

PRINCIPAL'S MESSAGE

Welcome to the 2008-2009 school year. Our focus is to provide a safe learning environment so that each student can grow to become his/her very best. At LMS, we will provide challenges and we hope to stretch each student so he/she learns about himself/herself. It is only through this self-knowledge that one can become a productive, happy adult. The middle school functions as a bridge between the elementary and high school. We can only be successful if we all work together to support each student's individual needs and strengths.

May the school year of 2008-2009 be a successful one with positive challenges and maximum growth.

2008-2009 ADMINISTRATIVE STAFF

Principal.....Laura McMahan
Assistant Principal Elizabeth Abbott
Assistant Principal Michael Sheley
Admin. Assistant..... John Robert Jackson
Admin. Assistant.....Jason Mills
Director of Guidance..... Jamie Dawkins
Guidance CounselorCedelle Gates
Guidance Counselor Laurie Moore
Guidance CounselorAshleigh Near
Media Specialist Dupre Young
Cafeteria Manager Carolyn O'Brien
Executive Secretary.....Brenda Smith
Clerical AssistantDana Fore
Clerical Assistant Tonya Frye
Clerical AssistantBonnie Sayles
Clerical AssistantLisa White
Discipline Secretary Carlin Daly
Special Needs Secretary Cathy Lehman
Guidance Secretary Terri Rutland
Attendance SecretaryGloria Rice
Head Custodian.....Patrick Wieczorek
Assistant Custodian Reginald Summers
School Resource Officer.....Robin Crosby

OUR SCHOOL'S MISSION STATEMENT

Lexington Middle School is a safe, caring environment dedicated to promoting the education of each student. The middle school experience prepares our students to demonstrate a high level of academic achievement and a successful transition to a rigorous high school curriculum.

OUR SCHOOL'S BELIEF STATEMENTS

We believe:

- *each student has individual worth and potential for learning.*
- *responsibility for learning is shared among students, parents, faculty, and other community members.*
- *ongoing communication among all members of the school community is essential to a positive school environment.*
- *faculty and staff lead by positive example to set high expectations.*
- *a high level of achievement is standards-based, reflects effective use of higher order thinking skills, and shows collaboration among all disciplines.*
- *education is comprised of five facets: academics, arts, athletics, life-skills, and technology*
- *a successful social transition includes developing skills in living and learning, as well as career exploration.*
- *an Individual Graduation Plan is essential to a successful academic transition.*

Lexington County School District One does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission to, access to, treatment in or employment in its programs and activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Mary Walker and Joe H. Bedenbaugh, Lexington County School District One, PO Box 1869, Lexington, SC 29071-1869, telephone number (803) 359-4178. Contact these people if you have questions regarding these issues.

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ATTENDANCE

Students are expected to attend all of their classes. An unexcused absence from class is considered "cutting." Students who "cut" will be referred to an assistant principal for disciplinary action. Students enrolled in high school credit classes cannot have more than ten unexcused absences.

A written excuse must be provided within three days after a student returns to school. All excuse notes should include the following facts:

1. Date the excuse is written
2. Date(s) of absence(s)
3. Reason for the absence(s)
4. Telephone number where parent/legal guardian, physician or other appropriate person may be reached during the day
5. Signature of the parent/legal guardian, physician or other appropriate person

• **ABSENCES**

The following reasons for absences from school are excused:

1. Illness
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance by the principal
5. Authorized religious holidays
6. Marriage in the immediate family
7. Unavoidable circumstances

The following are not excusable absences from school in accordance with state attendance laws:

1. Truancy
2. Suspension
3. Missing the school bus
4. Trips not approved in advance
5. Parent causing student to be late

• **CUTTING CLASS/SCHOOL**

Cutting class:

First Offense	ISS
Second Offense	OSS

Cutting school/Leaving Campus:

First Offense	2 Days ISS
Second Offense	OSS

• **EARLY DISMISSAL**

In order to be dismissed from school prior to 3:30 p.m., a parent or an authorized person must come to the office and sign the student out before the student will be permitted to leave the campus. The beginning or the end of a class is the best time to call students in order that instruction not be interrupted. During mandatory testing, students will not be dismissed once the class period has started.

