



FRANCES MACK INTERMEDIATE SCHOOL

GROW & SERVE

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OFFICE HOURS: 8:00 A.M. – 4:00 P.M.

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TABLE OF CONTENTS

I. VISION, MISSION, BELIEF STATEMENTS

II. GENERAL SCHOOL INFORMATION

A. SCHOOL HOURS

B. STUDENT/COURSE ENROLLMENT

C. ATTENDANCE

D. MEDICAL INFORMATION

E. GRADING/ASSESSMENT

F. TEXTBOOKS

G. STUDENT CONDUCT

H. FEES

I. TRANSPORTATION

J. FOOD SERVICE

K. INSURANCE

L. PERSONAL ITEMS

III. INSTRUCTIONAL PROGRAMS

IV. PARENT/CITIZEN INVOLVEMENT

V. SCHOOL SAFETY/SCHOOL CLIMATE

I. Vision, Mission, Beliefs

Our Vision:

We seek to develop and nurture engaged learners who pursue individual interests within a collaborative culture to transform our community.

Our Mission:

We guide and empower students through exploration, collaboration, and innovation.

Our Core Beliefs:

- **Students First.** *Always.*
- **Learning is maximized** when students take ownership of the **process**.
- A **risk taking culture** within a nurturing environment is necessary for **growth**.
- **Everyone** has a passion and can **learn**.
- **Building relationships** leads to a *peaceful, positive and productive* **community**.
- **Our strength** is found in the **value** of each individual's **voice**.

II. General School Information

A. School Hours

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

School dismissal begins at 3:35 p.m. **Per Lexington 4 district policy, students may not be signed out from school after 3:05 p.m.** Cars should not enter the teacher parking lot to pick up students. Teachers will be on duty until 3:50 p.m. and all students are to be picked up prior to this time. Per district policy, students must be picked up by 25 minutes after the end of the school day. At FMIS, this time is 4:00 p.m. After 4:00 p.m., students must be signed out in the office. **Beginning on the third occurrence, there will be a charge of \$9.00 per child.**

B. Student/Course Enrollment

Enrollment and Withdrawal 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
2. South Carolina Immunization Form
3. Copy of the student's Social Security Card
4. Two (2) proofs of residence in Lexington District
4. Acceptable proofs of residence include one proof from each of the following categories:

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

Category B: Cable television, telephone, electric, gas, or water bill; house insurance bill; bank statement; or Medicaid information.

5. Withdrawal form from the student's previous School.

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

Change of Address

The school office must have a current address and telephone number for all students. From time to time newsletters, grade reports, and other notices are mailed home. Correct information is particularly important in cases of emergency. **If the school does not have a current address and telephone number, the administration may suspend the student until a current address and telephone number are received.** Parents should notify the school in writing of a new address and/or phone numbers. In the case of a new address, new proofs of residency must be provided, one from Category A and one from Category B (See enrollment and withdrawal procedures).

C. Student Attendance/Truancy

Students arriving **after 8:35 a.m.** are considered tardy and should report to the receptionist's desk to obtain a tardy slip to be admitted to class.

Policy JH Student Absences and Excuses

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

The State Compulsory Attendance Law requires parents to ensure their children attend school every day. The law allows each student 10 LAWFUL days (Parent Notes) during one school year. 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. Perfect attendance certificates will be awarded at the end of each school year to reward students who have perfect attendance.

Absences are considered LAWFUL if the school is provided with an excuse from a doctor, the court and/or a parent in cases of (1) personal illness, (2) serious illness or death in the immediate family (3) recognized religious holiday of the student's faith and 4) absences for activities approved in advance by the principal are also considered lawful. However, Parent notes are limited to 10 absences per school year. After the 10th parent note all absences without an excuse from a licensed medical provider are considered unlawful. Medical excuses from a licensed medical provider are unlimited. In terms of critical, extended illnesses, the principal or his/her designee may waive absences beyond the 10 day parent note limit. All absences are kept in strict confidence within the staff of the school. A phone call CANNOT replace the written excuse.

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

FOR STUDENTS AGES 6 – 11 – Our district requires the following action:

1. After three consecutive or a total of five unlawful absences, the principal or his/her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a TRUANT 1 - Intervention Plan.
2. After the fifth consecutive or a total of 8 unlawful absences, the principal or his/her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a

TRUANT 2 -.Intervention Plan and clarify the consequences of continued absences.

