

Johnsonville
Elementary School
2025-2026

Johnsonville Elementary School
160 East Marion Street
Johnsonville, SC 29555
Telephone: (843) 386-2955 FAX: (843)386-3574
Jes.fsd5.org
2025-2026

ADMINISTRATIVE STAFF

Landon Johnson.....Principal

Wynde Clark.....Assistant Principal

CHILD DEVELOPMENT

Kaci Ritchart
Lauren Chapman
Laine Davis

KINDERGARTEN

Canelia Bellflowers
Sheila Deas
Abria Gunter

FIRST GRADE

Shelley Baxley
Brittany Grey
Joanna DuRant
Michelle Patterson

SECOND GRADE

Ninita Brown
Cayce Coker
Brooke Dickerson
Sarah Grace Smith

THIRD GRADE

Kelsey McDonald
Mallory Feagin
Adrian Filyaw
Jodie Sylvester

FOURTH GRADE

Whitney Lynch
Tiffany Pigate
Leslie Stone
Morgan Turner

INTERVENTIONIST

Ellen Evans
Miranda Gabella

FIFTH GRADE

Alexe Alford
Bethany Alford
Robin Elliott
Margie Perry

ART

Rhonda Daniel

MUSIC

Cassie Gaster

PHYSICAL EDUCATION

Lindsay Christ

MEDIA CENTER

Brittany McDaniel

INNOVATION

Caroline Davis
Jakob Marlowe

GUDIANCE

Barbara Scott

EXCEPTIONAL CHILDREN

Stephanie Miles
Rosanne Owens
Margo Player
Caroline Wall

SPEECH

Kim Ard
Amy Haselden
Wanda Hughes

OFFICE

Paulette Owens - Bookkeeper
Renee Grier - Secretary
Tara Lawrimore- Secretary
Sharon Ann Stone – Nurse
Brenda Hannah-Parent Liaison

READING COACH

Robin Tanner

INSTRUCTIONAL ASSISTANTS

Victoria Alford
Brittany Altman
Latisha Bell
Ida Burgess
Rosetta Edwards-Ham
T J Hanna
Kayla Moore
Pam Moore
Michelle Pope
Katie Postlewaite
Nikki Parsons
Traci Smith

CUSTODIANS

Lucille Burgess
David Curry
Heather Jackson
Tina Harrelson

CAFETERIA

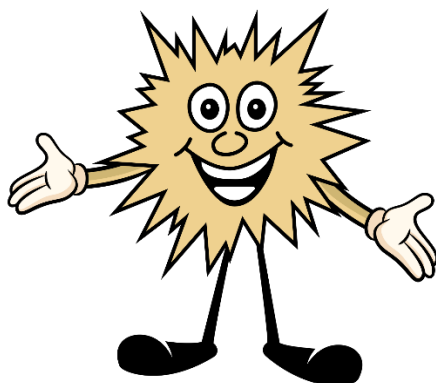
Felicia Brown
Ericka Holmes
Nancy McAlister
Connie Stone
Joshua Friend
Mary Dilt
Beverly Willis

Johnsonville Elementary School

2025-2026

Student Handbook

School Theme: *Soaring to New Heights*



MESSAGE FROM THE PRINCIPAL

Welcome to Johnsonville Elementary, home of the Spectacular Sparks!! Here at JES we strive to motivate and build up our students so that they may SOAR to new heights! We invite you to be a part of our amazing school and community. Please feel free to become a part of our PTO, SIC, or become a volunteer at JES. We are always looking for ways to improve and be involved in the growth of OUR community. We put a priority on academic, social/emotional, and physical growth. Our teachers and staff provide a top-notch experience from the classroom, cafeteria, to extra-curricular activities. WE are excited to be a part of your child's growth and development and look forward to working with you in that endeavor.

Landon Johnson-Principal

START AND DISMISSAL TIME FROM JOHNSONVILLE ELEMENTARY

School will begin at 7:45 AM and dismissal will be 2:18 PM for buses and 2:25 PM for car riders. Students should be in their classroom no later than 7:45 AM. Morning announcements will begin at 7:45 AM.

MISSION STATEMENT

The mission of Johnsonville Elementary School is to provide a safe, positive learning experience that will allow all students to reach their greatest potential.

BELIEF STATEMENTS

All students can learn.

