

# **Student Handbook**



**SWANSEA**  
**FRESHMAN ACADEMY**

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**LEAD • LEARN • SERVE • EXCEL**

**1195 I.W. Hutto Road**  
**Swansea, SC 29160**  
**Phone Number: 803-490-7006**  
**Fax Number: 803-399-7966**

**Principal: Dawn Sargent**

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## **Vision**

Swansea Freshman Academy seeks to be a personalized system of learning.

## **Mission**

Swansea Freshman Academy empowers all to lead, learn, serve, and excel in a safe learning environment focused on college- and career-readiness.

## **Alma Mater**

We praise thee, our high school, and honor thy name,  
and watch thee while classes sweep out with thy fame.

There daily I wander as morn rises high,

My books and my teacher's sweet face in my eye.

How pleasant thy walls and sweet classrooms below!

We'll praise thee, our high school, and honor thy name.

With warmest affection our tribute we pay,

To thee, dear old "Swansea", our high school today.

### **SWANSEA HIGH FRESHMAN ACADEMY**

1195 I W Hutto Road

Swansea, SC 29160

Phone: 803-490-7006

Fax: 803-399-7966

Grade: 1st year 9th graders

Principal: [Dawn Sargent](#)

Approximate Enrollment: 255

School Hours: 8:00-3:20

<https://www.lex4.org/shfa>

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## Personnel – Help Topics

<p style="text-align: center;"><b>Ms. O'Neill</b> Assistant Administrator <a href="mailto:joneill@lexington4.net">joneill@lexington4.net</a></p> <p>Discipline Referrals Truancy Questions Student Behavior-Safety/Discipline</p>	<p style="text-align: center;"><b>Ms. Young</b> School Counselor <a href="mailto:ayoung@lexington4.net">ayoung@lexington4.net</a></p> <p>Concerns about Changes in Student Behavior Concerns about Student Performance Requests for Teacher Conferences Student Concerns (Academic, Social, Behavioral, and Emotional) Resource Requests Student Emergencies Mental Health Referrals</p>
<p style="text-align: center;"><b>Ms. Blue</b> School Secretary <a href="mailto:tblue@lexington4.net">tblue@lexington4.net</a></p> <p>Admission Withdrawals Dismissal Records Requests Teacher Availability Facility Rentals Contacts/Address/Phone Number Updates</p>	<p style="text-align: center;"><b>Ms. Leysath</b> ISS Supervisor/Attendance Clerk <a href="mailto:sleysath@lexington4.net">sleysath@lexington4.net</a></p> <p>Student Attendance <ul style="list-style-type: none"> <li>▪ Excused</li> <li>▪ Number of Days per Class</li> <li>▪ Recovery</li> </ul> Gold Cards</p>
<p style="text-align: center;"><b>Ms. Sebok</b> School Nurse <a href="mailto:lsebok@lexington4.net">lsebok@lexington4.net</a></p> <p>Medication Form Student Health Concerns Student Health Reporting</p>	<p style="text-align: center;"><b>Ms. Sharpe</b> Interventionist <a href="mailto:msharpe@lexington4.net">msharpe@lexington4.net</a></p> <p>Homebound Liaison Makeup Work - Absences Quarter Recovery Interventions</p>
<p style="text-align: center;"><b>Ms. Raulerson</b> Media Center Assistant <a href="mailto:jraulerson@lexington4.net">jraulerson@lexington4.net</a></p> <p>Chromebooks <ul style="list-style-type: none"> <li>▪ Repairs</li> <li>▪ Loaners</li> <li>▪ Fees</li> <li>▪ Chargers</li> </ul> IDs / ID Fees Books and Due Dates</p>	<p style="text-align: center;"><b>Transportation</b> 803-490-7033</p> <p>Bus Routes Bus Issues Student Behavior on Buses Late Bus Missed Buses</p>

# General School Information

## Lexington School District Four 2022-2023 School Calendar

### July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Important Events

July 4	Independence Day Holiday
July 5 - 8	Schools & Office Closed to Public
August 8 - 15	Teacher Professional Days
August 10	Meet Teacher- 1:30-6:30 pm, PK-12
August 16	First Day for Students
September 5	Labor Day Holiday
September 6	First Day for 3-Year-Old Kindergarten
September 15	First Interim
October 14	Parent/Teacher Conference Day
October 19	End First Quarter/45 <sup>th</sup> Day
October 26	Report Cards, K-12
November 8	Election Day / Schools, Offices Closed
November 22	Second Interim
Nov 23-25	Thanksgiving Holidays
Dec 19 - Jan 2	Winter Break
January 2	Teacher Professional Day
January 2	Make-up Day, 1 <sup>st</sup> Inclement Weather
January 3	Students Return to School
January 11	End Second Quarter/90 <sup>th</sup> Day
January 16	Martin Luther King, Jr. Holiday
January 18	Report Cards, K-12
February 14	Third Interim
February 17	Teacher Professional Day
February 20	Presidents' Day Holiday
February 20	Make-up Day, 2 <sup>nd</sup> Inclement Weather
March 17	Teacher Professional Day
March 21	End of Third Quarter/135 <sup>th</sup> Day
March 28	Report Cards, K-12
April 3 - 10	Spring Break
April 10	Make-up Day, 3 <sup>rd</sup> Inclement Weather
April 11	Spring Registration Begins
May 2	Fourth Interim
May 29	Memorial Day Holiday
May 30 - June 1	Half Day for Students
June 1	180 <sup>th</sup> Day - Last Student Day
June 2	Teacher Professional Day SHS Graduation

\*Inclement Weather Make-up Days  
(in order to be made up):

1<sup>st</sup>: January 2

2<sup>nd</sup>: February 20

3<sup>rd</sup>: April 10

### January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June 2023

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Day	Schools & Offices Closed	Teacher Professional Days No School For Students	End Nine Weeks
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## School Hours / Schedule

Early Bird	Drop-off Time	Start Time	Dismissal	No Early Dismissal After
7:30	8:00	8:20	3:20	2:50

## Bell Schedule

	Monday-Thursday	Friday	Pep Rally
Breakfast	8-8:20	8-8:20	8-8:20
1 <sup>st</sup> Period	8:20-9:14	8:20-9:08	8:20-9:09
2 <sup>nd</sup> Period	9:17-10:12	9:11-9:59	9:12-10:01
3 <sup>rd</sup> Period	10:15-11:10	10:02-10:50	10:04-10:53
Tigers WIN Time		10:53-11:38	
4 <sup>th</sup> Period A	11:10-11:30 LA 11:33-12:26 4A	11:38-11:58 4A 12:01-12:49 4A	10:53-11:13 LA 11:16-12:15 4A
4 <sup>th</sup> Period B	11:13-11:40 4B 11:40-12:00 LB 12:03-12:26 4B	11:41 -12:02 4B 12:02 -12:22 LB 12:25 -12:49 4B	10:56-11:25 4B 11:25-11:45 LB 11:48-12:15 4B
4 <sup>th</sup> Period C	11:13-12:06 4C 12:06-12:26 LC	11:41-12:29 4C 12:29-12:49 LC	10:56-11:55 4C 11:55-12:15 4L
5 <sup>th</sup> Period	12:29-1:24	12:49-1:37	12:18-1:07
6 <sup>th</sup> Period	1:27-2:22	1:41-2:29	1:10-1:59
7 <sup>th</sup> Period	2:25-3:20	2:32-3:20	2:02-2:51
Pep Rally			2:51-3:20
Dismissal	3:20-3:30	3:20-3:30	3:20-3:30

## Communications

The following information will be shared on social media and the [SFA website](#):

- Teaching & Learning Information
- Instructional Staff of the Month
- Support Staff Member of the Month
- Purple Student of the Week
- Gold Student of the Week
- Articles about Students/ Teachers
- Events (including athletics)
- Honor Roll per Quarter
- Newsletters
- Counseling

## Addressing Your Concerns

At times a parent/guardian may have concerns about his or her child's performance, or about a discipline issue. Below are the steps you need to follow to address your concerns:

**Step One:** The parent/guardian should first discuss the issue with the specific teacher by telephone or in person after making an appointment.

**Step Two:** If this telephone conversation or meeting does not resolve the parent's/guardian's concerns, then the parent/guardian should contact school administration and discuss the issue by telephone or in person after making an appointment.

**Step Three:** If the issue remains unresolved, the parent/guardian may contact the district office and speak with a staff member who works with the area of concern.

## Enrollment Procedures

The parent/legal guardian **must** be present to enroll a student and complete the registration form. The following documents are necessary for enrollment:

1. Copy of the student's birth certificate (long form)
2. South Carolina Immunization Form
3. Withdrawal form from the student's previous school.
4. Proof of residence in Lexington 4: Two (2) acceptable proofs of residence include one proof from each of the following categories:

### Category A:

Tax receipt showing that both property and dwelling are in Lexington 4; mortgage statement or receipt; rental or lease agreement showing the address of the dwelling and the landlord's name, address, and telephone number.

### Category B:

Cable television, telephone, electric, gas or water bill.

## Withdrawal or Transferring Procedures

A parent/legal guardian must accompany a student withdrawing from school. All textbooks and technology must be returned and all financial obligations including school fees, cafeteria debts, and library fines must be paid at the time of withdrawal.

## Changes of Address

The school office must have a **current** address and telephone number for all students. Correct information is very important in emergency situations. **Two proofs** of residency will be required to verify the new address. If we do not have current contact information and/or we receive returned mail, we will assume that the parents live out of district and will begin an investigation into the matter.

## Conferences

Swansea Freshman Academy will have parent/teacher conferences in accordance with the district calendar. Any parent who desires a conference at any other time is encouraged to call the school counselor to request and schedule a conference.

## Distribution of Literature

No pamphlets, posters, or literature of any kind may be distributed on school grounds without prior approval of the district office.

## Insurance

Student insurance is available on an optional basis. Plans and rates vary, and information is distributed during registration or when school begins. The school/district is not responsible for medical expenses and/or personal property loss.

## Tobacco Policy

Possession and/or use of **tobacco products** or **alternative nicotine products** on campus are prohibited by school board policy. Smoking

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paraphernalia of any kind will not be allowed on campus and/or in the building at any time. Tobacco paraphernalia includes cigarettes, vapes, cigars, chewing and/or smokeless tobacco of any kind, matches, lighters, rolling papers, etc. Students who are caught SMOKING or HAVE POSSESSION OF tobacco paraphernalia items will be referred to the administration for disciplinary action.

### **Returned Check Policy**

If a check is returned for any reason (closed account, stopped payment, or insufficient funds), a minimum of a \$25.00 handling charge will be assessed.

**“POST DATED” CHECKS ARE NOT ACCEPTED.**

### **Confidentiality**

Confidentiality of information about the child and family will be maintained at all times. Enrollment forms and all other information concerning the child and family will be accessible to the parent/ guardian, principal, teaching staff and licensing agency.

All student records are in a secure location and kept in a confidential manner. They are only available to the South Carolina Department of Social Services, the school principal or other school personnel on an as-needed basis, the child's teacher, or parent/guardian upon request. Access to records is limited to the above unless requested by a court order.

### **Fundraising**

Schools will keep fundraising to a minimum so that the efficiency and effectiveness of the educational process is not impaired. Fundraising campaigns must be approved by the principal. No student or organization may sell, distribute or advertise services, written materials or items from private sources at school without the principal's approval. No student may sell/distribute items at school unless approved as a part of a student organization.

### **Lexington School District Four Personal Conduct Policy**

We believe it is important to support students in their athletic and academic pursuits. To this end, we request that all persons present at school and athletic events act in a demeanor appropriate to encouraging students and promoting character and sportsmanship. For this reason, the following items are not permitted:

- Alcohol and tobacco products
- Bookbags and large handbags
- Knives, firearms, or any other weapons
- Artificial noisemakers and firecrackers
- Outside food or beverage items

It is a violation of the personal conduct policy to engage in the use of profanity, rude or obnoxious comments, vulgar or profane gestures, disrespectful

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taunting of opposing teams or officials, or any other form of disorderly conduct.

All individuals are expected to remain in seating areas to observe all events. There is no re-entry with a ticket stub into any event. An additional ticket must be purchased to re-enter.

All children under the age of 12 must be supervised by a parent or guardian.

Any violation of this policy may result in ejection from the facility and possible criminal prosecution.

We believe this policy will help make Lexington School District Four schools and athletic events safe, pleasant, and an enjoyable experience.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act is a federal law that affords parents/guardians and students over 18 years of age (eligible students) certain rights with respect to student education records.

Student education records include any records maintained by a school or the district that are directly related to the student. The district sends home a letter explaining FERPA, a Directory Information Form, and a notification of rights at the beginning of each school year. If you have questions about FERPA or would like to change your Directory Information Form, please contact the district office.

### **Rights Under FERPA**

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The federal Family Policy Compliance Office administers FERPA. For more information on FERPA, visit their website: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html).

