



# **FRANCES MACK INTERMEDIATE SCHOOL**

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**LEAD · LEARN · SERVE · EXCEL**

## **Student Handbook 2021-2022**

Office Hours: 8:00 a.m. – 4:00 p.m.

161 Gaston Street

Gaston, South Carolina 29053

803-490-7004 (phone)

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[www.lexington4.org/fmis](http://www.lexington4.org/fmis)

**Bryan Evans**  
Principal

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## Table of Contents

- I. Vision, Mission, Belief Statements
- II. General School Information
  - A. School Hours
  - B. Student/Course Enrollment
  - C. Attendance
  - D. Medical Information
  - E. Grading/Assessment
  - F. Textbooks
  - G. Student Conduct
  - H. Fees
  - I. Transportation
  - J. Food Service
  - K. Insurance
  - L. Personal Items
- III. Instructional Programs
- IV. Parent/Citizen Involvement
- V. School Safety/School Climate
- VI. District Handbook

### I. VISION, MISSION, BELIEF STATEMENTS

#### LEXINGTON FOUR CORE:

**Our Vision:** We seek to be a personalized system of learning.

**Our Purpose:** We empower our students to lead, learn, serve, and excel.

#### ACCREDITATION

Frances Mack Intermediate School is accredited by the State Department of Education and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. Because of this accreditation, our school maintains high standards concerning the curriculum, our school philosophy, and administration/faculty qualifications.

### II. GENERAL SCHOOL INFORMATION

#### **A. SCHOOL HOURS**

**Early Drop Off: 7:30 am**

**Homeroom/Breakfast: 8:10 am**

**Tardy Bell: 8:20 am**

**Dismissal: 3:20 pm**

Regular school hours are from **8:20 a.m. until 3:20 p.m.** Students will not be allowed in the building prior to 8:15 a.m., except for early drop off students, who report to the cafeteria. Breakfast is served in the classroom from 8:15 each morning until 8:35. At 8:15, students report to their homeroom class. Any student reporting to homeroom after 8:35 will be marked tardy. **Students arriving to school after 8:20 must report to the main office with a parent or adult for a pass to class.**

School dismissal begins at 3:05 p.m. **Per Lexington 4 district policy, students may not be signed out from school after 2:55 p.m.** Cars should not enter the teacher parking lot to pick up students. Teachers will be on duty until 3:50 p.m. and all students are to be picked up prior to this time. Per district policy, students must be picked up by 25 minutes after the end of the school day. At FMIS, this time is 4:00 p.m. After 4:00 p.m., students will be held in our After-School Program. There may be a fee charged for repeated offenses.

### **B. STUDENT/COURSE ENROLLMENT**

#### 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. Copy of the student's Social Security Card
4. **Proofs 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 bill, landline telephone bill, electric bill, gas bill, or water bill.

#### WITHDRAWAL or TRANSFERRING PROCEDURES

A parent/legal guardian must accompany a student withdrawing from school. All textbooks must be returned and all financial obligations including school fees, cafeteria debts, and

library fines must be paid at the time of withdrawal.

### **CHANGE 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.

## **C. STUDENT ATTENDANCE/TRUANCY**

The State Compulsory Attendance Law requires parents to ensure their children attend school every day. The law allows each student ten **LAWFUL** days during one school year. Under the guidance of the federal Office of Civil Rights, the South Carolina Department of Education is now requiring all districts to report students who are "chronically absent". Chronically absent students are defined as having missed 10% of the total days within a school year. Research shows that students with a history of chronic absenteeism face a serious risk of falling behind in school, thus making it more difficult for them to succeed in the classroom.

As part of these new requirements, South Carolina students will now be considered "absent" if they miss 50% of their instructional day for ANY reason, regardless of the classification of the absence as excused or unexcused.

**This means Lexington Four students must be present for at least half of the instructional day to be considered "present" for that school day.**

Start Time	End Time	Time Required in School to be Present
8:20 am	3:20 pm	3 hours, 30 min.

The importance of being in attendance and being on time is a valuable lesson for students to learn at an early age. Students are forming habits that will carry over to their careers and personal lives.

