

Message from the Principal

The mission of Johnsonville Middle School is to provide each student with a diverse education in a safe, supportive environment that promotes self-discipline, respect, motivation, creativity, and excellence in learning.

Through a diverse educational experience, JMS will continue encouraging and educating students to be confident, knowledgeable, responsible, and productive citizens in an ever-changing world. With your support, we will be better able to accomplish this task. It takes a team of teachers and parents to accomplish the level of achievement we want to see in our students.

The school has continued to implement the i-Ready online assessment and instruction, a valuable tool that allows teachers to provide students **with** a personalized path to proficiency and growth in reading and math. Students have yearly and stretch i-Ready goals to master throughout the year. In addition, Progress Learning and Gizmos are additional learning resources that students utilize to close achievement gaps in learning. Utilizing MTSS meetings to discuss student data and progress consistently, having assistance from the Literacy Coach and MTSS Coach, providing instructional tutors in each grade level, and participating in school-wide and grade-level PLC on data dives are various strategies JMS is collaborating on as a team to meet the individual learning needs of our students.

Again, I look forward to working with you and your child next school year. I encourage you to visit JMS to work together to ensure each student reaches their potential. The vision at Johnsonville Middle School is built on empowering all stakeholders to embrace a pathway to excellence. The school is deeply committed to providing all students with the ability to develop world-class skills by empowering them to excel academically, artistically, and athletically. Together, we will help your child and all our students develop a love for learning and good life-long habits!

Mirandi Squires

Johnsonville Middle School



E₅ FLORENCE
SCHOOL DISTRICT 5

Student Handbook 2024-2025



Florence County School District Five 2024-2025 Calendar (Year-Round Modified)

<p>7/4 Independence Day</p> <p>7/24 – 7/30 Teacher Workdays (1-5)</p> <p>7/31 First Day for Students</p>	<p>July 2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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Holidays	Teacher Work Days	School Days
Potential Weather Make-Up Days: 10/7, 2/17, 5/30		
Half Days will be utilized for collaborative planning, data analysis, and school level training.		

FACULTY AND STAFF **2024-2025**

Administrative Team

Mirandi Squires..... Principal
M.D. Coleman III..... Assistant Principal

Guidance Team

Cammie Gamble..... Guidance Counselor
Stacey Sumpter..... Behavior Interventionist

Office Staff

Marcia Davis..... Bookkeeper
Marla Wilkes..... Secretary

School Nurse

Sharon Haselden..... Nurse

5th Grade Team

Sydney Gibbs..... Math Teacher
Raven Paquette..... ELA Teacher
Bethany Graham..... Science Teacher
Sherise Jakell..... SS Teacher
Caroline Davis..... Instructional Tutor

6th Grade Team

Magan Lyerly..... Math Teacher
Courtney Dennis..... ELA Teacher
Emily Grier..... Science Teacher
Joedy Cook..... SS Teacher
Sally Coker..... Instructional Tutor

7th Grade Team

Kayla Bellflowers..... Math Teacher
Joy Richardson..... ELA Teacher
Angie McClellan..... Science Teacher
Melody Smith..... SS Teacher
Micaela Lewis..... Instructional Tutor

8th Grade Team

Sheri Cagle..... Math Teacher
Ja'Leese Castro..... ELA Teacher
Harris Avant..... Science Teacher
Ben Jackson..... SS Teacher
Nicole Lawson..... Instructional Tutor

Special Area Team

Donna Gaye Tanner..... Media Specialist
Leslie Powell..... Computer
Brittany Carter..... Music
Amanda Stalvey..... Drama/Art
Peyton Hill..... Health/ PE

Sally Coker..... Career Development

Instructional Support

Robin Tanner..... Reaching Coach

Wynde Clark..... Instructional Coach Grades 3-8

Lesley Huggins..... MTSS Coach

Special Services

GINNA TIMMONS..... Resource

Suzette Coker..... Resource

Rhett Mouzon..... Resource

Angela Brigham..... Self- Contained

Kacey Lambert..... Self Contained

Assistants

Lauren Thaxton..... Assistant

Brandy Altman..... Assistant

Melissa Schikma..... Assistant

Carla Bass..... Assistant

Carma Matthews..... Assistant

Substitute

Kim Carter..... MS Substitute

Custodial Staff

Sherry Stone..... Head Custodian

Heyward Burgess Custodian

Melissa Ross..... Custodian

Stacey Washington.....Custodian

Lunchroom Staff

Felicia Brown..... Lunchroom Manager

Jennifer Muncy..... Lunchroom Staff

Mary Dilt..... Lunchroom Staff

Nancy McAllister..... Lunchroom Staff

DISCIPLINE CODE

Johnsonville Middle School students bring pride and distinction to themselves, their parents, the school district, and the community of Johnsonville and its surrounding areas. Their accomplishments are recognized in the classrooms, on the athletic field, and in the community. Most students are excellent examples of good citizens. They are rarely absent, acknowledge the importance of learning, enjoy the challenges of increased responsibility, form healthy relationships with staff and other students, participate in school activities of their choice, meet the demands of growing up, and satisfactorily get an education.

