

GILBERT MIDDLE SCHOOL



We Belong, Grow, & Serve with Integrity, Empathy, & Growth Mindset

PARENT/STUDENT HANDBOOK

2024-2025

Dr. Kyle Meetze, Principal
Kelly Smoak, Assistant Principal (8th grade)
Chip Spradley, Assistant Principal (6th grade)
Larry "Bucky" Stroud, Assistant Principal (7th grade)
Zachary Lybrand, Athletics Director

120 Rikard Circle
Gilbert, SC 29054
Phone- 803-821-1700
Fax-803-821-1703

****This handbook is subject to change****

*****Students are also subject to all policies and rules stated in the - [2024-25 LCSD1 Student Handbook](#)**

****Submit *safety concerns/tips* to: 803-636-8317, by emailing 1607@alert1.us , or by completing this [form](#).**

Our Vision

At GMS, we belong, grow, and serve, with integrity, empathy, and growth mindset.

Our Beliefs

- ★ *We believe in a learning community where all members feel safe, valued and respected.*
- ★ *We believe learning is collaborative, active, meaningful and appropriately challenging for each learner.*
- ★ *We believe in the intentional use of time to maximize all learning.*
- ★ *We believe in our obligation and ability to successfully support each of our learners.*

Daily Schedule at GMS

Doors Open	7:15am
Hot Breakfast Served	7:30am-8:10am
First Bell	8:10am
Tardy Bell	8:15am
Instruction Begins	8:15am
Dismissal	3:25pm



**Important Dates
2024-2025**

First Day of School: August 7

End of Quarter:
October 10, December 20, March 12 and
May 22

Holidays:
September 2, October 11 (Teacher Work Day), October 14
(Weather make-up), November 5, November 27-29
(Thanksgiving), December 23-January 6 (Winter Break),
January 20, February 14 (Teacher Work Day), February 17
(Weather make-up), March 17 (Weather make-up), April 14-18
(Spring Break)

**Abbreviated Days -
Collaborative Planning/Early Dismissal 12:15pm**
9/25 (CP), 10/23 (CP), 11/20 (CP), 12/20, 2/5 (CP), 3/5 (CP), 4/2
(CP), 5/21, 5/22

ACADEMIC HONOR CODE

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 or software 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. Any behavioral consequence such as in-school suspension will be explained at that time. 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 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 for repeated incidences of cheating will be administered at the discretion of the school-based administrator.

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. 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 academic misconduct and an act of cheating.
3. 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.
4. 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. ACADEMICS Page 20
5. 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

-2024-25 Lexington School District One Student Handbook

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, student's behavior should reflect Gilbert Middle School's behavioral expectations. 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 Warriors. 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. Per SC High School League rules, only students in grades 7 and 8 are 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.

ATHLETICS DRUG TESTING POLICY

Lexington County School District One Board of Trustees approved a new student drug testing policy during the 2015-2016 school year. This policy authorizes district administrators to implement a random drug testing program that screens students participating in school-sponsored interscholastic athletic competitions for the use of several drugs. These random drug screenings will test for any substance defined as a controlled substance by either South Carolina or federal law, to include:

- marijuana (THC)
- opiates
- cocaine
- methamphetamines
- phencyclidine (PCP)
- MDMA (Ecstasy)
- unauthorized prescription medications

This program is designed to deter drug use among students participating in school-sponsored interscholastic athletic competitions with drug abuse and counseling. While the misuse of drugs is a potential problem for all students, unique

pressures and risks exist for students participating in athletics. **Before a student can become eligible for participation in a school-sponsored interscholastic athletic competition in grades 7 -12, the student and parent/legal guardian must complete a signed consent form consenting to testing.** Failure to consent to participation in the drug testing program automatically excludes the student from participation in any school-sponsored interscholastic athletic competition.

ATHLETICS DRUG TESTING POLICY DISCIPLINARY ACTIONS

For those students who test positive for any qualifying controlled substances will be subject to disciplinary actions. Discipline will be given based on the number of offenses as detailed below:

- **First offense** – When a student tests positive, the principal, parent and student will meet. The student will be ineligible to participate in all school-sponsored interscholastic athletic competitions and school practices for 14 calendar days from the date of notification of positive test results, the student must test negative for drugs using the district's testing agency before resuming participation in any practice or competition, and the student will participate in drug counseling provided by a certified clinical counselor.
- **Second offense** – When a student tests positive a second time, the principal, parent and student will meet. The student will be ineligible to participate in all school-sponsored interscholastic athletic competitions and school practices for 90 calendar days from the date of notification of positive test results, the student must test negative for drugs using the district's testing agency before resuming participation in any practice or competition, and the student will participate in drug counseling provided by a certified clinical counselor.
- **Third offense** – When a student tests positive a third time, the principal, parent and student will meet. The student will be ineligible to participate in all school-sponsored interscholastic athletic competitions and school practices for one calendar year from the date of notification of positive test results, the student must test negative for drugs using the district's testing agency before resuming participation in any practice or competition, and the student will participate in drug counseling provided by a certified clinical counselor.
- **Fourth offense** – When a student tests positive a fourth time, the principal, parent and student will meet. The student will be declared permanently ineligible to participate in all school-sponsored interscholastic athletic competitions and school practices from the date of notification of positive test results.

ATTENDANCE

Students are expected to attend all of their classes daily. **Students enrolled in high school credit classes cannot have more than ten unexcused absences. Students with more than 10 absences will not receive high school credit for the course.**

A written excuse must be provided within **THREE** days after a student returns to school. The student should take the excuse to the front office. 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 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 student to be late

Beginning the School Day

The school day for GMS students is from 8:15 a.m. until 3:25 p.m. Students may enter the building beginning at 7:15a.m through the front doors of the school or theater loop. All students will report to the cafeteria if reporting to school prior to 7:45. At 7:45 6th and 7th grade students will report to the gym. Students eating breakfast should report to the cafeteria prior to reporting to the gym if arriving after 7:45.