• **TARDY TO CLASS**

Tardy to class is a problem that interrupts the education process. Teachers will assign automatic lunch detention for the first three tardies in a nine-

week period. Any further tardies in a nine-week period will result in lunch detention to be assigned by the classroom teacher.

• **TARDY TO SCHOOL**

Students who arrive tardy to school must have their **parents sign them in** at the main office. **Unexcused tardies to school will result in lunch detention assignment during lunch. Students are allowed one unexcused tardy to school each nine weeks.**

• **TRUANCY**

The school will contact the parent in writing when three or more unexcused absences have occurred. A second contact will be made when five or more unexcused absences have occurred. When ten or more unexcused absences have occurred the record may be reported to the Lexington County Department of Juvenile Justice for truancy charges.

ANIMALS AND PETS

Under no circumstances should live animals and pets be brought on campus.

ASSEMBLIES

Students are to stay with their class in route to the assembly program, sit with their class during the program, and stay with their class when returning to the room. Students should behave in a manner consistent with the nature of the assembly program.

Consequences: Consequences will vary depending on the severity of the offense.

BEFORE SCHOOL AND LUNCH

Students are to remain in designated areas at all times. No one is allowed in the building without a signed agenda. The designated area is the courtyard. The courtyard consists of the area from the breezeway in the back of the 100-200 building and media center, to the bus road and between the cafeteria and gym. Students may go to the basketball court only when a teacher or administrator is present for duty.

The "No-Hands" rule will be in effect at all times. The restrooms outside the gym are to be used. The following areas are off-limits during lunch and before school:

1. School buildings (including gym and lobby).
2. Car parking lots.
3. Area behind the basketball courts.
4. All portables.
5. The trash dumpster (At all times).

BUDDY DAY

A Buddy Day is when a parent agrees to attend classes with his or her child for one school day. The Buddy Day may be substituted for a one-day suspension offense only once during a school year.

BUS

Students are not permitted to get on or off school

buses except at their assigned bus stop. When unloading, students should move away from the bus immediately to avoid accidents.

Students are not to remain on the buses while the driver parks or makes a second trip. Students are not to loiter around the buses or the area where the buses are parked.

Violations of bus regulations as stated in the Lexington County School District One Student Handbook will result in disciplinary measures by an assistant principal.

Any change in student bus transportation requires a written, dated and signed parent/guardian note 24 hours prior to the change and a phone call verifying the change to 821-3713. The note requesting the change must be signed by an administrator before the student can ride the bus.

CAFETERIA

The cafeteria serves breakfast and lunch. Students are to remain quiet and exhibit good table manners. Students may want to bring lunch from home and eat in the cafeteria. The school issued ID will serve as the meal card. **Parents are encouraged to send checks instead of cash to purchase student meals.** Students will make payments to the cashier for meals, and these payments will be placed in their account. Students can pay cash daily for one meal. Only one meal can be deducted from the student's account during breakfast and lunch.

Parents may go on line to www.lexington1.net and make payment to the cafeteria

● Cafeteria Expectations:

1. Enter the cafeteria in an orderly fashion at the beginning of the lunch period and do not break in line.
2. Stay in line until you receive your meal.
3. Exhibit good table manners while eating.
4. Clear your table before you leave.
5. Push your chair in and leave the table when your finish eating.
6. Clean your area and return all materials before exiting the cafeteria.
7. Take no items from the cafeteria –food, cups, etc.

Consequences: Most cafeteria violations will result in Kitchen Patrol (K.P.)

Kitchen Patrol (K.P.): Students are assigned to K.P. during their lunch period. Students report to an assistant principal when they have finished eating.

An assistant principal will assign a student duty, for example, sweeping, cleaning tables, etc. K.P. is usually a consequence of misbehavior in the cafeteria but may be used for other offenses at the discretion of an assistant principal.