Absences are considered **LAWFUL** if the school is provided with a **written excuse** from a doctor, the court and/or a parent in cases of:

- (1) personal illness,

- (2) serious illness or death in the immediate family,
- (3) recognized religious holiday of the student's faith, or
- (4) absences for activities approved in advance by the principal.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. Excuses must be presented to school officials no later than the student's third day back at school.

**Parent notes are limited to 10 absences per school year.** After the 10<sup>th</sup> parent note, all absences without an excuse from a licensed medical provider are considered unlawful. Medical excuses from a licensed medical provider are unlimited. In terms of critical, extended illnesses, the principal or his/her designee may waive absences beyond the ten days allowed by State law. A note from the parent is required to excuse the student for a death in the family. All absences will be kept in strict confidence within the staff of the school. A phone call **CANNOT** replace the written excuse.

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

**Our school/district policies require the following:**

- 1) After three consecutive or a total of five **unlawful** absences, the principal or her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a Truant 1 Intervention Plan.
- 2) After the fifth consecutive or a total of 8 **unlawful** absences, the principal or her designee will notify the parent/guardian of the absences in writing and set up a conference time to develop a Truant 2 Intervention Plan and clarify the consequences of continued absences.
- 3) After the 10<sup>th</sup> **unlawful** absence, the principal or his/her designee will notify the parents/guardians of the absences in writing and set up a conference time to develop a Truant 3 Intervention Plan. **The Department of Social Services (DSS) will be invited and should participate in this conference. The parents/guardians will**

**be referred to DSS and may be charged with "Educational Neglect" if any unlawful absences occur after this conference.**

### **TARDY/EARLY DISMISSAL**

Students are encouraged to arrive at school on time and 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 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 your 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.

**Per Lexington 4 District Policy, 3:05 p.m. is the latest that FMIS office personnel will call students for early dismissals. After 3:05 p.m. parents will have to wait until the 3:20 p.m. dismissal.**

Repeated school tardies and/or early dismissals from school can negatively affect your child's academic performance. The administration may develop an attendance plan for students with frequent tardies and/or early dismissals from school.

## **D. MEDICAL INFORMATION**

### **HEALTH ROOM**

All parents are asked to notify the school nurse at the beginning of the year if a student has a special physical condition, such as food or insect allergies. A doctor's confirmation must be on file in the student's permanent record for both prescription and nonprescription medication, including aspirin, cough drops, etc. Medication can only be distributed to students if the medication is in the original container and if the parent/guardian has completed a medication form. This form can be obtained from the school nurse.

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. A child should be fever free for 24 hours. A child's temperature is lowest in the

morning, so a low temperature on awakening is not a true indicator. If you have given your child Tylenol or Motrin at night, the medication could still be affecting your child's temperature.

**A child should be fever free without the assistance of medication for 24 hours before returning to school.**

A child should be free of vomiting/diarrhea for 24 hours before returning to school. A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will also be tired from loss of sleep, and will still be contagious to other children. A child diagnosed with strep throat should remain home for the first 24 hours of antibiotic treatment. A child remains contagious until he/she has been on antibiotics for 24 hours.

A child 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

A parent note will be accepted by the school for the absence due to illness.

### **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.
- The nurse must receive a note signed by the parent/guardian giving the school permission to dispense medicine.
- All medication should be in the original container with proper identification.

### **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 a copy will be provided to each teacher.
- All absences still require normal documentation.
- **The chronic illness verification note must be updated annually.**

### **ACCIDENTS/FIRST AID**

Each school has a registered nurse responsible for administering first aid. When a student's illness/injury appears serious, the school makes every effort to contact the parent/guardian immediately. If the school cannot contact the parent/guardian, 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 plan 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. No school will send an ill or injured child home alone.

### **E. GRADING/ASSESSMENT**

The goal of the district is to ensure that all assessment practices for both formative and summative assessments 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://ps.lexington4.net/public/>

### **SOUTH CAROLINA UNIFORM GRADING SCALE**

#### **Grading Scale:**

- 90-100.....A
- 80-89.....B
- 70-79.....C
- 60-69.....D
- 51-59.....F

### **MAKE-UP WORK**

Parents are asked to call the main office to request assignments if a student has been absent for two or more consecutive days.

