

## **LEXINGTON HIGH SCHOOL STUDENT CODE OF CONDUCT 2016-2017**

### **Discipline Information**

The LHS Administrative Staff, in accordance with District One Board Policy J1C, expects the conduct of students at Lexington High School to reflect the educational goals of the school. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights and property of teachers, students, administrators, counselors and all others who are involved in the educational process. The administration expects all students to be aware of and follow all rules and regulations for student behavior and conduct.

The students of Lexington High School will be expected to conduct themselves in such a way that the rights and privileges of others are not violated. The school board of Lexington School District One requires students to respect authority, to conform to district and school rules and regulations, and to obey those provisions of law which apply to the conduct of juveniles or minors. A student will not repeatedly fail to obey school rules and the directions of teachers, student teachers, teachers' aides, principals or other authorized school personnel during any period of time when he/she is under the authority of school personnel.

The code of conduct is in effect in the following places and during the following times:

- On school property at any time
- At any school-sponsored event
- On school buses
- At all times and in all places where the student's conduct has a direct and immediate effect on the district's interest in maintaining order and discipline in its schools

The Lexington High School Administration reserves the right to modify the Student Code of Conduct as needed. The staff will make every effort to interpret and enforce the discipline code in a consistent manner. Any behavior considered to be inappropriate and disruptive to the learning environment that may not be specifically mentioned in this code will be handled in a manner the administration believes is most appropriate for all concerned.

### **Disciplinary Action Levels**

Each teacher has a concept of what good classroom management is and the ability to maintain discipline in most classroom situations. When an exception arises and a student refuses to obey school rules and to cooperate with the teacher, the teacher may appeal to the principal if the teacher's own efforts to provide direction to the student have failed. The levels of disciplinary action which shall be enforced by school administration with students who are in violation of school rules include:

- Verbal Warning/Reprimand

- Conference with students, parents and teacher
- Confiscation of Property (e.g. Cellular devices)
- Restriction of privileges (e.g. Parking permits)
- After-School Detention
- Saturday School\* (Fall semester only)
- In-School Suspension\*
- Out-of-School Suspension\*
- Recommendation for Expulsion

\*Students who accumulate suspensions of 10 days or more in any one school year will be recommended for expulsion. Suspended or expelled students shall be denied the privilege of participation in all extracurricular and co-curricular activities (e.g. athletic practice, club meetings) during the period of suspension or expulsion.

**A student's disciplinary record is cumulative during the school year.**

### **Prohibited Conduct**

#### **1. Alcohol Violation**

A student will not knowingly possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverages. A student who violates the alcohol policy will be recommended for expulsion.

#### **2. Assault**

A student will not cause physical injury or behave in such a way as could reasonably cause physical injury to any person; nor will a student intentionally touch any person in an offensive or sexually provocative manner. Any student who is involved in an assault or fight, and who refuses to stop upon request, may be referred to law enforcement.

#### **3. Bomb Threat**

Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm toward the school.

#### **4. Bullying/Cyberbullying**

Lexington One prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or at a school-related activity on or off school property.

The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- i. 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.

- ii. insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

According to <http://www.stopbullying.org>, in order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

#### **5. Bus Violation**

Refer to the Lexington School District One School Bus Behavior Code in the Lexington County School District One 2016-2017 Student Handbook.

#### **6. Cheating/Plagiarism**

Refer to the Lexington School District One Academic Honor Code in the Lexington County School District One 2016-2017 Student Handbook.

#### **7. Confrontation/Altercation**

Includes threats to cause physical injury to another person and intimidation.

#### **8. Contraband/Tobacco**

Students are not allowed to smoke or possess tobacco products or paraphernalia including, but not limited to lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff, snuff, electronic cigarettes (e-cigarettes), personal vaporizers or any electronic nicotine delivery system within all district facilities, on school buses, vehicles or grounds; and at all district-sponsored events, whether on or off school grounds. Students in violation of this rule will receive a one-day suspension on the first violation and up to a three-day suspension for subsequent violations. Tobacco addiction counseling sessions will be required after a second violation. Items will be confiscated and not returned.

#### **9. Contributing to a disturbance/Major Disruption**

A student will not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither will the student engage in such conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school, if such disruption or obstruction will probably result. Examples include filming and/or encouraging a student fight, altercation/confrontation or disturbance.

## **10. Cutting/Leaving Class or School**

Leaving class or school premises without supervision of school personnel or following proper "signing out" procedures. Includes hallway violations: presence in an off limits/unauthorized area, misuse of hall pass and/or failing to be in one's assigned place on school premises.

