

Lakeside Middle School



LAKESIDE
RAIDERS

Student Handbook 2023-2024

OUR VISION

Advocating for each child through a culture of learning and belonging.

OUR MOTTO

Stand up. Be bold. Do the work.

OUR HABITS OF SUCCESS

Advocacy, Collaboration, Innovation, Leadership

2023-2024 LEADERSHIP TEAM

- Principal** Mr. Casey Calhoun
- Assistant Principal** Mr. Justin Cegelis
- Assistant Principal** Mrs. Alex Pinto
- Assistant Principal** Dr. Jessica Vicari
- Director of School Counseling** Mrs. Amanda Stabler
- Lead Interventionist** Mrs. Sara Bates
- Instructional Coach** Mrs. Ivey Homer

DAILY SCHEDULE

Doors Open	7:00 am
Breakfast	7:15 am - 8:00 am
First Period	8:05 am
Dismissal	3:15 pm

6th Grade Bell Schedule			
Monday/Friday		Tues/Wed/Thur	
Class	Time	Exp: Tues 1 & 2 - Wed 2 & 3 - Thurs 3 & 1	
Core 1	8:05 - 9:06	Class	Time
Core 2	9:09 - 10:07	Core 1	8:05 - 9:06
Crew	10:10 - 10:40	Core 2	9:09 - 10:07
Lunch	10:40 - 11:09	Crew	10:10 - 10:40
Core 3	11:12 - 12:10	Lunch	10:40 - 11:09
Core 4	12:13 - 1:11	Core 3	11:12 - 12:10
Exp 1	1:14 - 1:52	Core 4	12:13 - 1:11
Exp 2	1:55 - 2:33	Exp	1:14 - 2:13
Exp 3	2:36 - 3:15	Exp	2:16 - 3:15

7th Grade Bell Schedule			
Monday/Friday		Tues/Wed/Thur	
Class	Time	Exp: Tues 1 & 2 - Wed 2 & 3 - Thurs 3 & 1	
Core 1	8:05 - 9:06	Class	Time
Core 2	9:09 - 10:07	Core 1	8:05 - 9:06
Crew	10:10 - 10:40	Core 2	9:09 - 10:07
Exp 1	10:43 - 11:21	Crew	10:10 - 10:40
Lunch	11:21 - 11:49	Exp	10:43 - 11:41
Exp 2	11:52 - 12:30	Lunch	11:41 - 12:10
Exp 3	12:33 - 1:11	Exp	12:13 - 1:11
Core 3	1:14 - 2:13	Core 3	1:14 - 2:13
Core 4	2:16 - 3:15	Core 4	2:16 - 3:15

8th Grade Bell Schedule			
Monday/Friday		Tues/Wed/Thur	
Class	Time	Exp: Tues 1 & 2 - Wed 2 & 3 - Thurs 3 & 1	
Exp 1	8:05 - 8:45	Class	Time
Exp 2	8:48 - 9:26	Exp	8:05 - 9:06
Exp 3	9:29 - 10:07	Exp	9:09 - 10:07
Crew	10:10 - 10:40	Crew	10:10 - 10:40
Core 1	10:43 - 11:41	Core 1	10:43 - 11:41
Core 2	11:44 - 12:42	Core 2	11:44 - 12:42
Lunch	12:42 - 1:11	Lunch	12:42 - 1:11
Core 3	1:14 - 2:13	Core 3	1:14 - 2:13
Core 4	2:16 - 3:15	Core 4	2:16 - 3:15

Lakeside Middle School follows all Lexington County School District One Policies which can be found in the Student Handbook [here](#).

This student handbook provides information specific to our school and does not replace any policies outlined in the LCSD1 handbook.