Students will have 10 class days to make up missed work due to absences. It is the student's responsibility to secure and complete all assignments within this time frame.

### **HOMEWORK**

A necessary and valuable part of the educational process can be homework. Homework may be assigned by the teacher in order to further the instruction in the classroom and to assess the student's level of understanding. Parents are an essential part of this extension of the classroom. A student should record homework assignments and parents are encouraged to check their child's notebook each night to verify the homework assignment and check for notes or special requests from the teacher. Parents are also asked to sit down nightly with their child and go through the homework with them in order to help check for the student's level of understanding. Parents can help detect early signs of academic problems and help make teachers aware of potential weaknesses or problems.

### **REPORT CARDS**

The school year is divided into four quarters of nine weeks each. Report cards will be given to students following the end of each nine-week period. Interim reports are issued four and one-half weeks into each nine weeks. Students are asked to return signed interim and report cards to their teacher the day after receiving a report to assure us that the parent has viewed the student's progress.

Report cards and interim reports will be sent home:

September 17	Interim Report
October 28	Report Card
November 23	Interim Report
January 19	Report Card
February 15	Interim Report
March 29	Report Cards
April 29	Interim Report
June 2	Report Card

### **F. TEXTBOOKS**

Textbooks are loaned by the state and students are required to return the 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 or if a student loses a textbook, a replacement fee will be applied. Additionally, textbooks lost during the year will not be replaced until the student has paid the replacement fee.

## G. STUDENT CONDUCT

A goal at Frances Mack Intermediate School is to provide for maximum learning time for each and every student. We focus on teaching students to choose responsible behavior. Restorative practices are a school-wide approach to discipline that sets forth a clear set of positive expectations and behaviors. The following expectations for behavior have been established to ensure a safe and positive learning environment for each student.

At FMIS the consistent expectations are for students to:

### LEAD:

- Seek opportunities to lead by positive example.
- Value the community of learners

### LEARN:

- Take ownership of your learning and actions.
- Demonstrate work ethic, set goals and persevere.

### SERVE:

- Collaborate effectively with teachers and learners.
- Show kindness when working with others.

At each grade level, the teacher posts and explains to students the **acceptable** and **unacceptable** behaviors, and the **established consequences**. If the teacher needs help in redirecting a student's behavior, the teacher may seek assistance from the parents and other school personnel.

Teachers may use at their discretion our Time-Out/PACE room to assist a student in taking some time out from the classroom to gain control of their actions in hopes to successfully re-enter the learning environment.

Consequences at the administrative level may include:

- Student conference
- Parent conference
- In-school suspension
- Out-of-school suspension.

## 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. (Our actions at any point on the K-12 continuum can affect the end product.)

## Consistent Expectations for Lexington 4 Administrators

- Model and teach high impact interpersonal and management skills with all stakeholders.
  - Engage each encounter as a skill-building opportunity.
  - Ensure accountability for teacher implementation of policies and interventions.
  - Ensure due process for every learner.
  - Respect the uniqueness of each learner, each teacher, each

incident, and set of circumstances.

- Communicate consistently and proactively with all stakeholders.

**Consistent Expectations for Lexington 4 Teachers**

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

**Consistent Expectations for Lexington 4 School Counselors**

- Advocate for the uniqueness of each student's strengths and needs.
  - Provide personalized resources to teachers based on student need.
  - Engage in proactive social and emotional skill development with students.
  - Model and teach appropriate de-escalation skills within crisis situations.
  - Assist each student in the development of a career vision and plan.
  - 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.

**Level 1** (Disorderly Conduct) and **Level 2** (Disruptive Conduct) are typically characterized by behaviors that impede classroom instruction or are directed against persons or property. Teachers should make a parent contact prior to any referral for a repeated offense. Level 3 offenses (Criminal Conduct) are behaviors which result in either violence toward oneself or another's person/property or pose a serious threat to the safety of oneself or others such as **drugs, weapons, or physical altercations (fighting)**. Level 3 offense are handled directly by an administrator. Consequences for violations of drugs, weapons, or physical altercations (fighting) will result in out-of-school suspension and/or discipline hearing.

