

SWANSEA HIGH SCHOOL

**Parent/Student Handbook
2017-2018**



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Lexington Four Core

Our Purpose

We empower our students to become global citizens.

Our Core Values

Grow: We continually learn through individual inquiry, collaborative practice, and purposeful reflection.

Serve: We compassionately support one another through nurturing and empowering relationships.

Innovate: We purposefully transform our practices to provide a personalized pathway to success for every student.

Our Beliefs

Every student needs a **personalized pathway** to success.

Our strength is found in the value of each individual's **voice**.

Student-centered inquiry and **formative feedback** nurture **deep learning**.

Perseverance is a given for **sustained success**.

Our Vision

We seek to be a personalized system of learning.

School Information

Alma Mater

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

There daily I wander as morn rises high,
My books and my teacher's sweet face in my eye.
How pleasant thy walls and sweet classrooms below!
We'll praise thee, our high school, and honor thy name.

With warmest affection our tribute we pay,
To thee, dear old "Swansea", our high school today.

School Contact Information

Swansea High School
500 East First Street
Swansea SC 29160
(803)490-7007
Fax (803)399-7967
www.lexington4.net/shs

For complete district information including the Lexington Four school district handbook, please consult the district website at www.lexington4.net.

School Hours / Schedule

7:30-8:10 Early bird service
Parents may drop off students in the gym parking lot at this time.

Please check the school website for the complete bell schedule at www.lexington4.net/shs

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 the steps you need to follow to address your concerns.

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

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

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

Enrollment Procedures

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

- 1) Copy of the student's birth certificate (long form)
- 2) South Carolina Immunization Form
- 3) Copy of the student's **Social Security Card**
- 4) Withdrawal form from the student's previous school.
- 5) **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 Lexington4; 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

Students will be scheduled for classes based upon requirements needed for their academic goals in addition to student preferences for electives. Specialized courses may require additional fees.

Withdrawal / Transfer Procedures

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

Change of Address

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

Conferences

Lexington 4 will have parent/teacher conferences in accordance with the district calendar. Any parent who desires a conference at any other time should contact their student's school counselor to request and schedule a conference.

Distribution of Literature

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

Insurance

Student insurance is available on an optional basis. Some courses require students to purchase insurance. Information is distributed during registration and when school begins. **The school/district is not responsible for medical expenses and/or personal property loss.**

Tobacco Policy

Possession and/or use of ***tobacco products*** 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, e-cigarettes (vapes), cigars, chewing and/or smokeless tobacco of any kind, matches, lighters, rolling papers, etc. Students who are caught SMOKING or HAVE POSSESSION OF tobacco paraphernalia items will be referred to the administration for disciplinary action.

Returned Check Policy

Returned checks are not handled at the school. Banks alert their customers that a check has been returned. A company called ChecXchange settles the returned checks for Lexington Four. In the event of a returned check, please put an adequate deposit in your bank to cover the check. The telephone number for ChecXchange is 1-877-343-1823. Post dated checks are not accepted.

Fees

Consumable Fees (all students pay)23.00

If a student has free lunch, this fee is waived

If a student has reduced lunch, this fee is \$6.50

This fee is the only fee that can be waived or reduced.

This fee is based on the lunch status rate.

Basic Safety Fee (school time insurance) 25.00 /10.00/zero

The insurance rate is based on the lunch status rate. full pay/reduced/ free

Replacement I. D. Card	5.00
Physics I	10.00
Chemistry I *	10.00
Art (all)	15.00
Band (all)	10.00
Biology 1AP (only)	10.00
Piano	15.00
Drama	10.00
Chorus (all)	10.00
Welding *	30.00
Phys. Ed. III (Weight Lifting) *	6.00
Phys. Ed. II	6.00
Computer Service Tech. (all)	20.00
Networking I	20.00
Computer Class (All Others)	12.00
Engineering (all)	15.00
Agriculture Science (All)	12.00
Entrepreneur	12.00
Auto I, II *	12.00
Health Science Tech & Gerontology(all)	15.00
Sports Medicine (all)	15.00

Seniors have to pay all current fees and debts before March 1, 2018.

