



## PARENT & STUDENT HANDBOOK

2023-2024

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## General Information

### Superintendent Welcome

Dear Lexington Four Community,

Our faculty and staff appreciate the opportunity to partner with families and our community to prepare students for the future. Decades of research verify what we know intuitively, outstanding school systems result from the combined efforts of educators, students, families, and community members working together. We are fortunate in Lexington Four that all stakeholder groups are committed to ensuring the success of our students.

The knowledge and skills students need to be prepared for careers, post-secondary training, and citizenship in the 21st Century are constantly being redefined. We strive to provide students with the programs and opportunities necessary to develop these skills. Many excellent career options are available to students who graduate from high school with well-respected industry certifications such as Certified Nurse Aide (CNA), Automotive Service Excellence (ASE), or American Welding Society (AWS).

Whether after graduation or later in life, postsecondary training can help individuals increase their career options by earning non-degree certifications, one-year technical college diplomas, two-year degrees or four-year degrees. In either the workplace or community setting soft skills are considered to be critically important for both employability and life success. These skills characterize a person's interactions with others and include communication skills, positive attitude, adaptability, teamwork, goal orientation, and problem-solving skills. Lexington Four will continually strive to provide students opportunities to acquire these skills through involvement in the general school setting along with co-curricular and extra-curricular activities.

Our system is collaborating with numerous entities and institutions to establish mutually beneficial relationships that will enhance and sustain the elements of well-being in our community. However, none of these relationships are more crucial to student success than our partnership with parents and community members to prepare students to make a positive impact in our community and beyond. We are excited to be a partner in building opportunities for all our students.

Sincerely,

Robert E. Maddox, Jr., Ed.D.



Email:  
rmaddox@lexington4.net  
  
Phone:  
803-490-7000, ext. 10011

### Lexington Four School Board

The Lexington County School District Four Board of Trustees usually meets on the second Monday of each month.

Meetings are held at the Lexington Four District Office located at 607 East Fifth Street in Swansea, South Carolina.

Meetings are open to the public. Executive session begins at 6:00 p.m. with the general session starting at 6:30 p.m. All actions take place in general session. Agendas are posted to the district's website on the Friday before each meeting.

2023-2024 Meetings: Aug. 14; Sept. 11; Oct. 9; Nov. 13; Dec. 11; Jan. 8; Feb. 12; Mar. 11; Apr. 8; May 13; June 10



Lynne Fallaw, Chairperson  
Email: lfallaw@lexington4.net  
Phone: 803-422-6358



Quincy Sutton, Secretary  
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Sadie Wannamaker  
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swannamaker@lexington4.net  
Phone: 803-513-7702

## Lexington Four Schools

### **LEXINGTON FOUR DISTRICT OFFICE**

607 East Fifth Street  
Swansea, SC 29160  
Phone: (803) 490-7000

Office Hours: 8:00 – 4:00

Superintendent: Robert Maddox, Jr.  
Associate Superintendent: Justin Nutter

### **SANDHILLS MIDDLE SCHOOL (7-8)**

582 Meadowfield Rd  
Gaston, SC 29053  
Phone: (803) 490-7005

Office Hours :

Principal: Brad Coleman  
Assistant Principal: Sherri Stonehouse

### **LEXINGTON FOUR EARLY CHILDHOOD CENTER (3K-5K)**

135 Lewis Rast Road  
Swansea, SC 29160  
Phone: 803-490-7001

Office Hours: 7:15 – 3:15

Principal: Sonya Harrison-Young  
Assistant Principal: Gina Stevenson

### **SWANSEA HIGH FRESHMAN ACADEMY (9)**

1195 I W Hutto Road  
Swansea, SC 29160  
Phone: 803-490-7006

Office Hours: 7:15 – 3:15

Principal: Dawn Sargent  
Assistant Principal: Joi O'Neill

### **SANDHILLS PRIMARY SCHOOL (1-2)**

140 Lewis Rast Road  
Swansea, SC 29160  
Phone: 803-490-7002

Office Hours: 7:30 – 3:30

Principal: Holly Miller  
Asst. Principal: Brenda Connelly

### **SWANSEA HIGH SCHOOL (10 – 12)**

500 East First Street  
Swansea, SC 29160  
Phone: 803-490-7007

Office Hours:

