy to School**

It is important for students to arrive at school on time. Students who ride a late bus will be excused. **Students who will arrive to school after 8:05 a.m. must be signed in by a parent in the main office even if the student has a doctor's note.**

## **Early Dismissal From School**

**Being in every class for 100% of every instructional period is very important. Attendance is taken every period.** Unless a student has 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. **A student leaving school during the day 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. We generally cannot dismiss students after 3:15. **Requests for early dismissal will not be accepted by telephone. During statewide testing, classes will not be interrupted to dismiss students.**

## **After-School Dismissal**

All students are to exit the building immediately after they are dismissed at 3:30 p.m. Transportation arrangements should be made before arriving at school. Students need to be watching for their car while waiting outside. iPads should be put away. Walkers must exit the building at the front of the school and wait to be dismissed by a teacher on duty. Car riders should be picked up in front of the school by 3:45.

## **NO EXCUSES**



Failure to turn in work, or turning in work of clearly inferior quality, will not be tolerated. We want students to understand that we **KNOW** they can do quality work and therefore we will hold them accountable to do so. 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.**

## **Technology**

WKMS students and faculty are fortunate to be on the cutting edge of technology. Students 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 will result in ISS/OSS. Some of the most serious misuses of technology can also result in referral to law enforcement.

## **Schoology, Google and PowerSchool**

**Schoology** 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:

**90 to 100 A**

**80 to 89 B**

**70 to 79 C**

**60 to 69 D**

**0 to 59 F**

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 the district's website.

Final grades on the progress report are official and remain in the student's permanent record.

### **Habits of Scholarship Report Card**

In Lexington One middle schools, a Habits of Scholarship Report Card is one of two report cards that middle school students receive. With the Habits of Scholarship Report Card, students are scored in personal responsibility and citizenship, and teachers can assess behavior separately from academics. These report cards are not part of a student's permanent record and have no impact on a student's academic grades. While the Habits of Scholarship Report Card looks at behaviors that may present obstacles to learning, it also looks at habits important for success in any career.

### **Retest Procedures**

Students now have two types of retake opportunities: choice retakes and recovery retakes.

#### **What is a choice retake?**

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

#### **What is a recovery retake?**

Middle and high school students will also have an opportunity to demonstrate their growth and improve grades on any summative assessment when their initial score is below minimal expectations for mastery (less than 80%). If the student scores higher on the retest, that student can replace the first grade with the higher one earned — **up to 80%**.

### **Extension Procedures**

When a student returns to school after an extended absence, teachers use their professional judgment to determine what assignments or assessments, etc., the student needs to make up, and they advise the student of any new deadline for a summative assessment with no grade penalty. Parent contact will be made.

If a student misses a deadline but has not been absent or had some other extenuating circumstance, he/she may request a one-time extension per class. This extension enables him/her to complete the work with no penalty to his/her 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. The department supports student learning and career exploration by holding a career fair, having individual conferences about the future with every 8<sup>th</sup> 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.

Counselors are:

- 6<sup>th</sup> Grade-- Ms. Neal
- 7<sup>th</sup> Grade—Mrs. Thomas
- 8<sup>th</sup> Grade--Ms. Calabrese

## Makeup Work

It is each student's responsibility to contact teachers to make up work. If a student is absent for an extended time, a parent may contact the main office to have assignments gathered. The parent may then pick up the assignments in the main office after 24 hours. Students who are suspended are expected to make up work.

## Learning Commons

White Knoll Middle School's Learning Commons is staffed by one professional Librarian and one 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 7:40 a.m. until 3:45 p.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. From 7:40-8:00 students need to obtain passes from duty teachers in the cafeteria. 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. Videotapes and DVD's circulate for three days, magazines for two days, and reference books and vertical file materials may be checked out overnight. 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 students with research needs, book selection, and multimedia projects.

