



**2023-2024**  
**Teacher Handbook**

*“Take Care of Yourselves and Take Care of Each Other”*

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## **MISSION**

### **Lexington School District One Mission Statement**

Our mission is to cultivate a caring community where ALL learners are extraordinary communicators, collaborators, creators and critical thinkers.

### **Lexington School District One Vision Statement**

Empower each child to design the future.

### **System Commitments:**

In Lexington County School District One, it is our goal to prepare graduates who are accomplished in 21st century skills and serve as a learning center for the entire community. We seek continuous improvement in overall achievement, such as achievement gaps, acceleration, and the effects of poverty, to accomplish this mission. Our aim is to maintain a strong graduation rate by providing students with skills they will need to be successful in today's world, including being proficient in multiple languages.

1. All students, regardless of circumstances, advance on time, prepared to graduate and ready to enter college, the military or industry with certification.
2. Teaching and learning develop power skills in all students.
3. Our schools are service-oriented centers of learning, committed to family and community partnerships.
4. Every adult will be equipped with the skills and resources necessary to advocate for and ensure the success of all students.

### **Meadow Glen Middle School's Mission Statement**

“Learn by Doing, Lead by Example”

#### **Vision:**

Focusing on  
Academics, arts and athletics, in order to  
Make  
Innovative  
Leaders for  
Years to come.

#### **Beliefs**

- 1) We believe that all members of the Gator family are an integral part of the educational process.
- 2) We believe that caring relationships are key to developing and maintaining a collaborative learning environment.

- 3) We believe in developing confident learners by helping students discover and build upon their strengths.
- 4) We believe that one must demonstrate resilience and persevere through failure in order to taste success.
- 5) We believe students should be empowered to self-discovery thus taking responsibility for and directing their own lifelong learning.
- 6) We believe that engaging experiences, personalized learning, and innovative instruction should culminate in service to our local community.
- 7) We believe in developing the skills, knowledge, and attitudes needed by 21<sup>st</sup> Century global leaders.
- 8) We believe in developing the four essential 21st century skills — critical thinking, collaboration, creativity and communication.
  - a. Critical Thinking- Skillfully analyzing and evaluating information
  - b. Collaboration- Learning to work effectively with others
  - c. Creativity- Having opportunities for self-expression in process and product. Imagination and originality of thought are valued.
  - d. Communication- Effectively expressing and conveying ideas in a variety of formats for diverse audiences
- 9) We believe in authentically integrating technology through real world applications.
- 10) We believe in preparing global citizens by celebrating diversity, requiring language studies, and increasing cultural awareness.
- 11) We believe in continuous self-improvement in mind and body through healthy living.
- 12) We believe in providing the personal support necessary for each student to reach his or her goals.
- 13) We believe in providing diverse opportunities in the arts and athletics for students to explore, develop, and enhance their interests and talents.
- 14) We believe in providing a variety of resources to support the learning process.

### **Middle School Philosophy**

The purpose of middle school is to provide a school setting which recognizes and values the transition period from childhood to adolescence, and advance the academic, social, emotional and physical development of the child. To ease the youngster through these stages, a unique school program must be designed focusing on the unique characteristics of each child. The middle school should promote continuous academic and social progress for the student. Program emphasis should ensure a challenging, quality educational program including, but not limited to the basic skills. Curriculum should emphasize higher order thinking skills, skills application and integration.

## **II. Curriculum and Instruction**

### **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.

### **Use of Artificial Intelligence (AI)**

Considerations for the use of generative Artificial Intelligence (AI) as a tool for learning:

1. Educational Purpose: AI should be used primarily for educational purposes. It can be a tool to assist in learning, but it should not replace the learning process.
2. Educational Purpose: AI should be used primarily for educational purposes. It can be a tool to assist in learning, but it should not replace the learning process.
3. Original Work: Students could use various AI tools to generate ideas or to help them understand complex concepts, but the work they submit should be their own. Simply copying and pasting the output of AI is considered plagiarism and an act of cheating.
4. Citing Sources: If students use AI to help them with their work, they should cite it as a source, just as they would any other source of information.
5. Responsible Use and Accountability: The use of AI should not absolve individuals of responsibility. Be aware that AI can have biases, just like humans. If a student uses AI to help with their work, they are still responsible for the content of that work. As AI is a rapidly evolving field, it's important to stay informed about the latest developments and ethical considerations.
6. Respect for Intellectual Property: AI should not be used to infringe on the intellectual property rights of others. For example, it should not be used to generate copies of copyrighted works.

1st Referral	Student and parent conference held. Student receives Administrative Lunch Detention (ALD).	
2nd Referral	Student and parent conference held. Student receives in-school suspension.	
3rd Referral	Student and parent conference held. Student receives in-school suspension.	

**Assessment and Grading Practices (Click [HERE](#) for detailed document)**

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	
Choice Retest	Recovery Retest
<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. 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"> <li>• 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.</li> </ul>	<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"> <li>• Students would utilize this opportunity if their initial test score is lower than an 80, because the retest grade is capped at an 80.</li> <li>• This retest grade is not an average of the two tests.</li> <li>• 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.</li> </ul>

What is the “WHY” for this practice?

- 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.

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

**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.

## HOMEWORK

Education is a continuing process, one that takes place not only in the classroom during prescribed hours of the school day, but also practiced independently after school hours. Some homework is a necessary link in the continuing process of education. Homework should support and enrich class work and provide students a time to reflect on their daily lessons. Students and parents may access assignments on Schoology.

### Homework Objectives:

- To stimulate voluntary effort, initiative, independence, responsibility and self-direction.
- To supplement and support the school experience through related home activities.
- To reinforce school learning by providing the necessary practice, integration and application.
- To acquaint parents with what their children are learning in school and to invite their help when desirable.

Homework may be assigned daily to all students at all grade levels. Homework assignments are to provide practice for mastery of skills and concepts taught in class. Teachers will carefully monitor to ensure that total time required to complete all homework is appropriate for the age of the student (6<sup>th</sup> grade=60 minutes, 7<sup>th</sup> grade=70 minutes, 8<sup>th</sup> grade=80 minutes per day). It is the students' responsibility to maintain this information. Homework completion should not be included as part of a student's academic grade; however, teachers should keep record of when students have completed an assignment. This information can be used to communicate with the parent concerning the child's compliance and work ethic.



### **Multi Tier System of Supports (MTSS)**

Each student will receive tier I interventions from the classroom teacher as needed. Our lead interventionist will collaborate with their house leader, teachers, and school counselors to implement tier II and III interventions. Students identifying as tier II and III are scheduled for push in services for Math and ELA. Our push in classes are co- taught by a general ed teacher and an academic Students will utilize Personalized Pathways through i-Ready to complete quarterly benchmark assessments as well as progress monitoring checks twice a semester.