CLASSROOM BEHAVIOR

All teachers will utilize the following rules. Additional rules may be added at the teacher's discretion, but the following rules will be enforce in

every classroom:

1. Disobedience, disrespect, disorderly conduct and disturbing others are unacceptable behaviors.
2. Students should be punctual and prepared for class.
3. Students should be recognized before speaking or leaving their seat.
4. Students should maintain appropriate posture at their desk.
5. Gum, candy and open drinks are prohibited.
6. Sunglasses are prohibited in classrooms.
7. Cheating will result in a zero on the work and parent will be notified.

COMPUTER ETHICS

All students who use the school's technology resources must abide by the following rules:

- Students will not change any computer settings, including the desktop, icons, folders, audio, video or display
- Students will not tamper with, move, disable or delete any files or programs
- Students will not install any programs without teacher permission
- Students will not tamper with, remove, deface or disable computer equipment
- Students will not touch another student's computer
- Students will not use another person's login, files or folders
- Students will not print without teacher permission
- Students will not use a diskette, CD, DVD or USB flash drive without teacher permission
- Students will respect the copyright laws
- Students will not use any program, including the Internet, without teacher permission
- Students will not access e-mail, games, instant messaging, chat rooms, forums, social networking sites or any similar websites
- Students will not access materials that are disruptive, obscene, vulgar, offensive, discriminatory, violent, unlawful or otherwise inappropriate
- Students will not attempt to disable or bypass the district filtering software
- Students will not attempt to disrupt the computer system by spreading a computer virus or by any other means
- Students will not have food, gum, drinks, lotions, sprays or magnets near the computer equipment
- Students will keep clear of all cables, cords, jacks, outlets and switches
- Students will log off and leave the workstation ready for the next person to use
- Students should not be in the computer lab without direct teacher supervision

Students who violate these rules will be subject to disciplinary action and the possible loss of technology privileges. Students and their parents may be held responsible for the repair or replacement of deliberately damaged equipment. Violations of state and/or federal laws may result in criminal prosecution.

COURTYARD

The courtyard consists of the area from the breezeway in the back of the 100-200 building and media center, to the bus road and between the cafeteria and gym.

DISCIPLINE

FORWARD

Lexington Middle School is committed to perpetual improvement. Factors including a changing community, population growth, and student diversification often necessitate changes. The Student Handbook is a comprehensive description of discipline at Lexington Middle School. It works in conjunction with the Lexington School District One Student/Parent Handbook. We ask that you read and review the Student Handbook with your child until your family possesses a working knowledge of the plan. Please call us at 821-3700 if you have any questions or concerns.

DISCIPLINARY PHILOSOPHY

Disruptive behavior is irresponsible behavior which is a conscious choice. It is our responsibility to control disruptive behavior through the application of clearly defined penalties in a timely fashion in order to assure a safe and secure environment which affords the opportunity for maximum performance for students, teachers, and administrators. Inattentive behavior can create a disruptive atmosphere and will be dealt with as such. The purpose of all discipline is to change behavior. Four levels of involvement are essential if our management plan is to effectively enable Lexington Middle School to accomplish its mission. These four levels of involvement are: Family, Student, Teacher and Administrator.

LMS LADDER SYSTEM

- 1st Step: Warning and conference with teacher.
- 2nd Step: Teacher's discretion. Example: bench or cat card punch (not a conference w/student) (A parent conference by telephone is required).
- 3rd Step: Lunch detention and parent is notified by mail that the next offense will result in Total Lunch Detention
- 4th Step: Total Lunch detention (TLD) – Student is given a copy of detention notice to take home and parent is notified by mail.

Severity of infraction will be considered when applying ladder system—Ladder system does not apply to serious offenses.

DISCIPLINE CONSEQUENCES

• BENCH

Students will be assigned to sit on bench the first 10 minutes of lunch period or before school.

• CAT CARDS

Cat cards are used to reward students who regularly do the right thing and provide quick consequences for students who do not follow Lexington Middle School expectations for behavior. Students will receive hole punches on their Cat Card if they don't follow the expectations of LMS. Students who receive their fifth hole punch will be assigned lunch detention and will be placed on the ladder system. Student who can't produce their cat card when asked will also be assigned lunch detention and placed on the ladder system. Cat cards are issued to students each 4 1/2 weeks. Students who keep up with their card and do not lose their card due to punches will receive a reward. **Lost cards will not be replaced for any reason.**

• LUNCH DETENTION (LD)

Lunch detention is held during recess. Assignment to lunch detention is a consequence of reaching Step 3 on the LMS ladder.