### **Notification of Rights Under FERPA**

The Protection of Pupil Rights Amendment affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to the following:

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1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- Religious practices, affiliations or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

2. Receive notice and an opportunity to opt a student out of the following:

- Any other protected information survey, regardless of funding.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use, the following:

- Protected information surveys of students.
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Lexington Four has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his/her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that

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time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the following: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

### **Reporting Abuse and Neglect**

The school is mandated by law to report suspicion of child abuse or neglect. The law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be **abuse**.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as **neglect**.

Parents may not be informed of reporting, if such confidence may hinder a full investigation.

### **Release of Student Information**

A student's name, grade, and school to which they are assigned are designated as directory information by school board policy and may be released upon request. There may be occasions where students will be asked to participate in a news release requiring an interview, photograph, or videotape in connection with a school story. Each parent should complete a Media Release form annually selecting their preference for release of their child's information. DSS and law enforcement agencies have access to student information upon official request. In matters concerning custody, South Carolina law states, "Each parent, whether the custodial or noncustodial parent of the child, has equal access and the same right to obtain all educational records and medical records of their minor children." Pursuant to this law, academic information will be provided to both parents.

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## **Pledge of Allegiance**

State law requires that each school set aside time for the “Pledge of Allegiance.” Any student who does not wish to say the “Pledge of Allegiance” does not have to participate and will not be penalized. That student may leave the classroom, remain in his/her seat, or express non-participation in any form, as long as that form does not materially infringe upon the rights of others or disrupt school activities.

## **Student Emergencies**

If an emergency arises, parents are encouraged to call the front office or school counselor who will contact the student. Please do not text/email emergency information to students during the school day. If the matter is private and the parent does not want to share any information, the secretary or counselor will call the student out of class and allow the parent to speak with his/her student.

In general, parents are asked to not text students during the day, as students are not allowed to have cellphones in the classroom.

## **Attendance**

### **Absences and Excuses**

In order for students to reach their full academic potential, they must attend school regularly. Parents/guardians are encouraged to work with school staff to resolve issues that prevent students from having regular school attendance. Lexington School District Four expects each student to attend his/her assigned school daily for the entire period of every school day except in cases of illness, family emergency, or other reasons specifically stated in this rule. A student who fails to attend his/her assigned school when he/she is physically and circumstantially able to do so and has accrued three consecutive unlawful absences or a total of five unlawful absences is truant. The district considers students present only when they are actually at school, on homebound instruction, or attending an activity authorized by the school, such as field studies, athletic contests, music festivals, student conventions, and similar activities.

If absent, a student must present a written excuse signed by a parent, guardian, medical or dental practitioner, or other appropriate person within **three (3)** days after returning to school. If a student fails to provide a proper excuse, the absence may be recorded as unlawful. Principals may require a student who has accumulated more than five absences in a semester or 10 absences in a year to provide a medical excuse for all medically related absences in order to receive course credit. Principals have the authority to review all absences in excess of 10 days and to use their own discretion for follow-up. Any student who provides a false excuse will be referred to an administrator for disciplinary action.

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### **Lawful Absences:**

District policy defines the following reasons for lawful absences:

- ill students whose attendance in school endangers their health or the health of others, as determined by a doctor or school nurse.
- students who are chronically ill. A doctor's statement explaining that the student does not need to see a doctor every time the illness occurs must be turned in to the attendance office. Once the statement is on file with the school, the parent/guardian can inform the doctor of the occurrence of the illness, and the doctor can fax the attendance office the excuse or the original may be picked up from the doctor and given to the attendance office when the student returns to school. (Electronic/faxed medical excuses must be sent directly from the medical provider.)
- students who must keep medical or dental appointments. Called-in doctor's notes are not accepted. The student must be present with the medical practitioner for the absence to be excused, except in cases where the student has been determined to be chronically ill as explained above.

District policy defines the following reasons for lawful absences subject to the approval of the principal:

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

### **Unlawful Absences**

District policy states that an absence is unlawful if:

- students are willfully absent from school without the knowledge of their parent/legal guardian.
- students are absent without acceptable cause with the knowledge of their parent/legal guardian.

### **Medical Excuses**

Medical excuses are accepted as documentation of a lawful absence. They must be submitted within three (3) school-days of the student's return to school. Excuses must be written and may be submitted electronically or by fax directly from the medical or dental practitioner. A phone call from the practitioner cannot replace the written excuse.

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Medical excuses must be on physician letterhead and include:

- the date the excuse is written.
- date of student's covered absence(s).
- telephone number where the practitioner may be reached.
- the practitioner or their designee's signature.

Absences outside of dates listed on the medical excuse must be documented by a parent note.

### **Parent Notes**

In all cases where a student absence is not covered by a medical excuse, parents/guardians should complete the district absence form or provide a written, signed note documenting the reason for the absence within three (3) school-days of the student's return to school. Parent notes must include:

- the date the excuse is written.
- date of student's absence.
- reason for student's absence.
- telephone number where the parent/guardian may be reached.
- parent/guardian signature.

Parent notes for illness will be accepted as documentation of a lawful absence for no more than 10 days each school year unless otherwise approved by the principal. Subsequent absences due to illness will require a medical excuse to be considered lawful. While up to 10 parent notes are considered lawful, they are not recognized as excused absences.

### **School-Sponsored Events**

School-sponsored events are not considered as absences. The student who has a signed Parent Permission Form will be allowed to go on the trip. Students are allowed to make up any work missed.

Permission forms must be submitted to the teacher/sponsor at least two days prior to the trip.

Students may not go on field trips if they have accumulated before the field trip date

- 5 or more unexcused absences within first semester or
- 8 or more unexcused absences for second semester.

### **Attendance for Students**

- Students must be present in order for the best possible learning to take place.
  - Students who are tardy to school lose valuable instructional time.
  - The State Compulsory Attendance Law requires parents to ensure their children attend school daily.
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- The importance of being in attendance and being on time is an important lesson for students to learn at an early age. Students are forming habits that will carry over to their careers and personal lives.

Upon a child's accumulation of more than 10 unlawful absences, a referral may be made to the appropriate agency unless circumstances warrant a waiver.

### **Chronic Absenteeism**

Beginning with the 2017-18 school year, a new definition of "absent" will be used to identify students who are chronically absent. As part of the implementation of the Every Student Succeeds Act, districts and schools are required to report to the South Carolina Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR)/EdFacts, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students must attend class for at least half of the instructional day to be considered present for that day.

For more information, please visit the SCDE Website:

<https://ed.sc.gov/districts-schools/student-interventionservices/chronic-absenteeism/>

### **Truancy**

The district has developed policies and procedures to meet federal, state, and local guidelines for students who are chronically absent.

In general, the district will operate under the framework below:

1. After three consecutive or a total of five **unlawful** absences, a student is considered truant. The school will notify the parents/guardians of the absences in writing and set up a conference to discuss the reasons for which the student has been absent.
  2. After two or more **unlawful** absences, a student is considered habitually truant. The principal or his/her designee will notify the parents/guardians of the absences in writing and set a meeting with the parent and student to develop an Attendance Intervention Plan. This meeting will also clarify lawful vs unlawful absences and communicate consequences of continued unlawful absences.
  3. After two or more **unlawful** absences, the principal or his/her designee will notify the parents/guardians of the absences in writing and set up an attendance hearing at the district office with the district attendance officer.
  4. Additional unlawful absences may result in a petition by the district to family court for a School Attendance Order. If the court accepts the petition, a hearing will be held in family court in which a judge may order the student to attend school and not accumulate additional unlawful absences. Also, the judge may make additional orders, such
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as that the student must not have any discipline referrals, tardies, or class cuts.

5. If two or more additional absences occur after family court has placed the student on a *School Attendance Order*, the district may fill a petition for 'Contempt of Court' with family court.

### **Attendance for Course Credit: Grades 9-12**

1. High school credit may be denied if the student has more than five (5) unlawful absences in a half-unit course or more than ten (10) unlawful absences in a whole-unit course, regardless of academic performance in the class.
2. Students who lose credit due to attendance will receive a FA with a score of 51 as the final grade of the course. This is mandated by the state uniform grading scale, and it affects the student's grade point average (GPA).
3. To receive high school credit, a student must meet the required 120 seat hours.
4. Students will be marked absent from a class if they miss at least half of the class period.
5. If a student has more than 50 absences in a course, the student will not be eligible for attendance recovery and will need to complete coursework during summer school to receive credit.
6. It is important that the student provides excuses for every absence. Medical excuses/notes should be secured from the doctor's office at the time of the visit and presented to the attendance clerk upon the student's return.

### **Attendance Recovery**

Attendance recovery will be provided for students. This opportunity allows students to receive credit for courses they are passing academically but have accumulated more than ten (10) unlawful absences in a whole unit course and five (5) unlawful absences in a half unit course. Credit cannot be awarded to a student who has been present LESS THAN 170 days of attendance in a unit course and LESS THAN 85 days of attendance in a half unit course. Students will be charged \$5 for each class period of attendance they wish to make-up.

Participation in attendance recovery is mandatory for accrual of credit. Students must meet the academic requirements of their course to receive credit. Completing attendance recovery does not guarantee a passing grade. Students will meet expectations of the program (which will include coursework/skill mastery assignments). As mandated by the state uniform grading scale, students who lose credit due to absences will receive a grade of 51 as their final grade, and the student's GPA will be affected. Students who do not abide by the attendance time schedule and behavior requirements will forfeit their opportunity to recover absences. Attendance recovery must be

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completed within 30 days of the course's end. Credit cannot be awarded if a student does not recover all time within this limit.

### **Early Dismissals**

Students are encouraged to remain in school for the full day. Should the need for an early dismissal arise, such as a medical/dental appointment or family crisis, the student should bring a written note stating:

- the reason for early dismissal
- the name of the person who will pick up the student
- the time of dismissal
- a telephone number so the note can be verified, if needed. This note should be turned in no later than the morning of the day for the early dismissal.

The person picking up the student must come to the office to sign the student out. They should be listed in our student database as a person allowed to pick up the child, and they will need a picture ID. Early sign outs would be appropriate for medical/dental appointments or family crisis.

Students will be called to the office for early dismissal upon the arrival of the parent/guardian. Students may not be signed out early within 30 minutes of dismissal time. After the deadline, parents will have to wait until the regular dismissal time.

Repeated early dismissals from school can negatively affect a student's academic performance. The administration may develop an attendance plan for students with frequent early dismissals from school.

### **Attendance Codes for Power School**

#### **Excused Absences Codes**

- |                                      |  |
|--------------------------------------|--|
| ▪ SC-PA – Principal Approved         | ▪ SC-ISS – In School Suspension        |
| ▪ SC-MED- Medical Excuse             | ▪ SC-LEG – Legal/Court                 |
| ▪ SC-FLU – Flu-Influenza             | ▪ SC-ONST – On Site Services           |
| ▪ SC-HMBD – Homebound                | ▪ SC-BRV – Bereavement/Death in Family |
| ▪ SC-FT – Field Trip/School Activity | ▪ SC-NURS- School Nurse                |
| ▪ SC-OSS – Out of School Suspension  |  |

#### **Unexcused Absence Codes**

- |                                  |                              |
|----------------------------------|------------------------------|
| ▪ SC-UNEX – Unexcused Absence    | ▪ SC-DSML – Dismissal        |
| ▪ SC-PN – Parent Note            | ▪ SC-EDSML – Early Dismissal |
| ▪ SC-UEPN- Unexcused Parent Note |                              |

A student may have no more than ten total of any of the Unexcused Absence Codes in Power School.

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## **Health and Wellness**

### **School Wellness: Nutrition and Physical Activity**

Lexington District Four is committed to providing a healthy school environment that offers children nutritious food choices, provides sequential and integrated nutrition education, and connects meaningful physical activity to students' lives outside of physical education. As part of the district's wellness practices, all schools limit student access to unhealthy snacks and beverages in accordance with state law and board policy. Some students in our schools are diabetic and others have food allergies that include peanuts, dairy, wheat and soy products. Although students do have access to snack and beverage machines, it is the responsibility of school administrators to ensure foods of minimal nutritional value are not made available to students. These are foods that provide little or no contribution to daily nutritional requirements. These include, but are not limited to, certain carbonated beverages, certain water ices, chewing gum, certain candies such as hard candy, jellies and some gummies, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn.

Beginning with the 2011-2012 school year, the amended code of laws 59-10-345 states that any food served to a student in an elementary, middle, or high school during the regular school day that is not a 'full meal' must contain no more than:

1. thirty-five percent of its total calories from fat. This item does not apply to the sale of nuts, nut butters, cheese packaged for individual sale, fruits, vegetables, or legumes;
2. thirty-five percent of its total weight from sugar, including naturally occurring or added sugar. This item does not apply to the sale of fruits or vegetables; and
3. ten percent of its total calories from saturated fat. This item does not apply to eggs or cheese packaged for individual sale.

