



# Carolina Springs Middle School 2023-24 Student Handbook

Character. Scholarship. Memories. Service.  
“Huskies Pull Together!”

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Principal

**William Estes**  
Assistant Principal

**Mary Anne Deal**  
Assistant Principal

**Tiffany Wagner**  
Assistant Principal

# Carolina Springs Middle School Mission and Vision

## Mission

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### *Character*

We embrace differences, serve as positive mentors and role models, and hold ourselves and our students to the highest standards.

### *Scholarship*

We teach students how to learn, collaborate, communicate effectively, and think creatively and critically.

### *Memories*

We nurture positive relationships through the arts, athletics, and academics.

### *Service*

We encourage a personal investment in our learning environment, and we partner with our community to foster a global perspective.

## Vision

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The faculty, staff, and community of Carolina Springs Middle School *pull together* to empower each child to design the future.



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# ACADEMICS

## Academic Honor Code

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Lexington County School District One (Lexington 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 at 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 device into viewing range of another student during a quiz, test, or exam;
- using unauthorized devices to complete or disseminate answers during a quiz, test, or exam;
- using 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/guardians will be notified, and a mandatory conference will be held with the student, parent/guardian, teacher, and administrator. After the conference is held, the student will be required to complete an appropriate assignment/assessment if needed. This work will be graded in lieu of the original assignment/assessment. If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the gradebook. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped, and the original grade will be recorded. The behavioral infraction of cheating will be documented through a discipline referral to include consequences up to out-of-school suspension for repeated incidents and will be administered at the discretion of the school-based administrator.

1st Offense	Student and parent/guardian conference held. Students receive Administrative Lunch detention (AL).
2nd Offense	Student and parent/guardian conference held. Students receive in-school suspension.
3rd Offense	Student and parent/guardian conference held. Students receive in-school suspension.

## Assessment

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Assessment practices support student learning, achievement, and mastery of standards by connecting descriptive, timely, ongoing, and consistent teacher feedback direction to standards. Assessments are divided into two categories: formative and summative. Formative assessments—designed as practice and

allows the teacher to measure progress toward mastery—are not heavily weighted in the grading system (20%). Summative assessments—designed to measure a student’s ability to demonstrate the concepts, skills, and knowledge at the end of a unit—are heavily weighted in the grading system (80%).

Reassessments are limited to in-class tests and are intended to provide an additional opportunity to demonstrate understanding and mastery of learning. They can be an alternate form of the same test, a partial test limited to standards not mastered, or a test of the same standards in a different format.

**CHOICE Retake (Mastery previously demonstrated)**

- In-class tests
- One test per nine weeks
- Student must complete evidence of learning prior to reassessment
- Higher grade **up to 100** will be entered into the gradebook

**RECOVERY Retake (Mastery not previously demonstrated)**

- In-class tests
- One per any test **below 80%**
- Student must complete evidence of learning prior to reassessment
- Higher grade **up to an 80** will be entered into the gradebook

## Counseling and Advisement

Students who wish to talk to a school counselor are asked to complete a counseling referral form in the school counseling office. The following counselors serve the indicated grade level for the 2023-24 school year:

- 6th grade: Whitley Farrell ([wfarrell@lexington1.net](mailto:wfarrell@lexington1.net))
- 7th grade: Anedra Wilson ([aswilson@lexington1.net](mailto:aswilson@lexington1.net))
- 8th grade: Julie Long, Director of School Counseling ([jlong@lexington1.net](mailto:jlong@lexington1.net))

## Extension Policy

The Lexington One Extension Policy applies to projects, major writing assignments, major labs, and presentations.

	First Late Assignment	Additional Late Assignments
Extenuating Circumstances or Illnesses	Teacher and student agree on assignment requirements and revised due date. <b>No penalty for late work</b> <b>Parent/guardian contacted</b>	
Assignment Not Completed By Due Date	Teacher and student agree on assignment requirements and revised due date. <b>No penalty for late work</b> <b>Parent/guardian contacted</b>	Teacher and student agree on assignment requirements and revised due date. <b>Maximum grade received cannot exceed 80</b> <b>Parent/guardian contacted</b>

# Extracurricular Activities

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## *Participation in Extracurricular Activities When Absent or Dismissed*

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

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

Extracurricular activities are any events associated with the school but not part of the regularly scheduled academic day. These activities may include athletic events, concerts, marching band, beauty pageants, etc.