Principal: Marcia Seawright, Ed.D.  
Assistant Principal/CTE Director: Michael Spencer  
Assistant Principal: Justin Newton  
Assistant Principal: Lanesha Dowling

### **SANDHILLS ELEMENTARY SCHOOL (3-4)**

Grades: 3<sup>rd</sup> – 4<sup>th</sup>  
130 Lewis Rast Road  
Swansea, SC 29160  
Phone: 803-490-7003

Office Hours:

Principal: Marlon Smith  
Assistant Principal: Tricia Crist

### **LEXINGTON 4 ALTERNATIVE SERVICES**

607 East Fifth Street  
Swansea, SC 29160  
Phone: 803-490-7000; ext. 10301

Office Hours: 8:00 – 4:00

Lead Teacher: Dave Toole

### **FRANCES MACK INTERMEDIATE SCHOOL (5-6)**

161 Gaston Street  
Gaston, SC 29053  
Phone: (803) 490-7004

Office Hours:

Principal: Alexandria Gillcrease  
Assistant Principal: Melissa Redd

### **LEXINGTON 4 STUDENT SERVICES**

Phone: 803-490-7000  
Student Services Administrator: Shaun Jacques

### **LEXINGTON 4 TRANSPORTATION**

Phone: 803-490-7033  
Transportation Coordinator: Eric Pack

### **LEXINGTON 4 FOOD SERVICES**

Phone: 803-490-7000  
Transportation Coordinator: Debra Hoffman

## School Hours

### Car Drop-Off Begins:

- 7:15 a.m.  
Early Childhood Center  
Sandhills Primary  
Sandhills Elementary  
Sandhills Middle
- 7:50 a.m.  
Frances Mack Intermediate  
Swansea Freshman Academy  
Swansea High

### Tardy Bell:

**\*\*Parent must sign student in if arrival after tardy bell\*\***

- 7:40 a.m. Sandhills Middle
- 7:50 a.m.  
Early Childhood Center  
Sandhills Primary  
Sandhills Elementary
- 8:20 a.m.  
Frances Mack Intermediate  
Swansea Freshman Academy
- 8:38 a.m. Swansea High

### Dismissal Begins:

**\*\*Early Sign-Out ends 30 minutes before Dismissal Time\*\***

- 2:00 p.m.  
Early Childhood Center
- 2:15 p.m.  
Sandhills Primary  
Sandhills Elementary
- 2:40 p.m.  
Sandhills Middle
- 3:20 p.m.  
Frances Mack Intermediate  
Swansea Freshman Academy
- 3:40 p.m.  
Swansea High School

**\*\*Car Riders must be picked up  
30 minutes after Dismissal Time\*\***

## Addressing Your Concerns

At times a parent/guardian may have concerns about his or her child's performance or about a discipline issue. Here are 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 the staff member who works with the area concerned.

## 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

Lexington 4 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 to request and schedule a conference.

## 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.

## Distribution of Literature

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

## 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 the school year.

## 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. **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, telephone bill, electric, gas or water bill

## FERPA Rights Notification

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 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 PPRA**

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:

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 e-mail, 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 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 with an opportunity to review any pertinent surveys.

The 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.

## 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.

## 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 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.

## 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.

## Personal Conduct Policy (Athletics)

We believe it is important to support students in their athletic and academic pursuits.

To this end, we request that all people 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 at athletic events.

- Bookbags and large handbags (Clear Bag Policy Enforced at All Athletic Events)
- Alcohol and tobacco products
- 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.



## 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.

## 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, Lexington Four will provide academic information to both parents.

## Reporting Abuse and Neglect

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

## 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 CAN NOT BE ACCEPTED.*

## Search

Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search

of his 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.

## Tobacco Policy

Possession and/or use of **tobacco products** or **alternative nicotine products** on campus are prohibited by school board policy. Smoking paraphernalia of any kind will not be allowed on campus and/or in the building at any time. Tobacco paraphernalia includes cigarettes, cigars, chewing and/or smokeless tobacco of any kind, matches, lighters, rolling papers, etc. Alternative nicotine product means any vaping product, whether or not it includes nicotine. Students who are caught smoking or in possession of any items defined above will be referred to the administration for disciplinary action.

