

Lexington Middle School



Student Handbook 2021-2022

OUR MISSION

Inspiring, preparing, and empowering students to make the world a better place.

OUR MOTTO

Stand up. Be Bold. Do the work.

2021-2022 ADMINISTRATIVE STAFF

Principal	Casey Calhoun
Assistant Principal	Justin Cegelis
Assistant Principal	Alex Pinto
Director of School Counseling	Leigh Eubanks
IB MYP Coordinator	Georgia Kopenhaver
Lead Interventionist	Sara Bates
Digital Learning Coach	Ivey Homer

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ATTENDANCE

Students are expected to attend all of their classes. Students enrolled in high school credit classes cannot have more than ten unexcused absences.

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

- Date the excuse is written
- Date(s) of absence(s)
- Reason for the absence(s)
- Telephone number where parent/legal guardian, physician or other appropriate person may be reached
- Signature of the parent/legal guardian, physician or other appropriate person

ABSENCES

Absences may be excused for the following:

- Illness
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Absences approved in advance by the principal
- Authorized religious holidays
- Marriage in the immediate family
- Unavoidable circumstances

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

- Truancy
- Suspension
- Missing the school bus
- Trips not approved in advance
- Parent causing the student to be late

EARLY DISMISSAL

In order to be dismissed from school prior to 3:30 p.m., a parent or authorized person must come to the office and sign the student out. During standardized state testing, students will not be dismissed once the class period has started.

TARDY TO SCHOOL

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

TRUANCY

The school will contact the parent in writing when three or more unexcused absences have occurred. A second contact will be made when five or more unexcused absences have occurred. Ten or more unexcused absences may be reported to the Lexington County Family Court.

CLASSROOM TARDY

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

ID BADGES

The ID badge is essential to school safety and provides students with 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 lanyard. Students must be able to produce their ID at any time while on the school campus or traveling on a school bus. Teachers will check for IDs in first period and throughout the day and provide a temporary ID to wear on their shirt if a student does not have their permanent ID. A new ID may be purchased in student services for \$5.

ID/Class Tardy Consequences - Will reset at the end of the semester

1st-3rd ID violations - Warnings

4th-6th ID violations - Lunch Detention

7th-9th ID violations - Lunch Detention + 2 Hours of Redirect (or special assignment)

10+ ID violations - Redirect

SCHOOL COUNSELING PROGRAM

LMS has a developmental and comprehensive school counseling program based on standards that addresses three areas: Academic, Career, and Personal/Social. All students will receive school counseling instruction and services during the year through individual counseling, classroom lessons, small groups, and career exploration.

Students may come to the School Counseling Office before school, after school, during lunch, or between classes to request to see a counselor. Counselors are available to help students with any personal, social/emotional, or academic needs. In case of an emergency, the student will be seen immediately by a counselor.

Parents may call the school counseling office at 821-3734 and request to talk with a counselor. Counselors' caseloads are as follows: A-K Leigh Eubanks and L-Z Ashleigh Near.

FOOD AND DRINKS

Students are allowed to carry water bottles throughout the day. Students that bring lunch from home must keep it packed away until they enter the cafeteria.

CAFETERIA (Breakfast and Lunch)

Lexington County School District One announced its policy for free and reduced-price meals for children served in schools under the National School Lunch Program and the School Breakfast Program.

Breakfast and lunch for students will be provided at no cost during the 2021–2022 school year. Families are encouraged, however, to complete the online meal applications for the 2021–2022 school year, which determines eligibility for other benefits, including P-EBT funding, scholarships, reduction in school fees, camp fees waived or reduced, ACT/SAT fees waived or reduced, etc. Families may begin the online meal applications at www.lunchapplication.com.

LEARNING MANAGEMENT SYSTEM (Schoology)

Parents and students are given a username and password to login to Schoology. This tool provides up-to-date information on assignments and activities. To learn more about Schoology, refer to the school website. For questions, please contact the Digital Learning Coach at 821-3785.

REPORT CARDS AND GRADES (Powerschool)

Report cards are issued at the end of each nine-week period. Grades are posted and updated in PowerSchool. For questions on accessing PowerSchool, please contact 821-3709.

Lexington Middle School will follow the district secondary grading policy which states:

- Formative assessments will be weighted 20%
- Summative assessments will be weighted 80%
- When applicable, teachers will provide feedback on formative work and indicate if a student is meeting standard.
- Teachers will have an option of using grading marks (i.e., Complete, Incomplete, Missing, and Exempt) for some formative assignments instead of numerical grades. There still should be a sufficient number of graded formative assignments in the gradebook before the summative assessment.

SCHOOL SAFETY

Student safety is our highest concern. A School Resource Officer (SRO) will be on campus during regular school hours. LMS has an emergency plan that includes drills for:

- Fire
- Earthquake
- Severe Weather
- Bus evacuations
- Lockdown/Lockout

LMS has keypad entry to the outside doors of the school. Students scan their ID when entering a building.