## *Athletics*

We encourage students and their families to come and support our Husky sports teams. All student athletes must meet eligibility requirements established by the State Department of Education, the South Carolina High School League, Lexington One, and Carolina Springs Middle School. Only students in grades 7 and 8 will be allowed to participate in interscholastic sports. To be eligible, students must have been academically promoted to the next grade level. Students who do not meet academic requirements will not be allowed to participate in sports programs. Student athletes must participate in the district's drug testing program in order to be eligible to participate in interscholastic athletics.

# Grading System & Report Cards

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

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

World Language will use proficiency-based scoring. World Language credit-bearing courses will use the district's proficiency-based scoring. The student's proficiency rating is not a percentage grade or an average of grades. The rating represents the level of proficiency the student currently demonstrates on the course objectives. The final proficiency score for all credit-bearing World Language classes reported on the report card are converted from the district scale into percentages. Non-credit-bearing courses will remain as proficiency scores.

Please reference the district's academic calendar for report card dates. Report cards are issued every nine weeks. Grades listed on the report card are official and remain in the student's permanent record. Parents/guardians can routinely monitor their student's academic progress by accessing their information in the PowerSchool parent portal. Paper interim/progress reports will not be mailed. If a

parent/guardian has a question or concern about a grade, they should contact their student's teacher directly as soon as possible.

## Library

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The library is open to students before school, during lunch, and during class with a pass. Students must have their actual ID to visit the library during free time. Students can check out two books at a time for two weeks at a time; books must then be returned or renewed for an additional two weeks.

For lost or damaged books, students have the option of paying the cost of the book or providing an approved replacement copy.

For more information regarding the library, please contact Mrs. Sarah Jorgenson, our school librarian, at [sjorgenson@lexington1.net](mailto:sjorgenson@lexington1.net) or by calling 803-821-4914.

## Positive Tracks

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Celebrating our students for accomplishments and successes both inside and outside of the classroom is done through Positive Tracks. The list is not all inclusive and is always growing. Some of the Positive Tracks we celebrate include:

- PACK Week;
- Mark Rouse Husky of the Week;
- Highway 55 Students and Teacher of the Month;
- Husky Huddle: grade-level celebrations each quarter;
- Growth and Effort pins; and
- Honor Roll Certificates of Achievement for straight As and A/B Honor Roll.

## PowerSchool

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Students and parents/guardians can easily access grades and attendance using the PowerSchool parent portal. Parents/guardians and students can also download the PowerSchool mobile app available for iPhones or Android phones.

If you have not already created a Lexington One PowerSchool parent/guardian account, please contact the main office for instructions. Once you create your PowerSchool account, you can elect to receive emails with information about your student's grades and/or attendance.

## Schoology

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Schoology is the district's learning management system. Students will use Schoology to view important class information, access materials, and complete/turn in assignments everyday. Parents/guardians can access Schoology as well. It is great practice for students to be proactive in tracking due dates for assignments and assessments *before* they are entered as grades.

## Textbooks

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In classes that use textbooks, students can access most textbooks digitally through their school-issued devices; however, there may be courses in which students will be issued a state or district textbook. Students are responsible for the textbook and will be charged a replacement fee based on the price of the textbook if it is lost or damaged.



# ATTENDANCE

## Absences and Excuses

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Full details of the Lexington One attendance policy can be found in the Lexington One Student Handbook.

In order for learning to occur, students need to be present everyday and attend all of their classes. However, we understand that there are unavoidable circumstances that cause a student to be absent. If absent a student must present a written excuse signed by a parent/guardian, physician, or other appropriate person within three days after returning to school. The excuse must include the date the excuse was written, date of absence, reason for the absence, telephone number where the parent/guardian may be reached, and the required signature. If a student fails to provide a proper excuse, the absence may be recorded as unexcused.