### **FIELD STUDY**

A field study should be an extension of the curriculum and provide additional experiences not available in the school setting. **All field studies must have the approval of the school principal.** Transportation forms can be picked up from the discipline secretary only after the trip has been approved by the principal. It is the expectation that every student has an opportunity to attend team field trips. Should you have a behavior concern with a student please consult the administration or guidance counselors. All should be responsible for small groups of students.

#### *FIELD STUDY REQUEST AND PROCEDURE FOR DISTRICT OWNED BUSES*

1. Complete field study request form and submit to principal for approval. Field study requests should be submitted to the transportation office a minimum of three weeks prior to the field study. This will allow transportation time to schedule and notify schools.
2. Upon receipt and approval, confirmation of such a request will be sent to requesting school or department.
3. It is imperative to understand that athletics have first priority for use of the District Activity Buses.  
If you need additional assistance, please see the discipline secretary.

#### **FIELD STUDY REQUEST AND PROCEDURE FOR STATE OWNED SCHOOL BUSES**

1. Complete and submit to the principal for approval. Field study requests should be submitted to the transportation office a minimum of three weeks prior to the field study. This will allow transportation time to schedule and notify schools.
2. The transportation office will process requests and a written confirmation will be sent to the schools. The field study clerk will also call the school one (1) day prior to field study to confirm arrangements.
3. The school must pay \$1.75 (subject to change) per mile for use of the bus.
4. **ONLY STATE AND CDL CERTIFIED BUS DRIVERS MAY OPERATE ANY BUS. BUS PERMIT MUST BE WITH DRIVERS WHILE ON TRIP.**
5. The driver will record odometer reading at the beginning and end of the trip and submit mileage to the appropriate transportation official.
6. Field study will in no way interfere with regular bus routes.
7. School buses may be used only for school sponsored, class regulated activities and other activities approved by the State Department of Education. All field study information will be forwarded to the District Transportation Office for payment upon completion of the trip. (NOTE: This matter should be handled in a timely manner.)
8. Drivers will be paid their hourly rate by the requesting school for the entire time of the trip. Drivers and field studies must return by 1:30 p.m. unless prior approved by the Coordinator of Transportation.

9. Field study requests between 3:00 p.m. and 4:00 p.m. will be done only if buses and drivers are available.

All students attending the field study must have a signed permission slip.

**A roster of everyone (students and chaperones) actually participating in the field study should be made in triplicate.** The roster must include participant’s name, address, and phone number. One copy should be given to the **discipline secretary**, one copy is given to the bus driver prior to departure and the teacher should maintain a copy at all times. The school’s copy will be kept on file for one year. There must be at least one teacher on each bus.

When a child pays for a field study, he/she will receive a receipt at the time. The teacher will give the receipted money to the Executive Secretary of the school the day the teacher receives it. No money may be left in a teacher’s desk. If the Executive Secretary is not available, please give money to an administrator. A roster of students attending the field study should be distributed to the cafeteria manager and encore/core teachers at least one week prior to the trip.

**Collaborative Planning**

Teachers will complete weekly lesson plans for each subject taught as a team. Standards, learning targets, instructional activities, methods of assessment and homework should be indicated on lesson plans.

**WEEK AT A GLANCE ASSIGNMENTS (WAGS)**

WAGS include the following: upcoming summative and formative assessments, daily learning overviews, and necessary homework. Teachers will post daily board assignments on both their white boards and Schoology with learning targets written as “can do” statements, character learning targets based on our Habits of Scholarship, upcoming assessments and daily homework.

**PROMOTION AND RETENTION**

The principal will be responsible for the decision to promote or retain a student. The principal will take into consideration the academic as well as other relevant aspects (social, emotional and physical maturity) of the students’ development and will be responsible for ensuring that parents are adequately apprised of their child’s progress and options. Throughout the school year, the school will notify each parent of the need for a conference for any student performing below grade level. State testing, and/or school level assessments will be used to determine which students are performing below grade level.

**I. Professional Responsibilities**

**COMMITTEES**

Teachers are encouraged to serve on school committees. These committees provide teachers with an opportunity to participate in the operation of the school. The following are possible committees that will meet each year:

Leadership Team	New Teacher Mentoring	MTSS Monitoring Team
CREW Design Team	Faculty CREW Committee	Safety Response Team
Instructional Leadership Team		

## **COMMUNICATION**

Methods of internal communication will include Parent Square, email, memos, telephone messages, and announcements. Teachers are expected to check their email, mailbox, and voicemail in a timely manner. Announcements will be made each morning and afternoon.

Teachers are accountable for contacting parents concerning student progress. Contact must be made for students having academic and/or behavior problems. The Interim Report is considered a minimum contact; it is not appropriate as the sole source of contacting parents for students having problems. It is highly recommended that every teacher make two (2) positive phone calls per week. All teachers must maintain accurate records of these and other contacts. It is recommended that teachers reply to parent communications within one business day.

## **FACULTY ATTENDANCE**

The teacher's workday will be from 7:35 AM until 3:40 PM. Teachers are expected to be in their classrooms by 7:40 AM, and remain on campus throughout the day. Professional meetings that require you to leave campus must have administrative approval. Please schedule all personal appointments after 3:40 PM.

All staff absences must be accounted for, even short periods when no substitute is required. If you need to leave school for a brief period of time or for the remainder of the day, permission is required. We want to work with you to assist and support, but we must communicate. Teachers must notify Dr. Coon or an administrator if they leave campus during school hours. Teachers leaving school grounds without an administrator's approval will be charged personal leave by the hour, depending on the length of the absence.

**Frontline: Absence Management-** Lexington District 1 implements the "Frontline" system, an automated calling system. Please refer to the "Frontline" section in this handbook. Mrs. Beaty will handle all required paperwork. Each teacher will keep an emergency substitute packet with plans for three days, class rolls, and seating charts. Emergency sub plans are generated at the beginning of each school year and stored on Google Drive for access by a substitute teacher.

## **FACULTY MEETINGS**

Faculty meetings are an important tool for keeping everyone informed of changes, events, and programs, as well as an opportunity to share successes. You should plan to attend all faculty meetings and celebrate each other through the Golden Gator Awards. Faculty meetings will begin promptly at 3:30 PM on Mondays, as needed.

## **LEADERSHIP TEAM MEETINGS**

Leadership Team Meetings are designed to ensure communication between the faculty and the administration. The Leadership Team will meet each Monday morning starting at 8:05.

## **PROFESSIONAL DEVELOPMENT MEETINGS**

The location and topic of Professional Development meetings varies. Teachers should plan to meet with following groups during their first planning according to the schedule below:

Tuesday- House meetings (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, World Language) / Encore Group / SPED Group

Mondays – Content PLC’s - Planning

\*World Language should be included in team/content meetings whenever possible

\*\*Teachers should attempt to schedule parent conferences during this time

Wednesday – Grade Level Team Meetings / Possible RTI, 504, or SPED Conference

Thursday – Tail Gator with administration

Friday – Content PLC’s / Possible RTI, 504, or SPED Conference

### **IN-SERVICE, Collaborative Planning Days AND WORKDAYS**

All certified staff members are required to attend five workdays and five in-service days in order to fulfill their contract. See academic Calendar for specific days.

