

# Meadow Glen Middle School

440 Ginny Lane  
Lexington, SC 29072

Telephone: 803-821-0600

Fax: 803-821-0603

[www.lexington1.net](http://www.lexington1.net)

## 2017-2018 STUDENT HANDBOOK

**Dr. William Coon**

*Principal*

**Dr. Natalie Osborne Smith**

*Academic Dean*

**Kailanya Brailey**

*Academic Dean*

**Kyle Meetze**

*Academic Dean*

## WELCOME FROM THE PRINCIPAL

Dear Parents and Students,

What a pleasure it is for me to welcome all of you to MGMS for the 2017-2018 school year! We are so excited that you will be a part of the **Gator** family as you support us in continuing the excellent tradition of Lexington County School District One. Teachers, staff and parents have been planning for the students' arrival and we welcome you!

Our continued success will be made possible through teachers' collaborative planning, parent and community support, and our students' efforts. We will always work for improvement and student success.

The success of our children depends on the school staff, parents and community working together. Meadow Glen Middle School welcomes parental involvement through participating in the PTO and volunteering within our school. I invite you to join the PTO and sign up for our

volunteer program. We need and appreciate your involvement and support in your child's education and our school's programs.

Please read this handbook with your child(ren), keep it, and refer to it when you need information.

If you ever have questions or concerns, please feel free to call. We strive to make sure that our school provides a positive learning environment for your child to develop the skills needed for future success. I look forward to working with you in the coming year.

Sincerely,

Dr. Bill Coon  
Principal

## STUDENT/PARENT HANDBOOK

Meadow Glen Middle School provides this handbook to all of its students in order to help them and their parents become familiar with the rules and regulations of our school and Lexington School District One.

The handbook contains a brief overview of some of the district's rules and regulations and is not intended to replace actual policies and procedures established by the Board of Trustees. The most current copies of all Lexington County School District One policies may be found at [www.lexington1.net](http://www.lexington1.net).

### IMPORTANT DATES

#### August

August 14  
August 14-18  
August 22

Schedule Pick-up  
Teacher Workdays  
First Day for Students

#### September

September 4  
September 20  
September 21

Labor Day (Holiday)  
Early Release Day—12:40 (Collaborative Planning)  
Interim Grades Available in PowerSchool

#### October

October 11  
October 12  
October 13  
October 23  
October 31

PSAT for selected 8th graders  
Parent Conferences (3:30 - 6:30 PM)  
No School (Students) - Parent/Teacher Conference (8:00-Noon)  
End of First Nine Weeks  
Report Cards Issued

#### November

November 11  
November 21  
November 22-24

Veteran's Day  
Interim Grades Available in PowerSchool  
Thanksgiving Break (Holiday)

#### December

December 6  
December 21 -31

Early Release Day—12:40 (Collaborative Planning)  
Winter Break (Holidays)

January

January 1-3	Winter Break (Holiday)
January 4	Students Report to School
January 12	End of First Semester/Second Quarter Half-Day (12:00 Dismissal)
January 15	Martin Luther King Day (Holiday)
January 19	Report Cards Issued
January 24	Early Release Day—12:40 (Collaborative Planning)

February

February 15	Interim Grades Available in PowerSchool
February 16	Teacher Work Day (No School for Students)
February 19	Severe Weather Make-up Day or Holiday
February 28	Early Release Day—12:40 (Collaborative Planning)

March

March 21	End of 3rd Nine Weeks
March 28	Report Cards Issued
March 30	Severe Weather Make-up Day or Holiday

April

April 2-6	Spring Break
-----------	--------------

May

May 1	Interim Grades Available in PowerSchool
May 25	Severe Weather Make-up Day or Holiday
May 28	Memorial Day (Holiday)

June

June 4	Half Day for Students
June 5	Half Day for Students / Last Day for Students End of 4th Nine Weeks
June 6	Teacher Workday
June 7	Teacher Workday / Last Day for Teachers

# CREW Schedule 2017-2018

(Monday, Wednesday, Friday)

6th	7th	8th	Encore
CREW 8:10 - 8:40	CREW 8:10 - 8:40	CREW 8:10 - 8:40	CREW 8:10 - 8:40
8:43 - 9:37 Period 1	8:43 - 9:37 Period 1	8:43 - 9:37 Period 1	Planning
9:40 - 10:34 Period 2	9:40 - 10:34 Period 2	9:40 - 10:25 Period 2 - Encore	9:40 - 10:25 Period 2 - 8th Grade
10:37 - 11:31 Period 3	10:37 - 11:31 Period 3	10:28 - 11:13 Period 3 - Encore	10:28 - 11:13 Period 3 - 8th Grade
11:31 - 11:56 Lunch	11:34 - 12:19 Period 4 - Encore	11:16 - 12:10 Period 4	11:34 - 12:19 Period 4 - 7th Grade
11:59 - 12:53 Period 5	12:22 - 1:07 Period 5 - Encore	12:10 - 12:35 Lunch	12:22 - 1:07 Period 5 - 7th Grade
12:56 - 1:50 Period 6	1:07 - 1:32 Lunch	12:38 - 1:32 Period 6	Lunch/Plan
1:53 - 2:37 Period 7 - Encore	1:35 - 2:28 Period 7	1:35 - 2:28 Period 7	1:53 - 2:37 Period 7 - 6th Grade
2:40 - 3:25 Period 8 - Encore	2:31 - 3:25 Period 8	2:31 - 3:25 Period 8	2:40 - 3:25 Period 8 - 6th Grade

# No CREW Schedule

## 2017-2018

(Tuesday, Thursday)

