

2022-2023 STUDENT HANDBOOK

Dr. Ronald E. McNair School of Digital Communication & Leadership

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Charm L. Eaddy, Principal

Dr. Cheryl Moore-Qualls, Assistant Principal

Michael Clark, Assistant Principal

Beverly Campbell, Guidance Counselor

This agenda belongs to:

STUDENT NAME: _____

ADDRESS: _____

CITY/TOWN: _____ **ZIP CODE:** _____ **PHONE:** _____

GRADE: _____ **1st PERIOD TEACHER:** _____

The mission of Dr. Ronald E. McNair School of Digital Communications & Leadership is to help our students gain the knowledge and deeper learning skills needed to succeed in life, college, and the careers of tomorrow.

Dear Parents and Students:

The mission of Dr. Ronald E. McNair School of Digital Communications & Leadership is to help our students gain the knowledge and deeper learning skills needed to succeed in life, college, and the careers of tomorrow. There is a legacy of exemplary learning at DREM-DCL, and everyone in this school -- from the custodial staff to the receptionist, from the bus drivers to the cafeteria workers, and from the teachers to the administrative staff -- seeks to provide an environment that is conducive to challenging and engaging our children.

We encourage all students to reflect each day and reflect on what was learned, how it was learned, and the implications of that learning. We would like to challenge our parents to increase their visibility at all school functions—parent conferences, awards ceremonies, athletic events, etc. It is our belief that if students, parents, teachers, and administrators work together and support one another with a common vision and a set of common core beliefs, there is nothing that our students cannot achieve.

Creating a culture that values education and hard work is paramount to our success as a school and a community. It is only with dedicated students, parents, and teachers that we can achieve this goal. Our students must learn to appreciate that hard work ALWAYS results in a reward and that the only way to truly achieve independence is through hard work and a sound education.

Dr. Ronald E. McNair School of Digital Communications & Leadership will do this for our children. We commit ourselves to provide teaching that engages, technology that enables, and a culture that empowers. These three things, coupled with a dedicated network of parents, community, and staff, leave our students with no choice but to be successful and become the kind of citizen that is productive, empathetic, and goal-driven.

Parents and students are welcome to share any concerns or suggestions that will improve our school.

After reviewing this agenda if you have any questions, please do not hesitate to call.

2022-23 School Theme

Dr. Ronald E. McNair School of Digital Communication and Leadership



Training the
“Leader in Me”



Transforming students into the
digital leaders of tomorrow

Daily Affirmation

**I am a leader, great and bold,
never quitting,
I have the heart of a champion,
I lead by example,
I empower people to be a team,
and make them realize and
follow their DREAMS.
I AM A LEADER....**

**Our Vision: Create a safe environment where teachers can teach
and all students can learn.**

**Mission: “Value all students and empower them to become college
and career ready. ”**

GO PANTHERS!

FLORENCE SCHOOL DISTRICT THREE MISSION STATEMENT

"Ensuring all students are College and/or Career Ready"

It is the policy of Florence County School District 3 not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act

Regular Bell Schedule SY 22-23

<u>TIME</u>	<u>PERIOD</u>
7:15 - 8:10 am 8:13 - 8:58 am	Breakfast Advisory
9:01 - 10:07 am	1st Period
10:10 - 11:16 am	2nd Period
11:19 - 12:56 pm 11:24 - 11:49 am 12:25 - 12:50 pm	3rd Period 1st Lunch 2nd Lunch
12:59 - 2:05 pm	4th Period
2:08 - 3:15 pm 3:13 pm	5th Period Announcements
<u>TIME</u>	<u>PERIOD</u>
7:15 - 8:10 am 8:13 - 8:58 am	Breakfast Advisory



STUDENT INSURANCE PROGRAM

The district shall offer and administer a low-cost accident insurance program for students. At the minimum, the insurance shall provide accident coverage for students on the way to and from school, while they are at school, and whenever they are engaging in school-sponsored activities. Accident insurance is encouraged for all students participating in interscholastic athletics on the varsity and junior varsity level, intramural football, high school band, high school physical education, vocational laboratory courses, and other offerings and courses as determined by the principal, except in those cases where the student provides documentation from the parent stating that the student has adequate insurance coverage and does not wish to participate in the district accident insurance plan.