However, a few students seem unable and unwilling to accept responsibility for their behavior. Some seem determined to avoid serious efforts to gain an education or respect standard behavior rules. Worse still, they sometimes make it difficult for serious students to go about the important business of learning.

The Johnsonville Middle School Discipline Code identifies unacceptable pupil behavior in our schools. Pupils who commit the offenses listed in this Code will be disciplined as indicated. All students and employees have received and discussed the importance of the Code. Rules for behavior in Florence District 5 Schools are printed in this manual, which is required material for every JMS student. Each student must know the Discipline Code and follow the established rules.

We believe this policy, when enforced consistently, will help reduce tardies and office referrals. With your help, the parent, we can improve Johnsonville Middle School.

AUTHORITY OF THE BOARD OF TRUSTEES

The Board of Trustees may authorize or order the expulsion, suspension, or transfer of any student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or State Board of Education. The Board may also authorize or order any student's expulsion, suspension, or transfer when the student's presence is detrimental to the school's best interest. When a student commits an offense that violates the South Carolina Code of Laws, the appropriate law enforcement authorities will be notified.
59-63-210; 59-63-240 Code of Laws of S.C. 1976
Revision, 1995. (Gun law)

CLOSED CAMPUS

We operate a closed campus. Students must stay on the school grounds from the time they arrive, even if the first bell has not rung, until dismissal, or until they are picked up by the bus. Parents should remind students always to use their assigned transportation (bus or car) unless otherwise directed by the parent. Note: No school supervision is provided until 7:30 a.m. daily. Please try to refrain from arriving before this time due to safety and supervision purposes.

NOTE TO PARENTS AND STUDENTS

Even though the Code attempts to be comprehensive, it cannot cover every possible student misbehavior. Administrators are given the authority to determine consequences of offenses not listed in the Discipline Code.

PARENT RESPONSIBILITY

Although a discipline code is established by the school and approved by the local Board of Trustees, the school system is not solely responsible for teaching discipline standards to students. It is the responsibility of parents/guardians to ensure that their children exhibit acceptable behavior. Parents are also encouraged to read the discipline code and discuss the guidelines for student behavior with their children.

DECISION PROCESS

The building administrators make decisions on discipline infractions based on discipline precedents. If an unusual situation occurs, the principal will contact the appropriate district-level administrator before finalizing the decision. Parent contacts will be made for ISS and OSS.

EXPLANATION OF IMPORTANT TERMS

OFFENSE: A violation of school rules occurring on any school property, while riding a school bus, or while attending any day or night function or activity under the school's jurisdiction.

ADMINISTRATIVE HEARING OFFICER: The district will determine the administrative hearing officer.

ADMINISTRATIVE HEARING (AH): The Superintendent may authorize or order the expulsion or alternative placement of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or the State Board of Education.

EXPULSION: Loss of privilege to attend classes or other school functions for the remainder of the school year. Every expelled student has the right to petition for readmission for the succeeding school year unless permanently expelled as an incorrigible student.

LAW ENFORCEMENT: JMS does have a School Resource officer. School administrators may contact law enforcement authorities upon notice that a person has engaged in activities on school property or at a school-sponsored activity that may result (or result) in injury or threat of injury to the person, another person, or his property.

CRIMINAL CONDUCT: A student charged with criminal conduct and returning from incarceration in the penal system may be denied readmission to school. The student may appeal the non-admittance to the Board of Trustees.

OUT-OF-SCHOOL SUSPENSION (OSS): Suspension from school for a specified number of days – up to ten (10) for any one offense – means the student may not attend classes or any other school function, ride a school bus, or enter school grounds except for a prearranged conference with a school administrator.

Suspended Until Parent Conference: Student cannot return to school until admin—/parent conference.

IN-SCHOOL SUSPENSION (ISS): Instead of Out-of-School Suspension for certain offenses, a student may be given In-School-Suspension. The student attends ISS in an isolated setting and is required to complete daily school and ISS assignments. Students who disrupt ISS or do not complete work in ISS will be suspended.

LUNCH DETENTION: Students assigned to lunch detention will eat lunch separately from their peers. They will also miss their recess time. *Students who talk during lunch detention will be assigned to ISS for one day. **NO OUTSIDE FOOD ALLOWED!**

TARDY TO SCHOOL POLICY

Parents must sign students in when they are tardy. Students are considered tardy if they are not in their first-period class by 8:05 a.m. In the case of tardiness, an admission slip from the office must be presented to the teacher. Students will be considered tardy from 8:05 to 8:20 a.m. After 8:20, they will be considered absent for that class.