Students are not to receive these foods during the school day or on field trips. The following rules apply:

- Individual teachers, parents, and students should not provide food, candy, or baked goods to students due to health and safety concerns.
  - Foods and beverages made available on campus during school hours will comply with current USDA Dietary Guidelines for Americans (K-12).
  - Bake sales and candy sales are prohibited during the school day.
  - Students may bring food of minimal nutritional value or beverages from home for his/her personal consumption; however, the student may not sell/share these items to/with other students.
  - Students may not have food delivered by outside vendors, friends, or relatives.
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## **Parties and Celebrations**

In accordance with School Wellness guidelines, individual teachers, parents, and students should not provide beverages, food, candy, or baked goods for class parties, birthday recognitions, seasonal celebrations, rewards, etc. Non-food items can be used for this purpose. Party invitations cannot be distributed at school.

## **Fundraisers**

Lexington Four Board Policy (AR EFE-R Competitive Food Sales/ Vending Machines) states that all foods that meet the competitive food standards may be sold at fundraisers on the school campus during school hours. Food or beverages that do not meet the standards may only be sold in occasional fundraisers if they are not sold in competition with school meals in the food service areas during the meal service. The standards do not apply to items sold during non-school hours, weekends, or off-campus fundraising events.

## **Student Health Services**

### **Accidents/First Aid**

Each school has a nurse responsible for administering first aid. When a student's illness/injury appears serious, the school makes every effort to contact the parent/guardian and/or family physician immediately. If the school cannot contact the parent/guardian and/or family physician, the school calls the county emergency service and asks them to transport the student to the nearest hospital emergency room. (The parent/guardian is responsible for the cost of the ambulance.) In extreme emergencies, the school nurse or principal may decide for the immediate hospitalization of an injured or ill child. They will attempt to contact the parent/guardian in advance.

When the parent/guardian is not immediately available, a school representative accompanies the injured/ill student in the ambulance or follows the ambulance to the emergency health-care facility and remains at the emergency health-care facility with the student until a parent/guardian, other family member or family physician arrives. The school will not send an ill or injured child home alone.

### **Chronic Illness**

Students who suffer from a chronic illness or medical condition that is being treated by a doctor should provide a physician's note advising the school of the student's condition, i.e., asthma, diabetes, extra bathroom privileges, etc. The note will be placed in the student's attendance file, and teachers will be notified. All absences still require normal documentation. The chronic illness verification note must be updated annually.

### **Allergies**

If a student has severe food or other allergies, parents should notify in writing the school nurse and the student's teachers. Written procedures for the school to follow in an emergency, a list of foods or items that the student needs to

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avoid, and a physician's signature must be submitted. A Request for Alternate Meals Form must be completed. This form can be obtained from the district website or the school nurse.

### **Health Room**

All parents are asked to notify the school nurse at the beginning of the year if a student has a chronic illness or medical condition, such as food or insect allergies, asthma, diabetes, etc. A doctor's confirmation must be provided for the student's permanent record and updated annually. For students with food allergies a *Request for Alternate Meals* form must be completed by the physician.

In the event medication is needed at school, a *Lexington Four Medication Administration* form must be completed. This includes all medication; both prescription and nonprescription medication such as Tylenol, cough drops, etc. Prescription medications will require a doctor's signature on the *Lexington Four Medication Administration* form.

Medication can only be distributed to students if the medication is in the original labeled container and if the parent/guardian has completed a medication form. All forms can be obtained from the school nurse. At the end of each school year, the nurse will contact parents with the pickup date for medication. Any medication left after that date will be disposed of.

### **Illness Outside of School**

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your student from acquiring other illnesses while his/her resistance is lowered. A student should be fever-free for 24 hours. A student's temperature is lowest in the morning, so a low temperature on awakening is not a true indicator. If you have given your student Tylenol or Motrin at night, the medication could still be affecting your student's temperature. **A student should be fever-free without the assistance of medication for 24 hours before returning to school.** A student should be free of vomiting/diarrhea for 24 hours before returning to school. A student who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the student will likely experience symptoms of illness later, will also be tired from loss of sleep, and will still be contagious to other students. A student diagnosed with strep throat should remain home for the first 24 hours of antibiotic treatment. A person remains contagious until he/she has been on antibiotics for 24 hours.

A student should **stay home for at least 24 hours** to rest, if the following symptoms are present the morning of school or the previous night:

- Vomiting and/or diarrhea
  - Fever 100.5 degrees or greater
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A parent note will be accepted by the school for the absence due to illness.

### **Illness at School**

Students who become ill at school will report to the nurse's station, and arrangements will be made for dismissal, if necessary. Students who fail to report to class or to the office because of illness will be subject to disciplinary action for cutting class. Disciplinary action will be taken if necessary. Under NO circumstances may an ill student remain in the restroom. Students may not stay in the health room longer than 30 minutes during the day, unless waiting for a parent. It is required that the parent/guardian or their designee be available by phone and able to pick their student up within 30 minutes, if necessary. It may be necessary to contact outside agencies, if the parent, designee, or emergency contacts are unavailable.

### **If a student becomes ill during the day, the nurse and/or designee will contact the parent or guardian, if condition warrants.**

Students are not allowed to contact parents by cell phone. Parents must provide the school with at least two adult names and telephone numbers who, in case they cannot be reached, can sign their child out of school. Only in cases of extreme emergency, when the parent or guardian cannot be reached, will these adults be contacted. The parent/guardian should be the one to pick up the student.

### **Medications**

The school recognizes there are situations in which students must receive medications during the school day. The following procedures must be followed or medications will not be given out at school:

- Medications must be labeled with the name of the student, name of the medication, dosage to be given, and time to be given.
- Completed *Lexington District 4 Medication Administration Form* to include both parental permission and physician signature. (Forms are available at school or through the district's website.)
- The school does not provide aspirin, Tylenol, or Benadryl for students. If students have a need to take these types of medication, a doctor's note must be provided.
- All medication should be in the original container with proper identification.

### **Immunizations**

All students are required to have a South Carolina Certificate of Immunization for school attendance. Copies of the certificate are acceptable. Students enrolling during the school year, from out-of-state have 30 days to comply; failure to comply will result in disenrollment. Parents are responsible for keeping immunization records current.

### **Lice**

If a teacher suspects a student of having head lice, he/she will notify the school nurse or principal's designee. If the student has live bugs, school personnel will notify the parents by telephone or in writing with recommendations for

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treatment procedures. The district prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions:

- The student shows evidence of treatment as determined by the school.
- The student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice.

**Bed Bugs**

Bed bugs are not a communicable disease. According to the South Carolina Department of Health and Environmental Control (DHEC), bed bugs are not considered carriers of disease and are, therefore, not a public health threat. While bed bugs do not cause disease, they do cause property damage, skin irritation, and are expensive to control. The Center for Disease Control (CDC) tells us that bed bug infestations are rare in schools because the schools do not provide an environment where bed bugs can feed on a sleeping host. Additional information can be found on the Lexington School District Four website.

**Academics**  
**Grading/Assessment**

The goal of the district is to ensure that all assessment practices are compatible with our emphasis on learning. The primary purpose of a grade is to communicate in summary form a valid representation of a student's learning in relation to an 'essential understanding'.

Students in Lexington Four receive interim reports at mid-term and report cards/progress reports at the end of each nine weeks. The purpose is to keep parents informed of the student's progress. Grades can also be accessed using the Parent Portal of Power School: <https://lex4.powerschool.com>

**Grading Scale**

Lexington School District Four evaluates each student's academic progress in grades 3 – 12 using grade reports. Grade reports are issued every 45th day that makes a total of 8 reporting periods during the 180- day course. Grades are numerical with a grade of 60 being the lowest passing grade. The grading scale is as follows:

A: 100 – 90 B: 89 – 80 C: 79 – 70 D: 69 – 60 F: 59 – below	Incomplete Work NC = No Credit for the Course WP= Withdrew Passing WF = Withdrew Failing
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Students who lose credit due to attendance will receive a “51” as their final grade for the course.

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In all cases of absences, the student shall be given an opportunity to make up the schoolwork missed. If SUSPENDED, the student is responsible for obtaining assignments upon returning to school.

### **Interim Reports**

Interims will be distributed during 3<sup>rd</sup> period on the following days: September 15, November 22, February 14, and May 2.

### **Report Cards**

Quarters for the 2021-22 school year are defined as

- August 16-October 19
- October 20-January 11
- January 12-March 21
- March 22-June 1

Report cards will be distributed to students on the following days:

- October 26
- January 18
- March 28
- June 5 (Mailed Home)

### **Make-Up Work**

Make-up assignments for absences must be completed and submitted to the teacher within ten (10) class meeting days after the student returns to class. In cases of extended illness, teachers may provide additional time for students to complete assignments. Teachers also may schedule make-up examinations beyond five (5) class meeting days normally allowed for make-up work. It shall be the student's responsibility to contact the teacher for make-up assignments. Make-up assignments may, of necessity, vary from actual class work.

### **State Accountability**

**Statewide summative tests** include SC READY and SCPASS (Grades 3-8), EOCEP (Grades 9-12), PSAT (Grade 10), PreACT (Grade 10) ACT Work Keys (Grade 11), SAT and ACT (Grade 11). These are given in a computer-based format in the spring each year.

Other assessments required by South Carolina include WIDA ACCESS (English Language Learners, Grades K-12), which will be given the week of January 23.

**Students who take English II CP, English II Honors, and Algebra I CP at the Freshman Academy will have to take the EOCEP in May.**

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## Graduation Requirements

For a South Carolina high school diploma, students must earn units of credit distributed as follows:

Subject Area	Units
English	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
Government	.5
Other Social Studies	1
Physical Education/JROTC	1
Computer Science	1
Foreign Language or CTE	1
Electives	7
<b>Total</b>	<b>24</b>



## The South Carolina High School Credential Program Participation Determination

Beginning no earlier than the end of a student's eighth grade academic school year, or later if determined by the student's individualized education program (IEP) team, and updated annually thereafter, the IEP team will determine if the student's expected high school outcome will be to attain a state high school diploma, a state recognized South Carolina High School Credential, or district attendance certificate. The course of study identified in the IEP will match this determination and support the student's postsecondary goals.

## Employability Credential Requirements

The South Carolina High School Credential program consists of 24 units of coursework aligned with the Profile of the South Carolina Graduate and the South Carolina College- and Career-Ready Standards. These courses may be personalized by content area and may include both credit bearing (Carnegie) and non-credit bearing (Credential) courses.

Course	Units
ELA	4
Math	4
Science	2
Social Studies	2
Employability Education	4
P.E./Health	1
Technology	1
Electives	6



Additionally, a student must:

- develop a career portfolio that includes a multimedia presentation project
- attain work readiness assessment results that demonstrate the student is ready for competitive employment
- complete work-based learning/training that totals at least 360 hours

### Work-based learning/training requirements

Work-based learning and training completed during the program:

- may be school-based, community-based, and/or paid or unpaid employment
- must be aligned with the student's interests, preferences, and postsecondary goals and individual graduation plan
- if for paid employment, must pay a minimum wage or above and in compliance with the requirements of the Federal Fair Labor Standards Act

### **Promotion Requirements**

Listed below are the high school promotion requirements as prescribed by Lexington School District Four and/or the South Carolina Education Improvement Act.

To be classified as a **tenth-grade student**, a student must have earned at least six (6) units of credit distributed as follows:

- (1) unit of English,
- (1) unit of mathematics,
- (4) additional units.

To be classified as an **eleventh-grade student**, a student must have earned at least twelve (12) units of credit distributed as follows:

- (2) units of English,
- (2) units of mathematics,
- (1) unit of science,
- (1) unit of social studies,
- (6) additional units.

To be classified as a **twelfth-grade student**, a student must have earned at least eighteen (18) units of credit distributed as follows:

- (3) units of English,
  - (3) units of mathematics,
  - (2) units of science,
  - (2) Social Studies [one of which must be U.S. History]
  - (8) additional units
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Students are encouraged to discuss the number of units they have earned or need to earn with their faculty advisor or school guidance counselor.

### **Gifted and Talented Program**

In accordance to South Carolina Regulation 43-220, gifted and talented students are identified in grades 3-12 as demonstrating high performance ability or potential in academic and/or artistic areas, and therefore, require an educational program beyond that normally provided by the general school program to achieve their potential. Gifted and talented abilities for these regulations include: Academic and Intellectual Ability - Students who have the academic and/or intellectual potential to function at a high level in one or more academic areas.

### **Special Services for Students with Disabilities**

Students with disabilities or students suspected of having a disability may be eligible for special services. In accordance with **IDEA 2004 34 CFR 300.111**, Lexington Four has policies and procedures to ensure that – (i) All children with disabilities residing in the Lexington Four, including children with disabilities who are homeless or are wards of the state, and children with disabilities attending private schools, regardless of the severity of their disability, and who need special education and related services, are identified, located, and evaluated. Additionally, under **Section 504 of The Rehabilitation Act of 1973**, all qualified persons with disabilities within the jurisdiction of Lexington Four are entitled to a free appropriate public education. The ED Section 504 regulation defines a person with a disability as “any person who: (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.” Any questions regarding special services should be directed to the school administrator or director of pupil services.

