

**Johnsonville High School
237 S. Georgetown Highway
Johnsonville, SC 29555**

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Student Name:

ALMA MATER

In the East of Florence County 'neath the skies, so blue,
 Stands our noble Alma Mater glorious to view.
 Lift the chorus, speed it onward, may it never fail;
 Hail to thee our Alma Mater, Johnsonville AllHail!

Regular Schedule	Special Meeting Schedule
Block I/ Announcements 8:00 - 9:35 a.m.	Block I/ Announcements 8:00 - 9:25 a.m.
	Special Meeting 9:25 - 9:50 a.m.
Morning Break 9:35 - 9:46	Morning Break 9:50 - 10:01
Block II 9:50 - 11:21 a.m.	Block II 10:05 - 11:31 a.m.
Lunch 11:21 - 11:46 a.m.	Lunch 11:35 - 11:56 a.m.
Block III 11:50 p.m. - 1:21 p.m.	Block III 12:00 p.m. - 1:26 p.m.
Block IV 1:25 p.m. - 2:55 p.m.	Block IV 1:30 p.m. - 2:55 p.m.

OTHER BELLSCHEDULES

SHORT ACTIVITY (AM)

7:55 Warning Bell - 1st Block
 8:00 Tardy Bell - 1st Block
 9:26 2nd Block
 9:30 Tardy Bell - 2nd Block
 10:55 Activity Period
 11:30 Lunch
 11:56 3rd Block
 12:00 Tardy Bell - 3rd Block
 1:26 4th Block
 1:30 Tardy Bell - 4th Block

SHORT ACTIVITY(PM)

7:55 Warning Bell - 1st Block
 8:00 Tardy Bell - 1st Block
 9:26 2nd Block
 9:30 Tardy Bell - 2nd Block
 10:55 Lunch
 11:16 3rd Block
 11:20 Tardy Bell - 3rd Block
 12:46 4th Block
 12:55 Tardy Bell - 4th Block
 2:15 Activity Period

LONG ACTIVITY (PM)

7:55 Warning Bell - 1st Block
 8:00 Tardy Bell - 1st Block
 9:21 2nd Block
 9:25 Tardy Bell - 2nd Block
 10:45 Lunch
 11:11 3rd Block
 11:15 Tardy Bell - 3rd Block
 12:36 4th Block
 12:40 Tardy Bell - 4th Block
 1:55 Activity Period

LONG ACTIVITY (AM)

7:55 Warning Bell - 1st Block
 8:00 Tardy Bell - 1st Block
 9:20 Activity Period
 10:21 2nd Block
 10:25 Tardy Bell - 2nd Block
 11:45 Lunch
 12:11 3rd Block
 12:15 Tardy Bell - 3rd Block
 1:36 4th Block
 1:40 Tardy Bell - 4th Block

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INTRODUCTION

This handbook is compiled with the hope that it will serve as a friendly guide. It will give information concerning organizations and activities, curricular and extra-curricular, at JHS.

It is intended to help you as a member of the student body to find yourself in relation to the school as a whole and to assist you in taking part in those activities which might interest you or benefit you most.

As you enter the new term at JHS, you should realize that our purpose is to educate and to teach the foundation of getting along in life. In order for our school to be an effective system, there is a dominant factor involved. This factor is **responsibility. You not only have a responsibility to yourself, but also to your fellow students and to your school.** You are urged to **apply yourself. Be the best student that you can be, participate in various school activities, and take pride in your school.** We hope that this year at Johnsonville High School will be a rewarding experience for you.

OUR MISSION STATEMENT

JHS will provide innovative educational experiences which will empower students to become responsible life-long learners.

Motto: "Empower the Learner".

EOE STATEMENT

Florence County School District Five does not discriminate on the basis of race, color, national origin, sex, handicapping condition, age, social status, religion, economic level, or any other area of unlawful discrimination in any aspect of its educational program and/or any other phase of its administration or operations.

JHS FACULTY AND STAFF

Sammy Black, Custodial Staff	Lewis Lineberger,
Debra Britton, Science	PE/Athletic Director
Stevie Broach, Social Studies	Amanda McKee, Math
Al Calcutt, Physical Education	Priscilla Miller, Custodial Staff
Wendy Calcutt, Media Specialist	Shauna Miller, CATE
Adriane Causey, Science	Connie Moore, Cafeteria Staff
Barbara Chandler, French, Spanish	Paulette Owens, Credit Recovery
Anna Dellinger, English	Lana Palmer, Cafeteria Staff
Steve Fennel, Resource Officer	Tyra Powell, Special Services
Renee Fish, Resource	Angela Pressley, Cafeteria Staff
Denise Floyd, Business Education	Diane Prosser, Guidance
Lee Floyd, Agriculture	Megan Sanders, Science
Paige Gaster, Secretary	Renee Sanders, Assistant Principal
Vickie Gough, Business Education	Tracie Sullivan, Science
Melanie Graham, Math	Kim Shelly, Spanish
Regina Graham, Social Studies	Sam Tuten, Principal
Gloria Hanna, Custodial Staff	Susan Wallace, Art
Shelia Hanna, English	Brian Welch, Social Studies
Sharon Haselden, Nurse	Susan Welch, English
Kathy Hughes, Cafeteria Manager	Terry Welch, Career Facilitator
Amenda Humphries, Secretary	Julie Willis, Math
Betty Hunt, Resource	Katherine Woodberry, Math
Jennifer Hunter, English	

IF YOU NEED HELP OR INFORMATION	GO TO
Athletics.....	Coach Lineberger
Buses.....	Terry Welch
College/Career Planning.....	Mrs. D. Prosser/Terry Welch
Discipline.....	Mrs. Sanders
Illness At School.....	Nurse Haselden
Lockers	Mrs. Gaster
Lost and Found	Mrs. Gaster
Lunch.....	Mrs. Hughes
Media Services.....	Mrs. Calcutt
Parking.....	Mrs. Gaster
Personal Problems.....	Mrs. Prosser
School Newsletter	Mrs. Welch
School Yearbook.....	Ms. R. Graham
Scheduling Problems.....	Mrs. Prosser and/or Mr. Tuten
Signing/In/Out	Office
Student Council.....	Mr. B. Welch
Textbooks	Mrs. Sanders

ACADEMICS

S.C. DIPLOMA REQUIREMENTS-To be eligible to receive a South Carolina high school diploma, students must earn 24 units of credit and demonstrate proficiency in computer literacy. The 24 units must be distributed as follows:

<u>Subject</u>	<u>Units Required</u>
Language Arts	4
Mathematics	4
Science	3
US History & Constitution	1
Economics	.5
Government	.5
Other Social Studies	1
Physical Education/ROTC	1
Computer Science	1
Electives	7
Foreign Language *OR* Occupational Specialty	1
TOTAL UNITS	24

(College-bound students must earn one unit of a foreign language; Technical students must earn one unit of a CATE course)

Promotion for 24 Unit Requirements

Grade Nine - A student will be classified as a ninth grader (freshmen) after having met the requirements of grade eight for ninth gradeplacement.

Grade Ten - A student will be classified as a tenth grader (sophomore) provided he has earned six units toward graduation. Included in the six units will be English I and one math unit.

Grade Eleven - A student will be classified as an eleventh grader (junior) provided he has earned twelve units toward graduation. Included in the these twelve units will be English I, English II, two math units, one social studies unit, and one science unit.

Grade Twelve - A student will be classified as a twelfth grader (senior) provided he has earned eighteen units toward graduation. Included in the eighteen units will be English I, English II, English III, three math units, two social studies units, and two science units.