TARDY TO CLASS POLICY

Students are considered tardy if they are not inside their assigned class by the tardy bell. An unexcused tardy of more than 10 minutes could result in an absence from that class.

SCHOOL BUS REGULATIONS

Students can ride the school bus to school and home each day. Remember, this is a privilege, not a requirement of the state. Students must cooperate by abiding by the rules and regulations set by the school district and state.

All students of Florence County School District Five who live at least 1.5 miles from the school they attend are eligible for school transportation within .5 miles of their homes. However, unacceptable conduct will result in the loss of bus privileges.

Code of Conduct on School Buses

Appropriate behavior is required for all students riding buses in Florence School District Five Schools to ensure the safety of all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to behave at their best while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, except for violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code is in effect for all students when transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, they may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion, and notification to law enforcement.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes, or vaping devices
- Delaying bus services by tardiness, loitering, etc.

**The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In-school punishment, parent contact, and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus for three (3) days and parent conference
- 4th Referral -- Suspended from the bus for up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

Level II Offenses

- Use of tobacco products, e-cigarettes, or vaping devices
- Throwing objects out of the bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening, or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

**The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

**Level II
Consequences**

- 1st Referral -- Suspension from the bus for up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus for ten (10) days and parent conference
- 3rd Referral -- Suspension from the bus for thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use, or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use, or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

**Level III
Consequences**

- Any referral: A Minimum thirty (30) day suspension from the bus and possible removal from the bus for the remainder of the school year, followed by a parent conference.

**Discipline of
Students with
Disabilities:**

Students with disabilities will be disciplined in accordance with federal and state law, including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as outlined in the administration's procedures.

Bus Supervisor: Craton Dicks, Johnsonville High School

**The JMS discipline code guides discipline consequences, but the JMS administrators make final decisions on discipline infractions.*

Hallways should be silent at all times, especially during class exchanges.

DRESS CODE

Good judgment is expected at all times concerning proper attire. Appearance should be such that the attention of others is not distracted from the purpose of school. The following rules apply:

Dress must comply with the health and safety codes of the state of South Carolina.
Dress must not interfere with the educational process or the rights of others.
Shoes must be worn at all times— NO BEDROOM SHOES. Do not take shoes off during the school day or trade shoes.
Head coverings, bandanas, and scarves will not be worn on school grounds or on the bus. Students are allowed to wear hats as long as they are properly worn, but NOT inside the building. Clothing or accessories that represent gang-related artwork, signs, or symbols will not be allowed on school grounds or on the bus.
Baggy pants and T-shirts that hang below the crotch are not allowed. This clothing is considered gang-related and could be used to conceal weapons or contraband.
Sunglasses covering the eyes are prohibited in the building.
Bare midriffs, cleavage, see-through garments, revealing tight clothing, spaghetti straps, bare backs, halter tops, and tank tops are prohibited. (All straps MUST meet the "dollar bill" rule (2 ½ inches in width)).
Obscene, profane language, or provocative pictures on clothing or jewelry are prohibited. Clothing advertising alcoholic beverages, tobacco products, drugs, or weapons is prohibited. Clothing with images depicting violence and suggestive or inappropriate slogans is also not allowed. No slogans or names can be written across the back area of student's pants.
Short, biking, running, and miniskirts are not allowed. The length of shorts, skirts, or dresses is determined by the "dollar bill" rule, which is measured starting at the bottom of the kneecap. (lengthwise) This also applies to splits in dresses or skirts. Tops worn with leggings must completely cover the buttocks.
Pants and shorts are to be worn waist-high or above at all times. (No sagging pants). No holes showing skin above the dollar bill rule. Shorts must also meet the dollar bill rule.
NO BLANKETS ARE ALLOWED AT SCHOOL AT ANY TIME.

Students who do not follow the dress code will be required to call home for a change of clothes. Those purposely violating the dress code will be dealt with under the guidelines of the discipline code. Parents, please remember that we are here to provide the best educational opportunity for your child. We are not here to spend time reprimanding students for dress code violations.

ITEMS NOT ALLOWED AT SCHOOL

To provide an appropriate learning atmosphere at JMS, the following items are **NOT** allowed: mp3 players, iPods, cameras, CD players, any other electronics, toys, personal basketballs, footballs, soccer balls, cards, or other items that distract from learning or tend to cause disruption. The first time this rule is broken, the item

will be taken, labeled with the student's name, and returned at the end of the day. After the second offense, the article will be kept until a parent comes to the school to request the item. Johnsonville Middle School is not responsible for personal property students bring to school. Students are cautioned not to bring large amounts of money to school, and glass bottles are prohibited.