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

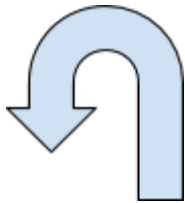
## Lockers and Locks

**Each student is assigned a locker. Students are encouraged not to share their locker combinations with any other students. Altering the lock mechanism will result in ISS. Jamming the lock with paper, coins, etc., or defacing the locker in any way may result in loss of the use of the locker for the remainder of the school year. Lockers must be maintained so that doors will shut properly without causing damage to the locker door; lockers being overstuffed to the extent that items may cause damage may result in loss of locker privileges for the year. 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 immediately after the end of the school year.**

**Students may not use rolling book bags without a doctor's note.**



Turn the dial 3 times to the right and stop on the first number of the sequence.



Turn the dial to the left, pass the second number and stop on it the second time around.



Turn the dial to the right and stop on the third number of the sequence.



- **Cell phones**

Middle and high school students 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.**

Teachers may allow, however, the **instructional use** of cell phones at their discretion.

Cell phones are not permitted to be used in locker rooms, restrooms or other personal spaces. Middle and high school students may use their cell phones 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 take steps to keep them safe. The school/district 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. Violations of the laws of the United States or of the State of South Carolina may subject students to criminal prosecution.

- **The first violation will result in DETENTION.**
- **A second violation will result in DETENTION.**
- **A third violation will result in DETENTION.**
- **A fourth violation will result in 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.**
- When told to put their phone away, students are expected to comply.

## **WKMS Student Council**

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

The following officers will be elected for the WKMS Student Council during the first four weeks of the school year.

- 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. Students are responsible for the care and upkeep of books and are encouraged to use book covers. When students lose a book, they are responsible for payment to replace the book. When students damage a book, a fee will be levied. If a book is returned in a condition that makes it unusable for future students, the student will be charged the full cost of the book and will be allowed to keep the book. Most textbooks are issued by the barcode being scanned. Removing or damaging the barcode will result in the book not being able to be identified as the student's; therefore, the student will be liable for buying a replacement.

**Write your name in all of your textbooks as soon as you receive them.**

## **Cafeteria**

Each day, the school cafeteria provides students with a choice of several meals. Items are also available a la carte. The School Messenger system automatically calls parents to inform them of their student's lunch balance. The cafeteria will accept cash, checks, or credit cards for payment for lunches. Students must present their student identification card to make meal purchases. The school may limit student credit or offer alternative

meals. If parents need to check their child's balance or make payment arrangements, they can call 821-4328. **Full price breakfast is \$1.40 and lunch is \$2.90.**

## **Visitors on Campus**

WKMS welcomes parents to visit the school and their students' classrooms. All guests, including parents, must check in with the receptionist upon entering school. A guest badge will be issued for anyone other than district personnel to aid in building security. Lexington One scans visitor's driver's licenses as a security precaution. When leaving, visitors are to check out with the receptionist. **Visitors are not allowed in the faculty parking lot or along the bus road between 7:15 AM and 4:00 PM.**

## **School Nurse**

Students who are ill 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 the parent to the nurse.** The student 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.

## **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**

All food and drink (other than water) must be consumed only in the cafeteria or on the rec field (as allowed periodically) in order to help maintain the cleanliness of the school environment. Student use of gum is not permitted at WKMS. Any staff member who observes students chewing gum or eating/drinking in inappropriate locations should correct the behavior.

Students MAY drink water in class and in hallways. Disposable plastic bottles and CLEAR refillable water bottles are allowed. Please be neat and responsible. Certain

restrictions may apply. These include no drinking at computer stations and no drinking in certain testing situations including statewide testing.

## **Personal Belongings and Contraband**

Students should bring only necessary items to school. WKMS does not assume liability for the safekeeping of personal property. Students are discouraged from bringing high-theft items to school. This includes large amounts of cash, expensive jewelry, expensive electronics, etc. Almost all of our students are honest and good citizens; however, one thief 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.