### **PERMANENT RECORDS**

A student’s permanent record folder contains important and confidential information; this is a resource to you as a teacher to help gain insight and understanding of your students. You should review the permanent record folder of each student assigned to your class before the end of the first week of school. You should also review the permanent record folders of students that join your class during the school year, as those records become available.

When you review the permanent records for your class, please be sure that each student’s record is up-to-date. A student profile sheet should be at the front of each record and previous test scores (MAP, SC PASS, SC Ready, etc.) should be included in the folder. Try to keep the records as neat as possible. Permanent records never leave the building. They must remain in the school records room. Only the faculty and staff (with cause) are allowed to review permanent records.

### **STUDENT ATTENDANCE RECORDS**

Teachers are responsible for submitting accurate attendance records. The Attendance Clerk will monitor students’ attendance. The Attendance Clerk in cooperation with teachers will identify students with attendance concerns. The guidance department, teachers, and parents will implement an attendance improvement plan according to district guidelines.

Students will receive an absence for each class they do not attend. In addition, attendance is reported for each class on report cards; therefore, attendance must be taken for each and every class period using PowerTeacher.

### **SUBSTITUTE TEACHER PLANS**

Quality instruction must continue in the absence of the teacher. If you must be absent, you are required to provide detailed lesson plans for meaningful instructional activities for the substitute teacher to deliver to the students. The lesson plan should include clearly stated objectives as well as logical, sequential instructional strategies that a substitute will be able to follow. The plans must also identify all materials and resources needed and how to obtain them.

All teachers must maintain a substitute folder. This folder should contain:

- Roster and seating chart for each class
- Daily schedule/bell schedule
- Procedures for your class.
- Instructions for any duty or other responsibilities the substitute will be responsible for in your absence.

### **EMERGENCY LESSON PLANS**

Each teacher must develop an emergency lesson plan. This plan should be written so that a substitute can provide meaningful instruction for three days. The plan should not require the use of videos or computer based instruction. Emergency lesson plans will be kept by the bookkeeper, Mrs. Harley. All plans must be filed prior to school beginning.

## **II. STUDENT SUPERVISION**

### **ARRIVAL AND DISMISSAL PROCEDURES**

*It is your principal's pet peeve to have student's unsupervised.*

[\(See Duty Charts\)](#)

### **ASSEMBLY PROCEDURES AND ASSEMBLY SCHEDULE**

Teachers will walk their students to the assembly in a quiet and orderly manner. Students are to sit quietly in assigned areas during assemblies. Teachers should sit with their class during assemblies. Talking or disruptive behavior is not permitted (ex. whistling, booing, etc.). An orderly entrance/exit is required.

### **CAFETERIA PROCEDURES**

Teachers on duty will help the administrators monitor the students' behavior in the lunch line and at the tables.

### **CAMPUS SUPERVISION DUTIES**

Teachers need to report to their duty post on time and remain on duty through the assigned time. This is a working position. Please monitor behavior and interact with students. Limit your personal conversations so that you can provide maximum surveillance and monitoring of our students. It is your responsibility to find a partner teacher to cover your duty for planned and unplanned absences.

### **ID CARD PROCEDURES**

All students and teachers will be required to wear their school-issued identification card at all times. ID's will be used as a meal ticket and for library purposes as well as for identification purposes. If a student comes to school without the issued badge, he/she must get a temporary badge at the beginning of the day. A student is issued four temporary IDs within each nine weeks. A permanent replacement can be purchased for five dollars. After the fourth temporary ID students will be assigned a lunch detention. **It is very important that students keep up with their ID cards.**

### **Discipline and Safety**

#### **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 [LCSD1 Student Handbook](#) and detailed in [Appendix A](#).

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

### **Disciplinary System**

This handbook outlines discipline policies at Meadow Glen Middle School, in conjunction with the [LCSD1 Student Handbook](#). Students and parents should review this handbook in order to be familiar with the expectations of MGMS. Please call us at 803-821-0600 if you have any questions or concerns.

The goal of any school discipline plan is to ensure a safe, orderly learning environment for all students. The criterion for the MGMS 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.

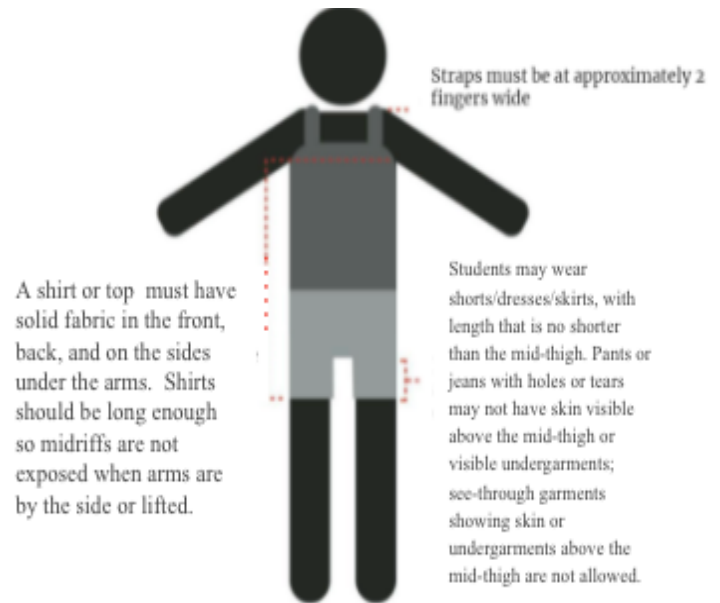
Minor Incidents - Classroom discipline begins with effective classroom management strategies and engaging instruction. Teachers establish classroom rules and expectations for their students and will communicate with parents, conference with students, or use in-class routines to maintain their expectations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

Referral - 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, MGMS will use a systematic and escalating approach to determining appropriate discipline consequences, while also considering each individual situation. Administration will make the final decision on discipline consequences. This systematic and escalating system can be found in [Appendix A](#).

## Dress Code

We follow the Lexington One basic structure for determining appropriate dress for students. Meadow Glen 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 [Appendix A](#).

### Earbuds/Headphones

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

### Food and Drink

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.

**Parents will not be allowed to drop off outside food.**

### **Personal Mobile Computing (District-issued IPAD)**

As part of its commitment to providing students the 21st Century tools they need to support learning and prepare for higher education and careers, the district has issued middle school students district-owned personal computing devices.

The devices will give students access to the most current information through the Internet and learning networks. Students will complete and submit assignments and research electronically. Students are responsible for bringing their charged device to all classes, everyday.