**Any student found outside of the school building during regular school hours (8:20 to 3:25) without a pass from an administrator, with the exception of students walking to or from the Lexington Technology Center through the breezeway, will be in violation of Cutting/Leaving School. Students are not allowed to loiter in the parking lots or outside the school building during the school day including ILT. Students are not allowed in vehicles during school hours without permission from an administrator.**

## **11. Detention Violation/Failure to complete In-School Suspension/Saturday School**

Failure to serve detentions by the assigned date will result in a suspension. Dismissal from ISS will result in out-of-school suspension. Dismissal from Saturday School (Fall semester only) will result in out-of-school suspension.

## **12. Disrespect/Insubordination**

A student will not use obscene language or gestures, vulgar language or gestures, or otherwise show marked disrespect to a teacher or other school employee. A student will not fail to obey the directive of any teacher or other school official to leave a particular place or report to a particular place when such order is given to the student individually or to a group to which the student belongs. A student will not fail to identify him/herself to any teacher or other school official when requested to do so. A student must display or surrender a student identification card to any teacher or other school official when requested to do so.

## **13. Dress Code Violation**

- a. Clothing should not be so immodest or so inappropriate to the school setting as to interfere with or disrupt the educational process or environment or pose a likelihood of such interference or disruption. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive or interfering.  
**This includes attire revealing bare midriffs, halter/tank tops, spaghetti straps and see-through shirts, tops or blouses.**
- b. The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.
- c. The district will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or other illegal substances.
- d. Students may not wear or display gang-related attire, including gang colors or gang symbols, on their clothing or accessories.

- e. Under most conditions, students may not wear hats, head stockings or kerchiefs in buildings. Some classes require that students wear safety hats. Religious headgear is allowed.
- f. Students must wear proper shoes at all times.
- g. Students may wear special dress or costume for specific events or special occasions during the school day when approved by the principal.
- h. During the regular school day, students' athletic attire such as tennis, track, cheerleading, etc., must conform to all other regulations of the dress code.
- i. **Students may not wear accessories or clothing that could pose a safety threat to themselves or others. This includes heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc.**
- j. The district does not allow unusual body piercing that disrupts or interferes with the order of school or that distracts the learning environment or poses the likelihood of the same.
- k. Students may not wear overly tight or shorter than **4-inches above the knee length** shorts, skirts, skorts or dresses. The district does not allow bike shorts unless worn under another pair of shorts.
- l. Students must wear their pants at the natural waistline.
- m. Students' undergarments should not show. Students should not wear their undergarments outside of their clothing.
- n. An individual school may have more specific and restrictive dress codes if the school's administrators and the school improvement council recommend it and if the superintendent or his/her designee approves it.
- o. Each school's administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeably result in an interference with or the disruption of the school environment.

#### **14. Driving/Parking Violation**

As a courtesy, schools provide parking on school property for students, parents/guardians and visitors. The district, however, assumes no responsibility for damage to vehicles, theft of vehicles or theft of articles from vehicles. Each school's administrators establish rules and regulations for parking lots. These rules keep everyone safe and protect vehicles. Anyone who does not adhere to the rules may have his/her permission to park on school property taken away. A student must not speed or drive in a reckless manner in any of the school's parking areas.

Lexington High School students who drive to school must complete the Alive at 25 program in order to purchase a campus parking permit. After successfully completing the course, the student may purchase parking permits for the rest of his or her high school career. Go to <http://www.scaliveat25.org> to register. Students who have not completed the Alive at 25 program are not allowed to park on campus.

## **Student Drug Testing Program**

- Prior to the 2016/2017 school year the Lexington One School Board voted to amend Board Policies with the Student Drug Testing program to include students who drive and park on campus in our random drug testing pool.
- Since the policy was changed all student athletes and student drivers and their parents/legal guardians must consent to the amended policy to participate in athletics and/or drive and park on campus.
- Student athletes who are also student drivers will only be included in the random drug testing pool one time.
- Student athletes who are also student drivers will be subject to both categories of consequences if they fail a drug test. Students who have not provided the school with a signed Student Drug Testing consent form (signed by both student and parents/legal guardians) are not allowed to park on campus.