ATTENTION: STUDENTS, PARENTS, GUARDIANS AND CAREGIVERS

ONLY CLEAR BACKPACKS AND BAGS ALLOWED ON SCHOOL CAMPUSES IN THE 2024/25 SCHOOL YEAR

As part of ongoing efforts to provide safe and secure learning environments, beginning in the 2024/25 school year, **ONLY CLEAR BACKPACKS AND BAGS WILL BE PERMITTED FOR STUDENTS IN ALL GRADES.**

This proactive measure takes effect on the first day of the 2024/25 school year – Wednesday, July 31, 2024. As of that date, **ONLY** clear backpacks and bags (purses, duffel bags, fanny packs, lunch boxes, etc.) will be allowed on school campuses for students in grades pre-K – 12.

The only exceptions permitted are:

- A small non-transparent pouch for personal hygiene items.
- Thermal food containers carried **inside** clear lunch boxes.
- School-approved sport-specific carrying case or bags for athletic equipment. (These will be required to be stored in designated location at school)

All backpacks and bags must be see-through. Mesh and colored backpacks are NOT permitted, even if they are transparent.

Examples of approved backpacks and bags:



GUM

No gum is allowed at JMS. All gum goes in the trash on the first offense. Citations will be given for each additional offense.

SCHOOL CAFETERIA / FOOD

The school cafeteria is a vital part of the school's health program. It offers well-balanced meals at a reasonable price.

The following rules encourage good manners and a cafeteria everyone can be proud of:

- Fast-food breakfast may be brought into the classroom in the morning until 8:00 a.m.
- All lunch litter should be deposited in the provided containers.
- All trays and utensils must be returned to the proper place.
- Students should leave the area around their seats clean for others.
- If you bring food to school, it goes in your lunch box or bag until lunch/recess. **NO EXCEPTIONS!!**

RESTROOMS

There are designated restrooms for each grade. Restrooms are to be used primarily during lunch and between classes.

Faculty restrooms are for faculty members **ONLY** – no students.

MEDIA CENTER

The media center is open to students from 7:30 a.m. until 3:30 p.m. to check out books and use library materials. Books may be checked out for two weeks. Failure to return the book at the end of the two weeks means the student cannot check out another book until the overdue book is returned. Appropriate behavior in the library is essential. Students are asked to work quietly and stay seated unless they use catalogs, work in groups, or get books or magazines. Library books should be taken care of the same way as textbooks.

HEALTH SERVICES

The prescribing physician and parent must approve all prescription and over-the-counter medicine in writing. The dosage and time to be given must be stated. The school provides a form readily available at registration or from the school office. **ALL** medications must be kept in the health room. At no time will a child be allowed to have medication in his/her possession. Parents, not students, must bring the medication to the health room.

Please let us know if your child has a special medical condition so our faculty and staff can always provide appropriate medical assistance. Also note that the above medication administration requirements are federal, state, and district policy. They are for the safety of everyone.

For the convenience of parents, Johnsonville Middle School has a fax line that physicians can use to fax required forms. The FAX number is (843) 386-3786. The School Exclusion List is at:

www.scdhec.gov/health/disease/exclusion.htm

Health Services will utilize the SC Online Immunization Registry to obtain and add student immunization records. If you **DO NOT** want your child's immunization information retrieved from or added to

this registry, please get in touch with his/her school nurse by August 16.

CELL PHONES AND OTHER ELECTRONICS

The Florence County School District Five policy JICJ on Possession/Use of Electronic Communication Devices in School, such as cellular telephones, smartwatches, and other electronic devices, is designed to ensure that the use of such devices does not interfere with teaching and learning during the school day. Our primary concern is the education and safety of students in our district.

1. **Cell phones, smartwatches, and other electronic devices are prohibited during the school day unless authorized by the principal.**
2. Cell phones, smart watches, or other electronic devices **must be in school book bags**, not pockets or purses, during the school day and turned off completely. **No earbuds can be worn at any time during the school day.**
3. The use of a camera phone, digital harassment, digital bullying, or “sexting” are STRICTLY FORBIDDEN.
4. Phone communication during the instructional day will be conducted on school telephones with permission from office personnel.
5. **CELL PHONES MUST BE TURNED OFF AND IN BOOK BAGS DURING THE SCHOOL DAY AND NOT VISIBLE.**
6. The school will not be responsible for cell phones or other electronic devices if stolen or misplaced. (Refer to the discipline code for more details).

Cell Phone	Consequence
1 st Offense	Phone Confiscated Parent must pick up Conference w/the student
2 nd Offense	Confiscated, Parent pick-up, Conference w/ student 5 days Lunch Detention
3 rd Offense	Confiscated, Parent pick-up, Conference w/ student/ ISS
4 th Offense	Confiscated, Parent pick-up, Conference w/ student 1 day OSS

A student violating an offense more than the listed number of times will be given up to 3 days OSS and a possible administrative hearing.

ACTIVITIES / FIELD TRIPS

If a student is absent on the day of a school activity (e.g., football game, basketball game, track meet, 8th grade social, etc.), the student will not be allowed to attend or participate in the event. A student must be present at least half a day to attend an event or have a doctor’s note to excuse their absence that day

SURVEILLANCE VIDEO

Surveillance videos in school and on school buses are considered school records. We protect the privacy of our students; therefore,

surveillance video is not considered a public record. Parent viewing is not allowed.