A student may also receive automatic lunch detention for a first offense being in the hall without a pass, in unauthorized areas, tardy to class, gum, food, candy or drinks in the halls or classrooms. Food, candy or drinks will be forfeited to the teacher.

Parents will be notified by mail that their child has been assigned lunch detention and that the next behavioral infraction will result in total lunch detention. **Any student failing to attend lunch detention will automatically proceed to Step 4 on the ladder and be assigned total lunch detention.** After three (3) lunch detentions in a nine-week period, the student will be assigned total lunch detention (by the lunch detention teacher) for excessive lunch detentions in a nine-week period. Lunch detention will be assigned for the day following the discipline when possible. All lunch detention slips will be turned in to the office by the end of the day. Notification of lunch detention and total lunch detention will be sent out through email.

Students assigned to lunch detention should report directly to the designated area of the cafeteria at lunch.

Being late will result in additional lunch detention days being assigned. Students may bring a bag lunch or purchase lunch in the cafeteria. If a student does not serve his/her lunch detention satisfactorily, he or she will be instructed to return for an additional day. Students who do not bring their yellow copies of the discipline referral will be required to help clean the cafeteria the last 10 minutes of lunch.

• TOTAL LUNCH DETENTION (TLD)

Total lunch detention is held during lunch/recess. Assignment to total lunch detention is a consequence of reaching Step 4 on the LMS ladder system.

Students will report to the cafeteria prior to their lunch time to get their lunch. Students will need to bring their book bag and work to complete. Students will then be escorted to the ISS room. Students will eat lunch in ISS and will be required to do school work after eating.

- **IN-SCHOOL SUSPENSION (ISS)**

ISS is used for the serious offenses. Students assigned to ISS will receive ISS expectations and a letter for their parents from the assigning administrator. Students are expected to finish their assigned work in ISS. After a student serves 2 days of in-school suspension during a nine-week period, the administration may use out-of-school suspension of the student for excessive ISS offenses. This will be done at the discretion of the administrator. At this point, it is obvious that ISS is not changing inappropriate behavior. Student sent to ISS 2 times during a day will be assigned ISS the remainder of that day.

- **OUT-OF-SCHOOL SUSPENSION (OSS)**

OSS will be used for serious offenses when a student's continued presence at school may disrupt the learning process. The decision to use OSS will be at the discretion of the principal or the assistant principal. Students are expected to change inappropriate behavior. Excessive days in ISS are a sign of not correcting behavior and may result in out-of-school suspension.

- **DISCIPLINE LIMITS**

In a Nine-Week Period:

Over 3 Lunch Detentions will result in
Total Lunch Detention

Over 3 Total Lunch Detentions referrals will result in
In-School Suspension

Over 2 In-School Suspensions will result in Out-of-School Suspension

Failure to report for lunch detention = Total lunch detention. (Students are allowed one no show to lunch detention for the year.)

Failure to report for total lunch detention = In-school suspension for the first offense and out-of-school suspension thereafter.

If a student has to be sent out of class for a disciplinary reason, he or she will be sent to ISS for the remainder of the class period. The teacher will follow this with a written discipline and a phone call to the parent even if it is not referred to the office for discipline.

- **SERIOUS OFFENSES**

The following offenses are prohibited at Lexington Middle School and may result in an immediate suspension from school:

1. *Fighting
2. Smoking or possession of tobacco products, matches, etc.
3. Disrespect or lying to a staff member
4. Stealing
5. Vandalism
6. Leaving school grounds without permission

7. Direct disobedience
8. Failure to give a name or giving false name
9. **Pulling fire alarm
10. Inappropriate display of affection
11. Bullying, threatening, and intimidating
12. ***Possession, distribution or participation with stink-bombs, mace, teargas, spray paint, correction fluid, or other irritants
13. Possession and/or use of any item capable of causing property damage or bodily injury (i.e., rocks, rubber bands, spitballs, needles, laser pointers, etc.).
14. "Ankling" (the pulling down of one's pants)
15. Possession of a weapon or a look alike will result in a recommendation for expulsion.
16. Consumption, possession, distribution, or being under the influence of drugs (or drug look alikes) or alcohol carries a mandatory suspension of 4 days and recommendation for expulsion. These students will also be required to attend an intervention treatment program. The students failure to complete the intervention program will result in the case being referred back to the district hearing officer. An incident report with the police will be completed.