## Withdrawal 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. Parents should provide information regarding the school to which the student is transferring in order for student academic records to be sent.

# 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.

### 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 the school nurse.
- students who are chronically ill. A doctor's statement explaining that the student does not need to see a doctor every time the illness occurs must be turned 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 unusual or mitigating circumstances.

### 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 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.

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 3 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.

### 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.

### PRE-K Attendance Requirements

- Students must be present in order for the best possible learning to take place.
- Students who are tardy to school lose valuable instructional time.
- Your child may be removed from the program for any of the following:
  - 5 consecutive unexcused absences
  - 10 nonconsecutive unexcused absences
  - 10 tardies
  - 10 early dismissals

### STUDENT ATTENDANCE (Age 6 – 17)

- 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.
- 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.

### 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 use 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/ guardian 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/guardian 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/guardian 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 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 file a petition for 'Contempt of Court' with family court.

### Attendance for High School Course Credit

1. High school credit may be denied if the student has more than five (5) absences in a half-unit course or more than ten (10) 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. It is important that the student provide 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.

### Early Dismissals

**Students are encouraged to remain in school for the full day. Habitual early dismissal negatively impacts the student's academic performance and compliance with attendance requirements.** 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: (1) the reason for early dismissal, (2) the name of the person who will pick up the student, (3) the time of dismissal, and (4) 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 your child's academic performance. The administration may develop an attendance plan for students with frequent early dismissals from school.

## Age of Attendance

**SC Code of Laws Section 59-63-20 states** it is not lawful for any person who is more than 21 years of age to attend any of the public schools of this state except that:

1. Persons over 21 years of age may attend night schools;
2. When a pupil is in the graduating class and becomes 21 years of age before graduation, he/she is permitted to complete the term, if otherwise qualified to do so;
3. Three and four-year-olds may attend optional child development programs, and all three-year-old, four-year-old, and five-year-old children with disabilities in accordance with their individual education program, may participate in any public education preschool program, including optional child development programs. Children with disabilities served in four-year-old optional child development programs may be counted for funding under both funding sources.
4. Students may enter kindergarten in public schools of this state if they will attain the age of five on or before September first of the applicable school year or have substantially initiated a public school kindergarten program in another state that has a different attendance age requirement from South Carolina; and
5. Students may not enter the first grade in public schools of this state unless they will attain the age of six on or before September first of the applicable school year or have substantially initiated a first grade program in another state that has a different attendance age requirement from South Carolina or have attended a public school kindergarten program for one full school year.

## 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 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 food/beverages of minimal nutritional value from home for personal consumption; however, students may not sell/share these items to/with other students (Pre K-12).

### 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 make arrangements 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.

### Allergies

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

### 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.

### 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.

### Fundraisers

Lexington Four Board Policy (*AR EFE-R Competitive Food Sales/Vending Machines*) states all foods that meet the competitive food standards may be sold at fundraisers on the school campus during school hours. Food or beverages not meeting 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.

## 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 *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 *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 child from acquiring other illnesses while his/her resistance is lowered. 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 or greater**

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 child 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.

## Immunizations

All children 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.

## Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or Lara Sebok, District Lead Nurse (lsebok@lexington4.net).

## Individuals with Disabilities Education Act (IDEA)

Students, ages 3 to 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team



develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about the IDEA, contact Greg Feedback, Director of Exceptional Children ([gfeedback@lexington4.net](mailto:gfeedback@lexington4.net)).

## Lice

If a teacher suspects a child 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 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.

## 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 *Medication Administration Form* to include both parental permission and physician signature. (Forms available at school or through the district's web site.)
- 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.

## 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.

## Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who

do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. Whether an impairment substantially limits a major life activity must be determined without reference to the ameliorative effects of mitigating measures or lessening of the impact of the condition by the use of medication, medical supplies, equipment, or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, including limbs and devices, hearing aids and cochlear implants, or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies.

A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the school will meet the student's needs while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact Greg Feedback, Director of Exceptional Children ([gfeedback@lexington4.net](mailto:gfeedback@lexington4.net)).

## Academics

### Assessment & Grading

Students respond more positively to the opportunity for success than to the threat of failure. The district seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. The district should emphasize achievement in its process of evaluating student performance.