BELL SCHEDULE

(A modified bell schedule is in place for Collaborative Planning, and Assembly Days)
First bell rings at 8:10 a.m. to report to class



GMS Bell Schedule 2024-25



6th		7th		8th		Exploratory			
M & F	Tu/W/Th	M & F	Tu/W/Th	M & F (a,e)	Tu/W/Th	M & F	Tuesday	Wednesday	Thursday
6-1 Core 1 8:15-9:15	8:15-9:15	7-1 Core 1 8:15-9:14	8:15-9:13	8-1 Exp 1 8:15-8:54	8:15-9:13	8-1 Exp 1 8:15-8:54	8:15-9:13		8:15-9:13
6-2 Core 2 9:18-10:18	9:18-10:18	7-2 Core 2 9:17-10:15	9:16-10:15	8-2 Exp 2 8:57-9:34		8-2 Exp 2 8:57-9:34	9:16-10:13	8:15-9:13	
6-3 Halftime 10:19-10:49	10:21-10:51	7-3 Halftime 10:18-10:48	10:18-10:48	8-3 Exp 3 9:37-10:16	9:16-10:13	8-3 Exp 3 9:37-10:16		9:16-10:13	9:16-10:13
6-4 Lunch 10:49-11:19	10:51-11:21	7-4 Core 3 10:51-11:50	10:51-11:50	8-4 Halftime 10:19-10:49	10:16-10:46	Halftime 10:19-10:49	10:16-10:51	10:16-10:51	10:16-10:51
						Break 10:49-11:22	Break 10:51-11:24	Break 10:51-11:24	Break 10:51-11:24
						6-5 Exp 1 11:22-12:00	11:24-12:22		11:24-12:22
6-5 Exp 1 11:22-12:00	11:24-12:22	7-5 Lunch 11:50-12:20	11:50-12:20	8-5 Core 1 10:52-11:51	10:49-11:48	6-6 Exp 2 12:03-12:41	12:25-1:22	11:24-12:22	
6-6 Exp 2 12:03-12:41		7-6 Core 4 12:23-1:22	12:23-1:22	8-6 Core 2 11:54-12:53	11:51-12:50	6-7 Exp 3 12:44-1:22		12:25-1:22	12:25-1:22
6-7 Exp 3 12:44-1:22	12:25-1:22	7-7 Exp 1 1:25-2:03	1:25-2:23	8-7 Lunch 12:53-1:23	12:50-1:20	7-7 Exp 1 1:25-2:03	1:25-2:23		1:25-2:23
6-8 Core 3 1:25-2:24	1:25-2:23	7-8 Exp 2 2:06-2:44	2:26-3:25	8-8 Core 3 1:26-2:24	1:23-2:22	7-8 Exp 2 2:06-2:44	2:26-3:25	1:25-2:23	
6-9 Core 4 2:27-3:25	2:26-3:25	7-9 Exp 3 2:46-3:25		8-9 Core 4 2:27-3:25	2:26-3:25	7-9 Exp 3 2:46-3:25		2:26-3:25	2:26-3:25



GMS PL Collaborative Planning Schedule 2024-25



6th	7th	8th	Exploratory
6-1 Core 1 8:15-8:56	7-1 Core 1 8:15-8:56	8-1 Exp.1 8:15-8:49 9/24/24 12/20/24 4/2/25 (unplanned)	8-1 Exp.1 8:15-8:49 9/24/24 12/20/24 4/2/25 (unplanned)
6-2 Core 2 8:59-9:40	7-2 Core 2 8:59-9:40	8-2 Exp. 2 8:15-8:49 10/23/24 2/5/25 5/21/25	8-2 Exp. 2 8:15-8:49 10/23/24 2/5/25 5/21/25
6-8 Core 3 9:43-10:24	7-4 Core 3 9:43-10:24	8-3 Exp.3 8:15-8:49 11/20/24 3/5/25 5/22/25	8-3 Exp.3 8:15-8:49 11/20/24 3/5/25 5/22/25
6-5 Exp.1 10:27-11:01 9/24/24 12/20/24 4/2/25 (unplanned)	7-5 7th Lunch 10:27-10:55	8-5 Core 1 8:52-9:32	6-5 Exp.1 10:27-11:01 9/24/24 12/20/24 4/2/25 (unplanned)
6-6 Exp.2 10:27-11:01 10/23/24 2/5/25 5/21/25	7-6 Core 4 10:58-11:38	8-6 Core 2 9:35-10:16	6-6 Exp.2 10:27-11:01 10/23/24 2/5/25 5/21/25
6-7 Exp.3 10:27-11:01 11/20/24 3/5/25 5/22/25	7-7 Exp.1 11:41-12:15 9/24/24 12/20/24 4/2/25 (unplanned)	8-8 Core 3 10:19-11:00	6-7 Exp.3 10:27-11:01 11/20/24 3/5/25 5/22/25
6-4 6th Lunch 11:04-11:32	7-8 Exp. 2 11:41-12:15 10/23/24 2/5/25 5/21/25	8-9 Core 4 11:03-11:44	11:01-11:32 Lunch/Break
6-9 Core 4 11:35-12:15	7-9 Exp. 3 11:41-12:15 11/20/24 3/5/25 5/22/25	8-7 8th Lunch 11:47-12:15	7-7 Exp.1 11:41-12:15 9/24/24 12/20/24 4/2/25 (unplanned)
*EXP. 1 - 9/24/24 12/20/24 4/2/25 (*any unplanned) EXP. 2 - 10/23/24 2/5/25 5/21/25 EXP. 3 - 11/20/24 3/5/25 5/22/25			7-8 Exp. 2 11:41-12:15 10/23/24 2/5/25 5/21/25
			7-9 Exp. 3 11:41-12:15 11/20/24 3/5/25 5/22/25