17. Any gang activity, such as the wearing, carrying or displaying of any symbol or color related to gang paraphernalia or evidence of membership in gangs or secret societies, disruptive to the school environment will result in recommendation for expulsion.

18. Cell phones or paging devices will be confiscated if used during the school day. They may be used prior to 8:06 or after 3:30.

First Offense: If confiscated, the cell phone or pager will only be returned to the parent.

Second Offense: Confiscated and return to parent with one day ISS.

Third Offense: Confiscate and conference with parent with two days in ISS. The device will be retained until the end of the school year by the principal and turned over to the parent at that time.

Refer to the Lexington County School District One 2008-2009 Student Handbook for information concerning illegal drugs and alcohol, fireworks, cell phones, paging devices, inappropriate group activity, weapons, and other serious offenses and activities not covered in the Student Handbook.

*Students violating rule 1 may be restricted to the benches in addition to the discipline they receive.

**Pulling a fire alarm will result in suspension and charges will be filed with the police department.

***Possession of mace, stink bombs, teargas, spray paint or other irritants may result in expulsion from school.

Students are required to sign all discipline notices and detention forms to acknowledge they understand what is on the form. Refusal to sign can result in additional disciplinary action.

DRESS CODE

Student dress should reflect the attitudes and values of school and should not endanger student well-being. Dress that is disruptive and detrimental to the learning process is considered inappropriate.

The following is the district dress code and LMS will adhere to it:

- Clothing should not be so immodest or so inappropriate as to interfere with or disrupt the educational process or environment, or pose a likelihood of such interference or disruption. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive or interfering. This includes attire revealing bare midriffs, pajamas, halter/tank tops, racer-back shirts, spaghetti straps, off the shoulder tops, and see-through shirts, tops or blouses. Straps of garments should be as wide as the school issued ID badge
- 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. bookbags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco, or other illegal substances.
- Students may not wear or display gang-related attire, including gang colors or gang symbols, on their clothing or accessories.
- Students may not wear hats, head stockings, sweatbands, kerchiefs, or any other head covering including hoods unless permission is given. Religious head gear is allowed but must be approved.
- Students must wear proper shoes at all times. No Heelies or bedroom slippers allowed.
- Students may wear special dress or costume for specific events or special occasions during the school day, when approved by the principal. During the regular school day, students' athletic attire such as tennis, track, cheerleading, etc. must conform to all other regulations of the dress code.
- Students may not wear accessories or clothing that is disruptive to the school environment. This includes heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc.
- The district does not allow unusual body piercing that disrupts or interferes with the order of school, distracts the learning environment or poses the likelihood of the same.
- Students may not wear overly tight or shorter than fingertip length shorts, skirts, skorts, or dresses regardless if garments are worn under them (ie. leggings). Holes in pants are not permissible above the fingertip length.
- The district does not allow bike shorts unless worn

under another pair of shorts.

- Students must wear their pants at the natural waistline.
- Students' undergarments should not show.
- Students should not wear their undergarments outside of their clothing.

Each school's administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeably result in an interference with or the disruption of the school environment.

1st Offense Student conference held. Student changes attire.

2nd Offense Parent conference held. Student changes attire. Student receives detention.

3rd Offense Parent conference held. Student changes attire. Student receives in-school suspension.

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

The district will review this administrative rule on a regular basis with input and advice from parents, teachers, administrators and students. The district will make subsequent recommendations to the board of trustees through administrative channels.

Each school will provide written notice of the district's policy and administrative rule on student dress in the handbooks they print and distribute annually to students and parents.

EMERGENCY DRILLS

Fire, tornado, earthquake, bus, and lock down drills are held at regular intervals throughout the school year. Teacher's directions must be followed.