VALUABLES

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

DISCIPLINE

This handbook outlines discipline policies at LMS, in conjunction with the LCSD1 Student Handbook. Students and parents should review this handbook in order to be familiar with the expectations of LMS. Please call us at 821-3700 if you have any questions or concerns.

DISCIPLINARY PHILOSOPHY

The primary goal of LMS is to provide a safe and effective learning community, where all learners feel a sense of belonging. We believe the purpose of discipline is to create a framework of accountability that allows students to learn and grow from their choices. When student behavior affects the learning environment, our goal is to restore the school community.

MINOR INFRACTIONS

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

MAJOR INFRACTIONS

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

<p><u>Category 1:</u></p> <ul style="list-style-type: none">● Lying to staff member● Failure to give name and ID when requested● Disrespect to staff member● Disobedient● Class disruption● Intimidation/Harassment● Inappropriate physical contact● Possession, sale or distribution of unauthorized materials at school	<p><u>Consequences for students who commit a Category 1 offense may be as follows:</u></p> <p>Time in Redirect Parent Conference Steps for behavioral RTI plan School Counseling Appointment Behavioral contract Lunch Detention in the redirect classroom</p>
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<ul style="list-style-type: none"> • Being in an unauthorized area or inappropriate use of facilities • Possession/use of annoyances at school such as, but not limited to, laser pointers • Throwing objects • Profanity/obscene gesture between students • Vandalism or theft of school property valued less than \$50.00 • Failure to attend or complete detention 	<p>Restoration of the building for 30 minutes Student reflection Apology letter/speech Presentation/Speech Community Service Writing Assignment with research Conference with Teacher Advocate</p> <p>Considerations of Special Factors: Relationship restoration, number of offenses, severity of offense, RTI plan, Behavior intervention plan</p>
<p><u>Category 2:</u></p> <ul style="list-style-type: none"> • Lying about a staff member • Possession or transfer of stolen property • Refusal to obey a staff member • Creating a classroom disturbance • Cutting class or school • Leaving or attempting to leave school grounds without permission • Walking out of a class • Engaging in verbal or written abuse, name-calling, using racial slurs • Provoking or simulating a fight • Hit/kick/push • Stealing of personal property valued less than \$50.00 • Possession of lighter or matches 	<p><u>Consequences for students who commit a Category 2 offense may be as follows:</u></p> <p><u>1st offense:</u> One day Redirect</p> <p><u>2nd offense:</u> Two days Redirect</p> <p><u>3rd offense:</u> Two days out-of-school suspension and probation contract</p> <p>After the 3rd offense, the decision for consequences will be left up to the administrator. They will range in additional days of OSS to a recommendation for expulsion.</p>
<p><u>Category 3:</u></p> <ul style="list-style-type: none"> • Possession/detonation of fireworks or incendiary devices • Vandalism or theft of personal or school property valued \$50 or more • Making serious threats to a staff member • Trespassing • Physical assault of a student or staff member • Any behavior that threatens the safety of the school community • Possession or use of pepper gas or spray • Sexual harassment 	<p><u>Consequences for students who commit a Category 3 offense will be as follows:</u></p> <p><u>1st offense:</u> One to three days out-of-school suspension or an immediate recommendation for expulsion</p> <p><u>2nd offense:</u> Immediate suspension from school with the possibility of recommendation for expulsion. Law enforcement may be contacted for</p>

<ul style="list-style-type: none"> ● Indecent exposure ● Major Violation of Technology Use Policy ● Changing or altering records or documents of the school/district ● Direct refusal to obey a staff member ● Fighting ● Pulling down of own or other student's pants ● Pattern of threatening /bullying/ intimidating other students ● Profanity and/or racial slurs directed to a staff member ● Inappropriate sexual gestures, language, drawings, etc. ● Possession or distribution of pornographic or obscene material <p>***Possession/use/transfer of tobacco, tobacco products, or CBD (including e-cigarettes)</p>	<p>Category III offenses.</p> <p>***<u>The following consequences will be assigned for students who violate the tobacco/vape/CBD use/possession rule:</u></p> <p><u>1st offense:</u> One day out-of-school suspension. Law enforcement will be involved for tobacco offenses.</p> <p><u>2nd offense and subsequent offenses:</u> Three days out-of school suspension. Law enforcement will be involved for tobacco offenses. LRADAC course required.</p>
<p><u>Category 4:</u></p> <ul style="list-style-type: none"> ● Possessing, handling or transmitting a knife, gun/firearm or any other object that can be considered a weapon (including a look-alike weapon). ● <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> ● Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc. ● Participating in gang activity/secret societies. 	<p>Administration will immediately suspend the student from school and recommend expulsion. In each case, law enforcement will be contacted and charges may be filed against the perpetrator.</p>

DISCIPLINE CONSEQUENCES

LUNCH DETENTION (LD)

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

REDIRECT

Redirect is used for serious offenses or as a place to refocus if disrupting classroom instruction. Students are expected to complete assigned work in Redirect. Students who misbehave while in Redirect may be assigned an Out-of-School suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

BUS DISCIPLINE

Students may only get on/off school buses at their assigned bus stop. When unloading, students should move away from the bus immediately to avoid accidents. Students are not to remain on the buses while the driver parks or makes a second trip.