6th	7th	8th	Encore
8:10 - 9:10 Period 1	8:10 - 9:10 Period 1	8:10 - 9:10 Period 1	Planning
9:13 - 10:13 Period 2	9:13 - 10:13 Period 2	9:13 - 9:58 Period 2 - Encore	9:13 - 9:58 Period 2 - 8th Grade
10:16 - 11:16 Period 3	10:16 - 11:16 Period 3	10:01 - 10:46 Period 3 - Encore	10:01 - 10:46 Period 3 - 8th Grade
11:16 - 11:41 Lunch	11:19 - 12:04 Period 4 - Encore	10:49 - 11:49 Period 4	11:19 - 12:04 Period 4 - 7th Grade
11:44 - 12:44 Period 5	12:07 - 12:52 Period 5 - Encore	11:49 - 12:14 Lunch	12:07 - 12:52 Period 5 - 7th Grade
12:47 - 1:47 Period 6	12:52 - 1:17 Lunch	12:17 - 1:17 Period 6	Lunch/Plan
1:50 - 2:35 Period 7 - Encore	1:20 - 2:20 Period 7	1:20 - 2:20 Period 7	1:50 - 2:35 Period 7 - Encore
2:38 - 3:25 Period 8 - Encore	2:23 - 3:25 Period 8	2:23 - 3:25 Period 8	2:38 - 3:25 Period 8 - Encore

## ACADEMIC HONOR CODE

Lexington 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 your 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 quiz, test or exam. Using technological devices to secure work from another student's project;
- Obtaining an unauthorized copy of a quiz, test or exam;

- Plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and plagiarizing work from another student's project; and
- Attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for you.

Teachers and administrators treat cheating as a serious matter. Teachers will confer with the appropriate administrator to review the evidence of any misconduct.

Parents will be notified and a mandatory conference will be held with the student, parent or guardian, teacher, and administrator. Any behavioral consequence such as in-school-suspension (ISS) will be explained at that time.

After the conference is held, the student will be required to complete an appropriate assignment/assessment. This work will be graded in lieu of the original assignment/assessment.

If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the grade book. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped and the original grade will be recorded.

The behavioral infraction of cheating will be documented through a discipline referral and noted in the student's discipline record. Behavioral consequences up to out-of-school suspension (OSS) for repeated incidences of cheating will be administered at the discretion of the school-based administrator.

## **ANIMALS AND PETS**

Live animals and pets should not be brought on campus.

## **ASSEMBLIES**

Assemblies are a regular and important part of the school program. Various programs are scheduled to keep students in touch with significant activities of the school and community life. At all times, the students' behavior should reflect Meadow Glen Middle School's rules for responsible assembly behavior. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

## **ATHLETICS**

We encourage you to bring your parents and support the Gators. All student athletes must meet eligibility requirements established by the State Department of Education, the SC High School League, and Lexington County School District One. Only students in grades 7 and 8 will be allowed to participate in interscholastic sports. To be eligible students must have been academically promoted to the next grade level. Students who do not meet academic requirements will not be allowed to participate in sports programs.

## **ATTENDANCE**

In accordance with state law, all children between the ages of 5 and 17 are required to attend a public or private school. The school year consists of 180 school days. **A student will be considered truant if he or she accumulates 3 consecutive unexcused absences or a total**

**of 5 unexcused absences.** As a result, the student will be placed on a Truancy Intervention Plan. Subsequent absences may result in the student and his/her parents being referred to Family Court in keeping with the provisions of the Education Improvement Act of 1984.

### **ABSENCES AND EXCUSES**

The district considers students present only when they are actually at school, on homebound instruction, or attending an activity authorized by the school such as field studies, athletic contests, music festivals, student conventions, etc.

If absent, a student must present a written excuse signed by a parent/guardian, physician or other appropriate person within **three** days after returning to school. **(Note: Parent notes do not excuse absences except for the those listed below. Please see below for district-approved excused absences.)**

The excuse must include the date the excuse is written, date of the absence, reason for the absence, telephone number where the parent/guardian may be reached and the required signature.

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

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

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

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

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

### **EXCUSED ABSENCES**

The district gives **excused** absences for:

- Ill students whose attendance in school endangers their health or the health of others, as determined by a doctor or the school nurse.
- Students who are chronically ill. A doctor's statement explaining that the student does not need to see a doctor every time the illness occurs must be turned into the attendance office. Once the statement is on file with the school, the parent/guardian can inform the doctor of the occurrence of the illness and the doctor can fax the attendance office the excuse or the original may be picked up from the doctor and given to the attendance office when the student returns to school. (Schools do not accept faxes from parents/guardians.)
- Students who must keep medical or dental appointments. **Called-in doctor's notes are not accepted.** The student must see the doctor for the absence to be excused except in cases where the student has been determined to be chronically ill as explained above.
- Students who have prior permission from their high school administration to visit a college. One excused absence in the junior year and two excused absences in the senior year are permitted. A note from the admissions office of the college visited must be turned into the attendance office.

- Students who have an immediate family member who is seriously ill. A parent/guardian note stating that the family member is seriously ill must be turned into the attendance office.
- Students attending a funeral of an immediate family member. A parent/guardian note must be turned into the attendance office.
- Students participating in a recognized religious holiday of their faith.
- Students who have prior permission to participate in school-sponsored or school-approved activities.
- students who have unusual or mitigating circumstances as determined by the school principal.

### **UNEXCUSED/UNLAWFUL ABSENCES**

The district gives unexcused absences for:

- Students willfully absent from school.
- Students absent without the knowledge of their parents/guardians for any reason other than those described in the previous section.
- Students suspended from school.

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

### **HIGH SCHOOL CREDIT COURSES**

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

180-day classes - 10 unexcused absences

***REMINDER: This includes absences covered by parent excuses, which means that parent excuses count as unexcused absences in high school credit courses. A parent excuse, however, does enable the student to make up work missed.***

### **TARDINESS**

- A student who is late for school must go to the office for a written admission slip before going to class.
- Teachers will not allow students whose names appear on the absentee list to attend class without an admission slip from the office.
- Three unexcused tardies (three minutes late) to any one class can count as an unexcused absence.
- Students with school choice options or special permission who have excessive tardies or unexcused absences will lose their school choice options if problems continue for two grading periods.