GUIDANCE

Lexington Middle School has a comprehensive guidance program that addresses the three life roles Learning to Live, Learning to Learn, and Learning to Work. Our program includes individual counseling, classroom guidance, small groups, and career exploration.

Students may come to guidance before school, after school, during lunch, or between classes to request to see a counselor. Counselors are available to help students with any personal, social, emotional, or academic needs. If it is an emergency, a student will be seen immediately by a counselor.

Parents may call the guidance office to request to meet or talk with a counselor. Counselors case loads are divided alphabetically.

HEALTH ROOM

The health room is located near the main office. The school nurse is on duty from 7:45 a.m. until 3:45 p.m. each day. The health room is an emergency station and is not designed for care of the seriously ill student or those needing extended care.

Students becoming ill at school or needing first aid attention should report directly to the health room, bringing with them a pass from a teacher or an administrator. In the event that the school nurse is not in the building, students should report to the main office.

When a student becomes ill at school, the parent or guardian will be notified and is expected to come for the student immediately. Each parent or guardian is asked to supply the school with the name and contact number of an alternate person to be notified in the event that they cannot be reached. No person should be named as an alternate without first having agreed to serve in that capacity. It is very important that parents inform the school of any changes in address, including home, cell or business phone.

Parents should indicate on the Emergency Information Card under "other conditions" if the student has a history of any of the following: asthma, diabetes, bleeding, rheumatic fever or stomach disorders. If the student has special needs because of a health problem, please send written instructions to the nurse.

If the student has allergies, please indicate the nature of the allergy. If special medication is required because of insect bites or stings, please send the medication properly labeled along with written instructions signed by the parent. No student is allowed in possession of any medication. All medication of any kind must be turned in to the nurse upon arrival at school.

• **MEDICATION**

Signed permission from a parent and a personal supply of medication must be presented to the nurse. Prescribed medication must be in the prescription bottle and bear the physician's name, student's name and dosage. Medication is given only if it must be taken by the student during regular school hours and cannot reasonably be given at home. **Any medication (prescription or non-prescription) taken without the nurse's authorization and supervision will result in a suspension from school. Possession of any medication at school or on the bus (prescription or non-prescription) may result in recommendation for expulsion. Any medication given by a student to another student may result in a recommendation for expulsion. Medication of any kind must be brought to the nurse by the parent.** All medications must be administered by the school nurse. **If a student needs to take medication home, the parent must pick it up from the nurse.** Students who bring cough

drops to school must have a signed parent note in their possession.

HOMEWORK

Education is a continuing process. Some homework is a necessary link in the continuing process of education. Homework will provide practice and review of skills. It should guide daily study and preparation for the following day's work. One teacher's assignments should not take a disproportionate amount of time and effort. Individual differences should be recognized, and the amount of homework should be matched with the developmental status of the student. The experts suggest 90 minutes of homework maximum per night for middle school students. Homework is posted daily by each teacher on their Lex<>Connect website.

HONOR CODE

Academic Honor Code for Secondary Students

Middle and high school students in Lexington School District One are encouraged 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 paper during a 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 (homework, worksheets, essays, research papers, test answers and lab reports).
- Referring to unauthorized notes and materials during a quiz, test or exam.
- Positioning your paper into viewing range of another student during a quiz, test or exam.
- Using technological devices to complete or disseminate answers during quiz, test or exam. Using technological devices to secure work from another student's project.
- Obtaining an unauthorized copy of a quiz, test or exam.
- Plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and plagiarizing work from another student's project.

Teachers and administrators will treat cheating as a very serious matter. Teachers will confer with the appropriate administrator to review the evidence of any misconduct. All substantiated infractions will result in the grade being affected. Parents will be notified. A zero will be recorded for the assignment, and there will be no opportunity for make-up work.

ID BADGES

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

If a student comes to school without the issued badge, before classes begin, he/she must get a temporary badge from the discipline office to wear that day. A temporary ID may be purchased for fifty cents or a permanent replacement purchased for five dollars. When a student goes to class without his/her ID badge the 1st period teacher will issue a free ID. A student is issued two free IDs within each nine weeks. After the two free IDs, the student will be assigned lunch detention by the teacher.