**Any student found in the parking lots during regular school hours (8:20 a.m. to 3:25 p.m.) without a pass from an administrator, with the exception of students walking to or from the Lexington Technology Center through the breezeway, will be in violation of Cutting/Leaving School. Students are not allowed to loiter in the parking lots or outside the school building during the school day including ILT. Students are not allowed in vehicles during school hours without permission from an administrator.**

## **15. Drug Violation**

A student will not knowingly possess, use, transfer, associate with, sell or be under the influence of any stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind.

Violation of the drug policy will result in a recommendation for expulsion. Refer to the 2016-2017 Lexington School District One Student Handbook for more information.

## **16. Fighting**

Two or more parties striking each other for the purpose of causing bodily harm. A student who is assaulted and retaliates by hitting, kicking or any other physical means may be disciplined for fighting. A student involved in two fights during the school year will be recommended for expulsion.

## **17. Fireworks**

A student will not knowingly possess, handle or use fireworks. A student who violates the fireworks policy will be recommended for expulsion.

## **18. Forgery**

Tampering with, changing or altering a school-related record or document.

**Forgery of medical documents, for attendance purposes, will result in a 3**

**day out-of-school suspension and will be turned over to law enforcement for possible criminal prosecution.**

### **19. Gang Activity**

The district prohibits the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming that, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a group that presents a clear and present danger contrary to the school environment and educational objectives.

The administration will consider any gang activity or evidence of membership in gangs or secret societies to be an act detrimental or disruptive to the school environment which, for disciplinary purposes, calls for a referral to the district hearing officer. A student who violates the gang policy will be recommended for expulsion.

### **20. Harassment/Sexual Harassment**

A student will not engage in inappropriate conduct of a sexual nature including, but not limited to, touching, gestures or comments.

A student will not by violence or threat of violence attempt to obtain money or property from any person or force or attempt to force any person to do or not do something against his/her will.

### **21. Identification Badge Violations**

All district high school students are required to wear photographic identification badges issued by the district. All students will wear these badges in plain sight at all times while at school and while traveling to and from school on regular school buses and field trips. Every third violation (eg. temporary ID) will result in a discipline referral. A student must display or surrender a student identification badge to any teacher or other school official when requested to do so.

### **22. Inappropriate Behaviors**

- Affection – prolonged physical contact including kissing and/or groping.
- Behavior – disrupting class (behavior a reasonable person would view as interfering with the conduct of a class)
- Horseplay – physical behavior which creates a substantial risk of or results in injury
- Language – verbally rude and/or disrespectful behavior
- Profanity – Using profane, obscene, vulgar, or lewd language, gestures
- Refusal to obey/defiant – failure to comply with direction of a staff member
- Throwing objects – Creating a substantial risk of injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury

### **23. Indecent Exposure/Sexual Offenses**

A student shall not intentionally touch any person in an offensive or sexually

provocative manner. A student will not engage in inappropriate conduct of a sexual nature including, but not limited to, touching, gestures or comments.

#### **24. iPad Violations**

Refer to the Lexington School District One Personal Mobile Computing Discipline Plan

#### **25. Littering**

Carelessly discarding trash (ex. Temporary ID badges, leaving trash in cafeteria)

**All students sitting at a cafeteria table will be held accountable for any trash that is not discarded properly.**

#### **26. Personal Mobile Communication Devices**

For purposes of this policy, personal communication devices include, but are not limited to, cellular telephones, pagers, gaming devices, other devices that emit an audible signal, vibrate, display a message, display or record an image or otherwise summon or deliver a communication to the possessor.

High school students may possess personal communication devices in school as follows.

- The devices remain **silent** and are **not visible** or **in use during instructional time**. Teachers may allow, however, the instructional use of personal communication devices at their discretion. *During instructional blocks, including ILT, devices are not to be in use in school hallways.*
- Personal communication devices are not permitted to be on or visible in locker rooms, restrooms and school buses or other district vehicles.
- High school students may use their personal communication devices before and after school, during class changes and during their assigned lunch as long as the use does not disrupt the school environment. *During ILT, students may use cell phones in the cafeteria only.*

Students should understand that possession of the above permitted devices could pose a risk of loss or theft. The district strongly recommends that students properly label their devices and take steps to keep them safe. The school/district will not be liable for lost or damaged devices.

The school principal reserves the right to limit and/or confiscate personal communication devices if the use of these devices is causing a disruption to the school.