The administration has the discretion to assign consequences based on the outcome of an investigation and the student's prior discipline record.

**Privacy laws do not allow the school to share information concerning other students. Only information pertaining to your child will be shared.**

**Teacher protocol for writing referrals:** (1A-2A)

- **Provide a warning to student**
- **Call a parent**
- **Use a timeout/BIP/Reparation**
- **Write a referral**

<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> </ul>	1 <sup>st</sup> referral: Administrative Conference Parent Notification
<ul style="list-style-type: none"> <li>• Computer Violation (220)</li> <li>• Dishonesty (006)</li> </ul>	2 <sup>nd</sup> referral: Loss of Privileges / Detention Parent & Student Conference

<ul style="list-style-type: none"> <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>	<p>3<sup>rd</sup> referral: Detention / ISS Parent &amp; Student Conference</p> <p>4<sup>th</sup> referral: ISS Discipline Conference @ School</p> <p>5<sup>th</sup> referral: OSS / ISS Pending Resolution School Discipline Hearing</p> <p>6<sup>th</sup> referral: OSS / ISS Pending Resolution District Discipline Hearing</p>
<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>	<p>1<sup>st</sup> referral: Administrative Conference &amp; ISS Parent Notification</p> <p>2<sup>nd</sup> referral: ISS &amp; Loss of Privileges Parent &amp; Student Conference</p> <p>3<sup>rd</sup> referral: 2 days ISS Discipline Conference @ School</p> <p>4<sup>th</sup> referral: OSS &amp; ISS Pending Resolution School Discipline Hearing</p> <p>5<sup>th</sup> referral: OSS &amp; ISS Pending Resolution District Discipline Hearing</p>
<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> <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>Phone Violation (330) should follow district policy and guidelines to include confiscation and return to a parent on the first and second offenses.</li> <li>Inappropriate Behavior / Horseplay (017) is first of a continuum that continues to Level 2 (407).</li> </ul> <p><b>**All "progressions" are a guide for administration and are subject to adjustment.</b></p>	

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>	<p>1<sup>st</sup> referral: ISS &amp; Administrative Conference Parent Notification</p> <p>2<sup>nd</sup> referral: 2 days ISS &amp; Loss of Privileges Discipline Conference @ School</p> <p>3<sup>rd</sup> referral: OSS / ISS Pending Resolution School Discipline Hearing</p> <p>4<sup>th</sup> referral: OSS / ISS Pending Resolution District Discipline Hearing</p>
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>	<p>1<sup>st</sup> referral: Immediate removal from class OSS (1-3 days) / 1+ ISS on return Discipline Conference @ School</p> <p>2<sup>nd</sup> referral: Immediate removal from class OSS (2-3) &amp; ISS Pending Resolution School Discipline Hearing</p> <p>3<sup>rd</sup> referral: Immediate removal from class OSS (3-5) Pending Resolution District Discipline Hearing</p>

<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>	
<b>Possible Reparations</b>	<b>Possible Restorative Actions</b>
<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>	<p>1<sup>st</sup> referral: Immediate removal from school</p> <p>Notification of Law Enforcement</p> <p>OSS (5+ days)</p> <p>District Expulsion Hearing</p>
<b>Additional Notes:</b>	
<ul style="list-style-type: none"> <li>• District hearing should be scheduled within 5-day suspension window.</li> <li>• Resolution may take longer than 5 days.</li> <li>• Additional offense codes may be used from Power School (500 – 700) as appropriate.</li> </ul>	
<b>Possible Reparations</b>	<b>Possible Restorative Actions</b>
<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>• Change of placement</li> <li>• Restorative Circle (Parent, Student, School)</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 Probation Conferences</li> </ul>

## **ISS**

In-School Suspension is designed as a service for students who are disrupting the school environment. Students placed in ISS will be given assignments by the subject teacher and will be expected to study the entire day. All work will be supervised. Students in ISS will not be allowed to attend or participate in any school-sponsored activity on the day/days of the suspension. Additionally, ISS may be assigned for multiple days as a result of an expulsion hearing, acting as an "alternative school".