GUIDANCE SERVICES

Guidance services are available for every student. Counselors will assist students and their parents in evaluating and making choices and decisions to determine each student’s readiness for high school. Some of the guidance services offered are:

Counseling: Counselors are interested in the welfare of all students and are professionally trained to provide help with personal problems, academic problems, social pressures, and various other concerns that students encounter.

Testing: The tests determining students’ strengths and weaknesses are valuable tools for successful academic planning. Counselors will interpret these test results for parents and students.

DISMISSALS

No student shall be dismissed from school unless the student’s parent(s) or another responsible person designated by the parent comes to school and requests to sign out the student. In the case of sickness, the student will be allowed to notify their parent to come and get them if the illness warrants it. The parent must enter the building and sign the student out for dismissal.

Parents are reminded that the school day begins at 8:05 a.m. and ends at 3:15 p.m. Checking your child out early - unless necessary - causes your child to miss important classes. If your child is enrolled in a credit course, he/she may also lose credit for the class, thus requiring repeating the course and/or the grade.

S.C. ATTENDANCE LAW

Under the *No Child Left Behind Act* of 2001, 20 U.S.C. 7112(3)(2002), states are required to establish a uniform management information and reporting system, which includes collecting information on truancy rates on a school-by-school basis. A common definition for the term “truancy” was defined on November 12, 2003, by the State Board of Education and published in the State Register on November 28, 2003

Per the revised R 43-274, a truant child is defined as: “A child ages 6-17 years that has accumulated three consecutive unlawful absences or a total of five unlawful absences.”

ATTENDANCE POLICY

Please read the attendance policy carefully and understand that it is important for all students to be in school for the entire school day.

The school year consists of 180 school days. To receive credit, students must attend at least 170 of each 180-day year course or 85 of each 90-day semester course and meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence over ten (10) may cause the student to lose credit for the year.

- Students are counted as present in a class by each class period.
- Students can only miss 10 minutes of a class and still be counted as present for that class. Students missing more than 15 minutes of the 1st period will be counted as absent.

- To achieve perfect attendance status, students must be counted as present in each class for the entire year.

The district will consider students lawfully absent under the following circumstances:

- Personal illness requiring an excuse signed by a licensed medical practitioner.
- Death in the immediate family, requiring documentation beyond a parent's signature.
- A recognized religious holiday of a student's faith, requiring documentation beyond a parent's signature.
- Prearranged absences for other reasons (legal or medical) and/or extreme hardships at the principal's discretion.

An excuse (and other additional documentation) written by the parent or guardian may be turned in to the school on the day the student returns to school. This excuse should contain the student's full name, teacher's name, date of the absences, reasons for the absences, and the parent or guardian's signature. **This note will not excuse the absence but will be recorded on the computer as unexcused.**

Other absences, such as shopping trips, out-of-town trips, vacations, hunting, fishing, babysitting, or similar ventures, will be classified as unexcused (unlawful). Routine doctor and dental appointments should be scheduled after school hours.

UNLAWFUL ATTENDANCE PROCEDURES

(The following steps will be taken by administrators at Johnsonville Middle School when your child is absent).

Step 1: Parents/Guardians are notified by mail when Three (3) consecutive absences or five (5) unlawful absences occur.

Step 2: Parents/Guardians are notified by home visit or telephone that an "Intervention Plan" will be initiated when 7 unlawful absences occur.

Step 3: School officials may file a truancy petition with the Solicitor's Office for court action if the "Intervention Plan" fails.

If a student has 11 to 15 unlawful absences in a class, the student may have to attend summer make-up for credit lost due to absences. If a student misses 16 unverified or unexcused days in a class, the student may lose credit in that class. A student who misses 16 unverified or unexcused FULL DAYS may be retained.

HOMEBOUND INSTRUCTION

Students who will be absent due to illness or disability for an extended period shall be entitled to the services of a home tutor. Before the district office can approve such services, the student's physician must submit a request substantiating the need for this service in writing. Homebound Request Forms are available in our office. To learn more about medical homebound services, contact the school guidance counselor.

MAKE-UP WORK DUE TO ABSENCE

Students who miss one day due to illness should call a friend to obtain homework assignments. For students who will be absent longer, the parent should call the school before 9 a.m. to request that teachers send homework/texts to the office. **If a student misses three or more consecutive days of school, these steps should be followed:**

1. Students should be provided with all notes and make-up work.

2. Teachers should assist in making sure students understand the material.
3. All make-up work should be completed within 5 days after the student returns to school. In most incidents, students will not be ready for tests the day they return.

TEXTBOOKS

Textbooks are issued to students on the first day of school. Each book is scanned and registered to a specific student. All books issued to students become the students' responsibility. If a book is damaged, defaced, or lost, a replacement/repair fee will be charged at the end of the year. Periodic book checks will be made.