3. After the 10th unlawful absence, the principal or his/her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a TRUANT 3 - Intervention Plan.

DSS will be invited and should participate in this conference. The parents/guardian will be referred to DSS and may be charged with 'Educational Neglect' if any UNLAWFUL absences occur after this conference.

FOR STUDENTS AGES 12 – 17 – Our district requires the following action:

1. After three consecutive or a total of 5 *unlawful* absences, the principal or his/her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a TRUANT Intervention Plan.

2. After the fifth consecutive or a total of 7 *unlawful* absences, the principal or his/her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a HABITUAL Intervention Plan and clarify the consequences of continued absences. *A court petition for a 'School Attendance Order' may be filed at this time [or] school officials may decide to wait until student accumulates two additional unlawful absences.*

3. If two or more additional absences occur after family court has placed the student on a 'School Attendance Order', the principal or his/her designee will notify the parents/guardian of the absences in writing and set up a conference time to develop a CHRONIC Intervention Plan and clarify the consequences of continued absences.

4. A petition for 'Contempt of Court' will be filed if the student accumulates two or more unlawful absences after the Chronic Intervention Plan is developed. The students are usually placed in a DJJ facility for up to 90 days.

Early Dismissal

A parent/guardian must come to the front office and sign the student out prior to the student being allowed to leave the campus. Only individuals listed by the parent on the child's early dismissal list will be allowed to pick up a child from school. Picture identification is required for all dismissals.

Per Lexington 4 District Policy, 3:05 p.m. is the latest that FMIS office personnel will call students for early dismissals. After 3:05 p.m. parents will have to wait until the 3:35 p.m. dismissal.

Parents are reminded that the academic day does not end at FMIS until 3:35 p.m. 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.

D. Medical Information

Health Room

All parents are asked to notify the school nurse at the beginning of the year if a student has a special physical condition. A doctor's confirmation must be on file in the student's permanent record.

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.

The following guidelines represent the more common childhood illnesses and the usual recommendations:

1. **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.
2. **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.
3. **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.
4. **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:**
 - ❖ Fever >100.5 degrees
 - ❖ Vomiting and/or diarrhea

Medications

The school recognizes there are situations in which students must receive medications during the school day. There is also a need for specific procedures for disbursement of medications in order to insure students are receiving the proper medications and dosage. The following procedures must be followed or medications will not be given out at school:

- ❖ A physician's authorization is required to administer medication in the school setting. The Medication Administration Form may be found at the school or district web site or may be picked up at any of our schools.
- ❖ Medications must be labeled with the name of the student, name of the medication, dosage to

be given, and time to be given.

- ❖ All medication should be in the original container with proper identification.

Chronic Illness

1. 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.
2. The note will be placed in the student's attendance file, and a copy will be provided to each teacher.
3. All absences still require normal documentation.
4. The chronic illness verification note must be updated annually.

E. Grading/Assessment

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Summative assessments will account for 80% of the grade, and formative assessments will account for 20% of the grade.

Report Cards

Students receive report cards each nine weeks in order to help parents stay informed of the student's progress. Interim reports are issued at the 4 and 1/2 interval between report cards. Students are asked to return signed interim and report cards to their homeroom teacher the day after receiving a report to assure us that the parent has viewed the student's progress. **In addition, parents are able to access grades and attendance information via PowerSchool at any time by going to <https://ps.lexington4.net/public/>. Your username and password will be sent home early in the school year.**

Interims and report cards will be sent home on the following dates:

1st Quarter:

- ❖ Interim: September 22
- ❖ Report Card: November 2

2nd Quarter:

- ❖ Interim: December 1
- ❖ Report Card: January 23

3rd Quarter:

- ❖ Interim: February 20
- ❖ Report Card: March 29

4th Quarter:

- ❖ Interim: May 3
- ❖ Report Card: June 5

Awards

An awards ceremony will be held at the end of the school year. Students who earn all A's for the entire school year in all subjects will receive a certificate for Principal's List. Students who earn all A's and B's for the entire school year in all subjects will receive a certificate for Honor roll. Students can also earn awards for citizenship, perfect attendance, and all around "Student of the Year" by either their homeroom or encore teachers.