STUDENT ID CARDS

Dr. Ronald E. McNair School identification cards must be worn by all students. The student photograph and information must be visible and worn at chest level. Students must wear their ID cards at all times during the school day. Students not wearing their IDs will serve silent lunch for that day. Lost IDs must be replaced at the expense of the student. A student can purchase a new ID for \$5.00. The cost to replace the card is \$2.00. **Students will be charged \$1.00 each time a temporary ID is issued to them.**

PHYSICAL EDUCATION

All students assigned to physical education (P.E.) are required to purchase a physical education uniform (**cost for uniform is \$15.00**), dress out, and participate in class daily. Dressing in the P.E. uniform is part of the student's interim and final grade. P.E. is a semester class.

AGENDA/HALL PASS

Students are expected to keep a record of all homework and progress in their agenda on a daily basis. The agenda is a means of ongoing parent/teacher communication where notes to and from the teacher can be included. At times, a parent signature may be required. The agenda also serves as the student's hall pass (located in the back of this book). No student shall be in the hall, except during class changes and lunch, without a hall pass issued by a teacher/administrator. Replacement cost for a lost agenda is \$8.00.

DAMAGED AND LOST TEXTBOOKS

The student is responsible for textbooks that are issued to them when they start school. Textbooks should NOT be left in classrooms or other parts of the school. Lost textbook fees will be assessed if all books are not returned to the proper personnel. Also, students are responsible for the proper handling of books. Damage fees shall be collected where abuse or improper care occurs.

ARRIVAL/DEPARTURE PROCEDURES

CAR RIDERS

- **ALL** car riders must be dropped off at the designated area from 7:00 – 7:55 a.m. After 8:00 a.m., students are tardy to school and must be signed in by an adult in the main office.
- **ALL** car riders must be picked up at the designated area no later than 4:00 p.m.
- Car riders will load/unload from the designated area only.
- Parents of car riders are not allowed to drop off or pick up students on the street.
- Car riders are not allowed to be picked up from the office during dismissal time.
- Car Riders are not allowed to be dropped off in the front of the building unless authorized by the Principal or her designee.

BUS RIDERS

1. Students utilizing bus transportation will follow the directions of the school administrators for loading and unloading at the designated bus stop.
2. Students who ride the school bus will follow all regulations provided by the State Department of Transportation as well as those of Florence County School District Three.

COMPUTER USE

Acceptable Use of Computers: In order to provide a safe learning environment, students must have a signed permission form from a parent or guardian to access the internet. Internet access is to be used for educational purposes only. Students will not be allowed to use school computers for music, games, personal e-mail or “surfing” the internet for non-educational purposes. Students’ internet use will be monitored by teachers and the district and is limited to school assignments. Violation of this policy may result in a student’s loss of computer use.

USE OF TELEPHONE

STUDENTS ARE NOT ALLOWED TO USE THE OFFICE OR CLASSROOM TELEPHONES WITHOUT OFFICE STAFF APPROVAL. If an emergency arises, the office staff will notify a parent/guardian.

GUIDANCE PROGRAM

The school counselor is available to discuss concerns that parents have about their child, their child’s school experience, or the district’s guidance and counseling program. Counselors are willing to share information about child and adolescent development, learning styles, exceptional children, the academic program, behavior management, parenting styles and community resources. Please contact the school counselor if you would like to discuss any of these areas.

VISITORS

All visitors must report directly to the Main Office to pick up a visitor’s ID. It is unlawful for any non-student to be on school grounds or in the building without permission from an administrator; in case of unauthorized visitors, the police may be notified. Students who are absent, suspended or expelled are not allowed on school premises. Students from neighboring schools will not be permitted to visit.

ATTENDANCE

District policy is as follows:

The school year consists of 180 school days. Attendance is the presence of a student on days when school is in session. Students may be counted present only when they are actually at school, on homebound instruction, or are present at a school activity which is authorized by the school. This may include field trips, athletic contests, academic contests, music festivals, student conventions, and similar activities.

When students have three (3) consecutive or five (5) total unexcused or unverified absences, the school will contact parents and develop a Truancy Intervention Plan (TIP) for improved attendance. A child is considered a habitual truant when a child fails to comply with the intervention plan developed by the school, child, and parents and accumulates two or more additional unlawful absences. Students under 17 years of age who violate a Truancy Intervention Plan will be referred to a higher authority for truancy intervention.