In addition to classwork expectations for device use, students may:

- access their school email,
- receive school messages and announcements,
- view school calendars and schedules,
- report student incidents,
- sign-up for the afternoon shuttle to LHS, and
- various other school related items.

**Students are expected to engage in positive, ethical and responsible behavior with the device and bring their device everyday charged and ready to use.** Minor and Major infractions and consequences for inappropriate use and behavior with the device can be found in the [LCSD1 Personal Mobile Computing Device Guide](#) and detailed in [Appendix A](#) below.

### **Emergency Drills**

Student safety is our highest concern. A School Resource Officer (SRO) will be on campus during regular school hours. Meadow Glen 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.

### **PARENT/GUARDIAN CONTACT**

Parent/guardian contact is an integral component of our discipline policy at every level. They can be our greatest ally in helping to resolve student issues. Please communicate professionally and often with parents/guardians. Proactive communication is an effective method of preventing problems and establishing a positive relationship with parents/guardians.



## MGMS Discipline Plan

The goal of any school discipline plan is to ensure a safe, orderly learning environment for all students. The criterion for the MGMS 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, 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 will escalate interventions for minor classroom infractions that include assigning lunch detention (LD).

Referral - 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, MGMS will use a systematic and escalating approach to determining appropriate discipline consequences, while also considering each individual situation. Administration will make the final decision on discipline consequences.

### Categories and Consequences

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

- **Level 1 - Simple Disorderly Conduct**
- **Level 2 - Disruptive Conduct**
- **Level 3 - Criminal Conduct**

Depending on the action of the student, in concert with the level of the offense, administrators should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and impose the appropriate consequence and/or establish an intervention plan and/or behavioral contract. Consequences that may be applied in cases of each level of disruptive conduct listed above may include, but are not limited to, the following:

**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 student, will create a behavior plan to support the student in making positive choices and moving forward from the incident.

**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)** - Lunch detention will be held in a designated area of the school. During this detention the student and a staff member will have behavior conversations to support the student in making positive choices and moving forward from the incident.

**Administration Detention (ALD)** - Administrative lunch detention will be held in a designated area (Room 203) of the school and at a designated time frame. During this detention the student and a staff member will have behavior conversations to support the student in making positive choices and moving forward from the incident. Students who do not attend their assigned AD will be referred to administration for further action, aligned with the discipline process.

**In School Suspension (ISS)** - ISS is typically used for offenses that are more serious or when simple disorderly conduct becomes excessive. ISS can be assigned for a class period, part of the day, or a full day(s). Students are expected to complete their assignments or any assigned work while in ISS. 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)** - 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 out of school for a cumulative total of 5 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 home address 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. 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 – Simple Disorderly Conduct**

Disorderly conduct includes 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 other school sponsored activities.

***Consequences may be changed at the discretion of the administration.***

**Level 1-A Offenses** (\*The tardy policy starts over at the end of each semester.)

- Classroom Tardiness
- School Tardiness

#### **Level 1-A Consequences**

Offense 1-2: Attendance warning/parent notification by teacher.

Offense 3-5: One day of LD (by teacher) or ALD per tardy.

Offense 6+: Parent conference (with teacher and administrator) and plan established

#### **Level 1-B Offenses**

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

Offenses	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th
1. Cell Phone/Electronic Device Violation	PC and LD	PC and LD	AC and ALD	ISS
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)
3. ID Violation	Warning	Conference	PC and LD	PC and LD

**Additional offense consequences:** Intervention meeting with administration, teacher, and parent/guardian to establish a plan.

### Level I-C

**\*\*For the purpose of level I-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. \*\***

EXAMPLES *	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th/5th
1. Obscene or profane language between or among students, taunting, and/or name calling	ALD/ISS	ISS	ISS	OSS (1-3 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	ALD/ISS	ISS	ISS	OSS (1-3 days)
3. Cutting class – an unauthorized absence from an assigned class or related activity	ALD/ISS	ISS	OSS	OSS (1-3 days)
4. Gambling – participation in games of chance for money and/other things of value	ALD/ISS	ISS	OSS	OSS (1-3 days)
5. Vandalism – cutting, defacing, or in any way damaging property (minor <\$50)	ALD/ISS	ISS	OSS	OSS (1-3 days)
6. Inappropriate behavior (minor)	ALD/ISS	ISS	ISS/OSS	OSS (1-3 days)
7. Leaving class without permission	ALD/ISS	ISS	ISS/OSS	OSS (1-3 days)

8. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	ALD/ISS	ISS	OSS	OSS (1-3 days)
9. Cheating/Plagiarism (see Academic Honor Code)	ALD	ISS	ISS	OSS (1-3 days)
10. Refusal to obey	ALD/ISS	ISS	OSS	OSS (1-3 days)
11. Hit/Kick/Push, Horseplay, or throwing objects	AC/ALD	ISS	ISS/OSS	OSS (1-3 days)
12. Public displays of affection.	AC/ALD	ISS	OSS	OSS (1-3 days)
13. Loitering/Being in an unauthorized area	AC/ALD	ISS	OSS	OSS (1-3 days)
14. Disrupting Class	AC/ALD	ISS	ISS/OSS	OSS (1-3 days)
15. Computer Violation (minor)	AC/ISS	ISS	ISS/OSS	OSS (1-3 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 I) as disruptive conduct (Level II) if the student engages in the activity three 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 other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

***\*\*For the purpose of level II, 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.\****

EXAMPLES *	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th/5th
<b>Referrals</b>				
1. Obscene or profane language between or among students, taunting, and/or name calling	ALD/ISS	ISS	ISS	OSS (1-3 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	ALD/ISS	ISS	ISS	OSS (1-3 days)
3. Cutting class – an unauthorized absence from an assigned class or related activity	ALD/ISS	ISS	OSS	OSS (1-3 days)

4. Gambling – participation in games of chance for money and/other things of value	ALD/ISS	ISS	OSS	OSS (1-3 days)
5. Vandalism – cutting, defacing, or in any way damaging property (minor <\$50)	ALD/ISS	ISS	OSS	OSS (1-3 days)
6. Inappropriate behavior (minor)	ALD/ISS	ISS	ISS/OSS	OSS (1-3 days)
7. Leaving class without permission	ALD/ISS	ISS	ISS/OSS	OSS (1-3 days)
8. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	ALD/ISS	ISS	OSS	OSS (1-3 days)
9. Cheating/Plagiarism (see Academic Honor Code)	ALD	ISS	ISS	OSS (1-3 days)
10. Refusal to obey	ALD/ISS	ISS	OSS	OSS (1-3 days)
11. Hit/Kick/Push, Horseplay, or throwing objects	AC/ALD	ISS	ISS/OSS	OSS (1-3 days)
12. Public displays of affection.	AC/ALD	ISS	OSS	OSS (1-3 days)
13. Loitering/Being in an unauthorized area	AC/ALD	ISS	OSS	OSS (1-3 days)
14. Disrupting Class	AC/ALD	ISS	ISS/OSS	OSS (1-3 days)
15. Computer Violation (minor)	AC/ISS	ISS	ISS/OSS	OSS (1-3 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 I) as disruptive conduct (Level II) if the student engages in the activity three 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 other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