### **LATE ARRIVAL/EARLY DISMISSAL**

- Students who report to school late should be accompanied by a doctor's note or signed in by a parent. Remember that doctor's notes guarantee excused absences.
- Students must be in class for at least 30 minutes in order to be counted present in each class. If a student is signed out before 30 minutes have passed, he/she will receive an unexcused absence for that class unless a doctor's note is submitted.



## **HOMEBOUND INSTRUCTION**

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

To be eligible for homebound instruction, a licensed physician must complete the required South Carolina Department of Education form certifying that the student is unable to attend school even with transportation, but that he/she may be expected to benefit from homebound instruction.

Parents/guardians can get a copy of the South Carolina Department of Education's homebound form from Wanda Smith at the District Office. You may reach her at (803) 821-1134. After a licensed physician completes the form, the parents/guardians should return the form for approval to the Lexington One Special Services Office located at 111 Tarrar Springs Road in Lexington.

When students in grades 6–12 have access to the Internet and can access the general curriculum, Edgenuity, an online content tool, provides services. Personnel at the home school monitor the student's progress. When students do not meet the criteria for Edgenuity, a certified teacher provides instruction. When a teacher is assigned, the student receives a minimum of five hours of instruction per week.

## **BULLYING**

Bullying is not tolerated at Meadow Glen Middle School. Consequences for bullying will be imposed on the student based on the nature of the behavior and the student's history of problem behaviors and performance. **Bullying** is defined as: (a) an intention to harm someone else physically or emotionally; (b) a repetitive action or behavior; and (c) an imbalance of power. Bullying is taken very seriously and will not be tolerated at Meadow Glen Middle School. We want everyone to know that Meadow Glen Middle School is a safe, supportive place.

**It is important that all suspected bullying concerns be reported as soon as possible. If a student experiences or witnesses behavior that they think could be bullying, he or she may anonymously report the concern using the QR codes posted throughout the school. Students may also submit bullying concerns to the counseling center, deans office, or any MGM faculty/staff member.**

## **CELLULAR TELEPHONES/**

### **Other Personal Communication Devices and Electronics**

For purposes of this policy, personal communication devices include, but are not limited to, cellular telephones, pagers, gaming devices, other devices that emit an audible signal, vibrate, display a message, display or record an image or otherwise summon or deliver a communication to the possessor.

Middle and High school students may possess personal communication devices in school as follows.

- The devices remain silent and are 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.

- 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.

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

Students should understand that possession of the above permitted devices could pose a risk of loss or theft. The district strongly recommends that students properly label their devices and take steps to keep them safe. The school/district will not be liable for lost or damaged devices.

The school principal reserves the right to limit and/or confiscate personal communication devices if the use of these devices is causing a disruption to the school.

A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will follow these procedures.

**First offense**

- Detention

**Second offense**

- Detention

**Third offense**

- Detention

**Fourth offense**

- In-School Suspension and student not allowed to bring device on campus during the school day for the remainder of the school year.

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

Adopted 2/19/85; Revised 6/19/90, 12/17/96, 7/21/98, 7/16/02, 7/19/11, 7/29/14.

Legal references:

S.C. Code of laws, 1976, as amended:

- [Section 59-63-280](#) - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

## **CHANGE OF ADDRESS**

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

## **COMPUTER ETHICS**

# APPENDIX D: LEXINGTON COUNTY SCHOOL DISTRICT ONE PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

## Minor Offenses

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading inappropriate applications
- Giving out personal information, for any reason, over the Internet

The district can use any of the following disciplinary consequences, if applicable, when addressing minor offenses, while taking into consideration the nature of the incident and the student's prior technology offenses:

1. Student Conference
2. Lunch Detention
3. In-School Suspension (ISS)
4. Out-of-School Suspension (OSS)

Technology discipline offenses may also result in restricted use of the personal mobile computing device. The following system outlines such a process. Minor offenses will be handled on a points system. Each minor offense equals 5 points. Points and consequences are outlined below:

10 points = conference with parent

15 points = 1 week (5 school days) of checking the personal mobile computing device in and out at the help desk and parent conference

20 points = 2 weeks (10 school days) of checking personal mobile computing device in and out at the help desk and parent conference

25 points = 3 weeks (15 school days) of checking the personal mobile computing device in and out at the help desk and parent conference

## Major Offenses

- Bypassing the Lexington County School District One Web filter
- Action violating existing board policy or public law
- Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports and other forms of student work
- Spamming (disruptive email, messages including iMessages)
- Gaining access to another student's accounts, files and/or data
- Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy iPad)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

Major Offenses may be addressed as follows:

First Offense — 1–3 days OSS and intervention session

Second Offense — 3 days OSS and intervention session

Third Offense — Recommendation for expulsion and appropriate law enforcement intervention, if applicable

## MGM Notes:

- **Major offenses include deleting district/school profiles and monitoring apps.**

*The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the Lexington County School District One Technology Acceptable Use Policy.*

## COUNSELING & ADVISEMENT

The mission of the Counseling Department is to provide all students with a comprehensive school counseling program that promotes the highest level of student achievement through their growth in academic, career, and personal/social domains. Our mission supports the core standards of the American School Counselor Association national model, our school's educational values and beliefs which are grounded by the Expeditionary Learning Design Principles, and Lexington County School District One's mission to prepare all students to become 21st century leaders.

The Counseling Center provides individual, small group, and classroom counseling sessions that focus on three domains: Learning to Learn, Learning to Work, and Learning to Live. School counselors assist students, parents, and teachers through collaboration, planning, and interventions. The school counselors offer personal support to each student so that he or she may reach his or her goals through a caring environment that advocates for students and works to eliminate barriers to learning.