Underclassmen have to pay all current fees and debts before February 25, 2018.

*These classes require school insurance.

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. Information concerning the child will not be made available to anyone by any means, without the expressed written consent of the parent/ guardian.

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

Fundraising

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

Pledge of Allegiance

State law requires that each school set aside time for the "Pledge of Allegiance." Any student, however, 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.

School Messenger

SchoolMessenger is a telephone and email communications system that enables schools and the district to provide emergency messages and important reminders to our students' parents/guardians quickly.

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

Attendance

Absences and Excuses

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, physician or other appropriate person. The excuse 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 and the required signature. If a student fails to provide a proper excuse, the excuse may be recorded as unexcused. Principals may 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 medically related absences in order to receive course credit. Principals have the authority to review 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.

Excused Absences

The district gives excused absences for:

- 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 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/guardians.)
- students who must keep medical or dental appointments. Called-in doctor's notes are not accepted. 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/guardian 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/guardian 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 circumstance.

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.

Truancy

Upon a child's accumulation of more than 10 unlawful absences, a referral will be made to the appropriate agency unless circumstances warrant a waiver. Our school/district policies require the following:

- 1) After three consecutive or a total of five **unlawful** absences, the principal or her designee will notify the parent/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 her designee will notify the parent/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 the 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 her designee will notify the parent/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.

Attendance for 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 "59" 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 notes 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. Faxed medical notes are acceptable – only when faxed directly from the doctor's office.

Attendance Make-up

Attendance make-up will be provided for students. First priority will be given to upperclassmen and those students needing credits toward graduation. This opportunity is provided to allow students to receive credit for courses they are passing academically but have accumulated more than ten (10) absences in a whole unit course and five (5) absences in a half unit course. Credit cannot be awarded to a student who has been present LESS THAN 170 days of attendance in a whole unit course and LESS THAN 85 days of attendance in a half unit course.

- Students will be charged \$5 for each class period of attendance they wish to make-up. (4 class periods of attendance make-up is 2 hours and will cost \$20)
- Participation in attendance make-up is mandatory for accrual of credit. Students must meet the academic requirements of their course to receive credit. Attending attendance make-up does not guarantee a passing grade.
- Students who lose credit due to absences will receive a grade of 59 as their final grade as mandated by the state uniform grading scale. A student's GPA will be affected.
- Students that do not abide by the attendance time schedule and behavior requirements will forfeit their opportunity to make-up absences.

Early Dismissals

Students are encouraged to remain in school for the full day. Should the need for an early dismissal arise, such as a medical/dental appointment or family crisis, the student should bring a written note stating: (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 your child and they will need a picture ID. Early sign outs would be appropriate for medical/dental appointments or family crisis.

Students will be called to the office for early dismissal upon the arrival of the parent/guardian. 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.

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.

Health & Wellness

School Wellness: Nutrition & 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 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.

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

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

Even though elementary school students do not have access to these foods through vending machines, the district wants to ensure teachers are mindful not to distribute food to students as rewards and that cafeterias do not sell them as extra snacks. It is important that our PTOs and other school organizations know that students are not to receive these foods during the school day or on fieldtrips. The following rules apply:

- **Individual teachers, parents, and students should not provide food, candy, or baked goods to students due to health and safety concerns.**
- School-provided classroom snacks in the elementary school must be approved by the principal and will feature healthy choices that have at least minimum nutritional value.
- Foods and beverages made available on campus during school hours will comply with current USDA Dietary Guidelines for Americans (K-12).
- Bake sales and candy sales are prohibited during the school day.
- Students may bring foods of minimal nutritional value or beverages from home for his/her personal consumption; however, the student may not sell/share these items to/with other students (Pre K-12).

Parties and Celebrations

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

Student Health Services

Accidents / 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.

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.

Allergies

If a child has severe food or other allergies, parents should notify the school nurse and the child's teachers in writing. A *Request for Alternate Meals Form* must be completed. This form can be obtained from the district website or your school nurse.

Health Room

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

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, 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 parent note will be accepted by the school for a absence in this case.