LOST ITEMS

Lost clothing left in school areas is turned into the office and sent to Lost and Found. Students are encouraged to mark their names on coats and hats in permanent marker. It is recommended that students do not bring valued items to school. After some time, the items collected will be donated to the local thrift store.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, electronic devices, or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property.

SEVERE INCLEMENT WEATHER

Periodic emergency inclement weather drills are held during the school year. In severe weather, the district office will determine whether to retain students at school until the threatening weather period is over. If parents want to pick up students at this time, they must come into the school and sign them out. During bad weather before school, students should listen to local media announcements.

REPORT CARDS

Report cards are issued to students at the end of each nine-week grading period. An interim report is sent to each parent at the midpoint of the nine weeks. The information on the report card is intended to help parents promote the student's best interests and stimulate and inspire desirable growth in the student.

MIDDLE SCHOOL GRADING SYSTEM

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

HONOR ROLL

The honor roll will be calculated at the end of the 1st Nine Weeks, 1st Semester, 3rd Nine Weeks, and the yearly average at the end of the year. To be eligible, a student must have an average of 95 and above for the Principal's Honor Roll and 90-94 for the Honor Roll.

LOCKERS

Lockers will not be utilized this year. Any damage to lockers will be treated as vandalism.

TRAFFIC SAFETY

***Important Update**

2024-2025 JMS Car and Bus Routes for Drop-off and Pick-up

*Due to safety and supervision concerns and the need for a more efficient traffic pattern (p.m.), no students will be allowed to walk home unless they live .25 miles from the school and are approved to walk by the principal. In addition, students will not be able to be picked up (p.m.) from the park by their parents. Middle school students participating in high school athletics will be transported to the high school by bus. Please carefully review the p.m. car rider pickup changes as shown in the accompanying diagram: 5th and 6th-grade car riders will be picked up in front of the school, 7th and 8th-grade car riders will be picked up on the Southwest end of the building (5th/6th-grade wing side where the buses in previous years picked up students in the afternoon), and bus riders will be picked up on the Northeast side of the building (7th/8th-grade wing side). If you have a child who needs to be picked up in the afternoons who is in 5th/6th grade and another child who needs to be picked up in the 7th/8th-grade car line, have the younger kid(s) go to the 7th/8th-grade car line to be picked up with the older sibling(s). To ensure that traffic does not get backed up in the afternoons, 5th and 6th-grade parents are to turn left onto Maple Street after picking up their children, and 7th and 8th-grade parents are to turn right onto Maple Street after picking up their children. Thanks in advance for your support in implementing these positive changes designed to ensure the safety of our children!

Please help us prevent the risk of serious injury by carefully adhering to the following rules of traffic safety:

All students should only be dropped off and picked up in the school parking lot. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area.
When picking up a child, always pull to the curb. Do not stop in the middle of the driveway or street to pick up or drop off a child.
Do not stop to pick up a child until you have driven to the far end of the pick-up area directly behind the car ahead of you. Please maintain one lane of traffic in the school driveway. This allows others access to the pick-up area; otherwise, traffic will back into the street.
Do not park in the bus loading zones.

Do not speed in the school parking lots. Parents who visit the school are asked to use visitor parking and not the curb by the office. Also, do not park in spaces reserved for secretaries, teachers, the principal and assistant principal, nurses, or teacher of the year. These spaces may be temporarily vacated, and visitors parking there will be asked to move their vehicles.
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PARENTS OF CHILDREN WHO ARE ENGLISH LANGUAGE LEARNERS

We encourage parents of English Language Learners to contact Allana Prosser at 386-2358 with any concerns or ideas about their children or the schools they attend. We offer services that can assist you and your child.

MCKINNEY-VENTO ACT

The McKinney-Vento Act protects the rights of children and youths in homeless situations to attend and succeed in school, including preschool. The McKinney-Vento Act applies to all children and youths who do not have a fixed, regular, and adequate residence, including those who are staying with friends or relatives because they have lost their housing, are awaiting foster care placement, or are living in emergency or transitional shelters, campgrounds, cars, public places, abandoned buildings or bus or train stations. Children in these situations have a right: 1) to go to school, 2) enroll in school without immunizations, school records, proof of residency or birth certificates and other documents, 3) be provided with transportation to and from the school, 4) be free from harassment and isolation, 5) have any disagreements with the school settled quickly. Please get in touch with Allana Prosser at the Florence 5 District Office (843) 386-2358 if you have any questions regarding the McKinney-Vento Act.

In those cases where a parent/guardian of a homeless child has a dispute with the school district about enrollment, Florence County School District Five has adopted the following dispute resolution procedures.