The following are considered excused absences:

- Illness;
- Medical or dental appointments;
- Serious illness or death in the immediate family;
- Recognized religious holiday of their faith;
- School-sponsored or school-approved activities; and
- Unusual or mitigating circumstances as determined by the school principal.

Parents/guardians can routinely monitor absences by accessing their student's information in PowerSchool. If a parent/guardian has a question or concern about an absence, the parent/guardian should contact the school as soon as possible.

### *Unexcused Absences and Truancy*

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 may count as an unexcused absence.

### *High School Credit*

Students taking courses for high school credit (World Language Level 1, World Language Level 2, World Language Level 3, Algebra 1 Honors, English 1 Honors, etc.) cannot accumulate more than 10 unexcused absences to receive credit. Parent/guardian notes count as unexcused absences in high school credit courses.

## Dismissal

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### *Early Dismissal*

We believe that being in class 100% of the time is very important and highly discourage early dismissal when avoidable. Students are not to leave school grounds during school hours without permission from the office. A student leaving during the school day must be signed out by a parent or guardian who is listed in PowerSchool. Students will not be released to anyone who does not appear as an approved family

contact. Parents/guardians who wish to add someone to this list should contact the front office prior to the day of dismissal. Requests for early dismissal will not be accepted by telephone.

Students will not be dismissed the last 15 minutes of school without administrative approval. During state testing dates, classes will not be interrupted to dismiss students.

### ***After-School Dismissal***

CSMS students dismiss at 3:15 p.m. End-of-day transportation arrangements should be made before arriving at school. Students will not be permitted to ride a school bus that is not their assigned bus. Unless participating in after-school, supervised activities, students should be picked up no later than 4:30 p.m. Students may not wait at school after dismissal until the start time of an after-school event without prior administrative permission.

## **eLearning/Virtual Learning Days**

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In the event of an eLearning day, a student will be marked present if they complete the work assigned by the teacher on that date and/or attend an online class meeting. A student will be counted as absent on virtual days if they do not turn in assigned work within five days of the eLearning day. Extenuating circumstances should be communicated by the student or parent/guardian to the teacher as soon as possible.

## **Tardiness**

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Being tardy to school and to class interrupts the education process. For details on consequences of tardies, please see Level 1-A of the CSMS Discipline Plan.

# SAFETY

## Classroom Disruptions

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We believe that each child has the right to learn. Students who interfere with this right will be held accountable for their actions. We define "classroom disruption" as behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Classroom disruptions include, but are not limited to, the following actions:

- Repeatedly talking out of turn;
- Distracting others from learning through actions or movement;
- Getting out of assigned seat without permission;
- Being argumentative with the teacher or with other students;
- Behaving in a loud, boisterous manner;
- Interfering with the teacher's ability to instruct the class; and
- Interfering with classmates ability to focus during instructional time.

## Dress Code

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At CSMS, we believe that students should dress for success. We believe it is important for a student to learn how to discern between what is appropriate to wear outside of school versus inside their "work" environment. We encourage students to contribute to our school community by wearing school colors and apparel.

The following administrative rule on student dress will apply in all middle and high schools and will be administered uniformly throughout Lexington One:

- No clothing or accessories are allowed to disrupt the educational process.
- District and school administration reserve the right to determine what is safe and appropriate for school dress.
- Students are required to wear their district-issued photographic identification badge or a sanctioned temporary badge as set forth in policy JICDBB-R.
- Proper shoes must be worn at all times for safety reasons.
- Logos or clothing including head coverings that promote alcohol, drugs, tobacco, hate, gang affiliation, violence, nudity, or profanity is not allowed.
- Students of any body type/size may wear shorts, dresses, skirts, etc., whose length is no shorter than the mid-thigh.
- Tops must be long enough that they can be tucked into pants or shorts.
- Pants must be worn at the waistline.
- Students may wear special dress or costume for specific events or special occasions during the school day when approved by the principal.
- Religious clothing/headgear is permitted.