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. UNDER NO circumstances may an ill student remain in the health room longer than 30 minutes during the day, unless waiting for a parent. The parent/guardian or their designee must 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 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. Parents/Guardian 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 guardian cannot be reached, will these adults be contacted. The parent/guardian should be the one to pick up the student.

Medications

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

1. Medications must be labeled with the name of the student, name of the medication, dosage to be given, and time to be given.
2. Completed *Lexington School District 4 Permission for School Administration of Medication* form with physician and parent signatures.
3. The school does not provide any medication, medicated creams, or gels for students. If your child requires any medication such as, but not limited to Tylenol, Motrin, Benadryl, Oragel, Antibiotic ointment, hydrocortisone cream, eye drops, ear drops, or cough drops you must provide the medication and the appropriate completed form.
4. All medication should be in the original container with proper identification.
5. The district will authorize students with particular healthcare needs to self-monitor and self-administer medication as prescribed by the physician on a year to year basis. Please see the school nurse for more information.
6. All medications must be given to the school nurse or designee by the parent. Students are not allowed to transport medications to and from school.
7. If any student is found to have any medication on them, they will be disciplined according to the District Drug Policy.

Lice

If a teacher thinks a child may have head lice, that teacher will refer the student to the school nurse for screening. If the nurse confirms that the student has head lice, a school employee notifies the parent/guardian and that parent/guardian must come to the school immediately and pick up his/her child. When the school nurse finds more than one case of head lice in any one classroom, the nurse screens all students in that classroom. Students with confirmed head lice may not ride on a school bus or van. Before a student can be readmitted to school, the nurse must recheck the student and the student must be free of lice and nits (eggs).

Academics

Grading / Assessment

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

Students in Lexington Four receive interim reports at mid-term and report cards/progress reports at the end of each nine weeks. The purpose is to keep parents informed of the student's progress. Grades can also be accessed using the Parent Portal of Power School: <https://ps.lexington4.net/public/>

South Carolina Uniform Grading Scale

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

A = 100 - 90	I = 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 "59" 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 the assignments upon returning to school.

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.

2017-2018 State Accountability Assessment Schedule

End-of-Course Examination Program (EOCEP): May 2018

ACT and Work Keys: April 2018

English Language Development Assessment (WIDA): February-April 2018

SC-Alternate Assessment (SC-Alt): March-April 2018

National Standardized Assessments

ASVAB: February 2018

ASSET: October 2016 and January 2018

PLAN/PSAT (Sophomores): October 2017

AP Exams: May 2018

Students who are interested in taking the SAT can visit the website at: www.collegeboard.com for test dates. Students who are interested in taking the ACT or PLAN can visit the website at: www.act.org for test dates.

NOTE: PSAT, SAT, PLAN, and ACT registration materials may be secured from the Guidance Department.

Graduation Requirements

For a South Carolina high school diploma, students must pass all parts of the State Exit Exam and earn units of credit distributed as follows:

AREA	GRADUATION
English	4
Mathematics	4
Physical Science	1
Science	2
Social Studies	1
U. S. History	1
American Government	½
Economics	½
Physical Education / JROTC (including health)	1
Foreign Lang. or Career and Technology Education	1
Computer Science	1
Electives	7
Total Credits Needed	24

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

To be classified as a twelfth grader, a student must have earned at least eighteen **(18)** units of credit distributed as follows: (3) units of English, (3) units of mathematics, (2) units of science, (2) Social Studies [one of which must be US 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.

Homebound

1. Students who cannot attend school because of mental or physical illness, an accident, or pregnancy should apply for homebound instruction through their medical doctor. Forms for applying for homebound instruction should be secured from the director of special services.
2. This means the student will **not** have their absences count against them if they complete all academic requirements.
3. Any questions regarding homebound instruction should be directed to the assistant principal for instruction or director of special services.

Textbooks

Textbooks are loaned by the state of South Carolina and are issued at the beginning of the year to students. Students are required to return 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. If a student loses a textbook, a replacement fee will be applied.