### **Homebound**

1. Students who cannot attend school because of mental or physical illness, an accident, or pregnancy should apply for homebound instruction through their medical doctor. Forms for applying for homebound instruction should be secured from the Director of Student Services at the Lexington Four District Office.
2. Students must complete academic requirements for absences to be waived.
3. Any questions regarding homebound instruction should be directed to the principal or Director of Student Services.

### **Textbooks**

Textbooks are loaned by the state of South Carolina and are issued at the beginning of the year to students. Students are required to return textbooks issued to them at the completion of the year or upon withdrawal from school. Any student who returns a textbook with unreasonable “wear and tear” will be charged a damage fee. If a student loses a textbook, a replacement fee will be applied.

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## **Purpose**

- **Inform** students, parents, and teachers of a student's current level of understanding and mastery of skills in a subject.
- **Guide** stakeholder selection of curriculum and instructional practices to meet defined student needs.
- **Grow** individual and collective performance by identifying gaps, defining targets, validating progress, and recognizing achievement.

## **Grade Elements**

<b>Element</b>	<b>Weight</b>	<b>Frequency</b>	<b>Retake Requirements</b>
<b>Summative Measures</b> <ul style="list-style-type: none"><li>• Tests</li><li>• Essays</li><li>• Content elements of presentations, performances, Projects</li></ul>	60%	3+ per quarter	<ul style="list-style-type: none"><li>• Have completed required prerequisite material</li><li>• Specific knowledge/skill not mastered</li><li>• Relearning &amp; completed practice work/study plan</li><li>• Scheduled within 5 days of receiving grade</li><li>• Maximum grade of 90</li></ul>
<b>Formative Measures</b> <ul style="list-style-type: none"><li>• Quizzes</li><li>• Class Assignments</li><li>• Reflection of Learning</li><li>• Self-Assessments</li><li>• Observations</li><li>• Conferences</li></ul>	30%	Weekly	<ul style="list-style-type: none"><li>• Eligible for late submission/resubmission only with the permission of the teacher.</li></ul>
<b>Habits of Learning</b> <ul style="list-style-type: none"><li>• Participation</li><li>• Practice</li><li>• Timeliness</li><li>• Organization</li><li>• Collaboration</li></ul>	10%	Variable by Category or Course (Daily, Weekly, Cumulative)	<ul style="list-style-type: none"><li>• Not eligible for resubmission for improvement of grade.</li><li>• May be resubmitted for attendance make-up per school guidelines.</li></ul>

## **Summative Restriction**

Formative measures not submitted will result in a placeholder score of 40 to communicate work has not been completed. As summative assessments measure final mastery, completion of summative is required to register a grade. Summative assessments not completed will result in score of zero (0).

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HABITS OF LEARNING RUBRIC			
	Beginning (0 points)	Developing (3 points)	Mastery (5 points)
Participation	<ul style="list-style-type: none"> <li>Does not communicate with teacher and/or students even when asked to do so</li> <li>Communicates in a manner that is disruptive</li> <li>Does not set/meet goals</li> </ul>	<ul style="list-style-type: none"> <li>Does not communicate with teacher and/or students unless prompted</li> <li>May include topics that are not relevant</li> <li>Sets but does not meet weekly goals</li> </ul>	<ul style="list-style-type: none"> <li>Fully engaged in learning/discussion</li> <li>Initiates relevant discussion/questions</li> <li>Sets and meets weekly goals</li> </ul>
Practice	<ul style="list-style-type: none"> <li>Does not complete or makes a minimal effort to complete bell work, work plans, homework or practice work.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of at least 50% of bell work, work plans, homework, or practice work.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of <b>all</b> bell work, work plans, homework, or practice work.</li> </ul>
Timeliness	<ul style="list-style-type: none"> <li>Arrives late to class</li> <li>Does not turn in assignments on time</li> <li>Does not communicate in a timely manner (after the fact)</li> <li>Is not ready at the beginning of class or for a virtual session</li> </ul>	<ul style="list-style-type: none"> <li>May be late to class or a virtual session</li> <li>Turn in some assignments on time</li> <li>Communicates at the last minute</li> </ul>	<ul style="list-style-type: none"> <li>Arrives on time to class</li> <li>Turns in assignments on time or before the due date</li> <li>Communicates in advance of need</li> <li>Is ready at the beginning of class/virtual session</li> </ul>
Organization	<ul style="list-style-type: none"> <li>Does not have course materials and Chromebook</li> <li>Has a Chromebook that is not charged</li> <li>Has course materials/Chromebook but does not know where they are</li> <li>Does not know username and password</li> </ul>	<ul style="list-style-type: none"> <li>Is missing either a Chromebook or course materials</li> <li>Has a Chromebook that is not fully charged and dies in class</li> <li>Can locate class materials with some effort</li> </ul>	<ul style="list-style-type: none"> <li>Has a charged Chromebook and all course materials</li> <li>Knows username and password</li> </ul>

### Student Learning Objectives (SLOs)

Students will take SLOs in each course. These SLOs are designed to show student academic growth as related to priority standards. Students will take SLOs three times per year: fall, winter, and spring.

## **CTE Credentials**

Students taking certain CTE courses may have to take a CTE credential exam in May.

### **Final Exams**

Students will have a final exam for each course. Students will tentatively take final exams on the following days:

- ✿ Friday, May 26 – 5<sup>th</sup> Period
- ✿ Tuesday, May 30 – 1<sup>st</sup> and 2<sup>nd</sup> Periods
- ✿ Wednesday, May 31 – 3<sup>rd</sup> and 4<sup>th</sup> Periods
- ✿ Thursday, June 1 – 6<sup>th</sup> and 7<sup>th</sup> Periods

South Carolina requires that English II and Algebra I students take the EOCEP in May. Students' scores, which are final, will be input as the final exam grade for these courses. EOCEP dates are designated as

- ✿ May 16 – English II Text Dependent Analysis
- ✿ May 17 – English II Multiple Choice
- ✿ May 18 – Algebra I

Final exams will not be scheduled prior to the scheduled date and must be made up within a week of the end of school. If a student fails to take a final exam, the grade will be entered as *0*.

Final exams for the remaining courses will be scheduled during the last five school days. Final exams are 20% of a student's final grade; therefore, students are expected to attend to complete the exams.

### **Content Recovery**

Students may be assigned content recovery if they fail to pass a quarter for a course. Students may be enrolled in one content recovery opportunity at a time, beginning with core courses.

### **Credit Recovery**

A student who fails a quarter with a 59 or below may recover the quarter by completing the recovery coursework plan. The entire plan must be submitted to the student's teacher within 30 days of the end of the quarter. Students are not able to submit a plan for the 4<sup>th</sup> quarter.

Students who fail a course for the year may recover credit in summer school. A student who earns a 50-59 will earn credit by completing coursework that shows mastery of standards. A student who earns a 49 or lower will have to complete all coursework during summer school.

Courses that are completed during summer school will be designated with a *P* on the student's transcript. The completion does not affect a student's GPA; rather, it affects a student's overall accrual of credits.

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## **Palmetto Fellows Scholarship**

### **What is the Palmetto Fellows Scholarship?**

The Palmetto Fellows Scholarship is a merit-based program established in 1988 and is administered by the South Carolina Commission on Higher Education. The annual award amount for the freshman year is up to \$6,700. The award amount for the sophomore, junior and senior years is up to \$7,500 per year. Half of the Scholarship is awarded in the fall term and half in the spring. The Scholarship must be applied directly toward the cost of attendance, less any other gift aid received. Assuming continued eligibility, Palmetto Fellows may receive scholarship funding for a maximum of eight consecutive terms of full-time study toward the first bachelor's degree or ten consecutive terms of full-time study toward the first approved five-year bachelor's degree at an eligible four-year institution in South Carolina.

### **Purpose of the Palmetto Fellows Scholarship:**

- RECOGNIZE the most academically talented high school seniors in S.C.;
- ENCOURAGE academically talented students to attend college in the State; and
- RETAIN talented minority students who might otherwise pursue studies outside the State.

### **Initial Eligibility Requirements:**

General Requirements:

- In order to be eligible to apply for a Palmetto Fellows Scholarship, a high school senior must also meet all of the following general eligibility requirements:

- 1) Be enrolled in an approved SC public or private high school, an approved SC home school program of study or a preparatory high school located outside the State while a dependent of a legal resident of South Carolina;
- 2) Be a U.S. citizen or permanent resident (green card holder) at the time of high school graduation and be a legal resident of South Carolina as defined in applicable State statutes governing the determination of residency for tuition and fee purposes at the time of high school graduation;
- 3) Be seriously considering attending, have applied, or have been accepted for admission to an eligible four-year institution in South Carolina;
- 4) Certify that he/she has never been convicted of any felonies and has not been convicted of any second or subsequent alcohol or other drug-related misdemeanor offenses within the past academic year by submitting a signed affidavit to the college financial aid office; and
- 5) Cannot be a recipient of the LIFE Scholarship, SC HOPE Scholarship or Lottery Tuition Assistance in the same academic year.

### **Academic Requirements:**

For Early Awards, the guidance counselor/school representative must submit the application and required documentation to the Commission on Higher Education (CHE) for the Palmetto Fellows Scholarship by December 15th. If

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the deadline falls on a Saturday, Sunday, or holiday the deadline is the preceding Friday (students cannot use the Early Awards criteria to be eligible for the Late Awards). Students are eligible to apply if they meet one of the following sets of academic requirements:

1. Score at least 1200 on the SAT (27 on the ACT) <sup>1</sup> by the November national test administration, earn a minimum 3.50 cumulative GPA<sup>2</sup> on the SC Uniform Grading Policy (SC UGP) at the end of the junior year, and rank in the top six percent<sup>3</sup> of the class at the end of either the sophomore or the junior year; OR
2. Score at least 1400 on the SAT (32 on the ACT)<sup>1</sup> by the November national test administration and earn a minimum 4.00 cumulative GPA<sup>2</sup> on the SC UGP at the end of the junior year.

### **South Carolina Hope Scholarship**

The South Carolina HOPE Scholarship Program was established in 2001 and was implemented during the 2002- 03 academic year. It is a merit-based award designed for first-time entering freshmen attending four-year institutions who do not meet the qualifications for the Palmetto Fellows Scholarship or the LIFE Scholarship. Since its inception, the SC HOPE Scholarship Program has served as an entry scholarship that has allowed students to attend a four-year institution in this state and receive funding for a year, before moving on to the LIFE Scholarship. Eligible full-time students entering eligible four-year institutions in South Carolina may receive the following award:

Up to \$2,800 (including book allowance) for the first academic year toward the cost of attendance at an eligible four-year institution in South Carolina.

At the end of the SC HOPE recipient's first year at an eligible institution, if he/she has earned at least a 3.0 LIFE GPA and earned a minimum of 30 credit hours, the student will be eligible to receive the LIFE Scholarship for the second year of attendance.

**Initial Eligibility Criteria:** Students must meet the following criteria to receive the SC HOPE Scholarship:

- Graduate from high school with at least a cumulative 3.0 GPA based on the SC Uniform Grading Policy.
- Not be a recipient of the LIFE, Palmetto Fellows, or Lottery Tuition Assistance.

**Continued Eligibility Criteria:** To receive the LIFE Scholarship in their second year of attendance, SC HOPE recipients must:

- Earn at least a 3.0 LIFE GPA.
  - Earn at least 30 credit hours by the end of their first academic year.
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**Students must also:**

- Be SC residents at the time of high school graduation and college enrollment; and
- Enroll as a full-time degree seeking student at an eligible four-year institution in South Carolina.

**South Carolina Life Scholarship**

The South Carolina General Assembly established the Legislative Incentives for Future Excellence (LIFE) Program in 1998 to increase access to higher education, improve employability of South Carolina's students, provide incentives for students to be better prepared for college, and encourage students to graduate from college on time. Eligible full-time students may receive the following awards:

- Up to \$5,000 (including book allowance) each academic year toward the cost of attendance at an eligible four-year institution in South Carolina.
- Up to the cost of tuition including a \$300 book allowance each academic year at an eligible two-year public or technical institution in South Carolina. At the approved two-year independent institution\* in South Carolina or a two-year USC regional campus, students may receive up to the maximum average of the tuition cost.

\*As of Fall 2012, Spartanburg Methodist College is the only approved two-year independent institution in SC.

**Initial Eligibility at four-year institutions:**

- Be SC Residents at the time of high school graduation and college enrollment.

Students must meet two of the following three criteria:

- Graduate from high school with at least a cumulative 3.0 GPA based on the SC Uniform Grading Policy.
- Rank in the top 30 percent of the graduating class based on the Uniform Grading Policy.
- Score at least 1100 on the SAT (or 24 on the ACT) by June of the senior year. Only the math and evidence-based reading & writing scores of the SAT may be included.

**Initial Eligibility at two-year institutions:**

- Graduate from high school with at least a cumulative 3.0 GPA based on the SC Uniform Grading Policy.
  - Students must also:
    - Be SC residents at the time of high school graduation and college enrollment; and
    - Not be recipients of the Palmetto Fellows Scholarship, SC HOPE Scholarship, or Lottery Tuition Assistance
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## **Honor Roll**

The board wants to encourage and foster the development of intellectual student ability, desirable traits of character and qualities of leadership. The board will support programs that recognize outstanding student achievement far in excess of minimum requirements in these areas. These programs may include honor rolls, honor societies, special awards or special recognition at honors programs and/or commencement exercises.

