

# JOHNSONVILLE MIDDLE SCHOOL

**Please read the important information in the handbook listed below and return this signed copy to your child's first period teacher by August 9, 2022.**

School Attendance Information

Tardy to School and Tardy to Class Policy

Bus Rules / Consequences

Dress Code / Consequences

Cell Phone and Electronics Policy

School Discipline / Rules / Offenses / Consequences

I have read, reviewed, and agree to the following policies and procedures:

Student's Name (Please Print)

Grade

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent / Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please tear out this sheet, sign, and return to your child's first period teacher by August 9, 2022.**

# Message from the Principal

Welcome to a new and exciting year at JMS! It is truly a privilege to serve your child as school principal. We are looking forward to sharing knowledge and learning celebrations with you throughout the school year. The students are why we are here, and we desire the best educational experience for every child. JMS has a dedicated staff that will provide classroom experiences that will build on each students' ability to be critical thinkers and lifelong learners who work collaboratively, responsibly, and respectfully. I look forward to working with each of you, and please do not hesitate to let me know if you have any questions or concerns. It is going to be an awesome year at JMS!

Mrs. Mirandi O. Squires, Principal

# Johnsonville Middle School



**E<sub>5</sub> FLORENCE**  
SCHOOL DISTRICT 5

# Student Handbook

## 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 in the classrooms, on the athletic field, and in the community are recognized. Most students are excellent examples of good citizens. They are rarely absent, recognize 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 getting an education in a satisfactory manner.

However, a few students seem unable and unwilling to accept responsibility for their own behavior. Some seem determined to avoid any serious effort to gain an education or to respect common rules of behavior. 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 is responsible for knowing the Discipline Code and for following the established rules.

We believe this policy, when enforced consistently, will help reduce tardies and office referrals. With the help of you, 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 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 State Board of Education. The Board may also authorize or order the expulsion, suspension, or transfer of any student when the presence of the student is detrimental to the best interest of the school. When a student commits an offense that is also a violation of 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 to always 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 with their children the guidelines for student behavior.

### DECISION PROCESS

Decisions on discipline infractions are made by the administrators of the building based on discipline precedents. If an unusual situation occurs, the principal will contact the appropriate district level administrator prior to finalizing the decision. **If a student referred to the office is given out-of-school or overnight suspension, the parent is required to attend a parent/student/administrator conference prior to the child being readmitted to school.** Should the parent fail to attend the conference, the school administrator will make all attempts to contact the parent. Should the parent refuse to attend a conference, such refusal will be noted. Further action taken by the administration will depend upon the severity of the infraction.

### EXPLANATION OF IMPORTANT TERMS

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

**ADMINISTRATIVE HEARING OFFICER:** Administrative hearing officer will be determined by the district.

**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. Any student reinstated following an administrative hearing will be referred to a guidance counselor upon return to school.

**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:** 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 which may result (or results) in injury or threat of injury to the person, another person or his property.

**CRIMINAL CONDUCT:** A student charged with criminal conduct and/or returning from an 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.

**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. It is the student's responsibility to inform parents, and the parents' responsibility to schedule the conference. If the conference is held prior to the beginning of the next school day, the student will suffer no loss of class/activity privilege. If a student returns to school without a parent conference being held, the parents will be contacted by the school. The student will remain in the office until the parent(s) come for the conference or arrangements are made by the parent(s) with the administrator.

**IN-SCHOOL SUSPENSION (ISS):** In lieu 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 assignments, ISS assignments, and possible school service duties (such as, but not limited to, inside/outside beautification projects). 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!**

**STUDENT BEHAVIOR VALUE POINT SYSTEM**

Students start the year with a total of 36 points provided they return their behavior form signed at the beginning of the year.

The offense levels follow the guidelines outlined in the student handbook. The following are examples of how points are lost according to the level of offense.