Table of Contents

Academics

Academic Honor Code	4
Assessment and Grading Practices	4-5
Extension for Late Work	5-6
Grading System & Report Cards	6
PowerSchool	7
Schoology	8
Textbooks	8
<u>Attendance</u>	
Absences and Excuses	7
Early Dismissal	8
High School Credit	8
Tardiness	8
Truancy	8
Virtual Learning Days	8

General Information

Assemblies	9
Athletics	9
Participation in Extracurricular Activities	9
Change in Address	9
Food Service	9
Health Room and Medications	10
Library	10
Morning Procedures	10
School Counseling	10-11
SchoolMessenger	11

School Policies

Cell Phones	11
Food and Drink	11
Dress Code	12
Earbuds/Headphones	12
Valuables	12
ID Badges	13
District Issued iPads	13
Emergency Drills	13
Alcohol and Drug Abuse	13-14
Weapons (Firearms) and Drugs	14
Taunting/Harassment/Bullying	14-15
<u>LMS Discipline Plan</u>	
Discipline Consequences	17-20
Bus Discipline	21-23
Important Dates to Know	24

Academics

Academic Honor Code

Lexington County School District One encourages students to maintain high standards of academic integrity and honesty. In an effort to clarify expectations, the following list provides examples of unacceptable acts of cheating:

- looking on someone else's quiz, test or exam;
- revealing items to someone who has not taken a quiz, test or exam;
- copying from others on assignments designated as independent work;
- referring to unauthorized notes and materials during a quiz, test or exam;
- positioning a paper or technological device into viewing range of another student during a quiz, test or exam;
- using unauthorized technological devices to complete or disseminate answers during a quiz, test or exam;
- using technological devices to secure work from another student's project;
- obtaining an unauthorized copy of a quiz, test or exam;
- plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and/or plagiarizing work from another student's project; and
- attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for another student.

Teachers and administrators treat cheating as a serious matter. Teachers will confer with the appropriate administrator to review evidence of any misconduct. Parents will be notified and a mandatory conference will be held with the student, parent/guardian, teacher and administrator. After the conference is held, the student will be required to complete an appropriate assignment/assessment if needed. This work will be graded in lieu of the original assignment/assessment. If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the gradebook. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped and the original grade will be recorded. The behavioral infraction of cheating will be documented through a discipline referral to include consequences up to Out-of-School Suspension for repeated incidents and will be administered at the discretion of the school-based administrator.

Assessment and Grading Practices

Assessment practices support student learning, achievement, and mastery of standards by connecting descriptive, timely, ongoing and consistent teacher feedback direction to standards. Assessments are divided into two categories: formative and summative. Formative assessments, as they are designed as practice and allow the teacher to measure progress toward mastery, are not heavily weighted in the grading system (20%). Summative assessments, as they are designed to measure a student's ability to demonstrate the concepts, skills, and knowledge at the end of a unit are heavily weighted in the grading system (80%).

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

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

Extension for Late Work

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

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

Extenuating Circumstances or Illness	Teacher and student agree on assignment requirements and revised due date. <u>No penalty for late work</u> Parent Contacted
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Grading of Summative Projects, Writing Assignments, Major Labs, Presentations After Extension

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

Teacher Professional Judgment

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

Grading System/Report Cards

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

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

World Language will use proficiency based scoring. World Language credit bearing courses will use the district proficiency based scoring. The student’s proficiency rating is ***not*** a percentage grade or an average of grades. The rating represents the level of proficiency the student currently demonstrates on the course objectives. World Language grades reported on the report card are translated by the district scale into percentages.

Please reference the District Calendar for report card dates. Report cards are issued every nine weeks. Grades listed on the report card are official and remain in the student’s permanent record. Parents can routinely monitor their student’s academic progress by accessing their information in the [PowerSchool Parent Portal](#). Paper interim/progress reports will not be mailed. If a parent has a question or concern about a grade, the parent should contact their student’s teacher directly as soon as possible.

PowerSchool

Students and parents can easily access grades and attendance using the [PowerSchool Parent Portal](#). Parents and students can also download a PowerSchool mobile application (available for iPhones or Android telephones).

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

Schoology

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

Textbooks

Though students can access textbooks digitally through their school-issued personal computing devices, there may be courses in which students will be issued a state or district textbook. Students are responsible for the textbook and will be charged a replacement fee based on the price of the textbook if it is lost or damaged. This includes paperback books assigned to students in ELA courses.