All people have worth and dignity and deserve respect.

All students and employees deserve a safe school environment conducive to teaching and learning.

All students deserve an opportunity to become productive citizens.

All students should exhibit self-discipline and a sense of responsibility which is essential to a good citizenship.

All individuals deserve the opportunity to maximize their talents and attributes.

All students and employees deserve the support of the parents, school, and community.

VISITORS

Parents of JES students are always welcome and are encouraged to visit our school. Classroom and other visitations should be scheduled ahead of time with the principal. Visits will be limited to one class period for a time that is convenient for the class. Parents are allowed to visit the classroom in which your child is a member. Other children (siblings, etc.) are not permitted to visit the classroom. Cell phones are not allowed. ALL VISITORS must come by the school office. This is to ensure the safety and security of our students while at school. Individuals not adhering to this requirement will be asked to leave campus. Visitor badges will be required of all individuals when entering any school building. SC ID's are required in order to receive a badge.

BUS TRANSPORTATION

Bus transportation to and from school is provided for all students. Riding the school bus is a privilege, not a right. Students who misbehave on the school bus will be denied transportation privileges. Students are to ride the same bus every day unless permission has been granted to ride another bus. Students must bring written permission from their parents in order to ride a different bus that has a scheduled stop. These notes should be brought to the office before school begins on the day of the route change. When the dismissal bell rings, students are to go straight to their bus.

Mr. Craton Dicks serves as the bus supervisor. Any questions concerning the buses, call 843-386-6084.

SCHOOL BUS SC STATE REGULATIONS

South Carolina has laws that govern where school bus stops may be made. A few of these are listed for you below:

1. School bus stops must be made at safe points at least 2/10 of a mile apart with at least 600 feet of clear visibility in both directions of the stop.
2. Students must live 1-1/2 mile or more from the school in which they attend in order to be eligible for the school bus transportation.
3. Students must live 3/10 miles or more from the regular established route in order to be eligible for school bus transportation.

Parents of students 3rd grade and under are required to be present at the bus stop or visible so that the parent can safely see the bus stop and the driver can see the parent. It is the parent's responsibility to be home when these age students arrive in the afternoon. If the parent can not be home, they are required to have someone else meet the bus. If this is the case, the parent should send a note to the bus driver to let them know someone other than the parent will be there to pick up the child. If the parent or another responsible party is not at the bus stop when the bus arrives, the child will be taken back to his or her designated school.

If a student chooses to ride home with another student, a student must ride a different bus, or a student is to get off at a stop other than his or her own, the parent is required to send a not to the school to be signed by an administrator and given to the bus driver. If a not is not sent, the child will be delivered to their designated bus stop.



CAR RIDERS: All DROP OFF on Marion Street PICK UP

4K, 5K & 1st — Stadium Road
4th & 5th Grades — Hampton Street
2nd & 3rd Grades — Marion Street

If your child is to be picked up, please remain in the car line.

Parents with more than one child to be picked up or dropped off must do so at the lowest grade level area. If you need to take care of business at the school, please park in the area adjacent to Stadium Road so that you will not hinder the loading of students. The safety of our students is our primary concern.

ATTENDANCE PROCEDURES

South Carolina state law requires that all children attend school regularly until the child attains his/her 17th birthday or graduates from high school. The school year consists of 180 days, and school students cannot accumulate more than **5 unexcused absences per year and still be promoted to the next grade, regardless of the grade earned in the course.**

When a student has **three unexcused absences**, the school will contact parents and develop an Attendance Intervention Plan (AIP). If a parent refuses to meet with Administration or if the AIP is not followed and a student misses two more unexcused absences, these absences will be referred to our **District Plan**. At **five unexcused absences** you will be then be referred to **Family Court for truancy**. All medically excused absences require a doctor's excuse.

TARDY POLICY

In order to properly document student attendance, tardy students must be signed in at the Main Office after 7:50 a.m. by an adult who can indicate the reason for lateness. Tardy students are not to be dropped off outside and left unsupervised to walk into the building.

