Lexington County School District One provides this handbook so that students and their parents/guardians can become familiar with our schools’ rules and regulations.

It contains a brief overview of some board policies and district rules/regulations. It is not legally binding and is not intended to replace the actual policies and procedures established by the Board of Trustees. Nothing in this handbook, or any Lexington District One policy manual, constitutes or creates an expressed or implied contract.

In an effort to conserve financial and environmental resources, the district provides all high school and middle school students with a Student Resources app on their personal mobile computing device that includes a direct link to the Student Handbook.

The district may amend, modify or discontinue at any time the policies, rules and regulations referred to in this handbook. For the most current copy of this handbook or board policies, visit the district’s website at www.lexington1.net. If you do not have computer access, the branches of the Lexington County Public Library System provide computer access.
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YOUR BOARD OF TRUSTEES
Who Are the Board Members?

Cynthia S. Smith  
Chair

Anne Marie Green  
Vice Chair

Dr. Brent M. Powers  
Secretary

Michael E. Anderson

Jada B. Garris

Dr. Richard K. Guyton

Timothy F. Oswald

When Does the Board Meet?

The Lexington County School District One Board of Trustees usually meets at 7:30 p.m.

Meetings are open to the public and are held in the Auditorium of Building One of Central Services at 100 Tarrar Springs Road in Lexington, South Carolina.

The board holds its executive sessions prior to its public meetings. Members of the board take no action, however, in executive session. They take all action in open session.

In 2018, the board meets August 7, August 21, September 18, October 16, November 6, November 13 and December 18.

In 2019, the board meets January 8, January 15, February 5, February 19, March 5, March 19, April 9, April 30, May 21 and June 25.
A year ago, Lexington County School District One began an adaptive strategic planning process. That process takes into account the fact that the world changes at a much faster pace these days, and allows us to react more quickly and with greater agility to changes taking place in the world, our community, the district and our schools.

We began by engaging Lexington District One’s Board of Trustees, staff, students, parents, business leaders and community members in focused conversations about the life and work skills our students will need in the future.

First, we showed them a 12-minute-long clip from a film called “Most Likely To Succeed.” Then we asked them, “What do all students need to know and be able to do to thrive in their ever-changing futures?”

Next, we set about creating a vision and mission that provides a direction for the district and expresses our beliefs. We also narrowed those life and work skills to the top 10 or so most commonly agreed on after analyzing the feedback from board members, staff, students, parents, School Improvement Councils, Educational Foundation members, business leaders and community members. We call these important skills “power skills.”
ATTENDANCE AREAS

Empower each child to design the future.
ATTENDANCE AREAS

All Lexington District One telephone numbers begin with 803-821-. Extensions appear in parentheses next to each name.

Adult Education
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Telephone 803-821-2950
Brian Barrineau, Coordinator (2951)
Karen Elliott, Executive Secretary (2950)

Alternative Educational Services
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Telephone 803-821-1300
Christopher N. Rabon, Director (1301)
Larry “Bucky” Stroud, Assistant Director (1302)

Building Maintenance and Facilities
946 Pisgah Church Road
Lexington, SC 29072
Telephone 803-821-1380
John Stehmeyer, Director (1382)
Lee Cousins, Coordinator, Maintenance (1384)
Sara Davis, Facilities Specialist (1385)
Donna Gaines, Facilities Specialist (1380)
Jim Jett, Coordinator, Construction (1391)
Rodney Oswald, Energy Management (1395)
Alan Williams, Custodial Services Manager (1386)

Central Services Office
Mailing Address:
P.O. Box 1869, Lexington, SC 29071
Building Address:
100 Tarrar Springs Road, Lexington, SC 29072
Telephone 803-821-1000; Fax 803-821-1010
General Information Line 803-821-1299
Tip Line 803-821-1232
Website http://www.lexington1.net
Gregory D. Little, Ed.D., Superintendent

Food Service and Nutrition
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Sally Nicholson, Director (1170)
Scott Darden, Food Service Electrician (1178)
Tim Franklin, Food Service Technician (1178)
Allison Kyzer, Bookkeeper (1373)
Sarah “Tori” Lowery, Executive Secretary (1186)
Kathleen Moss, Field Supervisor (1169)
Polly Peyinghaus, Field Supervisor (1378)
Susan Stenstrom, Bookkeeper, Procurement (1183)
Ashley Summers, Marketing Coordinator (1231)
Wesley Wilson, Executive Chef Supervisor (1361)

Lexington Technology Center
2421 Augusta Highway, Lexington, SC 29072
Telephone 803-821-3000; Fax 803-821-3003
Bryce Myers, Director (1365)
Rosemary Bianchi, Program Manager
H.S. “Tradd” Denny III, Assistant Director

Parenting Center
Rosenwald Community Learning Center
420 Hendrix Street
Lexington, SC 29072
Telephone 803-821-1365
Marla Hamilton, Lead Parent Educator (1365)
Maria Arroyo, Parent Educator (1364)
Gigi Towers, Parent Educator (1362)
Milu Walker, Parent Educator (1366)
TBD, Parent Educator (1367)
Transportation — Main Office
315 Barr Road
Lexington, SC 29072
Telephone 803-821-1340

William A. Kurts, Director (1341)
Adrianne Bazemore, Transportation Specialist (1342)
George Blackwell, Coordinator, Lexington (1346)
Carol Buff, Executive Secretary (1350)
Juan M. Gonzales, Field Trip Supervisor (1349)
Fawncey VanLangendon, Executive Secretary (1348)

Transportation — Gilbert
Earl Cockrell, Supervisor
Telephone 803-821-1351

Transportation — Lexington
Bridgette Summers, Supervisor
Telephone 803-821-1340

Transportation — Pelion
John Dorroh, Supervisor
Telephone 803-821-1352

Transportation — Special Needs
Shelby Anderson, Supervisor
Shernetta Morris, Supervisor
Telephone 803-821-1351

Transportation — White Knoll
Susie Navarro, Supervisor
Telephone 803-821-1353

Educational Foundation
Mailing Address:
P.O. Box 1869, Lexington, SC 29071-1869
Building Address:
100 Tarrar Springs Road, Lexington, SC 29072
Telephone 803-821-1008; Fax 803-821-1280

Julie Washburn, Executive Director (1008)
Joan E. Kalec, Technology Assistant/Secretary (1009)
Tanisha Harper, Secretarial Assistant (1288)
Carolina Springs Elementary (4K–5)
6340 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-5100
Gregory W. Watchinski, Principal
Sandy Cherry, Assistant Principal
Jan R. Flynn, Assistant Principal

Carolina Springs Middle (6–8)
6180 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-4900
Brice L.S. Cockfield, Ed.D., Principal
Ryan W. Carpenter, Assistant Principal
Leah Sarantopoulos, Assistant Principal
Keith Tolleson, Assistant Principal

Deerfield Elementary (K–5)
638 Longs Pond Road
Lexington, SC 29073
Telephone 803-821-5500
Janet H. Malone, Principal
Adam D. Dymond, Assistant Principal
Kelly Middleton, Assistant Principal

Forts Pond Elementary (K–5)
7350 Fish Hatchery Road
Pelion, SC 29123
Telephone 803-821-2500
Michelle Smith, Principal
Mark E. McDermet, Assistant Principal
Stephanie G. Taylor, Assistant Principal

Gilbert Elementary (3–5)
314 Main Street
Gilbert, SC 29054
Telephone 803-821-1600
P. Heath Branham, Principal
Chris Bussell, Assistant Principal
Kim Streett, Assistant Principal

Gilbert High (9–12)
840 Main Street
Gilbert, SC 29054
Telephone 803-821-1900
Jacob W. Nelson, Principal
Elizabeth D. Abbott, Assistant Principal
Rodney D. Craps, Assistant Principal
Brienne C. Williams, Assistant Principal

Gilbert Middle (6–8)
120 Rikard Circle
Gilbert, SC 29054
Telephone 803-821-1700
Benjamin D. Ricard, Ed.D., Principal
Tomian Geddings, Assistant Principal
Edward S. “Chip” Spradley, Assistant Principal

Gilbert Primary (4K–2)
520 Main Street
Gilbert, SC 29054
Telephone 803-821-1400
William H. Moody Jr., Principal
Kim W. Frost, Assistant Principal
Sujata S. Wallace, Assistant Principal

Highway 378 Middle School
1340 Highway 378
Lexington, SC 29072
Gloria B. Nester, Principal

Lake Murray Elementary (K–5)
205 Wise Ferry Road
Lexington, SC 29072
Telephone 803-821-3100
Jennifer Stanley, Principal
Jason R. Black, Assistant Principal
Leisa F. Clamp, Assistant Principal

For the most up-to-date list of school administrators, visit the district’s website at www.lexington1.net.
For the most up-to-date list of school administrators, visit the district’s website at www.lexington1.net.

Lexington Elementary (4K–5)
116 Azalea Drive
Lexington, SC 29072
Telephone 803-821-4000
James H. Hamby, Principal
Alicia D. Prezzy, Assistant Principal
Michele Zee, Assistant Principal

Lexington High (9–12)
2463 Augusta Highway
Lexington, SC 29072
Telephone 803-821-3400
Melissa C. Rawl, Principal
Stephanie Burgess, Ed.D., Assistant Principal
Brandon L. Baskett, Assistant Principal
David J. Seddon, Assistant Principal
William C. Verburg, Assistant Principal
Sherry Walters, Ed.D., Assistant Principal

Lexington Technology Center (9–12)
2421 Augusta Highway
Lexington, SC 29072
Telephone 803-821-3000
Bryce Myers, Director
Rosemary Bianchi, Program Manager
H.S. “Tradd” Denny III, Assistant Director

Lexington Middle (6–8)
702 North Lake Drive
Lexington, SC 29072
Telephone 803-821-3700
Gloria B. Nester, Principal
Brendan Cafferty, Assistant Principal
Brantley Foxworth, Assistant Principal
M. Elizabeth Whisennant, Assistant Principal

Meadow Glen Elementary (K–5)
510 Ginny Lane
Lexington, SC 29072
Telephone 803-821-0400
Cheryl H. Fralick, Principal
Lori Russell Meyers, Assistant Principal
Todd Wade, Assistant Principal

Meadow Glen Middle (6–8)
440 Ginny Lane
Lexington, SC 29072
Telephone 803-821-0600
Fax 803-821-0603
Bill Coon, Ed.D., Principal
Alisa K. Long, Assistant Principal
Kyle Meetze, Assistant Principal
Jamie F. Powell, Assistant Principal

Midway Elementary (K–5)
180 Midway Road
Lexington, SC 29072
Telephone 803-821-0300
Janet M. Fickling, Principal
LaQuana P. Aldridge, Assistant Principal
Christy M. Graham, Assistant Principal

New Providence Elementary (K–5)
1118 Old Cherokee Road
Lexington, SC 29072
Telephone 803-821-3300
Robert P. Candillo, Principal
Andrew Brooks, Assistant Principal
Rebecca F. Matthews, Assistant Principal

Oak Grove Elementary (K–5)
479 Oak Drive
Lexington, SC 29073
Telephone 803-821-0100
Sherry P. Cariens, Principal
Stacy Beverly, Assistant Principal
Barret D. Leviner, Assistant Principal

Pelion Elementary (K–5)
1202 Pine Street
Pelion, SC 29123
Telephone 803-821-2000
Debbie R. Poole, Principal
Todd C. Brown, Assistant Principal
Janet B. Ricard, Assistant Principal
Pelion High (9–12)
600 Lydia Drive
Pelion, SC 29123
Telephone 803-821-2200
W. Bryan Hearn, Principal
Tracy Gooding, Assistant Principal
Erica Page, Assistant Principal
Bryson Williams, Assistant Principal

Pelion Middle (6–8)
758 Magnolia Street
Pelion, SC 29123
Telephone 803-821-2300
Kailanya S. Brailey, Principal
Richard Adams, Assistant Principal
Jessica Keisler, Assistant Principal

Pleasant Hill Elementary (4K–5)
664 Rawl Road
Lexington, SC 29072
Telephone 803-821-2800
Margaret B. Mitchum, Principal
Loretta G. Arnette, Assistant Principal
Jennifer W. McNair, Assistant Principal

Pleasant Hill Middle (6–8)
660 Rawl Road
Lexington, SC 29072
Telephone 803-821-2700
Thomas E. Rivers Jr., Ph.D., Principal
Richelle M. Battles, Assistant Principal
Jason A. Mills, Assistant Principal
Jessica I.M. Robbins, Assistant Principal

Red Bank Elementary (K–5)
246 Community Drive
Lexington, SC 29073
Telephone 803-821-4600
Marie G. Watson, Principal
James P. Kimpton, Assistant Principal
Lauren Vann, Assistant Principal

River Bluff High (9–12)
320 Corley Mill Road
Lexington, SC 29072
Telephone 803-821-0700
Luke Clamp, Ed.D., Principal
Tara D. Black, Assistant Principal
Casey Calhoun, Assistant Principal
Justin Cegelis, Assistant Principal
Eric S. Dowdy, Assistant Principal
Meg H. Huggins, Assistant Principal
Jacob N. Smith III, Assistant Principal

Rocky Creek Elementary (4K–5)
430 Calks Ferry Road
Lexington, SC 29072
Telephone 803-821-4200
Brenda Nichols, Principal
Katie Herndon, Assistant Principal
Diane B. Thomas, Assistant Principal

Saxe Gotha Elementary (4K–5)
100 Bill Williamson Court
Lexington, SC 29073
Telephone 803-821-4800
Elizabeth Houck, Principal
Chris L. Cook, Assistant Principal
Amy Cooper, Assistant Principal

White Knoll Elementary (4K–5)
132 White Knoll Way
West Columbia, SC 29170
Telephone 803-821-4500
Nicole Mitchell, Principal
Angelo DiBiase, Assistant Principal
Martha W. Goff, Assistant Principal

For the most up-to-date list of school administrators, visit the district’s website at www.lexington1.net.
White Knoll High (9–12)
5643 Platt Springs Road
Lexington, SC 29073
Telephone 803-821-5200
Edward (Ted) L. Daughtrey, Principal
John Nix, Assistant Principal
Julie A. Painter, Assistant Principal
Adam E. Russell, Assistant Principal
Sandy P. Vining, Assistant Principal
Corey L. Wright, Assistant Principal

White Knoll Middle (6–8)
116 White Knoll Way
West Columbia, SC 29170
Telephone 803-821-4300
Guy A. Smith, Principal
Darlene Jackson, Assistant Principal
Margaret B. Schilit, Assistant Principal
ABSENCES AND EXCUSES

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, student conventions, etc. Due to the change of a federal law that governs the United States K–12 public education policy, the Every Student Succeeds Act (ESSA), a student who is at school must be present for 51% or more of the school day (elementary) or period (secondary) to be considered present.

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 is written, date of the 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 excuse may be recorded as unexcused.

Students enrolled in a course for high school credit cannot accumulate more than five unexcused absences in a semester-long course or 10 unexcused absences in a year-long course to receive credit. This includes absences covered by parent excuses, which means that parent excuses count as unexcused absences in high school credit courses. A parent excuse, however, does enable the student to make up work missed.