1. School officials and parents of homeless children will do everything possible to resolve the complaint at the school level (Principal, Guidance Counselor, and parent/or unaccompanied youth).
2. When the dispute requires intervention by a third party, the school will recommend the following dispute resolution procedure:
 - a. Disputes or complaints of noncompliance will be filed with the District Homeless coordinator (Allana Prosser (843) 386-2358). School district officials will investigate and meet with involved parties to achieve a satisfactory resolution.
 - b. If the dispute or complaint of noncompliance cannot be settled at the school with the assistance of the district office, the South Carolina Department of Education may be consulted for technical assistance or advice.
 - c. If the dispute or complaint of noncompliance cannot be settled at the school district level, it will be referred to the Florence Five School District Board of Trustees for review and action.
 - d. If the school board cannot settle the dispute or complaint of noncompliance, the family or unaccompanied youth has the right to contact the South Carolina Department of Education (SDE, 803 734-3215—Brenda Myers State coordinator).
 - e. If the SDE cannot successfully negotiate a settlement, the matter could be referred to the United States Office of Civil Rights or the appropriate court of jurisdiction. Dispute resolution shall not delay

the admittance of a homeless child or youth into school. The child or youth should be immediately enrolled in the parent's or guardian's school of choice while the dispute is settled.

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services available to address the healthcare needs of students during the school day to help them succeed in school. The necessary healthcare information must be shared with the appropriate people – such as teachers on duty during recess, bus drivers, and cafeteria staff.

Individual Health Care Plans or IHPs

Individual health care plans are also called IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents/guardians, the health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who are approved by the school district to self-medicate or self-monitor. To learn more about IHPs, contact Sharon Haselden at (843) 386-2609.

Section 504 – The Rehabilitation Act of 1973

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how students' needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the District Office at (843) 386-2358.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21, may be eligible for services under the IDEA if they need special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and the school staff. The team then develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the District Office at (843) 386-2358 to learn more about the IDEA.

STUDENT RECORDS POLICY – NOTIFICATION OF RIGHTS UNDER FERPA

Florence School District Five recognizes the need to protect the confidentiality of personally identifiable information in students' educational records. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

--Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students should submit a written request that identifies the record(s) they wish to inspect to the school principal or designated personnel. Principals or designated personnel will make access arrangements and notify the parent or eligible student of the time and place the records may be inspected.

--Parents or eligible students can request that a school correct records they believe inaccurate, misleading, or violating the student's privacy rights under FERPA. A written notice identifying the part of the record that is being requested to be changed and specifying why it is inaccurate and misleading will need to be sent to the principal or school personnel. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

--Parents or eligible students have the right to consent to disclosures of personally identifiable information in the student's education records, except that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district as contracted to perform a special task

(such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

--Parents or eligible students can file a written complaint concerning alleged Family Educational and Privacy Act violations. A written complaint should be sent to the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Should you have further clarification, please get in touch with Chrissy Hodges, Coordinator of Special Services, 156 East Marion Street, Johnsonville, S.C., 29555, at 843-386-2341 or cshutter@fsd5.org.

The district's Student Records Policy [AR JRA-R](#) is available on the district's website.

Florence County School District 5 Medicaid Notification of Use of Public Benefits or Private Insurance To Pay For Services Under the IDEA

This notification is to inform you of the intent of the Florence County School District 5 and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third-party insurance and receive payment from Medicaid and/or any third-party insurer for services as permitted under the Individuals with Disabilities Education Act (IDEA), and as outlined in your child's individualized education program (IEP). The District and the SCDE may bill Medicaid for diagnostic and psychological evaluation services, behavioral health services, nursing services, and other health-related screenings and treatment services billable to Medicaid or a third-party insurer with or without the requirement of an IEP. The District must provide this notice to you before requesting your consent to bill Medicaid and/or any third-party insurer once a year for services that the District will provide in the future.

This document also serves as notice that the District and the SCDE will release and exchange medical, psychological, and other personally identifiable confidential information, as necessary, to the South Carolina Department of Health and Human Services and any applicable third-party insurer regarding services provided to your child.

Medicaid and third-party insurance reimbursement for billable services provided by the District will not affect any other Medicaid services or insurance benefits for which your child is eligible. The District cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk losing eligibility for waived programs. You are not responsible for paying any outstanding deductibles, co-payments, or co-insurance related to the District billing Medicaid or your child's insurance program for services provided by the District. Your child will receive the services listed in the IEP regardless of whether public or private insurance programs cover your child or whether you provide consent to access those benefits. Your refusal to consent to release personally identifiable information to Medicaid or any third-party insurer does not relieve the District of its responsibility to ensure that all required services are provided at no cost to you.

Any previous, current, or future consent to bill Medicaid or third-party insurance was voluntary, and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action after the consent was given and before it was revoked).

The District and the SCDE will continue to operate under the Family Educational Rights and Privacy Act (FERPA) guidelines to ensure confidentiality regarding your child's treatment and provision of service.