Regularly issued report cards, combined with scheduled parent-teacher conferences, serve to promote a process of continuous evaluation of student performance. This process informs students and their parent/legal guardian and provides a basis for bringing about change in student performance if such change seems necessary.

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.

### South Carolina Uniform Grading Scale

Lexington School District Four evaluates each student's academic progress in grades 3 – 12 using grade reports. Grades are numerical with a grade of 60 being the lowest passing grade. The grading scale is as follows:

A = 100 - 90	Incomplete work
B = 89- 80	NC = No Credit for the course
C = 79-70	WP = Withdrew Passing
D = 69-60	WF = Withdrew Failing
F = 59 - below	

Students who lose credit due to attendance will receive a "51" as their final grade for the course.

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.

### Kindergarten, Grades One and Two

Student performance ratings are provided each quarter in order to report the student's level of achievement as compared to national and state standards for children in kindergarten, grade one and grade two.

### Gifted and Talented Program

In accordance with 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.

### Graduation Requirements

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

Subject Area	Units
English/language arts	4.0
mathematics	4.0
science	3.0
U.S. History and Constitution	1.0
economics	0.5
U.S. Government	0.5
other social studies course(s)	1.0
physical education or Junior ROTC	1.0
computer science (including keyboarding)	1.0
foreign language or career and technology education	1.0
electives	7.0
TOTAL	24.0

### Homebound

Lexington School District Four offers homebound instruction for students of legal school age who, because of accident, illness, or other medical condition, cannot attend the regular school setting even with the aid of transportation.

To be eligible for homebound instruction, a licensed physician must complete the district's required Medical Homebound Application certifying the student is unable to attend regular school even with transportation, but may be expected to benefit from homebound instruction.

Parents/guardians may get a copy of the Medical Homebound Application from Shaun Jacques, Student Services Administrator, located at the Lexington Four District Office. Shaun Jacques may be contacted at 803-490-7000, ext. 10019.

After a licensed physician completes the form, the parent/guardian should return the form to the Student Services Administrator for review and approval.

The district will provide at least the minimum number of hours as provided in State Board of Education (SBE) regulations. The student must successfully complete the materials assigned and receive a passing grade in order for the student to advance to the next grade or satisfy state requirements for a state high school diploma.

Should an approved student not be provided the required periods of medical homebound instruction the student is entitled to receive, the student is eligible to have the medical homebound instruction made up by the district. This make-up may occur during the student's remaining



eligibility for medical homebound instruction or may occur after the student returns to school. If services are delayed for any reason, the district must make up missed instructional periods even if the regular year has ended.

The district will provide a continuum of service locations to include classroom settings outside of the general education environment, virtual education, and homebased services. This continuum is intended to maximize timely and appropriate services to students per defined needs.

### Kindergarten Preschool (3 & 4 Year Olds)

Lexington School District Four offers a full-day 3- and 4-year-old kindergarten preschool program funded by Federal Title I school wide revenue. This preschool program is not mandatory for 3- and 4-year-old children but is open to parents who choose to enroll their children as space is available. There are many factors that help children to be successful in their early school experiences. The following must be adhered to for your child to participate in the 3- and 4-year-old program:

- The importance of being in attendance and being on time is a learned behavior for students to acquire at an early age. A pattern of 5 consecutive or 10 nonconsecutive unexcused absences, 10 tardies, or 10 early dismissals may result in your child being removed from the program.
- Upon enrollment in the program, your child must be **toilet trained** and able to clean themselves properly.
- Due to health/safety standards, Early Childhood Center staff cannot change children who have soiled their clothes. If children can clean themselves properly and change their clothes, the soiled clothes will be sent home and the parent will not be contacted. If, however, a child is unable to clean and change him/herself, the parent/guardian or their designee must be available by phone to either come to school, clean, and change the child's clothing or pick the child up within 30 minutes.
- Due to storage and safety issues, rolling book bags are not permitted.

### 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.

### 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 grader, a student must have earned at least six **(6)** units of credit distributed as follows: (1) English, (1) math, (4) additional units.

To be classified as an eleventh grader, a student must have earned at least twelve **(12)** units of credit distributed as follows: (2) English, (2) math, (1) science, (1) social studies, (6) additional units.