***\*\*For the purpose of level II, 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.\*\****

<b>EXAMPLES *</b>	<b>OPTIONS FOR CONSEQUENCES (based on severity of offense)</b>
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<b>Referrals</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>
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. Bullying/Cyberbullying, retaliation for bullying/false accusations of bullying or intimidation	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
3. Vandalism – cutting, defacing, or in any way damaging property (\$50+)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
4. Stealing or Possession of stolen goods (minor <\$100)	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 ( <a href="#">see Lex 1 Student Handbook</a> )	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
7. Possession of/or use of fireworks	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 physical abuse	OSS (1-3 days)	OSS + IM or RE (3-4 days)	OSS+RE (5-10 days)	
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	OSS and IM (1 day)	OSS or RE (2-3 days)	RE	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 students, adults, school staff, or visitors	OSS (1-3 days)	OSS + IM (3-4 days)	OSS+RE (5-10 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)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
17. Illegally occupying, blocking, or willful destruction of 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 staff that may cause a disruption, including filming fights and verbal altercations.	OSS (1-3 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 – Criminal Conduct**

EXAMPLES *	CONSEQUENCES	
	1st	2nd
<b>Referrals</b>		
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, use, or threatening to use a *knife, BB gun, pellet gun, mace, *box cutters, or 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 firearm or explosive device	RE	
6. Vandalism or damage to a person or school property of a serious nature. (exceeding \$100.00 in damage)	OSS/RE (5+ days)	RE
7. Larceny/Theft, possession, or sale of stolen property of a serious nature. (exceeding \$100.00)	OSS/RE (5+ days)	RE
8. Arson	OSS/RE (5+ days)	RE
9. Use of/Possession/Possession with intent to distribute/Selling illegal drugs, prescription drugs, or alcoholic beverage, including paraphernalia/ facsimile (materials passed as illegal drugs) and CBD oils and materials	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 and 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	

***As a reminder, students may be suspended or recommended for expulsion for first-time offenses or 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 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.

The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally, or damaging a student’s property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.

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

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

Other members of the school community (students, parents/guardians, volunteers, visitors, etc.) are encouraged to report any act that may be a violation of this policy. Individuals may make reports anonymously by calling 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.



## **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.

## **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.

## **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.

## **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 himself/herself 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.

## **Bullying**

Lexington District One prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or other school-related vehicle, at an official school bus stop, at a school-related activity on or off school property, or at a function where the school is responsible for the student.

Harassment is unwanted acts of aggression toward others. Under federal civil rights laws, harassment is unwelcome conduct demonstrated to others that is based on race, national origin, color, sex, disability or religion; that is severe, pervasive or persistent; and that creates a hostile environment or an unsafe environment.

Intimidation is to create fear of harm in individuals for themselves, others or their personal properties.

Bullying is unwanted, mean behavior among school-aged children that involves a real or perceived power imbalance. Bullying has four critical elements: 1) the behavior must be repetitive; 2) it must be intended to harm; 3) there must be a difference of power (physical, social or otherwise) between the bully and victim; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present.

### **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.

#### **In-School Suspension (ISS) for the period**

If a student has to be sent out of class for a disciplinary reason, he or she will be sent to ISS for the remainder of the class period. The teacher will follow this with a discipline referral and a phone call to the parent. If a student is sent to ISS for a second time on the same day, they will remain in ISS for the remainder of the day and use one of their ISS days. Students should only be sent to ISS for the period if their behavior is prohibiting the teacher from teaching the lesson.

### **REPORTING CHILD ABUSE OR NEGLECT**

Because of their contact with school-aged children, school employees are in an excellent position to identify abused/neglected children and to refer them for treatment and protection.

The "South Carolina Children's Code" requires any teacher, nurse, counselor or other school professional, who believes that a child under age 18 may have been physically, mentally or emotionally abused or neglected or affected by abuse or neglect, to file a report. They must file a report with the Department of Social Services (DSS) or a law enforcement agency in the county where the child resides or is found. The employee must inform the principal and a guidance counselor when submitting any oral/written report.

Suspicion of child abuse/neglect is all that is required in order to make a report in good faith. It is not within the responsibilities of school personnel to prove that the child has been abused or neglected or to make a determination of whether the child is in need of protection. Any involvement of school personnel in investigation or treatment should be in compliance with the local Child Protection Unit of DSS.

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

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

## **SEXUAL HARASSMENT**

The district prohibits sexual harassment of students by employees, other students or third parties. Any student who feels he/she has been subjected to sexual harassment or any parent/guardian of any student who feels that the student has been subjected to sexual harassment is encouraged to file a complaint with the principal or a designated school contact. The district will investigate all allegations promptly and thoroughly. The female representative will be Alisa Long and the male representative will be Brian Lim.

## **SMOKING/TOBACCO PRODUCTS**

MGMS is a tobacco-free campus. Employees are prohibited from using tobacco products (including electronic cigarettes) on campus.

Students are not allowed to smoke or possess tobacco products (including electronic cigarettes), lighters or matches while under school supervision. This includes all points on school property and while on school buses or field trips supervised by the school. Items will be confiscated and not returned. Tobacco addiction counseling sessions will be required after the third violation.

## **FUND RAISING**

No one may solicit money or monetary contributions from students at any time.

Students will not solicit personal contributions to meet the basic needs of the school. **The Principal must approve all fund-raising activities conducted by students, faculty, and staff. Principals authorize few fund-raising projects.** Every fundraiser should have an educational objective. **Schools will keep fund-raising activities to a minimum so that the efficiency and effectiveness of the educational process is not impaired.**

## **HONOR SOCIETIES**

Each middle school sponsors a chapter of the Junior Beta Club. Sixth grade focuses on establishing eligibility status for participation. Students in Grade 6 who obtain an end-of-year grade of 89 in each of the core subject areas receiving grades will be eligible for participation the following year. Students in Grade 7 who obtain an end-of-year grade of 89 in each of the core subject areas (language arts, mathematics, science, and social studies) will be eligible for participation in Grade 8.

## **INTERSCHOLASTIC ACTIVITIES**

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

The South Carolina High School League's rules govern all interscholastic athletic activities ([www.schsl.org](http://www.schsl.org)). Policies of the Lexington One Board of Trustees govern all other interscholastic activities. A student establishes academic eligibility at the beginning of each semester. This eligibility is based on the student's previous semester of courses taken and grades achieved. Students with disabilities who are satisfying the requirements of their Individualized Educational Plan (IEP) can participate in interscholastic activities.