5 Days Lunch Detention	1 point for each 5 days
Tardy/Behavior Citation	1 point for every citation or tardy received
In School suspension (ISS)	2 points for every ISS day given
Bus Suspension	2 points for every day of bus suspension
Out of School Suspension (OSS)	4 points for each suspension day given

The following are privileges that will be lost when a student loses his/her points:

*Athletic Eligibility*

*Extracurricular Activities*

- Field Trips
- School Dances
- Pep Rallies
- School Assembly Programs
- Eighth Grade Social or Trip
- Pageant Participation

- Good Behavior Parties
- Field Day

When a student loses the total points granted at the beginning of the year, he/she may be placed on a "Three Strike Plan" by an administrator.

**TARDY TO SCHOOL POLICY**

Students are considered tardy if they are not in their 1<sup>st</sup> period class by 8:15 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 8:15-8:30 a.m. After 8:30, they will be considered absent for that class. Although tardies are dropped at the end of each nine week period, points are not dropped.

Tardies	Consequence	Points Lost
4	Warning	-
5	Warning	-
6	5 days lunch detention	1
7	5 days lunch detention	1
8	1 day of ISS	2
9	1 days of ISS	2
10	1 days of ISS	2
11	1 day of OSS	4

**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 15 minutes could result in an absence for that class. Although tardies are dropped at the end of each nine week period, points are not dropped.

Tardies	Consequence	Points Lost
1	Warning	-
2	Warning	-
3	Warning & Parent Contact by Teacher	-
4	Referral: Administrative Conference	1
5	Referral: Up to 5 days lunch detention	1
6	Referral: Up to 5 days lunch detention	1
7	1 day ISS	2
8	1 day ISS	2
9 & above	1 day OSS	4

**BUS POLICY**

(Bus write-ups for minor offenses)

Write-up	Consequence	Points Lost
1	5 days lunch detention	1
2	1 day bus suspension	2
3	3 days bus suspension	6
4	5 days bus suspension	10
5	10 days bus suspension	20

Major bus violations fall under the jurisdiction of the school discipline code. Each infraction will be dealt with on an individual basis as determined by the administrator. Bus suspensions will count two points per suspension day. Students must be aware that any major offense will result in immediate suspension from the bus

or school, according to the severity of the offense. Major offenses could lead to the denial of bus privileges for the remainder of the year.

All bus routes and drivers are assigned and managed by the District Office at 843 386-2358 and the bus supervisor at the High School at 843 386-2707. The bus discipline code is a continuation of the school discipline code. If your child is having problems on the bus, have him/her report the problem to the driver. If the problem is not settled, please have your child see one of our administrators. Many times we can intervene and put an end to problems between our students. However, we must be aware of a problem before we can attempt to solve it.

### **SCHOOL BUS REGULATIONS**

Students have the privilege of riding 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 following penalties:

<b>Behavior that endangers the safety of the passengers or bus driver:</b>
1 <sup>st</sup> Offense: Suspension from bus pending a hearing between parent and the school transportation supervisor to determine if the student will be permitted to continue riding the bus.
2 <sup>nd</sup> Offense - Expulsion from riding the bus.
<b>Destruction or theft of property:</b>
Suspension from bus until restitution is made; parents notified; police notified if necessary.
<b>Fighting; smoking on bus; obscene/profane language:</b> Note: Fighting on the bus also follows school discipline policies.
1 <sup>st</sup> Offense – 3 day suspension from bus; parents notified.
2 <sup>nd</sup> Offense – 5 day suspension from bus; parents notified.
3 <sup>rd</sup> offense – 10 day suspension from bus; parents notified.
4 <sup>th</sup> Offense – Expulsion from riding bus.
<b>Disruptive acts: Unnecessary loudness; eating; drinking; littering; rude, discourteous, or annoying conduct; disobeying driver; standing while bus is in motion; or other unsafe, objectionable conduct:</b>
1 <sup>st</sup> Offense – Conference with school administrator 5 Days Lunch Detention.
2 <sup>nd</sup> Offense – 1 day suspension from riding bus; parents notified.
3 <sup>rd</sup> Offense – 3 days suspension from riding bus; parents notified.
4 <sup>th</sup> Offense – 5 days suspension from riding bus; parents notified.
5 <sup>th</sup> Offense – 10 days suspension from riding bus; parents notified.
6 <sup>th</sup> Offense – Expulsion from riding bus.