The following items are not appropriate to be worn at school:

- Undergarments that are visible;
- Pants or jeans with holes, tears, or tattered to the extent that skin or undergarments are visible above the mid-thigh;
- See-through garments showing skin or undergarments above the mid-thigh; and
- Clothing or accessories that could pose a safety risk to the student or others.

### ***Consequences of dress code violations***

For more details on consequences, see Level 1-B of the CSMS Discipline Plan. CSMS administrators may withhold a student from class if attire is deemed inappropriate and the student cannot change his/her attire. If this occurs, parent/guardian contact will also be made.

## **Earbuds/Headphones**

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Earbuds and headphones may only be worn for instructional purposes or at lunch. For safety reasons, students will not wear them in the hallways. Students who fail to comply with the earbud/headphone policy will receive disciplinary consequences. The school will not be liable for lost or damaged earbuds and headphones.

## **Emergency Drills**

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CSMS conducts fire drills at least once each month without prior notice. The staff trains students how to promptly and orderly evacuate the building. School administrators have also developed a plan which provides for the protection of students in the event of other disasters which may threaten the school community. At least one disaster emergency drill will be conducted, within the first month of each semester, to ensure safety against such disasters. In addition, bus evacuation drills are held at least twice each school year.

Remember these basic rules:

- Check the posted instructions in each classroom indicating how to leave the building in case of a fire.
- Walk; DO NOT RUN.
- No talking; you will not be able to hear important instructions if you are talking .
- Move quickly and quietly to the designated area.
- Listen to the directions of the CSMS faculty and staff members.

## **Food and Drink Policy**

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Food and drinks, including snacks, will not be permitted during the school day or in any area of the building except the cafeteria unless during a designated class time determined by the teacher. Students who bring their lunch from home must keep it packed away until their lunch period. Students who fail to comply with the food and drink policy will receive disciplinary consequences.

## **ID Badge Policy**

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At CSMS we follow the district's process regarding IDs.

- If needed, students must obtain a free temporary ID by 9:00 a.m. Students can obtain a temporary ID from any classroom teacher or in the main office. It is the student's responsibility to obtain a temporary ID.
- School-issued and temporary IDs must be worn at all times on the chest area.
- It is imperative that students do not lose or damage their district-issued ID. District IDs are used to gain entry into our school building, to get lunch/breakfast, and to check out items from the library. Replacement district-issued IDs can be purchased from our school counseling office for \$5.00.

- Students who do not have district-issued ID will be held five minutes from lunch to support the lunch lines moving quickly.
- Students who do not have a district-issued ID will not be allowed outside during lunch time to support student safety in being able to gain access back into the school building.
- Students who are not wearing a temporary or district-issued ID after 9:00 a.m. on a school day will be assigned administrative lunch detention.

## Personal Communication Devices (Cell Phones)

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Middle school students may possess a personal communication device in school according to the following guidelines:

- The device remains silent and is not visible or in use during instructional time. Teachers may allow, however, the instructional use of personal communication devices at their discretion.
- Personal communication devices are not permitted to be used in locker rooms, restrooms, or other personal spaces.
- Middle school students may use their personal communication device before and after school, during class changes, and during their assigned lunch as long as the use does not disrupt the school environment.

At CSMS, we believe that personal communication devices create a distraction from a focus on learning. Students who choose to bring their device into the classroom must store their device in their assigned classroom location. The school/district will not be liable for lost or damaged devices. We encourage students to properly label their devices and take steps to keep them safe. 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 faculty or staff member who finds a student in violation of this policy (e.g., cell phone is visible and/or audible) will refer the student to an administrator. For details on consequences of cell-phone violations, please see Level 1-B of the CSMS Discipline Plan.

## Prohibited Items

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Items that may interfere with learning and/or compromise the safety of our students may not be brought to school. These items may be confiscated until picked up by a parent/guardian and will be discarded or donated at the end of a school year if they are not picked up by a parent/guardian. These items include, but are not limited to:

- Headgear (bandanas, hats, head stockings, or head kerchiefs/scarves), not to include religious headgear;
- Laser lights or pointers;
- Bluetooth speakers;
- Cameras;
- Trading cards;
- Skateboards;
- Billfold chains;
- Heelies/Shoes with wheels;
- Choke collars;
- Rolling book bags, unless student has a medical note;
- Glass containers of any kind;
- Chewing gum;

- Containers for water that are not clear or transparent; and
- Headphones that cover a student's ears.