Safety & Discipline

Emergency Drill Procedures

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

Book Bags

Beginning in the 2013-2014 school year, students were required to place book bags in their lockers in the morning and are not allowed to remove them until the end of the school day, this policy will remain the same for 2017-2018. If a student reports to class with a book bag the teacher will give them a pass to put it in their locker.

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.

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:

1. Cancel school
2. Attend school with a delayed start time
3. 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.

Student Code of Conduct

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.

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.

Principles of Lexington 4 System of Effective Discipline:

1. Discipline’s purpose is to sustain a safe, orderly environment where all stakeholders meet high expectations.
2. Effective discipline begins with sincere belief in each learner.
3. Discipline is most effective within a consistent, positive relationship.
4. Effective discipline requires understanding the personal needs and environment of the child.
5. Effective discipline is an opportunity to learn and develop skills.
6. Effective discipline focuses on the support and inclusion of the learner while requiring the learner to repair harm to the community.
7. Interventions should increase as the needs of the learner increase.
8. Effective discipline involves all stakeholders.
9. Developing college, career, and citizenship ready learners requires a systemic perspective. (Our actions at any point on the K-12 continuum can affect the end product.)

Consistent Expectations for Lexington 4 Students:

Value the community of learners by

- ...collaborating effectively with teachers and learners.
- ...taking ownership of your learning and actions.
- ...demonstrating work ethic and perseverance.
- ...seeking opportunities to lead by positive example.

Level	Behaviors
Level 1: Disorderly Conduct Student behaviors which impede orderly classroom procedures and/or orderly school operations.	<ul style="list-style-type: none"> • Tardy • Disrupting Class • Cheating • Obscene Gesture • Inappropriate Language (Profanity; Verbal Harassment) • Off Limits (Leaving Class) • Failure to Comply with Disciplinary Action (Detention; ISS) • Inappropriate Affection • Inappropriate Behavior • Refusal to Obey • Dishonesty • Cellphone Violation • Computer Violation
Level 2: Disruptive Conduct Student behaviors directed against persons or property and which the consequences of (1) endanger the health or safety of oneself or others, or (2) result in damage to property.	<ul style="list-style-type: none"> • Confrontation / Altercation (Verbal) • Fighting • Bullying • Tobacco Violation • Threat • Inappropriate Materials (Pornography, etc.) • Cutting Class • Cutting School • Property Misuse (Vandalism / Theft)

	<ul style="list-style-type: none"> • Sexual Harassment • Major Disruption • District Medication Violation
<p>Level 3: Criminal Conduct Student behaviors which result in (1) violence towards oneself or another's person or property, or (2) pose a direct and serious threat to the safety of oneself or others in the school.</p>	<ul style="list-style-type: none"> • Simple Assault • Bomb Threat • Unauthorized Device (Non-criminal Weapon, etc.) • Weapon • Vandalism / Theft • Arson • Fireworks • Drug Distribution • Drug Usage • Drug Possession • Gang Activity • Fire Alarm • Other Offenses (Serious)

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 60's on all work missed unless made up within ten (10) school days following the last day of suspension.

District Level Hearing

1. A student may be referred to the District Hearing Officer if they commit a Level 3 offense or accumulate an excessive number of Level 1 and Level 2 offenses.
2. Parent / guardian will be notified in writing of the hearing date and time.
3. Following the hearing, the parent / guardian may appeal to the Board of Trustees provided that written notice is made to the Superintendent within 10 days of the hearing.
4. There will be no withdrawals in lieu of expulsion.

Student Rights and Responsibilities

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

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

With those rights come responsibilities. Student responsibilities include:

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

Student Conduct Away from School Grounds

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

Electronics and Cell Phones

Personal communication devices include, but are not limited to, cellular telephones, pagers, gaming devices, and other devices that might emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor.

Students may possess personal communication devices in school as follows:

- The devices remain silent and are not visible or in use during instructional time; however, teachers may allow the instructional use of personal communication devices at their discretion.
- Personal communication devices are not permitted to be used in locker rooms, restrooms, or other personal spaces.
- 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.