Pep Rally Bell Schedule 2024-25



6th	7th	8th	Exploratory
6-1 Core 1 8:15-9:03	7-1 Core 1 8:15-9:04	8-1/2 Exp TBD 8:15-9:03	8-1/2 Exp TBD 8:15-9:03
6-2 Core 2 9:06-9:54	7-2 Core 2 9:07-9:56	8-2/3 Exp TBD 9:06-9:54	8-2/3 Exp TBD 9:06-9:54
6-3 Halftime 9:57-10:21	7-3 Halftime 9:59-10:24	8-4 Halftime 9:57-10:21	9:54-10:54 Lunch/Break
6-4 Lunch 10:21-10:51	7-4 Core 3 10:24-11:12	8-5 Core 1 10:24-11:12	
		8-6 Core 2 11:15-12:03	
6-5/6 Exp TBD 10:54-11:42	7-5 Lunch 11:12-11:42		6-5/6 Exp TBD 10:54-11:42
6-6/7 Exp TBD 11:45-12:33	7-6 Core 4 11:45-12:33	8-7 Lunch 12:03-12:33	6-6/7 Exp TBD 11:45-12:33
6-8 Core 3 12:36-1:24	7-7/8 Exp TBD 12:36-1:25	8-8 Core 3 12:36-1:24	7-7/8 Exp TBD 12:36-1:25
6-9 Core 4 1:27-2:15	7-8/9 Exp TBD 1:28-2:15	8-9 Core 4 1:27-2:15	7-8/9 Exp TBD 1:28-2:15
Pep Rally 6th Dismiss 2:15 7th Dismiss 2:20 8th Dismiss 2:25 Pep Rally 2:30-3:25	Pep Rally 6th Dismiss 2:15 7th Dismiss 2:20 8th Dismiss 2:25 Pep Rally 2:30-3:25	Pep Rally 6th Dismiss 2:15 7th Dismiss 2:20 8th Dismiss 2:25 Pep Rally 2:30-3:25	Pep Rally 6th Dismiss 2:15 7th Dismiss 2:20 8th Dismiss 2:25 Pep Rally 2:30-3:25

CAR RIDERS - Drop-off/Pick-up

Doors open for car riders each morning at **7:15 a.m.** Students should not arrive on campus prior to **7:15 a.m.** as supervision is not available.

When parents are dropping off students in the morning and picking up students in the afternoon, GMS would like for all parents to follow this traffic flow pattern:

- 6th graders (or any car with at least one 6th grader in it) will use the **car loop in front of the school**. 7th and 8th graders are to be dropped off and picked up using the **car loop adjacent to the GMS Theater**.
- In the morning, **6th grade students will enter through the main doors** while **7th and 8th graders will use the entrance doors to the GMS Theater lobby** and all students will proceed to the cafeteria.
- If morning drop off is after 8:10 a.m., all students are to enter through the front doors (side doors by the GMS Theater will be locked at 8:10 a.m.). Car riders arriving after 8:15 a.m. must be signed in by a parent.

****For the safety of all our students, please do not park on the grass or in the parking lot and have your student(s) walk to a location other than our established pick-up lines for afternoon pick up and pull up as far as possible for drop off and pick up. Please remain in the car loop and/or on the driveway. Your cooperation is appreciated. ****

WALKERS

Students who walk home must receive approval from administration to do so. Approval will be given for students whose parent/guardian works at a neighboring school and/or whose addresses are within walking distance of the school. Approved walkers will be given a special pass and their names will be noted on an approved walkers list. Approved walkers should exit the building at the theater loop, and walk around on the grass - not crossing lanes of traffic.

GMS Afternoon Car Pick-up Traffic Pattern

GMS Families, please use this traffic pattern for afternoon car rider pick-up. It will help us be as safe and quick as possible. By taking a few extra minutes to approach and leave the school from the specified directions, it will allow us to avoid having traffic crossing in front of each other. In the mornings you may approach and leave from any direction.

We also ask that you please do not meet students in the park after school. We do not have crossing guards and it is unsafe for students to cross lanes of traffic. Once we get into the swing of things we are typically able to clear the car rider lines in about 15 minutes.

Pull Forward – When dropping off and picking students up, please pull as far forward as possible. This will allow as many cars as possible to load/unload, and get everyone on their way quickly and safely.

Cars picking up 7th & 8th graders enter Rikard Circle from Main St. and turn right by Gilbert Community Park. These cars then exit by turning left onto Rikard Circle and going back to Main Street (Blue arrows).

Cars picking up 6th graders (and any other students riding with them) enter Rikard Circle from Juniper Springs Rd, and turn left into the front loop. These cars exit by turning right out of the loop onto Rikard Circle and going back to Juniper Springs Road (Red arrows).



CLASS CHANGES

Students may be allowed to request a change in their schedules, with the written consent of their parent(s)/legal guardian(s) and approval of the principal, during the first **THREE** days in the school term. The primary criteria principals will use in approving a written request for a schedule change will be academic considerations regarding a student's ability and preparation levels for the course in question. Changes **MAY NOT** be approved that are deemed to be based on personal preference.

(SCHOOL) COUNSELING

The Gilbert Middle School Counseling Program is a developmental, sequential program for all students. The curriculum is designed to encourage individual growth in self-awareness, interpersonal skills, educational development, and career development. Students who wish to talk to a counselor are asked to complete a guidance referral form via QR code (available in all classrooms). All matters will be handled in a timely manner.