## DAILY PROCEDURES

### Morning

7:00 – 7:35

- All students seated in café - *Students must have a pass to leave the cafe.*

7:35 - 8:05

- 6<sup>th</sup> Grade Girls – 6<sup>th</sup> grade house
- 6<sup>th</sup> & 7<sup>th</sup> Grade Boys – Gym
- 7<sup>th</sup> Grade Girls – 7<sup>th</sup> Grade House
- All 8<sup>th</sup> Graders – Café
- If students need to eat breakfast, they report to the café at tables marked “Breakfast.” Once you finish, report to your designated area.
- All 8th grade students who are not eating breakfast should be seated in the designated area in the back of the cafe (near the windows).
- Students may go to the Learning Commons but should stay there until the bell rings.
- Restrooms – Students should use the restroom closest to their house.
- **Students must have a pass to be anywhere other than their designated area or the Learning Commons.**

### Afternoon

- Listen to afternoon announcements for important information.
- Bus Riders – out into main hallway and to bus loop
- Car Rider – exit door in house or go get instruments and exit through front door

### Café

- Pick lunch line
- Have a seat and eat lunch
- Leave no trace - dispose of all trash in trash cans
- Students may stay in café, go out on patio, go to the Learning Commons, go to RR closest to their house.
- Students should have a pass if they are going to a teacher's room during lunch.

## DRESS CODE

**Lexington One** has established a basic structure for determining appropriate dress standards for students. Clothing should not be so immodest or inappropriate to the school setting as to disrupt the educational process. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes **(but is not limited to)** bare midriffs, halter/tank tops, spaghetti straps, and see-through shirts, tops or blouses.

- o The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.
- o The district will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or illegal substances.
- o Students may not wear or display gang attire, colors or symbols on clothing or accessories. Under most conditions, students may not wear bandanas, hats, head stockings or kerchiefs while on campus or attending school-sponsored events/activities. Some classes require that students wear safety hats. Religious head gear is allowed.
- o Students must wear proper shoes at all times.
- o Students may wear special dress or costumes for specific events or special occasions when approved by the principal. During the regular school day, students' athletic attire such as tennis, track, cheerleading outfits, etc. must conform to all other regulations of the dress code.
- o Students may not wear accessories/clothing that could pose a safety threat including heavy chains, fishhooks, multi-finger rings, studded bracelets or collars, nose- or lip-to-ear chains, etc. The district does not allow unusual body piercings that disrupt the order of school or that disturbs the learning environment.
- o Students may not wear overly tight or shorter than fingertip- or mid-thigh-length shorts, skirts, skorts or dresses.
- o The district does not allow bike shorts unless worn under another pair of shorts.
- o Students must wear pants at the natural waistline. Undergarments should not show and should not be worn outside of clothing.

Each school's administrators make the final judgment on appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school. An individual school may have a more restrictive dress code if recommended by school administrators and the School Improvement Council, and approved by the superintendent or her designee.

### Notes:

- o All shorts, skirts, skorts, or dresses **MUST** reach the tip of your longest finger.
- o Straps on shirts should be at least the width of an ID.
- o Leggings must be worn with a shirt/dress that reaches the wrist.

### Consequences:

1<sup>st</sup> Offense - Student conference will be held. Student changes attire.

2<sup>nd</sup> Offense - Parent conference will be held. Student changes attire. Student receives administrative detention.

3<sup>rd</sup> Offense - Parent conference will be held. Student changes attire. Student receives in-school suspension.

**\*\*Refusal to change inappropriate clothing will result in a suspension\*\***

## EL EDUCATION

MGMS is a part of the EL Education network. As an EL school, MGMS strives to make learning active, challenging, meaningful, public, and collaborative.

EL Education believes that to prepare students for success in college, career, citizenship, and life we must embrace a broader and deeper vision of what high achievement means. Good test scores are just a starting place. Mastery of knowledge and skills, character, and high-quality work are all critical for success (EL Education, 2015 - <http://eleducation.org/resources/core-practices>).

## EMERGENCY DRILLS

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

Remember these basic rules:

- Check the instructions which are posted in each classroom that indicate how to exit the building in case of a fire.
- Walk, DO NOT RUN.
- No talking, you will not be able to hear important instructions if you are talking.
- Move quickly and quietly to the designated area.

## EXTREME WEATHER

If you wake up one morning to sleet, snow, or other severe weather, you can get information about school openings and closings by calling the district's 24-hour recorded telephone message center at **821-1299** or by listening to local radio stations or watching local television stations.

If bad weather begins at night, district administrators must make a decision by 5:00 AM to determine if the school buses will run on a normal schedule.

Please DO NOT CALL our school, radio or television stations, or the district office – because we need to keep all telephone lines open to deal with any weather-related emergency.

If we close early, we contact the media quickly and let them know of the early dismissal. Parents and students should decide now what they should do if school closes early due to weather.

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 natural disasters. In fact, some of our schools serve as emergency shelters.) During any weather-related crisis, students will be released only to the parent/guardian or other individual(s) listed on the student's emergency information card.

## FOOD SERVICE POLICIES

Each student's ID card will be his/her lunch card. Free and reduced priced breakfast and lunch applications are available for those who qualify. Students must have their own ID card with them in order to purchase items from the cafeteria. Students are reminded to display good table manners and throw all trash into the trash receptacles in the cafeteria before exiting.

A student is allowed to incur \$3.00 in cafeteria debt. *If a student accrues more than \$3.00 in cafeteria debt, then he or she will receive an alternative lunch.*

Parents/guardians may put money on a student's lunch account by sending money with your student to school, or via the following website: <https://www.k12paymentcenter.com/Default.aspx> .

## **FOOD AND DRINK**

Soft drinks, Gatorade, Powerade, and other such drinks are not allowed in the halls. Students must consume these drinks before leaving the cafeteria. Only water is allowed in the halls.

## **GRADING PRACTICES**

Lexington County School District One believes that authentic grading and assessment practices support the learning process, encourage the success of all students and result in student mastery of material.

Purpose of Grades: The primary purpose of grades is to communicate with students and parents a student's level of progress related to the specific standards- based learning goals in a given course.