## Visitors

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Parents/guardians are welcome and encouraged to visit their students! We require that siblings of students be accompanied by the student's parent/guardian, including during lunch time. Visitors who are not listed in PowerSchool as a parent or guardian will not be permitted to visit with a student without the parent or guardian's permission.

All guests, including parents/guardians, must report to the office upon entering the school building. A guest badge will be issued for anyone other than district personnel to aid in building security. Lexington One scans visitors' driver's licenses as a security precaution.

Vendors are not allowed to make deliveries (e.g., food, flowers, balloons, etc.) to students during the school day. The school office will not accept delivery of these items for students. Outside food deliveries will not be accepted from anyone; however, parents/guardians are encouraged to join their students for lunch, in which case they may bring in food to eat in the cafe's designated areas.

The above is subject to change based on district guidelines.

# CSMS Student Discipline Plan

## CSMS Student Discipline Plan

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

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

### ***Minor Incidents***

Classroom discipline begins with effective classroom management strategies and engaging instruction. Teachers establish classroom rules and expectations for their students and will communicate with parents/guardians, conference with students, and use in-class routines to maintain their expectations of student behavior and participation. If initial attempts to help students change their behavior are unsuccessful, teachers will escalate interventions for minor classroom infractions that include assigning lunch detention (LD) in teacher classrooms.

### ***Referral to School Administrator***

There are occasions when student behavior necessitates the involvement of a school administrator. These incidents are considered more serious, and communication will take place between the school and home. In alignment with the Lexington County School District One (Lexington One) Student Handbook, CSMS will use a systematic and escalating approach when determining appropriate discipline consequences, while also considering each individual situation. Administration will make the final decision on discipline consequences.

## Categories and Consequences

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

- Level 1: Infractions
- Level 2: Disruptive Conduct
- Level 3: Severe Conduct

Depending on the action of the student, in concert with the level of the offense, an administrator will meet with the reporting staff member, and, if necessary, the student and the parent/guardian, and impose the appropriate consequence and/or establish an intervention plan and/or behavioral contract. Listed below are consequences that may be applied in cases of each level of disruptive conduct.

### ***Administrative Conference (AC)***

An administrative conference will be held in person to discuss the student's actions and appropriate response or consequence. Together, the school and the student will create a restorative plan to support the student in making positive choices and moving forward from the incident.

### ***Parent/Guardian Contact/Conference (PC)***

Parent/guardian contact from administration includes a phone call and/or an email that may include a documented referral from Educators Handbook, our student conduct records system. A parent/guardian

conference may be held in person, virtually, or over the phone to discuss the student's actions and appropriate response or consequence. Together, the school, a parent/guardian and the student, when appropriate, will create a restorative plan to support the student in making positive choices and moving forward from the incident.

### ***Lunch Detention (LD)***

Lunch detention will be held in a designated area of the school. Either before or during this detention, the student and an administrator or designated staff member will have restorative conversations to support the student in making positive choices and moving forward from the incident. Students who do not attend their assigned LD will be referred to administration for further action, aligned with the discipline process.

### ***On-Track Detention (OT)***

On-track detention is typically an escalation of offenses resulting in a consequence between detention and ISS and is a removal from the class in which the offense occurs for one (1) or more periods. It is an opportunity for the student and teacher to reset. Upon re-entry to the classroom, the teacher should have a conversation with the student about the offense and steps to prevent further incidents.

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

In-school suspension (ISS) is typically used for offenses that are more serious or when simple disorderly conduct becomes excessive. Students are expected to complete their assignments or any other assigned work while in ISS, housed in our Redirect Room (203). Students who misbehave during ISS will be referred to administration for further action that may include out-of-school suspension.