The ISS program provides a substitute to out-of-school suspensions. Students suspended from the regular learning program are permitted to remain in a structured environment, yet are isolated from the mainstream student body.

## **Out-of-School Suspension**

Students who are suspended from school will not be allowed to attend or participate in any school-sponsored activity on the day/days of the suspension.

## **Make-up Work for Suspension**

It is the student's responsibility upon return from a suspension to ask each teacher for the make-up work. Students suspended from school will receive 50's on all work missed unless made up within ten (10) school days following the last day of suspension.

## **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 district schools. Each situation is evaluated on a case-by-case to determine appropriate action.

## **ELECTRONICS AND CELL PHONES**

Cell phones are allowed, but must not be audible or visible during the school day. Any phone that rings or is used during the school day will be confiscated. If a cell phone or electronic device is confiscated on school grounds, a parent/legal guardian must come to school to sign for return of the cell phone or electronic device. A student can lose the privilege to bring a cell phone to school if repeated discipline arises from being visible/audible. The same rule and consequences apply to use of cell phones on school buses. School buses are considered an extension of the school day. If a cell phone is confiscated

on a school bus, a parent/legal guardian must come to the transportation office to sign for return of the cell phone. Students may use their phones once they are outside the building after school dismissal or after they have exited the school bus in the afternoons.

Cell phones and unauthorized electronic devices used in violation of this policy will be confiscated, turned in to the school/transportation office and a parent/legal guardian must come to the school to sign for the return of the cell phone or electronic device. Second offenses will result in a parent/guardian having to come to school to sign for the return of the device; third offenses will result in the cell phone or electronic device being held for the remainder of the year.

**School/transportation personnel are not responsible for the loss or damage of any cell phone or electronic device brought onto school property while in the possession of student or school personnel.**

## **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 the parents and the 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 the 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 under-garment 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 is 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, culotte-type clothing, 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.
- Oversized garments are prohibited.

The administration reserves the right to make a final determination regarding the appropriateness of any attire. Parents/Legal guardians may bring appropriate clothing to school for the student to change into or the student will be sent home to change into appropriate attire. Students who are in violation of the dress code must correct the inappropriateness prior to being allowed to return to class.

## H. FEES

### STUDENT FEES

The purpose of student school fees is to offset the cost of educational materials and supplies. Student fees for all fifth and sixth graders are \$23.00. Fees will not be charged to students eligible for free lunch and will be prorated for students eligible for reduced priced lunches, if the parents or guardian of these students so request in writing. Pro-rated student fees are \$6.50 per year.

### School Device Management Plan

In an effort to enhance the learning through technology, Lexington Four is providing students, depending on grade level, greater access to computers in individual classrooms for full-day usage.

#### **The following explanation outlines the parameters for each use.**

- **\$25** Handling Fee charged for 1st Accidental Incident (Damaged Device)
- **\$50** charged for 2nd Accidental Incident (Damaged Device)
- **\$75** charged for missing keyboard key
- **\$30** charged for cost of new Chromebook case
- **\$25** for new charger/power cord
- Students will be responsible for the **entire cost of repairs** to computing devices for 3rd Incident
- Students will be responsible for the **entire cost of repairs** to computing devices damaged through student misuse or neglect or that are intentionally damaged or lost
- Students carrying devices outside the classroom must have them in carrying cases or the breakage will be considered negligent
- Full replacement cost of a Chromebook is **\$275**

#### **Terms and Conditions of the Computing Device Agreement**

Student access to computers is one way that Lexington Four enhances the learning opportunities for our students. Use of the devices is a privilege. **Students who use a computing device at school are expected to follow Lexington Four's policies, procedures and practices.** These are available in hardcopy and on the district web site.