The district's grading and assessment practices support student learning, achievement and mastery of standards by connecting descriptive, timely, ongoing and consistent teacher feedback directly to standards. Students benefit from frequent opportunities for practicing a standard, without being penalized, as they work toward mastery. The district uses two types of assessments: formative and summative.

Formative assessments account for 15% of a student's grade and summative assessments account for 85% of a student's grade. Because the focus is on student learning and mastery, students have an opportunity to retake certain summative assessments.

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.

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

### **Report Cards**

The school issues report cards every nine weeks. Interim reports are available online on Power School 4 ½ weeks after the beginning of each nine weeks. Parents must sign each student's report card as a way for parents to confirm that they have received information about their student's academic progress, behavior and attendance. Grades listed on the report card are official and remain in the student's permanent record. Students' grades may be accessed at anytime online through Power School at <https://powerschool.lexington1.net/public/>.

Each quarter students will also receive a Habits of Scholarship Report Card. These report cards communicate each student's performance on the Habits of Scholarship described in the section above.

## Habits of Scholarship

<b>Habits of Scholarship</b>	<b>I demonstrate TENACITY through my work ethic and growth mindset.</b>	<b>I achieve shared goals through COLLABORATION.</b>	<b>I use clear and appropriate COMMUNICATION.</b>	<b>I demonstrate INTEGRITY in and out of the classroom.</b>	<b>I am a positive and self directed LEADER of my own learning.</b>
<b>One Word Identifier</b>	<b>TENACITY</b>	<b>COLLABORATION</b>	<b>COMMUNICATION</b>	<b>INTEGRITY</b>	<b>LEADER</b>
<b>Indicators</b>	<p>Perseveres when facing a challenge</p> <p>Produces high quality work</p> <p>Revises for quality work</p> <p>Redoes assignments</p> <p>Uses effective time management to plan and prepare</p>	<p>Actively participates in class and group work</p> <p>Follows teacher directions without redirection</p> <p>Values and respects the work and thoughts of others (IE: Having a global perspective, valuing perspective of those from other cultures, races, creeds, or speakers of other languages)</p> <p>Gives and receives kind, helpful and specific feedback</p>	<p>Communicate with respect, both verbally and nonverbally</p> <p>Speaks at the appropriate time and voice level</p> <p>Is an active listener</p> <p>Responds to conflict/disagreements appropriately</p> <p>Accepts no for an answer</p> <p>Acknowledges and appropriately treats visitors in the building or on fieldwork</p>	<p>Follows through on promises and commitments</p> <p>Is honest with students and staff</p> <p>Comes to class prepared with the needed materials</p> <p>Completes and submits assignments on time</p> <p>Follows MGM expectations. (Leave No Trace, dress code, electronic device policy, plagiarism, avoids tardiness, etc.)</p>	<p>Takes initiative</p> <p>Assumes responsibility for social, emotional, and academic behaviors</p> <p>Is solution oriented</p> <p>Encourages peers</p> <p>Is actively open to and participates in new experiences</p>

## **HELP DESK HOURS**

If a student needs assistance with their ipad, they should go to the Help Desk, located in the Learning Commons, at the following times:

- Before School: 7:35-8:05 a.m.
- All three lunches (Students should not report to the Help Desk during class.)
- After School: 3:30-3:45 p.m

## **HEALTH ROOM**

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



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

When a student becomes ill at school, the parent or guardian will be notified and expected to come for the student immediately.

If it becomes necessary for a student to take any form of medication at school, whether prescription or over-the-counter, the nurse must have a signed permission form from a parent and a personal supply of the medication in the original bottle bearing the physician's name (if applicable), student's name, and dosage.

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

Please indicate on the Health Information Card if the student has a history of any illness. If the student has special needs because of a health problem, please send written instructions signed by the parent to the nurse.

If the student has allergies, please indicate the nature of the allergy. If special medication is required because of insect bites or bee stings, please send written instructions signed by the parent and medication properly labeled to the nurse.

## 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.

## ID BADGES

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

ID badges should **not** be altered in any way. For example, stickers and drawing on the badges is prohibited. The ID badge should remain in its original condition in the plastic sleeve and with the school-issued lanyard.

If a student comes to school without the issued badge, he/ she must get a temporary ID. Temporary ID's may be obtained before 8:05 AM from a kiosk near the cafeteria. A student may be issued two temporary IDs free of charge within each nine weeks. A student may purchase a temporary ID from the kiosk for \$0.50.

If a student goes to class without obtaining a temporary ID, he/she will be given a red temporary ID from his/her classroom teacher. If a student receives a red temporary ID, he/she will also receive lunch detention.

## **LOST OR DAMAGED TEXTBOOKS**

If a student loses or damages a textbook belonging to the state or district, he/she will be required to pay a replacement fee based on the price of the textbook. The District will not issue a new book until the student pays for the damaged or lost book.

## **LOST AND FOUND**

Lost and found items are kept in the main office. If you have lost or found an item, please check at the front desk.

## **MAKE-UP WORK**

In cases of excused absences, make-up work will be given during the first week after returning to school. Teachers will be required to assist students with make-up work as needed, either before school, after school, or a mutually convenient time during the school day.

Make-up work may be permitted in cases of unexcused absences. The responsibility for securing the make-up assignment and completing the work will reside solely with the student.

## **OFFICE TELEPHONES**

Office telephones at the school are for the use of school staff. Students may use these phones only in emergencies. Leaving assignments or school IDs at home are not emergencies. Social conversations are not permitted at any time. Students should make transportation arrangements prior to coming to school.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

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

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

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

## **PLANNING FOR AN EARLY DISMISSAL**

In order for a student to be dismissed from school prior to normal dismissal time, a parent must come to the office and sign the student out. Early dismissal should occur at class change or lunch so that class will not be interrupted. Only individuals indicated on the student data card will be allowed to sign students out. Students will not be dismissed from school after **2:45** but we can add their names to the car rider list.