Principals require a student who accumulates more than five absences in a semester or 10 absences in a year to provide a doctor’s excuse for all medically related absences in order to receive course credit.

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

Principals have the authority to review absences in excess of 10 days (five days in a semester course) and to use their own discretion for follow-up.

Any student who provides a false excuse will be referred to an administrator for disciplinary action.

Excused absences

The district gives excused absences for:

- ill students whose attendance in school endangers their health or the health of others, as determined by a doctor or the school nurse.

- students who are chronically ill. A doctor’s statement explaining that the student does not need to see a doctor every time the illness occurs must be turned into the attendance office. Once the statement is on file with the school, the parent/guardian can inform the doctor of the occurrence of the illness and the doctor can fax the attendance office the excuse or the original may be picked up from the doctor and given to the attendance office when the student returns to school. (Schools do not accept faxes from parents/guardians.)

- students who must keep medical or dental appointments. Called-in doctor’s notes are not accepted. The student must see the doctor for the absence to be excused except in cases where the student has been determined to be chronically ill as explained above.

- students who have prior permission from their high school administration to visit a college. One excused absence in the junior year and two excused absences in the senior year are permitted. A note from the admissions office of the college visited must be turned into the attendance office.

- students who have an immediate family member who is seriously ill. A parent/guardian note stating that the family member is seriously ill must be turned into the attendance office.

- students attending a funeral of an immediate family member. A parent/guardian note must be turned into the attendance office.

- students participating in a recognized religious holiday of their faith.

- students who have prior permission to participate in school-sponsored or school-approved activities.

- students who have unusual or mitigating circumstances as determined by the school principal.
Unexcused/unlawful absences

The district gives unexcused absences for:

■ students willfully absent from school.

■ students absent without the knowledge of their parents/guardians for any reason other than those described in the previous section.

■ students suspended from school.

After three consecutive unexcused absences or after a total of five unexcused absences, the principal or designee will identify the reason(s) for the student’s continued absence and will, with the student and parent/guardian, develop a plan to improve that student’s attendance. The student may be referred to a truancy prevention program or to court. Before a principal takes legal action, the principal will notify the parent/guardian and allow that parent/guardian to present information for appeal.

Three unexcused tardies (three minutes late) to any one class can count as an unexcused absence.

HIGH SCHOOL CREDIT

Students taking courses for high school credit can accrue the following number of unexcused absences before losing course credit:

- 45-day classes: 3 unexcused absences
- 90-day classes: 5 unexcused absences
- 180-day classes: 10 unexcused absences

SEARS program

Lexington District One’s School Extension for At-Risk Students program provides an attendance extension for high school students who receive a final grade of “F” due only to unexcused absences beyond the limit allowed for the course. To participate, the student must otherwise have a passing course grade.

Students are allowed to make up no more than two days of unlawful absences per term. Students with excessive absences first term must attend SEARS at the end of the first term. Students with excessive absences second term must attend SEARS at the end of the second term. The cost of the program is $25 per day.

HOMEBOUND INSTRUCTION

The district offers homebound instruction for those students of legal school age who, because of accident, illness or other medical condition, cannot attend school even with the aid of transportation.

To be eligible for homebound instruction, a licensed physician must complete the district’s required Medical Homebound Application certifying that the student is unable to attend school even with transportation, but that he/she may be expected to benefit from homebound instruction.

Parents/guardians can get a copy of the Medical Homebound Application from Amy Derrick at the Special Services Office, located at 111 Tarrar Springs Road, Suite D, Lexington, S.C. 29072. Amy Derrick may be contacted at 803-821-1134.

After a licensed physician completes the form, the parent/guardian should return the form to the Lexington District One Special Services Office for review and approval.

Additional information about the Medical Homebound Application process, criteria, expectations and services are available at the district’s Special Services Office.

If the district denies the Medical Homebound Application, the parent/guardian may appeal the decision to the Student Services Office using Board Policy JIII.

TARDINESS

A student who is late for school must go to the office for a written admission slip before going to class.

Teachers will not allow students whose names appear on the absentee list to attend class without an admission slip from the office.

A student who knows in advance that he/she will be late for school must make a request in advance through the school office.

Three unexcused tardies (three minutes late) to any one class can count as an unexcused absence.

Students with school choice options or special permission who have excessive tardies or unexcused absences will lose their school choice options if problems continue for two grading periods.

Perfect attendance awards may be withheld from students who have more than 10 tardies.
Empower each child to design the future.

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. Any behavioral consequence such as in-school suspension will be explained at that time.

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 grade book. 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 and noted in the student’s discipline record. Behavioral consequences up to out-of-school suspension for repeated incidences of cheating will be administered at the discretion of the school-based administrator.

ACCELERATION

The district carefully evaluates any student who, in the opinion of his/her principal, teachers and parents, warrants consideration for acceleration and/or adjustment either by grade or subject.

Criteria for acceleration include: scholastic ability and achievement level; mental capacity; experiential background; emotional and social development and maturation; and complexity of academic programs.

The district uses recommendations from teachers, principals and the superintendent, and information from authorized standardized tests when applicable.

The district may accelerate a student by one or more of the following instructional arrangements: subject grouping; omission of a grade level; content of a higher order or experiential complexity; advanced placement programming; provision for opportunities; and/or activities extended in scope and depth.

The district has an established procedure for determining if and how a student should be accelerated. Parents are involved throughout the process.

For additional information about the procedure for acceleration, contact the principal of the child’s school.

ALCOHOL AND DRUG ABUSE

All Lexington District One schools offer special instruction designed to develop students’ understanding of the problems associated with use and abuse of alcohol and drugs.

Students learn about the pharmacological aspects and physiological effects of alcohol and drugs.

ASSESSMENT AT MIDDLE AND HIGH SCHOOLS

Assessment practices should support student learning, achievement and mastery of standards by connecting descriptive, timely, ongoing and consistent teacher feedback directly to standards.

Assessments are divided into two categories: formative and summative. Formative is considered “practice” and summative
is considered the “end performance.” Formative and summative assessments focus on standards-based learning targets.

Formative assessments are assessments for learning and have an important role to fulfill in identifying when a student is ready to undertake a summative assessment. The key principles of formative assessment are: 1) sharing the learning targets with students from the beginning of the learning; 2) making adjustments in teaching as a result of formative assessments; and 3) providing descriptive feedback to students from assessments.

It is important that students complete each formative assessment to the best of their ability. In some cases, a teacher may withhold the administration of a summative assessment until such time as enough practice information is gathered through formative assessments. Since formative assessments (minor assessments) are considered “practice,” they are not heavily weighted in the grading system.

A summative assessment is a measure of a student’s ability to demonstrate the concepts, skills and knowledge embedded in standards-based learning targets. A summative assessment is an assessment of learning, and it is heavily weighted in the grading system.

Teachers have the discretion to determine how formative and summative assessments are combined to determine the grade.

**COURSES TAKEN IN MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT**

Carnegie units of credit may be transferred from middle school to high school to be included on the high school transcript when earned within the district or awarded by an accredited school outside of the district. If a middle school student wishes to take any online courses, the student should first consult with the school counselor to ensure the courses comply with state and district guidelines. The online program offering the course must be accredited through AdvancED.

**GIFTED AND TALENTED PROGRAM**

The Educational Activities Geared for Learning Excellence (EAGLE) program is for academically gifted students in third through fifth grades.

This state-funded gifted and talented program requires the testing and screening of all second-graders to identify those who qualify for placement in the program starting in third grade. Students who are not currently in EAGLE are evaluated each year for possible placement.

In order to qualify for the program, students must meet eligibility criteria in two of the three state-defined dimensions:

**Dimension A: Reasoning Abilities**

Students must score at or above the 93rd national age percentile on a nationally normed aptitude test.

**Dimension B: Achievement**

Students must score at or above the 94th percentile in reading or mathematics on a nationally normed achievement test or at an annually set advanced level in reading or mathematics on the ACT Aspire.

**Dimension C: Performance**

Students must achieve a performance standard of 80 percent on verbal or non-verbal performance tasks.

Identified students take part in a three-year-long curriculum with advanced content that provides opportunities for research and study in a variety of disciplines using technology.

Beginning in sixth grade, students receive services through accelerated classes in their area(s) of strength.

**GRADING SYSTEM/PROGRESS REPORTS/REPORT CARDS**

At the direction of the Lexington District One Board of Trustees, principals and teachers established a grading system at all levels that reflects achievement-based mastery of skills at a student’s instructional level.

Progress reports for students in kindergarten and first grade give information about a child’s current level of performance and achievement as compared to national and state standards. For students in Grades 2–12, the progress reports show a student’s actual numeric grades. Students in self-contained special education programs receive report cards appropriate for those classes.

In order to receive a grade for any nine-week period, a student must complete required work and fulfill state attendance requirements.

Transfer students must attend at least one-half of the days of any marking period in order to receive a grade.
Progress reports list a student's number of absences and tardies.

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. That calendar is available on the district's website.

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

**Leadership Report Card (Elementary)**

A Leadership Report Card is one of two report cards that Lexington District One elementary school students receive.

With the Leadership Report Card, teachers can separate behavior from academics. While these report cards provide feedback on behavior, they are not part of a student's permanent record and have no impact on a student's academic grades.

This means that the regular academic report card provides a more accurate assessment of what content a student has or has not mastered academically.

The Leadership Report Card uses a common language and rubric that helps students set and measure goals. Teachers help students with this process.

**Habits of Scholarship Report Card (Middle School)**

In Lexington District 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. This separation helps teachers better assess whether middle school students truly understand a given subject matter.

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.

**Habits of Scholarship Report Card (High School)**

In Lexington District One high schools, a Habits of Scholarship Report Card is one of two report cards that high school students receive.

Teachers use the behavior-based Habits of Scholarship Report Card to help students and their parents understand how a student is doing in the area of persistence and time management. They are used as a tool to provide feedback; they are not part of a student's permanent record and have no impact on a student's academic grades.

Students receive either a "proficient," "emerging" or "needs improvement" assessment.

**HIGH SCHOOL INFORMATION**

Lexington District One's high schools offer a broad range of study programs and courses designed to meet the diverse needs of all Lexington District One high school students.

Courses may last for 45 days, 90 days or 180 days.

The district emphasizes critical thinking and problem-solving skills at all levels. To encourage academic excellence and continued study, the district offers courses beyond the minimum plan required by the state.

A student's overall average, grades in particular courses and grades on final examinations are private information of value to the student, the parent/guardian and the instructional staff. Those grades are not public information. Therefore, our schools do not publish or announce — on school or classroom bulletin boards or elsewhere — student rankings or a list of grades pupils receive in courses or on exams.

**Advanced Study Opportunities**

**Centers for Advanced Study**

Lexington District One has five Centers for Advanced Study that offer exceptional opportunities for our students to develop academically while increasing sophistication in learning and competence in 21st century skills. Designed to capture our students' interests and creative energy, the centers offer exciting,
relevant and rigorous learning experiences extending the classroom into the world beyond.

Students from across the district study advanced agribusiness research at Pelion High, advanced STEM studies at Lexington Technology Center, public health and advanced medical studies at White Knoll High, both law and global policy development or media arts, design and production at River Bluff High.

More information on each center is available on the district’s website by choosing the tab “Academics,” then choosing the “Centers for Advanced Study” link.

**Advanced Placement courses**

The district offers Advanced Placement courses, based on sufficient enrollment, in English, mathematics, computer science, science, social studies, world languages and the fine arts. Most of these courses are offered during students’ junior and senior years. Students must meet the established criteria before they can enroll in each of the courses. The specific criteria are explained in the course descriptions found in the district’s Course Catalog.

These courses offer college-level instruction in high school, preparing the student for the rigors of college. Students enrolled in AP courses are required to take the AP Exam and the Extension Honors-linked course. Successful scores on the AP Exam may qualify students for college credit and advanced standing in colleges and universities throughout the United States. Because AP courses are college-level courses, students should expect intensified study and great demands placed on their time and energy.

**International Baccalaureate**

The International Baccalaureate Diploma Programme is a rigorous pre-university course of studies designed to meet the needs of highly motivated high school students in grades 11 and 12. It is a comprehensive two-year curriculum that allows graduates to experience an internationally recognized program.

Students study and complete examinations in six academic subject areas. This allows students to explore some subjects in depth and some subjects more broadly over the two-year period. Students are also required to take Theory of Knowledge (a critical thinking course requiring a 1,600-word essay), write an extended essay of 4,000 words and participate in community service activities.

The district’s IB program is located at Lexington High. For more information on the International Baccalaureate Diploma Programme, visit [www.ibo.org](http://www.ibo.org) or contact your student’s school counselor.

**Dual Credit**

Dual credit courses, whether they are taken at the school where the student is enrolled or at a postsecondary institution, are those courses for which the student has been granted permission by his/her home school to earn both Carnegie units and college credit.

Students must obtain written approval from the principal or his/her designee before enrolling in a college course designated as dual credit outside of district offerings listed in the Course Catalog.

College courses identified by the articulation agreement on dual enrollment from the South Carolina Department of Education will be considered dual credit and transfer to the high school with dual credit weighting. If the courses listed are not adequate for an individual student’s course of study, the student may petition the Dual Credit Study Committee to consider the addition of a specific course. The request should be submitted in writing to the district’s Director of Secondary Schools (see Course Catalog for additional information).

Students may wish to enroll in other college courses through concurrent enrollment. Concurrent coursework does not transfer back to the high school transcript.

Students wishing to enroll in either dual credit or concurrent enrollment should contact their school counselor.

**Commencement**

Only those students who pass the required units for a South Carolina High School Diploma may participate in commencement exercises held at the end of the school year. Special education students who meet all the requirements of their Individual Education Plan but have not met the requirement for the South Carolina High School Diploma are allowed to participate in the commencement exercises and receive a certificate of achievement.
Course requirements for graduation

To receive a South Carolina High School Diploma, students must earn 24 units. Based on state law, requirements to receive a diploma for students in Grades 9–12 are as follows:

- **English**: 4 Units
- **U.S. history**: 1 Unit
- **Economics**: 1/2 Unit
- **Government**: 1/2 Unit
- **Other social studies**: 1 Unit
- **Mathematics**: 4 Units
- **Science with end-of-course exam**: 1 Unit
- **Other science**: 2 Units
- **Computer science**: 1 Unit
- **Physical education or JROTC**: 1 Unit
- **World language* or career/technology elective**: 1 Unit
- **Electives**: 7 Units

**Total Required**: 24 Units

*Two units of world language are now required for students planning to attend a four-year college or university. Most four-year institutions, however, require three years of the same language as part of their entrance requirements.

Course requirements for S.C. public colleges and universities

**English — 4 units**
At least two units must have strong grammar and composition components, at least one must be in English literature and at least one must be in American literature. Students can meet this criterion by successfully completing College Preparatory English 1, 2, 3 and 4.