While there is no cost for the use of the device, it is imperative that the device the student is issued be maintained and handled in a responsible way. **Damages will require the student to pay a handling fee, or replace the device in its entirety, depending upon the scope of the damage. If a power cord, case or other accessories are damaged or lost, the student is responsible for the full cost of replacement.**

### MONEY AT SCHOOL

Whenever possible, payment should be made by check for t-shirt money, school pictures, etc. If you choose to send cash, place money in an envelope with his/her name written on it as well

as the amount enclosed and its purpose.  
**Neither the teacher nor the school can be responsible for lost or misplaced money.**

## **I. TRANSPORTATION**

**A Transportation Declaration must be completed for each student attending Lexington Four Schools.** Each student's parent or guardian must declare whether their child will be transported by personal car, day care van, or ride a school bus. A specific address for bus pickup and drops off must be provided. For safety reasons and overcrowding, **temporary transportation changes or requests to go to a different location cannot be accommodated.** If family circumstances change during the school year, which require a permanent change for transportation, you must file a new Transportation Declaration.

Parents should plan in advance with neighbors or other family members to pick children up from school early or meet them at their home when unexpected circumstances occur.

### **BUS TRANSPORTATION**

#### **Arrival**

Bus students enter the school through the side doors on the upper level. They are to report to their classroom.

#### **Dismissal**

Bus students are dismissed by teachers at the end of the day and exit the building through the halls doors on the upper level. Buses line up in the circle behind the school.

In the event that a bus breaks down or is running late, students will be kept on the bus and leave only with the instructions of the bus driver. For information concerning buses, please call the District Transportation Office at 490-7033.

### **BUS DISCIPLINE**

Riding the bus for all students is a privilege. Students must adhere to the bus transportation rules at all times.

#### Minor offenses:

- Stay seated at all times
- Keep hands and other objects to yourself
- Do not place anything outside of the windows
- Remain quiet
- Sit only in assigned seats
- Follow all direction given by the bus driver
- Abusive language and gestures

#### Major offenses:

- Fighting
- Blatant disrespect
- Vandalism
- Opening an emergency exit
- Threats against others / harassment
- Weapon or any object that resembles a weapon

Students that choose not to follow the rules as stated are subject to suspension from the bus. Students suspended from riding the bus are still required to attend school on those days in accordance with the State of South Carolina.

### **CAR TRANSPORTATION**

#### **Arrival**

When arriving at FMIS to drop off a student continue through the car rider line pulling as far down the designated marked area as possible.

FMIS staff members are on duty to assist with the unloading of students who will ensure that students will enter their appropriate building entrance. Students are not allowed to be dropped off prior to 7:30 am.

Parents are not allowed to park and walk their child across unless there is a need to visit the office. If a parent needs to visit the office, the parent **should drive to the upper level and enter through the office.**

Any students arriving late should be walked to the office by an adult and signed in as being tardy. Students will not be admitted to class without a tardy slip.

#### **Dismissal**

To ensure the safety of all students, a car tag **must be used** to pick up **FMIS** students in the car rider lines. Car tags will be distributed to parent/guardians of car riders at the beginning of the school year. Car tags should be visible by placing on the car's rear-view mirror and will be used to call students to the appropriate stations using a car tag number and lettered 1-5 station system. If you do not have your car tag when picking up your child, you will be required to park in the school parking lot and show appropriate identification in the school office.

**All adults and non-FMIS children must remain in vehicles while waiting in the pickup area.**

All children need to be picked up by 4:00 each day. If a student remains after this time they will be sent to the FMIS After-School Program. The parent will be responsible for paying a charge for after-school services. If late pick-up continues, the information will be given to the proper authorities.

### **COMMUNITY ELIGIBILITY PROVISION**

With the Community Eligibility program, all students enrolled in Lexington 4 will be able to receive a reimbursable breakfast and a reimbursable lunch each day at no charge to the student. As part of participating in this program, families will not have to fill out meal applications.

Students wishing to purchase additional items beyond the reimbursable meal will be charged. Students must have cash available at the time of purchase or have the funds available in their account. Students may not charge additional items to their account if they do not have the funds available.

Breakfast and lunch meals follow the United States Department of Agriculture (USDA) guidelines for healthy school meals. Please encourage your child to participate in the school meal programs.