GMS Office of School Counseling

Alex Bedenbaugh - Director of Guidance (Gr. 7)	821-1734
Tiffani Tucker - Counselor (Gr. 6)	821-1735
Edie Burritt - Counselor (Gr. 8)	821-1733
Christy Johnson- Guidance Secretary	821-1732

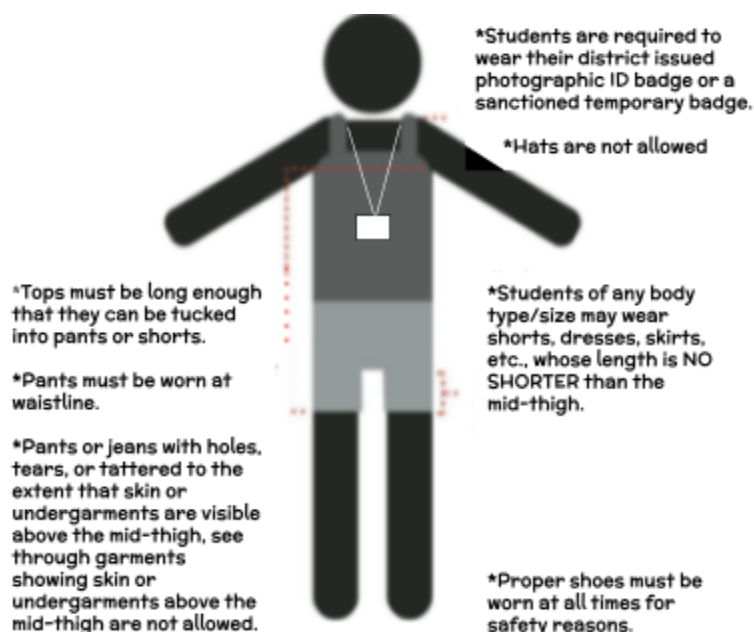
DELIVERY OF ITEMS TO STUDENTS

No deliveries to students may be made during the school day. Students that forget their lunch will be given the opportunity to eat lunch provided by the cafeteria. Athletic gear or other items needed for an after school event must be delivered to the student after school at the location of the event.

DRESS CODE (STUDENT)

Dress Code

Although the responsibility for the dress and appearance of the students will rest with individual students and parents, the administration is authorized to establish administrative rules and regulations necessary to ensure that students are dressed



properly (JICA-R). Students will dress in appropriate clothing that follows the district dress code policy. Logos or clothing that promotes alcohol, drugs, tobacco, hate, gang affiliation, nudity, violence, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process. District and school administrators reserve the right to determine what is appropriate for school. Enforcement will be handled with dignity, discretion, and respect toward all students by school staff members throughout the district. This policy does not mean that students, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise discriminated against, as long as his/her dress and appearance meet the requirements set forth above and in administrative rule JICA-R.

-Lexington District One Board Policy JICA - Dress Code updated 2/28/23

Logos or head coverings that promote alcohol, drugs, tobacco, hate, gang affiliation, violence, nudity, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process which includes altered clothing intended to cover torso/legs but does not.

Students may wear special dress or costume for specific events or special occasions during the school day when approved by the principal. Religious clothing/headgear is permitted. Pajama pants are not permitted.

Clothing or accessories that could pose a safety risk to the student or others is prohibited.

If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the administration will use discretion to make the decision. Disciplinary action regarding the enforcement of this policy is listed below.

Number of offense(s)	Consequence(s)
<u>1st violation</u>	Student conference held. Student changes attire.
<u>2nd violation</u>	Student/Parent conference held. Student changes attire.
<u>3rd violation</u>	Student/Parent conference held. Student changes attire. Student receives detention.
<u>Additional violations</u>	Student/Parent conference held. Student changes attire. Student receives in-school or out-of-school suspension. Continued violations may result in a recommendation for expulsion.

*****Students will be given a plain white t-shirt and/or black athletic shorts in order to provide a means of bringing their school attire into compliance as needed. These items will need to be returned before school is over that day.***

DISCIPLINE

GMS Discipline Plan

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

*****Consequences may be modified at the discretion of the administration based on the circumstances of a given situation.*****

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 restorative plan to support the student in making positive choices and moving forward from the incident.

Parent Contact/Conference (PC) - Parent contact from 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 restorative plan to support the student in making positive choices and moving forward from the incident.

Administration Detention (AD) - Administrative detention will be held in a designated area (Room 501) of the school and at a designated time frame. This could be for **lunch or for a block of time**. Prior to this detention, the student and a staff member will have restorative conversations to support the student in making positive choices and moving forward from the incident. Students who do not attend their assigned 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. 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. The ISS must be served successfully regardless of any further action that may be taken due to misbehavior or not meeting work expectations in ISS.

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 in school and/or out of school for a cumulative total of 3-5 school days. Ideally, each meeting shall be conducted by at least four (4) members: the student, a parent/guardian, counselor, and an administrator. 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. **This meeting will be held prior to the student returning to their regular schedule after their suspension resulting in the need for this meeting.**

*****A similar Intervention Meeting will be used in situations of a student returning to school from a discipline alternative placement or a previous recommendation for expulsion.*****

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 and may not ride a school bus.

*****Students may be recommended for expulsion due to an accumulation of multiple offenses*****

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.

Level 1-A Offenses and Consequences (*Classroom Tardy policy starts over at the end of each semester.)

- Classroom Tardiness
 - Tardies 1-2
 - Tardies 3-4
 - Tardies 5 or more
- School Tardiness
 - Tardies 1-4
 - Tardies 5-10

Teacher records and warns the student and parent contact
 Teacher assigned lunch detention and parent contact
 Teacher refers to administration

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

Tardies will be recorded and tracked for recording of a possible unexcused absence.

Parent will be contacted and advised of possible disciplinary action once student exceeds 10 tardies and/or tardies culminating in an unexcused absence(s).