ABSENCES AND EXCUSES

Students must bring in an excuse for all absences by the second day they return from the absence. This note must contain a reason for the absence, a phone number for verification and be signed by a parent/guardian. The excuses will be filed in the student's cumulative folder. The attendance clerk or a school administrator will carefully verify the legitimacy of all excuses. All excuses must be turned in to the attendance office. **Excuses brought in late must be approved by the principal. Excuses submitted after five days will not be accepted.**

Excuses will be entered into PowerSchool and an admission slip will be given to the student.

Lawful absences shall include the following:

1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
2. Students in whose immediate family there is a serious illness or death.
3. Students may be excused from attendance in school for recognized religious holidays of their faith.

Unlawful absences shall include:

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent from school without acceptable cause, with or without parental consent.

Excessive unlawful absences will be referred for truancy.

TARDINESS TO SCHOOL OR CLASS

Arriving at school late is disruptive to the learning environment and interferes with the progress of all students. Please have your child here on time. **Students who are continually late arriving at school will have to meet with an administrator to develop an action plan. When possible, schedule appointments after school to avoid loss of instructional time.** For your child's protection, you must come in and sign your child in at the office. The person signing the student in must be on the registration record.

EARLY DISMISSAL

Students with lawful reasons for early dismissal must bring notes to the Attendance Office or the Main Office before classes start. Parents/guardians who need to sign out a student during school must come into the Main Office to sign the student out or get permission from an administrator. Classes will not be interrupted to dismiss a student. Students will be discharged at the change of classes. **Students must be signed out before 2:15 p.m.** Exceptions will be granted only by administrative approval in extenuating circumstances. **Please make all appointments after school hours so your child does not miss instruction.** **Students who continually miss instruction may be assigned academic makeup time.**

Students are responsible for making up all homework, missed assignments, and tests.

STUDENTS WHO MISS SCHOOL FOR UNLAWFUL REASONS WILL BE CHARGED WITH AN UNEXCUSED ABSENCE.

ILLNESS (JGCD)

Sick students must report to the Health Room with a Health Room pass. If the illness seems to be minor, they will be allowed to remain for no more than one period. When the student leaves the Health Room, the nurse gives him/her a note to report directly back to class. For more serious illnesses or injuries, parents will be called to pick up their child. Parents should report to the Main Office. All medicine must be brought to the school nurse and must follow Board Policy regulation JGCD-R concerning dispensation of medication on campus.

MEDICATIONS

The principal or the principal's designee may administer oral medicines to students during school hours at the written request of the doctor and parent/guardian. A witness will be present during the administration of the medication. Students who take medication at school must have written permission to take the medicine. All medication must be properly labeled and in its original container. The medication will be kept in a locked case.

Medication Procedures

School personnel will not dispense medications (including aspirin) except as provided in this policy. Schools do not dispense non-prescription medicines. However, there are some situations that may require the school's cooperation with the parents/legal guardians and the physician in dispensing prescription medicines to students.

Reminders:

1. Prior to administering prescribed medication which is to be taken over a long period of time, a signed and dated request from the parent/legal guardian giving permission for the medicine to be administered must be on file with the school nurse.
2. An order from the physician who prescribed the medicine must be on file. This statement will contain the name of the medicine, the dosage, the time(s) to be given, and the route of administration. The physician will sign and date the statement.
3. Upon receipt of parental permission and doctor's orders, school personnel will assist the student in taking the prescribed medication in the manner prescribed. Medication should be given by a school nurse if possible. In cases where this is not possible, the nurse may authorize other school personnel to administer medication which may include the principal, school secretary, guidance counselor and/or assistant principal. Medications are to be recorded and initialed by the person administering them.

4. Parents/Legal guardians may not hold the school, district or district personnel liable for any adverse reaction to a drug when it has been given under the prescribed manner.
5. The school district retains the discretion to reject requests for administration of medicine.
6. Parents should provide the school with three emergency telephone numbers and valid home address. This information should be updated as it changes.

Specific Dietary/Medical/Health Needs

If your child has any specific or chronic health/medical/dietary needs, please notify the school nurse immediately. These problems may include asthma, seizures, and severe allergies. If your child must take medication at school the appropriate medical forms must be completed and signed by the doctor before any medication can be given to the child.