The board directs the certified staff to develop criteria and procedures for these recognition programs in honor of scholarship or distinguished service by students in any school activity. The criteria and procedures will make clear the relationship between the honor and the relevant goal or goals of the schools.

A student must be enrolled in the high school for two full years in order to be valedictorian or salutatorian.

## **Safety and Discipline**

### **Emergency Drill Procedures**

Fire, tornado, earthquake, and intruder drills are held at regular intervals throughout the school year. An emergency evacuation map is posted in each classroom. Teachers will discuss the emergency route and plan at the beginning of each semester.

### **Search**

Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his/her person or effects. Notices regarding this law are posted at all entrances to school property.  
NOTICE PURSUANT TO STATE LAW, PERSONS ENTERING SCHOOL PROPERTY ARE DEEMED TO HAVE CONSENTED TO A SEARCH OF THEIR PERSON AND PROPERTY.

### **Inclement Weather Procedures**

When there is a forecast of inclement weather on a school day, the district participates in a 4:00 a.m. conference call with Lexington County Emergency Management along with other Lexington County school districts, Lexington County Department of Transportation, the National Weather Service, and various other county agencies. In this conference call, all school districts are given information on the current weather conditions, forecast conditions, and road conditions. With this information, all Lexington County school districts reach consensus on the following three options:

- Cancel school
- Attend school with a delayed start time
- Attend school on the regular schedule

In case of inclement weather, each school in Lexington District 4 has a plan for notifying employees and the community of closings or delays. The district will give notification to the local television media outlets and will immediately post

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the information on the front page of the district website. The district website will be your quickest source for finding information on school closings or delays.

### **Student Code of Conduct and Discipline Policy**

Lexington Four faculty and staff strive to create a positive academic atmosphere that enhances student learning. Schools are more successful when student behavior is orderly, safe, respectful, and purposeful. Each student in Lexington Four is responsible for helping create an atmosphere that is positive and conducive to learning. Students that choose to disrupt the learning environment or infringe on rights of others will be held accountable in accordance with state law, school board policy, and school rules. The entire school community is encouraged to do their parts to help establish an atmosphere where all students can learn.

Copies of each school's policy are available to students and parents/ guardians at the beginning of school through multiple means: handbooks, and websites. Hard copies are available by request. This policy lists a schedule of offenses, who handles them, and codes for actions required to be taken (detention, suspension, and expulsion).

### **Student Rights and Responsibilities**

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

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

With those rights come responsibilities. Student responsibilities include:

- the responsibility to attend school as required by law;
- the responsibility not to harm or discriminate against others; and
- the responsibility to observe reasonable rules established by school administrators.

The provisions of this policy apply to conduct during the normal school day, on school owned vehicles, and during school-sponsored activities that take place after normal school hours.

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## **Principles of Lexington 4 System of Effective Discipline**

1. Discipline's purpose is to sustain a safe, orderly environment where all stakeholders meet high expectations.
2. Effective discipline begins with sincere belief in each learner.
3. Discipline is most effective within a consistent, positive relationship.
4. Effective discipline requires understanding the personal needs and environment of the child.
5. Effective discipline is an opportunity to learn and develop skills.
6. Effective discipline focuses on the support and inclusion of the learner while requiring the learner to repair harm to the community.
7. Interventions should increase as the needs of the learner increase.
8. Effective discipline involves all stakeholders.
9. Developing college, career, and citizenship ready learners requires a systemic perspective.

## **Consistent Expectations for Lexington 4 Administrators**

1. Model and teach high impact interpersonal and management skills with all stakeholders.
2. Engage each encounter as a skill-building opportunity.
3. Ensure accountability for teacher implementation of policies and interventions.
4. Ensure due process for every learner.
5. Respect the uniqueness of each learner, each teacher, each incident, and set of circumstances.
6. Communicate consistently and proactively with all stakeholders.

## **Consistent Expectations for Lexington 4 Teachers**

1. Establish and nurture an effective prepared environment for learning.
2. Establish a positive relationship with each learner.
3. Create a personalized pathway to success for each learner.
4. Model and teach appropriate social and emotional skills within a situational context.
5. Implement evidence-based interventions within a collaborative culture.
6. Communicate consistently and proactively with all parents.

## **Consistent Expectations for Lexington 4 School Counselors**

1. Advocate for the uniqueness of each student's strengths and needs.
  2. Provide personalized resources to teachers based on student need.
  3. Engage in proactive social and emotional skill development with students.
  4. Model and teach appropriate de-escalation skills within crisis situations.
  5. Assist each student in the development of a career vision and plan.
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- Promote purposeful utilization of community and school resources to assist students and families.

### **Consistent Expectations for Lexington 4 Students**

- Value the community of learners.
- Collaborate effectively with teachers and learners.
- Take ownership of your learning and actions.
- Demonstrate work ethic and perseverance.
- Seek opportunities to lead by positive example.

### **Discipline Offenses**

<b>Level 1: Disorderly Conduct</b>	
Student behaviors <b>which impede</b> orderly classroom procedures and/or orderly school operations.	
<b>1.A Offenses</b>	<b>Progression of Sanctions</b>
<ul style="list-style-type: none"> <li>Cheating / Plagiarism (190)</li> <li>Computer Violation (220)</li> <li>Dishonesty (006)</li> <li>Dress Code Violation (280)</li> <li>Inappropriate Affection (015)</li> <li>Off Limits (200)</li> <li>Phone Violation (330)</li> <li>Student ID Violation (360)</li> <li>Tardy (180)</li> </ul>	1 <sup>st</sup> referral: Administrative Conference Parent Notification
	2 <sup>nd</sup> referral: Loss of Privileges / Detention Parent & Student Conference
	3 <sup>rd</sup> referral: Detention / ISS Parent & Student Conference
	4 <sup>th</sup> referral: ISS, Discipline Conference @ School
	5 <sup>th</sup> referral: OSS / ISS Pending Resolution School Discipline Hearing
	6 <sup>th</sup> referral: OSS / ISS Pending Resolution District Discipline Hearing
<b>1.B Offenses</b>	<b>Progression of Sanctions</b>
<ul style="list-style-type: none"> <li>Disrupting Class (007)</li> <li>Failure to Comply w/Sanction (271)</li> <li>Inappropriate Behavior/ Horseplay (017)</li> <li>Inappropriate Language (016)</li> <li>Leaving Class Without Permission (320)</li> <li>Obscene Gesture (290)</li> <li>Refusal to Obey (270)</li> </ul>	1 <sup>st</sup> referral: Administrative Conference & ISS / Parent Notification
	2 <sup>nd</sup> referral: ISS & Loss of Privileges Parent & Student Conference
	3 <sup>rd</sup> referral: 2 days ISS, Discipline Conference @ School
	4 <sup>th</sup> referral: OSS & ISS Pending Resolution School Discipline Hearing
	5 <sup>th</sup> referral: OSS & ISS Pending Resolution District Discipline Hearing
<b>Additional Notes:</b>	
<ul style="list-style-type: none"> <li>Cheating (190) includes no credit (50) given until a required reassessment is completed.</li> </ul>	

<ul style="list-style-type: none"> <li>● Computer Violation (220) loss of privileges should not interfere with a student's academic progress. Loss of privileges may include assignment to the district "penalty box."</li> <li>● Dress Code Violations (280) may require immediate removal from general school environment depending on the nature of the violation. Principal has direct responsibility.</li> <li>● Inappropriate Behavior / Horseplay (017) is first of a continuum that continues to Level 2 (407).</li> <li>● All "progressions" are a guide for administration and are subject to adjustment.</li> </ul>	
Possible Reparations	Possible Restorative Actions
<ul style="list-style-type: none"> <li>● Formal Apology Letter</li> <li>● Community Service</li> <li>● Deeper Learning</li> <li>● Leadership Project</li> <li>● Mentoring Others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Restorative Circle (Parent, Student, School)</li> <li>▪ Teacher &amp; Student Conversation</li> <li>▪ Explicit modeling &amp; teaching of skills</li> <li>▪ Setting of clear limits</li> <li>▪ Clear goal-setting &amp; self-reflection</li> <li>▪ Assignment of school-level mentor</li> <li>▪ Periodic check-ins and follow up</li> </ul>
<b>Level 2: Disruptive Conduct</b> Student behaviors <b>directed against persons or property</b> and which the consequences of endanger the health or safety of the school community and/or result in damage to property.	
2.A Offenses (Property/Non-Violent)	Progression of Sanctions
<ul style="list-style-type: none"> <li>● Cutting Class (160)</li> <li>● Cutting School (150)*</li> <li>● Disrespect (420)</li> <li>● District Medication Violation (031)</li> <li>● Inappropriate Materials (018)</li> <li>● Property Misuse (023)*</li> <li>● Tobacco Violation (230)*</li> </ul>	1 <sup>st</sup> referral: ISS & Administrative Conference / Parent Notification
	2 <sup>nd</sup> referral: 2 days ISS & Loss of Privileges Discipline Conference @ School
	3 <sup>rd</sup> referral: OSS / ISS Pending Resolution School Discipline Hearing
	4 <sup>th</sup> referral: OSS / ISS Pending Resolution District Discipline Hearing
2.B Offenses (Persons/Violent)	Progression of Sanctions
<ul style="list-style-type: none"> <li>● Harassment (012)</li> <li>● Confrontation / Altercation (407)</li> <li>● Fighting (009)*</li> <li>● Major Disruption (020)*</li> <li>● Sexual Harassment (013)*</li> <li>● Threat (027)*</li> </ul>	1 <sup>st</sup> referral: Immediate removal from class OSS (1-3 days) / 1+ ISS on return Discipline Conference @ School
	2 <sup>nd</sup> referral: Immediate removal from class OSS (2-3) & ISS Pending Resolution School Discipline Hearing

	3 <sup>rd</sup> referral: Immediate removal from class OSS (3-5) Pending Resolution District Discipline Hearing
<b>Additional Notes:</b> <ul style="list-style-type: none"><li>● <b>*May require notification of law enforcement.</b></li><li>● Disrespect (420) refers to blatant disrespect towards school officials.</li><li>● District Medication Violation (031) refers to unintentional possession of non-prescription medication. Any offense may result in district discipline hearing at principal's discretion.</li><li>● Property Misuse (023) refers to vandalism/theft below a value of \$50.00.</li><li>● Tobacco Violation (230) includes possession of or use of tobacco &amp; vaping products.</li><li>● Harassment (012) is when someone who have more power at the time, deliberately upsets or hurts another person, their property, reputation, or social acceptance. Acts of harassment must be a response to class (e.g. race, gender, orientation) and must be tagged in PS as such.</li><li>● Confrontation/Altercation (407) refers to verbal &amp; physical action that provokes misbehavior. This escalates from Level 1 (016 &amp; 017) within its intent and severity.</li><li>● Major Disruption (020) refers to actions that substantially interfere with the regular, orderly operation of the school. This could refer to blatant noncompliance with administration.</li><li>● All "progressions" are a guide for administration and are subject to adjustment.</li></ul>	
Possible Reparations	Possible Restorative Actions
<ul style="list-style-type: none"><li>● Formal Apology Letter</li><li>● Financial Restitution</li><li>● Community Service</li><li>● Deeper Learning</li><li>● Leadership Project</li><li>● Mentoring Others</li></ul>	<ul style="list-style-type: none"><li>● Restorative Circle (Parent, Student, School)</li><li>● Teacher &amp; Student Conversation</li><li>● Explicit modeling &amp; teaching of skills</li><li>● Setting of clear limits</li><li>● Clear goal-setting &amp; self-reflection</li><li>● Assignment of school-level mentor</li><li>● Periodic check-ins and follow up</li></ul>

<b>Level 3: Criminal Conduct</b> Student behaviors <b>which result in</b> violence towards oneself or another's person or property; and/or pose a direct and serious threat to the safety of oneself or others in the school.	
<b>Offenses</b>	<b>Sanctions</b>
<ul style="list-style-type: none"> <li>• Alcohol Violation (680)</li> <li>• Arson (500)</li> <li>• Assault, Aggravated (510)</li> <li>• Assault, Simple (520)</li> <li>• Bomb Threat (260)</li> <li>• Bullying (651)</li> <li>• Cyberbullying (652)</li> <li>• Drug Distribution (570)</li> <li>• Drug Possession (580)</li> <li>• Drug Usage (575)</li> <li>• Fire Alarm (350)</li> <li>• Fireworks (010)</li> <li>• Gang Activity (250)</li> <li>• Intimidation (650)</li> <li>• Unauthorized Device (390)</li> <li>• Vandalism / Theft (760)</li> <li>• Weapon (789)</li> </ul>	1st referral: Immediate removal from school Notification of Law Enforcement OSS (5+ days) District Expulsion Hearing

### **Accumulation District Hearing Triggers:**

**Accumulated Suspensions:** A student who is subject to suspension a third time in any given year (or a total of 5 days) may be recommended for expulsion.