**Bus Supervisor: Craton Dicks, Johnsonville High School**

***Hallways should be silent at all times especially during class exchange.***

### **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. <b>NO BEDROOM SHOES.</b>
Head coverings, bandanas and scarves will not be worn on school ground or on the bus. Students are allowed to wear hats as long as they are worn properly, but NOT inside the building. Any clothing or accessories that represents 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, suggestive or inappropriate slogans are also not allowed. No slogans or names are allowed to be written across the back area of student's pants.
Short shorts, biking shorts, running shorts, 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 <b>bottom</b> of the knee cap. (lengthwise) This also applies to splits in dresses or skirts. Tops worn with leggings must be no more than the dollar bill from the <b>middle</b> of the knee cap.
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.
<b>NO BLANKETS ALLOWED AT SCHOOL AT ANY TIME.</b>

Students will be required to call home for a change of clothes if they do not follow the dress code. Those purposely violating the dress code will be dealt with under the guidelines of the discipline code. Parents please remember: 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**

In an effort 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, or 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 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.

### FLOWERS

Under no circumstances will flowers, balloons, etc., be sent to students during school hours. This disrupts the school day.

### 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 maintained as a vital part of the health program of the school. A well-balanced meal is offered at a reasonable price.

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

- Fast-food breakfast or lunch may be brought into the cafeteria in the morning or midday.
- All food must be consumed in the cafeteria or designated outside area.
- All lunch litter should be deposited in provided containers.
- All trays and utensils must be returned to the proper place.
- Students should leave the area around their seats in a clean condition for others.
- If you bring food to school, it goes in your locker until lunch/recess. NO EXCEPTIONS!!
- No food will be allowed in the classrooms except for breakfast in the morning until the tardy bell.

### RESTROOMS

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

Faculty restrooms are for faculty member ONLY – no students.

### MEDIA CENTER

The media center is open to students from 7:30 a.m. until 3:30 p.m. for the purpose of checking out books and using library materials. Books may be checked out for a period of 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, to work alone, and to stay seated unless using catalogs or getting books or magazines. Care of library books should be the same as for textbooks.

### HEALTH SERVICES

All prescription medication as well as over the counter medicine must be approved in writing by the prescribing physician and parent. The dosage and time to be given must be stated. A form is provided by the school and is 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, are required to bring the medication to the health room.

Please let us know if your child has a special medical condition so that our faculty and staff will always be able to provide appropriate medical assistance. Also note that the above requirements for administering medications of any kind 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 which 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](http://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 contact his/her school nurse by September 1st.

### 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, smart watches and other electronic devices is designed to ensure that the use of such device 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. **The use of cell phones, smart watches, and other electronic devices for any purpose during the school day is not permitted unless authorized by the principal.**
2. Cell phones, smart watches or other electronic devices **must be in school book bags**, not in pockets, or purses, during the school day and must be turned off completely. **No ear buds 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. Any phone communication during the instructional day will take place on school telephones with permission from office personnel.
5. Students **MAY NOT** bring cell phones into the classroom when standardized testing is taking place (not in purse or pockets). **CELL PHONES MUST BE IN BOOK BAGS DURING THE SCHOOL DAY AND NOT VISIBLE.**
6. Cell phones, smart watches, and other electronic devices are not allowed on school buses.
7. The school will not be responsible for these items if stolen or misplaced. (Refer to the discipline code for more details).

Cell Phone	Consequence
1 <sup>st</sup> Offense	Phone Confiscated Parent must pick-up Conference w/ student
2 <sup>nd</sup> Offense	Confiscated, Parent pick-up, Conference w/ student <b>5 days Lunch Detention</b>
3 <sup>rd</sup> Offense	Confiscated, Parent pick-up, Conference w/ student <b>Intervention Period(s)</b>
4 <sup>th</sup> Offense	Confiscated, Parent pick-up, Conference w/ student <b>1 day OSS</b>

**A student violating an offense more than the listed number of times will be given up to 3 days OSS and 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, 8<sup>th</sup> 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.