## **NONDISCRIMINATION**

Lexington One complies with state and federal regulations. It does not exclude any student, deny instruction to any student or discriminate on the basis of sex, race, religion, color or national origin.

## **OFFICE TELEPHONES**

Lexington One provides office telephones at each school for administrators and staff. Students may use these phones only in emergencies. Our phone number is 821-0600. Our fax number is 821-0603.

## **STUDENT PUBLICATIONS**

Each school publication will have a sponsor (such as a teacher). That sponsor, with the concurrence of the principal, selects the student staff, analyzes, and approves all content.

The principal monitors both processes and is ultimately responsible for all publications.

All materials or objects intended for distribution, except school newspapers, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school, are subject to the same approval process. Examples of non-school sponsored materials include, but are not limited to leaflets, brochures, buttons, badges, fliers, posters, and underground newspapers, whether written by students or others. Students must get prior approval from the principal before distributing information that is not sponsored by the school. The principal will review the intended time, place and manner of distribution as well as the content to ensure that the educational process is not disrupted.

## **TARDINESS**

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

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

## **EXTREME WEATHER**

A decision may be made to cancel school for the entire day, delay opening by one hour or delay opening for two hours. ParentSquare App will be used to communicate the plan. Please do not call radio or television stations, schools or the district office – we need to keep telephone lines open to deal with weather-related emergencies. Should the weather worsen unexpectedly while students are at school, the district will keep students and school buses at school until the crisis passes. Schools are one of the safest places that children can be during most natural disasters. In fact, some of our schools serve as emergency shelters. During weather-related crises, students will be released only to the parent/guardian or other individual(s) listed on a student's information card.

## **LICE**

Teachers must refer any student they suspect of having head lice to the school nurse for screening. When the nurse confirms a case of head lice, a school employee notifies the parent/guardian. The parent/guardian must come to the school and pick up the child as soon as possible. Students with confirmed head lice may not ride on a school bus or van.

When the school nurse finds more than one case of head lice in any one classroom, the nurse screens all students in that classroom. Before a student can be readmitted to school, the nurse must recheck the student and the student must be free of lice and nits (eggs).

## **LASER POINTERS**

Students may not possess a laser pointer (cylindrical objects approximately the size of a large writing pen that emit a laser beam) on school property or while attending a school- sponsored or school-related activity on or off school property. Principals will confiscate any laser pointers that students bring to

school. Any student who brings a laser pointer to school also faces disciplinary action, which could include suspension.

### **STUDENT PASSES**

Students will use the SmartPass App on their device whenever he/she leaves an assigned class, library, or other place to go to another part of the school during the school day.

## **IV. TECHNOLOGY**

### **TECHNOLOGY RESOURCES**

Technology is a vital part of Lexington County School District One's curriculum and instructional programs. The district provides students, staff and other users with access to the district's technologies. This use, however, is a privilege and is not intended to be a public forum.

The student should not think that his or her files on the school district's system are private.

If routine maintenance and monitoring of the district's system show that a student has violated this policy, another school district policy or the law, district officials will conduct an individual investigation or search providing they have reasonable suspicion that such a search will uncover a violation of law or district policy. Every student must read the district's Technology Resources Policy.

### **UNACCEPTABLE USES**

Students will not use the district's system to access, review, upload, download, store, print, post or distribute:

- Pornographic, obscene or sexually explicit material.
- Music or lyrics may not be accessed
- Language or images that are inappropriate to the educational setting or disruptive to the educational process'
- Language or images that advocate violence; or
- Hate or discriminatory material.

If any student inadvertently accesses unacceptable materials or an unacceptable Internet site, that student must report it to his or her teacher or principal immediately.

Students will not use the district's system to:

- transmit or receive obscene, abusive profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language
- knowingly or recklessly post false or defamatory information about a person or organization, to harass another person or to engage in personal attacks;
- engage in any illegal act or to violate any local, state or federal statute or law;
- vandalize, damage or disable the property of the district , another person or organization;
- disrupt equipment, software or system performance by spreading computer viruses or by any other means;
- gain authorized access to information resources, the school district system or any other system;
- access another person's materials, information or files without the implied or direct permission of that person;

- post private, identifying information about another person including, but not limited to, home, school, work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords without that person's consent;
- log in through another account, access code or network identification other than ones assigned to the user;
- violate copyright laws or licensing usage agreements including pirating software or copying software to or from any school computer;
- plagiarize works;
- maintain a personal business, for unauthorized commercial purposes or financial gain;
- provide goods or services or for product or personal gain; or
- purchase goods or services for personal use.

**Students will not:**

- tamper with, modify or change the district's system software, hardware or wiring.
- violate any district security systems.
- respond to e-mail requests for sensitive information without verifying the requesting parties' email address and identity.
- Originate or knowingly forward emails containing jokes, chain letters, greeting cards for personal purposes, virus notifications, screen savers or other non-educational file attachments.

Unauthorized or inappropriate use of computer equipment, including unauthorized e-mail and instant messaging, will be subject to disciplinary action. Any student who commits an offense related to the district technology policy will be subject to disciplinary action which could include suspension of one to three days and /or expulsion, dependent upon the fact and circumstances of that particular offense.

### **III. MISCELLANEOUS**

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

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

Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools. Administrators will contact the proper authorities about trespassing/disturbing school violations.

#### **TRUANCY**

If a teacher suspects that a student is cutting class (truancy), he/she will notify the school principal who will investigate and take whatever action deemed appropriate. If after, a student enters school grounds or gets on a school bus, that student fails to attend one or more classes or leaves school grounds without permission from the school office, he or she may be suspended.

A student who leaves home to come to school but does not attend class may be suspended.

The district will refer truant students to Family Court in keeping with the provisions of the Education Improvement Act of 1984.

## **VISITORS**

Lexington One's Board of Trustees believes there is no better way for the public to learn what the school is actually doing than by visiting our schools and classrooms. To ensure that no unauthorized person enters the building with wrongful intent, however, all visitors to a Lexington One school must report to the school office for a visitor's pass. School principals may take whatever action is necessary to prevent unauthorized persons from entering school buildings or from loitering on school grounds. State law allows school administrators to conduct reasonable searches of individuals and their personal belongings on school premises.

## **STUDENT SEARCHES**

Students do not lose their constitutional rights when they enter school premises. A member of the administrative team must be present during all searches.

The fourth Amendment of the United States Constitution protects students from unreasonable searches. The district will post notices on school property stating that searches may be conducted. These notices will be conspicuous and displayed at all regular entrances and access points. Students, visitors and their belongings are subject to reasonable searches and seizures.

Students and parents/guardians should understand that this policy does not preclude the calling of law enforcement personnel when the need is apparent. Administrators will conduct a search when they believe a crime has been committed or when they believe that a search will reveal contraband or evidence. Any search will be reasonable in scope and take into consideration the individual's age, the individual's gender and the nature of the alleged infraction. School officials may make random, unannounced searches of school property at any time. Lockers, desks and related items are school property. The principal will authorize and supervise any search of a student. Searches will not be done to embarrass, harass, or intimidate the student.