**Referrals: Level 1:** 6 total **Level 2:** 4 total **Level 1 & 2:** 6 total

**\*School Discipline Hearing should occur prior to a District Hearing for Accumulation**

### **Tardy**

All Swansea High Freshman Academy students are expected to be punctual for class. Being on time:

- Demonstrates a respect for self, classmates, and teachers.
- Reinforces a good habit that will be necessary when entering the workforce.
- Ensures vital information related to learning is not missed.

A tardy is defined as arriving to class after the bell rings (Being in the hall when the bell rings is a tardy.)

An excused tardy will be granted if the student has a note signed by a teacher, staff member, or administrator who knows of a legitimate reason for the student not getting to class on time.

### **Students Arriving to School Late**

When a student arrives to school after 8:30, a parent/guardian must accompany the student in the office, so the student can sign in. Upon the 5<sup>th</sup> time a student is late to school, a meeting will be held with the parent and the student.

### **Students Arriving to Class Late and Classroom Procedures**

If a student arrives to class after the tardy bell and within the first 5 minutes, the teacher will document the tardy in PowerSchool and contact the parent/guardian.

Once there are five (5) tardies documented in PowerSchool, a referral will be recorded in Educator's Handbook. For example, if a student were late to every class in one day, then the student would have seven (7) tardies total.

A student will receive a referral for his/her tardies (Level 1.A Offense) at the following levels: 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and 30<sup>th</sup>.

### **Student Conduct Away from School Grounds**

The school board expects administrators to investigate student conduct away from school grounds that may have a direct and detrimental effect on the discipline or general welfare of the school. Each situation is evaluated on a case-by-case to determine appropriate action.

### **Electronics and Cell Phones**

Radios, CD players, digital cameras, TVs, beepers, paging devices, laser pointers, MP3 players, electronic games, cartridges for these games, or any other such electronic devices should not be brought to school. All unauthorized electronic devices will be confiscated. If a student or parent has a question about whether a particular electronic device may be brought to school, the student or parent should inquire of a school administrator before bringing the electronic device to school.

The district will allow the possession of PCDs by students under the following limited circumstances:

- The PCDs remain silent and are not visible or in use during instructional time.
  - PCDs are not permitted to be used in locker rooms, restrooms, or other personal spaces.
  - Elementary and Middle school students may possess a PCD as long as the device remains silent and is not visible.
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- High school students may use their PCDs before and after school and in designated areas and authorized times as defined by the school administration as long as such use does not disrupt the school environment.
- Students may use PCDs while riding to and from school on a school bus or other vehicle provided by the board or on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

The school principal or his/her designee will have the authority to limit the use, take disciplinary action, and/or confiscate PCDs when students are in violation of this policy. Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation (see JICDA-R, Code of Conduct). The school principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

If the PCD is confiscated, it may be returned to the student at the end of the class period or end of the school day. However, the administration reserves the right to retain the PCD and release the PCD to the student's parent/legal guardian in the case of repeated offenses or the use of the PCD to directly violate the rights of another individual or create an unsafe environment. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for the remainder of the term.

Any PCD confiscated by administration will be marked in a removable manner with the student's name and held in a secure location in the school building until it is released to the parent/legal guardian. PCDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with policy JIH, Student Interrogations, Searches, and Arrests.

Students and parents/legal guardians should understand that possession of these devices could pose a risk of loss or theft. Students are personally and solely responsible for the care and security of their PCDs. The board assumes no responsibility for theft, loss, damages, or vandalism to PCDs brought onto its property or the unauthorized use of such devices. District personnel are not responsible for the loss or damage of any PCD brought onto school property while in the possession of a student or district personnel.

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## **Personal Items**

Personal items (cell phones, toys, video gaming devices, money, fidget spinners, etc.), brought to school by students that cause a disruption to the learning environment, will be confiscated, and the teacher and/or school will not be held responsible for the security of said items.

The school and/or its staff will not be held responsible for personal items confiscated from the students – when such items are considered contraband by the school and should not be brought to school by the student.

## **Dress Code**

The appropriateness of dress is a subject on which opinions can and do vary. To be fashionably dressed is not necessarily to be appropriately dressed. Student dress and personal appearance must not be disruptive to the orderly function of the school learning environment. The basic responsibility for the appearance of students rests with parents and students themselves. Parents have the obligation and, within certain bounds, the right to determine their children's dress; however, they must follow these guidelines. Attire that could pose a safety threat or could be destructive to school property is not allowed. Dress that could cause distractions or interference with the educational process or rights of others is not allowed. For health reasons, shoes must be worn. No bedroom shoes or shoes with wheels allowed. Only tops designed to be worn outside of pants or skirts may be worn in that manner. Pajamas, lingerie, and items designed to be worn as sleepwear or underclothing may not be worn alone or over other clothing. Headwear, sunglasses, hair rollers, bandannas, picks/combs, etc. are prohibited inside school buildings. Bare midriffs, see-through garments, clinging and revealing materials, white undergarment type t-shirts, bare backs, halter tops, low-cut blouses and pants, and tank tops are prohibited. Obscene, suggestive, inflammatory, racial, profane, and inappropriate writing or language on clothing or jewelry, as well as provocative pictures and advertisement of drugs and alcohol on clothing or jewelry are prohibited. Extraneous articles hanging from clothing, jewelry or personal belongings, such as chains, are not permitted. Clothing or other articles that indicate membership in a gang are prohibited. Shorts, mini-skirts, and pants with holes are allowed with the following restrictions. When the student stands straight and the garment is worn at the natural waistline, the garment must be no shorter than where the student's longest fingertip rests when arms fall naturally by his/her side. The garment may not be made of clinging or form-fitting materials, such as but not limited to, biker shorts and pants, surfer pants, etc. Pants with holes above the fingertips are prohibited.

Oversized garments are prohibited. Pants must be worn at the natural waistline.

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The administration reserves the right to make a final determination regarding the appropriateness of any attire. Students who are in violation of the dress code must correct the inappropriateness prior to being allowed to return to class.

### **School Safety Identification (IDs)**

All Swansea Freshman Academy students, faculty, and staff must wear a Lexington 4 ID at all times. The ID must be worn around the neck or attached to the shirt in an appropriate location.

Permanent IDs are required for all extra-curricular activities (dances, field trips, gold events, etc.).

1. IDs will be distributed the first week of school.
2. Replacement IDs can only be purchased in the media center prior to 1<sup>st</sup> period, during Tiger WIN, or during lunch.
  - a. Replacement IDs - \$5 (card only)
  - b. New Lanyard - \$2
  - c. New Pouch - \$6
3. ID Wristbands
  - a. If a student does not have an ID, the student will be issued a temporary wristband.
    - i. Green – This signifies a student has purchased a new ID and is waiting for the ID to be printed. There are no consequences for a green ID.
    - ii. Yellow – The 1<sup>st</sup> period teacher will issue a yellow (caution) ID if the student does not have his/her ID. A student may not have more than three yellow IDs per semester.
    - iii. Red – After receiving three yellow IDs, the student will be issued a red wristband for the day. After three red wristbands, students will receive a Major Office Referral. 1<sup>st</sup> Period teachers will enter the referral in Educator's Handbook, and the student will have lunch detention.
  - b. If a student is caught without an ID after 1<sup>st</sup> period, he/she is subject to receive additional consequences.
    - i. If a student is found without an ID before or during lunch, the student will be issued an automatic red ID and will have lunch detention that day.
    - ii. If a student is found without an ID after lunch, the student will be issued a Minor Referral for disobedience. If this becomes habitual (three times in a semester), then the student will earn a Major Office Referral.
  - c. Students who do not have their IDs will go last in the lunch line due to time constraints with the cafeteria staff and will not

be allowed to purchase snack/dessert items from the vending machines or cafeteria staff.

### **Gang-Related Activity**

Gang-related activities which show support to any gang affiliate through use of symbols OR acts of violence may be classified as a level three offense resulting in a student recommendation for expulsion. These acts include but are not limited to:

- drawn or written symbols
- lyrics and/or propaganda
- wearing gang colors or gang-related jerseys
- flashing of gang signs
- use of gang-related terminology and slang
- vandalism

### **Initiations/Hazing**

The school does not permit any form of initiation by any school club or organization. Other organizations will not be permitted to bring any form of initiation on school grounds.

### **Sexual Harassment**

Sexual harassment of students by District Four employees or other students is prohibited. Any student who feels that he/she has been the object of sexual harassment by an employee or another student is encouraged to file a complaint with the principal, assistant principal, or guidance counselor. Sexual harassment includes unwelcomed sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment may include, but is not limited to:

- verbal harassment, including sexually offensive comments or slurs;
- physical harassment, including physical interference with movement or work;
- visual harassment, such as sexually offensive cartoons, drawings, or posters.

Sexual harassment is prohibited against members of the same sex, as well as against members of the opposite sex. A plaintiff may file civil charges (Sexual Harassment) against the person with the Magistrate.

### **Bullying**

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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For purposes of this policy, harassment, intimidation or bullying is defined 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.
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy. The superintendent will also ensure that a process is established for discussing the district policy with students.

### **Visitors**

Safety and security at school is a primary concern of the staff and faculty. Due to the need to provide a safe environment, it is always necessary for visitors to sign in the main office and receive a visitor's badge that gives them permission to be in the building.

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If you wish to speak to your child's teacher, please call for an appointment. Instructional time is valuable and cannot be interrupted for conferences.

All visitors are subject to be searched by law officials in accordance with South Carolina state laws and monitored through video surveillance. Visitors are asked to return to the office upon their departure to sign out.

All visitors must be listed as the student's legal guardian or listed on the student's PowerSchool Emergency Contact List. All visitors must present a valid picture ID.

All visitors must be escorted at all times by a district employee. Visitors may not communicate with other students while on school property. The use of cell phones, cameras, and video recording devices are strictly prohibited during the school day with the exception of student performances.

Parents must have an appointment with their child's teacher to observe in a classroom setting and must be escorted by an administrator.

Students who are absent or suspended are not to be on school premises and/or any property that belongs to Lexington School District Four. Violators will be charged with trespassing. Students from neighboring schools will not be permitted to visit.

### **Threats (S.C. Code 16-3-1040)**

It is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on the teacher, principal, or their immediate families. Any person violating this law must, upon conviction, will be punished by a term of imprisonment of no more than five years.

### **Trespassing/Disturbing School** **(S.C. Codes 16-17-420 and 16-11-520)**

Anyone on any school campus without a visitor's pass is trespassing. Anyone who interferes with or disturbs in any way or in any place students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools.

Administrators will contact the proper authorities about trespassing/disturbing school violations.

### **Weapons**

State laws (S.C. Codes 16-23-430 and 59-63-235 and Board Policy JICI) prohibit public school students from bringing any item capable of injuring another person or property on to school property or to any school-sponsored or school-related activities on or off school property. This includes any type of firearm, knife, other sharp object or any object that could be considered a weapon, including items that look like weapons (water guns, etc.). Students

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who possess, handle or transmit a knife, firearm, or other object that can be considered a weapon (including a look-alike weapon) will be recommended for expulsion.

Lexington Four is required by state law (SC Code 59-63-235) to expel, for at least one calendar year, any student who brings a firearm (gun) to school, who has a firearm on school property, or who has a firearm while attending a school-sponsored or school-related activity on or off school property. A student who brings a firearm to school will be recommended for expulsion of at least one calendar year and will be referred to the Lexington County Office of the Department of Juvenile Justice or the appropriate law enforcement agency. In addition, administrators will file an incident report with the appropriate law enforcement agency and turn over all confiscated materials to that law enforcement agency. The district will not provide educational services in an alternative setting to students expelled for firearms violations.

### **Transportation**

The Lexington District Four Transportation system exists to provide safe and efficient transportation to and from each child's educational learning environment. 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 will result in loss of bus service. As per SC law, "Riding a school bus is a privilege, not a right."

Every time a student violates a bus rule, it raises the chance a driver is distracted. Therefore, every time a student violates a bus rule it directly raises the chance of a bus being in an accident.

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. Drivers are responsible for student conduct on their bus.

The Student Transportation Code of Conduct, as well as, each school Student Code of Conduct is in effect on the bus and at bus stops. When necessary, the Transportation Supervisor and Assistant Administrator for Transportation will conduct a preliminary investigation for violations of these rules that have occurred on the school bus or at bus stops. All student codes of conduct are in accordance with the Lexington School District Four Board Policy JICDA-R Code of Conduct.

The following information is a guideline for disciplinary actions when rules are violated. These guidelines are subject to change depending upon the severity of the student's actions. The transportation administrator may change the disciplinary consequences so it is effective and fair to all stakeholders to ensure

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a safe, orderly, and effective bus environment. Any violation of District Four school bus policy could be recommended for an expulsion hearing or could be removed from all South Carolina public school buses for the remainder of the school year.

## **School Bus Discipline Procedure**

### Level One: Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede the orderly operation of or disturbs school bus operating procedures or activities.