## **PROHIBITED ITEMS**

The following items are prohibited on campus:

- Laser pointers
- Fidget spinners
- Slime
- Personal speakers (bluetooth)

This is not an exhaustive list; other items may be included during the course of the year. Staff members will confiscate any of these items that are brought to school. Any student who brings these items to school may also face disciplinary action.

## **ROLE AND RESPONSIBILITY OF PARENTS**

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students know that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls and notes.

Parents may be asked to help teach their child specific skills such as remembering homework, learning to be more independent, and managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.

If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In such a case, everyone must recognize that teaching a student to get along in the school environment will make it possible for the student to be successful when attending middle school and high school. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success and improving self-concept.

## **ROLES AND RESPONSIBILITIES OF STUDENTS**

In the classroom, students will follow the teacher's classroom rules. Because each teacher structures activities a little differently, teachers will clearly communicate their expectations for each activity.

**We have identified three guidelines that will help us all be successful:**

### **Guideline One: Respect Yourself**

Doing what is right is respecting yourself. It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember you are in charge of yourself. Another way of respecting yourself is to do your best. When you do your best, you learn more and feel more responsible.

### **Guideline Two: Respect Others**

Respecting others includes being polite, treating people kindly, accepting differences between people, encouraging others to do their best, and dealing with disagreements appropriately.

### **Guideline Three: Respect Property**

Respecting property means caring for our school, taking care of classroom/equipment, and respecting the personal property of classmates and staff.

The staff at Meadow Glen Middle School will help you achieve success at school. We will do this by helping you solve problems and by protecting your right to learn.

## **SCHOOL BUS REGULATIONS**

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

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

### **Conduct inside the bus**

- Students should go to their assigned seats.
- Students should not crowd or push.
- Students should remain seated.
- Students should face forward.
- Students may never extend any part of their bodies out of the bus.
- Students may not talk rudely to the driver.
- Students may not tamper with the emergency exits or any bus equipment.
- Students will not mar or deface any part of the bus. Students should report any damage to the driver as soon as possible.
- Only the bus driver or other authorized person may remove first aid equipment (used for emergencies only).
- Students may not tamper with the fire extinguisher. Only the bus driver or other authorized person will use the fire extinguisher in an emergency.
- Students may not wave or shout to pedestrians or occupants of other vehicles.
- Students may not fight/scuffle.
- Students may not create disturbances.
- Students may not place books, lunch boxes, band/orchestra instruments or other objects (such as class projects) in the aisle or in the front of the bus. Students may carry these items on the bus if space is available.
- Students may not bring live animals on the bus.
- Students may not eat or drink on the bus.
- Excessive noise is not permitted on the bus.

### **Permission for Special Circumstances**

Students wishing to board or disembark from the bus at a stop other than their normal stop must:

- Present written parental permission to the front desk at the beginning of the school day.

Students wishing to ride a bus other than their regularly assigned bus must:

- Present written parental permission to the front desk at the beginning of the school day.
- Receive approval from the front desk, which assures that there is space on the requested bus.

## School Bus Discipline Plan

By state law, the school bus driver is in charge of the bus he/she drives. Violations of school bus rules will be addressed either by the bus point system or suspension from the bus. Students will be best served by staying in seats, facing the front, and keeping hands and feet to themselves.

### POINT ACCUMULATION SYSTEM:

<u>POINT OFFENSE</u>	<u>NUMBER OF POINTS</u>
1. Delaying the bus	5
2. Saving seats (refusing to let others be seated)	5
3. Being out of seat	5
4. Excessive noise	5
5. Littering the bus	5
6. Causing confusion or misconduct	5
7. Eating or drinking on the bus	5

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

<u>POINT OFFENSE</u>	<u>NUMBER OF DAYS</u>
11	5 days
22	10 days
33	15 days
44 or more	Recommendation of suspension for the remainder of the school year

School bus points will accumulate during the entire year and will not be reduced after suspension. Parents will be notified after a student has received a referral from the bus driver and handled by the Assistant Principal. Students causing problems listed below may be suspended from the bus as follows:

<u>NUMBER OF OFFENSES</u>	<u>LENGTH OF SUSPENSION</u>
1 <sup>st</sup>	5 days
2 <sup>nd</sup>	10 days
3 <sup>rd</sup>	15 days

1. Interfering with the operation of the bus
2. Unauthorized use of emergency door
3. Boarding or departing the bus at an unassigned stop
4. Fighting
5. Physical action toward others such as pulling hair, sticking with pins, etc.
6. Being profane or using vulgar language
7. Disrespect toward the driver
8. Yelling at others outside of the bus
9. Possession of articles designed to distract/disturb or are capable of bodily harm (rubber bands, water gun, radio)
10. Refusing to obey the bus driver or being disrespectful

The following misconduct will result in immediate suspension from the bus and possible suspension from school:

1. Obscene or indecent overtures toward other students or the driver
2. Possession of a weapon
3. Hitting or threatening the bus driver
4. Possession of tobacco
5. Possession of an illegal substance or alcoholic beverages
6. Lighting matches or lighters

7. Damaging the bus or its equipment (must pay for damages within 7 days or be suspended until payment is made)
8. Possession of fireworks on the bus
9. Throwing objects in or out of the bus

Decisions of the Assistant Principal may be appealed to the Principal, the Principal's decisions may be appealed to the Superintendent, and the Superintendent's decision may be appealed to the School Board. (Reference Policy JCDAD-R-School Bus Conduct Administrative Rule)

**\*\* Note: Consequences will be assigned based on the above guidelines and the administrator's discretion. \*\***

## **SEXUAL HARASSMENT**

The district prohibits the sexual harassment of students by employees, other students, or third parties.

Any student who feels that he or she has been subjected to sexual harassment or any parent of any student who feels that student has been subjected to sexual harassment is encouraged to file a complaint with the principal or one of the designated school contact people.

The district will investigate all allegations promptly and thoroughly.