Attendance

Absences and Excuses

In order for learning to occur, students need to be present everyday and attend all of their classes. However, we understand that there are unavoidable circumstances that cause a student to be absent. If absent, a student must present a written excuse signed by a parent/guardian, physician or other appropriate person within three days after returning to school. The excuse must include the date the excuse was written, date of absence, reason for the absence, telephone number where the parent/guardian may be reached and the required signature. Excuses may be turned into the main office or submitted to the attendance secretary, Barbara Tanfara (btanfara@lexington1.net). 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
- Unusual or mitigating circumstances as determined by the school principal

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

Early Dismissal

Students will not be dismissed from school after 2:30 pm unless it is an emergency. In order for a student to be dismissed from school prior to normal dismissal time, a parent or authorized person must come into the front office to sign the student out. As attendance is taken by period, students will be marked absent for each class period missed. If an early dismissal is necessary, parents/guardians should consider doing so at class changes or lunch/recess in order to limit interruptions to instructional time. During standardized state testing, students will not be dismissed once testing has begun.

High School Credit

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

School Hours

The school day begins at 8:05 a.m. Students are considered tardy to school after that time and must be walked to the door by a parent. The main office will buzz the student in to be admitted to class. The school day ends at 3:15 p.m and the main office closes at 4:30pm. Students must be off campus at this time unless they are directly involved with a school activity.

Tardy to School

Students who arrive tardy to school **must** sign in at the main office. If students are habitually late to school, administration will request a parent conference. If a student continues to be tardy to school, discipline consequences could result. Truancy could also be filed.

Tardy to Class

Students are expected to be on time to all of their classes in order to maximize instruction time. Sufficient class transition time is built into the schedule to allow students to arrive promptly at each of their classes. Teachers will fill out an infraction form for students who are tardy and the appropriate consequence will be assigned. See below for the consequences.

Truancy

After three consecutive unexcused absences or after a total of five unexcused absences, the principal or designee will identify the reason for the student's continued absence and will with the student and parent/guardian develop a plan to improve the student's attendance. The student may be referred to a truancy prevention program or to the Lexington County Family Court.

Virtual Learning Days

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

General Information

Assemblies

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

Athletics

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

Participation in Extracurricular Activities

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

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

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

Change of Address

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

Food Service/ Cafe

The food service team is renewing their commitment to making sure all students are fully prepared for academic success. As we all recognize that hungry children cannot learn, the first step is ensuring that all students begin the school day with a nutritious breakfast and refuel during lunch time.

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

Health Room and Medications

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

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

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

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

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

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

Library

The library serves as the core of our campus. It will be open every morning before school from 7:45 am - 8:00 pm and during lunches.

Morning Procedures

Students may enter the building at 7:00 am, and all car riders should enter in the front of the school. All car riders will enter school through the main door. All bus riders will enter either through the bus loop door. Students arriving at school between 7:00 am and 7:30 am will report to the cafeteria. Students will report to the following areas by grade level if they arrive between 7:30 am - 7:55 am: 6th and 7th graders - gym and 8th graders - cafeteria. Breakfast service begins in the cafe at 7:15 am. If students would like to eat breakfast, they need to report straight to the cafeteria upon arrival. Students will be dismissed to class at 7:55 am. Students will be considered tardy after 8:05 am.

School Counseling

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

Counseling Office -
6th Grade: Amy Long
7th Grade: Ashleigh Near
8th Grade: Amanda Stabler (Director)

SchoolMessenger

SchoolMessenger is a telephone messaging system that helps the district get emergency messages to staff, students and students' parents/guardians quickly by telephone. The district can use the system to let parent/guardian know when his/her child misses a day of school, or what he/she needs to bring to registration or for a field trip. Parents/guardians can create a contact preference profile or update preferences using SchoolMessenger's "Contact Manager" website. This feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed. A link to SchoolMessenger's Contact Manager website appears on the "I AM... A Parent/Guardian" page of the district's website.

School Policies

Cell Phones and Other Personal Communication Devices

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

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

Students and parents should understand that possession of these devices could pose a risk of loss or theft. We encourage students to properly label their devices and take steps to keep them safe. The school will not be liable for lost or damaged devices.

The school principal reserves the right to limit and/or confiscate these devices if the use of these devices is causing a disruption to the school. A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will follow the procedures outlined in the [LCS DI Student Handbook](#) and detailed in the discipline plan below.

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

Food and Drink

Students are allowed to carry water bottles that have a sealed lid throughout the day. Students that bring lunch from home must keep it packed away until they enter the cafeteria. Food may be eaten in designated areas only or with explicit permission from a teacher/staff member. Gum is not allowed.