EARLY DISMISSAL

Early dismissal of students is handled through the office. If you know that your child will need to be dismissed early, send a note in the morning to your child's teacher stating the time and reason for early departure. **Due to traffic safety in the front and use of the office staff to conduct a safe dismissal, a child CANNOT be signed out after 2:00.** If you come in after 2:00 to sign a student out, you may have to wait for other students to be released, or you must have a valid reason and be approved by the Principal or Assistant Principal

Due to the safe dismissal of all our students:

- All transportation changes are required to be put in writing. **DOJO your child's teacher.**
- We **DO NOT** take transportation changes over the phone.
- Dismissal after 2:00 will only be allowed in the case of an emergency, and will need approval from administration.

REPORT CARDS

Johnsonville Elementary School operates on a nine-week grading schedule. Report cards will be electronically sent out at the end of each of the four nine-week grading periods. In addition, interim progress reports will be electronically sent out at the mid-term (four and one-half weeks) of each grading period. Our principal's honor roll is 95- 100 and honor roll is 90 -94.

***If a student fails ELA and/or Math for the year, the student will be retained. ***

PARENT-TEACHER CONFERENCES

Regular conferences between parents and teachers provide an excellent opportunity to discuss many details about your child's school experience that cannot be conveyed on the report card.

Conferences can also be requested by either the parent or the teacher at any time during the school year to discuss a student's progress. Please call the school office (843-386-2955) if you would like assistance in scheduling a conference with your child's teacher. A parent-teacher conference should be scheduled to avoid conflict with the school day. Teachers are generally available for conferences after 2:30 pm each day.**

****PTO Officers and PTO Meetings will be scheduled and announced at a later date.****

HEALTH SERVICES

The Elementary School is staffed by a full-time registered nurse. A physician's order will be required in order for children to receive any prescription medications for the upcoming school year. Please make all arrangements prior to the first day of school. Forms are available daily in the health room. **School nurses are now required to have a physician's order to administer any over-the-counter medication.** 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 retrieved from or added to this registry, please contact his/her school nurse by August 18th, 2024.

FROM THE NURSE

If your child feels too sick to go to school, please keep him/her home. Parents should contact a healthcare provider for children with any of the following:

- * Difficulty breathing
- * Unusual tiredness or lack of energy
- * Rapidly spreading rash
- * Keep your child home if he/she has a fever, a rash or diarrhea
- * Your child may return to school when THE FEVER HAS BEEN GONE 24 HOURS!
- * Keep your child home if he/she has red or pink eyes, has eye pain and reddened eyelids with white or yellow eye discharge or eyes matted after sleep.
- * Fever, also fever with a rash
- * Severe irritability and/persistent crying
- * Severe abdominal pain (over 2 hours)



Health screenings will be conducted by school nurses as recommended by the state. These may include: vision, hearing, dental and/or BMI. If you do not want your child screened, please notify the nurse in writing the first week of school. Only parents of children who need further examination by a physician will be notified of results.

In an effort to improve nutrition, we would like to encourage parents to bring healthy party foods or prizes when donating for special occasions. Fun ideas are whole grain crackers, pretzels, popcorn fruit, yogurt, cheese sticks or 100% juice or flavored waters.

**** Parents are urged to contact the School Exclusion List posted on the following web site: www.scdhec.gov/health/disease ****

SECURITY CAMERAS

We have security cameras installed throughout our campus. This allows us to monitor our students and all activity in and out of our school building. These cameras will help ensure the safety of our students.

SCHOOL DRESS CODE



JES recognizes the importance of encouraging high standards in dress and personal grooming. Students should dress in a manner conducive to good behavior and a good educational atmosphere. Clothing that will distract from the process of learning should not be worn to school. If a student's dress is not satisfactory, the parents will be notified by the office. Midriff shirts, sagging pants, see-through mesh shirts, tank tops, strapless shirts, low-cut shirts and shirts displaying subjectional words, symbols or advertising ((including tobacco products or alcoholic beverages) are not to be worn to school. Students are not to wear hats inside the building unless during a specified "Hat Day" or special event. For the safety of our students, shoes must be worn at all times at school. If in doubt about acceptability of a certain outfit, please check with the office.

CHILD FIND

If you feel that your child has some type of disability and needs special education, related services, or accommodations, please let the school administration know as soon as possible so that the school can provide appropriate educational opportunities for your child.

SCHOOL LUNCH PROGRAM



Johnsonville Elementary and Middle Schools will participate in the Community Eligibility Provision (CEP) for the 2025-2026 school year. All students enrolled at the elementary and middle schools may participate in the breakfast and lunch program at no charge to them. Families at the elementary school and middle school will not have to fill out a meal application.