**Mathematics — 4 units**
These include Algebra I (for which Applied Mathematics I and II may count together as a substitute, if a student successfully completes Algebra II), Algebra II and Geometry.

A fourth higher-level mathematics course should be selected from among Algebra III/trigonometry, precalculus, calculus, statistics, discrete mathematics or a capstone mathematics course, and should be taken during the senior year.

*NOTE: For high school students graduating in 2019 or beyond (high school freshmen entering in fall 2015 or later), four units of mathematics must include Algebra I, Algebra II and Geometry. A fourth higher-level mathematics unit should be taken before or during the senior year.*

**Laboratory science — 3 units**
Two units must be taken in two different fields of the physical or life sciences, selected from among biology, chemistry or physics.

The third unit may be from the same field as one of the first two units (biology, chemistry or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite.

Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement.

It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.

**World language — 2 units**
Two years of the same world language

**Social sciences — 3 units**
One unit of U.S. History, one-half unit of economics, one-half unit of government and one unit of a social studies elective

**Fine arts — 1 unit**
One unit in appreciation, history or performance in one of the fine arts

**Physical education — 1 unit**
Physical education or JROTC

**Elective — 1 unit**
A college preparatory course in computer science (i.e., one involving significant programming content, not simply keyboarding) is strongly recommended for this elective.

Other acceptable electives include college preparatory courses in English, fine arts, world language, social sciences, humanities, laboratory science (excluding earth science, general physical science, general environmental science or other introductory science courses for which biology and/or chemistry is not a prerequisite) or mathematics above the level of Algebra II.

*NOTE: For high school students graduating in 2019 or beyond (high school freshmen entering in fall 2015 or later), a college preparatory course in computer science (i.e., one involving significant programming content, not simply keyboarding or using applications) is strongly recommended for this elective. School counselors can advise students regarding their selection of computer science courses.*
Credit Recovery

Students earning a grade of 50–59 (F) in a course for high school credit may be eligible for credit recovery. All credit recovery courses must be approved prior to enrollment by the school counselor.

If a student successfully completes a credit recovery course, the original failing grade will remain on the transcript but will not count in the GPA calculation. The new credit recovery course will be marked “CR” at the end of the course title in the student’s record. The passing grade will be transcribed to the numeric grade equivalent of the student’s cumulative GPA at the time of completion of the credit recovery course. A student wishing to modify his or her GPA should repeat the full course for credit and not seek a credit recovery solution.

This option is available in our high schools for many courses required for graduation.

Additionally, courses are available for credit recovery through VirtualSC and other online programs accredited through AdvancED. It is important to note that, regardless of the grade earned in an online or school-based credit recovery program, the failing grade will be replaced by a final grade equivalent of the cumulative GPA.

Destination: Four-year College

Students who plan to enter a four-year college immediately after graduation should follow the four-year college preparatory program.

These students should take the SAT and/or ACT college entrance tests more than once during their high school career. They should begin taking the SAT and/or ACT during their junior year.

All high school guidance offices have registration bulletins for both tests. Students may also choose to register for the SAT and/or ACT online. About six weeks before the testing date, students must register directly with and pay the registration fee directly to the testing company. ACT is administered by the state to all South Carolina students during their junior year. No fee or extra registration is required for the state administration of the test for students enrolled in public high schools.

The Commission on Higher Education establishes the minimum course requirements for students who plan to attend a public college in South Carolina. Some colleges require courses in addition to those listed in this section (see college catalogues for admission requirements). For more information, please visit the CHE website at www.che.sc.gov.

Destination: Military

Students who plan to enter the military could follow the two-year college preparatory program or the four-year college preparatory program.

Students who plan to enter the military must take the Armed Services Vocational Aptitude Battery (ASVAB) test, offered through our high schools and Lexington Technology Center at no cost.

Destination: Two-year Technical College

Students who earn a B average in 30 hours of academic coursework while at South Carolina technical colleges may transfer to any public four-year college in the state. Traditional entrance requirements are waived.

Students planning to attend a two-year technical college could follow the two- or four-year college preparatory programs or a combination of both.

A student who plans to attend a two-year technical college is advised, however, to consider the advantages of enrolling in an occupational program at either his/her high school or the Lexington Technology Center. Students enrolled in occupational programs have the opportunity to earn advanced standing at technical colleges.

Students who plan to attend a two-year technical college must take the ACCUPLACER test, available through Midlands Technical College, and offered at Lexington Technology Center and our high schools at no cost.

Destination: Workforce

Students who plan to enter the workforce immediately after high school are encouraged to pursue a two-year college preparatory program of study, and to take advantage of occupational programs and school-to-work opportunities offered at their high school or at Lexington Technology Center.

State high school diploma criteria require students to take at least one occupational course for graduation from the two-year college preparatory program. We encourage students, however, to take advantage of the district’s outstanding occupational programs and to enroll in a four-unit completer program.
**Grade Point Ratio/Class Rankings**

The South Carolina Uniform Grading Scale assigns grade points for each numeric grade and is used to calculate grade point ratio and class rank.

By state mandate, all courses carry the same grade points with the exception of Honors, Advanced Placement, International Baccalaureate and dual credit courses.

Honors courses receive an additional 0.5 weighting and AP/IB/dual credit courses receive an additional 1.0 weighting. Appendix A provides a grade point conversion table.

**Honor Graduates**

No high school in Lexington District One selects a class valedictorian or salutatorian. They do, however, recognize their honor graduates.

To be recognized as an honor graduate, seniors must rank in the top 10 percent of their graduating class or earn a final GPA of 4.0 or higher on the South Carolina Uniform Grading Scale.

**Special Education Certificate**

Any student with a disability who is not pursuing a state high school diploma will be awarded a Lexington District One Special Education Certificate once the student has met all goals on his/her Individualized Education Plan as well as attendance requirements.

**HONOR SOCIETIES**

Each district middle school sponsors a chapter of the Junior Beta Club.

Sixth grade focuses on establishing eligibility status for participation. Students in Grade 6 who obtain an end-of-year grade of 89 in each of the core subject areas (language arts, mathematics, science and social studies) will be eligible for participation the following year.

Students in the seventh grade who obtain an end-of-year grade of 89 in each of the core subject areas (language arts, mathematics, science and social studies) will be eligible for participation in the eighth grade.

Each district high school sponsors a chapter of the Beta Club and/or National Honor Society. The first year of high school focuses on establishing eligibility status for participation. Students in the ninth grade who obtain an end-of-year GPA of 3.75 will be eligible for participation in Beta Club the following year. Ninth-graders who obtain an end-of-year GPA of 4.0 will be eligible for participation in National Honor Society the following year.

Students in Grades 10–11 will be required to obtain a cumulative end-of-year GPA of 3.75 for Beta Club and a cumulative end-of-year GPA of 4.0 for National Honor Society.

**KINDERGARTEN**

Lexington District One provides all-day 5-year-old kindergarten classes for children living in the district’s attendance areas whose fifth birthday occurs no later than September 1.

Students in kindergarten experience learning through strategies designed to enhance their physical, emotional, social and intellectual growth and development. This foundation prepares them for future scholastic success.

Parents/guardians who do not send their child to public or private kindergarten must sign a South Carolina Department of Education waiver.

**Early Entrance Procedures**

Due to the potential for serious long-term effects of skipping grades, approval for students to be accelerated in their grade placement should be a rare occurrence. Only students who display emotional, social and physical maturity, academic skills and advanced intellectual abilities should be considered for advancement into first grade without attending public school kindergarten or for early admittance to public school kindergarten.

Parents who wish to request an exception to the September 1 enrollment guidelines must provide a letter to the principal of the school for which they are zoned. The letter should state the reasons for requesting early entrance. The principal will forward this letter to the district’s director of elementary schools, who will then contact the parents to explain the next part of the process.

Parents should expect the process to take up to a month to complete. The entire process must be completed by July 15.

**LEADERSHIP**

Leadership development is not regarded as a position but a way of thinking and the desire to make things better.

Through a K–12 leadership and global citizenship development program, students examine and apply leadership skills and
character traits essential in making sound personal decisions and in taking charge of their own learning.

Elementary students explore these ideas through various leadership models such as Stephen Covey’s “The Leader in Me” and “The 7 Habits of Highly Effective People,” and Sean Covey’s book, The 7 Habits of Happy Kids. Elementary school counselors have developed a leadership curriculum using these models that is delivered systematically to all children.

Middle school counselors have developed a leadership curriculum that combines The 7 Habits of Highly Effective Teens by Sean Covey, John Maxwell’s The 21 Indispensable Qualities of a Leader” and Lexington District One’s “Habits of Scholarship.” School counselors guide students as they examine and demonstrate their own leadership potential.

Ninth-graders in Lexington District One take Leadership 21, a course that motivates and encourages students to become 21st century leaders and citizens who think globally and act locally. Lexington District One offers a leadership major for high school students. High school counselors have developed leadership lessons combining The 7 Habits of Highly Effective Teens,” The 21 Indispensable Qualities of a Leader and Lexington District One’s “Habits of Scholarship.”

**PROMOTION AND RETENTION**

Lexington District One creates instructional experiences designed to provide maximum opportunity for students as they progress through each grade.

At the end of each school year, a student is promoted to the next grade if that student’s educational growth is satisfactory for his/her level of ability.

The primary considerations are the student’s mastery of: state and district academic standards; academic aptitude; physical, social and emotional development; and SC READY, SCPASS and/or norm-referenced test results.

If a student fails to make adequate progress, the school’s Assessing and Supporting Students in School Teams may determine that the student will benefit by staying in the same grade level for another year.

When dealing with promotion or retention, the district adheres to the S.C. Education Accountability Act of 1998 and district Policy and Administrative Rule IKE and IKE-R, Promotion and Retention.

**Retention in Kindergarten**

The district does not recommend retaining kindergarten students. A small number of students, however, could benefit from more time and nurturing at this level. No student should be retained more than once in kindergarten.

**Retention in Grades 1–2**

A student in Grade 1 or 2 may be retained if the student has not made adequate progress in reading and mathematics as determined by classroom performance and district assessment of state Academic Achievement Standards. No student should be retained more than once in Grade 1 or 2.

**Retention in Grades 3–6**

The district makes promotion and retention decisions for students in Grades 3–6 in accordance with the S.C. Education Accountability Act of 1998.

At the beginning of the school year, staff members hold academic assistance conferences with the parents/guardians of students in Grades 3–6 whose test scores, grades and class work show that they are not meeting district and state curriculum standards in language arts, mathematics, science and/or social studies.

Appropriate school personnel review the student’s progress at the end of the school year. If a student is not meeting academic achievement standards or is not meeting the terms of his/her academic plan, the district may require the student to attend summer school or may retain the student at his/her present grade.

No student should be retained more than once in grades 3 through 6.

**Retention in Grades 7–8**

A student in the seventh or eighth grade may be retained if the student scores below standard on state- or district-mandated tests, fails two or more academic subjects within one school year or fails the same basic skills subject for two consecutive years.

**Retention in Grades 9–12**

Students in Grades 9–12 must earn a minimum number of units in order to be promoted to the next grade.

For promotion from grade 9 to grade 10, students entering their second year must have earned a minimum of five units — at least one unit in language arts and one unit in mathematics. They
must also be enrolled in courses leading to an additional unit of credit in both language arts and mathematics.

For promotion from grade 10 to grade 11, students entering their third year must have earned a minimum of 11 units. The student must have earned at least two units in language arts and two units in mathematics.

For promotion from grade 11 to grade 12, students entering their fourth year must have earned a minimum of 16 units. The student must have earned at least two units in language arts and two units in mathematics. They must also be enrolled in courses leading to additional units, allowing them to complete the 24 units needed for the state high school diploma.

Appeals of retention decisions
After meeting with the principal, parents/guardians may appeal retention decisions to the district’s Chief Academic Officer.

Parents/guardians must make a written appeal to the Chief Academic Officer within two weeks of being notified that their student is being retained.

The letter must state the specific reason(s) why the parent/guardian disagrees with the decision.

The Chief Academic Officer will make a decision within five working days after receiving the written appeal and will send written copies of the decision to the parent/guardian and to the principal.

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS
Lexington District One emphasizes STEM learning experiences within core instruction in mathematics and science in kindergarten through 12th grade.

Students solve open-ended, real-world problems that require the integration and application of knowledge and skills for all four disciplines. These project-based and/or problem-based learning experiences help our students to become technological thinkers prepared to be competitive in the 21st century.

As students use the engineering design process individually and in teams, they solve problems that require them to think and work like engineers, mathematicians and scientists. Using 21st century learning tools, such as computers, hand-held data collection interfaces, probes and digital meters, provides students with cutting-edge authentic learning experiences. STEM challenges engage students in meaningful problem situations that encourage and empower them to be self-directed and reflective as they apply critical and analytical reasoning skills.

These experiences assist students in becoming competent, confident, innovative and creative problem-solvers with 21st century skills. Career awareness is embedded throughout the STEM experiences to inform, generate interest in and prepare students for STEM careers.

SPECIAL EDUCATION
Lexington District One provides a free, appropriate, public education for all students with disabilities, ages 3 to 21, who reside within the district.

Each year the district seeks to identify all students with disabilities in need of special education and related services.

After identifying a student with a disability, a team of appropriate staff members and the parents/guardians of the student determine eligibility and the need for services. They then develop an Individual Education Plan to determine placement.

Lexington District One provides a continuum of services to meet the needs of our students. To the greatest extent possible, we provide these services in the least restrictive environment.

Related services help students with disabilities access the general curriculum. These services include nursing services, physical therapy, occupational therapy, speech therapy and/or transportation.

Destruction of Special Education Records
Special education records for each child with a disability are maintained by Lexington County School District One until no longer needed to provide educational services to the child.

The special education records for the student will be destroyed after five (5) years following program completion or graduation from high school or exit from the district, unless the student (or the student’s parent/guardian) has taken possession of the records prior to that time.

SYSTEMATIC INTERVENTIONS
The district uses a multi-step process that provides research-based interventions (academic and behavioral) for students who struggle with learning. Based upon both formal and informal assessments, struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning.
Decisions concerning interventions are made by the school RtI team, which consists of various school professionals. Once the team decides that a student is in need of an intervention, parents are notified and a written plan outlines a specific timeline for implementing the appropriate agreed-upon intervention. Progress is closely monitored to assess both the learning rate and level of performance of individual students to help determine the effectiveness of the intervention. Using the decision-making rubric, the RtI team makes a decision to continue, end or modify the amount of time the intervention is delivered as well as its frequency.

**TEACHER-LED COLLABORATIVE PLANNING**

Lexington District One designates specific days during the school year for Teacher-Led Collaborative Planning. On these days, teachers take advantage of focused and uninterrupted time to evaluate instruction and to identify ways to enhance learning experiences for all students.

Examples of how teachers use this time include:

- analyzing test results;
- developing plans to target students’ weaknesses;
- reviewing grade-level standards;
- ensuring that their instruction adequately addresses all grade-level standards;
- developing common assessments to monitor student progress; and
- sharing innovative teaching methods.