Special Education students who do not earn a high school diploma but meet the requirements of their IEP will receive a Certificate of Attendance.

SC DEPARTMENT OF EDUCATION ACT/SAT PERFORMANCE IMPROVEMENT AWARD QUALIFICATIONS – The SC Department of Education recognizes students whose ACT/SAT scores exceed the state average and level of significant improvement, as well as continuous improvement over a three-year period. Students that qualify will have their pictures displayed in JHS hallways. There are three levels of awards. The qualifications to receive the ACT/SAT Performance Awards are:

Levels	ACT Score	SAT Score
Platinum	29 or above	1300 or above
Gold	27 – 28	1200 – 1290
Silver	24 – 26	1100 – 1190
Bronze	21 – 23	1000 - 1090

LIFE SCHOLARSHIP (STATE)-

A. S.C. residents who graduate and choose to attend a four year public or private institution and meet two of three criteria will be eligible to receive the LIFE Scholarship:

1. Earn a minimum 3.0 cumulative grade point average,
2. Score 1100 on the SAT or 24 on the ACT, or
3. Rank in the top 30 percent of their graduating class.

B. S.C. residents who graduate and choose to attend a two year institution needonly to meet the following criteria to be eligible to receive the LIFE Scholarship:

1. Earn a minimum 3.0 cumulative grade point average,
2. Not be a recipient of Palmetto Fellows, SC Hope or Lottery Tuition Assistance.

SC HOPE SCHOLARSHIP - Any first-time SC resident freshmen entering an eligible four-year public or independent institution, who graduates from a SC high school or home school program with a 3.0 cumulative grade point average, and otherwise does not qualify for a LIFE Scholarship will likely be eligible to receive the HOPE Scholarship.

LOTTERY TUITION ASSISTANCE - This program will provide up to the cost of tuition for any SC resident who attends a two-year public or technical institution, SC residents attending a two-year independent institution will receive up to the maximum in-state tuition rate at the state's two-year public institutions. The student must maintain and earn at least six credit hours each semester and complete a FAFSA each year.

STATE UNIFORM GRADING SYSTEM

The following grading scale policy will apply to all South Carolina schools:

- All grades on report cards and transcripts in South Carolina public high schools will be numerical.
- The numerical breaks for corresponding letter grades are:
 - A = 90-100
 - B = 80-89
 - C = 70-79
 - D = 60-69
 - F = 0-59
 - I = Incomplete
 - FA = Failure due to attendance
 - WP = Withdrew passing
 - WF = Withdrew failing
 - NC = No credit (audit)
- A student's grade-point average (G.P.A.) will be figured from the grade-point conversion table that follows these explanations.
- The conversion table assigns quality points to each numerical grade depending on the grade earned and the category of weight assigned to the course taken. College Prep courses earn the base weight. Honors courses earn a one-half quality point more, and Advanced Placement and Dual Credit courses earn a full quality point more than the base weight.
- The formula for figuring Grade Point Ratios (GPR) is:
Sum (quality points X carnegie units earned) / Sum of carnegie units attempted
- Students and parents need to choose courses carefully. These are guidelines that outline consequences for students who withdraw from a course. Students who withdraw from a course after three days in a 45-day course or five days in a 90-day course shall be assigned a grade of 50 and 0 quality points. The F will be calculated in the student's overall grade point ratio. In this system, rules do apply to retaking courses. If a student earns a D or F in a course, the course may be retaken no later than the next academic year. Both the D or F earned **and** the grade earned in the retake will be figured into the overall grade point ratio.

- Students are issued grade reports each nine weeks. The grade for the semester is determined by averaging the two preceding nine-weeks' grades with the examination grade counting one-fifth of the semester grade. If the examination has been exempted, the two nine-weeks grades are averaged, each counting one-half.

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF	F	0.000	0.000	0.000
WP	-	0.000	0.000	0.000

Credit Recovery will be phased out in the Fall of 2016. Only student who have failed due to attendance (FA) will be allowed to take these courses to recover credit. There will be no credit recovery after the Fall semester for students who were unsuccessful in a class taken in the Fall 2016 semester. Initial Credit course must be approved prior to signing up by guidance and administration and completed through an accredited state licensed school.

Seniors Taking Dual Credit Courses: Students taking Dual Credit courses are only allowed to take two courses each semester to be added into a four course (maximum) high school schedule and towards their cumulative GPA. Please note that a minimum of two courses (non-dual credit JHS courses) each semester are needed for students to be considered a full-time senior. For example: A student will need to take at least two courses that are taught at JHS (non-dual credit) and two courses through FDTC.

COLLEGE PREPARATORY COURSE
PREREQUISITE REQUIREMENTS (for SC Public College/Universities)

4 Units – English At least two units must have strong grammar and composition components, at least one must be in English Literature, and at least one must be in American Literature. Completion of College Preparatory English I, II, III, and IV will meet this criterion.

4 Units – Mathematics These include Algebra I (for Foundations in Math and Intermediate Math may be substituted.), Algebra II, and Geometry. A fourth higher-level mathematics course should be selected from among Algebra III/trigonometry, pre-calculus, calculus, statistics, discrete mathematics, or a capstone mathematics course and should be taken during the senior year.

3 Units – Laboratory Science Two units must be taken in two different fields of the physical and life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a prerequisite to the three required units of laboratory science outlined in the section. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.

2 Units – Same Foreign Language

3 Units – Social Science One unit of US History is required; a half unit of Economics and a half unit in Government are strongly recommended.

1 Unit – Fine Arts One unit in Appreciation of, History of, or Performance in one of the fine arts.

1 Unit – Elective One unit must be taken as an elective. A college preparatory course in Computer Science (i.e., one other than IBA) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities, laboratory science (excluding earth science, general physical science, general environmental science or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.

1 Unit – Physical Education

NOTES:

1. Each institution may make exceptions in admitting a) students who do not meet all of the prerequisites, limited to those individual cases in which the failure to meet one or more prerequisites is due to circumstances beyond the reasonable control of the student; or, b) students who have taken the Tech Prep (Applied Academics) courses rather than the required college preparatory curriculum described above and who meet all other institutional admissions criteria.
2. The College Preparatory Course Prerequisite Requirements are minimal requirements for four-year public college admission. Therefore, students should check early with colleges of their choice to plan to meet additional high school prerequisites that might be required for admission.

EXEMPTION OF EXAMS-To exempt exams, **seniors** must not exceed the School Attendance Policy that establishes course credit in a semester course **and** the senior must have an **85 or above average in the course. Underclassmen must have a 90 or above average** in the semester course and must not exceed the School Attendance Policy that establishes credit in the course. Students can not exempt End of Course testing.

HONOR GRADUATES-Graduates with a 95.0 average or higher (without rounding) are designated High Honor Graduates. Graduates with a 90.0 average or higher (without rounding) are designated Honor Graduates. Averages will be computed through the 4th nine-weeks grading period of the 12th grade.

VALEDICTORIAN AND SALUTATORIAN-The Valedictorian and Salutatorian will be the two students in the senior class with the highest GPA. Averages will be computed through the 4th nine-weeks grading period of the 12th grade. If a tie (in quality points) should occur, overall averages will be used to break the tie.

MARSHALS-Marshals for the graduating exercises each year are the five students in the junior class with the highest scholastic average for their first three years of high school. Averages will be computed through the end of the third nine-weeks report of the 11th grade. If a tie should occur, overall averages will be used to break the tie.

RING CEROMONY – Participants in the ring ceremony must be classified as a junior during the semester that the ceremony is held. In order to participate, students must purchase their ring from the selected vendor. Outstanding balances must be cleared prior to the ceremony.