A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will follow these procedures:

- First Offense – After School Detention – 2 days
- Second Offense – After School Detention – 2 days
- Third Offense – After School Detention – 2 days



- Fourth Offense
  - In-School Suspension – 1 day
  - Student will not be allowed to have a Personal Communication Device on campus for the remainder of the school year.
- Fifth Offense – Out-of-School Suspension – 2 days
- Sixth Offense – Recommendation for Expulsion

\*Refusal to put a personal communication device away or having the device out again later in class will result in consequences for both a Personal Communication Device violation and Refusal to Obey / Defiant.

### **27. Refusal to turn over a cell phone**

A student shall surrender a cell phone to any teacher or other school official when requested to do so. **Failure to comply with a staff member's request for the device will result in out-of-school suspension.**

Refer to Lexington School District One's Personal Mobile Communication Devices policy for usage guidelines.

### **28. Tardiness**

Being late for school or class; students are expected to arrive to class on time.

Students arriving to class more than five minutes late will be assigned After-School Detention.

Every third tardy within the first five minutes of class will result in a discipline referral.

### **29. Unauthorized Presence on School Grounds**

A student will not come on to the school grounds of any of the district's schools or board school buses while under suspension without prior approval from the principal or his/her designee. A person will not come on the grounds of any of the district schools during the school day where he/she is not a student except for legitimate reasons related to school affairs without prior approval of the principal or his/her designee. Students who violate this rule may be subject to criminal prosecution for trespassing.

### **30. Vandalism/Larceny**

A student will not cause, or attempt to cause, damage to school property or steal school property.

A student will not cause, or attempt to cause, damage to private property, or steal, or attempt to steal, private property on the school grounds, during a school activity, function or event off school grounds, or on a school bus.

### **31. Weapons**

A student will not possess, handle or transmit a knife, gun/firearm or any other object that can be considered a weapon, including a look-alike weapon. A student who violates this policy will be recommended for expulsion.

## **Attendance Policy**

South Carolina law mandates that children 5 years old to 17 years old must attend school. The school year consists of 180 school days. The district considers students present only when they are actually at school, on homebound instruction, or present at an activity authorized by the school such as field studies, athletic contests, music festivals, student conventions and similar activities.

### **ABSENCES AND EXCUSES**

If absent, a student must present a written excuse signed by a parent, guardian, physician or other appropriate person within **three** days after returning to school. The excuse must include the date the excuse is written, date(s) of student's absence, reason for student's absence, telephone number where the parent/guardian may be reached and the required signature. Excuses that have been tampered or forged will count as unlawful absences and the student will be assigned three days OSS **and will be turned over to law enforcement for possible criminal prosecution.**

Parent/Legal guardian excuses (Parent Notes) for absences may be accepted for students to make up missed assignments; however, to assure course credit for students who have accumulated more than the allowable absences specified for the course duration, a doctor's excuse will be required for all absences beyond the allowable absences. The principal will require a student who has accumulated more than five absences in a semester or 10 absences in a year to provide a doctor's excuse for all further absences in order to receive course credit. Principals have the authority to review absences in excess of five days in a semester course and to use their own discretion for follow up.

Students in grades 9-12 are allowed the following number of absences before losing course credit:

- |                   |                             |
|-------------------|-----------------------------|
| ➤ 45-day classes  | 3 lawful/unlawful absences  |
| ➤ 90-day classes  | 5 lawful/unlawful absences  |
| ➤ 180-day classes | 10 lawful/unlawful absences |

### **Excused absences**

These absences do not count against the days students are allowed to miss by state law:

- Ill students whose attendance in school endangers their health or the health of others, as determined by a physician.
- Students classified as Juniors are allowed one college visit and Seniors are allowed two college visits during the year. A letter from a college/university representative on official college/university letterhead must be submitted to the Attendance Office within three days of the absence.
- 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 into 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. Schools do not accept faxes from parents.

- Students who must keep medical or dental appointments. The student must see the doctor for the absence to be excused except in cases where the student has been determined to be chronically ill as explained above.
- Students who have an immediate family member who is seriously ill. A parent note showing 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 note must be turned into 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 as determined by the school principal.

### **Lawful Absences**

The following absences count against the days students are allowed to miss by state law but allow students to make up missed assignments:

- A written note from a parent/guardian.
- Illness of the student to the degree that his/her attendance in school would endanger his/her health or the health of others as documented in writing by parent/legal guardian within three school days after the student has returned to school; provided the number of classes or days missed does not exceed the allowable absences specified for the course duration.

### **Unlawful absences**

The following absences count against the days students are allowed to miss by state law and the district gives unexcused absences for:

- Students willfully absent from school/truant.
- Students absent without the knowledge of their parents/guardians/cutting school.
- Students suspended from school.