School administration reserves the right to confiscate any personal communication device that causes a disruption to the school environment. If a personal communication device is confiscated on school grounds, a parent/legal guardian must come to school to sign for return of the device.

Any student that takes an inappropriate picture or video on their cell phone and shares it with other students or uses any cell phone features (including text messages) that causes a disruption of the learning environment may be classified as a level three offense resulting in the student being referred to the District Hearing Officer.

Computer / Internet Use Policy

The district's computer network system is designed to enhance curriculum and student educational needs. The system serves all individual classrooms. Students, under no condition, are to access the system without permission, tamper with the system and/or diskettes containing software programs, or abuse the system in any manner. The use of the system for obscene, profane, or vulgar purposes is strictly prohibited. Students violating the computer network system policy will be subject to disciplinary action. The system coordinator and network administrators may review files and communications to maintain system integrity and insure 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.

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
- Hacking 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.

Dress Code

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

Consequences of Dress Code Violations

- First Violation: Student conference held. Student changes attire.
- Second Violation: Parent/guardian conference held. Student changes attire. Student receives detention.
- Third Violation: Parent/guardian conference held. Student changes attire. Student receives in-school suspension.
- Additional Violations: Parent/guardian conference held. Student changes attire. Student receives in school or out-of-school suspension.

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 the student being referred to the District Hearing Officer. These acts include but are not limited to:

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

Initiations / Hazing

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

Sexual Harassment

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

Sexual harassment includes un-welcomed 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. Plaintiff may file civil charges (Sexual Harassment) against the person with the magistrate.

Visitors

All visitors must report to the main office before entering the building. You are welcome to visit and observe your child's class. In accordance with district policy all visitors must be escorted by school personnel; therefore, we request that you call in advance in order to ensure schedules allow for an opportune observation time. If you wish to bring any items to your child, please leave the items in the office and your child will be notified. 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.

Students who are absent or suspended are not to be on school premises and/or any property that belongs to Gaston Swansea School District Four of Lexington County. They will be charged with trespassing.

Students from neighboring schools will not be permitted to visit. This rule also applies to school dances held throughout the school year.

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

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

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

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

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

Weapons

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

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.

Food & Nutrition Services

Universal Breakfast Program

Universal Breakfast is a Lexington District Four initiative to support and encourage healthy habits for our students. This program provides a nutritious breakfast for every child in our district pre-K through 12th grade. Breakfast is provided at no cost to the student but is claimed and reimbursed based on student's free, reduced, or paid lunch eligibility. Studies have shown an increase in students' attentiveness and improved learning environments with this program. Car riders who arrive late may not be served.

Meal Pricing

- Lexington County District Four, Gaston-Swansea is participating in the Community Eligibility Provision for the 2017-2018 school year. All students enrolled in the school/district may participate in the breakfast and lunch program at no charge to them. **Note: Families will not have to fill out meal applications.**
- Food Service cashiers WILL NOT make change or refund change to students at the point of sale. All money presented at point of sale will go into your student's account. STUDENTS WILL NOT be allowed to charge for a la carte items (extras).
- All menu items may be purchased as a la carte. Price list are maintained on the POS. Prices are subject to change to reflect the changing cost of supplies and labor.

- Many teachers and staff eat school meals. We also encourage parents to join their children for meals at school. If you would like to eat with your child you must report to the main office. You and your child will be allowed to eat together in the main office conference room.

Transportation

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 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.

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

Student Parking

All parking permits and/or renewals must be purchased after completion of a driver safety program. Each permit is \$20. There is a renewal fee of \$15 for students who already have parking permits. The student must show the following:

1. Driver's License
2. Vehicle Registration
3. Vehicle Tag Number
4. Proof of Insurance

Students are expected to follow these guidelines regarding the student parking lot:

1. Parking is only allowed in marked spaces.
2. Students are not allowed in the parking lot during the school day.
3. Students are expected to enter the building upon arrival at school. Students are not allowed to sit in vehicles or loiter in the parking lot.
4. Any student who is not involved in a school sponsored extra-curricular activity must leave the parking lot by 3:45.