**Throughout our building we will use 3 signals to help hold each other accountable.**

The **“Time Out”** signal means stop talking/moving and listen to the speaker.



The “Check Your Behavior” signal is used to remind someone of the terms of the social contract. Nothing needs to be said. Just make eye contact and point your thumb at the contract.



The **“Foul”** signal is used if someone puts a classmate (or teacher) down. The person who “fouled” needs to correct their behavior and give the person fouled 2 “Put-ups” or positive statements.



## **Classroom, hallway, and 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 teachers or with other students
- 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:** After-school Detention
- **Third referral** and any subsequent offense: ISS/OSS
- ***Students who are referred for ISS or OSS will also be referred to their school counselor for a conference.***

**Disruption of standardized state testing will 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
- excessive I.D. violations (4th, 8th, and 12th I.D. violation per semester)
- failure to attend teacher assigned detention (1st offense)
- dress code violation (2nd offense)

Detention will be held from 3:40-4:30 on Tuesdays and Thursdays

Students will...

- report promptly at 3:40 (Students will not be allowed to enter after 3:40.)
- bring something to work on.
- not talk or socialize.

- be seated the entire time.
- not use cell phones or Ipads.
- be picked up at 4:30 in the front of the building.
- Students will be placed in ISS for not attending a scheduled detention.

## **In-School Suspension (ISS)**

**Students are limited to two ISS assignments per nine weeks.** ISS students will eat lunch in the cafeteria at a time when no other students are eating lunch. If a student is absent on the day ISS is assigned, the day will be served on the day the student 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 may and 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 students' 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:**

- having tobacco products, lighters(1st offense-1 day/2nd offense 2days/subsequent offenses 3 days and referral to LRADAC.)
- fighting (1-3 days depending on the offense and the severity of the event)
- not reporting immediately to office when sent or leaving office without permission
- flagrant disrespect to a WKMS staff member (1-3 days)
- 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 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 be filed also)
- 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 school staff member (inc. obscene or vulgar language or gestures)
- Sexual misconduct
- Unauthorized presence on school grounds
- Acts involving inappropriate use of computers/technology

## **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

## **Criminal Behavior**

Some behaviors in the school environment may also constitute violations of law and may, therefore, 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, and 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; 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 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 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 students about legal issues in school. The SRO is also available for students to report problems or crimes they are aware of. 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 students present only when they 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, a student must present a written excuse signed by a 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 the parent/guardian can be reached and the required signature.**

**If a student fails to provide the proper excuse, the absence will be recorded as unexcused.**

**Students enrolled in a course for high school credit 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 the student 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 (PNT) 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.

Students are required to make up all work missed during an absence. It is the responsibility of the student to request assignments from the teacher after an absence. It is advised that students make arrangements to make up assignments outside of regular class times so the student does not fall further behind.

## **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 pre-approved by the principal or his/her designee. If a student leaves school early, permission must be secured in advance to participate in activities after school hours. Students who are suspended from school may not participate in after school activities.

## **Identification Badges**

**Students 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 for field trips.

The district will provide each student with one badge and detachable lanyard at the beginning of the school year.

Students use badges when purchasing meals, checking out materials from the media center, and providing identification to staff members.

If a student misplaces the badge or leaves it at home, that student must get a temporary badge from the Student Services Office prior to going to homeroom. Students may receive two temporary badges per 9-weeks without consequence. After receiving two



temporary badges, the student will be assigned after-school detention for each two subsequent offenses. Students may purchase a temporary badge for \$0.50 in the Student Services Office, before 8:00, without consequence. If a student loses, defaces, or destroys his/her badge, that student must get a new badge. Each replacement badge costs \$5.00.

A student who repeatedly needs a temporary badge, who alters his/her badge in any way, or who fails to wear his/her badge properly suspended on the school-issued lanyard and visible near the middle of the chest will be assigned after-school detention.. The only lanyards that may be used are those provided by the school. Alteration of the lanyard is not permitted and may result in after-school detention. These measures will be administered on a semester basis.