NOTICE CONCERNING DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS

All public elementary and secondary schools are subject to the Family Educational Rights and Privacy Act (FERPA), a Federal law governing information disclosure from education records. Additionally, public schools must protect the

confidentiality of information at collecting, maintaining, disclosing, and destroying personally identifiable information. Public schools may destroy personally identifiable information when it is no longer needed to provide educational services to students/individuals. Reference: 34 CFR 300.57(a)

This notification informs parents/guardians and former students of the district's intent to destroy the special education records of students who received special education services in Florence County School District Five until June 30, 2017. **The information to be destroyed does NOT include permanent records or school transcripts.**

Individuals may request copies of their records by calling or writing:

**Florence School District Five
Department of Special Services
P.O. Box 98
Johnsonville, SC 29555
843-386-3268**

JMS DISCIPLINE CODE
Student Code of Conduct

ADMINISTRATIVE DISCIPLINE GUIDE

Administrative Lunch Detention

- Assigned in lieu of ISS
- Utilized at administrator's discretion

In School Suspension (ISS)

- Housed in Behavioral Interventionist's classroom
- 8:15 a.m. – 3:13 p.m.
- Monday – Friday
- Students assigned to ISS have different lunch and break times
- Students are required to complete assigned work
- Refusal to do work will cause additional time assigned to ISS or OSS
- 10 days are the maximum days allowed in ISS for the school year, after which OSS will be assigned.
- Parent notification

Out of School Suspension (OSS)

- Student is not allowed to attend a school or on the FSD5 campus for any activities.
- 10 days maximum allowed OSS days, after which the student may be assigned to an Alternative School or recommended for expulsion
- **OSS will begin at the end of the school day when administrators issue the referral. The suspension will stay in effect until the student can return to school.**

Overnight Suspension

The school administrator will assign a suspension effective from the end of the school day on which the violation occurred, and the student will be reinstated immediately following a parent/administrator conference.

Lunch Detention

Students assigned to lunch detention will eat lunch separately from their peers. They will also miss their recess time. *Students who talk during lunch detention will be assigned to ISS for one day. **NO OUTSIDE FOOD ALLOWED!**

Summary suspension: If the administrator sees or is advised of any student misbehavior and concludes that the student should be removed from school immediately to restore order or to protect others, the administrator may summarily suspend the student for up to two school days. In such cases, the administrator does not have to investigate the matter first; however, by the end of the next school day following the summary suspension, the administrator should investigate the situation and determine what additional suspension days are appropriate. The total number of suspension days may not exceed 10. If the administrator determines that the student should not have been suspended, arrangements will be made for the student to make up any work he/she missed while on summary suspension, and all references to suspension from the student's record will be removed.

Alternative School/Reboot

- Student may be assigned to the Reboot Academy after accumulating 10 OSS days
- Minimum assignment determined by Reboot's policy
- The District Hearing Officer will determine the assignment in Reboot
- All assigned work must be completed to the satisfaction of the Reboot School Administration
- Refusal to do assigned work or other behavior problems will result in a recommendation for expulsion

Expulsion

- Student may not return to school for the remainder of the year and must attend a hearing at the District Office to be re-admitted.

****Law Enforcement:** JMS will have a School Resource Officer. School Administrators may contact law enforcement authorities upon notice that a person has engaged in activities on school property or at a school-sponsored activity that may result (or result) in injury or threat of injury to the person, another person, or his property.*

***Please click on the link below to view the updated board policy regarding student discipline.**

https://boardpolicyonline.com/?b=florence_5&s=256764

****This school year, we will utilize peer mediation as an alternative to student discipline in certain situations.***

What is Peer Mediation?

Peer Mediation is a confidential process for resolving conflicts. Participants can talk through their disputes with the help of trained student mediators. Peer mediators do not take sides or place blame on anyone. They listen to all participants and help them develop their solutions to the conflict.

What Kinds of Conflicts Can Be Peer Mediated?

- Teasing
- Disagreements
- Name-calling Relationships
- Rumor and Gossip Harassment
- Cheating and Stealing
- Fights
- Vandalism

Why Participate in Peer Mediation?

- It's Confidential!
- Peer Mediators Don't Take Sides
- You Can Tell Your Side of the Story

When is the Best Time to Try?

Now! If you are feeling frustrated or angry about your feelings, mediation can help. If you have already been in fights with a person, mediation can help clear the air. Participating in mediation allows you to confront a person you are in conflict with in a non-violent way.

Who can Request Mediation?

Students, teachers, administrators, and parents can request mediation to help students resolve conflicts.

Who are Peer Mediators?

Peer Mediators are students committed to making their school a peaceful learning place. They come from diverse backgrounds and represent a variety of experiences. Before they can mediate, they receive intensive training in communication, problem-solving, and conflict resolution, including mediation skills.

If you are interested in becoming a peer mediator, please get in touch with Stacy Sumpter, JMS Behavior Interventionist.