A student who receives three (3) discipline referrals or loss of thirteen (13) points during the 9 week period prior to an activity will not be allowed to attend or participate. A student who has lost all of his/her behavior points loses all school activity privileges, as well as athletic eligibility. (See Point System under Discipline Code). 7<sup>th</sup> and 8<sup>th</sup> grade students who owe school fees cannot participate in the 8<sup>th</sup> grade Social or trip or 8<sup>th</sup> grade Awards Ceremony.

### SURVEILLANCE VIDEO

Surveillance videos in school and on school buses are considered records of the school. We protect the privacy of our students; therefore, **surveillance video is not considered to be 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, making choices and decisions that will 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 given to determine student's strengths and weaknesses are a valuable tool to successful academic planning. Counselors will interpret these test results for parents and students.

Career Guidance: Johnsonville Middle School has a career specialist who provides career exploration and education.

### 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 come into the building and sign the student out for any dismissal. If the parent is signing-out a student at a known time, we ask that the parent send a note stating this information which can then be signed by an administrator, returned to the student, and shown to the teacher, allowing the student to report to the office at the stated time. However, if the parent is not on time, the student will be returned to class. This is a procedure that allows us not to interrupt the class and allows you to have your child ready when you arrive.

Parents are reminded that the school day begins at 8:15 a.m. and ends at 3:15 p.m. Checking your child out early - unless absolutely 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 the collection of information on truancy rates on a school-by-school basis. A common definition for the term "truancy" was defined in the November 12, 2003, by the State Board of Education and published on the State Register on November 28, 2003

In accordance with 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, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.

- Students are counted present in a class by each class period.
- Students can only miss 10 minutes of a class and still be counted present for that class. Students missing more than 15 minutes of 1<sup>st</sup> period will be counted absent for that period.
- In order to achieve perfect attendance status, students must be counted 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 signature.
- A recognized religious holiday of a student's faith, requiring documentation beyond a parent signature.
- Prearranged absences for other reasons (legal or medical) and/or extreme hardships at the discretion of the principal.

An excuse (and other additional documentation) written by the parent or guardian may be turned into 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 signature of the parent or guardian. **This note will not excuse the absence but will be recorded in the computer as unexcused.**

Other absences such as shopping trips, out of town trips, vacations, hunting, fishing, babysitting, or other 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 unlawful absences occur or a total of 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 truancy petition with Solicitor's Office for court action if "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 of time shall be entitled to the services of a home tutor. Before such services can be approved by the district office, the student's physician must submit in writing a request substantiating the need for this service. Homebound Request Forms are available in our office. The Board has the right to appoint a physician to review any case, and each case must be reviewed on a six-month basis for a continuation of the service. To learn more about medical homebound services, contact the District Office at (843) 386-2358.

### **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 all notes and make-up work.
2. Teachers should provide assistance to make 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. **Note:** Students are required to have book covers on books. Students that do not have book covers will get a citation. The school will provide book covers.

### **LOST ITEMS**

Lost clothing left in school areas is turned into the office and then 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 a period of time 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, consideration will be given to retaining students at school until the threatening weather period is over. This will be determined by the district office. If parents want to pick up students at this time, they must come into the school and sign them out. During bad weather prior to 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. At the midpoint of the nine-week period, an interim report will be sent to each parent. The information on the report card is intended to help parents in promoting the best interests of the student and to 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 1<sup>st</sup> Nine Weeks, 1<sup>st</sup> Semester, 3<sup>rd</sup> 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**

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

All students should be dropped off and picked up in the school parking lot only. 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 pickup 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 up into the street.
Do not park in the bus loading zones.
In the mornings, all students are dropped off in the front drop zone. In the afternoons, parents picking up 8 <sup>th</sup> graders only are to pick up students in the gym parking area. Parents who carpool and pick up a combination of grades including an 8 <sup>th</sup> grader, must pick up these students in the gym parking area.
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, principal & assistant principal, nurse, or teacher of the year. These spaces may be temporarily vacated. Visitors parking in these spaces will be asked to move their vehicles.