HONOR ROLL-The honor rolls are posted at the end of each nine weeks grading period. To qualify for the *Principal's Honor Roll*, a student must have a 95.0 and above (without rounding) overall average and be enrolled in at least three classes and no cheating infraction. To qualify for the *Honor Roll*, a student must have a 90.0 and above (without rounding) overall average and be enrolled in at least three classes and no cheating infraction.

AWARDS NIGHT- Johnsonville High School and Florence County District Five Board of Trustees recognizes students who have demonstrated high achievement or improvement in specific areas during *Awards Night* at the end of the year. Deserving students are presented awards and certificates at this program.

J.H.S. ACADEMIC ACHIEVEMENT AWARD-Students can earn an academic Block “J” letter for academic achievement and are eligible to purchase a letterman’s jacket. The following requirements have been established to earn this award:

1. The student must take 3 classes per semester.
2. The student must maintain a 90 over-all average each nine weeks.
3. The student must not have any cheating infractions throughout the year.
4. The student can NOT make below an 85 in any subject each nine weeks.
5. The student must maintain #2 and #3 for the 1st, 2nd, and 3rd nine weeks grading periods.

Reward(s): 1st Year = Block “J” Letter/Achievement Certificate
2nd Year = Bronze Medal/Bar/Achievement Certificate
3rd Year = Silver Medal/Bar/Achievement Certificate
4th Year = Framed Block “J”/Gold Medal/Bar/Achievement Certificate

HEALTH EDUCATION-State law requires that health education be taught at least one time during the four years of grade 9-12 and include a reproductive health component (Code of Laws of South Carolina Section 59-32-10). If you have concerns about this program or wish for your child to be exempt from this section, proper documentation must be submitted.

SCHEDULE CHANGES- Any student desiring to make a change must obtain a form from the office, give the reason why a change is necessary, have it signed by parents, and return it to the guidance office. **Any schedule change of a course must be completed within the first five days of the course.** Any course(s) dropped after the first five (5) days of the course will be considered as Withdrew Passing (WP) or Withdrew Failing (WF) and is included in the class standing (rank) at the end of the school year. If a student withdraws from a class after the end of the third nine weeks, the grade earned at the time of withdrawal will be recorded and used in all ranking calculations.

ATTENDANCE REGULATIONS

The school year consists of **180 school days**. *Students must attend 85 days of each 90-day semester to receive one unit of credit. Students must attend 42 days of each 45 day 9 weeks to receive .5 unit of credit.*

Under legislation ((20U.S.C. _7112 8)(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. In accordance with the revised R43-274, 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." This regulation was approved on Nov. 12, 2003, by the State Board of Education and published on the State Register on Nov. 28, 2003.

A medical excuse or a valid excuse written by a parent/guardian must be received by the school on the day the student returns to school. **ALL ABSENCES must** be verified by a medical note or parent note. The written absence verification must contain the student's full name, dates of absence, reason, and signature of parent/guardian or doctor. **All medical documentation must be submitted one week prior to the end of a semester.**

EXCUSED ABSENCES:

1. Students who are ill and whose attendance in school would endanger their health and the health of others and documented with a medical note.
2. Students in whose immediate family there is a serious illness or death
3. Recognized religious holidays
4. Appointments for legal and medical reasons and emergencies as determined by the principal.

The board designates the principal to promptly approve or disapprove each student's absence in excess of 5 days per unit course / 3 days per .5 in a course according to the following guidelines.

For each absence in excess of 5, an excuse signed by a licensed medical practitioner or principal approval is required.

1. For each absence in excess of 3 due to a death or serious illness in the immediate family, documentation beyond the parent's signature will be required.
2. For each absence in excess of 1 due to a recognized religious holiday, documentation beyond the parent's signature will be required.
3. Each absence due to a board-approved school related activity will be excused.

When a student misses three (3) days in a class, the parent/guardian will be notified by letter and written verification of the absences will be required. When a student misses five (5) days, the parent/guardian will be notified by letter and a conference will be required.

***REMINDER:** IN A .5 UNIT COURSE, ANY ABSENCE **AFTER THREE UNEXCUSED ABSENCES MUST BE MEDICALLY EXCUSED OR PRINCIPAL APPROVED.** IN A FULL UNIT COURSE ANY ABSENCE **AFTER FIVE UNEXCUSED MUST BE MEDICALLY EXCUSED OR PRINCIPAL APPROVED!**

UNLAWFUL/UNVERIFIED ABSENCE PROCEDURES:

Phase 1 - Parent/guardian will be notified by mail when three (3) unlawful/unverified and/or a total of five (5) unlawful/unverified absences occur.

Phase 2 - Parent/guardian will be notified by any of the following means in isolation or combination: home visit, mail and/or telephone. An attendance intervention plan will be initiated when a total of seven (7) unlawful/unverified absences occur.

Phase 3 - School officials may file a truancy petition for court action if the attendance intervention plan fails for students under the age of seventeen.

EXAM ATTENDANCE POLICY-Students who do not exempt an exam in a course must be present for the exam review and for the exam. **If a student is absent during the review or exam, the student will be marked absent for that period.** The student will be held accountable for any graded assignments given. Students who exempt an exam in a course will not be marked absent during the designated exam review period and during the exam for that particular course. However, if the student is absent at any other time, the student will be marked absent for those periods and may be held accountable for any graded assignments given during that time.

Students who have taken an end-of-year course exam and have attendance issues (i.e. attended attendance recovery, missing the review will carry you over the allotted days indicated by policy, etc....) must be present for review days leading up to the exam.

LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES-Any student who fails to meet the required attendance policy and does not complete attendance recovery will receive an "FA" (failed for absence) in lieu of a numerical grade. An "FA" is equal to a grade of 50 and is included in the class standing (ranking) and grade point average at the end of the semester.

ATTENDANCE RECOVERY- If a student has exceeded the 3/5 absence rule, he/she may qualify to participate in attendance recovery. The guidelines for attendance recovery are:

1. The student must be passing the course;
2. The maximum number of days that a student can make up in a .5 unit course is two hours. The maximum number of days that a student can make up in a 1 unit course is three hours.
3. Students who are eligible to make up time will be given a make-up form prior to the end of each semester from the office.
4. Make-up times and dates will be held on specified days throughout the school

term. Dates and times will be announced and posted in advance.

5. There is a cost of \$10.00 per hour for make-up time. One hour constitutes one period missed. The cost of the make-up time is the responsibility of the student and/or parent.

6. **All attendance make up money should be paid and cleared no later than June 15** of the current school year to receive attendance credit. Seniors are **required** to clear up all attendance issues prior to graduation practice.

MINIMUM TIME FOR CLASS CREDIT-A student must be in class a **minimum of 80 minutes** to receive credit for attending class. Anything below the 80 minute requirement will constitute an absence in the class.

STUDENT TARDIES-Students are expected to report to classes on time. Students who are tardy to school or class are subject to the Pupil Discipline Code.

SIGN-OUTS-If it is necessary for a student to be excused for part of the day, a parent or guardian must come to the school and sign him/her out. Notes will not be accepted. Parents or guardians may sign out students in advance on the date of the actual departure. Don't forget that the minimum amount of time to be counted present in the class is 80 minutes.