After three consecutive unexcused absences or after a total of five unexcused absences, the principal or designee will identify the reason(s) for the student's continued absence and will, with the student and parent/guardian, develop a Truancy Intervention Plan to improve that student's attendance.

If a student accumulates more than five unexcused absences in one semester, the student may be referred to a truancy prevention program or to court. Before a principal takes legal enforcement action, the principal will notify the parent/guardian and allow that parent/guardian to present information for appeal.

In cases of excused absences, makeup work must be completed during the first five (5) school days after the student returns to school. The student must make arrangements

for makeup work.

Teachers will assist students with makeup work as needed either before school, after school, or at a mutually convenient time during the school day. Students that are absent may refer to their teacher's Schoology site or email teachers for their assignments.

### **Truancy**

In accordance with state law, all children between the ages of 6 and 17 are required to attend public or private school. Parents or guardians who do not wish to enroll their five-year-old child in kindergarten can sign a waiver. A child 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

### **SEARS (School Extension for At-Risk Students) Program**

Lexington School District One's SEARS program provides an attendance extension for high school students who receive a final grade of "F" due only to unexcused absences beyond the limit allowed for the course. To participate, the student must otherwise have a passing course grade. Students are allowed to make up no more than two days of unlawful absences per semester. Students with excessive absences first semester must attend SEARS at the end of the first semester. Students with excessive absences second semester must attend SEARS at the end of the second semester. The cost of the program is \$25 per day.

### **Procedure for turning in excuses**

Excuses will be accepted in the Attendance Office before school, between classes or after school. Students will not be allowed to miss instruction or leave the cafeteria during lunch to turn in excuses.

### **Procedure for signing students in/out of school**

No student will be permitted to leave school during the school day unless a parent/guardian or other approved person on the student's emergency contact list comes to the school for the student or unless prior arrangements have been made.

Parents/guardians must identify, in writing on the School Health Form distributed at registration, the individuals who have permission to sign their child out of school. The parent/guardian or other approved person must come to the office and sign the student out during school hours (the school is open at 7:30 AM). Picture identification is required.

Schools do not accept incoming telephone calls, written notes or faxes for the purpose of dismissing a pupil from school early.

Anyone not on the student's approved sign out list will not be allowed to sign any student out of school. Students who leave school without being properly signed out will be treated as cutting/leaving school. Students are not allowed to be signed out of school between 3:15 and 3:25.

Students must attend 53 minutes of an 80-minute class to be counted present.

**Ill or injured students must be signed out by an adult in order to leave campus. In case of an emergency or extenuating circumstances, the principal will use his or her judgment in excusing a student.**

Due to problems with confirming appointments, the parent/guardian must sign students out. Students will not be allowed to sign themselves out of school, regardless of age or grade, to go to appointments.

Parents may sign out students in the main office up to one week in advance of the appointment.

### **Tardy to School**

Students that arrive between 8:20 a.m. and 8:25 a.m. should report to their 1<sup>st</sup> block class. Students arriving after 8:25 a.m. are tardy to school and must come to the Attendance Office to sign in.

### **Failure to sign in upon arrival at school**

Students must sign in through the attendance office if they arrive between 8:25 a.m. – 2:20 p.m. After 2:20 p.m. students are considered absent from school for the entire day.

### **Student Information**

#### **Deliveries to Students**

Balloon and florist deliveries will not be accepted for students. Parents may bring food to the office for students, but students will not be called out of class to accept the delivery. Students may not have food delivered from restaurants.

#### **Lockers**

Lockers are the property of Lexington County School District One. All lockers will be emptied on the day following the last day of school. The school will not be responsible for items left in lockers. Lockers are subject to search at any time by administration.

#### **Medication Policy**

1. The Parent/Guardian of the student must request in writing that the student be given medication. The school will provide a consent form.
2. The medication should be brought to the school by the parent/guardian in a container appropriately labeled by the pharmacy, health care provider, or in the original container.
3. Students are not allowed to have any kind of medication with them at school unless approved by the principal. The school supplies no medication. This includes Tylenol, Aspirin, etc. All medications will be stored in a locked cabinet in the health room. The school nurse will evaluate over the counter medications on an individual basis. A written physicians order is required, as well as parental permission.

**Valuables**

Money, purses or other valuables are not to be left at school, on the cafeteria tables, hallways, or in the dressing rooms during P.E., extracurricular practices or games. The school will not be responsible for money or other valuables left unattended during or after school hours