F. Textbooks

Textbooks are loaned to FMIS by the State Department of Education and are issued at the beginning of the year to students via a bar-coding system. Students are expected to be responsible for the books issued to them. Students are required to return the textbooks issued to them at the completion of the year (or upon withdrawal from school). Any student who returns a textbook with unreasonable "wear and tear" will be charged a damage fee or if a student loses a textbook, the replacement fee will be assessed.

G. Student Conduct

Board Policies

Lexington 4 Board Policy JK states: The school is a community. It is responsible for educating the children who attend and, therefore, it must establish and enforce guidelines and procedures that provide for reasonable order, safety, and an atmosphere where learning can take place.

Lexington 4 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 toward other students and teachers, their language, their dress and their manners. Students have a responsibility to know and respect the policies of the school and district. Violations of such policies will result in disciplinary actions.

Lexington 4 System of Effective Discipline

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

Principles of Lexington 4 System of Effective Discipline

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

Consistent Expectations for Lexington 4 Administrators

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

Consistent Expectations for Lexington 4 Teachers

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

Consistent Expectations for Lexington 4 School Counselors

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

Consistent Expectations for Lexington 4 Students

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

Disorderly Conduct - Level 1

Student behaviors which impede:

- Orderly classroom procedures;
- Orderly school operations

Possible Sanctions:

- Verbal Warning
- Withdrawal of privileges
- Temporary class removal
- ISS
- OSS
- Alternative Education Program
- Notification of law enforcement
- Referral to District
- Expulsion

Possible Reparations:

- Formal Apology
- Community Service
- Deeper Learning
- Leadership Project
- Mentoring Others

Possible Teacher Intervention:

- Student Conversation
- Model & Teach Skills
- Personal instruction
- Proximity
- Redirection
- Check-in / Check-out
- Parent contact
- Parent conference
- Set clear limits
- Cool off period
- Clear goal setting & self-reflection
- Provide leadership opportunities
- Consult with Sp Ed teacher if applicable
- Counselor referral
- RTI referral with data

Possible School Intervention:

- Check-in/Check-out
- FBA and BIP
- Parent contact
- Parent conference
- Provide leadership opportunities
- Provide mentor opportunities
- School team approach (counselor, teacher, mentors, parent)

Level 1 Behaviors:

- Cheating
- Computer / Internet Violation
- Dishonesty
- Disrupting Class
- Failure to serve assigned detention / ISS
- Horseplay
- Inappropriate Language
- Obscene Gesture
- Off limits area
- Phone / Electronics Violation
- Public display of affection
- Refusal to Obey
- Tardy to school and/or class
- Other offenses of Disorderly Conduct

Disruptive Conduct - Level 2

Student behaviors **directed against persons or property** and which the consequences of:

- Endanger the health or safety of oneself or others;
- Result in damage to property

Possible Sanctions:

- Temporary class removal
- Alternative Education Program
- ISS
- OSS
- Notification of law enforcement
- Referral to District
- Expulsion

Possible Reparations:

- Formal Apology
- Financial Restitution
- Community Service
- Deeper Learning
- Leadership Project
- Mentoring Others

Possible Teacher Intervention:

- Student Conversation
- Model & Teach Skills
- Personal instruction
- Proximity
- Redirection
- Check-in / Check out
- Parent contact
- Set clear limits
- Cool off period
- Clear goal setting & Self-reflection
- Provide leadership opportunities
- Counselor referral
- Behavior Contract
- RTI referral with data

Possible School Intervention:

- FBA and BIP
- Parent conference
- Provide leadership opportunities
- Provide mentor opportunities
- Peer to peer restorative conference
- Community Service
- School team approach (counselor, teacher, mentors, parents, SRO)
- Referral to outside agency

Level 2 Behaviors:

- Bullying
- Confrontation/Altercation
- Cutting Class
- Cutting School^
- District Medication Violation (non-prescription)
- Fighting^
- Inappropriate Materials
- Major Disruption of School Environment
- Sexual Harassment^
- Theft^ (Below \$50 value)
- Threat^
- Tobacco Violation^
- Vandalism^
- Other offenses of Disruptive Conduct

^ Mandatory report to Law Enforcement

Criminal Conduct - Level 3

Student behaviors **which result in**:

- Violence towards oneself or another's person or property;
- Pose a direct and serious threat to the safety or oneself or others in the school

Sanctions:

- OSS
- Notification of law enforcement
- Referral to District
- Expulsion
- Restitution of property and damages

Possible District Reparations:

- Formal Apology
- Financial Restitution
- Community Service
- Deeper Learning
- Leadership Project
- Mentoring Others

Possible School Intervention:

- FBA and BIP
- Parent conference
- Provide leadership opportunities
- Provide mentor opportunities
- Peer to peer restorative conference
- Community Service
- School team approach (counselor, teacher, mentors, parents, SRO)
- Referral to outside agency

Level 3 Behaviors:

- Arson^
- Assault^
- Bomb Threat^
- Drug Possession/Usage^
- Drug Distribution^
- Fire Alarm^
- Gang Activity^
- Theft^ (Over \$50 value)^
- Vandalism^ (Over \$50 value)
- Weapon / Device that can be used as a weapon^
- Other offenses of Criminal Conduct^

^ All Criminal Conduct offenses result in mandatory report to Law Enforcement

ISS

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

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

Out-of-School Suspension

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

Make-up Work for Suspension

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

Student Conduct Away From School Grounds

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

Electronics and Cell Phones

Radios, CD players, 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. Confiscated items can be picked up at the front office. Any items not picked up by the end of the school year will be discarded or donated to charity.

Lexington 4 Policy JICJ Use of Electronics and Cell Phones in Schools

Cell phones are allowed, but must not be audible or visible during the school day. Any phone that rings or is used during the school day, **INCLUDING SENDING TEXT MESSAGES**, will be confiscated. If a cell phone or electronic device is confiscated on school grounds, a parent/legal guardian must come to school to sign for return of the cell phone or electronic device. The same rule and consequences apply to use of cell phones on school buses. School buses are considered an extension of the school day. If a cell phone is confiscated on a school bus, a parent/legal guardian must come to the transportation office to sign for return of the cell phone. Students may use their phones once they are in their cars after school dismissal or after they have exited the school bus in the afternoons.

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

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

Dress Code

Purpose: To establish the basic structure for determining appropriate dress standards for students at school and at school-related activities.

It is the responsibility of the board to provide an educational atmosphere conducive to learning. With this responsibility in mind, the Lexington 4 School Board adopts a dress code that meets the following criteria.

- ❖ Adheres to applicable legal standards
- ❖ Is appropriate from preschool through twelfth year of school
- ❖ Promotes an educational atmosphere conducive to learning

The basic responsibility for the appearance of students rests with the parents and the students themselves. Parents have the obligation and, within certain prescribed bounds, the right to determine their children's dress; however, they must follow the guidelines.

Dress Code Guidelines

- ❖ Attire that could pose a safety threat or could be destructive to school property is not allowed.
- ❖ Dress that could cause distractions or interference with the educational process or the rights of others is not allowed.
- ❖ For health reasons, shoes must be worn. No bedroom shoes or shoes with wheels allowed.
- ❖ Pajamas, lingerie and items designed to be worn as sleepwear or underclothing may not be worn alone or over other clothing.
- ❖ Wearing hats, hoods, sunglasses, hair rollers, bandannas, picks/combs, etc. is prohibited inside school buildings.
- ❖ Bare midriffs, see-through garments, clinging and revealing materials, white under-garment-type T-shirts, bare backs, halter tops, low-cut blouses, sagging pants, and tank tops are prohibited.
- ❖ Obscene, suggestive, inflammatory, racial, profane and inappropriate writing or language on clothing or jewelry, as well as provocative pictures and advertisement of drugs and alcohol on clothing or jewelry is prohibited.
- ❖ Extraneous articles hanging from clothing, jewelry or personal belongings, such as chains, are not permitted.
- ❖ Clothing or other articles that indicate membership in a gang are prohibited.
- ❖ Shorts, mini-skirts and culottes-type clothing 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, even if the student is wearing tights or leggings under the garments.
 - The garment may not be made of clinging or form-fitting materials, such as but not limited to, biker shorts and pants, surfer pants, etc.
- ❖ Oversized garments are prohibited.
- ❖ Holes in Jeans / Pants:
 - No holes are allowed from the waist to the knees which are large enough for skin to show through the pants.
- ❖ Pants must be worn at the natural waistline.

The administration may make an exception to these guidelines for medical or religious requirements where appropriate documentation of the requirement is provided by a parent or guardian. At the request of a teacher, the administration may impose different requirements in situations where health and safety issues could arise, such as in science labs.