To be classified as a twelfth grader, a student must have earned at least eighteen **(18)** units of credit distributed as follows: (3) English, (3) math, (2) science, (2) social studies [one of which must be U.S. History], (8) additional units

Students are encouraged to discuss the number of units they have earned or need to earn with their faculty advisor or school guidance counselor.

### Read to Succeed

Act 284 (Read to Succeed) requires that, beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment SC READY. A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. Further information will be provided to parents during parent teacher conferences.

### 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 are in need of 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 Exceptional Children.

### State Accountability testing

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

**Other assessments** required by South Carolina include: WIDA ACCESS (Multilingual Learners, Grades K-12)- Spring of each school year  
ITBS, CogAT, and Performance Tasks for gifted and talented qualification (Grades 2-3)- Fall of each year

### 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.

## Student Conduct

Lexington District Four Board Policy JIC states, "The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions towards other students and teachers, their language, their dress and their manners. The board believes self-discipline is an interpersonal goal of public education. Students have a responsibility to know and respect the policies, rules and regulations of the school and district. Violations of such policies, rules and regulations will result in disciplinary actions."

## Student Rights and Responsibilities

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

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

## Lexington 4 Student Expectations

- 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.

## 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 choosing 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 board recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of the district's schools. It will be the philosophy of the district to handle all student disciplinary matters at

the lowest supervisory level possible and in the most reasonable manner possible.

The Code of Conduct is in effect when the student is:

- on school property at any time;
- at any school-sponsored event;
- on a school bus or other district vehicle; and,
- at all times and in all places where the student's conduct has a direct and immediate effect on the district's interest.

The Lexington Four Code of Conduct follows South Carolina Board of Education 43-279. Offenses listed below do not include all potential offenses as defined by SBE 43-279. State assigned codes are listed in parentheses after each offense. For more information, see Board Policy JICDA and JICDA-R.

## Level 1: Disorderly Conduct

Student behaviors which impede orderly classroom procedures and/or orderly school operations.

1.A Offenses	Progression of Sanctions
Cheating / Plagiarism (190)	1 <sup>st</sup> offense: Administrative Conference Parent Notification
Computer Violation (220)	2 <sup>nd</sup> offense: Loss of Privileges and/or Detention Parent/Student Conference
Dishonesty (006)	3 <sup>rd</sup> offense: Detention and/or ISS (Period+) Parent/Student Conference
Dress Code Violation (280)	4 <sup>th</sup> offense: ISS (Day) Discipline Conference at School
Inappropriate Affection (015)	5 <sup>th</sup> offense: OSS and /or ISS Pending Resolution Formal School Discipline Hearing
Off Limits (200)	6 <sup>th</sup> offense: OSS and/or ISS (Pending Resolution) District Discipline Hearing
Phone Violation (330)	
Student ID Violation (360)	
Tardy (180)	
Truancy (151)	
1.B Offenses	Progression of Sanctions
Disrupting Class (007)	1 <sup>st</sup> offense: Admin Conference & ISS (Period+) Parent Notification
Failure to Serve Sanction (271)	2 <sup>nd</sup> offense: ISS (Day) & Loss of Privileges Parent & Student Conference
Inappropriate Behavior (017)	3 <sup>rd</sup> offense: ISS (2 Days) Discipline Conference at School
Inappropriate Language (016)	4 <sup>th</sup> offense: OSS (Day) & ISS (Pending Resolution) School Discipline Hearing
Leaving Class (320)	5 <sup>th</sup> offense: OSS Pending Resolution District Discipline Hearing
Obscene Gesture (290)	
Refusal to Obey (270)	

## Level 2: Disruptive Conduct

Student behaviors directed against persons or property and which the consequences of endanger the health or safety of the school and/or result in damage to property.

2.A Offenses	Progression of Sanctions
Cutting Class (160)	1 <sup>st</sup> offense: Admin Conference & ISS (Day) Parent & Student Conference
Cutting School (150) *	2 <sup>nd</sup> offense: ISS (2 Days) & Loss of Privileges Discipline Conference at School
Disrespect (420)	3 <sup>rd</sup> offense: OSS (Day) & ISS Pending Resolution School Discipline Hearing
Medication Violation (031)	4 <sup>th</sup> offense: OSS Pending Resolution District Discipline Hearing
Inappropriate Materials (018)	
Property Misuse (023) *	
2.B Offenses	Progression of Sanctions
Aiding / Provoking Fight (001)	1 <sup>st</sup> offense: Immediate removal from class or school OSS (1-3 Days) & ISS (1+ on return) Discipline Conference at School
Confrontation/Altercation (407)	
Harassment (012)	2 <sup>nd</sup> offense: Immediate removal from school OSS (2-3 Days) & ISS Pending Resolution School Discipline Hearing
Fighting (009) *	
Major Disruption (020) *	
Sexual Harassment (013) *	3 <sup>rd</sup> offense: Immediate removal from school OSS Pending Resolution District Discipline Hearing
Tobacco Violation (230) *	
Threat (027) *	