FIELD TRIPS

All field trips taken at JES are planned as an extension of the classroom instruction and serve to enrich those experiences. Students are prepared in class prior to the trip to gain as much from the experience as possible. Follow-up activities are planned as well. Field trips are a privilege afforded our students. Behavior problems at school may result in a student not being allowed to go on a field trip. When a class is planning a field trip, your child will bring home a permission form giving the destination, date, time and cost. This form **MUST** be returned with the signature of parent or guardian and the money for the trip by the due date before your child will be allowed to go on the trip. Since field trips are pre-paid, there will be **NO REFUNDS** on field trips.

PERSONAL BELONGINGS

Personal belongings will not be allowed at school. No cell phones or dangerous objects. Any item may be confiscated by the staff and kept until the end of the year.



The Johnsonville Elementary School Discipline Management Plan is to be used as a guide to promote consistency. All infractions will be thoroughly investigated and consequences will be fair and appropriate as determined by the administrator. Prior to any disciplinary action by an administrator, a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident.

Students on a specific behavior plan or under IDEA will be handled on an individual basis.

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

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 services.

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 record 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 is 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.

PARENT AND FAMILY ENGAGEMENT POLICY

Florence County School District Five seeks the participation, input, and advice of all! Title One Parents with respect to the joint development of the LEA plan and the process of school review and improvement. The coordinator of the Title One project provides oversight, technical assistance, and support to assist schools in their role of developing effective parent and family engagement. A focus is to build the schools and parent's capacity for strong involvement. The coordinator will also oversee and integrate parent and family engagement in other programs such as Head Start and First Steps. In an effort to determine the effectiveness of this policy, as to increase parent and family engagement and to overcome the barriers to participation as noted in the law, the coordinator of the Title One project will meet with the School Improvement Council and parents at the Parent Open house. All parents will be invited by sending letters of invitation as well as sending messages to parents' phones and email addresses. Teachers will also be invited. The meeting will be held on a day and time determined to be the most convenient for the majority of parents. A detailed explanation of the Title One program and its activities will be presented at the meeting. Parents will be given Information concerning the school's progress the meeting. Information concerning dates of parent teacher conferences will also be shared. Parents having questions concerning the school or (their child's progress) are welcome at the school, Parents wishing to meet with teachers or visit classrooms are asked to contact the principal of the school at 843-386-2955. The school parent compact will be reviewed at the meeting to see if changes are needed. Comments and concerns will be solicited, and findings will be used to design strategies for school improvement and, if necessary, a review of our LEA and school parent and family engagement.

TITLE ONE COMPLAINT PROCEDURE

Any parent who is not satisfied with services their child is receiving through Title One at Johnsonville Elementary School is encouraged to first contact the school principal Landon Johnson at 843-386-2955 to resolve the issue. If the issue is not resolved within 48 hours or the parent has not been contacted then you are encouraged to contact the Title One Director, Brian Goins at 843-386-2358. Students who have questions concerning services through Title One are also encouraged to contact the principal, Landon Johnson. If the complaint is not resolved at this level, then you have the right to submit your complaint to the state Title One Director at 803-734-8118.

Title One SC Department of Education
1429 Senate Street Columbia, SC 29201

PARENT'S RIGHT TO KNOW

Parents may request information regarding the professional qualifications of a student's classroom teachers, including:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part.

RESPONDING TO PARENT REQUESTS

Any parent requests are first encouraged to contact the school principal, Landon Johnson, at 843-386-2955. The request will be handled or referred to the district office within 48 hours. The parent may also contact the Title One Director, Brian Goins, at 843-386-2358. Students who have questions concerning services through Title One are always welcome to contact the Johnsonville Elementary School Principal, Landon Johnson

PARENTS OF CHILDREN WHO ARE ENGLISH LANGUAGE LEARNERS

We encourage parents of children who are English Language Learners to contact Brian Goins, at 843-386-2358 with any concerns or ideas about their children or the school in which they attend.

FLORENCE COUNTY SCHOOL DISTRICT FIVE

Homeless Dispute Resolution Procedures

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 work together to 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, (Allana Prosser at 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, 803 734-8563 Birley Wright, Program 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.