SIGN-INS-Students who arrive after the 7:55 a.m. bell **must report to the office and sign in**. Students **who arrive after 8:15 a. m. will be marked absent for first block and must be signed in by a parent**. The following guidelines will be followed each semester for students arriving to school after 8:15 a.m. without a parent:

SENIOR LATE ARRIVAL POLICY-Senior students who have 1st block study hall and a signed permission form from their parent/legal guardian will be allowed to arrive late to school. This is a senior privilege. Students are not allowed on campus before 9:35 a.m. without prior approval by the principal. Seniors that drop a 1st block class for study hall will not be allowed "late arrival." Parents and students understand that it is their responsibility for all daily announcements and being aware of any schedule changes that may affect their attendance/tardy. (No tardies/absences will be excused because the student was not aware of a schedule change.) Seniors that violate this policy or have excessive 2nd block tardies will have this privilege revoked and will be placed in study hall.

SENIOR EARLY RELEASE POLICY-**Senior** students who have 4th block study hall and a signed permission form from their parent/legal guardian will be allowed to leave school immediately following 3rd block. This is a senior privilege. Students are not allowed to **remain on or return to campus during the school day** without prior approval of the principal. Seniors that drop a 4th block class for study hall will not be allowed "early release." Seniors that violate this policy will have this privilege revoked and will be placed in study hall.

SENIOR WORK RELEASE POLICY-Employed **senior** students who are eligible for early release and have a 3rd block study hall will be eligible for “work release.” Before the work release will be placed into the student’s schedule, the student **MUST** first turn in a letter from their employer, on the employer’s letterhead, stating that the student is employed and will be reporting to work before 1:30 p.m. daily. This is a senior privilege. Students are not allowed to remain on or **return to campus during the school day** without prior approval of the principal. Seniors that violate this policy will have this privilege revoked and will be placed in study hall.

GENERAL INFORMATION

DRESS CODE-Students are encouraged to be clean, dress neatly, and wear the type of clothing that does not distract from the educational process. The following rules apply:

1. Dress must comply with the health and safety codes of the State of South Carolina.
2. Dress must not interfere with the educational process or the rights of others.
3. Shoes must be worn at all times.
4. Head coverings, hoods, bandanas (even as a head band) and scarves will not be worn on school grounds or on the bus. Students are allowed to wear hats as long as they are worn properly but **NOT INSIDE THE BUILDING**.
5. Sunglasses are not to be worn on the face or head without a medical note.
6. Bare midriffs, cleavage showing, see-through garments, bare-backs, halter tops, pajamas, and tank tops are prohibited (**all strap tops MUST meet the dollar bill rule (2 ½ inches in width)**).
7. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited. Clothing advertising sexual content, alcoholic beverages, drugs, or weapons is prohibited.
8. Short shorts, biking shorts, running shorts, tights of any type (spandex or leggings) worn as pants, and miniskirts are not allowed. The length of shorts, skirts, or dresses is determined by the "dollar bill" rule (Maximum length above the knee should not exceed the length of a dollar bill from the bottom of the knee cap). This rule also applies to splits in dresses or skirts.
9. Pants and shorts are to be worn waist high or above at all times.
10. Holes in pants should be below the dollar bill when bare skin may be seen.
11. **ANY CLOTHING THAT REPRESENTS GANG ACTIVITY WILL NOT BE ALLOWED ON THE SCHOOL GROUNDS OR ON THE BUS**

GUIDANCE PROGRAM-The guidance department functions to meet the individual needs of the students. Major emphasis is towards informational services, school orientation, placement, educational testing, student registration, career development, individual and group counseling, and accurate maintenance of student records. The counseling staff consists of a counselor, secretarial assistant, and career facilitator.

RESTROOM POLICY-Restrooms are to be used before and after school, between periods, and at lunch. Students will not be dismissed from class to use the restroom except in emergency situations as determined by the teacher or if a student provides a medical note from their doctor.

STUDENT MEDICATION -If a parent wishes to supply their child with Tylenol, Ibuprofen, Benedryl, Tums or antibiotic ointment medications, a parent must bring an unopened bottle to the health room with specific instructions on when the medication can be given. It will be the parents' responsibility to supply the medication and give the instructions on how the medication should be dispensed. Prescription medicines will need to be accompanied with doctor's orders.

STUDENT DROP OFF AND PICK UP -Students who are brought to school and/or picked up after school should be dropped off or picked up in **front** of the high school building. The rear parking lot area is too congested to allow efficient and safe pick-ups and drop-offs. Students should not be dropped off prior to 7:15 am.

SCHOOL TELEPHONES -**The telephones in the office are for school business only.** Phone messages should be of an *emergency nature only*. The secretaries are busy and do not have time to constantly deliver messages. If sickness or any other emergency arises at school, the office staff will make the necessary calls. Students will be allowed to use the office phone only in an emergency.

HALL LOCKERS AND LOCKS -Hall lockers will be assigned by the office UPON REQUEST. **No stickers are to be put on the lockers.** Student lockers are under the jurisdiction of the school. Routine inspection and search can be made in order to maintain school security. **Students are required to use the locker assigned to them and no other locker.** Juniors and seniors are assigned top lockers. Students who wish to put a lock on their hall lockers will be issued a combination lock by the school office. Locks are the property of the school and must be returned at the end of the year. **Personal locks will not be allowed on school lockers.**

BREAKFAST/LUNCH-Breakfast will be served daily from 7:30 a. m. until 7:50 a.m. Lunch will be served daily at 11:25 a.m. **STUDENTS ARE NOT ALLOWED TO CHARGE.** Students must present their lunch numbers at the check-out. **Students are asked to keep noise down to a minimum and to maintain an orderly single-file line.** Students are not allowed to go beyond the portables in rear of school, in front of or on sides of school, or in the hallways during lunch break. Anyone needing to go to the office during lunch must get permission from the staff member on duty. **Food deliveries will only be allowed and distributed during breakfast or lunch time through the main office.** If a delivery is made during class time, you will be notified at break, during lunch, or after school.

STUDY HALL-Students taking study hall are **expected to have work to do.** Students who are sent to the library from study hall are not allowed to go to any other location in the building. Students are not allowed to report to other classes whatsoever without prior approval of the principal. **Students will be allowed to make up tests in a teacher's classroom during their study hall if they have a note signed by the subject teacher.**

HALL PASSES-Students are not allowed in the hallways during classes or before the 7:55 a.m. bell. If it becomes necessary for a student to leave class, he/she must have a pass signed by the teacher with the time and destination indicated. The entrance foyers to the gym are off limits to students at all times.

SCHOOL TRIPS-All class trips must have the approval of the principal and superintendent and be properly chaperoned. Any student going on a school sponsored trip must have a written permission slip signed by his parent on file in the principal's office. Students are required to go and return on the school's vehicle unless released to parents. Trip sponsors may review a student's discipline record to determine if a student is eligible for participation.

MAKE-UP WORK-Assigned tests or any other work that a student misses due to an absence **must be made up within 3 school days after the student returns to school.** If for any reason this work cannot be made up during this period of time, permission for an extension must be granted by the subject teacher. Any work or test not completed in the specified time will receive a zero. Students with unexcused absences, including suspended students, will be able to make-up any work missed during their absence. **The student must inquire upon his/her return from an unexcused absence as to what work was missed and be willing to complete the make-up work when the teacher specifies.**

TEXTBOOKS-Textbooks are the property of the State of South Carolina. **Books that have been abused or lost must be paid for by the student before course credit can be given. Supplementary book fees must be paid before books are issued.** Students will be issued first semester textbooks from the bookroom during registration and second semester books at the beginning of second semester. *Students should not loan their textbooks. The assigned textbook has a barcode that is specific to the student.* **It is advised that students not leave their textbooks in classrooms or in the halls. Be advised: A teacher is not responsible for keeping up with your textbook (Left in class or not).**

FLOWERS-*Under no circumstances will flowers be sent to students during school hours.*

FUND-RAISING-Each club or school activity is allowed one (1) fund-raiser per school year. No outside of school fund-raisers are allowed. Fund-raiser request forms are required.