### ***Out-of-School Suspension (OSS)***

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

### ***Intervention Meeting (IM)***

An intervention meeting is a formal private meeting for students who have been suspended (through ISS or OSS) for a cumulative total of three to five (3-5) full school days. Ideally, each meeting shall be conducted by at least four (4) members, the student, a parent/guardian, administrator, and the principal or designee. If the parent/guardian chooses not to attend, the meeting will be conducted at the communicated date and time, and a copy of the minutes from the meeting will be mailed to the address listed in PowerSchool. The purpose of the formal meeting is to review the student's behaviors in relation to the Code of Conduct, evaluate the current interventions that are in place, and determine appropriate next steps to resolve the student's behavior. For incidents where the consequence is a recommendation for expulsion, intervention meetings will not be held.

### ***Recommended for Expulsion (RE)***

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



## Level 1-A — Minor Infractions

Minor infractions include any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within school activities but also to student conduct on school bus transportation vehicles and at other school-sponsored activities. Consequences may be changed at the discretion of the administration.

### Level 1-A Offenses

- Classroom Tardiness\*
- School Tardiness\*

\*The tardy policy starts over at the end of each semester.

### Level 1-A Consequences

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

## Level 1-B — Other Infractions

For the purpose of Level 1-B, each offense will be treated as separate in an effort to align to the Lexington County School District One Student Handbook.

Offense	Options for Consequences (based on severity of offense)			
	1st Referral	2nd Referral	3rd Referral	4th Referral
1. Cell Phone/Electronic Device Violation	PC and LD/OT (1 Day)	PC and OT (1-3 days)	PC and OT (1-3 days)	ISS (1 day)*
2. Dress Code Violation	AC + student changes attire	PC and LD + student changes attire	PC and ISS (1-3 days) +student changes attire	PC and ISS/OSS (1-3 days) + student changes attire
3. ID Violation	AC	AC	PC and LD	PC and LD
4. Food Violation	AC	AC	PC and LD	PC and LD

\*Students are not allowed to bring devices on campus during the school day for the remainder of the year.

Additional offense consequences will include at minimum:

- Offenses 5–6: One day of ISS per offense. For cell phone/electronic device violations, the device must be picked up by a parent/guardian.
- Offenses 7–8: One day of OSS, parent/guardian conference

## Level 1–C — Major Infractions

For the purpose of level 1–C, each separate offense will be considered as a continuation of other level I–C offenses. However, consequences may be changed at the discretion of the administration.

	1st Referral	2nd Referral	3rd Referral	4th+ Referral
1. Name calling*: behavior intended to provoke someone in an insulting or contemptuous manner.  *nonverbal, verbal, written, or cyber.  See Level 2–1 for anything considered to be a slur or derogatory language.	LD/OT (1–3 times)	ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
2. Forgery/tampering: changing, signing, or altering school records or documents by any method	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
3. Cutting class: an unauthorized absence from an assigned class or related activity	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
4. Gambling: participation in games of chance for money and/or other things of value	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
5. Vandalism: cutting, defacing, or in any way damaging property (<\$50 value)	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
6. Inappropriate behavior (minor)	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
7. Leaving class without permission	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
8. Dishonesty: the intentional giving of false information, either verbally or in writing, to a school employee	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
9. Cheating/Plagiarism (see Academic Honor Code)	LD/OT (1–3 times)	PC and ISS (1 day)	PC and ISS (1–3 days)	OSS (1 day)
10. Refusal to obey	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
11. Hit/kick/push, horseplay, or throwing objects	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
12. Public displays of affection	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)
13. Loitering/being in an unauthorized area	LD/OT (1–3 times)	OT to ISS (1–3 days)	OSS (1 day)	OSS (2–3 days)

14. Disrupting class	LD/OT (1-3 times)	OT to ISS (1-3 days)	OSS (1 day)	OSS (2-3 days)
15. Computer violation (minor)	LD/OT (1-3 times)	OT to ISS (1-3 days)	OSS (1 day)	OSS (2-3 days)

## Level 2 — Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level 1) as disruptive conduct (Level 2) if the student engages in the activity three (3) or more times. The provisions of this regulation apply not only to within school activities but also to student conduct on school bus transportation vehicles and at other school-sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

For the purpose of Level 2, each separate offense will be considered as a continuation of other level II offenses. Level II offenses are serious disciplinary infractions and, depending upon the severity of the situation, may result in a recommendation for expulsion.