Dress Code

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

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

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

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

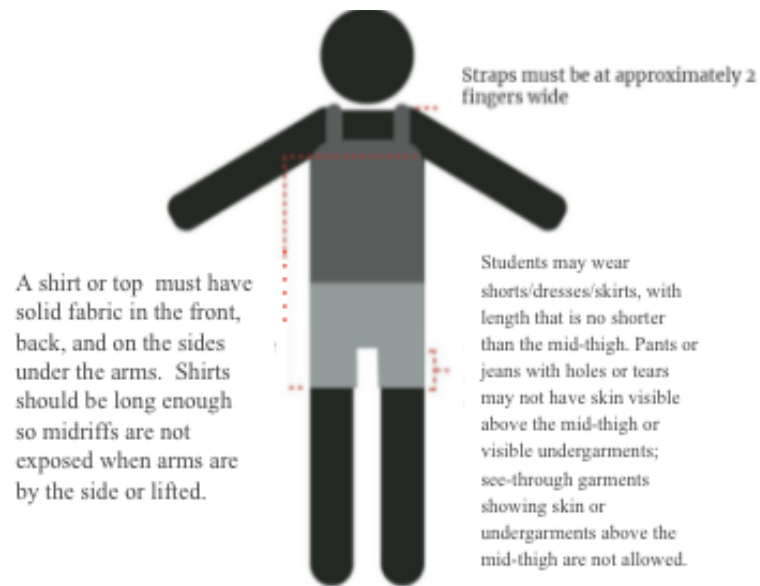
Each school's administrators make the final judgment on the appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school. Students who fail to comply with the dress code policy will receive the disciplinary consequences listed in the [LCSD1 Student Handbook](#) and detailed below in the LMS Discipline Plan on pg. 18.

Earbuds/Headphones

Earbuds and headphones may only be worn for instructional purposes or at lunch. For safety reasons, students should not wear them in the hallways. Students who fail to comply with the earbud/headphone rule will be asked to remove them. If a student does not comply with the request to remove them in the hallways or classroom, they may receive disciplinary consequences. The school will not be liable for lost or damaged earbuds and headphones.

Valuables

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



ID Badges

School IDs are essential to school safety and provide students with identification that may be used when purchasing meals, checking out materials from the library, and getting on the bus. Each student will be given one permanent ID and one lanyard. Students are expected to wear their ID around their neck while on school campus or traveling on a school bus. If a student comes to school without the issued badge, it is his/her responsibility to get a temporary badge BEFORE SCHOOL from the ID table located in the front atrium. If a student's ID badge is lost or damaged, a new ID badge can be bought for \$5. Students can order and pick up the new ID badge in the library. If they do not have their ID worn properly around their neck or on the front of their shirt after the school day starts, consequences will be assigned as listed under student services infractions on page 4.

District Issued iPads

Students are expected to engage in positive, ethical and responsible behavior with the device and bring their device everyday charged and ready to use. If a new charger is needed, one can be purchased by going to Classlink and "Enter a student help ticket." If a student's iPad is not brought to school or not charged or is being used inappropriately, the consequences may be assigned under student services infractions below.

Emergency Drills

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

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

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

Alcohol and Drug Abuse

Students may not possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind. This applies whether the student is in any school building, on school grounds, in vehicles on school grounds, on school buses or at any school-sponsored activity whether held on or off campus.

In every case where a student does possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind, the principal will:

- advise the parent/guardian;
- suspend the student from school for up to four days;

- recommend expulsion;
- file a report of the offense with the Central Services Office; and
- file a report with the appropriate law enforcement agency and turn over all confiscated materials to that agency at the time the report is made.

In addition, in every case the student must participate in an intervention treatment program with the Lexington/Richland Alcohol and Drug Abuse Council (LRADAC).

Weapons (Firearms) and Drugs

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

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

Taunting/Harassment/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.

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

Harassment is a repeated attempt to provoke, intimidate, or embarrass someone. 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 behavior disrupts a school's ability to educate students and threatens public safety. All students have a right to learn in a safe, supportive environment that is free from harassment, intimidation, and bullying. Bullying has four critical elements:

- 1) The behavior must be repetitive
- 2) It must be intended to harm
- 3) There must be a difference of power (physical, social, or otherwise) between the bully and victim
- 4) The bully gains control over the victim

In order to prove bullying, three of the four must be present. Reports of being or witnessing bullying should be reported to an adult immediately.