The administration reserves the right to make a final determination regarding the appropriateness of any attire. If, in the judgment of the administration, a student's attire is inappropriate for the school environment, parents will be contacted. Parents may bring appropriate clothing to school for the student to change into or the student will be sent home to change into appropriate attire.

School Device Management Plan

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

The following explanation outlines the parameters for each use.

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

Terms and Conditions of the Computing Device Agreement

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

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

H. Fees

Student Fees

Student fees are assessed at \$23.00 per year. Any student who enrolls after the first day of school will be charged a pro-rated amount. All fees or obligations owed to the intermediate school must be paid before a student can transfer to another school or register at the middle school.

I. Transportation

Transportation Declaration

A Transportation Declaration must be completed for each student attending Lexington Four Schools. Each student's parent or guardian must declare whether their child will be transported by personal car, day-care van, or ride a school bus. A specific address for bus pickup and 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.

Transportation Discipline

Riding the bus is a privilege which may be revoked. Students are expected to maintain proper school behavior while riding the bus to and from school or on a field trip. Students who do not behave properly jeopardize the safety and well being of all the students on the bus. Because bus transportation is considered an extension of the regular school program, students who violate behavior expectations while riding the bus will be subject to penalties established for misbehavior while students are on the school premises. Students may only ride the bus to which they are assigned.

In the event that a bus breaks down or is running late, students will be kept on the bus and leave only with the instructions of the bus driver. If parents become concerned and need information concerning a late bus, please call: **Lexington District 4 Transportation, 490-7033.**

J. Food Service

National School Breakfast/Lunch Program

FMIS takes part in the National School Breakfast/Lunch program. Meals are served each school day and are available for free or reduced prices if students qualify. Students are encouraged to pick up applications from the front office and have parents complete the application.

All meals served must meet lunch and breakfast requirements established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be handicapped and the handicap would prevent the child from eating the regular school meal, our school will make the necessary substitution prescribed by the doctor without an extra charge.

Students are expected to keep a clean and orderly eating area in the cafeteria. Students should have their lunch number readily available when they reach the front of the line to ensure an efficient and effective service. No food is permitted to be taken out of the cafeteria.

K. Insurance

The school offers two accident insurance policies to parents and students. One policy provides 24-hour coverage while the second policy provides coverage for the student during the school day. Insurance information is available during registration and by contacting the school office at 490-7004. The district and school are not responsible for medical expenses and / or personal property loss.

L. Personal Items

Student Valuables

Students are encouraged not to bring large amounts of money to school and to leave all valuables at home. Electronic devices or toys are not allowed at school and will be confiscated by a teacher or an administrator. **This includes the use of fidget spinners. A physician's note is required to use fidget spinners at school to ensure they are not being used as a toy.**

If a student should bring an item of considerable value to school by mistake, the student should bring the item to the main office for safe keeping until the end of the school day. **The school is not responsible for the loss of valuables.** Band instruments, which belong to students, are solely the responsibility of the students to whom they belong; school insurance does not cover loss or theft of these instruments. Student-owned instruments should not be left at school overnight.

Lost and Found

Students are encouraged to put their full names on all personal items (such as jackets, book bags, notebooks, etc.). If items are lost, students should check in Lost and Found before or after school. Any items still unclaimed at the end of each month will be discarded or donated to charity.

III. Instructional Programs

Agenda/Assignment Book

The agenda/assignment book is issued to each student at FMIS. It serves as a place to record your classwork and homework assignments in each class every day. It also provides an effective and regular means of communication with parents.

It is your responsibility to have your agenda book with you each and every school day and to enter the necessary information. In order to be an effective communication tool, parents should review your agenda daily and correspond with your teachers. **Replacement agendas are \$5.00.**

Book Bags

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

Field Trips

Field trips will follow the curriculum and will be used to enhance student learning.

Fundraisers

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

Gifted and Talented Program

Lexington Four identifies students for the gifted academic program "ACE" according to the South Carolina Department of Education program eligibility criteria. All children in grade 2 are tested. Students in grades 3-7 are tested by referral from parent, teacher, or self. Testing this year will be scheduled sometime between November 1 and 16. Referral forms for grades 3-7 will be available in the school offices beginning September 10. South Carolina's eligibility requirements for the gifted program are located at www.lexington4.net.