\*Offense requires notification of law enforcement.

NOTE: Severe Level 2 conduct may result in suspension pending a district hearing.

### Level 3: Criminal Conduct

Student behaviors which result in 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

Level 3 Offenses	Progression of Sanctions
Alcohol Violation (680) Arson (500) Assault, Aggravated (510) Assault, Simple (520) Bomb Threat (260) Bullying (651) Cyberbullying (652) Drug Distribution (570) Drug Paraphernalia (585) Drug Possession (580) Drug Usage (575) Fire Alarm (350) Fireworks (010) Gang Activity (250) Intimidation (650) Theft (670) Unauthorized Device (390) Vandalism (760) Weapon (789)	<b>1<sup>st</sup> offense:</b> Immediate removal from school Notification of Law Enforcement OSS (5+ Days) Pending Resolution Discipline Expulsion Hearing

### Accumulation District Hearing Trigger

A student who is subject to suspension a third time in any given year (or a total of 5 days) may be referred to a district hearing. Any student determined to be in violation of district probation will be suspended pending a district hearing.

### 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.

### 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 student appearance 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. 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. 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. Extraneous articles hanging from clothing, jewelry or personal belongings, such as chains, are not permitted.

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. 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 per *Lexington Four Board Policy JICA Student Dress*. Students who are in violation of the dress code must correct the inappropriateness prior returning to class.

### Drug & Alcohol Use by Students

No student, regardless of age, will possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances.

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- during any field trip
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance in any of the circumstances listed

above. "Drug" means any narcotic drug, depressant, stimulant or hallucinogenic drug, amphetamine, barbiturate, marijuana, any counterfeit drug, imitation controlled substance, "lookalike" substance, synthetic drug or designer drug (bath salts and synthetic marijuana) or any other controlled substance as defined by the act and regulation cited below.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances.

The administration will suspend students who violate this policy and may expel them. The board intends to expel all students who distribute any controlled substance on school grounds. The student will have the option, however, of attending school the next year.

## Electronics and Cell Phones

Radios, CD players, digital cameras, TVs, 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 if the device remains silent and is not visible.
- 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 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 student or district personnel.

## 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

## Harassment, Intimidation, or 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.

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.

## 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.

## 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.

## Sexual Harassment

Sexual harassment of students by District Four employees or other students is prohibited. Any student who feels that he/she has been subjected to sexual harassment or any parent/guardian of a student who feels the child has been subjected to sexual harassment 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; or visual harassment, such as sexually offensive cartoon, drawings, or posters. Sexual harassment is prohibited against members of the same sex, as well as against members of the opposite sex.

All employees, students and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. Any employee or student found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action (up to termination in the case of an employee or up to expulsion in the case of a student.) Other appropriate steps will also be taken to correct/rectify the situation in accordance with district policy and regulations.

## Student Concerns, Complaints, Grievances

The board provides a grievance procedure (Policy JII) as a formal method for the resolution of any grievances concerning the treatment of students by district personnel. These grievances may arise from allegations of violations of student legal rights or district policy.

The district will resolve student complaints and grievances through orderly processes and at the lowest possible level.

- A teacher will provide any student, parent, or guardian the opportunity to discuss a decision or situation the student considers unjust or unfair.
- If the incident remains unresolved, the student, parent/guardian, or teacher may bring the matter to the principal's attention for consideration and action.
- The student may also bring the matter to the attention of class officers or student council (in grades and schools where such are elected) for possible presentation to the principal.
- If the matter is still unresolved after the procedure outlined above, the complaining party may bring the



matter to the superintendent or his/her designee for consideration.

- If the matter is still unresolved, the complaining party may bring it in writing to the board for review.