School of choice students may lose their ability to attend GMS if they are persistently tardy or accumulate unexcused absences.

***See Bus Discipline below when applicable*

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(+ see below)
Referrals				
1. Cell Phone/Electronic Device Violation	AC	AC and PC	AC/PC and AD	ISS/OSS/RE (1-3 days)^
2. Dress Code Violation	AC (Student changes attire)	AC/PC (Student changes attire)	AC/PC and LD (Student changes attire)	ISS/OSS/RE (1-3 days) (Student changes attire)
3. ID Violation (students who are removing their temporary or asked to put theirs on and do not)	AC	AC	PC and AD	PC and AD

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

Additional offense consequences will include at minimum:

Offense 5-6: 1 Day ISS per offense (Devices must be picked up by a parent/guardian)

Offense 7-8: One day of OSS and a parent conference.

Level 1-C

****For the purpose of level I-C, each separate offense will be considered as a continuation of other level I-C offenses.****

EXAMPLES *	OPTIONS FOR CONSEQUENCES (based on severity of offense)			
	1st	2nd	3rd	4th/5th
Referrals				

1. Obscene or profane language between or among students. *nonverbal, verbal, written, or cyber	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
2. Name calling - behavior intended to provoke someone in an insulting or contemptuous manner (<i>not to include anything considered to be a slur or derogatory language</i>) - nonverbal, verbal, written, or cyber	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
3. Forgery/tampering - changing, signing or altering records or documents of the school by any method	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
4. Cutting class - an unauthorized absence from an assigned class or related activity	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
5. Gambling - participation in games of chance for money and/other things of value	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
6. Vandalism - cutting, defacing, or in any way damaging property (minor <\$50)	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
7. Inappropriate behavior (minor) conduct that is unwarranted that may cause a disruption.	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
8. Leaving class without permission	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
9. Dishonesty - the intentional giving of false information, either verbally or in writing to a school employee	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
10. Defiance - Refusal to obey a reasonable request by any staff member.	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
11. Hit/Kick/Push, Horseplay, or throwing objects	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
12. Public displays of affection.	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
13. Loitering/Being in an unauthorized area	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
14. Disrupting Class	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
15. Electronic Violation (minor) - to include airdropping.	AC/AD	AD	ISS (1-3 days)	OSS (1-3 days)
16. Cheating/Plagiarism (<i>see Academic Honor Code</i>)	PC and AD	PC and ISS (1 day)	PC and ISS (1-3 days)	OSS (1 day)

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
Referrals				
1. Threatening students/encouraging harm among others or to oneself - nonverbal, verbal, written, or cyber	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
2. Retaliation for bullying/false accusations of bullying or intimidation - nonverbal, verbal, written, or cyber	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
3. Harassment of students/staff	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
4. Intimidation, taunting, and/or using slurs or derogatory language between or among students - nonverbal, verbal, written, cyber (<i>racial</i>)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
5. Vandalism - cutting, defacing, or in any way damaging property (\$50 to \$100 value)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
6. Stealing or Possession of stolen goods (minor <\$100)	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
7. Smoking/Tobacco - use or possession of tobacco products (including electronic cigarettes/vapor pens) on school premises (see Lex 1 Student Handbook) <i>**Law enforcement will be contacted and student will be suspended from all extracurricular activities.**</i>	PC and ISS (1 Day) - Tob.Class	PC and School Community Service and LRADAC Class	PC and OSS+RE (3-4 days)	
8. Trespassing	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
9. 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)
10. Fighting, instigating a fight or physical abuse	OSS (1-3 days)	OSS + IM/RE (3-4 days)	OSS/RE (5-10 days)	
11. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	OSS (1 day)	OSS + IM (2-3 days)	OSS/RE (3-4 days)	RE
12. Electronic Violation (major) - to include airdropping or behavior intended to provoke someone in an insulting or contemptuous manner	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
13. Defiance/Insubordination - refusal to comply with a school personnel request	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
14. Severe disrespect or directing profanity, vulgar language, slurs/derogatory comments, or obscene gestures toward adults, school staff, or visitors - nonverbal, verbal, written, cyber	OSS (3 days)	OSS + IM (3-4 days)	OSS+RE (5-10 days)	
15. Possession or distribution 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)

16. Possession/distribution/display of obscene images, literature, or pornographic materials (e.g., magazine, images on electronic devices, etc...). **Law Enforcement may be contacted.**	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
17. Inappropriate behavior (major) or conduct that is unwarranted and is disruptive, demeaning, morally indecent, obscene, or grossly offensive.	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
18. Illegally occupying, blocking, or willful destruction of school property (including school safety equipment) **Law Enforcement may be contacted.**	OSS (1 day)	OSS (2-3 days)	OSS and IM (3-4 days)	RE
19. Using devices to record students, faculty, and staff, FOR ANY PURPOSE or for being in possession of videos/photos of students, faculty, and staff which results in or could result in the disruption of school.	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, food/candy etc.)	PC and ISS (1 day)	PC and OSS (1 day)	PC and OSS (2-3 days)	RE

Level 3 - Criminal Conduct

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

Consequences may be changed at the discretion of the administration.