	1st Referral	2nd Referral	3rd Referral	4th Referral
1. Threatening students/encouraging harm among others (written/verbal/electronic) or assault to other students	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
2. Intimidation, taunting, and/or using slurs or derogatory language between or among students*	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
*nonverbal, verbal, written, or cyber				
3. Vandalism: cutting, defacing, or in any way damaging property (\$50 to \$100 value)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
4. Stealing or possession of stolen goods (<\$100 value)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
5. Smoking/Tobacco – use or possession of tobacco products (including electronic cigarettes/vapor pens) on school premises (see Lexington One's Student Handbook)	PC and ISS (1 day)	PC and OSS (1-3 days)	PC and OSS+RE (3-4 days)	
6. Trespassing	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
8. Leaving school without permission	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	PC and OSS+RE (3-4 days)
9. Fighting, instigating a fight, or causing physical abuse	OSS + IM (3 days)	OSS (3-4 days)	OSS+RE (5-10 days)	
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact that could torment another person	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE

11. Computer violation (major)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
12. Defiance/insubordination: refusal to comply with a school personnel request	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
13. Severe disrespect or directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward adults, school staff, or visitors	OSS (3 days)	OSS - RE (3-5 days)		
14. Possession of over-the-counter medication	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	PC and OSS+RE (3-4 days)
15. Possession/distribution/display of obscene images, literature, or pornographic materials (e.g., magazine, images on electronic devices, etc.)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
16. Inappropriate behavior (major) - as designated by the principal	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
17. Illegally occupying, blocking, or willfully destructing school property (including school safety equipment)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
18. Harassment of students/staff	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
19. Using cellular devices to record students, faculty, and/or staff that may cause a disruption, including filming fights and verbal altercations	OSS (3 days)	OSS + IM (3-4 days)	OSS+RE (5-10 days)	
20. Possessing, distributing, or selling materials unauthorized by the principal (i.e., laser pointers, headgear, speakers, trading cards, lighters, etc.)	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	RE

## Level 3 – Severe Conduct

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

	1st Referral	2nd Referral
1. Assault and battery that poses a serious threat of injury or results in physical harm.	RE	--
2. Extortion/coercion/blackmail: obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	OSS/RE (5+ days)	RE

3. Bomb threat/intentional false fire alarm/threat of violence to school	RE	--
4. Possession of, use of, or threatening to use a knife*, BB gun, pellet gun, mace, box cutter(s)*, or other article that might be injurious to a person or property	RE	--
5. Possession, use, or transfer of any kind of weapon in school or on school grounds, such as a firearm or explosive device	RE	--
6. Vandalism or damage to a person or school property of a serious nature ( \$100+ value)	OSS/RE (5+ days)	RE
7. Larceny/theft, possession, or sale of stolen property of a serious nature ( \$100+ value)	OSS/RE (5+ days)	RE
8. Arson	OSS/RE (5+ days)	RE
9. Use of/possession of/possession with intent to distribute or sell illegal drugs, prescription drugs, or alcoholic beverage, including paraphernalia/facsimile (materials passed as illegal drugs) and cannabidiol (CBD) oils and materials	RE	--
10. Bullying/cyberbullying, retaliation for bullying, and/or false accusations of bullying or intimidation (must include documented history of intimidation and/or harassment)	OSS/RE (5+ days)	RE
10. Sexual offenses, violations, or misconduct: including indecent exposure and offenses against common decency	OSS/RE (5+ days)	RE
11. Gang-related activities, materials, etc., which show support to any gang affiliate or show symbols of violence; group or gang-related fighting.	RE	--
12. Any activity that creates or has the potential of creating a major disruption of the school's program	OSS/RE (5+ days)	RE
13. Threat of physical harm to any staff member	RE	--
14. Illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities; maliciously transmitting sexual images of minors other than images of the student or images transmitted with the uncoerced consent of the individual in the images)	RE	--
15. Any activity in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of the students themselves or others in the school	RE	--