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

- Delaying the operation of the school bus;
- Lying to the driver or aide/monitor;
- Acting in a manner that is not safety related but that interferes with the operation of the school bus;
- Using profanity among other students;
- Failing to carry out directions issued by a staff person with supervisory responsibility;
- Getting on or off the bus at an unauthorized stop without driver or aide/monitor permission;
- Eating or drinking on the bus without driver or aide/monitor permission;
- Standing or sitting improperly while the bus is moving;
- Pushing, tripping, engaging in general horseplay;
- Encouraging others to misbehave;
- Defacing/destroying property (under 50 dollars damage student will be responsible for restoring the property before they can ride bus);
- Littering;
- Refusing to sit in an assigned seat on the bus;
- Having hands, arms, head, and so on, out of the bus windows and/or doors when the bus's main passenger loading door is closed; and
- Violating other non-safety-related procedures.

### Consequences for Level One

1st - Warning

2nd - 1 day suspension

3rd – 3-day suspension

4th - 5 days suspension

5th – 10-day suspension

6th – 15-day suspension

7th – 20-day suspension (Meeting with Admin before student can ride again)

8th - Accumulation of level one violation will result in automatic suspension from bus school and will result in referral to the District Hearing Officer.

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## Level Two: 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. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

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

- Fighting (physical contact);
- Stealing (under 50) student will be responsible for restoring the property;
- Making threats against others;
- Defacing property (damage 50-100 dollars student will be responsible for restoring the property before they can ride bus);
- Spitting, harassing, threatening, intimidating, or physically abusing or hitting anyone;
- Using profanity, abusive language, and/or obscene gestures directed at school official;
- Acting in a manner that interferes with the safe operation of the school bus;
- Refusing to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include the supervision of students;
- Throwing objects out of the bus without inflicting damage/injury;
- Occupying or blocking the school bus in any way with the intent to deprive others of its use;
- Operating an electronic devices radio or other audio device, a video, or other such devices that jeopardies the safety of others;
- Inappropriate use of video is prohibited;
- Tobacco /Vapors Pipes/ Electronic Cigarettes;
- Verbal sexual harassment;
- Acting in any other manner that interferes with the safe delivery of student transportation services; and
- Blatant refusal to obey a reasonable request of school administrator/ transportation administrator consequence as demanded appropriate by administrator.

## Consequences for Level Two

1st – 3-day suspension

2nd – 5-day suspension

3rd – 10-day suspension

4th – 15-day suspension

5th – 20-day suspension (Meeting with Transportation Administration before student can ride bus)

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6th - Accumulation of level two violation will result in automatic suspension from bus school and will result in referral to the District Hearing Officer.

### Level 3: Criminal Conduct (combines with school)

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or that pose a direct and serious threat to the safety of themselves or others in or around the school bus and at the school bus stop while the bus is present. These activities usually require administrative actions that result not only in the immediate permanent removal of the student from the school bus and the school, but also in the intervention of law enforcement authorities and/or in action by the board.

Acts of criminal conduct include, but are not limited to, the following on school-supervised property, equipment (including state- and district-owned school buses) and at school bus stops when the school bus is present:

- Assault and battery, extortion;
- A bomb threat or other threat that directly endangers the safety of a person or the school bus;
- The possession, use, or transfer of a weapon;
- Sexual offenses physical (school SRO will be notified);
- The defacement or vandalism of property that results damages over \$100 (student will be responsible for restoring the property);
- The theft, possession, or sale of stolen property (over \$50 student will be responsible for restoring the property)
- Arson or the threat of arson;
- Threat to the bus driver, aide/monitor, a teacher, principal, or the district's design;
- Violation of the District Drug Policy (Suspension or expulsion from school and bus); and
- An inappropriate picture or video on a student's cell phone being shared to another student and/or using any cell phone features (including text messages) that cause a disruption of the learning environment could result in a student recommendation for expulsion.

### Consequences for Level Three

Any level 3 offenses will result in automatic suspension from bus/ school and could result in referral to the District Hearing Office

## **Lexington School 4 Student Drug Policy**

The Board adopts the stipulations of the Drug Act passed by the South Carolina Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit or illegal drug). Any students who violate this act are

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subject to suspension and/or expulsion from school and prosecution by law enforcement officers.

Students are not allowed to knowingly possess, use, transmit, or to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, nor to knowingly possess, use or transmit paraphernalia related to the illegal use of drugs: on the school grounds during and immediately after school hours; on the school grounds at any other time when the school is being used by any school group; OR, off the school grounds at a school activity, function or event. Drug Paraphernalia: Possession is construed to mean on the person himself, in his locker, books, desk, book bag, or any other student property, which at the time is or was on school property.

### **Technology Computer / Internet Use Policy**

The district's computer network system is designed to enhance curriculum and student educational needs. The system serves all individual classrooms. Students, under no condition, are to access the system without permission, tamper with the system and/or diskettes containing software programs, or abuse the system in any manner. The use of the system for obscene, profane, or vulgar purposes is strictly prohibited. Students violating the computer network system policy will be subject to disciplinary action. The system coordinator and network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Lexington County School District Four computers or servers.

Lexington County School District Four intends to provide access to the internet as a tool for educational activities. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, radio and movies. Students using the district network are not permitted to do the following:

- Access offensive messages or pictures
  - Use obscene or defamatory language
  - Harass, insult, defame or attack others
  - Damage computers, alter computer systems or computer networks
  - Violate copyright laws
  - Use another's password
  - Give out his/her name, address or phone number
  - Trespass in another's folders, work or files
  - Intentionally waste limited resources
  - Employ the network for commercial purposes
  - Engage in any conduct related to instruction that teachers or administrators deem inappropriate
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- Hack the system – this may include but is not limited to attempting to breach any security in place such as accessing secured data or other people’s data, interrupting operation of the computer and/or network, stealing data or programs, pirating software, accessing “other” accounts and/or disc space.

\*\*\*Violations may result in loss of access, as well as other disciplinary actions consistent with District Four policies and regulations regarding user conduct.

### **Technology Use**

Due to the integration of technology in the educational process and the curriculum of districts, student use of technology is not optional. In this handbook, we provide a summary of the Use of Technology Resources in Instruction Board Policy.

Students and parents/guardians can view the latest version of the entire policy and administrative rules on the district website ([www.lex4.org](http://www.lex4.org)) by clicking on “Board Policies.”

The district’s goal in providing technology is to promote educational excellence by facilitating resource sharing, innovation, communication and learning through access to resources unavailable through traditional means. Through the network and Internet, students and staff have access to the following:

- locally networked reference and research sources;
- global information and news;
- local, regional, public, state and national library catalogs;
- the World-Wide Web; and
- e-mail services.

Access to technology is a privilege, not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes. Use of the district’s technology system is limited to educational, professional, or career development activities only — providing it is not disruptive and does not interfere with the performance of other responsibilities.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users, and is subject to district policies and local, state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district’s student/parent and employee handbooks.

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All students enrolled in the district understand that they will be using technology responsibly at school on a regular basis and that they are bound by terms of the district's policies.

Lexington Four requires all its users to report technology-related issues or problems immediately. Students tell their attending teacher. Employees tell their supervisor.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

### **Rules Governing Technology Use**

Lexington Four web pages must comply with district policies on FERPA, data privacy and public use of school records. All communications via district web pages will comply with the district's technology policy and Student Code of Conduct. The district is not responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any type, or any other illegal act. Lexington Four will involve law enforcement should illegal activities take place.

Users will not access inappropriate materials. Students should immediately let their teacher know if they mistakenly access any inappropriate information or images, receive any message that they feel is inappropriate or that makes them feel uncomfortable, and/or notice any possible security problems. By immediately reporting such incidences, users protect themselves against allegations that they have intentionally violated the policy.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc. Students will not use district resources to agree to meet with someone they have met online. Individuals using the district's system must also adhere to the following rules:

- Text and other non-executable files attached to e-mail messages or from the Internet can be downloaded if the information and/or files are for school-related business only. Large files should be downloaded during off-peak hours whenever possible.
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- Do not upload or scan in inappropriate or non-school-related images of your own accord to district technology resources.
- Join only high-quality discussion groups, chat rooms or mail lists that are relevant to your educational or career development.
- Do not use district technology for a personal business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district.
- Do not originate or knowingly forward e-mails or chat messages containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.
- Do not attempt to gain unauthorized access to the e-mail system, district web pages, or any other computer systems through Lexington Four e-mail and/or Internet and/or network access.
- Do not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal. Additionally, individuals should not knowingly use portable data storage devices which contain viruses.
- Do not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.
- Do not download or install unauthorized software or install unauthorized hardware.
- Do not run any executable files attached to an e-mail message.
- Do not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on web pages.
- Do not engage in personal attacks, including prejudicial or discriminatory remarks.
- Do not send harassing e-mails or chat messages. Harassment is persistently acting in a manner that distresses or annoys another person. Individuals must stop sending messages when requested to do so by another person.
- Do not access sites/materials that are profane, obscene, or pornographic, nor use the system to access sites/materials that advocate illegal acts, violence, or discrimination.

## **User Privacy**

E-mail messages and any other electronic files created or stored using district resources are the property of the district.

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The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

### **Penalties for Improper Use**

Students who violate the technology policy or otherwise misuse technology will be subject to disciplinary action. This action may include, at a minimum, the loss of technology privileges up to expulsion according to the district's Student Code of Conduct policy. Violations of federal or state laws may subject users to criminal prosecution.

### **PowerSchool Parent Portal**

The PowerSchool Parent Portal is a web-based, district student information system that facilitates communication between home and teachers. Through the Parent Portal, students and parents/guardians can access information about class activities, class assignments, attendance records, fees, and grades. Only parents/guardians who have authorization to view a student's private information are permitted access. The district assigns each student with a student account and a

parent/guardian account. Students and parents/guardians are urged to keep their username and password secret as anyone possessing this information will have the ability to access a student's grades and information. The accounts are initially issued to parents/guardians in face-to-face meetings in order to ensure students' privacy. Parents/ guardians can obtain an account at any time by visiting the school office and showing proper identification.

### **Lexington Four PowerSchool Portal FAQ's**

#### **1. What do I need to view PowerSchool?**

Almost any Internet capable computer can access the system.

#### **2. How will I obtain my username and password?**

Schools will distribute instructions to you via letter. Parents/Guardians will create their own username and password and then use the access code provided to link their account to student information.

#### **3. What can I see on the PowerSchool site?**

Parents and students (K-12) can access the following information on the PowerSchool Portal site:

- Grades for current classes and individual assignments that make up those grades
  - Recent attendance with a legend of attendance codes
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- Teacher comments
- E-mail reporting menu - allows users to request periodic reports to be sent to multiple e-mail addresses
- Teacher e-mail contacts

#### **4. Can other people see my student's information?**

Your student's information can only be viewed with your login and password. If you think your account has been compromised, please call the school as soon as possible so they may change your password. As for access from outside intruders, the system has several layers of security built into the system, as well as access logging.

#### **5. I have more than one student in Lexington Four. Can I access all of their information under the same login?**

Each student has an individual username and password assigned to their records.

#### **6. My student's grades don't seem to add up correctly.**

Final grades in most classes are calculated using some form of weighting (i.e. Category 1 is 20% of the final grade and Category 2 is 80%). Please contact your student's teacher if you have questions.

#### **7. I'm not getting my e-mail updates at all or on a regular basis.**

Each night the PowerSchool server sends updates to parents who have entered their e-mail address(es) and requested updates. If you do not receive your update, please check the following:

- Is your inbox full?
- Is your e-mail filter marking the e-mail as spam or junk?
- Is your e-mail address entered correctly?
- If you have entered more than one address, did you separate them with a comma?

#### **8. What about the class registration, balances, and my calendars?**

These may be implemented at a future date.

#### **9. What about the school bulletins?**

Schools may choose to use these from time-to-time to share information with parents, students, and staff.

#### **Blackboard Messenger**

Blackboard Messenger is a telephone and e-mail communications system that enables schools and the district to provide emergency messages and important reminders to our students' parents/guardians quickly.

- Daily attendance notifications may be sent via the system for students in grades 9 -12.
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- Parents/guardians can request changes to be made to their contact profile by entering/editing their e-mail address in the PowerSchool Parent Portal and adding/updating their notification telephone number with their student's school.

## **Food and Nutrition Services**

### **National School Lunch/Breakfast Program**

We take part in the National School Lunch /Breakfast program. All schools offer free universal breakfast and lunch to all students. All meals served must meet lunch and breakfast requirements established by the U.S. Department of Agriculture.

### **Students with Special Dietary Needs**

U. S. Department of Agriculture's nondiscrimination regulation (7 CFR 15b), as well as the regulations governing the National School Lunch Program and School Breakfast Program, require that substitutions to the regular meals are made for children who are unable to eat school meals because of disabilities, when that need is certified by a licensed physician. A "person with a disability" is defined as any person who has "a physical or mental impairment which substantially limits one or more major life activities, has a record of impairment, or is regarded as having such impairment". Determinations of whether a participant has a disability that restricts his or her diet are to be made on an individual basis by a licensed physician.