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

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

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

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

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

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

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

LMS Discipline Plan

This handbook outlines discipline policies at LMS, in conjunction with the LCSD1 Student Handbook. Students and parents should review this handbook in order to be familiar with the expectations of LMS. The primary goal of LMS is to provide a safe and effective learning community, where all learners feel a sense of belonging. We believe the purpose of discipline is to create a framework of accountability that allows students to learn and grow from their choices. When student behavior affects the learning environment, our goal is to restore the school community. The criterion for the LMS 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 Infractions

Classroom discipline begins with effective classroom management strategies and engaging instruction. Teachers establish classroom norms and expectations for their students and will communicate with parents, conference with students, or use in-class routines to maintain their expectations of student behavior and participation. If initial attempts to help students change their behavior are unsuccessful, teachers may utilize lunch detention as a consequence. Repeated classroom violations may result in a major referral to administration.

Major Infractions

There are occasions when student behavior necessitates the involvement of a school administrator. These incidents are considered more serious and communication will take place between the school and home. In alignment with the LCSD1 Student Handbook, LMS will use a systematic and categorical approach to determining appropriate discipline consequences, while also considering each individual situation. Administration will make the final decision on discipline consequences.

PARENT CONTACT/CONFERENCE (PC)

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

LUNCH DETENTION (LD)

Students assigned LD will promptly report to the LD room. If a student needs to purchase lunch, the LD teacher will escort students to the cafeteria.

REDIRECT (ISS)

Redirect is used for serious offenses or as a place to refocus if disrupting classroom instruction. Students are expected to complete assigned work and reflect on how to repair the harm caused while in Redirect. Students who misbehave while in Redirect may be assigned an Out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is 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 an administrator.

Consequences may be changed at the discretion of the administration.

Student Services Infractions Reset each quarter	OPTIONS FOR CONSEQUENCES			
Referrals	1st - 3rd	4th - 6th	7th - 9th	10 +
1. ID Violations	Warning	PC and LD	AC, ALD, and 2 hours ISS	1 Day ISS
2. Tardies	Warning	PC and LD	AC, ALD, and 2 hours ISS	1 Day ISS
3. iPad Infractions (Dead, off-task, etc)	Warning	PC and LD	AC, ALD, and 2 hours ISS	1 Day ISS
4. Violating Food/Drink Policy (Including Gum)	Warning	PC and LD	AC, ALD, and 2 hours ISS	1 Day ISS

Cell Phone & Dress Code Violations	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
Referrals	1st	2nd	3rd	4th
1. Cell Phone/Electronic Device Violation	Student Conference	Student/Parent Conference	LD and Student/Parent Conference	ISS and Student/Parent Conference
2. Dress Code Violation	Conference (Student changes attire, if necessary)	PC and LD (Student changes attire)	PC and LD (1-3 days) (Student changes attire)	PC and ISS (Student changes attire)