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

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

A school administrator in the presence of at least one witness who is also a staff member – will make the search. At all schools, the administrator or staff member who searches the student or who witnesses the search must be of the same gender as the student. The search will not be a strip search. The school staff will examine the student's belongings after the student removes them. The student may be instructed to take off any item of clothing that can be removed without exposing his or her underwear or parts of the body ordinarily covered by underwear. This may include, but is not limited to, hats, jackets, sweaters, shoes and opaque footwear.

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

## **SEARCHES BY METAL DETECTORS**

Administrators are authorized to use metal detectors (stationary or mobile) when searching for weapons or any other dangerous object; when they determine the safety and security of the district requires it; when they believe either from personal observation or reliable information that a student has a weapon or dangerous object; when they believe that a crime has been committed; when they find a weapon at school or when any violence involving a weapon occurs. They may use metal detectors during school hours or after hours at extracurricular events such as football or basketball games and they may use metal detectors at entrances to any building, classroom, auditorium, gymnasium, etc. Additionally, they may use metal detectors to search individuals as they enter or exit school buses or other vehicles. Any search will be

reasonable in scope and take into consideration the individual's gender and the nature of the alleged infraction.

When an employee uses a hand-held scanning device to search a student, that employee must be of the same sex as the student being searched. Property removed from a student that can legitimately be brought into school will be returned to the student. Property that violates school policy will be confiscated and the student will be disciplined.

### **SEARCHES BY TRAINED DOGS**

The use of trained dogs to search for controlled substances in schools will be on a random, unannounced basis. At the request of the school principal, a trained dog, with its handler, may go into the school to sniff lockers, desks and the exterior of automobiles. Should the dog alert its handler to the presence of a controlled substance, school officials would then have a reasonable basis to conduct a search in accordance with the procedures previously outlined.

### **PROFESSIONAL DRESS**

**DRESS FOR SUCCESS!!!** All staff members are expected to dress in a professional manner in accordance with the expectations of their jobs. If there are any questions or concerns about dress, please see the principal.

### **SCHOOL OFFICE HOURS**

Meadow Glen Middle School office hours are from 7:30 AM to 4:30 PM Monday through Friday.

### **STAFF CHECK-IN**

All staff members are to park in the staff parking lot (near the football field). The front parking area is for parents and visitors only. Cafeteria staff members will sign-in in the manager's office. All other staff members will sign in their respective areas. All staff members are to check in and out personally.

### **SUBSTITUTES**

**THERE IS NO SUBSTITUTE FOR YOU!!! YOU ARE THE VERY BEST PERSON FOR THE JOB, AND WE NEED YOU HERE EACH AND EVERY DAY!!!** However, situations do arise where you have to be out and away from your job. You are responsible for securing a substitute that has been approved to substitute at Meadow Glen Middle School. You are also responsible for having lesson plans available for substitutes.

Listed below are the procedures for securing substitutes for the 2023-24 school year:

1. Mrs. Schroppe/Mrs. Beaty will serve as the substitute coordinators this year. They will maintain a list of substitutes that are approved for MGMS and will have it updated periodically. Mrs. Beaty will keep a master list of substitutes.
2. Any personal leave must be approved by Dr. Coon in advance.
3. A pink leave form must be completed for each absence---sick leave, professional leave, jury duty, personal leave, etc. The pink leave form for sick leave may be completed upon your return to work. Other leave forms must be submitted to Dr. Coon and approved prior to the absence.
4. When you plan to be absent from work, please visit your Launchpad/Absence Management to enter the absence in the system.
5. If you have a duty and you are going to be out, please arrange for someone to cover that duty or notify one of the administrators.
6. If you become ill after you leave work and find it necessary to be out either part of the next work day or all of the next work day, report your absence immediately in the system.



## **STAFF MAILBOXES**

Staff mailboxes are for staff use only. Please empty your mailboxes on a daily basis so there is always room to keep adding your mail. You are the only one who should empty your mailbox. If someone in the community asks if they may distribute something in the staff mailboxes, please tell them that this must be approved by the administrative team.

## **SUPERVISION OF STUDENTS**

Students should be supervised by an adult at all times while on campus. This expectation is extended to all extra-curricular activities, for example sports, fine arts, field studies and clubs. This includes practice and games. Students who arrive at school between 7:15 AM and 7:30 AM should report to the MGM food court. At 8:05 AM students will be admitted to class.

Students should not be allowed to work unsupervised in a hall or in a classroom.

## **STUDENTS LEAVING DURING THE SCHOOL DAY**

Students are not to leave school grounds during the school day unless they are given written permission from the office. No student will be dismissed from the classroom unless there is written permission from a parent. If a parent needs to get a student out of school early, he/she must sign the child out in the school office. A staff member from the office will notify the child's teacher when the parent arrives to pick him/her up.

## **STAFF LEAVING DURING THE SCHOOL DAY**

Staff members will not leave school grounds during the school day unless they have received permission from an administrator and must sign out in Mrs. Gallaher's office.

## **MEDICATIONS**

All medications will be administered by the school nurse in the health room. Parents must complete the medication form that gives specific information and instructions about the prescribed medicine their child will be taking. Only the parent can bring the medication in their possession to school. Students cannot transport medicines to school. Medicines cannot be transported on a school bus by a student. Cough drops are not considered medication.

## **MONEY IN THE CLASSROOMS**

**UNDER NO CIRCUMSTANCES WILL MONEY REMAIN IN CLASSROOMS AT THE END OF THE DAY!**

All money collected is to be turned into Mrs. Beaty as soon as you receive it. All students should be receipted by the teacher who accepts the money. Money will not be collected from students without permission from Dr. Coon. Please see Mrs. Gallaher when you need a purchase order. All purchase orders must be approved by Dr. Coon. There will be a form for you to complete when you need a purchase order. Fill this form out and place it in Mrs. Gallaher's mailbox.

## **GUEST SPEAKERS**

Guest speakers must be approved in advance by an administrator.

## **SMOKE FREE CAMPUS**

Meadow Glen Middle School and all of Lexington School District 1 is smoke free. All staff members are asked not to smoke while on their job. This is a school district policy.

## **PLEDGE OF ALLEGIANCE AND MINUTE OF SILENCE**

Teachers should give students the opportunity to recite the Pledge of Allegiance and observe a moment of silence each day. Students may not be required to participate in the Pledge.

## **LUNCH**

Students will make payments for meals to the school cafeteria cashier, and these payments will be placed into the students' lunch account. Parents are encouraged to send checks and not cash for student lunches. Student ID's will serve as student's lunch card.