A student's parent/guardian and physician must complete a Medical Statement to Request Special Meals and/or Accommodations form and return it to the school office to be processed and distributed to Lexington Four Food Services personnel to make the substitutions as prescribed.

The completed original request for special meals/accommodations will be filed in the student's permanent record. The nurse will forward copies to the site manager for planning (production records), preparation, and serving, as well as district food service office to be entered on the child's POS pop-up screen and rosters.

Student documentation for "Special Meals/Accommodations" shall be maintained in the cafeteria manager's office.

## **RESOURCES**

- FAQs About School Meals @ [www.fns.usda.gov/cnd/About/faqs.htm](http://www.fns.usda.gov/cnd/About/faqs.htm)
  - S.C. School Food Services & Nutrition Mission Statement & Objectives @ [www.ed.sc.gov/agency/Innovation-andSupport/FoodServices-and-Nutrition/old/sfsn/](http://www.ed.sc.gov/agency/Innovation-andSupport/FoodServices-and-Nutrition/old/sfsn/)
  - Prototype Free/Reduced Lunch Applications @ [www.fns.usda.gov/cnd/frp/frp.process.htm](http://www.fns.usda.gov/cnd/frp/frp.process.htm)
  - United States Department of Agriculture @ [www.fns.usda.gov/cnd/lunch/\\_private/CompetitiveFoods/state\\_policies\\_2002.htm](http://www.fns.usda.gov/cnd/lunch/_private/CompetitiveFoods/state_policies_2002.htm)
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## **Athletics**

Swansea High School offers a comprehensive athletics program for male and female student athletes. Sports include football, cheer, cross-country, volleyball, baseball, softball, basketball, wrestling, soccer, golf, and track.

The mission of Swansea athletics is to provide an atmosphere for our student athletes to reach their full potential and to represent our school and community in a positive manner. Extracurricular activities such as sports draw public interest and media attention and will highlight the positive, as well as the negative images that are portrayed through student behaviors. Our athletic teams and their members are obligated to create and maintain a positive image through their actions and words. Athletes are expected to serve as role models at all times for their peers through their appearance, dress, manner, and conduct.

All extracurricular activities are a privilege, not a right, and will be treated as such. Unethical behavior may carry school sanctions as well as athletic department sanctions. Athletes are expected to uphold standards of honesty, integrity, and teamwork at all times. All school rules as stated in the handbook will be adhered to at all meetings, practices, and games.

The following regulations apply to all athletes, managers, and trainers of Lexington School District Four.

### **Expectations of Student Athletes**

The following list will be adhered to for all athletic teams. It is hoped that these attributes will be retained throughout the student athlete's life as they are traits of successful people in all facets of life:

- Be a person with strong character – do what is right and avoid what is wrong.
  - Earn people's respect by the way you conduct yourself.
  - Be loyal to your teammates, coaches, and school in actions and words.
  - Do the best you can in academics and athletics.
  - Be a hard worker in everything you do.
  - Put the needs of others before your own. The team is more important than you.
  - Be mentally tough enough to maintain your poise in times of adversity.
  - Have a winning attitude. Learn from the negative – do not dwell on it. Build on the positive.
  - Treat others the way that you want to be treated.
  - Have self-discipline. Do what is required because others are counting on you.
  - Study and train when you do not want to – this will separate you from the ordinary.
  - To reach your full potential you must set goals and have a plan of how to achieve them.
  - Perseverance is the key to success.
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## **Student Athlete's Code of Conduct**

In an effort to live up to expectations as stated, the following code of conduct will ensure that all members of the athletic department will be viewed as positive and productive participants. Coaches reserve the right to impose sport-related consequences for violations.

- Wear team issued game uniforms as prescribed by coaches.
- Jewelry may not be worn while participating in athletics.
- Act in a way that brings honor to your teammates, family, and community.
- Personal fouls, fighting, taunting, showboating, and trash talking are not permissible.
- Be courteous and respectful to officials and other authority figures.
- Shake your opponent's hand after the game.
- Act the same after a game whether we have won or lost the competition.
- Excessive celebration (i.e. cooler dumping) is not allowed.
- Never engage in conduct detrimental to the team.
- Do not say or do something that would undermine the team.
- Inform the head coach of concerns or grievances.

## **Eligibility Requirements**

Listed below is a brief summary of eligibility rules for the South Carolina High School League. Refer to <http://www.schsl.org/2012/12-13constitution.pdf> for more specific information.

- A contestant must furnish the athletic director with a certified copy of his/her birth certificate.
  - A contestant must be a full-time student at Swansea High School and reside in the attendance area of Lexington District Four with his/her parents or legally appointed guardian.
  - A contestant must be academically eligible as mandated by state law A contestant who attempts to recover credits must have completed the course(s) by July 26 for the Fall and Winter sport season(s) and by January 25 for the Spring sport season, or they will be ineligible for that respective season(s).
  - A contestant may not practice or try out for a team if he/she is academically ineligible. If practice has begun and credits are still being recovered, a contestant is subject to "make-ups" during his/her absence for each practice that is missed.
  - A contestant will be ineligible at the end of the fourth school year from the time that he/she first entered ninth grade.
  - A contestant may not play on a team in outside competition if more than 75 percent of the allowable starters appeared on the eligibility list of his/her school during the previous sports season.
  - A contestant who transfers from another school is eligible if the student was eligible to represent the school from which he/she transferred. The student and his/her parents have a bona fide change of residence into the attendance area of Lexington District Four.
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- A contestant must not violate his/her amateur status.
- A contestant must not have transferred as a result of recruiting or undue influence.
- An athlete may try out for the next season's sport after he/she has finished the current sport season.
- An athlete who quits a team is not eligible to practice or play the next sport season until the current season has been completed including playoffs.
- If there is a "tryout" for a sport, all contestants must meet the same tryout criteria in order to be a member of that athletic team.
- All contestants must have a completed physical form on file with the head coach and athletic director before participating in any practice or competition.
- A physical examination is valid from April 1 of the current school year through the following school year.
- Sport fees will be collected at the beginning of each sport season. They are \$20 for each varsity sport, \$15 for each junior varsity sport, and \$10 for each middle or "B"-team sport played.
- An athlete must attend a minimum of 4 classes in order to be eligible to practice or compete in a game that day unless the absence is excused by a doctor, clerk of court, and/or death in the immediate family.

A contestant must not:

- turn 19 years of age before July 1st of the upcoming school year.
- participate under an assumed name.
- have received a high school diploma or its equivalent.

### **Equipment Issue**

It is the student athlete's responsibility to maintain and keep up with equipment and materials that are issued to her/him. Failure to return items in the condition they were issued or to not turn them in will result in a debt slip written on the student. The amount of money owed will be in proportion to the amount of money required to replace the item(s).

### **Missing All or Parts of Practices**

Coaches reserve the right to assign "make-up" work for players who miss all or some of practice. Athletes should inform their coach if they will miss any length of time at a practice. It should be understood that athletes are not punished for missing practice but are merely given a chance to make up the time missed to their teammates. Athletes who owe make-ups will not be allowed to participate in games until all make-ups are cleared.

### **Quitting or Removal from a Team**

Any student athlete who misses two consecutive practices, attends school and does not inform the head coach of their absence is considered to have quit the team. Equipment that was issued to the student will be collected from their lockers. Coaches may reinstate the student athlete using "make-up" work as previously stated. A student athlete can be removed from a team through

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inappropriate behavior in school which results in a suspension, by violating training rules, or by committing “conduct detrimental to the team”. In all cases, the athletic committee will convene and take necessary actions.

### **Insurance**

In the event an athlete is injured and needs medical attention, he/she will receive an insurance claim form from the head coach. School insurance will serve as secondary insurance after the parents’ primary provider is submitted. Please have the doctor make a copy of the form for your records as well. If the coach is unaware that an athlete sought medical attention after a practice or game, it is his/her responsibility to ask the coach for an insurance claim form.

### **Locker Room Rules**

For safety concerns, no “horse play” is allowed. Staph infections are becoming a nationwide problem. Wash your practice clothes often for you and your teammates’ safety. Organize your locker to your coach’s specifications. Do not keep or store valuable items in your locker. Lexington School District Four is not responsible for items stolen from lockers.

All athletes are subject to the Swansea High School Athletic Policy and the Student Code of Conduct Discipline Policy found in the Student Handbook and are bound to consequences as they are stated.

Unacceptable behavior involving, but not limited to theft, vandalism, fighting, harassment, hazing, and tobacco will carry penalties which will result in dismissal from the team or athletic probation as determined by the athletic committee. The use of alcohol and drugs is a nationwide epidemic. Both are illegal and will prevent you from reaching your full potential. It takes a courageous person to abstain.

The use or possession of illegal drugs or alcohol is an expulsion offense and would result in suspension from an athletic team. Any player that has legal charges filed against them will have to meet with the Athletic Committee to determine their status before their trial or hearing date.

### **Transportation Rules**

- No food or drinks are allowed on buses.
  - All occupants will be seated while in route.
  - Take all trash and belongings with you as you exit the bus.
  - Do not leave any valuables unattended on the bus.
  - Players may not ride home with a parent after an event – they must return on the bus.
  - Students who are transported to another school for practice or games are required to sign a “bus waiver” that can be obtained from their coach.
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## **Suspensions**

Any athlete suspended from school during his/her sport season is suspended from practice and games during the time of the suspension. The Athletic Committee will meet and at that time the student athlete will be dismissed from the team or put on "athletic probation" for the duration of the season. Each case will be reviewed by the athletic director, principal, and coach of the sport involved. Any suspension received by the student athlete after the beginning of the probationary period will result in dismissal from that team during that particular sports season (fall, winter, and spring). After the conclusion of that sport's season, if the player was to receive another suspension, he/she would be dismissed from all athletic programs the remainder of the school year.

## **Appeals Process**

Any decision made by the Athletic Committee can be appealed as long as notification of the appeal has been made within 5 days. An appeal may be made by contacting the athletic director. The athletic committee will meet with the parent(s) and/or athlete to discuss the case.

## **Conduct Detrimental to the Team**

Any athlete who exhibits conduct detrimental to the team will be immediately suspended from the team. This is the most serious offense an athlete can commit with the exception of criminal conduct. Examples include A - Insubordination and B - Words, actions, or deeds that create dissension. It is the responsibility of the athlete to report any grievance or concern to the head coach. Infractions of this nature will result in a meeting of the Athletic Committee where appropriate action will be taken. This type of inappropriate action or behavior is not limited to the academic school year or to grounds of Lexington School District Four. All incidents which occur on school grounds will be subject to the school discipline policy. Coaches reserve the right to impose sports-related "make-ups" for such infractions.

## **Criteria for Playing Time**

All members of a team are important and are needed for the team to reach their full potential. When all other factors are equal, student athletes who give our team the best chance of winning will receive the majority of playing time. Please see respective sport for more information concerning criteria for playing time.

- Ability – physical and mental
- Effort – in practices and games
- Attitude – always positive - the team comes first
- Behavior – at school and on the playing field or court
- Attendance – present and on time for games, meetings, and practices

## **Free Admission During Your Sport Season**

Student athletes may attend games of other sports during their own sport season free of charge. To be admitted, student athletes must show their school ID of the current school year.

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## **Scholarships and Awards**

All awards and scholarships are presented at the Spring Sports Banquet held in May at Swansea High School.

- Doug Bennett Scholarship – A \$500 scholarship is awarded to the senior student athlete who completes an application and essay.
- IPTAY – The senior student athlete with the highest GPA is given an award to honor her/his dedication to academics.
- Larry Rucker Memorial – The senior student athlete who exhibits all of the qualities of a champion: character, work ethic, solid citizen, etc. is given an award.

## **Swansea Athletics Website**

Refer to [www.swanseaathletics.com](http://www.swanseaathletics.com) for all season schedules, forms, and other information pertaining to athletics in Lexington School District Four. The Athletic Department would like to recognize the participation of all athletes by posting their name and/or picture on our athletics website. Please indicate your preference on the “Parent/Guardian and Student-Athlete Permission Form” with respect to the publication of your student’s name and/or picture.

## **Lexington School District Four Personal Conduct Policy**

We believe it is important to support students in their athletic and academic pursuits. To this end, we request that all persons present at school and athletic events act in a demeanor appropriate to encouraging students and promoting character and sportsmanship. For this reason, the following items are not permitted:

- Alcohol and tobacco products
- Backpacks and large handbags
- Knives, firearms, or any other weapons
- Artificial noisemakers
- Outside food or beverage items

It is a violation of the personal conduct policy to engage in the use of profanity, rude or obnoxious comments, vulgar or profane gestures, disrespectful taunting of opposing teams or officials, or any other form of disorderly conduct.

All individuals are expected to remain in seating areas to observe all events. There is no re-entry with a ticket stub into any event. An additional ticket must be purchased to re-enter.

All children under the age of 12 must be supervised by a parent or guardian.

Any violation of this policy may result in ejection from the facility and possible criminal prosecution.

We believe this policy will help make Lexington School District Four schools and athletic events safe, pleasant, and enjoyable experiences.

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