Level 3 - Criminal Conduct

EXAMPLES *	CONSEQUENCES			
	1st	2nd		
Referrals				
1. Assault and battery that poses a serious threat of injury or results in physical harm.	RE			
2. Bullying/Cyberbullying - 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. *nonverbal, verbal, written, or cyber	OSS/RE (3+ days)	RE		
3. Extortion/Coercion/Blackmail - obtaining money or other things of value from an unwilling person, or forcing an individual to act through	OSS/RE (5+ days)	RE		

the use of force or threat of force				
4. Bomb Threat/Intentional false fire alarm/Threat of violence to school	RE			
5. 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			
6. Possession, use, or transfer of any kind of weapon in school or on school grounds, such as firearm or explosive device	RE			
7. Vandalism or damage to a person or school property of a serious nature. (exceeding \$100.00 in damage)	OSS/RE (5+ days)	RE		
8. Larceny/Theft, possession, or sale of stolen property of a serious nature. (exceeding \$100.00)	OSS/RE (5+ days)	RE		
9. Possession of/use of/handling of fireworks	OSS/RE (1-5 days)	RE		
10. Arson	OSS/RE (5+ days)	RE		
11. 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			
12. Sexual offenses, violations, or misconduct - including indecent exposure and offenses against common decency. (Pantsing someone)	OSS/RE (5+ days)	RE		
13. Gang related activities, materials, etc.; which show support to any gang affiliate or show symbols of violence. Group or gang related fighting.	RE			
14. Any activity that creates or has the potential of creating a major disruption of the school's program.	OSS/RE (5+ days)	RE		
15. Threat of physical harm to any staff member.	RE			
16. 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			
17. 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.

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.

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.

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE

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

General Overview

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

Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Dept. authorization. Temporary changes may be made by school administrators for authorized emergencies only. Parents must submit bus changes in writing no later than the morning of the requested change.

School Bus Behavior Code

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

Conduct for meeting the bus:

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

Conduct inside the bus:

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

- Students may not create disturbances.
- Students may not place books, lunch boxes, band/ orchestra instruments or other objects (such as class projects) in the aisle or in the front of the bus. Students may carry these items on the bus if space is available.
- Students may not bring live animals on the bus.
- Students may not eat or drink on the bus.
- Excessive noise is not permitted on the bus.

Bus Discipline

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

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

A student suspended or expelled from the bus may not board any school bus.

Bus points are assigned based on the following Bus Misconduct Point System:

Offense	Points
Delaying the bus	1-5
Causing confusion	1-5
Misconduct	1-5
Out of assigned seat without permission . . .	1-5
Excessive noise	1-5
Littering on the bus	1-5

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

Points	Length of Bus Suspension
11.	5 days
22.	10 days
33.	15 days
44.	Suspension recommended for the remainder of the school year

Bus Suspension

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

- using obscene language/gestures or vulgar language/gestures.
- showing a marked disrespect to others.
- possessing a weapon (this offense will result in a recommendation for expulsion from school).
- directly disobeying the driver or supervisor.
- hitting or threatening the driver or supervisor (this offense will result in a recommendation for expulsion from school).
- possessing any tobacco product, matches or lighter on the bus.
- Possessing, using, transferring, associating with, selling or being under the influence of alcohol, controlled drugs, drug paraphernalia, look-alike drugs, narcotics, stimulant drugs, etc. (this offense will result in a recommendation for expulsion from school).
- lighting a match or lighter on the bus.
- damaging the bus or its equipment (if a student damages a bus, he/she will pay for those damages within seven days or the student will be suspended from the bus and possibly from school until the payment is made).
- possessing or discharging fireworks, including stink bombs, on the bus (this offense may result in a recommendation for expulsion from school).

- throwing objects of any kind either inside the bus or from a bus window.
- hitting a student without provocation (this offense may result in a recommendation for expulsion from school).
- showing disrespect to the driver (this offense may result in a recommendation for expulsion from school).
- interfering with the operation of the bus by pulling the emergency lever, etc.
- using emergency exits without authorization.
- fighting (this offense may result in a recommendation for expulsion from school).
- taking physical action against each other by pulling hair, sticking with pins, etc.
- possessing or using an article designed to distract, disturb or cause bodily harm such as rubber bands, spitballs, water guns, radios, tape players, mechanical toys, games, CD players, cellphones, etc. The bus driver will confiscate the item and give it to the appropriate school official along with the name of the student.
- threatening or intimidating others (this offense may result in a recommendation for expulsion from school).
- leaving or boarding a bus at an unauthorized stop.
-

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

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

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

EARLY DISMISSAL FROM SCHOOL

Being in EVERY Class for 100% of every instructional period is very important. Attendance is taken every period. Unless a student has a doctor or dentist's appointment that cannot be made after school hours or there is an emergency, early dismissal is strongly discouraged. Only individuals indicated on the student data card will be allowed to sign students out. In order to make early dismissal of students quicker and easier for parents and less of an interruption for our classes, we are asking that you pick up your child only during lunch or class changes. This will keep the front office from calling and interrupting instructional and extended time classes. **In general, early dismissal of students must occur before 3:00 PM.** Requests for early dismissal will not be accepted by phone.

EMERGENCY DRILLS

The school conducts emergency drills at least once each month without prior notice. The staff trains students how to promptly and orderly evacuate the building. School administrators have developed a plan using Standard Response Protocol 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 twice each school year.

Remember these basic rules:

- Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
- Walk, DO NOT RUN.
- Remain quiet so you will be able to hear important instructions.
- Move quickly and quietly to the designated area.

EXTRA-CURRICULAR ACTIVITIES (PARTICIPATION)

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

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

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 **803-821-1299** or by listening to local radio stations or watching local television stations or going to our district web site at www.lexington1.net. In addition, our district and our school may use our SchoolMessenger to notify parents and employees about weather-related closings and early dismissals.

FOOD SERVICE

Each student's ID card will be his/her lunch card. Students must have their own ID card with them in order to eat. Students are reminded to display good table manners. Free and reduced price breakfast and lunch applications are available to interested students and parents/guardians by clicking [here](#).

Programs that provided meals for free to all students after COVID have not been renewed. Student breakfast costs \$1.90 per meal and lunch costs \$3.40 per meal for the 2024-2025 school year. Every effort will be made to notify parents in writing prior to their child's balance reaching \$10.00. Students owing lunch money will not be permitted to purchase extra items at lunch.