The following are the disciplinary actions taken for students not having their ID badge at school:

- 1st offense - student conference
- 2nd offense - student conference
- 3rd offense - Lunch Detention
- Subsequent offenses - Lunch Detention/Ladder system

Students who do not have their ID displayed properly through out the school day will receive lunch detention and/or may be asked to sit at an assigned table in the cafeteria during lunch.

LEX<>CONNECT

Parents and students are given a password to login to the web based program that provides up-to-date information on assignments, grades, activities and absences. Please contact Gail Davis if you have any questions about Lex-Connect

LIBRARY/MEDIA CENTER

Students are encouraged to use the media center for reading, study, and research. Individuals, small groups, and entire classes may use the media center. A pass or agenda signed by a teacher is required for an individual student to use the media center during class time. Students must be wearing an ID to check out materials. Books are checked out for a period of two weeks. Fines are charged for late books at the rate of \$.05 per day. Students with overdue books or fines exceeding \$.50 are not allowed to check out additional books. If a library book is damaged or lost,

the student must pay for it. Report cards are held at the end of the school year if library books are not returned.

LOCKERS

Each student is assigned a locker to be used solely and exclusively for school-related materials. Students may visit their lockers after the first bell (8:06 AM) and between classes as long as they are not tardy for class. During class time a student must have a pass to be at the locker. Being late for class due to going to a locker for materials or books, etc. will not be an acceptable excuse for tardiness to class.

Lockers will be assigned by 1st core teacher of the day. Lockers will be subject to inspection at any time. Only school locks may be used on lockers. Locks will be issued to students at the beginning of the year.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners can claim their property by identifying it. This must be done in a timely manner. Articles not claimed will be donated to charity.

NO-HANDS RULE

Students should respect the personal space of others and not touch other students. This rule is in effect at all times during the school day and at all school related activities.

PARENT TEACHER ORGANIZATION

Lexington Middle School PTO has the wonderful opportunity to contribute by supporting the teachers' and students' programs. The PTO helps by supplying the students' agendas and teachers' grants. It raises money through fundraisers to purchase needed supplies, equipment and programs for the school.

The PTO encourages family members to become involved in our school programs. Volunteers help to support a successful program. If you want to be involved, please contact our volunteer chairperson. Information about the PTO and upcoming activities is posted on the school's Website. This is a great way for you to be involved in your child's school, and we would appreciate your help.

REPORT CARDS

Report cards are issued at the end of each nine week period. Interim progress reports are issued midway through the reporting period. Grades are posted and updated on Lex<>Connect, the school's website portal for information about grades, assignments, activities and absences.

SATURDAY SCHOOL

Saturday school is held for students who have had three zone referrals for incomplete assignments during a 4 1/2 week grading period. Saturday school will be held each Saturday before interims and the Saturday before the nine weeks grading period ends. Saturday school hours are from 8:00-12:00. Students must arrive on time and be picked-up on time. Student must be signed in and out by a parent/guardian. Students will not be allowed to go to their locker before or after Saturday School. All supplies should be gathered the Friday before Saturday School.

TEXTBOOKS

Textbooks are loaned by the state and are issued at the beginning of the year. Students are responsible for their assigned books. If a book is lost or damaged, students will be charged to replace the textbook.

TRAFFIC PLAN

Students may be dropped off or picked up in the front loop at the flag pole area or the school parking lot by Dreher Street.

VALUABLES

Students, not the school, are responsible for their personal property. Radios, cd players, iPods, cameras, hand held video games, and their accessories should not be brought to school. These items will be confiscated by school officials if they are brought on campus, and the items will not be returned until a parent or guardian picks them up. Unattended book bags and pocket books are not the responsibility of the school. Students should keep their book bags and pocket books with them at all times while on campus.

ZONE REFERRAL

Students are referred to the zone during 8th period if they have three missing assignments from any one of their teachers per 4 1/2 weeks. Once a student has reached his/her third zone referral during the 4 1/2 week time period they will be assigned Saturday School.