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

### ***Extenuating, Mitigating, or Aggravating Circumstances***

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

### ***Discipline of Disabled Students***

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

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

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

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

### ***Suspended or Expelled Students***

A student who is suspended or expelled cannot enter the school grounds (except to attend a prearranged conference with an administrator), cannot attend any school functions (regardless of the fact that they are open to the general public), and cannot ride on a school bus (which is seen as an extension of school property). Those found trespassing will have additional days of OSS applied to their disciplinary actions; may possibly face criminal charges; and based on action, audience, and severity, may be automatically recommended for expulsion. Expelled students must reapply in writing for readmission to the principal. (Readmission conferences are held before school starts the following year.) **Students are reminded that any unlawful activity outside of school could result in suspension or expulsion from school.**

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

### ***Cheating/Plagiarism***

Cheating and/or plagiarism are defined as an effort to claim credit for work that is not one's own or to assist another person to do so. It includes, but is not limited to, the wrongful giving, taking, or presenting

of any information or material by a student with the intent of aiding themselves or another student on any academic work which is considered in any way in the determination of the final grade. Any student found to be in violation of this policy will adhere to the consequences listed in the discipline code Level I-C and/or the Academic Honor Code section. Students in violation of plagiarism are required to submit a written reflection to the principal and their teacher. More information will be provided during the administrative conference.

### ***Harassment, Intimidation, or 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 the 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, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.

Lexington One encourages all employees, parents/guardians, students, and community members to help the district prevent bullying. All school employees must report alleged violations of this policy to the principal.

Students who feel they have been subjected to harassment, intimidation, or bullying are encouraged to file a complaint in accordance with district procedures.

Other members of the school community (students, parents/guardians, volunteers, visitors, etc.) are encouraged to report any act that may be a violation of this policy. Individuals may make reports anonymously by calling or texting the Lexington One tip line at 803-636-8317.

Schools will investigate complaints promptly and thoroughly while protecting the identity of the victim or reporter of bullying or harassment to the extent allowed by law. The district prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation, or bullying.

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

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

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

## **School Bus Transportation Discipline Code**

The following rules and regulations have been adopted by Lexington One. We hope these guidelines will help us to provide safe transportation to and from school for our students. As South Carolina law states, **"Riding a school bus is a privilege, not a right."**

### ***General Overview***

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

### ***Assigned Buses Only***

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

### ***School Bus Behavior Code***

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

#### ***Conduct for meeting the bus:***

- Students must be on time.
- If students have to walk along a highway to get to the bus stop, they should walk on the shoulder of the road.
- If students have to cross the road to get to the bus stop, they must wait opposite the stop until the driver motions that it is safe to cross the road. Students should walk, not run, across the road.
- If students have to walk on highway pavement, they should walk facing traffic.
- Students should not run alongside the bus when the bus is moving. Wait until the bus stops to walk to the door.

#### ***Conduct inside the bus:***

- Students should go to their assigned seats.



- Students should not crowd or push.
- Students should remain seated.
- Students should face forward.
- Students may never extend any part of their bodies out of the bus.
- Students may not talk rudely to the driver.
- Students may not tamper with the emergency exits or any bus equipment.
- Students will not 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 district school bus.

Bus points are assigned based on a point system. Bus points are assigned five at a time. For point offenses, a student will be suspended from the bus as follows:

<b>Total Points</b>	<b>Length of Bus Suspension</b>
15 points	5 days
25 points	10 days
35 points	15 days
45 points	Referred for bus expulsion

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, also resulting in a recommendation for expulsion from school;
- directly disobeying the driver or supervisor;
- hitting or threatening the driver or supervisor, also resulting 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, also resulting 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, they 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, which may also 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, which may also result in a recommendation for expulsion from school;
- showing disrespect to the driver, which may also result in a recommendation for expulsion from school;
- interfering with the operation of the bus by pulling the emergency lever, using emergency exits, etc., without authorization;
- fighting, which may also 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, 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, which may also result in a recommendation for expulsion from school); and
- leaving or boarding a bus at an unauthorized stop.