In 2018–2019, Teacher-Led Collaborative Planning takes place on:

- Wednesday, December 5, 2018
- Wednesday, January 30, 2019
- Wednesday, March 6, 2019

On these days, elementary students are dismissed at 11:40 a.m., while middle and high school students are dismissed at 12:40 p.m.

Each campus offers supervision for students whose parents/guardians cannot pick them up early.

**VIRTUAL SCHOOL**

LexOne Virtual School is yet another example of the cutting-edge initiatives that this district uses to prepare students for the future. Students can work at their own pace, time and place by logging on and taking courses while at their school, a library, home or anywhere else there is internet connectivity available.

Current course offerings include College Preparatory courses in Algebra 1, American Government (one-half unit), Biology 1, Economics (one-half unit), English 1 and English 3. The district will offer additional courses as it determines there is a need.

Completed virtual school courses appear on official student transcripts.

Tuition for a one-credit course is $200. Tuition for a half-unit course is $100.

For more information, visit the LexOne Virtual School website: [www.lexington1.net/academics/virtual-school/overview](http://www.lexington1.net/academics/virtual-school/overview) or contact your school counselor.

LexOne Virtual School also serves as a sponsor for student enrollment in VirtualSC, the South Carolina Department of Education’s virtual school program. Under unique circumstances, LexOne Virtual School may facilitate enrollment in online courses through other online programs accredited through AdvancED. Students wishing to enroll in any virtual school course must meet all requirements outlined on the web page, including approval from their school counselor to assure appropriate placement and credit on the transcript.

LexOne Virtual School recommends that a student limit themselves to three virtual school credits per school year and that a maximum of 12 virtual school credits be applied to the total number of units required for a high school diploma. For more information, contact the LexOne Virtual School Office at 803-821-1056 or email dsistare@lexington1.net.
**WORLD LANGUAGES**

The national award-winning World Language Program in Lexington District One provides students K–12 with a wide range of possibilities for learning a world language.

Students can participate in partial-immersion programs starting in kindergarten or begin language acquisition in the third grade. World languages are offered as core courses in all middle schools, preparing students to continue studying a world language through various high school opportunities.

**Lexington District One Language Acquisition Spanish program**

The Lexington District One Language Acquisition program enables third- through fifth-graders to attend Spanish class three to five times a week, and practice listening, speaking, reading and writing in Spanish through hands-on, interactive learning and performance activities.

Teachers integrate grade-level standards from language arts, mathematics, science and social studies. Learners are evaluated according to the district’s performance rubric, which is based on the American Council on the Teaching of Foreign Languages K–12 Performance Descriptors for Language Learners.

**Elementary Partial Immersion**

Partial immersion (also known as dual language, one-way immersion) is a means of acquiring a world language through content matter instruction. Students participating in Lexington District One’s partial-immersion program develop communicative and academic proficiency in the target language, while succeeding academically in all subject areas. Elementary students in the partial-immersion program spend half the day studying the regular grade-level curriculum and standards in classes conducted in the target language by an immersion teacher. The other half of the day is conducted in English by an English-speaking teacher. Mathematics, science and literacy are taught in the target language. English language arts and social studies are taught in English.

**Middle School World Languages**

As of the 2012–2013 school year, world languages became part of the core curriculum in middle school. This means that each year all middle school students now take classes in English/languages, mathematics, science, social studies and world languages.

Integrated performance units of study and assessments in middle school world language classes reflect and mirror performance-based instructional activities taking place in the world language classroom and beyond on a daily basis. Learners must demonstrate what they know and can do in the language, showing their progress toward increased language proficiency using real-world tasks. Their performances are rated on a scale of 1–20, based on the ACTFL Performance Descriptors for Language Learners.

World language courses for high school credit are available for students starting in seventh grade. Placement in high school courses will be determined based on students’ academic readiness, performance ratings and teacher recommendation.

**Middle School Immersion**

Partial-immersion students have the opportunity to continue learning their language during the middle school years. Middle school immersion students take two courses in the target language including French or Spanish language arts and Passport to the French- or Spanish-Speaking World.

The language arts course focuses on literacy and the mechanics of how the language works, while the other course allows students to explore cultural practices and real-world problems. Students participating in middle school immersion courses will have the opportunity to earn high school credits based on their successful completion of course objectives.

**High School World Languages**

The first students completing world languages as core classes during middle school began the high school world language program at the start of the 2015–2016 school year. In preparation for their arrival, the district revised traditional courses offered in levels 1–5 to meet the proficiency needs of ninth-graders.

Freshman-immersion learners also benefit from new coursework based on interdisciplinary units of study. These students are among the first to help Lexington District One reach its goal of 75 percent of all learners achieving an intermediate level of language proficiency by 2020. Lexington District One currently offers levels 1–5 in Chinese, French, German, Latin and Spanish.
GENERAL INFORMATION
ADDRESSING PARENTS’ CONCERNS

At times a parent/guardian may have concerns about his/her child’s performance or about a discipline issue. Here are the steps to follow to address your concerns.

**Step One:** The parent/guardian should first discuss the issue with the specific teacher by telephone or in person after making an appointment.

**Step Two:** If this telephone conversation or meeting does not resolve the parent/guardian’s concerns, then the parent/guardian should go to the appropriate assistant principal and discuss the issue by telephone or in person after making an appointment.

**Step Three:** If, after speaking with the assistant principal, the parent/guardian still cannot resolve the problem or concern, the parent/guardian should go to the principal and discuss the issue by telephone or in person after making an appointment.

**Step Four:** If the issue remains unresolved, the parent/guardian may contact the Central Services Office and speak with the director or coordinator who works with the area concerned.

**Step Five:** If, after speaking with the director or coordinator, the complaint remains unresolved, the parent/guardian should go to the chief officer who works with the area concerned.

AUTOMOBILE USE

We encourage all our students (except those living within walking distance of school) to ride school buses to school.

As a courtesy, schools provide parking on school property for students, parents/guardians and visitors. The district, however, assumes no responsibility for damage to vehicles, theft of vehicles or theft of articles from vehicles.

Each school’s administrators establish rules and regulations for parking lots. These rules keep everyone safe and protect vehicles.

Anyone who does not adhere to the rules may have his/her permission to park on school property taken away.

**Students parking on school grounds**

Students may not park at middle schools.

Students who attend a particular high school may drive to that school. The district does not, however, guarantee parking spaces.

To park on high school property during the school day, school administrators require students to successfully complete the Alive at 25 program, register their vehicles with the school, pay a parking fee, and display an identification sticker or permit. Vehicles that do not have a school-issued sticker or permit in plain view may be towed.

Schools may withdraw parking privileges from any student who violates a traffic rule or regulation on campus or who breaks any other school rule involving a vehicle.

Students may not sit in vehicles or linger in the parking areas around the school.

**Alive at 25**

Lexington District One high school students who drive to school must complete the Alive at 25 program in order to purchase a campus parking permit at any of our high schools. After successfully completing the course, the student may purchase parking permits for the rest of his/her high school career.

Alive at 25 is an early intervention program that helps prevent traffic violations, collisions and fatalities. It was developed by the National Safety Council.

It is a 4.5-hour defensive driving course that addresses the dangers of speeding, using a mobile phone while driving, eating while driving, abusing alcohol or drugs while driving, and more. Unlike traditional driver’s education courses that focus on the mechanics of driving, Alive at 25 addresses the behaviors of driving.

Vehicle crashes are the number one cause of death for young people between the ages of 16 and 24. We want to do more to help keep our students safe when they are behind the wheel.

The National Safety Council reports that students who complete the Alive at 25 course are 96 percent less likely to be killed in a car crash than youths who have not taken the course.

**COLLEGE ATHLETIC ELIGIBILITY**

Student athletes who are interested in playing a sport in college should plan their high school coursework carefully. In addition, they should become aware of all rules and regulations regarding initial eligibility.

The National Collegiate Athletic Association Initial-Eligibility Clearinghouse determines eligibility for college athletics.

Student athletes may contact their coach and their school counselor for information. Student athletes are also encouraged
to review information on the following websites for specific information related to eligibility: [www.ncaa.org](http://www.ncaa.org) or [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

**DAILY SCHOOL SCHEDULES**
See Appendix B for each school’s daily school schedule.

**DAMAGED OR LOST TEXTBOOKS**
If a student loses or damages a textbook belonging to the state or district, the student must pay a replacement fee based on the price of the textbook. The district does not issue a new book until the student pays for the damaged or lost book.

**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 school-sponsored events/activities. Some classes require that students wear safety hats. Religious headgear is allowed.

Students must wear proper shoes at all times.

Students may wear special dress or costumes for specific events or special occasions, when approved by the principal.

During the regular school day, students’ athletic attire, such as tennis, track, cheerleading outfits, etc., must conform to all other regulations of the dress code.

Students may not wear accessories/clothing that could pose a safety threat including heavy chains, 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, shorts or dresses. The district does not allow bike shorts unless worn under another pair of shorts.

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

Each school’s administrators make the final judgment on appropriateness of any student’s dress and reserve the right to prohibit any clothing/accessory disruptive to their school.

An individual school may have a more restrictive dress code if recommended by school administrators and the School Improvement Council, and approved by the superintendent or his designee.

**Consequences of dress code violations**

**First Violation:** Student conference held. Student changes attire.

**Second Violation:** Parent/guardian conference held. Student changes attire. Student receives detention.

**Third Violation:** Parent/guardian conference held. Student changes attire. Student receives in-school suspension.

**Additional Violations:** Parent/guardian conference held. Student changes attire. Student receives ISS or out-of-school suspension.

**EARLY DISMISSAL**
No student will be permitted to leave school during the school day unless a parent/guardian or other approved person comes to the school for the student or prior arrangements have been made.

The parent/guardian or other approved person must come to the office and sign the student out during school hours. In cases of extenuating circumstances, the principal will use his/her judgment in excusing a student.

If a student becomes ill or is hurt at school, the parent/guardian and/or doctor will be contacted before the student is dismissed.
As a precaution to ensure student safety, schools do not accept incoming telephone calls or written notes for the purpose of dismissing a pupil from school early.

The district does not have permanent early dismissals for students except ones approved by a special committee established to review hardship cases at each school. Exceptions are limited to students involved in school-sponsored work-study programs and students enrolled in college courses.

Students excused to leave school for any part of a day must be signed out before departing.

Early dismissal usually occurs at class changes or lunch/recess in order to limit interruptions to instructional time. Except in the case of a family or medical emergency, dismissal during the last instructional period of the day is strongly discouraged and must be approved by a school administrator.

**EXTRACURRICULAR ACTIVITIES**

**Class trips:** Lexington District One does not sponsor class trips such as junior or senior class trips.

**Clubs:** The district encourages middle and high school students to join at least one of the clubs that operate at their school according to current Board policy. Schools make a list of clubs available to students prior to the first club meetings of the school year.

**Field studies:** School clubs, athletic teams, organizations or subject classes (such as history or science) may take field studies.

The principal must approve routine in-state field studies that last one day or less. The Board of Trustees must approve all in-state trips of two or more days and all out-of-state overnight trips.

Each student who goes on a field study must have written permission from a parent/guardian.

A school employee (i.e., coach, band director, teacher) directly supervises each trip. In addition, there must be at least one chaperone for every 10 students. Parents/guardians, at least 21 years of age or older, may serve as chaperones.

When male and female students go on overnight trips, Lexington District One requires both male and female chaperones.

Students are expected to pay all entrance fees, food, lodging or other costs, unless the school has made other arrangements. If, however, a student is required to participate in field studies as part of a class requirement but is unable to pay, the school will arrange for the costs to be paid.

**FEES**

As part of the district’s annual budgeting process, the board approves a fee schedule for the next school year.

Some fees that appear on the list include participation fees for extracurricular activities or consumable fees for the purchase of supplies used in instruction. These fees are used only to support the subject or activity for which the fee was paid.

For example, Lexington District One charges student athletes a board-approved student athletic participation fee of $75 per year. This is a per child fee and not a per sport fee.

The principal and/or superintendent must approve any other money collected from students according to the following guidelines:

- No class or grade may charge its members dues.
- All money collected from students — for any purpose — is given to the school principal or his/her designee. The principal then follows proper district receipting, accounting and disbursement procedures.
- The district keeps special collections for class activities, club activities or events to a minimum.

**FOOD SERVICE**

The district encourages all students to participate in the National School Lunch and School Breakfast programs. These programs offer students well-balanced meals and give students an opportunity to learn about nutritious meals.

In the 2018–2019 school year, all students pay $1.40 per breakfast and all students pay $2.90 per lunch.

Depending on the income level of the household and the number of members living in the household, students may qualify for free meals (breakfast and lunch) or reduced price meals (breakfast 30¢ and lunch 40¢). Families may complete a Free and Reduced Price School Meals Application during registration or anytime during the school year. Applications are available at the schools or online on the district’s website.

The qualification for free or reduced price meals is not retroactive to any fees and/or meal charges already incurred.

To pay for meals, parents/guardians can send cash or a check to school or make meal payments online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com).
This website allows parents/guardians to make secure payments to their child’s account, see what their child has eaten each day and view their child’s account balance. To start using this service, parents/guardians should visit the website, follow the directions and create a Parent Account.

Parents are encouraged to monitor their student’s meal account. A student meal history may be requested through the school cafeteria at any time.

The district discourages schools from allowing children to charge meals. School administrators notify a parent/guardian once their child charges a meal and owes money to the cafeteria. The district does not refuse breakfast and/or lunch to a student unless it first notifies the student’s parent/guardian in writing that the student will no longer be allowed to charge breakfast and/or lunch. That notification must include the date that the school intends to stop breakfast and/or lunch service.

Procedures for handling charged meals in elementary and secondary schools are developed for the purpose of dealing with this situation on a consistent basis so that the student “customer” will not be embarrassed or humiliated.

Charged meals are defined as meals which cannot be properly accounted for because the student has no money.

- Students may charge up to $10.00 in meals.
- Notification through SchoolMessenger will be used to notify parents of account balances with less than $10.00 weekly.
- Any child on paid or reduced status with a negative $10.00 balance will be served an alternate meal until the balance is paid in full unless arrangements have been made with the school principal and/or food service manager to make installment payments.
- Students on free meal status with a negative balance always receive a regular meal.
- All students with a negative balance cannot buy anything extra (à la carte items).
- Adults may not charge meals.

**FUNDRAISING**

Schools will keep fundraising to a minimum so that the efficiency and effectiveness of the educational process is not impaired. Fundraising campaigns must be approved by the principal.

No student or organization may sell, distribute or advertise services, written materials or items from private sources at school without the principal’s approval.

Schools may conduct a limited number of infrequent exempt food-based fundraisers that do not meet the USDA Smart Snacks in School nutrition standards according to the Healthy, Hunger-Free Kids Act of 2010. An exempt fundraiser cannot be sold in the food service area (where school meals are prepared, served or consumed) during breakfast or lunch. This includes a commons area if students are expected to eat there.

Nutrition standards for food and beverages are accessible on the Food Service and Nutrition link on www.lexington1.net.