## **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.
- 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 schoolsponsored 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, fishhooks, 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.
- If leggings, yoga pants, or extremely tight fitting pants are worn, the student must also wear a shirt, skirt or dress that is long enough to extend to the fingertips.
- 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.
- Holes in pants, shorts, or skirts may not be above fingertips; you must have something on underneath such as leggings to cover legs.

**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.**

### **Number of Offenses**

### **Consequences**

**First Violation**

Student conference held. Student changes attire.

**Second Violation**

Parent conference held. Student changes attire.  
Student receives detention.

**Third Violation**

Parent conference held. Student changes attire. Student receives in-school suspension.

**Subsequent Violations**

Parent conference held. Student changes attire. Student receives in-school or out-of school suspension.

## **Bus Passes**

A student must have office approval and be issued a bus pass in order to get off their bus at another student's house or to ride a bus that is not their normal transportation. A note must be sent from their parent or guardian with the date the student is to ride, the bus number and a correct phone number where the parent can be reached. **The student should bring the note to the front office first thing in the morning. This is important because the school must gain approval from the transportation office. They will only approve guest riders if a bus has extra room, so have a back-up plan. Changes to ride other buses will NOT be approved during the first few weeks of school.**

## **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.**

### **Conduct on the bus**

- Students should go to their assigned seats.
- Students should not crowd or push.
- Students should face forward.
- Students may never extend any part of their bodies outside 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 mar or deface any part of the bus.(damages should be reported to the drive immediately.)
- 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, instruments or other objects 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 does 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:

<b><u>Offense</u></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	1-5
Disobedience	1-5
Eating, drinking or chewing gum on the bus	1-5

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

<b>Points</b>	<b>Length of Suspension</b>
11	5days
22	10 days
33	15 day
44	Suspension recommended for the remainder of the school year

### **Bus suspension**

Some misconduct supersedes the bus points system and results in immediate suspension from the bus and possibly from school. These behaviors may also result in a recommendation for expulsion from school or from the bus.

- Use of obscene/vulgar language or gestures, or other marked disrespect to others.
- Possession of weapons.
- Direct and open defiance to the bus driver/supervisor.
- Hitting or threatening the driver/supervisor.
- Possession of any tobacco product, matches, or lighter inside the bus.
- Possession, use, transmission, association with, selling, or being under the influence of drugs or alcohol.
- Lighting a match or lighter on the bus.

- Damaging the bus or its equipment. (Damages will be assessed and must be paid within seven days or the student will be suspended from the bus and possibly school until payment is made.)
- Possession or discharge of fireworks on the bus, including stink bombs.
- Throwing objects from the bus or on the bus (including, but not limited to, paper, pencils, and rubber bands).
- Hitting a student.
- Disrespect to the driver.

Other behaviors which may result in suspension (1-3 weeks) from the bus include:

- Interfering with the operation of the bus.
- Unauthorized use of emergency exits.
- Fighting or other physical action against others.
- Possession of an article designed to distract or disturb others (for example, rubber bands, spit balls, hornets, water guns, etc.)
- Threatening or intimidating others.
- Leaving or boarding the bus at an unauthorized stop.
- Yelling from the bus.
- Having any part of one's body out of the window.

<b>Offense</b>	<b>Bus suspension Length</b>
First	Five days
Second	Ten days
Third	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 Michael L. Stacey 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 Wendy Balough, Ed.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.

# **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 Michael L. Stacey 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 Wendy Balough, Ed.D. Consultas/quejas sobre Sección 504 para estudiantes K-12 van al Director de Consejería Escolar y Asesoramiento Zan Tracy Pender. Consultas/quejas sobre la implementación del Título II van a la Coordinadora de Título II Parte A Dianne Steelman.

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.