### 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, upon conviction, will be punished by a term of imprisonment of no more than five years.

### Title IX Complaints

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to their principal. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Title IX coordinator/superintendent and then to the board.

### 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.

### 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.**

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.

### 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 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

## Bus Safety

A school bus driver represents the school and is responsible for passengers on the bus. The driver has authority over passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in loss of the privilege of riding the bus. Students who create an unsafe environment for other students will be restricted from riding buses.

**Students are not permitted to ride the bus home with another student or friend.** Students are not allowed in bus parking area during the school day.

Students should remain behind the bus safety rails until the bus has come to a complete stop. Horse playing in and around the bus area is prohibited.

Cell phones are allowed, 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.

Cell phones and unauthorized electronic devices used in violation of this policy may be confiscated, turned into the school/transportation office and will be addressed per the district's cell phone policy.

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

## Transportation Code of Conduct

Philosophy: The Lexington District Four Transportation system exists to provide safe and efficient transportation to and from each child's educational learning environment.

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

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 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 *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.

Students choosing not to follow 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 SC Attendance Regulations.

## Level 1: Disorderly Conduct

Student behaviors which impede an orderly and safe environment on the bus.

Level 1 Offenses	Progression of Sanctions
Disrespect Eating/Drinking on Bus Failure to Clear Aisle Failure to Sit in Assigned Seat Inappropriate Behavior Inappropriate Language Placing Body Outside Window Refusal to Obey Standing While Bus in Motion Throwing Objects	<b>1<sup>st</sup> offense:</b> Warning
	<b>2<sup>nd</sup> offense:</b> 1 Day Suspension
	<b>3<sup>rd</sup> offense:</b> 3 Day Suspension
	<b>4<sup>th</sup> offense:</b> 5 Day Suspension
	<b>5<sup>th</sup> offense:</b> 10 Day Suspension
	<b>6+ offense:</b> 15 Day Suspension
<b>NOTE: Any offenses above 6 may result in suspension for the year.</b>	

## Level 2- Disruptive Conduct

Student behaviors directed against persons or property and which the consequences of endanger the health or safety of the bus and/or result in damage to property.

2.A Offenses	Progression of Sanctions
Boarding/Exiting at Wrong Stop Confrontation / Altercation Delaying the Operation of Bus Provoking Misbehavior or Fight Tobacco Violation Tampering w/ Bus Equipment Tampering w/ Emergency Exits Unauthorized Materials	<b>1<sup>st</sup> offense:</b> 3 Day Suspension
	<b>2<sup>nd</sup> offense:</b> 5 Day Suspension
	<b>3<sup>rd</sup> offense:</b> 10 Day Suspension
	<b>4<sup>th</sup> offense:</b> 15 Day Suspension
	<b>5+ offense:</b> 20 Day Suspension
2.A Offenses	Progression of Sanctions
Fighting Harassment Major Disruption Vandalism	<b>1<sup>st</sup> offense:</b> 3 Day Suspension
	<b>2<sup>nd</sup> offense:</b> 5 Day Suspension
	<b>3<sup>rd</sup> offense:</b> 10 Day Suspension
<b>NOTE: Severe Level 2 Conduct or offenses beyond defined total may result in suspension for the year.</b>	

## Level 3- Criminal Conduct

Student behaviors which result in violence towards oneself or another's person or property; and/or pose a direct and serious threat to the safety of oneself or others on the bus.

Level 3 Offenses	Progression of Sanctions
Any Level 3 Offense as defined in the Lexington Four Student Code of Conduct.	<b>1<sup>st</sup> offense:</b> Immediate removal from bus/school Notification of Law Enforcement OSS (5+ Days) Pending Resolution Discipline Expulsion Hearing



## Transportation Declaration

**A Transportation Declaration must be completed for each student attending Lexington Four Schools.** The completed declaration must be turned in to the office at your child's school. Parents or guardians must declare whether their child will be transported by personal car, day-care van, or ride a school bus. A specific address for bus pick up and drop 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. These must be on file with the school 24 hours prior to a change being made. Only the parent/legal guardian can make changes to a student's Transportation Declaration.

## 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 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
- 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 acceptable use policy is located [here](#).

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.

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.
- 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.

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
- 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. 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.
- 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.