CELL PHONES & OTHER ELECTRONICS –The Florence County School District Five policy on cellular telephones 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 and other electronic devices is permitted only in designated and approved (Teacher Discretion) instructional areas.
2. Cell phones or other electronic devices must be turned off.
3. The use of a camera phone, digital harassment, digital bullying, or “sexting” are STRICTLY FORBIDDEN. Violations may be treated as a level three discipline and may be turned over to law enforcement, if needed.
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 where standardized testing is taking place. (not in purse, pockets, or book bag)
6. Cell phones and other electronic devices are not allowed on school buses.
7. **Cell phones and other electronic devices may be used AFTER 2:55 p.m.**
8. The school will not be responsible for these items if stolen or misplaced. (Refer to the discipline code for more details.)

MONEY AND VALUABLE ARTICLES-**Do not bring large amounts of money to school.** All valuable articles should be in possession of the owner at all times. **The school will not accept responsibility for stolen money or other articles.**

FOOD/DRINK/GUM-**No food** will be allowed in the hallways or classrooms without teacher approval. All drinks (bottles or cups) must have lids.

CARE OF BUILDING AND GROUNDS-We feel it is a matter of personal and school pride that each and every student make a commitment to do everything possible to ensure the appearance of our school and grounds expresses a positive message to everyone. *Trash belongs in trash cans; food is to be eaten only in designated areas. Graffiti has no place on our walls, the furniture or equipment in our school.*

LIBRARY POLICIES- Every effort is made to work with classroom teachers to allow class time for library activities. Students are responsible for books that are checked out until they are returned and will be charged for lost or damaged books.

INTERNET POLICY- Because technology is a vital part of the educational process and the curriculum of the school district, students and staff will be provided access to the Internet. By providing this access, the district intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

1. Electronic mail communication.
2. Public domain software and graphics of all types for school use
3. Many university library catalogs, the Library of Congress and a large collection of information of educational value.

The school district has taken precautions to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information which has no educational value. The school district firmly believes that the valuable information and the interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school district.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet. Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students must sign a form annually acknowledging that they have read and understand this administrative rules, will comply with the guidelines set forth herein, and understand the consequences for violating these guidelines. Employees must sign a similar acknowledgment form.

Terms and condition of use

Acceptable use-

- The purpose of the school district's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the school district. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in

violation of national or state laws and/or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Student email should only be used for educational purposes. Any misuse is subject to administrative action that may include notification of law enforcement. **In addition, all email sent through the Florence Five Domain is property of the district.**

Procedures for use –

- Administrators and teachers may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
- Students will be allowed to access the Internet only through their teachers. No student may access the Internet without permission. Student use must be supervised at all times by a staff member.
- All users must sign in on a log-in sheet before each use on a non-classroom computer. Log-in sheets will be available for each terminal. If a computer in a classroom is used for Internet access, the teacher can record the usage in his/her gradebook.

Rules for governing use

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Never reveal the personal address or phone number of yourself or others.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass or annoy other users.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references and sources.
- Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials, advertisements for products or services not permitted to minors by law, insulting, fighting and harassing words and other materials which may cause a substantial disruption of the academic environment.
- Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses.
- All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
- All users should use the Internet only for research and academic reasons; non- academic uses are prohibited. Do not use the system for financial or commercial gain.
- Always follow the instructions of the supervising staff members.

Penalties for improper use

An employee who violates the terms of this administrative rule or otherwise misuses the Internet to access inappropriate material will be subject to cancellation for up to one year. Students who violate the terms of this administrative rule or who otherwise misuse their access to the internet also will be subject to disciplinary action in accordance with the District's Student Behavior Code. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

RIGHT TO APPEAL-A student and/or parent/guardian shall have the right to appeal the principal's decision to the superintendent, and if not satisfied with the decision of the superintendent, may appeal that decision to the board of trustees. A request for an appeal hearing before the board shall be made through the superintendent.

PARENTS RIGHT TO KNOW – Parents may request information regarding the professional qualifications of a student's classroom teachers, including:

- Whether the teacher has met state qualification 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 have 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 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.

Please contact Sam Tuten at 386-2707 or Beth Snowden at 386-2358 to answer any questions you may have concerning the qualifications of your child's teacher.

PARENTS OF CHILDREN WHO ARE ENGLISH LANGUAGE LEARNERS -

We encourage parents of children who are English Language Learners to contact Beth Snowden 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, buses, 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 Beth Snowden at the Florence 5 District Office (386-2358) if you have any questions regarding the McKinney-Vento Act.

CHILD FIND REQUIREMENTS-If you feel that your child has some type of disability and is in need of 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 to your child.

LETTER OF CONFIDENTIALITY-Florence District Five, in order to comply with Federal Regulations regarding the Family Educational Rights and Privacy Act, wishes to share with you the following information: The Family Educational Rights and Privacy Act provides to the parent or guardian of a student under 18 who is not attending a post-secondary educational institution on a full-time basis, or to the student who is 18 or over and who is attending such an institution the right-

- To obtain from the Administrative Office, Marion Street, a copy of all policies and regulations designed to protect the confidentiality of student records.
- To inspect all district records concerning the student and to request changes if the information in the records is believed to be inaccurate, or in violation of the student's rights. If the district fails to comply with the requested changes, hearing may be requested before an impartial hearing officer. The results of that hearing will be placed in the student's records. Requests for hearings should be made in writing to the Superintendent, P.O. Drawer 98, Johnsonville, SC 29555.
- To file written complaints concerning alleged violations of the act with the Family Educational Rights and Privacy Act Office, correspondence should be sent to the Department of Health, Education and Welfare, 330 Independence Avenue, SW., Washington, DC 20201.
- A letter should be filed within 15 days after registration: to request that any and all of the following directory information be considered confidential: The student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma and awards received, the most recent previous education institution or agency attended by the student or other such information. Directory information can otherwise be released without notification by district employees who are expected to use good judgment so that the best interests of the student are served. Directory information is not to be released to any individual or agency for commercial purposes.
- To request an interpreter who speaks the language of the parent, guardian or eligible student. Request concerning records should be addressed to the principal of the school the student is now attending within the most recent six-week period or the school from which the student was graduated if the request is made within five years of graduation. If the student has been graduated more than five years, has dropped out of school or transferred to an unknown school prior to the current six-week period, requests concerning records should be addressed to Superintendent, P. O. Drawer 98, Johnsonville, SC 29555.

When a student transfers from a District Five School to one in another school district, the student's records will be sent to the receiving school upon request of the parent, guardian, or eligible student, or upon written request of the receiving school. If a psychological report is in his/her records at the time of transfer, that report will be sent to Special Services, P. O. Drawer 98, Johnsonville, SC 29555, unless otherwise requested by the parent, guardian, or eligible student.

School district personnel may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if the information is necessary to protect the health and safety of the student or other individuals.

Personal information will be transferred to a third party only on the condition that it be considered confidential and is used only as outlined in the Act and its Amendments. A dated written request from a parent, guardian or eligible student is required for each release of information. Blanket authorization for release of information is not permissible. Such requests shall specify the types of information to be release and will become a part of the student's records.

A cumulative record folder containing directory information, scholastic information, standardized test data, health records, and similar information is maintained either at the student's school or in the district records office.

A school district employee's personal notes on a student are not considered to be a part of the student's education record as long as the notes are kept solely for that person's own use and maintained separately from school files.

Should you have any questions that require further clarification, please contact Director, Special Services, Marion Street, Telephone 386-2341.