**GIFTS**

Since students come from different economic backgrounds, the district adheres to the following guidelines regarding gifts:

- Students may not be asked to contribute to a gift for a teacher. If a group wants to present a gift, they must handle those arrangements outside of school.
- Students will not draw names for the exchange of gifts on holidays or at any other time.

**HEALTH AND WELLNESS**

Modeled after the CDC’s Coordinated School Health program, Lexington District One schools use an integrated school, parent and community approach to enhance the health and wellness of its students with the goal of increasing fitness and reducing obesity.

Our district is committed to a healthy school environment that offers children nutritious food choices, provides sequential and interdisciplinary nutrition education, and connects meaningful physical activity to students’ lives outside of physical education.

- Nutrition education is integrated into health education and other areas of the curriculum through classroom instruction, snack times and the school cafeteria.
- Daily recess and intentional physical activity are provided in all elementary schools.
- After-school programs encourage physical activity and healthy habit formation. The district wellness policy is considered when planning school-based activities such as school events, field trips and assemblies.
Physical education classes include instruction of individual activities as well as team sports to encourage lifelong physical activity.

Reports showing an individual student’s fitness performance on their recommended healthy fitness zone for age and gender as measured by the “Fitnessgram” are sent home in grades 5 and 8, and once in high school.

Wellness Policy

Lexington District One’s Vending, Beverage and Food Initiative for Healthy Kids is part of the Board’s wellness policy (District Policy ADF School Wellness) and limits student access to unhealthy snacks and beverages.

- Our elementary students do not have access to snack or beverage machines.
- Our middle and high school students do have access to snack and beverage machines. Schools do not allow, however, the sale of foods of minimal nutritional value. These are foods that provide little or no contribution to daily nutritional requirements. These include, but are not limited to, certain carbonated beverages, certain water ices, chewing gum, certain candies such as hard candy, jellies and some gummies, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn.
- Even though elementary school students do not have access to these foods through vending machines, the district wants to make sure that teachers are mindful not to distribute these unhealthy foods to students as rewards and that cafeterias do not sell them as extra snacks.
- It is important that our PTAs and other school organizations know that students are not to receive these foods during the school day or on field studies.
- A student may bring food/beverages of minimal nutritional value from home for his/her own use. The student, however, may not sell these items to other students.

INSURANCE PROGRAM

The district offers an optional student accident insurance program available to parents/guardians at a minimal cost. Parents/guardians make payments for this coverage directly to the company offering the insurance.

The district covers middle and high school students engaged in sports through a separate insurance program. Schools do not, however, pay the difference between the benefits students receive under the insurance program and any actual costs resulting from student accidents.

INTERSCHOLASTIC ACTIVITIES

All activities for students in Grades 7–12 involving school-sponsored competitions between or among schools are considered interscholastic activities.

The South Carolina High School League’s rules govern all interscholastic athletic activities (see www.schsl.org).

Policies of the district’s Board of Trustees govern all other interscholastic activities.

A student establishes academic eligibility at the beginning of each semester. This eligibility is based on the student’s previous semester of courses taken and grades achieved.

MEDIA CONSENT AND RELEASE

Throughout the school year, Lexington County School District One may highlight students in its efforts to promote LCSDO activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, television, the internet, DVDs, displays, brochures, Facebook, Twitter, YouTube and other types of media.

At the beginning of the year, the student’s parent or legal guardian is asked, through a Media Consent and Release form, to give Lexington District One and its employees, representatives and authorized media organizations permission to print, photograph and record my child for use in audio, video, film or any other electronic, digital or printed media.

The form also informs parents that their child’s photo, video and/or work will be identified by first name only when it appears on the district’s or school’s website. Parents will be asked to give permission on a case-by-case basis if their child is to be identified by more than just first name on any website including social media.

The parent is also asked to give permission for his/her son/daughter to be photographed or videotaped by representatives of the media and for the photos and/or videotapes to be used on local television broadcasts or in area newspapers.

It is also the district’s practice to ask for a parent’s consent before any child is interviewed by any newspaper or television reporter.
NONRESIDENT STUDENTS

In order to attend a Lexington District One school, a child must reside with a parent/guardian who is a resident of Lexington District One, or the child must own real estate in Lexington District One with an assessed tax value of $300 or more and pay tuition.

Tuition is the difference between the taxes the parent/guardian pays on the student-owned property each year and the district’s cost to educate the student. (The prior year’s local revenue per child raised by the millage levied for school district operations and debt service is reduced by school taxes on real property owned by the child paid to the school district in which he/she is enrolled.)

The parent/guardian must bring a copy of the deed showing the child as the property owner and showing that it has been filed at the Lexington County Courthouse.

Once this has been verified, the parent/guardian must pay the additional tuition before the child may enroll in a school in our district.

If payment to the school district is not made within a reasonable time, as determined by the district, the child will no longer be allowed to attend the school.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA is a federal law that protects the privacy of student education records and gives parents certain rights with respect to their children’s education records. “Student education records” include any records maintained by a school or the district that are directly related to the student. These rights transfer to the student when he or she reaches the age of 18. These are “eligible students.”

A letter explaining FERPA, a Directory Information Form and a Notification of Rights Under FERPA is available online through InfoSnap or as a printed copy at registration.

For questions about FERPA or to change Directory Information Form choices, please go to the district’s website (www.lexington1.net), choose the “I AM… A Parent/Guardian” tab, then choose the “Family Educational Rights and Privacy Act (FERPA)” link.

Directory Information

Schools or the district may disclose, without prior written consent, appropriately designated “directory information”; that is, information that is generally not considered harmful or an invasion of privacy if released, unless parents/guardians or eligible students advise the district to the contrary as provided on the district's Directory Information Form.

Lexington County School District One classifies the following student information as directory information: name; address; telephone number; photograph; date and place of birth; major field of study; dates of attendance; school and grade level; participation in officially recognized activities and sports; weight and height of members of athletic team(s); degrees, honors or awards received; the most recent educational agency or institution attended; and district-assigned student identification number (not Social Security Number), user ID or other unique personal identifier.

FERPA affords parents and students who are 18 years of age or older certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day that the school receives a request for access.

   Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect those records.

   Schools do not provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for those copies.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask Lexington County School District One to amend a record they believe is inaccurate should write the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but they should also specify why they believe it should be changed.
If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

School administrators will provide additional information regarding the district’s hearing procedures when they notify the parent or eligible student of the right to a hearing.

3. The right to provide written consent before the district discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception allows the district to disclose education records to school officials with legitimate educational interests without consent. A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility.

A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the district’s Board of Trustees. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee (such as a disciplinary or grievance committee); or a parent, student or other volunteer assisting another school official in performing his or her tasks.

Upon request and without consent, the district discloses education records to officials of another school district when a student seeks or intends to enroll in that district or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

FERPA permits the disclosure of PII from students’ records upon request and without consent if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations require the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

A school may, without obtaining prior written consent of the parents or the eligible student, disclose PII from the education records of a student to the following:

- school officials, including teachers, within the educational agency or institution who the school has determined to have legitimate educational records including contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(1)–(a)(l)(i)(B)(2) are met.
- officials of another school, school system or institution of postsecondary education where the student seeks to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34.
- authorized representatives of the United States Comptroller General, the United States Attorney General, the United States Secretary of Education, or state and local educational authorities, such as the South Carolina Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement of compliance activity on their behalf.
- appropriate parties in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for, amount of or conditions of the aid, or to enforce the terms and conditions of the aid.
- state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- organizations conducting studies for or on behalf of the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
– accrediting organizations to carry out their accrediting functions.
– parents of an eligible student if the student is a dependent for IRS tax purposes.
– appropriate officials to comply with a judicial order or lawfully issued subpoena.
– appropriate officials in connection with a health or safety emergency, subject to §99.36.
– officials with information the school has designated as “directory information” under §99.37.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA is a federal law that affords parents/guardians and students over 18 years of age certain rights regarding the manner in which Lexington District One conducts surveys, collects and uses information for marketing purposes, and does certain physical exams. These include the right to the following:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
– Political affiliations or beliefs of the student or student’s parent
– Mental or psychological problems of the student or student’s family
– Sex behavior or attitudes
– Illegal, anti-social, self-incriminating or demeaning behavior
– Critical appraisals of others with whom respondents have close family relationships
– Legally recognized privileged relationships, such as with lawyers, doctors or ministers
– Religious practices, affiliations or beliefs of the student or student’s parent
– Income, other than as required by law to determine program eligibility

2. Receive notice and an opportunity to opt a student out of the following:
– Any other protected information survey, regardless of funding
– Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law
– Activities involving collection, disclosure or use of personal information obtained from students for marketing, or to sell or otherwise distribute the information to others

3. Inspect, upon request and before administration or use, the following:
– Protected information surveys of students
– Instruments used to collect personal information from students for any of the above for marketing, sales or other distribution purposes
– Instructional material used as part of the educational curriculum

These rights transfer from a student’s parents to a student 18 years old or to an emancipated (under state law) minor.

Lexington District One has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Lexington District One will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lexington District One will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below, and will provide an opportunity for the parent to opt his/her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities
scheduled after the school year starts, parents will be provided
reasonable notification of the planned activities and surveys listed
below and be provided an opportunity to opt their child out
of such activities and surveys. Parents will also be provided an
opportunity to review any pertinent surveys. Following is a list of
the specific activities and surveys covered under this requirement:

■ Collection, disclosure or use of personal information for
  marketing, sales or other distribution;

■ Administration of any protected information survey not
  funded in whole or in part by the U.S. Department of
  Education;

■ Any non-emergency, invasive physical examination or
  screening as described above.

Parents who believe their rights have been violated may file
a complaint with the Family Policy Compliance Office,
U.S. Department of Education, 400 Maryland Avenue, SW,
Washington, D.C. 20202-5901.

“PLEDGE OF ALLEGIANCE”

State law requires that each school set aside time for the “Pledge
of Allegiance.” Any student, however, who does not wish to say
the “Pledge of Allegiance” does not have to participate and will
not be penalized.

That student may leave the classroom, remain in his/her seat or
express non-participation in any form as long as that form does
not materially infringe upon the rights of others or disrupt school
activities.

SCHOOLMESSENGER

SchoolMessenger is a telephone messaging system that helps the
district get emergency messages to staff, students and students’
parents/guardians quickly by telephone. The district can use the
system to let parent/guardian know when his/her child misses a
day of school, or what he/she needs to bring to registration or for
a field trip.

Parents/guardians can create a contact preference profile or
update preferences using SchoolMessenger’s “Contact Manager”
website. This feature allows you to control the ways in which
you prefer to be contacted. It also works like a mailbox, giving
you a place to review messages you may have missed. A link to
SchoolMessenger’s Contact Manager website appears on the “I
AM… A Parent/Guardian” page of the district’s website.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil
rights law protecting the rights of individuals with disabilities.
Section 504 provides that “no otherwise qualified individual with
a disability in the United States… shall, solely by reason of his or
her disability, be excluded from the participation in, be denied
the benefits of, or be subjected to discrimination under any
program or activity receiving Federal financial assistance…”

In order to fulfill its obligation under Section 504, Lexington
District One recognizes a responsibility to avoid discrimination
in policies and practices regarding personnel and students.
No discrimination against any person with a disability will
knowingly be permitted in any of the programs and practices.

The school district has specific responsibilities under the Act,
which include the responsibility to identify, evaluate and, if the
child is determined to be eligible under Section 504, afford access
to appropriate and comparable educational services.

Under Section 504, a disability is defined as: 1) a physical or
mental impairment that substantially limits one or more of
the major life activities of such individual; 2) a record of such
impairment; or 3) being regarded as having such an impairment.
The definition under 504 is broader than that contemplated
under IDEA.

If the parent/guardian disagrees with the determination made by
the professional staff of the school district, he/she has a right to a
hearing with an impartial hearing officer.

FERPA also specifies rights related to educational records.

If you have questions about Section 504, please contact the
district’s 504 Coordinator, Anne O’Cain at 803-821-5626.

STUDENT GOVERNMENT

Student government is an extension of the educational process.
When students participate in school affairs, they grow as
responsible citizens.

Schools may establish student councils or student government
associations in order to encourage participation in various
activities of school life and to allow students to experience the
democratic process.

Student councils help improve the general welfare of all students,
participate in curriculum evaluation and recommend regulations
for student conduct.
Student councils do not have the authority to make policies for the district or regulations for the school. Students may recommend policies and policy changes to the district’s Board of Trustees through student government channels or through procedures established by school administrators.

Student councils do not have any disciplinary authority — except for the authority to recommend removal of one of their members from the council.

**STUDENT PUBLICATIONS**

Each school publication, such as newspaper, yearbook, literary magazine, etc., will have a sponsor (such as a teacher).

The sponsor analyzes, evaluates and approves all content.

The principal monitors the process and is ultimately responsible for all publications.
SAFETY AND DISCIPLINE
ACCIDENTS/FIRST AID
Each school has a registered nurse responsible for administering first aid.

When a student’s illness/injury appears serious, the school makes every effort to contact the parent/guardian and/or family physician immediately. If the school cannot contact the parent/guardian and/or family physician, the school calls the county emergency service and asks them to transport the student to the nearest hospital emergency room. (The parent/guardian is responsible for the cost of the ambulance.)

When the parent/guardian is not immediately available, a school representative accompanies the injured/ill student in the ambulance or follows the ambulance to the emergency health care facility and remains at the emergency health care facility with the student until a parent/guardian, other family member or family physician arrives.

No school will send an ill or injured child home alone.

Parents are reminded that the primary purpose of the school Health Office is to provide assessment and care for injuries and illnesses that occur during the school day.

ASSAULT AGAINST SCHOOL PERSONNEL (S.C. CODES 16-3-612 AND 59-63-370)
If a student is convicted of assault and battery committed against any person affiliated with a school on school grounds or at a school-sponsored event, or if a student is convicted of a violent offense of any type, state/local authorities notify that student’s school.

Every year the school must notify each of that student's teachers of his/her conviction.

In addition, the conviction or adjudication and sentence is filed in the student’s permanent record. The school must forward it with the student's school records when the student transfers to another school or school district.

ASSISTING STUDENTS WITH MEDICATIONS
Schools will assist students with medication using the following procedure.

The parent/guardian must submit a dated request to the school for any non-prescription or prescription medication on the Permission for School Administration of Non-Prescription and Prescription Medication form.

The request should list the student’s name, health care provider’s name, medication, time student must take the medication, dosage, possible side effects and date the student stops taking the medication. South Carolina DHEC policy for medications administered in the schools now requires a physician signature on the Permission for School Administration of Non-Prescription and Prescription Medication form as well as a parent/guardian signature. This includes inhalers as well as oral medications. Requests for short-term non-prescription medications require a parent/guardian signature only on the district Medication Permission form.

For long-term medications or emergency medication (e.g., adrenaline for severe allergic reactions), the parent/guardian may submit one request per year.

If the school approves the request, the school nurse will assist the student with taking the medication and will keep a record of all instances of assistance.