The administration of Swansea High School reserves the right to revoke parking privileges for any student who does not adhere to these guidelines. This revocation can range in length from 1 week to the remainder of the school year.

School Buses

A school bus driver represents the school and is responsible for the passengers on the bus. The driver has authority over the 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. Bus offenses will be handled as outlined in suggested discipline levels. Students are not allowed in the 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. 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.**

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 a student or school personnel.

Student Transportation Code of Conduct

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 the Lexington School District Four Board Policy JICDA-R Code of Conduct.

The following information is a guideline for disciplinary actions when rules are violated. These guidelines are subject to change depending upon the severity of the student's actions. Any student that surpasses a total of 50 days of suspension from any school bus for the same school year will be expelled from all Lexington Four school buses for the remainder of the school year in which the violations occurred.

Level 1- Disorderly Conduct:

Level one violation is defined as those activities engaged in by students which tend to impede an orderly and safe environment. Level one violation is not directed against persons or property.

Examples of Level 1 violations include, but are not limited to:

- Eating or drinking on the bus
- Standing while the bus is in motion
- Excessive noise or other disruptive behavior
- Hanging any part of your anatomy out of a window
- Throwing or shooting objects
- Failure to remove feet, body, and other items from the aisle
- Failure to remain in assigned seat
- Any behavior that disrupts other students and/or the driver

Level 2- Disruptive Conduct:

Level two violations are defined as those activities engaged in by students which are directed against persons or property and/or the consequences may endanger the health or safety of oneself or others.

Examples of Level 2 violations include, but are not limited to:

- Vandalizing the bus (damages must be submitted to the Lexington 4 Transportation Office prior to the student returning to their bus)
- Tampering with emergency exits or other bus equipment
- Fighting
- Threats against others
- Abusive language towards students or staff
- Refusal to follow district employee's directions
- Possession of unauthorized substances, including tobacco products
- Severe disruptive acts
- Boarding or exiting the bus at the student's non-designated stop

Level 3- Criminal Conduct:

Criminal Conduct is defined as those activities engaged by students which result in violence to oneself or another person or their property and which pose a direct threat to the safety of oneself or others on the bus.

Examples of Level 3 violations include, but are not limited to:

- Assault and battery
- Extortion
- Bomb threat
- Possession of a weapon
- Possession of drugs or alcohol or other illegal substances
- Disturbing schools/bus
- Arson
- Sexual offenses

* For all Level 3 offenses, the student will be removed immediately from the bus and school. The student will be referred to the District’s Hearing Officer to determine the appropriate outcome.

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

Consequences for Student Transportation Code of Conduct Violations			
Offense	Level 1	Level 2	Level 3
1 st	Warning	3 day suspension	* All Level 3 violations will result in automatic suspension from the bus/school and will result in a referral to the District Hearing Officer.
2 nd	1 day suspension	5 day suspension	
3 rd	3 day suspension	10 day suspension	
4 th	5 day suspension	15 day suspension	
5 th	10 day suspension	20 day suspension	
6 th	15 day suspension	30 day suspension	
7 th	20 day suspension	Expelled from bus for remainder of the year	

Technology

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.

SchoolMessenger

SchoolMessenger is a telephone and email communications system that enables schools and the district to provide emergency messages and important reminders to our students' parents/guardians quickly.

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

Due to the integration of technology in the educational process and the curriculum of the 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 rule (IJNDB and IJNDB-R) on the district website (www.lexington4.net) by clicking on "Board Policies."

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

- locally networked reference and research sources;
- global information and news;
- discussion groups on a vast range of topics;
- local, regional, public, state and national library catalogs;
- the World Wide Web; and
- electronic 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 the 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 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 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 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-mail. 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/material that are profane, obscene or pornographic nor use the system to access sites/material 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.

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.