STUDENT ACTIVITIES

The major goals of the student activities program are to provide leadership experiences, to provide service activities which benefit the student body, to supplement and enhance the instructional program, to provide opportunities for faculty and students to interact, and provide students the opportunity to develop positive concepts of themselves.

REGULATIONS

1. Students traveling to out-of-town games or activities on school vehicles must return on the same vehicle unless their parents are present and give written approval for the student to return with them.
2. Students will confine all social activities to after school hours. All activities must be approved by the principal prior to the date they are held.
3. All athletic programs will be governed by the SC High School League rules.
4. Posters are to be approved by the principal before being displayed in the school building or on the school grounds.
5. Student activities are an extension of the total school program. All rules and regulations that apply to the regular program also apply to any school-related activity.
6. Students participating in any school sponsored activity must attend a minimum of two classes on the day of the activity (unless approved by JHS Administration).

JHS STUDENT COUNCIL

Purpose-We, the students of Johnsonville High School, set forth these aims and purposes to be realized through the cooperation of the student groups as follows: to provide a forum for student expression; to develop attitudes of, and practice in, good citizenship; to promote harmonious relations throughout the school; to improve student morals; to provide orderly direction of school activities; and if requested by the principal, to aid in the internal administration of the school.

Elections-Elections are held in April of each year. Student Council officers' elections will precede the election of class officers. Freshman officers will be elected at the eighth grade level. Student Council officers are elected by the entire student body. Class officers are elected by their respective classes. Qualifications for Student Council officers are in the constitution (copies may be obtained by asking in the office).

Meetings-The Student Council meets twice a month. Additional meetings are called after school whenever necessary.

Responsibilities-It is the responsibility of all Student Council members to discover the needs and work to accommodate the needs of the members of the Johnsonville High School student body and the community it represents. This is done through meetings with the administration and faculty, meetings with other student groups, and a constant and concerted effort to do the work necessary to keep Johnsonville High School the strong school that it has become.

JHS BETA CLUB

Purpose-The purpose of the Beta Club is to promote scholarship, leadership, and good citizenship at Johnsonville High School.

Membership-The membership is made up of students from the freshmen, sophomore, junior, and senior classes who are of worthy character, creditable achievement, and commendable attitude. The members must also meet the academic requirement set forth in the Beta Club Constitution. Beta Club members must maintain an overall average of **90** (as specified by National Beta Club regulations).

ATHLETIC PROGRAM

Athletic Director	Lewis Lineberger
Varsity Football	Lewis Lineberger
Junior Varsity Football	Brian Welch
Varsity Boys Basketball	Harris Avant
Varsity Girls Basketball	Nell Alston
Junior Varsity Boys Basketball	Brian Welch
Junior Varsity Girls Basketball	TBD
Volleyball	Nell Alston
Baseball	Billy Sylvester
JV Baseball	TBD
Softball	Terry Welch
JVSoftball	Kaitlin Eriksen
Girls & Boys Track & Field	Al Calcutt
Varsity Cheerleading	Stevie Broach
Jr. Varsity Cheerleading	Courtney Dennis
Competition Cheer	Holly Wall
Golf	Brian Welch
Tennis	Paige Gaster

**NO SCHOOL BAGS WILL BE ADMITTED OR ALLOWED TO
ANY VARSITY SPORTING EVENT.**

S.C. HIGH SCHOOL LEAGUE ELIGIBILITY- A student, while participating, must be a full-time student as determined by guidelines set forth by the State Department of Education. A student who is repeating a course for which he has previously received credit cannot count this course as one required for eligibility. This is considered as monitoring a course.

To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable towards a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
2. To be eligible during the second semester the student must meet one of the following conditions:
 - § If the student met first semester eligibility requirements then he or she must pass the equivalent of four, 2 units during the first semester.
 - § If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five, 2 units during the first semester. **In a 4x4 block schedule where units or 2 units are granted at the end of the first semester, the following will apply: If eligible first semester, must earn 2 units. If not eligible first semester, must earn 2.5 units.**
3. Students must satisfy eligibility requirements in the semester preceding participation.
 - A. Credits earned in a summer school approved by the State Department of Education may apply for first semester eligibility. A maximum of two units per year may be used.
 - B. Students eligible for a first semester sport will be permitted to complete that sport even if it extends into the second semester. Under the current League program, this will apply to participants in basketball and wrestling.

Requirements to Participate:

1. A student may not participate after eight semesters in school starting with the ninth grade year.
2. A student may not participate after his 19th birthday.
3. A student must maintain an amateur status.
4. Absence from school on the day of a contest will result in not being able to participate unless the absence is excused by the principal.

NCAA Eligibility - (College Freshman Eligibility Standards)-All Student-Athletes Must Register With the NCAA Initial-Eligibility Clearinghouse to practice, compete and receive athletics scholarship as a college freshman. For requirements and more information, please go to www.eligibilitycenter.org.

PUPIL DISCIPLINE CODE

The discipline notice given to students will serve as parent notification unless otherwise deemed necessary by administration. This code serves as a guide and may not be comprehensive. Administration reserves to add to or detract from listed violations and consequences.

Explanation of Terms

1. **Conference with Administrator:** This may include a warning, detention or other appropriate action but will not include suspension.
 2. **Overnight Suspension:** This suspension from school is effective from the end of the school day on which the violation occurred until a conference is held at the school between the parent(s) or guardian(s) and principal. If the conference is held prior to the beginning of the next school day, the student may be reinstated without loss of class time. **A conference with the student and the parent(s) or guardian(s) must be held at the school office before reinstatement.**
 3. **Suspension:** The student may not attend classes or any other school function, ride a school bus or enter the school grounds except for a pre-arranged conference with the principal. **A conference with the student and the parent(s) or guardian(s) must be held at the school office before reinstatement.** A student may be suspended from school for any number of days up to ten (10) for any one offense, but not more than twenty (20) days in any one school year.
 4. **Administrative Hearing:** The student is suspended from school pending a hearing before the District Superintendent or his designee. The parent/guardian will be responsible for contacting the Superintendent in the district's administrative office at 386-2358 to schedule the hearing. The results of this hearing will determine what action needs to be taken.
 5. **Expulsion:** Removal of a student from school with a loss of privileges to attend class and other school functions for a period of not less than the remainder of a semester until readmitted by the District Superintendent.
5. **After School Detention (ASD)**-After school detention will be held at the high school by school personnel. Transportation from school is the responsibility of the student or parent. The detention will not exceed one (1) hour on any given day. Students will be assigned ASD by an administrator and will be given three (3) days advance notice of the deadline to serve the ASD. The day(s) assigned will be listed on the discipline referral which the student will sign. The student copy will serve as notification of the ASD assignment. It is the responsibility of the student to report to the ASD as assigned without further notification. After school detention will be held Monday-Thursday from 3:00-4:00 p.m.

Note to Parents and Students: This code of discipline is not conclusive. The school and/or district administration may take other appropriate measures of discipline when it is deemed necessary. This code is adopted solely as a guideline to be used by the administrators.

If a student is suspended, he/she is ineligible to participate in extra-curricular activities beginning the day of suspension until reinstatement and time served. This includes participation and/or attendance at home or away school sponsored events.

State Law: 59-63-210; 59-63-240: 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 behavior, 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 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 violation of the South Carolina Code of Laws, the appropriate law enforcement will be notified.

State Law 16-17-420: Disturbing Schools- It shall be unlawful:

1. For any person willfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this state, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon; or

2. For any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without permission of the principal or president in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine not less than one hundred dollars and no more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.