Medications, whether non-prescription or prescription, must be provided in their original labeled containers.

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

Neither the district nor its employees will be responsible for any adverse reactions when the medication has been given in the manner prescribed.

Individual Health Care Plans
School nurses write Individual Health Care Plans to guide how a student’s health care needs will be met while at school. The nurse works with the student, the student’s parent/guardian, the student’s health care provider and other school staff to write the plan.

IHCPs are written for students who have special health care needs and are also written for students who have been approved by the school district to self-medicate or self-monitor.
Students will not share any prescription or over-the-counter medication with another student. Violations of this will result in disciplinary action including, but not limited to, suspension or expulsion.

Schools cannot allow unsupervised self-monitoring or self-medication in cases where this would jeopardize the safety of the student or others.

To learn more about IHCPs, talk with the school nurse.

**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 the Lexington District 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.

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.
CELLULAR TELEPHONES/OTHER PERSONAL COMMUNICATION DEVICES

Cellular telephone and other personal communication devices are used for various reasons, including emergency use and parental communication.

Middle and high 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 and high school students may use their personal communication device before and after school, during class changes and during their assigned lunch as long as the use does not disrupt the school environment.

Elementary school students may possess a personal communication device as long as the device remains off and is not visible during the school day. They are not permitted to use personal communication devices during the school day. Teachers may allow, however, the instructional use of personal communication devices at their discretion.

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/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. Upon notification, the principal or his/her designee will follow these procedures:

First offense ■ Detention

Second offense ■ Detention

Third offense ■ Detention

Fourth offense ■ In-school Suspension ■ Student is not allowed to bring device on campus during the school day for the remainder of the year.

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

COMMUNICABLE DISEASES

Lexington District One includes an emphasis on health, hygiene and safety in its curriculum. The district also includes age-appropriate information concerning safe health practices that inhibit/prevent the spread of communicable diseases.

Under certain circumstances, students with communicable diseases can pose a threat to the health and safety of other students and staff. The district works to maintain a balance between educating all eligible students and controlling communicable diseases.

Decisions regarding the educational placement of students with communicable diseases are made on a case-by-case basis, in accordance with these guidelines:

■ Students with communicable diseases will be permitted to attend school. The parent/guardian, however, must inform the school principal of their child’s communicable disease.

■ A committee forms to monitor/evaluate the student’s health status. The committee consists of the parent/guardian, personal physician, appropriate public health professionals and district personnel.

■ The committee considers means of transmittal, how long the student will be infectious, to what degree the student’s presence at school poses a risk to other students/staff and the probability of transmittal.

■ If an elementary school student suffers from AIDS or HIV infection, SC DHEC notifies the district. Once the district receives notice, the superintendent ensures that a committee forms to monitor and/or evaluate the student’s health status. Generally, children with AIDS or HIV infection should be permitted to attend school and school activities without restriction, provided their health allows it.

■ If, based on sound medical evidence, it is decided that a child with a communicable disease poses a significant risk to the health and safety of others, the committee will determine whether an appropriate adjustment can be made to the student’s school program to eliminate the risk.

■ If such adjustments are not possible, the district will offer an alternative educational program. This placement will continue, with periodic re-evaluation, until the risk to others has abated.
If it is determined that the student has limited strength, vitality or alertness due to a chronic or acute health problem that adversely affects his/her educational performance, the committee will refer the student for possible identification and placement as a student with special needs.

CONCUSSIONS
A student athlete who has been removed from play and evaluated and who is suspected of having a concussion or brain injury may not return to play (RTP) until the student athlete has received written medical clearance by a physician.

Any student athlete determined to be concussed may not RTP on the same day of injury.

The parent/legal guardian of a student athlete determined to be concussed will be contacted and counseled regarding management of the injury.

A student athlete who has been cleared to RTP must follow an appropriate graduated RTP protocol as well as any specific instructions concerning classroom work.

The athletic trainer, physician, physician assistant, or nurse practitioner who evaluates the student athlete during practice or an athletic competition and authorizes the student athlete to return to play is not liable for civil damages resulting from an act or omission in rendering this decision, other than acts or omissions constituting gross negligence or willful, wanton misconduct. This immunity applies to an athletic trainer, physician, physician assistant, or nurse practitioner serving as a volunteer.

DEMERIT SYSTEM
Each Lexington District One school has an approved discipline program in place.

Schools have the option of using a demerit system. If the school your child attends uses a demerit system, that system is outlined in the school’s handbook or agenda, or provided to you in writing in some other form.

EMERGENCY DRILLS
As part of our district safety procedures, each school develops a plan that provides for the protection of students in the event of a disaster.

During the first month of each semester, schools conduct at least one disaster emergency drill.

Each school also conducts a fire drill at least once each month. These drills teach students how to promptly and orderly evacuate the building in an emergency.

In addition, the Transportation Office conducts at least two bus evacuation drills each school year.

EXPULSION FROM SCHOOL
From time to time the district must expel students from school. These students are either a threat to the safety and welfare of other students, or the students have exhibited behavior which is disruptive to the school and which requires serious disciplinary measures.

When a student is expelled, that student cannot attend school, cannot ride a school bus at any time, cannot come on any school grounds, cannot attend any program at any school during the day or night, and cannot attend any school-sponsored or school-related activity on or off school property.

If a student’s behavior or actions warrant possible expulsion, the principal suspends the student for at least four days and recommends to the district hearing officer that the student be expelled.

The school notifies the student’s parent/guardian of the alleged infraction(s) in writing and provides a summary of the evidence against the student, the time and place of a hearing, and the rights of the parent/guardian and student.

Hearing Procedure for Expulsion
The principal or his/her representative, student, parent/guardian and an individual who represents the student (such as an attorney) may attend the hearing.

The principal and the student (or their representatives) may present witnesses or witnesses’ statements and, within the discretion of the district hearing officer, cross-examine the witnesses who are presented.

The parent/guardian and/or student representative will be given an opportunity to argue their position and express their views on the case.

If the district hearing officer determines that grounds for expulsion exist, he may expel the student for the remainder of the
school year or give the student punishment other than expulsion, such as probation. With probation, special restrictions are placed on the student’s right to attend school.

The district hearing officer may also transfer a student (in Grades 6–12 who is at least 11 years old) to the district’s alternative learning program, FOCUS.

State law (59-65-80) does not require school districts to enroll a student who has been or may be expelled or suspended by a board of trustees of a district or any other person acting with authority from the board.

**Appeals for Expulsion**

The student or his/her parent/guardian may appeal the district hearing officer’s decision by writing to the Office of Student Services and, subsequently, to the Board of Trustees. Normally, the board will not grant a personal appearance unless there are extenuating circumstances.

Conduct which may result in a recommendation for expulsion:

- Causing or intending to cause disruption or obstruction of school by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other similar conduct;
- Damaging, destroying or stealing school or private property while on school grounds, or during a school activity, function or event off school grounds or on a school bus;
- Causing, attempting to cause or threatening to cause physical injury to any person or behaving in such a way that could cause physical injury to any person (includes anking);
- Possessing, handling or using fireworks on school property or at any school-sponsored activity;
- Repeatedly failing to obey school rules or to obey teachers, student teachers, teacher assistants, administrators or other personnel;
- Boarding a school bus, coming on school grounds or attending extracurricular activities/school events while suspended;
- Joining a group when he/she knows or should know that the group is engaged in or is preparing to engage in an activity prohibited by school rules or the law;
- Distributing unauthorized, non-school-sponsored materials;
- Failing to obey any teacher or other school official when asked to leave a particular place, report to a particular place or identify himself/herself;
- Using extortion, blackmail or coercion to obtain money or property from anyone and/or attempting to force anyone to do something against his/her will;
- Using obscene/vulgar language/gestures and/or showing marked disrespect to any school employee;
- Being suspended 10 or more times in a school year or five or more times during a semester (high school);
- Intentionally touching anyone in an offensive or sexually provocative manner and/or making offensive or sexually provocative comments or gestures;
- Violating board technology policy;
- Committing an act of harassment, intimidation or bullying.

Conduct which will result in a recommendation for expulsion:

- Possessing, handling or transmitting a knife, gun/firearm or any other object that can be considered a weapon (including a look-alike weapon). A student who brings a firearm to school will be recommended for expulsion for at least one calendar year (S.C. Code 59-63-235) and will be referred to law enforcement.
- Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc.
  - See Policy JICH and page 47 of this handbook for more information regarding alcohol/drug infractions. The board intends to expel all students who distribute any of the above-mentioned substances on school grounds.
- Participating in gang activity/secret societies.

**EXTREME WEATHER**

Parents/guardians and employees can get information about school delays and closings from the district’s telephone calling system, SchoolMessenger, the district’s 24-hour pre-recorded telephone message center at 803-821-1299, the district’s website at [www.lexington1.net](http://www.lexington1.net), local radio stations or local television stations.

Please do NOT call schools, the Central Services Office or the media. In weather-related emergencies, the district needs to keep all telephone lines open.
Should the weather worsen unexpectedly while students are at school, the district will keep students and school buses at school until the crisis passes. (Schools are one of the safest places that children can be during most natural disasters. In fact, the district’s schools serve as emergency shelters.)

During weather-related crises, schools will release students only to parents/guardians or other individuals listed on the students’ emergency information cards.

**FEVER/ILLNESS**

Sick children do not perform well in class and can expose their classmates to a virus or other illness. If your child complains that he/she does not feel well, please check his/her temperature before sending him/her to school. If your child has a fever of 100 degrees or more before you give him/her Tylenol, Advil, Motrin or some other appropriate fever-reducing medication, keep your child at home. (Never give aspirin to children who have flu-like symptoms, particularly fever, without first speaking to your doctor. Giving aspirin to children and teenagers who have the flu can cause a rare but serious illness called Reye's syndrome.)

Your child should not return to school until he/she has been fever-free without the help of Tylenol or another product for 24 hours. When your child does come back to school, he/she should go by the nurse’s office and have his/her temperature checked before going to his/her classroom.

**GANGS OR SECRET SOCIETIES**

Gangs that initiate, advocate or promote activities on school grounds that threaten the safety or well-being of individuals or property disrupt the school environment and are harmful to the educational process. Therefore, any student wearing, carrying or displaying gang paraphernalia, exhibiting behavior or gestures which symbolize gang membership, or participating in negative activities which affect other students will be disciplined.

The administration considers any gang activity or evidence of membership in gangs or secret societies as described in Board Policy JICF to be an act detrimental or disruptive to the school environment, which, for disciplinary purposes, calls for a referral to the district hearing officer.

**HAZING**

Hazing is against board policy and, more importantly, against the law.

The district tolerates no acts of hazing by students, staff or third parties as a part of any school-sponsored activity. Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting or engaging in hazing. No administrator, coach, sponsor, volunteer or district employee will permit, condone or tolerate any form of hazing.

State law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting or humiliating nature.”

**HEAD LICE**

Lexington District One follows school exclusion guidelines for communicable diseases published by SC DHEC. These guidelines indicate school exclusion for head lice from the end of the school day until after the child has been treated with an appropriate lice treatment product.

If a teacher thinks a student may have head lice, that teacher will refer the student to the school nurse for screening. If the nurse confirms that the student has active head lice, the nurse will notify the parent/guardian of that finding and treatment options.

Before a student can be readmitted to school, the nurse must recheck the student to verify that the treatment was effective.

When the school nurse finds two or more active cases of head lice in any one classroom, the nurse screens all students in that classroom.

**IDENTIFICATION BADGES**

Each middle and high school makes photographic identification badges for students, and provides one badge and one detachable lanyard for each student at the beginning of school. If the student loses, defaces or destroys that badge, the student must replace it by paying the district-approved fee.

Students use these badges to purchase meals, check out materials from the media center, provide identification to staff members, etc.

Students must wear the identification badge or sanctioned temporary badge at all times while on campus or while traveling to or from school on a school bus.
The badge must be clearly visible at all times.

If a staff member asks to see a student’s badge, the student must show it immediately. Refusal to do so may result in suspension.

If a student comes to school without his/her issued badge, that student must get a temporary badge from the office before classes begin.

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 a lanyard and visible near the middle of the chest will receive one of the following discipline assignments:

- First and second offenses: Student conference
- Third and any additional offenses: Detention

These measures will be administered on a semester or term basis.

**LASER POINTERS**

Students may not possess a laser pointer (cylindrical objects approximately the size of a writing pen that emit a laser beam) of any kind on school property or while attending a school-sponsored or school-related activity on or off school property.

If a student brings a laser pointer to school, the principal will confiscate it, and the student will face disciplinary action, which could include suspension.

**LOCKS ON STUDENT LOCKERS**

Principals decide if students at their schools may place locks on lockers assigned to them.

Students may place only school-provided combination locks with a master key control on school lockers. A student may not place his/her own lock on a school locker. Schools sell and/or rent locks.

The rental price of a lock is one-half the sale price. If a student fails to turn in a rental lock (in good condition) at the end of the school year, the student must pay the difference between the rental price and the sale price.

**POLICE OFFICERS IN ELEMENTARY SCHOOLS**

In the spring of 2013, Lexington District One administrators and representatives from the Lexington County Sheriff’s Department, the Town of Lexington Police Department and the Town of Pelion Police developed a pilot program that put officers in a few elementary schools. The pilot was very successful and the school board approved a police presence in all of our elementary schools beginning with the 2013–2014 school year.

The officers are off-duty police officers. Their purpose is to be a police presence and to provide more security, if needed.

**REPORTING CHILD ABUSE/NEGLECT**

In accordance with S.C. Code 63-7-310 and board Policy JFL, Reporting Child Abuse and Neglect, all district employees who have reason to believe that a child under the age of 18 has been or may be abused or neglected as defined by law will report or cause a report to be made. These individuals will make the report to a law enforcement agency in the county where the child resides, the county Department of Social Services where the child resides or the county DSS that has custody over the child.

The employee making the report will tell the principal of the school and the school counselor of any oral or written report submitted in a case of suspected child abuse or neglect.

School personnel who reasonably suspect child abuse or neglect will make a report in good faith. A “reason to believe” is sufficient in order to make a good faith report. State law provides both civil and criminal immunity to those reporting suspected child abuse or neglect in good faith. It is not the responsibility of school personnel to prove that the child has been abused or neglected, or to make a determination of whether the child is in need of protection. Any involvement of school personnel in investigation or treatment should be in conjunction with the local child protection unit of DSS.

Upon proper identification by investigative personnel of DSS or the appropriate law enforcement agency, the principal will, upon request, arrange for the investigators to talk with the child in a private office or conference room. The investigation will take place without parental notification or permission.

Should the investigating agency find it necessary to remove the child from the school, the investigator will attempt to notify the parent/guardian, sign a district pupil release form, and assume responsibility for the child’s well-being and safe return home.