**PARENTS OF CHILDREN WHO ARE ENGLISH LANGUAGE LEARNERS**

We encourage parents of children who are English Language Learners to contact Allana Prosser at 386-2358 with any concerns or ideas about their children or the schools in which 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 contact Randy Smiley 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 on 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 (Randy Smiley (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 dispute or complaint of noncompliance cannot be settled by the school board, the family/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 into the parent’s or guardian’s school of choice while the dispute is being 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 for addressing the

health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is 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 student’s health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, 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. To learn more about the IDEA contact the District Office at (843) 386-2358.

**STUDENT RECORDS POLICY – NOTIFICATION OF RIGHTS UNDER FERPA**

Florence School District Five recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. 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 to the school principal or designated personnel, a written request that identifies the record(s) they wish to inspect. Principals or designated personnel will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

--Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A written notice clearly identifying the part of the record that is being requested to change 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 of 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 contained in the student’s education records, except to the extent 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 in order 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 have the right to file a written complaint concerning alleged violations of the Family Educational and Privacy Act. 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 questions that require further clarification, please contact 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 set forth 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 prior to 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 loss of 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 your child is covered by public or private insurance programs and regardless of whether you provide consent to access those benefits. Your refusal to provide 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 that occurred after the consent was given and before the consent was revoked).

The District and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) 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 that governs the disclosure of information from education records. Additionally, public schools must protect the confidentiality of information at the collection, maintenance, disclosure and destruction of information that is personally identifiable to individuals. 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 is to inform 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**

Offense	Level 3 Offenses	Consequences:
1	Bomb threat	<b>Offenses 1-9 require a recommendation for expulsion, administrative hearing, notification of parent/guardian and, if necessary, notification of law enforcement.</b>
2	Gun or knife possession – Automatic 365 day expulsion from school (S.C. code Revision, 1995)	
3	Threatening, intimidating, or act of physical abuse to school personnel or agents (chaperone, volunteers, etc.)	
4	Gang attacks (two or more students attack, threaten or intimidate another student)	
5	Alcohol, drugs, unauthorized (non-alcoholic beer) or controlled substances, drug paraphernalia – (Sale/distribution of)	
6	Alcohol, drugs, unauthorized (non-alcoholic beer) or controlled substances, drug paraphernalia – (Use, under the influence of, or possession of)	
7	Weapons (dangerous) or other items that may cause bodily harm – (use, transfer, or possession of)	
8	Arson	
9	Fire Alarm – Setting off false alarm	

Parent Contact will be made by administration for all Level 2 offenses.

The JMS discipline code serves as a guide for discipline consequences, but final decisions on discipline infractions are made by the JMS administrators.

Offense	Level 2 offenses are activities directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others	Consequences:
10	Extortion or blackmail	<b>A student violating a Level 2 offense (offenses 10-25) may be given up to 3 days out-of-school suspension (OSS), possible administrative hearing with a recommendation for expulsion from school, notification of parent/guardian, and, if necessary, notification of law enforcement.</b>
11	Obscene, demeaning, or profane language and/or gestures, to school personnel or agents, including writing and email	
12	Invasion of privacy, including inappropriate sexual behavior; molestation; being in an area off limits to opposite sex; violation of others' property and person	
13	Vandalism (Major) – Restitution of property and damages by parent and/or student, in addition to other penalties	
14	Theft (Major) – Sale or possession of stolen property (e.g., musical instruments, car speakers, shoes, book bags, etc.) Restitution of property and damages by parent and/or student, in addition to other penalties.	
15	Language, behavior, or disrespect that demeans, insults, incites, or is inflammatory to others based on ethnic, racial, cultural, gender, or individual differences	
16	Fighting (physical contact with the intent to do bodily harm). The willing participant(s) will be suspended. A willing participant is one who does not seek intervention by a school staff member prior to altercation. Participant's punishment may vary at discretion of administrators. <i>Note: Fighting on the bus will follow the school discipline code.</i>	