**REMEMBER: Simply respect others with your words and your actions.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

With those rights, however, come responsibilities that students must assume. They include:

- The responsibility to attend school as required by law.
- The responsibility not to harm or discriminate against others.
- The responsibility to observe reasonable rules established by school administrators that are essential if the learning process is to be achieved.

## **STUDENT DISCIPLINE**

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
- At all times and in all places where the student's conduct has a direct and immediate effect on the district's interests.

## MGM Rules and Regulations

### Meadow Glen Middle School - Discipline Chart

Category	Offenses	Consequences
1	<ul style="list-style-type: none"> <li>• Possessing, handling or transmitting a knife, gun/firearm or any other object that can be considered a weapon (including a look-alike weapon)</li> <li><b><i>A student who brings a firearm to school will be recommended for expulsion for at least one calendar year (S.C. Code 59-63-235) and will be referred to law enforcement</i></b></li> <li>• Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look alike drugs, narcotics, stimulant drugs, etc.</li> <li>• Participating in gang activity/secret societies</li> </ul>	<p>A. The principal or designee will immediately suspend the student from school and recommend expulsion.</p> <p>B. In each case, law enforcement will be contacted and charges may be filed against the perpetrator.</p>
Category	Offenses	Consequences
2	<ul style="list-style-type: none"> <li>• Vandalism or theft of personal or school district property valued at \$50 or more</li> <li>• Making serious threats to staff or any other person authorized by the school to supervise students</li> <li>• Use of inhalants</li> <li>• Trespassing</li> <li>• Being on any school property or present at any school-sponsored event while under suspension</li> <li>• Detonating fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices</li> <li>• Physical assault of a student</li> <li>• Direct refusal to obey a staff member or any adult authorized by the school to supervise students</li> <li>• Any behavior that threatens the safety of students or staff members or disrupts the operation or function of the school</li> <li>• Possession or use of mace or pepper gas or spray</li> <li>• Sexual harassment</li> <li>• Sexual assault</li> <li>• Assault of a staff member or any other adult designated by the school to supervise students</li> </ul>	<p><u>1<sup>st</sup> Offense</u>: One (1) to five (5) days of out-of-school suspension <b>or</b> an immediate recommendation for expulsion</p> <p><u>2<sup>nd</sup> Offense</u>: Immediate suspension from school with a recommendation for expulsion.</p> <p>*Law enforcement may be contacted for violation of a category II offense</p>

	<ul style="list-style-type: none"> <li>• Indecent exposure</li> <li>• Violation of technology usage agreement</li> <li>• Fighting</li> <li>• Ankling (Pulling down of one's pants)</li> <li>• Pattern of threatening, bullying, or intimidating other students</li> <li>• Tampering with, changing or altering records or documents of the school or district by any method, including but not limited to, computer access or other electronic means</li> <li>• Making false accusations about a staff member</li> <li>• Possession/use /transfer of tobacco or tobacco products</li> </ul>	
Category	Offenses	Consequences
3	<ul style="list-style-type: none"> <li>• Possession or transfer of stolen property</li> <li>• Refusal to obey a staff member or any adult authorized by the school to supervise students</li> <li>• Creating or participating in a classroom disturbance that interferes with the instructional process</li> <li>• Cutting class or school</li> <li>• Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun</li> <li>• Walking out of a class (without teacher approval)</li> <li>• Engaging in verbal or written abuse, name calling, i.e., ethnic or racial slurs, or derogatory statements</li> <li>• Provoking or simulating a fight</li> <li>• Physical aggression/altercation</li> <li>• Possession/distribution of pornographic or obscene material</li> <li>• Profanity/obscenity and/or racial/ ethnic slurs directed to a staff member or to any adult authorized by the school**</li> <li>• Inappropriate sexual gestures and/or behavior (sexually suggestive language, movements, writings, drawings; including sexting)**</li> <li>• Assigned 3 or more ISS's for the period during a nine weeks results in a category 3 offense.</li> </ul>	<p><u>1<sup>st</sup> offense</u>- In-school suspension</p> <p><u>2<sup>nd</sup> offense</u>- Two days in-school suspension</p> <p><u>3<sup>rd</sup> offense</u>- Two days out-of-school suspension and probation contract signed</p> <p><u>4<sup>th</sup> offense</u>- Recommendation for expulsion</p> <p>*Law enforcement may be contacted for violation of a category III offense.</p>
Category	Offenses	Consequences
4	<ul style="list-style-type: none"> <li>• Lying</li> <li>• Giving false information either verbally or</li> </ul>	<p><u>1<sup>st</sup> offense</u>: Administrative detention, parent notified</p>



	<p>in writing (includes forgery of signatures)</p> <ul style="list-style-type: none"> <li>• Failure to properly identify self or present school identification when requested</li> <li>• Disrespect to teacher or staff member</li> <li>• Class disruption or disruption of school activities</li> <li>• Extortion or attempting to extort through use of force</li> <li>• Inappropriate physical contact/ Horseplay</li> <li>• Violation of No-Hands rule</li> <li>• Possession of fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gasses/liquids.)</li> <li>• Missing detention</li> <li>• Possession, sale or distribution of unauthorized materials at school</li> <li>• Harassment</li> <li>• Being in an unauthorized area</li> <li>• Possession/use of laser pointers</li> <li>• Throwing rocks, shooting hornets or other objects</li> <li>• Dress code violations</li> <li>• Profanity/obscene gesture</li> <li>• Possession of lighter or matches</li> <li>• Failure to obey staff member or any other adult authorized by the school</li> <li>• Vandalism or theft of school or personal property valued less than \$50.00</li> <li>• Assigned 4 or more lunch detentions during a nine week period will result in a category IV referral</li> </ul>	<p><u>2<sup>nd</sup> offense</u>: Administrative detention, parent notified</p> <p><u>3<sup>rd</sup> offense</u>: In-school suspension and parent/teacher conference</p> <p><u>4<sup>th</sup> offense</u>: In-school suspension and behavior contract</p> <p><u>5<sup>th</sup> offense</u>: One day out-of-school suspension</p> <p><u>6<sup>th</sup> offense</u>: Two days out-of-school suspension and revised behavior contract</p> <p><u>7<sup>th</sup> Offense</u>: Three days out-of-school suspension</p> <p><u>8<sup>th</sup> offense</u>: Four days out-of-school suspension, Probation contract signed</p> <p><u>9<sup>th</sup> offense</u>: Immediate suspension and recommendation for expulsion</p>
--	--	--

**\*\* Note:** Consequences will be assigned based on the above guidelines and the administrator's discretion. \*\*

### DISCIPLINE LIMITS

- 10 days of OSS will result in a recommendation for expulsion

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 notice and a phone call to the parent even if it is not referred to the office for discipline. 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.