MAJOR INFRACTIONS

<p>Category 1:</p> <ul style="list-style-type: none"> • Disrupting class (excessive talking, etc.) • Disrespect • Dishonesty (the intentional giving of false information, either verbally or in writing to a school employee) • Defiance • Horseplay/Inappropriate physical contact 	<p>Consequences for students who commit a Category 1 offense may be as follows:</p> <p>1st offense: Student/Teacher Conference Lunch Detention Time in Redirect Student Reflection</p>
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<ul style="list-style-type: none"> ● Loitering/Being in an unauthorized area ● Leaving class without permission ● Obscene or profane language or gestures, taunting, or name calling (not to include anything considered to be a slur or derogatory language). ● Inappropriate behavior ● Inappropriate affection ● Cell phone/Electronic Device violation 	<p>Apology Letter/Speech Building Restoration Presentation/Speech Parent Conference Steps for behavioral RTI plan School Counseling Appointment Behavior Contract Writing Assignment with Research</p> <p>2nd offense: All of the above or Redirect/ISS 3rd offense: 1-3 Days of Redirect/ISS</p> <p>Considerations of Special Factors: Relationship restoration, number of offenses, severity of offense, RTI plan, Behavior Intervention Plan, Individualized Education Plan</p>
<p>Category 2:</p> <ul style="list-style-type: none"> ● Accumulation of Category 1 offenses ● Vandalism (cutting, defacing, or in any way damaging property; minor<\$50) ● Threatening students/encouraging harm among others (written, verbal, or electronic) ● Racial/Ethnic/Religious/Nationality/Gender slurs (1st Offense: OSS) ● Using cellular devices to record students, faculty, and staff that may cause a disruption, including filming fights and verbal altercations ● Possession or transfer of stolen property ● Refusal to obey a staff member or any adult authorized by the school to supervise students ● Creating a classroom disturbance ● Cheating/Plagiarism ● Cutting class or school (an unauthorized absence from an assigned class or related activity) ● Engaging in verbal or written abuse, name-calling, using racial slurs ● Provoking or instigating a fight ● Hit/kick/push ● Stealing of personal property valued less than \$50.00 ● Possession of lighter or matches ● Smoking/Tobacco – use or possession of tobacco products (including electronic cigarettes/vapor pens) on school premises (see Lex 1 Student Handbook) 	<p>Consequences for students who commit a Category 2 offense may be as follows:</p> <p>1st offense: Half Day to Full Day of Redirect/OSS</p> <p>2nd offense: 1-3 Day(s) of Redirect/OSS</p> <p>3rd offense: Out-of-school suspension and probation contract</p> <p>After the 3rd offense, the decision for consequences will be left up to the administrator. They will range in additional days of OSS to a recommendation for expulsion.</p>

<p>Category 3:</p> <ul style="list-style-type: none"> ● Accumulation of Category 2 offenses ● Possession/detonation of fireworks or incendiary devices ● Vandalism (cutting, defacing, or in any way damaging property; \$50-\$100) ● Stealing of personal property valued \$50-\$100 ● Making serious threats to a staff member ● Trespassing ● Physical assault of a student or staff member ● Sexual harassment (verbal, written, or physical) using sexual comments and suggestive physical contact to torment another person ● Indecent exposure ● Major violation of Technology Use Policy ● Changing or altering records or documents of the school/district ● Defiance/Insubordination (refusal to comply with a school personnel) ● Fighting ● Pulling down of own or other student's pants ● Bullying/Cyberbullying ● Possession/distribution/display of pornographic or obscene material ● Severe disrespect or directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward adults, school staff, or visitors ● Inappropriate behavior (major) ● Harassment of students or staff ● 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 	<p><u>Consequences for students who commit a Category 3 offense will be as follows:</u></p> <p>1st offense: One to three days out-of-school suspension or an immediate recommendation for expulsion</p> <p>2nd offense: Immediate suspension from school with the possibility of recommendation for expulsion. Law enforcement may be contacted for Category III offenses.</p> <p><u>***The following consequences will be assigned for students who violate the tobacco/vape/CBD use/possession rule:</u></p> <p>1st offense: One day out-of-school suspension. Law enforcement will be involved for tobacco offenses.</p> <p>2nd offense and subsequent offenses: Three days out-of school suspension. Law enforcement will be involved for tobacco offenses. LRADAC course required.</p>
<p>Category 4:</p> <ul style="list-style-type: none"> ● Assault and battery that poses a serious threat of injury or results in physical harm. ● Bomb Threat/Intentional false fire alarm/Threat of violence to school ● Possessing, handling or transmitting a knife, gun/firearm or any other object that can be considered a weapon (including a look-alike 	<p>Administration will immediately suspend the student from school and recommend expulsion. In each case, law enforcement will be contacted and charges may be filed against the perpetrator.</p>

<p>weapon). A student who brings a firearm to school will be recommended for expulsion for at least one calendar year (S.C. Code 59-63-235) and will be referred to law enforcement.</p> <ul style="list-style-type: none"> ● Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc. ● Participating in gang activity/secret societies 	
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Extenuating, Mitigating, or Aggravating Circumstances

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

Discipline of Disabled Students

Disciplinary process

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

Suspended or Expelled Students

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

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

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

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE

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

General Overview

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

Assigned Buses Only

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

School Bus Behavior Code

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

Conduct for meeting the bus:

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

Conduct inside the bus:

- Students should go to their assigned seats.
- Students should not crowd or push.
- Students should remain seated.
- Students should face forward.
- Students may never extend any part of their bodies out of the bus.
- Students may not talk rudely to the driver.
- Students may not tamper with the emergency exits or any bus equipment.
- Students will not mark or deface any part of the bus. Students should report any damage to the driver as soon as possible.
- Only the bus driver or other authorized person may remove first aid equipment (used for emergencies only).