### **K. 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.

### **L. PERSONAL ITEMS**

Personal items will be the responsibility of the students and should be taken home each day. Students may not bring toys, trading cards, any electronic devices or other distracting materials to school unless authorized by the teacher. Radios, CD players, TV's, beepers, laser pointers, MP3 players, electronic games, cartridges for these games, or any other such devices should not be brought to school. Any toy, etc., brought to school will be taken and released to the parent upon request. The parent must pick the item up in person.

The school does not assume responsibility for lost, broken, or stolen personal items brought to school by students, parents, visitors, employees, etc.

School safety prohibits weapons (real or look-alike) from being brought to school. The school is not responsible for lost, broken, or stolen items.

## **III. INSTRUCTIONAL PROGRAMS**

A brief description of our curriculums is below: Montessori is a hands-on approach to individualized learning in a prepared environment where the teacher facilitates and scaffolds individual needs. Classes are multi-aged with an emphasis on independent learning and self-reliance. Montessori is aligned to state educational standards for fifth and sixth grade.

Traditional Inquiry Curriculum is a project-based curriculum designed to foster the development of the whole child through teacher-led small and large group activities. The curriculum provides information on student development, working with families, and organizing the classroom around interest areas. Traditional is aligned to state educational standards for fifth and sixth grade.

### **MEDIA CENTER**

The daily functions of the library/media center are to provide materials and services appropriate to school curriculum; to provide materials and services that meet the information and recreational reading needs of our students; to assist learners in becoming effective users of information; and to foster the love of reading.

General Information:

- Students may have two books checked out at a time.
- Books may be checked out for a two-week period.
- Lost and damaged books must be paid no later than the end of each school year.
- Lost and damaged books are the responsibility of the student who checked out the book.
- Internet use throughout the school is only with permission and directive of the teacher; students' use will be monitored.

### **COUNSELING SERVICES**

Frances Mack Intermediate has a guidance counselor to help with servicing students and their families in this area. The school also has an on-site counselor from Lexington County

Mental Health. In order to receive services from Lexington County Mental, the child must be enrolled in the program.

If you have questions about either service, please contact the school for more information or for information regarding Lexington County Mental Health call 359-7206.

#### **IV. PARENT/CITIZEN INVOLVEMENT**

##### **SCHOOL VISITS**

**All visitors must report to the office before going into the main school building.** Due to the need to provide a safe environment, it is always necessary for visitors to sign in at the main office and receive a visitor's badge. Visitors will then be escorted by a staff member to the proper destination.

##### **To eat lunch with a student:**

- Visitors must be on the pick-up list and have a valid picture identification.
- Visitors will be escorted/supervised by a school employee at all times.
- Visitors and student(s) will eat in the conference room.

##### **To observe in a classroom:**

- Visitors must schedule an appointment for the classroom observation such that the teacher and an administrator are available.
- Visitors must be the custodial parent and have valid picture identification.
- Visitors will be escorted/supervised by a school employee at all times.
- Visitors will not interrupt instruction; however, an administrator, guidance counselor, or coach, etc. will observe, as well, to answer questions or address concerns.

##### **Other events:**

- Visitors will be on the pick-up list and have valid picture identification.
- Visitors will be escorted/supervised by a school employee at all times.
- Students may not bring visitors with them to class.

You are welcome to visit our school. If you wish to speak to your child's teacher, we ask that you call for an appointment. **Instructional time is valuable and cannot be interrupted for conferences.** If you wish to bring a lunch box, books, etc., to your student please leave it in the office, and it will be delivered to your student.

##### **SCHOOL IMPROVEMENT COUNCIL (SIC)**

The SIC consists of parents and community members elected by other parents and teachers elected by the faculty. This group meets as needed to assist in the preparation of the school's strategic plan and to foster two-way communication between the school and community.

##### **VOLUNTEER PROGRAM**

If you have any spare time you could give in various ways, please let your child's teacher know or call the school office and leave your name and telephone number. **For the safety of all children, the school district will check criminal records through the South Carolina State Law Enforcement Division (SLED) and will conduct a name search of sex offender registries of individuals completing the field trip chaperone, mentor, volunteer, athletic volunteer application.**

##### **FLOWERS AND GIFT GIVING**

In order to reduce class disruptions, parents are requested to arrange for the delivery of flowers, balloons, and other similar items at home instead of school.