**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 mar 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:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaying the bus</td>
<td>1–5</td>
</tr>
<tr>
<td>Causing confusion</td>
<td>1–5</td>
</tr>
<tr>
<td>Misconduct</td>
<td>1–5</td>
</tr>
<tr>
<td>Out of assigned seat without permission</td>
<td>1–5</td>
</tr>
<tr>
<td>Excessive noise</td>
<td>1–5</td>
</tr>
<tr>
<td>Littering the bus</td>
<td>1–5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Points</th>
<th>Length of Bus Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>5 days</td>
</tr>
<tr>
<td>22</td>
<td>10 days</td>
</tr>
<tr>
<td>33</td>
<td>15 days</td>
</tr>
</tbody>
</table>
| 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, transmitting, associating with, selling or being under the influence of any stimulants, depressants, cannabis, psychedelics/hallucinogens, narcotics, miscellaneous inhalants or look-alike drugs of any kind (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.

**Elementary Schools**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Bus Suspension Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>1–5 days</td>
</tr>
<tr>
<td>Second</td>
<td>5–10 days</td>
</tr>
<tr>
<td>Third</td>
<td>10–15 days</td>
</tr>
</tbody>
</table>

**Middle and Secondary Schools**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Bus Suspension Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>5 days</td>
</tr>
<tr>
<td>Second</td>
<td>10 days</td>
</tr>
<tr>
<td>Third</td>
<td>15 days</td>
</tr>
</tbody>
</table>

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.

**SEXUAL HARASSMENT**

The district takes sexual harassment of students seriously and prohibits such conduct by employees, students or third parties associated with district schools.

Students can report inappropriate behavior of a sexual nature without fear of adverse consequences. Any student who feels he/she has been subjected to sexual harassment or any parent/guardian of a student who feels his/her child has been subjected to sexual harassment is encouraged to file a complaint with the school’s principal or designated school contact person.

All employees, students and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action (up to termination in the case of an employee or up to expulsion in the case of a student). Other appropriate steps will also be taken to correct/rectify the situation.
SMOKING/TOBACCO PRODUCTS

Lexington District One does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, snuff, electronic cigarettes (e-cigarettes), personal vaporizers or any electronic nicotine delivery system by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

The district does not permit the use of candy or other novelty items that “look like” tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

This tobacco-free designation applies not only to normal school/office hours but also to any extracurricular event or activity whether before or after school, scheduled or unscheduled.

Students who violate Policy GBED Tobacco-Free Workplace will be subject to disciplinary action in accordance with the district’s Student Code of Conduct policy (JICDA) and administrative rule (JICDA-R).

The Youth Access to Tobacco Prevention Act states that it is illegal to purchase or possess tobacco products if an individual is under 18 years old. Individuals under 18 may face legal fines, be required to enroll in cessation programs, be required to perform community service and/or lose their driving privileges. Violations of the laws of the United States or of the State of South Carolina may subject students to criminal prosecution.

Enforcement

- Administrators will confiscate items and not return them.
- Administrators will notify the student’s parent/guardian.
- Students who violate this policy will receive a one-day out-of-school suspension on the first violation.
- Students who violate this policy will receive up to a three-day out-of-school suspension for subsequent violations.
- After the second violation, the student enrolls in and pays for a mandatory tobacco education course offered by the Lexington/Richland Alcohol and Drug Abuse Council.

STUDENT CODE OF CONDUCT

The district expects students to conduct themselves in such a way that they do not violate the rights and privileges of others.

Students should respect authority, conform to school and district rules, and obey laws that apply to the conduct of juveniles or minors.

School staff emphasize high standards of personal courtesy, decency, morality, clean language, honesty, wholesome relationships with others, respect for real and personal property, pride in one’s work, and achievement within the limits of an individual’s ability.

Students who show a sincere desire to remain in school, to be diligent in their studies and to profit from the educational experience will be given every opportunity to do so.

The Student Code of Conduct is in effect when the student is:

- on school property at any time;
- at any school-sponsored event;
- on a school bus or other district vehicle; and
- at all times and in all places where the student’s conduct has a direct and immediate effect on the district’s interest.

For more information, see Board Policy JICDA and JICDA-R.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

The board provides a grievance procedure (Policy JII) as a formal method for the resolution of any grievances concerning the treatment of students by district personnel. These grievances may arise from allegations of violations of student legal rights or board policy.

The district will resolve student complaints and grievances through orderly processes and at the lowest possible level.

- A teacher will provide any student or his/her parent/guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.
- If the incident remains unresolved, the student, his/her parent/guardian or the teacher may bring the matter to the principal’s attention for consideration and action.
- The student may also bring the matter to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
■ If the matter is still unresolved, the complaining party may bring the matter to the superintendent or his designee for consideration.

■ If the matter is still unresolved, the complaining party may bring it in writing to the Board of Trustees for review.

**Title IX Complaints**

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to their principal. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Title IX coordinator/superintendent and then to the Board of Trustees. The superintendent will schedule appeals to the board.

**Section 504 Complaints**

Students who believe that they have been discriminated against on the basis of their disability or impairment have the right to appeal to their principal. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Section 504 coordinator/superintendent and then to the Board of Trustees. The superintendent will schedule appeals to the board.

**STUDENT DRUG TESTING PROGRAM**

The district cares about drug abuse and the physical well-being of its students, including those covered in the Student Drug Testing Program policy (Policy JJIE).

This program's primary objectives are to deter drug use among students participating in a school-sponsored interscholastic athletic competition and students who drive to school. The policy aims to assist these covered students in receiving education and counseling about drug abuse. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for students participating in athletics. This policy is designed to help protect covered students and others with whom they compete from potential injury because of the misuse of drugs. The policy is also designed to protect the safety of all of our students and community members by aiming to deter drug use among student drivers.

For the purpose of this policy, a drug includes, but is not limited to, marijuana (THC), opiates, cocaine, methamphetamines, phencyclidine (PCP), MDMA (Ecstasy), unauthorized prescription medications and/or any other substance defined as a controlled substance by either South Carolina or federal law. All medications, including over-the-counter drugs, must be properly registered with the school nurse.

This policy does not conflict with any other board policy or administrative rule which authorizes disciplinary action for the possession, use, sale or transfer of alcohol or controlled substances while on school grounds or at a school-sponsored event on or off campus. The administration will enforce this policy as defined in administrative rule JJIE-R.

**Drug Testing Procedure**

Before a student can become eligible for participation in a school-sponsored interscholastic athletic competition in grades seven through 12, or obtain on-campus driving and parking privileges, the student and parent/legal guardian must complete a signed consent form indicating their agreement to be subject to the testing and the rules and procedures of the program. That agreement must be filed with the coach or school designee.

The consent form, along with a copy of Policy JJIE and this administrative rule, will be given to all students trying out for participation in a school-sponsored interscholastic athletic competition as well as all students obtaining on-campus driving and parking privileges. Once a student is selected for participation in a school-sponsored interscholastic athletic competition or obtains on-campus driving and parking privileges, he/she becomes a covered student.

Covered student athletes remain eligible for random drug testing from the date the consent form is turned in to the coach or school designee and consent remains in force until the student graduates or leaves the school district or it is revoked. Student drivers become eligible each school year after they have received on-campus driving and parking privileges.

Failure to consent to participation in the drug-testing program will automatically exclude any individual from participation in any school-sponsored interscholastic athletic competition and/or obtaining on-campus driving and parking privileges. A covered student or his/her parent/legal guardian may revoke the consent to drug test at any time, but such revocation will result in the covered student no longer being eligible to participate in a school-sponsored interscholastic athletic competition and/or being eligible to drive and park on campus for the remainder of the school year.
Covered students will be subject to testing for the use of controlled substances and prescription and over-the-counter substances, drugs or medications. Testing will ensure that the specimens being analyzed are identified with the appropriate student information, that the purity of the samples are maintained and that positive results are validated for confirmation purposes. All chemical analyses will be conducted by a professional laboratory and will be at the district’s expense, except for follow-up testing which will be at the covered student’s expense.

All student drug-testing records will be kept strictly confidential in accordance with written district policy and FERPA. The covered student, his/her parents/guardian and school personnel (on a need-to-know basis consistent with FERPA) are the only persons who will be notified of test results. Law enforcement personnel will not be notified. All records relating to and including student drug-testing results will be destroyed by the district upon the student’s graduation or other departure of the student from the district.

**Frequency of Testing**

All covered students will be subject to random drug testing throughout the year in which they participate in a school-sponsored interscholastic athletic competition and/or receive on-campus driving and parking privileges. Since the process is random, it is possible for a covered student to be tested more than once during the year. The district will test a minimum of 25 percent of covered students annually.

**Substances for Which Students Will be Tested**

In administering the random drug-testing program, the district will test for the presence of certain substances that may include, but not be limited to, marijuana (THC), opiates, cocaine, methamphetamines, phencyclidine (PCP), MDMA (Ecstasy), unauthorized prescription medications and/or any other substance defined as a controlled substance by either South Carolina or federal law.

**Selection of Students for Testing**

A confidential testing schedule will be created by the district’s Office of Student Services and the district’s approved testing agency prior to the initiation of the program. This will ensure that testing of covered students is conducted in a manner that is random and protects the privacy of students.

**Administering the Test**

All aspects of the random drug-testing program, including the collection of the specimens, will be conducted to safeguard any and all personal and privacy rights of the student to the maximum extent possible.

The policy treats a student’s test result as a confidential health record pursuant to both federal and state regulations. As such, any information obtained by the drug-testing program which would identify the student as a drug user may be disclosed only for those purposes and under those conditions permitted by federal regulations.

No testing record of any student will be used to initiate or substantiate any criminal charges against a participant or to conduct any investigation of him/her.

The district’s approved testing agency will oversee the collection of specimens in accordance with the federal Substance Abuse and Mental Health Services Administration. The testing agency will test the specimen on site, when possible and appropriate. All positive specimens collected will be forwarded to a licensed laboratory for validation of results.

The student and collector will complete a specimen control form, which will detail and guarantee the chain of custody.

Negative specimens will be kept by the testing facility for 24 hours. Positive specimens will be kept for one year and one day pending a request for retesting of a specimen, if any.

Any attempt by a student to tamper with the specimen collection process will deem and constitute the specimen as positive.

**Maintenance of Test Results**

Participating students’ test results and subsequent actions will be kept in confidential files separate from their other educational records. The results will be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to oversee implementation of the drug-testing program and consequences for violating the policy. Students’ drug-testing information resulting from the program will not be turned over to any outside agencies except under circumstances in which the school district is legally compelled to surrender or disclose such test results.

The results of all drug tests will be cumulative and will remain a part of each tested student’s file for the duration of the covered student’s eligibility to participate in any covered activity.
Notification of Test Results

If a covered student tests negative, the parent/legal guardian will be informed in writing of the test results.

If a covered student tests positive, the student's parent/legal guardian will be contacted and asked to attend a conference with the student and principal and/or designee.

Consequences

Student athletes who are also student drivers will be subject to both categories of consequences (on-campus driving and parking suspension as well as athletic suspension) if they are found in violation of the student drug-testing program.

After a covered student tests positive, each subsequent violation will carry the assigned athletic and on-campus driving and parking suspension.

Students who drive to school while serving a driving suspension as a result of violating the student drug-testing program will be subject to out-of-school suspension.

Consequences will result from any of the following violations:

- a confirmed positive drug test.
- tampering with the specimen collection process.
- noncompliance with individual treatment plan.

Positive Drug Test: First Offense

Student Athletes

A conference must be held between the principal and/or designee, parent/guardian and student.

The student will be ineligible to participate in all school-sponsored interscholastic athletic competitions, school practices and any extracurricular activity related to any sport in which the student is participating for 14 calendar days starting the date that the student and parent/guardian are notified of a violation. The student also must test negative for drugs using the district’s testing agency prior to resuming participation in any practice or competition.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

Student Drivers

A conference must be held between the principal and/or designee, parent/guardian and student.

The student will lose on-campus driving and parking privileges for 14 calendar days starting the date that the student and parent/guardian are notified of the violation. The student also must test negative for drugs using the district’s testing agency prior to having on-campus driving and parking privileges reinstated.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

Positive Drug Test: Second Offense

Student Athletes

A conference must be held between the principal and/or designee, parent/guardian and student.

Should a student have a second violation, the student will be ineligible to participate in all school-sponsored interscholastic athletic competitions, school practices and any extracurricular activity related to any sport in which the student is participating for 90 calendar days starting the date that the student and parent/guardian are notified of the second positive violation. The student also must test negative for drugs using the district’s testing agency prior to resuming participation in any practice or competition.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

Student Drivers

A conference must be held between the principal and/or designee, parent/guardian and student.

Should a student have a second violation, the student will lose on-campus driving and parking privileges for 90 calendar days starting the date that the student and parents/guardian are notified of the violation. The student also must test negative for drugs using the district’s testing agency prior to having on-campus driving and parking privileges reinstated.
At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

**Positive Drug Test: Third Offense**

**Student Athletes**
A conference must be held between the principal and/or designee, parent/guardian and student.

Should a student have a third violation, the student will be ineligible to participate in all school-sponsored interscholastic athletic competitions, school practices and any extracurricular activity related to any sport in which the student is participating for one calendar year starting the date that the student and parent/guardian are notified of the offense. The student also must test negative for drugs using the district’s testing agency prior to resuming participation in any practice or competition.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

**Student Drivers**
A conference must be held between the principal and/or designee, parent/guardian and student.

Should a student have a third violation, the student will lose on-campus driving and parking privileges for one calendar year starting the date that the student and parent/guardian are notified of the violation. The student also must test negative for drugs using the district’s testing agency prior to having on-campus driving and parking privileges reinstated.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

**Positive Drug Test: Fourth Offense**

**Student Athletes**
Should a student have a fourth violation, the student will be dismissed from all school-sponsored interscholastic athletic competitions and school practices, and will be declared permanently ineligible starting the date that the student and parents are notified of the offense.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

**Student Drivers**
Should a student have a fourth violation, the student will lose on-campus driving and parking privileges for the remainder of their school career starting the date that the student and parent/guardian are notified of the violation.

At the parent/guardian’s expense, the student will participate in drug counseling provided by a certified clinical counselor. The minimum number of sessions will be determined by the counselor. At the parent/guardian’s expense, the student may be subject to periodic drug retesting while participating in this drug-counseling program.

**Refusal to Take Drug Test**
Any student athlete who refuses to take the drug test after being selected for testing will no longer be eligible to participate in any school-sponsored interscholastic activity for the remainder of the school year and will be required to submit to a drug test prior to participation in any future school-sponsored interscholastic athletic competition. Any student driver who refuses to take the drug test after being selected for testing will lose on-campus driving and parking privileges for 30 calendar days starting the day of the test and will be required to submit to a drug test prior to having parking privileges reinstated.

**Appeal Procedure**
Parents/guardians may request a retest of their student’s original specimen at their own expense at the school district’s approved collection agency. These requests must be made to the district’s Office of Student Services within 24 hours (not counting weekends or holidays) of receiving the results of the student’s drug test.
A covered student and his/her parent/guardian may appeal a decision made under this administrative rule by notifying the Office of Student Services within five days of the notification of a positive test result. An appeal can subsequently be made to the superintendent or his designee. The superintendent’s decision may also then be appealed to the Board of Trustees. A student is not allowed to play, practice or participate in any extracurricular activity related to any sport in which the student is participating during the appeal. A student driver is not able to drive or park on campus during the appeal.