State Law 16-11-620: Entering Premises after Warning or Refusing to Leave on Request: Jurisdiction and Enforcement-Any person who, without legal cause or good excuse, enters into the dwelling house, place of business or on the premises of another person after having been warned within six months preceding not to do so or any person who, having entered into the dwelling house, place of business or on the premises of another person without having been warned within six months not to do so, fails or refuses, without good cause or good excuse, to leave immediately upon being ordered or requested to do so by the person in possession or his agent or representative shall, on conviction, be fined not more than two hundred dollars or be imprisoned for not more than thirty days.

State Law 59-25-60: Require School Administrators to Contact Law Enforcement Authorities when Criminal Conduct Occurs on School Property or at a School Sanctioned or Sponsored Activity-"In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities in school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person on his property as defined in local board policy." Students who engage and/or participate in physical abuse shall be subject to legal actions warranted by this state law. If a student fights at school or at a school sponsored activity, law enforcement shall be called in and student(s) will be removed from the premises. Students who fight will also be disciplined according to the Pupil Discipline Code.

State Law H.3442: Addresses Searches of Persons and Property on School Premises and Requires that Signs be Posted on all School Campuses and allows School Administrators and Officials to Conduct Searches of Student Areas on School Property without Probable Cause.

Section 1. Any person entering the premises of any school in this state shall be subject to a reasonable search of his person and effects.

Section 2. Notwithstanding any other provision of law, school principals and their designee may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book-bags, wallets, and satchels with or without probable cause.

Section 3. Notwithstanding any other provision of law, school principals or their designee may conduct reasonable searches of the person and property of visitors on school premises.

Section 4. No school administrator or official may conduct a strip search.

CODES:

Level I Offenses-(Conduct or behavior which impedes orderly classroom procedures or the instructional process.) Level I offenses interfere with normal operation of the school day for both students and school personnel. Students who accumulate three(3) separate offenses in areas 1-11 will be subject to suspension not to exceed three (3) days.

1. (180) Tardy - Per SEMESTER

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

2. (280) Dress code violation

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

3. (007) Disturbing/Interfering with the instructional process or any school function or activity

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

4. (017) Failure to follow classroom directions or other directions

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

5. (200) Student in unauthorized area (areas closed to students by prior verbal or written notice)

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

6. (630) Gambling (use of playing cards, dice, or other gambling objects)

- 1st Off. - Admin. Conference. /Parent Note
- 2nd Off. - Overnight suspension
- 3rd Off. - 1 day out of school suspension
- 4th Off. - 2 day out of school suspension

7. (018) Distribution or sale of materials unauthorized by administration

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

8. (405) Running, "horseplay" in cafeteria, classroom, halls, and/or outside building that endangers oneself or others

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

9. (015) Open display of affection

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off.- 1 day ASD
- 4th Off. – 1 day out of school suspension

10. (240) Loitering or misbehaving in restrooms and/or other areas during/after school

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off. - 1 day ASD
- 4th Off. – 1 day out of school suspension

11. (370) Littering

- 1st Off. - Admin. Conference
- 2nd Off. - Overnight suspension
- 3rd Off. - 1 day ASD
- 4th Off. – 1 day out of school suspension

12. (017) Throwing food

- 1st Off. – Overnight suspension
- 2nd Off. – 1 day out of school suspension
- 3rd Off. – 2 days out of school suspension
- 4+ Off. - 3 days out of school suspension and administrative hearing

13. (330) Possession and/or use of MP3 players, Ipods, CD players and/or other similar personal listening devices; paging devices or cell phones in unauthorized area/time.

- 1st Off. – Warning, administrative conference and device confiscated
- 2nd Off. – Overnight Suspension
- 3rd Off. – 1 day after school detention
- 4th Off. – 1 day out of school suspension and device confiscated
- 5th h Off. – 2 days out of school suspension and device confiscated
- 6th Off. – Administrative hearing

NOTE: A PARENT OR LEGAL GUARDIAN MUST PICK-UP THESE DEVICES AFTER EACH OFFENSE.

Level II Offenses-(Conduct or behavior against persons or property which endanger the health or safety of oneself or others.) Level II offenses are activities directed against persons or property and the consequences of which tend to endanger the health and safety of oneself and others.

14. (009) Physical Abuse - Provoked

(Both students involved in a fight as willing participants)

1st Off. - Up to 3 day out of school suspension

2nd Off. - Suspension pending an administrative hearing

15. (027) Threatening, intimidating, taunting, or verbal abuse of another student

1st Off.- 2 days out of school suspension

2nd Off. - Administrative hearing

16. (760) Minor destruction of property (minor vandalism included – damages below \$50.00)

1st Off. -1 day out of school suspension and cost of repairs

2ndOff. – 3 days out of school suspension and administrative hearing, cost of repairs

17. (760) Major destruction of property (major vandalism included - damages that exceeds \$50.00)

1st Off. – 3 days out of school suspension and administrative hearing, cost of repairs

18. (740) Major theft, possession, or sale of stolen property (Items that are \$50 or more)

1st Off. – No less than 3 days out of school suspension and administrative hearing and restitution of property

19. (740) Theft of or possession of stolen school or student property (below \$50)

1st Off.- 2 days out of school suspension, restitution of property

2nd Off. – 3 days out of school suspension and administrative hearing and restitution of property

20. (016) The use of inappropriate, obscene, or profane language, behavior, and/or gestures.

1st Off. - Overnight suspension

2nd Off.- 1 day out of school suspension

3rd Off. – 3 days out of school suspension

21. (018) Possession or distribution of obscene literature, pictures or devices

1st Off. - Overnight suspension

2nd Off. - 1 day out of school suspension

3rd Off. – 3 day out of school suspensions

22. (020) The act of creating a disturbance/ verbal argument

(Including minor disruptions during testing/

Major disruptions/violations will result in an Administrative Hearing)

1st Off. – 1 day out of school suspension

2nd Off - 2 days out of school suspension

3rd Off. – Administrative Hearing

23. (190) Cheating and/or plagiarism

1st Off. - Overnight suspension, zero on work
2nd Off. - 1 day out of school suspension, zero on work
3rd Off. - 2 day out of school suspension, zero on work

24. (200) Trespassing (by a suspended student or student not cleared from an overnight suspension) on any district campus

1st Off. - 1 day out of school suspension added
2nd Off. - 2 days out of school suspension added
3rd Off. - Suspension pending administrative hearing

25. (271) Failure to serve after school detention

1st Off. – Two 1 day after school detentions

26. (230) Use or possession of tobacco products and/or smoking paraphernalia on school campus

1st Off. - 1 day out of school suspension
Multiple Off. - Administrative hearing and \$\$ fine

27. (010) Possession of fireworks, pyrotechnics or odor inducing devices

1st Off. - 1 day out of school suspension
2nd Off. - 3 days out of school suspension
3rd Off. - Administrative hearing

28. (011) Forging/falsifying information (lying)

1st Off. - Overnight suspension
2nd Off. - 2 days out of school suspension
3rd Off. - Suspension pending administrative hearing

29. (160) Failure to attend/report to class

1st Off. - Overnight suspension
2nd Off. - 1 day out of school suspension
3rd Off. - 2 days out of school suspension
4th Off. - Suspension pending administrative hearing

30. (310) Leaving school/ (320) class without permission

(Once a student is on campus, whether class has begun or not, a student must sign out through the main office.)

1st Off. - 1 day out of school suspension
2nd Off. - 2 days out of school suspension
3rd Off. – Suspension pending administrative hearing

31. (420) Disrespect (Minor)

1st Off. - Overnight suspension and 1 day ASD
2nd Off. - 1 day out of school suspension
3rd Off. – 2 days out of school suspension
4th Off. – 3 days out of school suspension and administrative hearing

32. (420) Disrespect (Major)

1st Off. – 2 days out of school suspension
2nd Off. – 3 days out of school suspension and administrative hearing

33. (270) Deliberate refusal to follow a request by school personnel or agents.