GOOGLE, SCHOOLOGY, & POWERSCHOOL

Google is used by our district for creating, storing, and collaborating on documents. It serves as a platform for all district email including student email accounts.

Schoology serves as a learning management system that is used as an electronic communication tool between teachers and students/parents.

PowerSchool is our district record keeping system that allows parents and students to access grades and attendance at any time.

HALL PASSES

Any pupil excused from the classroom at any time must have a hall pass properly requested and approved by the teacher. Students must go only to the place designated on the pass. Students are expected to be in the location indicated by their individual schedule at any given time. Passes will be issued using an electronic school pass network called SmartPass.

HEALTH ROOM

The school nurse is available from 7:30AM until 3:25PM each day. The health room is not designed for the care of seriously ill students, those needing extended care, or treatment of injuries that occur at home.

Students that become ill at school or need first aid attention should communicate with a teacher or staff member first before reporting to the health room. 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 times to be administered. **Students are not allowed to bring medication to school, a parent or guardian must deliver the medication and the completed form to the nurse.** You can reach the health room by calling 803-821-1723.

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

Please indicate on the Health Information Card if the student has a history of any illness, allergies, medications or other pertinent health information. If the student has special health needs and you would like to speak with the nurse further, please call the health room at 803-821-1723.

ID BADGES

Lexington County School District One employees and students are required to wear ID badges at all times while they are at school, field trips, and while traveling to and from school on buses.

Students must show their ID badge to any staff member upon request. Failure to do so is a suspension offense. The district will purchase one badge and detachable lanyard at the beginning of the school year. A new ID costs \$5.00 (\$3 for a new ID card, \$1 for a new case and \$1 for a new lanyard).

Students are required to wear their color-coded, school-issued lanyard. Personal lanyards may not be worn at school.

If a student misplaces or leaves his/her ID at home, that student must get a temporary ID from the school to wear that day. **ID badges may not be altered in any way (nothing can obstruct the view of the badge through its case).** Any student who repeatedly needs a temporary ID, who alters his/her ID, or fails to wear his/her ID will face disciplinary action listed in the Lexington County School District One Student Handbook. Please read this policy carefully.

ID Policy (Effective each 9 weeks)

Students that report to school without their school issued ID Badge are required to wear a school issued temporary ID badge. To obtain a temporary ID badge, students will report to center court upon arrival to receive a temporary ID. Each student can receive up to 3 temporary ID badges without a consequence. The fourth temporary ID will result in a lunch detention.

Chronic abuse and removal of temporary ID during the day may require additional interventions.

LOST AND FOUND ITEMS

Lost and found items will be stored on the rack in the cafeteria. If a student wishes to search Lost and Found, students should see an adult during their lunch period.

OFFICE TELEPHONES

Students will be permitted to use the phone in the main office to communicate with parents when an urgent need arises. Parents are welcome to call the school to get messages to their student if needed to avoid disruptions to class on a student's personal device.

PERSONAL COMMUNICATION DEVICES

As required by a new state law, starting Jan. 7, 2025, students are not permitted to use personal electronic devices during school hours.

Middle/high school students may possess personal electronic devices/accessories as long as the devices remain off and are not visible during the school day. Students are not permitted to access personal electronic devices or personal electronic device accessories during the school day (first bell through the end of the last class to include the time between classes and during lunch).

Personal communication devices are not permitted to be used in locker rooms, restrooms, or other personal spaces at any time.

Any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video is considered a "personal electronic device". This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices. "Personal electronic device accessories" include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.

Consequences

Teachers and administrators will only enforce consequences for students whose devices or accessories are visible or heard. Consequences will be as follows:

- FIRST VIOLATION: Warning. Student/Parent conference held.
- SECOND VIOLATION: Detention. Student/Parent conference held.
- THIRD VIOLATION: One Day ISS. Student/Parent conference held.
- FOURTH VIOLATION: One day OSS. Student/Parent conference held. Student is prohibited from possessing a device at school.
- FIFTH VIOLATION: Recommendation for expulsion.

****The board recognizes that enforcement of this policy during non-instructional times presents challenges for school staff. Therefore, during class changes and at lunch if a middle/high school student is not complying with this policy, he/she will be asked to power off their personal electronic device/accessory and put it away. If a student does not comply with this directive, he/she will be referred to an administrator for failure to obey**

At Gilbert Middle School, students are not permitted to wear earbuds/headphones in hallways. This allows students to hear directives or other instructions and remain safe as they are moving from one place to another in the school.

Wireless earbuds and headphones are not permitted at Gilbert Middle School. Any student found with them will have them confiscated and returned to the parent. These devices serve as a major distraction in the classroom, encourage phone use in the classroom, are often lost or stolen, and prohibit students from being able to hear announcements and emergency information when used inappropriately.

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/district 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.

REPORT CARDS

The school issues report cards electronically every nine weeks to inform parents/guardians of their student's academic progress, behavior, and attendance. Grades listed on the report card are official and remain in the student's permanent record.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

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.

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 full potential. This can only happen when parents take an active role to guide and involve themselves with their student(s) in partnership with the school. Academics in concert with character development and discipline are equally important factors. 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 life 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.

Submit safety concerns/tips to: 803-636-8317, by emailing 1607@alert1.us , or by completing [this form](#).

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.

STUDENT GUIDELINES

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.

- ★ Do what's right.
- ★ Do the best you can in every situation. Assume best intent.
 - ★ Treat others the way you want to be treated.
 - ★ Admit when you mess up and take responsibility.
 - ★ Learn from your mistakes and don't repeat them.

STUDENT SEARCHES

The Fourth Amendment of the United States Constitution protects students from unreasonable searches.