Violations of bus regulations as stated in the Lexington County School District One (LCSD1) Student Handbook will result in disciplinary measures by an administrator.

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

DRESS CODE

Clothing should not be so immodest or inappropriate to the school setting as to disrupt the educational process or environment. Therefore, the district will not permit clothing deemed distracting, offensive, revealing, overly suggestive or otherwise disruptive. This includes (but is not limited to) bare midriffs, halter/tank tops, spaghetti straps, off the shoulder and see-through tops, overly tight bottoms, pajamas, or leggings worn without an appropriate length top.

Garment straps should be as wide as the school issued ID badge.

Clothing or accessories that display vulgar, obscene or otherwise inappropriate symbols, and/or make reference to alcohol, tobacco, or other illegal substances are not permitted.

Gang attire, colors or symbols on clothing and accessories may not be worn or displayed.

Bandanas, hats, hoods, head stockings, kerchiefs, or any other head covering may not be worn. Religious headgear is allowed but must be approved.

Student athletic attire such as tennis, track, cheerleading outfits, etc. must conform to all other regulations of the dress code during the regular school day.

Accessories or clothing that could pose a safety threat may not be worn.

Holes in pants are not permissible above fingertip length.

Undergarments should not show or be worn outside of clothing.

The school's administrators or designee will make the final judgment on the appropriateness of student dress, which may result in an interference with or disruption of the school environment.

Consequences for students who violate the dress code policy:

1st violation: Student conference held; Student changes attire.

2nd violation: Parent/guardian contact; Student changes attire; Student receives detention.

3rd violation: Parent/guardian conference held; Student changes attire; Student receives detention.

Additional violations: Parent conference held; Student changes attire; Additional consequence given.

PERSONAL MOBILE COMPUTING (PMC)

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 expected to engage in positive, ethical and responsible behavior with the device and bring their device everyday charged and ready to use. Consequences for inappropriate use and behavior with the device will be as follows:

PMC Minor Offenses

- Playing a game in class without permission
- Downloading inappropriate apps
- Giving out personal information
- Chromebook not at school

Consequences

- 1st - Teacher Conference and call home
- 2nd – Electronic Referral and Conference with administration
- 3rd – Electronic Referral and Administrative Lunch Detention
- 4th – Electronic Referral and Before School Detention

PMC Major Offenses

- Bypassing the Lexington One web filter
- Deleting District Apps
- Use of messaging or sending/transmitting student work without permission
- Sending, transmitting, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Gaining access to another student's account, files, or data.
- Vandalism of a device

Consequences

- 1st Offense – 1-3 days OSS and intervention session, can be recommended for expulsion.
- 2nd Offense – 3 days OSS and intervention session, can be recommended for expulsion.
- 3rd Offense – Recommendation for expulsion

CELLULAR PHONES

For purposes of this policy, personal communication devices include, but are not limited to, cell phones, gaming devices, other devices that emit an audible signal, vibrates, displays a message, display or record an image or otherwise summons or delivers 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 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.

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.

Consequences for inappropriate use of cell phones will follow the same guidelines as the Personal Mobile Computing Policy.

HONOR CODE

LCSD1 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;

- 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 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 incidents of cheating will be administered at the discretion of the administrator.



**Lexington Middle School
Bell Schedule
2021-2022**

6th Grade			7th Grade			8th Grade		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
1	8:10 AM	9:09 AM	1	8:10 AM	9:09 AM	1	8:10 AM	9:09 AM
2	9:13 AM	10:09 AM	2	9:13 AM	10:09 AM	2	9:13 AM	10:09 AM
Advocacy	10:13 AM	10:43 AM	Advocacy	10:13 AM	10:43 AM	Advocacy	10:13 AM	10:43 AM
Lunch	10:43 AM	11:19 AM	3	10:47 AM	11:43 AM	3	10:47 AM	11:43 AM
3	11:23 AM	12:19 PM	Lunch	11:43 AM	12:19 PM	4	11:47 AM	12:43 PM
4	12:23 PM	1:19 PM	4	12:23 PM	1:19 PM	Lunch	12:43 PM	1:19 PM
5	1:23 PM	2:19 PM	5	1:23 PM	2:19 PM	5	1:23 PM	2:19 PM
6	2:23 PM	3:20 PM	6	2:23 PM	3:20 PM	6	2:23 PM	3:20 PM

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