Education
At the time of initial participation and annually thereafter, covered students will be advised in writing of the purposes of the drug testing program. Education on drug abuse will be made available to all covered students.

Supervision and Evaluation
Results of student drug tests will be provided to the superintendent or his designee. A report regarding test results will be provided monthly to the Board of Trustees by the district administration. A cumulative district report will contain the number of students tested, the covered activities in which they participate, and the number of positive and negative tests. To ensure confidentiality, no names of students will be provided in this report.

The Office of Student Services will be responsible for the annual review of the program. A committee will assist in evaluating the effectiveness of the drug testing program.

STUDENT PASSES
A student must have an official student pass in his/her possession whenever he/she leaves an assigned class, media center, gymnasium or other place during the school day to go to another part of the school.

STUDENT RIGHTS AND RESPONSIBILITIES
Students have certain civil rights guaranteed by state and federal law. Among them are:

- the right to attend free public schools without regard to race, color or national origin;
- the right to due process with respect to suspension, expulsion, unreasonable searches and seizures, or administrative decisions which the student believes injure his/her rights;
- the right to free inquiry and expression; and
- the right to privacy.

With those rights come responsibilities. Student responsibilities include:

- the responsibility to attend school as required by law;
- the responsibility not to harm or discriminate against others; and
- the responsibility to observe reasonable rules established by school administrators.

STUDENT SEARCHES
The Fourth Amendment of the United States Constitution protects students from unreasonable searches.

The district posts notices conspicuously at all regular entrances to school property that state that students, visitors and their belongings are subject to reasonable searches and seizures.

Students and parents/guardians should understand that this policy does not preclude the calling of law enforcement personnel when the need is apparent.

Administrators will conduct a search when they believe a crime has been committed or when they believe that a search will reveal contraband or evidence. Administrators do not conduct searches to embarrass, harass or intimidate students.

School officials may make random, unannounced searches of school property (i.e., lockers, desks, related items) at any time.

The principal authorizes and supervises any search of a student. Any search will be reasonable in scope and take into consideration the individual’s age, the individual’s gender and the nature of the alleged infraction.

If a student refuses to comply, however, the student may be recommended for expulsion.

The search will be made privately.

A school administrator — in the presence of at least one witness who is also a school administrator or teacher — will make the search. At all schools, the administrator who searches the student or the teacher who witnesses the search must be of the same gender as the student.
The search will not be a strip search. The school staff will examine the student’s belongings after the student removes them.

The student may be instructed to take off any item of clothing that can be removed without exposing his/her underwear or parts of the body ordinarily covered by underwear. This may include, but is not limited to, hats, jackets, sweaters, shoes and opaque footwear.

If a student cannot turn his/her pockets inside out, the staff member conducting the search may pat the outside of the student’s pockets to check their contents.

In all cases, every reasonable effort will be made to notify the parent/guardian as soon as possible that a search is being planned or has taken place.

**Searches by Metal Detectors**

Administrators are authorized to use metal detectors (stationary or mobile) when searching for weapons or any other dangerous object; when they determine the safety and security of the district require it; when they believe either from personal observation or reliable information that a student has a weapon or dangerous object; when they believe that a crime has been committed; when they find a weapon at school; or when any violence involving a weapon occurs.

They may use metal detectors during school hours or after hours at extracurricular events such as football or basketball games, and they may use metal detectors at entrances to any building, classroom, auditorium, gymnasium, etc. Additionally, they may use metal detectors to search individuals as they enter or exit school buses or other vehicles.

Any search will be reasonable in scope and take into consideration the individual’s age, the individual’s gender and the nature of the alleged infraction.

When an employee uses a hand-held scanning device to search a student, that employee must be of the same sex as the student being searched.

Property removed from a student that can legitimately be brought into school will be returned to the student. Property that violates school policy will be confiscated and the student will be subject to disciplinary action.

**Searches by Trained Dogs**

The use of trained dogs to search for controlled substances in schools will be on a random, unannounced basis.

At the request of the principal, a trained dog, with its handler, may go into the school to sniff lockers, desks and the exterior of automobiles. Should the dog alert its handler to the presence of a controlled substance, school officials would then have a reasonable basis to conduct a search in accordance with the procedures previously outlined.

**Searches of Automobiles**

Individuals are permitted to park on school premises as a matter of privilege, not of right. Therefore, the school has the authority to conduct routine searches of the exterior of automobiles parked on school property, and school officials may observe items inside automobiles that are in plain view.

The interior of automobiles (including trunks, glove compartments and personal belongings) may be searched when a school official believes the driver is violating board policies, school rules or state law.

When a school official needs to gain access to the interior of an automobile parked on school premises, he/she will first ask the driver to provide such access.

If the driver is a student and he/she refuses, the student may be subject to disciplinary action, including loss of all parking privileges.

**SUBSTANCE ABUSE (ALCOHOL/DRUGS)**

Students enrolled in Lexington District One schools may not knowingly 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.

This policy does not prohibit student use of prescription medications at school as prescribed by the student’s doctor. For information on the process for assisting students with medication, see page 32.
Teachers and other school personnel will report suspected substance-abuse violations to the principal, who will immediately investigate. The principal may seek outside agency assistance, including the Lexington County Sheriff’s Department’s drug-sniffing dogs.

Principals will routinely use drug-sniffing dogs each semester for random patrols of classrooms, lockers and parking lots during the school day, but not in the presence of students.

In the event the use of drugs by a student on school property creates a medical emergency, the principal will summon emergency medical assistance and notify the parent/guardian immediately, then take appropriate disciplinary action as described.

Board Policy Administrative Rule JICH-R uses the following definitions:

- **Category I substances**: Cocaine, crack cocaine, LSD, heroin or other hallucinogenic drugs.
- **Category II substances**: Alcohol, marijuana, all other controlled substances as defined in state law (other than Category I substances) including look-alike drugs and non-controlled drugs represented as controlled substances.
- **Distribution/sale/transfer**: Student gives or sells to another student or another person an identifiable quantity of alcohol, narcotics, hallucinogenic drugs, look-alike drugs, non-controlled drugs represented as controlled drugs or any other illegal substance. 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 knowingly 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 or permanent expulsion;
- file a report of the offense with the Central Services Office; and
- file an incident 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. An alternate intervention treatment may substitute for LRADAC with prior approval from the Office of Student Services. Failure to complete the intervention program will result in the case being returned to the district hearing officer for possible expulsion or permanent expulsion.

**SUSPENSION FROM SCHOOL**

A student may be suspended from school for up to 10 school days for one offense.

A principal may not suspend a student from school during the last 10 days of a school year without the approval of the superintendent if the suspension would make the student ineligible to receive credit for the school year. An exception to this rule would be if the presence of the student constitutes an actual threat to a class or a school. Students who exhibit serious disciplinary behavior may be suspended from school immediately. A student may not be suspended for more than a total of 30 days in a school year.

Prior to suspending a student from class or school, the principal will give an oral statement of the charges and, if the student denies them, an explanation of the evidence. The student will have an opportunity to present his/her version of what happened.

When a student is suspended, the principal will attempt to contact the parent/guardian to request that the parent/guardian pick the student up from school. Otherwise the student will stay at school until the end of that school day.

Occasionally a principal will ask a student to leave immediately and that student may be removed from school grounds immediately.

The principal will notify the parent/guardian in writing, giving the reason(s) for such suspension, and setting a time and place for a conference. If, after the conference, the parent/guardian believes the suspension was unjustified, they may appeal to the district’s hearing officer. An appeal can subsequently be made to the superintendent.

A suspended student may not enter the school or school grounds, attend any day or night school function, or ride a school bus, except for a prearranged conference with an administrator.

Students who have been suspended will have the opportunity to make up all school work missed.
TECHNOLOGY RESOURCES

Due to the integration of technology in the educational process and the curriculum of the districts, student use of technology is not optional.

In this handbook we provide a summary of the Use of Technology Resources in Instruction board policy. Students and parents/guardians can view the latest version of the entire policy and administrative rules (IJNDB and IJNDB-R) on the district’s website.

The district's goal in providing technology is to promote educational excellence by facilitating resource sharing, innovation, communication and learning through access to resources unavailable through traditional means. Through the network and internet, students and staff have access to the following:

■ locally networked reference and research sources;
■ global information and news;
■ discussion groups on a vast range of topics;
■ local, regional, public, state and national library catalogs;
■ the World Wide Web; and
■ electronic mail services.

Access to technology is a privilege, not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes.

Use of the district’s technology system is limited to educational, professional or career development activities only — providing it is not disruptive and does not interfere with the performance of other responsibilities.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users, and is subject to district policies and local, state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district’s student and employee handbooks. All students enrolled in the district understand that they will be using technology responsibly at school on a regular basis and that they are bound by the terms of the district’s policies.

Lexington District One requires all its users to report technology-related issues or problems immediately. Students tell their attending teacher. Employees tell their supervisor.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Rules Governing Use

Lexington District One web pages must comply with district policies on FERPA, data privacy and public use of school records. All communications via district web pages will comply with the district’s technology policy and Student Code of Conduct.

The district is not responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any type or any other illegal act.

Lexington District One will involve law enforcement should illegal activities take place.

Users will not access inappropriate materials. Students should immediately let their teacher know if they mistakenly access any inappropriate information or images, receive any message that they feel is inappropriate or that makes them feel uncomfortable, and/or notice any possible security problems. By immediately reporting such incidences, users protect themselves against allegations that they have intentionally violated the policy.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Students will not use district resources to agree to meet with someone they have met online.

Individuals using the district’s system must also adhere to the following rules:

■ Text and other non-executable files attached to email messages or from the internet can be downloaded only if the information and/or files are for school-related business. Large files should be downloaded during off-peak hours whenever possible.
■ Do not upload or scan inappropriate or non-school-related images of your own accord to district technology resources.
Join only high-quality discussion groups or mail lists that are relevant to educational or career development.

Do not use district technology for a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Do not originate or knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

Do not attempt to gain unauthorized access to the email system, district web pages or any other computer systems through Lexington District One email and/or internet and/or network access.

Do not make deliberate attempts to disrupt the computer system’s performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal. Additionally, individuals should not knowingly use portable data storage devices which contain viruses.

Do not attempt to perform functions that exceed authorized access, share account information (user ID and/or password) or log in through another person’s account or access another person’s files without permission. These actions are illegal.

Do not download or install unauthorized software or install unauthorized hardware.

Do not run any executable files attached to an email message.

Do not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on web pages.

Do not engage in personal attacks, including prejudicial or discriminatory remarks.

Do not send harassing email. Harassment is persistently acting in a manner that distresses or annoys another person. Individuals must stop sending messages when requested to do so by another person.

Do not access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination.

**Penalties for Improper Use**

Students who violate the technology policy or otherwise misuse technology will be subject to disciplinary action. This action may include, at a minimum, the loss of technology privileges up to expulsion according to the district’s Student Code of Conduct policy.

Violations of federal or state laws may subject users to criminal prosecution.

**User Privacy**

Email messages and any other electronic files created or stored using district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

**THREATS (S.C. CODE 16-3-1040)**

It is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on a teacher, principal or their immediate families.

Any person violating this law must, upon conviction, be punished by a term of imprisonment of no more than five years.

**TIP LINE 803-821-1232**

Lexington County School District One has a districtwide Tip Line, accessible online, by telephone or by email, for students, their parents or staff to report school safety concerns or the improper use of district resources.

You can submit a report to the district’s Tip Line by calling 803-636-8317 and leaving a message; texting details of your concern 803-636-8317; visiting https://lexington1-sc.safeschoolsalert.com and filling out the appropriate form; or emailing details of your concern to 1607@alert1.us.com. When submitting a report, please leave a detailed message that includes the name of the school or office where the concern happened.
When you contact the Tip Line, it is not required that you provide a name or telephone number in order to leave a message about your concern. You may, however, provide a name or telephone number if you do not want to remain anonymous.

District personnel check the Tip Line regularly from 8 a.m. to 4:30 p.m. Monday through Friday. If you submit a concern after hours or on the weekend or during a school holiday, and feel that your concern is urgent, you can contact Midlands Crimestoppers at 1-888-274-6372.

TRESPASSING/DISTURBING SCHOOL
(S.C. CODES 16-17-420 AND 16-11-520)

Anyone on any school campus without a visitor’s pass is trespassing.

Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools.

Administrators will contact the proper authorities about trespassing/disturbing school violations.

VISITOR CHECK-IN REMINDERS

Lexington County School District One believes there is no better way for you to learn about your child’s school than by volunteering at that school and attending your child’s school activities and events.

Each time you come to the school, whether to volunteer, attend an event or meet with a teacher, you will check in and out at the front desk. As you leave the building, you return to the school’s check-in station, click on the “visitors” icon, locate your name and click on “check-out.” This checks you out of the system and indicates you left the school. This helps us keep our schools safe by ensuring that no unauthorized person enters.

Simply bring your driver’s license with you and check in by feeding it through the scanner. That scanner will “read” your driver’s license, run a quick check and print out a temporary, stick-on visitor/volunteer badge that displays your photograph and name as well as the date, time and purpose of your visit.

Should the system flag a visitor for any reason, the system automatically and privately alerts the front office staff and the school’s administrators. An administrator will then talk to the individual and work through any issue.

All visitors and volunteers must wear their name badges in plain sight at all times while on school grounds or at school-related events or activities. Visitors will not, however, be asked to check in and out using this system during evening PTA/PTO meetings, school plays, programs, athletic events or other large-crowd events.

When an event takes place that requires chaperones or volunteers to supervise students and is after school or away from school, schools will work with those chaperones or volunteers to make sure that they receive approved volunteer badges for the event.

WEAPONS

State laws (S.C. Codes 16-23-430 and 59-63-235 and Board Policy JICI) prohibit public school students from bringing any item capable of injuring another person or property on to school property or to any school-sponsored or school-related activities on or off school property. This includes any type of firearm, knife, other sharp object or any object that could be considered a weapon, including items that look like weapons (water guns, etc.).

Students who possess, handle or transmit a knife, firearm or other object that can be considered a weapon will be recommended for expulsion.

Lexington District One is required by state law (S.C. Code 59-63-235) to expel, for at least one calendar year, any student who brings a firearm (gun) to school, who has a firearm on school property or who has a firearm while attending a school-sponsored or school-related activity on or off school property.

A student who brings a firearm to school will be recommended for expulsion of at least one calendar year and will be referred to the Lexington County Office of the Department of Juvenile Justice or the appropriate law enforcement agency. In addition, administrators will file an incident report with the appropriate law enforcement agency and turn over all confiscated materials to that law enforcement agency.

The district will not provide educational services in an alternative setting to students expelled for firearms violations.
APPENDICES
# Grade Point Conversion Table

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## 2018–2019 DAILY SCHOOL SCHEDULES

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