1st Off. - 2 days out of school suspension

2nd Off.-3 days out of school suspension and an administrative hearing

34. (200) Invasion of Privacy (area off limits to that sex)

1st Off. - 3 days out of school suspension pending an administrative hearing

35. (020) Unlawful Assembly

1st Off. - 1 day ASD/Overnight suspension

2nd Off.-2 days out of school suspension

3rd Off. - Administrative hearing

36. (020) Disrupting Lawful Assembly

1st Off. - 1 day ASD/Overnight suspension

2nd Off.-2 days out of school suspension

3rd Off. - Administrative hearing

37. (020) Illegally occupying or blocking school property

1st Off. - 1 day ASD/Overnight suspension

2nd Off.-2 days out of school suspension

3rd Off. - Administrative hearing

38. (017) Endangering the safety of self or others in shops, labs, etc.

1st Off. - 1 day out of school suspension

2nd Off.- 2 days out of school suspension

3rd Off. – 3 days out of school suspension and administrative hearing

39. (220) Inappropriate or unauthorized use of technology

(Offense may revoke a student's acceptable use.)

1st Off. – Overnight suspension

2nd Off. –1 day out of school suspension

3rd Off. – 2 days out of school suspension

Level III Offenses - ZERO TOLERANCE

(Conduct or behavior which poses a direct or serious threat to the safety of oneself or others in the school.) ALL OF THE BELOW OFFENSES REQUIRE AN ADMINISTRATIVE HEARING.

40. (510) Physical Abuse - Unprovoked (student(s) attacks another student(s) without cause or provocation).

41. (510) Unprovoked physical abuse: Gang Attack (two or more students attack threaten or intimidate another student.

42. (789) Possession and/or use in school of dangerous weapons.

43. (210) Use of obscene or profane language or gestures to a staff member.

44. (570) Sale or distribution of drugs or alcohol.

45. (580) Possession or use of alcohol or drugs (controlled or uncontrolled).

46. (027) Threatening, intimidating, or act of physical abuse by a student to a staff member.

47. (350) False fire alarm or (260) bomb threat

48. (600) Blackmail or extortion

- 49. (010) Igniting fireworks, other pyrotechnic devices, or odor inducing devices.
- 50. (025) Molestation (Parent/Guardian and law enforcement will be notified.)
- 51. (013) Sexual Harassment: Invasion of privacy including inappropriate sexual behavior, sexting, molestation, and violation of others' property and person.
- 52. (025) Inappropriate sexual behavior
- 53. (420) Language, behavior, or disrespect which demeans, insults, incites, or is inflammatory to others based on ethnic, cultural, gender, or individual differences.
- 54. Excessive referrals.

Law enforcement officers will be automatically notified in all Pupil Discipline Code violations involving the use, possession of, or distribution of drugs or alcohol at school or school sponsored activities, in cases involving the possession or use of weapons at school, and in cases of physical abuse (fights that involve physical contact).

PUPIL OPERATION OF VEHICLES

Driving vehicles on school property is a privilege. Misuse of a motor vehicle on school property, in any manner, may result in the withdrawal of the privilege. ALL parking areas, including bus areas, are off limits during arrival and departure. Depending on the severity of the driving offense, the following actions can be taken:

- 1. Administrative conference/Parent notification
- 2. Loss of driving privilege
 - a. 5 days
 - b. 9 weeks
 - c. Semester

Note: Loss of privilege applies to both driver and vehicle.

Parking Procedures:

- 1. Students must register any and all vehicles which they intend to drive to and from school. Students will be allowed to register vehicles throughout the school year. There is a \$10.00 fee to register the vehicle. If a student loses his/her parking permit he/she will need to obtain a replacement permit. In the event that the permit is lost, the lost permit becomes invalid. Permits are good for ONE school year only and may be transferable. Students are responsible for the vehicle in which their permit is displayed.
- 2. Students may only register vehicles belonging to them or an immediate family member. Students must present a description and license plate number for each vehicle.
- 3. School speed limit is 10 MPH. Speeding or reckless driving will result in disciplinary action(s).
- 4. Students may not sit in vehicles or loiter in the school parking lot before, during, or after school.
- 5. Students may NOT go to the parking lot during the school day except with the permission of administration.
- 6. Students who give fraudulent information to obtain a permit will be subject to disciplinary action(s) under the Pupil Discipline Codes. Further, students who use a permit which was obtained fraudulently will also be subject to the same penalties.
- 7. Unregistered vehicles which are repeatedly parked on school grounds are subject to being towed away at the owner's expense.

8. Student drivers **MUST** yield to school buses. Students should only park in designated areas assigned (Senior parking area and underclassmen area). Senior permits are different than underclassmen permits.
9. Vehicles should always be locked and valuables should never be left in them.
10. Parking permits are to be displayed on the mirror of the vehicle at all times.
11. If an emergency situation arises which makes it absolutely necessary for a student without a permit to drive to school, he/she must see an administrator no later than 7:55 a.m. to receive a temporary permit.
12. Underclassmen will park in the side parking lot. Seniors will park in the rear parking lot.
13. The school is not responsible for damage to vehicles or theft of items from vehicles.

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. Bus drivers are employees of the school district. They are responsible for the activities on their bus and for maintaining order and discipline. Bus drivers may handle minor incidents in a manner in which they deem necessary; whenever it gets to the point that they cannot handle certain offenses, they will then turn the matter over to the individual school administrator.

STATE LAW: 59-67-240: Duties and Powers of School Bus Drivers.

The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoon until all his pupils are dismissed by the school faculty and safely aboard his bus. He also shall take particular notice along his route in the mornings and give pupils in his sight a reasonable time to board his bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to the governing head of the school to or from which the pupils are transported, any misconduct or any violation of the driver's instructions by any person riding the bus. District boards or the school trustees of this state may authorize school administration to suspend or expel pupils from riding a school bus for misconduct on the bus or violating instructions of the driver.

STATE LAW: 59-67-245: Interference with Operation of School Bus.

Penalties: No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transport of pupils to and from school or any lawful activity or while passengers are entering or leaving the bus, nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger reentering, leaving, or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities.

Cell phones and other electronic devices are not allowed on buses at any time. This is a violation of district policies and the State Department of Education.

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. However, unacceptable conduct will result in the following penalties:

1. Any behavior that endangers the safety of the passengers or bus driver.

1st Off.- Suspension from bus pending a hearing between the parent of the child and the school transportation supervisor to determine if the student will be permitted to continue riding the bus.

2nd Off. - Expulsion from riding the bus.

2. Destruction or theft of property.

Suspension from bus until restitution is made; parents notified; police notified if necessary.

3. Fighting, smoking on bus; obscene/profane language.

1st Off. - Three day suspension from bus; parents notified

2nd Off. - Five day suspension from bus; parents notified

3rd Off. - Ten day suspension from bus; parents notified

4th Off. - Expulsion from riding bus

(In case of fight, student is subject also to Pupil Discipline Code action.)

4. 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:

1st Off. - Conference with home school administrator; parents notified

2nd Off. – Overnight Suspension

3rd Off. - Three day suspension from riding bus; parents

notified 4th Off. - Five day suspension from riding bus,

parents notified 5th Off. - Ten day suspension from riding

the bus, parents notified 6th Off. - Expulsion from riding

bus

All violations may be subject to further disciplinary action by administration as referenced in discipline code.