## **ATTENDANCE PROCEDURES**

All teachers are to take attendance in PowerTeacher on a daily basis. A student is tardy after 8:15 AM. If PowerTeacher is not working, send down a roster of your students in that particular class (no later than 15 minutes into the class period) and mark on the roster the tardy and absent students. All students that are tardy to school must check-in with the main office first thing. The staff in the office will give all tardy students a tardy pass to bring to their classroom teacher. This will let the teacher know that the student has checked in with the main office. The Attendance Clerk will update excused tardies and excused absences when necessary, or any other reason for a student being absent such as Medical (MED), Court (CRT), etc. The Attendance Clerk will issue to all teachers a list of absent students on a daily basis. If a child has a written excuse by a parent/guardian to leave school early, please send the written excuse to the main office.

## **STUDENT WITHDRAWALS**

When a student needs to withdraw from MGMS, there is a form for the parent/guardian to sign. This form will initially begin in the school office. The form will circulate through the bookkeeper, cafeteria manager, etc. to make sure that there are no outstanding fees and/or books due to the school. The student's teachers are notified so they can verify that their gradebook accurately reflects the student's grades before they are sent to the new school. When the form is complete, a copy will be given to the parent and a copy will be put into the student's permanent record. Once we have a records request from the school that he/she is moving to, we will forward a copy of the withdrawal form to them. All information must be accurate before the form goes to the student's new school.

## **EMERGENCY DRILLS**

All students and staff will participate in emergency drills throughout the school year. Each month a fire drill will be held, and students will practice exiting the building in a quiet, orderly fashion. Teachers will explain the fire drill procedures to the students. Each semester students and staff will participate in an intruder drill.

Each semester, students will participate in a tornado drill. During this drill, students will move to the best available shelter in the school. Students will take a book with them to protect their heads, and they will sit on the floor in the knee-to-chest position with the front of their bodies to the wall. When the "DUCK AND COVER" command is given by the teacher, students should place their books over their heads.

Teachers will explain the tornado procedures to students.

### **EMERGENCY DRILL SIGNALS**

- **Fire Drill** – FIRE ALARM RINGS FOR TWO MINUTES
- **Tornado (or severe weather) Drill** – Principal will announce "Severe Weather" on the intercom. Everyone in the school will move to the best available shelter.

- **Intruder Drill** – Principal will announce, **ATTENTION ALL STAFF: LOCKDOWN, LOCKDOWN, Lights, out of sight** on the intercom. Students are to go into their classroom and the teacher will lock the door. Students are to be away from windows and doors. An “ALL CLEAR” (3 times) from the office will signify for all staff members to return to normal procedures of the day.
- **Medical Emergency Drill** – Principal will announce “Medical Emergency” on the intercom. When students hear this, they will know to move into any classroom to get out of the hallways to enable medical personnel to move quickly through the halls.
- **Bus Evacuation Drill**- The Transportation Department conducts at least two bus evacuation drills each school year.

### **WHO CAN HELP WITH WHAT?**

Instructional Matters and Materials – **Alisa Long, Brian Lim and House Leaders**

Attendance/Student Excuses for Absences – **Kendal Ringer**

Discipline – **Administrative Team**

Test Scores – **Administrative Team**

Text Books – **Alisa Long**

Evaluations – **Administrative Team**

Leave Requests – **Dr. Coon and Mrs. Gallaher**

RIT Team Referrals – **House Leaders and Administrative Team**

Homebound Info - **Alisa Long**

Duty Schedules – **Brian Lim**

Field Studies – **Dr. Coon**

Buses for Field Studies – **Discipline Secretary**

Athletics – **Ryan Miles**

Buses for Athletics – **Ryan Miles/ Dis. Secretary**

Ordering Materials – **Mrs. Gallaher**

AV Equipment – **Ms. Black**

Student Records- **Niki Watcheski**

Copiers/Duplicating Machines – **Mrs. Gallaher**

Lunch Tickets – **Mrs. Merck**

Use of Kitchen – **Mrs. Merck**

Bag Lunches for Field Studies – **Mrs. Merck**

**Volunteers – Mrs. Gallaher**

Substitutes – **Mrs. Beaty and Mrs. Schroppe**

IMMEDIATE SUPERVISORS FOR:

Certified Staff – **Dr. Coon**

Support Staff – **Alisa Long**

Custodial Staff – **Gearld Millwood**

Coaching Staff – **Ryan Miles**

Lunchroom Staff – **Mrs. Merck**

L.E.A.P.- **Sarah Huey-Clowney**

## GATOR CARE GUIDELINES

### HOSPITALIZATION

Faculty/Staff	Flowers
Birth of Child	Flowers
Hospitalization of spouse, child or parent	Card

### SHOWERS

We would recommend that refreshments are kept simple.

**Baby** (your first baby while at MGMS) Gifts are given at the discretion of individuals/teams.

**Wedding** (Your first wedding while at MGMS) Gifts are given at the discretion of individuals/teams.

### STAFF RETIREMENT

Reception and gift

### RESIGNATION OR TRANSFER

1-5 Years at MGMS	Gift
10 or more years at MGMS	Reception and gift

### DEATHS

Flowers will be sent for the death of a faculty/staff member or faculty/staff member's spouse, child or parent.

#### Important Dates To Know

#### August

August 2-8	Teacher Workdays
August 7	Camp Chomp: 6th Grade Student/Parent Orientation
August 9	First Day for Students

#### September

September 4	Labor Day (Holiday)
September 27	Early Release Day—8:05am-12:05pm (Collaborative Planning)

#### October

October 10	End of First Quarter
October 13	Teacher Workday (No School For Students) Parent Teacher Conferences
October 16	First Weather Makeup Day (No School for students or staff)
October 25	Collaborative Planning Day

#### November

November 8	Veteran's Day Celebrations
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November 22-24	Thanksgiving Break (Holiday)
<u>December</u>	
December 15	Half Day for students/ End of Second Quarter
December 18-29	Winter Break (Holidays)
<u>January</u>	
January 1	New Year's Day/ Winter Break
January 2	Teacher Workday (No School For Students)
January 3	Students return from Winter Break
January 15	Martin Luther King Jr. Day (Holiday) (No School For Students or Staff)
<u>February</u>	
February 7	Early Release Day—8:05am-12:05pm (Collaborative Planning)
February 23	Teacher Work Day/ Parent Teacher Conferences (No School for Students)
February 26	2nd Severe Weather Make-up Day or Holiday (No school for students or staff)
<u>March</u>	
March 11	End of Third Quarter
March 20	Early Release Day—8:05am-12:05pm (Collaborative Planning)
March 29	3rd Severe Weather Make-up Day or Holiday (No School for Students)
<u>April</u>	
April 1-5	Spring Break
April 17	Early Release Day—8:05am-12:05pm (Collaborative Planning)
<u>May</u>	
May 22	Half Day for students
May 23	Half Day and Last Day for Students
May 24	Teacher Workday
May 27	Memorial Day Holiday
May 28	Teacher Workday