### **Offenses that result in an administrative referral**

- Inappropriate display of affection
- Cutting class/school
- Using another student's ID to purchase items from the cafeteria
- Leaving class without teacher permission

- Leaving school grounds without staff permission
- Disruption of instruction that is due to threatening, negative, or combative behavior
- Failure to obey a staff member directive
- Failure to report to ISS or administrative office as directed by teacher
- Forging/Falsifying information
- Plagiarism
- Presence in an unauthorized area
- Use of profanity/discriminatory slurs
- Direct/Indirect involvement in a school disturbance
- Putting self/others in a harmful position (includes horseplay, throwing items)
- Inappropriate language

❖ Note: The consequence for these offenses will be ISS or OSS and a parent conference by telephone or in person. Recommendation for expulsion will result for repeated violations of these behaviors.

### **Offenses that may result in suspension or expulsion recommendation**

- Any gang activity, such as the wearing, carrying, or displaying of any symbol or color related to gang paraphernalia or evidence of membership in gangs or secret societies, disruptive to the school environment
- Fighting (physical contact)
- Assaulting another student
- Bullying, threats, or intimidation of another student
- Sexual Harassment (non-physical or physical)
- Theft/Possession of stolen property
- Use of an object as a weapon
- Vandalism of school property
- Tampering with school safety devices & alarms
- Inappropriate language/Profanity to a staff member
- Inappropriate racial/ethnic comments
- Possession of ammunition (includes air gun or weapon ammunition)
- Taking/Attempting Immoral or Indecent Liberties (including **any** cyber activity)
- Possession of mace, stink bombs, teargas, spray paint or other irritants

- ❖ Full restitution is required for any damages as a result of the above behaviors.
- ❖ The administration reserves the right to handle the above matters in the most appropriate manner for all concerned.

### **CONDUCT WHICH WILL RESULT IN EXPULSION**

- Bringing a firearm (gun) to school or having a firearm on school property or at a school sponsored or school-related activity on or off school property. State law (S.C. Code 59-63-235) requires the district to expel students committing this offense for at least one calendar year. A student who brings an operable firearm to school will be recommended for expulsion for at least one calendar year and will be referred to law enforcement.
- Possessing, handling or transmitting a knife, firearm or any other object that can be considered a weapon (including a look-alike weapon).
- Possessing controlled drugs including, but not limited to, cocaine, crack cocaine, LSD, heroin and/or other hallucinogenic drugs (see JICH & JICH-R).
- Possessing narcotics, alcoholic beverages, stimulant drugs and/or drug paraphernalia
- Consuming or possessing or being under the influence of drugs or alcohol. This offense carries at least a mandatory suspension of four days and will result in a recommendation to the hearing officer for expulsion for the remainder of the school year or with the recommendation for permanent expulsion. A student will not possess, use, transmit, associate with, sell or be under the influence of any drugs as specified in policy. In determining whether a student is under the influence, the student's appearance, conduct

and any comments made by the student may be considered. The administration will suspend students who violate this policy and will recommend expulsion.

### **Possession/Use of Tobacco/Vaping Products/Paraphernalia**

1st Offense: 1 day OSS (Parent conference required)

2<sup>nd</sup> Offense: 3 days OSS (Parent conference required)

3<sup>rd</sup> Offense: Recommendation for expulsion & Intervention Treatment Plan

### **TARDY TO CLASS**

Being tardy to class interrupts the education process.

- 1<sup>st</sup> Tardy/quarter – Warning
- 2<sup>nd</sup> Tardy/quarter – Parent contact
- 3<sup>rd</sup> Tardy/quarter – Lunch detention (contact parent)
- 4<sup>th</sup> and subsequent tardies/quarter – referral to administrator

### **CUTTING CLASS/SCHOOL**

**Cutting class:**

First Offense: ISS Second Offense: OSS

**Cutting school/Leaving Campus:**

First Offense: 2 Days ISS Second Offense: OSS

## **STUDENT EXPECTATIONS**

### General School Expectations

- Be Respectful
- Be Responsible
- Be Safe

### Hallway Expectations

Walk with:

- Passes are required during class time
- Use your 6-inch voice
- Report directly to your destination
- Prevent accidents by keeping your hands and feet to yourself
- Only walk on the right hand side of the hallway and stairs
- Show respect for others
- Ensure your iPad is put away

### Café Expectations

Use Your:

- Make sure to clean up after yourself
- Act respectfully towards staff, students, and property
- Neighborly behavior is demonstrated by sharing the space and including others
- Note your volume: Only those at your table should hear you
- Exit café in an orderly fashion without food or drink
- Remain in your seat while eating
- Seating is first-come, first-served; keep chairs in their original location

### Restroom Expectations

Leave No:

- Tell an adult if there are any problems
- Respect property and dispose of all trash
- Always keep your hands and feet to yourself
- Cleanliness is important: Wash your hands
- Enter and exit quickly and quietly; sign in and out of class

## **STUDENT VALUABLES**

Students, not the school, are responsible for their personal property. Unattended book bags and purses are not the responsibility of the school. Students should keep their book bags and purses with them at all times while on campus. **Students are also cautioned not to bring large amounts of money or expensive personal items to school.**