Graduation/Ceremonies

Graduation

No student will be allowed to participate in graduation unless they meet all of the requirements for a State High School Diploma, State Certificate, and/or District Special Education Certificate and/or Occupational Diploma. Students who plan on graduating after summer school (needing only 1 or 2 credits) *WILL NOT* be allowed to participate in the Commencement Exercises for graduates. Graduation (i.e., the Commencement Exercise) is

for those students who are truly graduating, *not those who are completing their requirements through summer school*. Before participating in graduation:

1. All debts must be paid before a degree is issued at the graduation ceremony.
2. A senior must participate in graduation rehearsal in order to participate in graduation exercises. It is the student's responsibility to know the time and place of rehearsal.

A. VALEDICTORIAN

The honor of Valedictorian is bestowed upon the senior with the highest cumulative grade point average earned over eight semesters of high school course work. The recipient must have attended Swansea High School for the last two consecutive academic years.

B. SALUTATORIAN

The honor of Salutatorian is bestowed upon the senior with the second highest cumulative grade point average earned over eight semesters of high school course work. The recipient must have attended Swansea High School for the last two consecutive academic years.

C. HONOR GRADUATE

The top seniors will be recognized as Honor Graduates. They will be given a gold Honor Cord to wear for graduation and "Honor Graduate" will be announced after their name is read during commencement service. Honor Graduates will be announced after all final grades are entered at the end of spring term based on eight semesters of high school course work. The selection is based on the top cumulative GPAs figured through the end of the senior year. The recipients must have attended Swansea High School for their entire senior year.

D. JUNIOR MARSHAL

A top group of juniors (as needed) will be recognized as Junior Marshals. Selection is based on five (5) semesters of high school work. The junior must have attended Swansea High School for the last two consecutive academic years. Students, classified as juniors, trying to graduate early that have less than 5 semesters of work will not be considered for junior marshal. The first and second ranked juniors who meet the above requirement will be classified as Chief Marshals. Junior Marshals assist in all graduation ceremonies.

Class Rings

The following guidelines will be used for ordering class rings:

1. Only juniors or seniors may order school rings.
2. A ring may be ordered on specified days.
3. Ring orders require a minimum deposit of \$40.00; \$60 on 14k.
4. Balance due on a ring must be paid within 48 hours of the ring
a. ceremony if the student wishes to participate in the ceremony.
5. Rings not picked up will not be kept at the school; however, a make-up
a. delivery date will be announced.

Prom

The junior class will host a "SENIOR PROM" for members of the senior class. It will be the responsibility of the junior class officers and the juniors selected to be on the prom committee to organize the "Senior Prom" with the monies raised by the seniors when they were juniors. Junior prom committee members will be allowed to attend the prom as a worker in order to setup, serve, and take down decorations. (Exception: juniors who are dates of a senior class member).

Seniors participating in Prom fundraisers will be given [free-of-charge] a ticket for them and their date to attend the "Senior Prom". Tickets are non-transferable to anyone else. Seniors may ask anyone of their choosing to the "Senior Prom" under the age of 21.

Contests

Homecoming is an annual activity designed to promote positive school spirit. All students are encouraged to engage in the events sponsored by the cheerleaders and the Student Council.

A. Homecoming

1. Any senior football player, manager, or trainer may sponsor a senior girl for Homecoming Queen.
2. Only candidates who are currently passing all subjects (cumulatively averaged) and who have attended Swansea High School for at least one full year are eligible.
3. Candidates must not have been referred with a Level 3 offense or suspended with a Level 2 offense during the current school year.
4. The Homecoming Queen will be elected by the student body.

B. Mr. Tiger

1. Senior football players, managers, or trainers are eligible for consideration as Mr. Tiger.
2. Only candidates who are currently passing all subjects (cumulatively averaged) and who have attended Swansea High School for at least one full year are eligible.
3. Candidates must not have been referred with a Level 3 offense or suspended with a Level 2 offense during the current school year.
4. Mr. Tiger will be elected by the student body.

C. Miss Swansean

1. Only female students who are currently passing all subjects (cumulatively averaged) and who have been in attendance at Swansea High School or the Swansea High School Freshman Academy (freshmen) since the beginning of the school year are eligible.
2. Candidates must not have been referred with a Level 3 offense or suspended with a Level 2 offense during the current school year.
3. Miss Swansean and her court are selected by a diverse panel of judges using points accumulated from interviews and pageant competition.