##### **FUNDRAISERS**

The principal must approve all fundraisers. Students are not allowed to sell any items at school unless it is part of a school-approved fundraiser.

##### **PARTIES AND PARTY INVITATIONS**

Individual teachers, parents, and students should not provide food, candy, or baked goods for class parties, birthday recognitions, seasonal celebrations, rewards, etc. Party invitations cannot be distributed at school.

##### **SCHOOL WELLNESS: NUTRITION & PHYSICAL ACTIVITY**

Lexington District Four is committed to 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 middle and high school 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.

Even though elementary school students do not have access to these foods through vending machines, the district wants to ensure teachers are mindful not to distribute food to students as rewards and that cafeterias do not sell them as extra snacks. It is important that our PTOs and other school organizations know that students are not to receive these foods during the school day or on fieldtrips. 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.
- School-provided classroom snacks in the elementary school must be approved by the principal and will feature healthy choices that have at least minimum nutritional value.
- 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 foods 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 (Pre K-12).

### **REPORTING ABUSE & 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.

## **V. SCHOOL SAFETY/SCHOOL CLIMATE**

### **Emergency Drills**

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

### **Weapons/Look-a-Like Weapon**

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 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.

## **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. **If parents do not wish to have the directory information released and/or have their student participate in a school news story, the school principal should be notified in writing within 15 days of registering a child for the school year.**

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, FMIS will provide academic information to both parents.

## **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 under-garment 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. 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.

## **SEXUAL HARASSMENT**

Sexual harassment by Lexington School District Four employees or other students is prohibited. Any child who feels he/she has been the object of sexual harassment or any parent who feels his/her child has been the object of sexual harassment by an employee or another student is encouraged to file a complaint with the principal or assistant principal.

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; or visual harassment, such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited.

## **TOBACCO-FREE SCHOOLS**

Lexington Four Board Policy provides for a 100% tobacco-free, smoke-free environment within all district facilities, vehicles, and grounds and at all district sponsored events. The use and/or possession of all tobacco products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco,

and snuff is prohibited by all students, staff, and visitors.

### **BACKPACKS**

For safety reasons, there will be a reduction in use and access to student book bags. At FMIS, book bags from home will be allowed with the following conditions. Book bags will remain in the home room class, access will be limited throughout the day, and book bags must be taken home at the end of the day.

### **NONDISCRIMINATION POLICY**

Lexington School District Four is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, creed, handicap, disability, or veteran status in employment or in the provision of educational opportunities and benefits.

### **Covid19**

**Lexington 4 stated guidelines are:**

- **Faculty & Staff:** Wear a mask or shield (PPE) at all times when in the presence of students or the public. Wear PPE when physical distancing is not possible with other staff members.
- **4K – 2GR Students:** Wear a mask or shield (PPE) to the extent possible in school. PPE must be worn on the bus.
- **3GR – 12GR Students:** Wear PPE at all times when at school and on the bus. PPE breaks may be scheduled outside where students do not have close contact (< 6 feet; > 15 minutes).

### **Guidelines due to Hybrid Program Enrollment:**

**Faculty & Staff:** Wear PPE at all times when in close contact (< 6 feet) with any stakeholder. Wear PPE during transitions or times when supervising students (AM/PM).

**All Students:** Wear a mask or shield at all times on district transportation. Where a mask in the classroom when in close contact with any stakeholder (< 6 feet) or when not sitting at my assigned desk. Wear PPE at any time outside of the classroom. Wear PPE when instructed by school personnel at any time.

**Parents are expected to read, discuss, and explain to their child the policies and practices explained in the Frances Mack Intermediate School/Lexington School District 4 Handbook.**

## **VI. District Handbook**

<https://www.lex4.org/cms/lib/SC50000486/Centricity/doctype/74/handbook/District%20Handbook%2019-20.pdf>