Make-up Work

Parents are asked to call the main office to request assignments if a student has been absent for two or more consecutive days. Requests should be made by 9:00 a.m. for picking up assignments at the end of the day in the main office. Teachers will permit students to make up work missed during an absence as long as the student makes appropriate arrangements with the teacher no later than the student's fifth day back at school. The student must complete the work within 10 days after his/her return to school. It is the student's responsibility to secure and complete all assignments within this time frame.

Media Center

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

Students may have two books checked out at a time. Books may be checked out for a two-week

period. Lost books must be paid for no later than the end of each school year. Lost books are the responsibility of the student who checked out the book.

Schedule Changes

Since schedules and course loads were finalized in the summer, it is difficult to accommodate request changes after schedules and teacher allocations have been set. **Requests for a schedule change must be submitted in writing to the principal for review.** All changes will be made in the best interest of all students.

IV. Parent/Citizen Involvement

Flowers and Gift Giving

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

Parent Conferences

We encourage parents to stay in close contact with their child's teachers in order to insure a quality education. If you wish to have a conference with your child's teacher(s), please call the school and arrange for a conference. Additionally, if a teacher requests a conference with you as a parent, please make every effort to attend so that we can all try to best meet the needs of your child. Lexington 4 schedules opportunities for conferences with teachers during the months of:

October 13, 2017

February 2018

Class Parties

While we do want to celebrate our successes, class parties are not developmentally appropriate for FMIS. There are several opportunities for students to earn the privilege to participate in school-wide celebrations based on discipline, grades, and attendance.

Visitors

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. Visitors are asked to return to the office upon their departure to sign out. Parents are welcome at our school and we encourage them to volunteer during the school day. However, parents must always present themselves in the main office and receive permission to be in the building. At no time should a parent or any other person proceed to a classroom without following procedures for signing in at the front office.

Procedures are as follows:

- ❖ **Visitors must complete an individualized form in the office.**
- ❖ **To eat lunch with a student:**
 - Visitors must be on the pick-up list and have a valid picture identification.
 - Visitors will be escorted/supervised by a school employee at all times.
 - Visitors and student(s) will eat in the conference room.
- ❖ **To observe in a classroom:**
 - Visitors must schedule an appointment for the classroom observation such that the teacher and an administrator are available.
 - Visitors must be the custodial parent and have valid picture identification.
 - Visitors will be escorted/supervised by a school employee at all times.
 - Visitors will not interrupt instruction; however an administrator, guidance counselor, or coach, etc. will observe, as well, to answer questions or address concerns.
- ❖ **Other events:**
 - Visitors will be on the pick-up list and have valid picture identification.
 - Visitors will be escorted/supervised by a school employee at all times.
 - Students may not bring visitors with them to class.

Lexington School District Four Personal Conduct Policy

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

To this end, we request that all persons present at school and athletic events act in a demeanor appropriate to encouraging students and promoting character and sportsmanship.

For this reason, the following items are not permitted.

- ❖ Alcohol and tobacco products
- ❖ 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.

V. School Safety/School Climate

Emergency Drills

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

Release of Student Information

A student's name, grade, and school to which they are assigned are designated as directory information by school board policy and may be released upon request. There may be occasions where students will be asked to participate in a news release requiring an interview, photograph, or videotape in connection with a school story. If parents do not wish to have the directory information released and/or have their student participate in a school news story, the school principal should be notified in writing within 15 days of registering a child for the school year.

DSS and law enforcement agencies have access to student information upon official request.

In matters concerning custody, South Carolina law states, "Each parent, whether the custodial or noncustodial parent of the child, has equal access and the same right to obtain all educational records and medical records of their minor children." Pursuant to this law, FMIS will provide academic information to both parents.

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 effect. Notices regarding this law are posted at all entrances of school property.

Sexual Harassment

Our school district prohibits the sexual harassment of students by other students. Any student that feels that he/she has been the object of sexual harassment by another student is encouraged to report the incident to either a teacher or an administrator.

Sexual harassment may include but is not limited to verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. It should be noted that falsely accusing a person of sexual harassment is also a serious offense.

Telephone

The school phones are for business purposes and are available for students in emergency situations only. Students will not be allowed to call home for forgotten items (band instruments, books, projects, lunch money, etc.). Students should arrange with parents for a ride home after school when staying after school for practice or activities.

Tobacco Free Schools

The Lexington 4 School Board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best methods of instruction is one that is provided within a 100% tobacco-free environment.

The goal of this policy is to provide a 100% tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities, vehicles and grounds and at all district-sponsored events.