- Students may not tamper with the fire extinguisher. Only the bus driver or other authorized person will use the fire extinguisher in an emergency.
- Students may not wave or shout to pedestrians or occupants of other vehicles.
- Students may not fight/scuffle.
- Students may not create disturbances.
- Students may not place books, lunch boxes, band/ orchestra instruments or other objects (such as class projects) in the aisle or in the front of the bus. Students may carry these items on the bus if space is available.
- Students may not bring live animals on the bus.
- Students may not eat or drink on the bus.
- Excessive noise is not permitted on the bus.

Bus Discipline

Students who break any bus rules are subject to disciplinary action. Depending on the severity of the rule broken, a student may receive points, be suspended or be expelled from the bus.

School bus points accumulate during the entire school year, move with the student within the district and are not reduced after a suspension. They apply to school bus transportation only and do not overlap with a school’s demerit system.

A student suspended or expelled from the bus may not board any school bus. Bus points are assigned based on the following Bus Misconduct Point System:

Offense	Points	Points	Length of Bus Suspension
Delaying the bus	1-5	11	5 days
Causing confusion	1-5	22	10 days
Misconduct	1-5	33	15 days
Out of assigned seat without permission	1-5	44	Suspension Recommendation for remainder of the school year
Excessive noise	1-5		
Littering on the bus	1-5		

Bus Suspension

Some misconduct supersedes the bus point system and results in immediate suspension from the bus and possibly from school, including:

- using obscene language/gestures or vulgar language/gestures.
- showing a marked disrespect to others.
- possessing a weapon (this offense will result in a recommendation for expulsion from school).
- directly disobeying the driver or supervisor.
- hitting or threatening the driver or supervisor (this offense will result in a recommendation for expulsion from school).

- possessing any tobacco product, matches or lighter on the bus.
- Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc. (this offense will result in a recommendation for expulsion from school).
- lighting a match or lighter on the bus.
- damaging the bus or its equipment (if a student damages a bus, he/she will pay for those damages within seven days or the student will be suspended from the bus and possibly from school until the payment is made).
- possessing or discharging fireworks, including stink bombs, on the bus (this offense may result in a recommendation for expulsion from school).
- throwing objects of any kind either inside the bus or from a bus window.
- hitting a student without provocation (this offense may result in a recommendation for expulsion from school).
- showing disrespect to the driver (this offense may result in a recommendation for expulsion from school).
- interfering with the operation of the bus by pulling the emergency lever, etc.
- using emergency exits without authorization.
- fighting (this offense may result in a recommendation for expulsion from school).
- taking physical action against each other by pulling hair, sticking with pins, etc.
- possessing or using an article designed to distract, disturb or cause bodily harm such as rubber bands, spitballs, water guns, radios, tape players, mechanical toys, games, CD players, cellphones, etc. The bus driver will confiscate the item and give it to the appropriate school official along with the name of the student.
- threatening or intimidating others (this offense may result in a recommendation for expulsion from school).
- leaving or boarding a bus at an unauthorized stop.

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

Offense	Bus Suspension Length
First	5 days
Second	10 days
Third	15 days

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

Important Dates To Know

July- August

July 31-August 8
August 7
August 9
August 14

Teacher Workdays
Flight School: 6th Grade Student/Parent Orientation
First Day for Students
Open House

September

September 4
September 27

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

October

October 10
October 13
October 16
October 25

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

November

November 8
November 22-24

Veteran's Day Celebrations
Thanksgiving Break (Holiday)

December

December 15
December 18-29

Half Day for students/ End of Second Quarter
Winter Break (Holidays)

January

January 1
January 2
January 3
January 15

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

February

February 7
February 23
Students)
February 26
staff)

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

March

March 11
March 20
March 29

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

April

April 1-5
April 17

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

May

May 22
May 23
May 24
May 27
May 28

Half Day for students
Half Day and Last Day for Students
Teacher Workday
Memorial Day Holiday
Teacher Workday