The district posts notices conspicuously at all regular entrances to school property that state that 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. Administrators do not conduct searches to embarrass, harass or intimidate students.

School officials may make random, unannounced searches of school property (i.e. lockers, desks, related items) at any time.

The principal authorizes and supervises any search of a student. 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.

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

The search will be made privately. A school administrator – in the presence of at least one witness who is also a school administrator or teacher – will make the search. At all schools, the administrator who searches the student or the teacher who witnesses the search must be of the same sex 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/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.

In all cases, every reasonable effort will be made to notify the parent/guardian as soon as possible that a search has taken place.

STUDENT VALUABLES

If a student chooses to bring a personal item to school (games, cell phones, etc), they are responsible for securing that item. Students are encouraged to label their personal possessions (jackets, bags, etc.) with their name.

Students are cautioned not to bring large amounts of money to school. **Parents are encouraged to send checks for payments and purchases or to bring cash in themselves.**

STUDENT WORK EXPECTATIONS/REASSESSMENT PRACTICES

Students are encouraged to complete assigned work in a timely fashion, and with their best effort. We want students to understand that we KNOW they are capable of high quality work and will therefore create an environment that fosters a growth mindset and completion of high quality work. Middle school students will be provided an opportunity to improve one summative grade for full credit per nine weeks in middle level courses.

Only Summative tests are eligible for reassessment.

TARDY TO CLASS

The teachers will decide whether the tardy is excused or unexcused. Tardies accumulate **from each class and start over at the semester**. Tardies will be recorded by the teacher and put in PowerSchool.

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|---------------------|--|
| • Tardies 1-2 | Teacher records and warns the student and parent contact |
| • Tardies 3-4 | Teacher assigned lunch detention and parent contact |
| • Tardies 5 or more | Teacher refers to administration |

TARDY TO SCHOOL

It is important for students to arrive at school on time. Students who ride a late bus will be excused. **Students who arrive to school after 8:15 a.m. MUST BE SIGNED IN BY A PARENT in the front kiosk area even if the student has a doctor's note.** Students with 3 or more unexcused tardies to school will be assigned a school sanction.

TECHNOLOGY

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 addressed through the LCSD1 Personal Mobile Computing Student Discipline Plan.

TECHNOLOGY USAGE RULES

All students who use the school's technology resources must abide by the following rules:

- Students will maintain all existing device settings, including the desktop, icons, programs, files/folders, audio, video or display, filtering operation.
- Students will seek teacher permission before downloading any program(s).
- Students will only use his/her own device.
- Students will only use his/her own login, files or folders without exception.
- Students will print with teacher permission.
- Students will use an external storage device only with teacher permission.
- Students will respect the copyright laws.
- Students will not use any program, including the Internet, without teacher permission.
- Students will only access materials or sites that are not disruptive, obscene, vulgar, offensive, discriminatory, violent, unlawful or otherwise inappropriate.

- Students will act to prevent disruptions to the computer system by the spreading of a computer virus(es) or by any other means.
- Students will keep food, gum, drinks, lotions, sprays or magnets away from devices.
- Students will keep clear of all cables, cords, jacks, outlets and switches.
- Students will log off and leave the workstation ready for the next person to use.
- Students should use computers with direct teacher supervision only.

Students who violate these rules will be subject to disciplinary action and the possible loss of technology privileges. Students and their parents may be held responsible for the repair or replacement of deliberately damaged equipment. Violations of state and/or federal laws may result in criminal prosecution. Students must bring a **CHARGED** device and earbuds/headphones **EVERYDAY** to **EVERY** class. Students that do not have their device charged, earbuds, or are caught off task/playing games will receive a warning. After 3 warnings during a grading period, students will be assigned a lunch detention and a parent will be notified by the teacher. After the 5th offense, a student will be given a formal office referral. Earbuds may NOT be worn at all in the hallways or in class unless the teacher has given permission.

MINOR OFFENSES

- Unauthorized use of internet or computer games
- Downloading inappropriate applications
- Giving out personal information, for any reason, over the internet
- Device absences, including devices not being present at school or device not being charged

The school 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. Block Detention
3. Lunch Detention
4. After-School Detention
5. In-School Suspension
6. Out-of-School Suspension

Technology discipline offenses may also result in restricted use of the Personal Mobile Computing device. The following system outlines such a process.

Consequences for minor offenses (per nine week period) are outlined below:

- 1st and 2nd Offenses - Warning/Documented
- 3rd Offense - ALD with parent contact
- 4th and 5th Offenses - Warning/Documented
- 6th Offense - ALD with parent contact
- Above 6 offenses within a 9 week period will be considered a major offense and receive ISS or OSS with parent contact. .

MAJOR OFFENSES

- Illegal installation or transmission of copyrighted materials
- Bypassing the Lexington County School District One web filter
- Action violating existing board policy or public law
- Deleting district system applications and changing Personal Mobile Computing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading or distributing 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, email accounts or devices for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy the device)
- 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

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 please refer to Policy IJNDB Use of Technology Resources in Instruction, Lexington County School District One's Acceptable Use Policy.

TEXTBOOKS (LOST OR DAMAGED)

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. We encourage students to put book covers on books provided by the school or the State Department of Education. Algebra I students will be assigned a book which may be taken home.

Revised 08-07-24

Lexington County School District One is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race or ethnicity, religion, sex, pregnancy (including childbirth or any related medical conditions), color, physical or mental disability, age, ancestry, genetic information, national origin, immigrant status or English-speaking status, marital or family status, or any other protected characteristic as may be required by law.

The district will use the grievance procedures set forth in policy to respond to complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990. The district designates specific individuals to handle inquiries or complaints. To find out whom to contact and how to contact them, please go to our website at www.lexington1.net/contact.