17	Bullying (Major) – Repeated offenses after being addressed, threat or physical contact (not deemed fighting)				
18	Deliberate refusal to report to the office or leave a room/area when asked by school personnel or agents; deliberate refusal to obey school personnel or agent.				
19	Tobacco – Use/possession of tobacco products/paraphernalia in building, on school vehicles, on school grounds, or on school trips. This includes e-cigarettes and vaping.				
20	Leaving school grounds without permission once a student arrives on campus (unless receiving permission from a school administrator).				
21	Trespassing by a suspended student				
22	Fireworks – Ignition or possession of				
23	Pornography – Possession / distribution of sexually explicit pictures, writing or other materials; includes note-writing				
24	Endangering safety (Major) – Engaging in activities which could cause serious injury to oneself or others				
25	Internet Misuse (Major) - Accessing a website with inappropriate content (pornographic, gang related, etc.)				
26	Failure to attend class (Leaves without permission, does not report as required, does not attend scheduled class/homeroom after being on school grounds)	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
27	Verbal confrontation	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
28	Disrupting lawful assembly	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
29	Unlawful assembly	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
30	Illegally occupying or blocking school property	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
31	Vandalism (Minor) – Restitution of property or damages, in addition to other penalties.	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
32	Theft (Minor) – Stealing/possession of stolen property (e.g., books, pens, annuals, hats, etc.)	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
33	Distribution of unauthorized materials	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
34	Unauthorized selling or solicitation	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
35	Gambling	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
36	Clothing or accessories with gang related artwork, sign, or symbols	Overnight suspension/parent contact (item confiscated) SRO Conference	1 days OSS	2 days OSS	3 days OSS with AH

Parent Contact will be made by administration for all Level 2 offenses.

The discipline code serves as a guide for discipline consequences, but final decisions on infractions are made by the JMS administrators.

**Level I offenses interfere with normal operation of the school day for both students and school personnel. A student violating an offense more than the listed number of times will be given up to 3 days out of school suspension (OSS) and possible administrative hearing. The following Level I offenses are referred to the office after school personnel have exhausted ALL identified school guidelines.**

Offense	Level I Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
37	Cheating (giving or accepting assistance) on a test	Parent Contact – Completion of Alternative Assignment	Administrative Conference – Zero on Work	Overnight Suspension - Zero on Work	Intervention Period(s)
38	Bullying (minor) – No threats or physical contact (Name calling, teasing)	Administrative Conference & Guidance Referral	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
39					
	Obscene, demeaning, or profane language and/or gestures to other students; includes note writing and email	Administrative Conference & Guidance Referral	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
40	Forgery or falsifying information	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
41	Failure to follow directions	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
42	Disturbing/interfering with school function, activity, or class	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
43	Student in unauthorized area (areas closed to students by prior verbal or written notice)	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
44	Internet Misuse (Minor) - Accessing an unauthorized website.	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
45	Possession and/or use of MP3 players, and/or other similar personal listening devices; paging devices, <b>Smart watches</b> , or cell phones in unauthorized area/time. *A parent or legal guardian <b>must</b> pick-up these devices after <b>each</b> offense. <b>Please refer to our cell phone &amp; other electronics policy.</b>	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
46	Running, throwing objects, horseplay in classroom, common area, hallways and/or outside building that endangers oneself or others. Includes activities that may lead to fighting.	Administrative Conference	Up to 5 days lunch detention	Intervention Period(s)	Overnight suspension
47	Hit, Kick, Push (Non-horseplay)	Intervention Period(s)	Overnight suspension	1 days OSS	2 days OSS
48	Tardy to 1 <sup>st</sup> period	See Morning Tardy Policy			
49	Tardy to class	See Class Tardy Policy			
50	Bus Violations	<b>See Bus Policy</b>			

Parent Contact will be made by teachers for the 1<sup>st</sup> & 2<sup>nd</sup> Level 1 referrals.

Parent Contact will be made by administration for all Level 1 referrals.

Faculty/Staff must document management steps (parent contact, teacher issued consequences, guidance/intervention referrals, etc) in ABE using Classroom Actions

The JMS discipline code serves as a guide for discipline consequences, but final decisions on discipline infractions are made by the JMS administrators.

Parents are required to keep contact numbers current. If school personnel are unable to contact an adult, the consequences are as follows: 1<sup>st</sup> – Warning; 2<sup>nd</sup> – Warning; 3<sup>rd</sup> – Overnight suspension