DELIVERIES

In order to prevent distractions from instruction, no deliveries will be accepted during the school day. Please keep in mind that glass containers or bulky containers/balloons will not be permitted on the bus for safety reasons at any time.

FIELD TRIPS

All students participating in school-sponsored field trips must bring a signed parental permission slip with medical insurance/Medicaid documentation. Selection of parents as chaperones will be prioritized on a first come first serve basis. **Students must be in good standing in order to participate in field trips.**

STUDENTS IN GOOD STANDING

In order to be considered a “student in good standing,” all instructional fees, lunch fees, damaged/lost textbook fees, etc. must be paid. Students must be in good standing with the school to participate in any activity considered extracurricular. These activities include, but are not limited to: Field Day, Field Trips, Special Activity Days, etc... **A student who owes money or who has had behavior issues is considered a student who is *not* in good standing.** The administration reserves the right to make decisions concerning a student’s standing at school.

CELL PHONES/COMMUNICATION DEVICES (JCDAG) Board Policy

CELL PHONES/TECHNOLOGY AND COMMUNICATION DEVICES Revised: 1/20/22
This policy is intended to ensure that personal electronic devices on district and school property, including the school bus, do not interfere with the learning, safety and wellbeing of students and staff.

For the purposes of this policy, a personal electronic device is any device that emits any audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, earphones, camera phones, smart watches, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants, MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the

Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

Middle School Students: Students may possess or use personal electronic devices on school property until the beginning school day bell/signal. The device will also be allowed after school denoted by the ending school day bell/signal.

While riding to and from school on a school bus or other vehicle provided by the board or on a school bus or board-provided vehicle during school-sponsored activities, these electronic devices are only to be used for silent activities such as reading, texting, games with the sound muted or using headphones, or viewing web pages. Distracting behavior, to include talking on the phone to another individual, which creates an unsafe environment will not be tolerated.

All students are prohibited from using electronic and cellular devices to capture, record, or transmit the words/sounds (audio) and/or images (pictures/video) of any student, district employee, or other person in the school or while attending a school-related activity without express, prior notice and explicit consent for the capture, recording or transmission of such words or images by the student's principal, assistant principal, or district office administrator.

Using a device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students are prohibited from using devices to take pictures or record audio/pictures/video in locker rooms, bathrooms, hallways, or on school buses or other district vehicles. The use of devices to take pictures or record audio/video is also prohibited in classrooms.

Students are prohibited from using devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated pursuant to policy JI, Harassment, Intimidation or Bullying. Students are also prohibited from using a device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using devices to receive such information.

Violations of this policy will result in disciplinary action and/or confiscation of the device. The building administration and/or district office may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography.) Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or the circumstances surrounding a particular violation.

Any device confiscated by district employees will be marked in a removable manner with the student's name and held in a secure location at the student's school until it is retrieved by the parent/legal guardian. Devices in the custody of the administration will not be searched or otherwise tampered with unless school/district officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search of devices will be conducted in accordance with policy JCAB, Student Interrogations, Searches and Arrests.

Consequences:

- First offense - Student warning; parent conference with administrator; device will be confiscated and returned at conference in which parent and student sign a memorandum of understanding outlining cell phone policy.

- Second offense – Electronic device will be confiscated for a total of five days; parent conference with an administrator in which parent and student will sign a memorandum of understanding outlining cell phone policy.

- Third offense – Electronic device will be confiscated for a total of 30 days; parent conference with an administrator in which parent and student will sign a memorandum of understanding outlining cell phone policy.

- Fourth offense and beyond – Electronic device will be confiscated for the remainder of the school year. Note: Although the district will take appropriate steps to safeguard all cellular telephones and electronic devices that are confiscated, the district will not be responsible for lost, stolen or damaged devices.

Adopted October/ 2004; Revised: May/2012, April 20, 2017; May 17, 2018; October 18, 2018; February 11, 2020; January 20, 2022 Legal references: S.C. Code, 1976 as amended: Section 50-63-280- Possession of paging devices by public school students; mobile telephones included; adoption of policies

DISCIPLINE

We want all of our students to have a fun and memorable middle school experience! Bullying, classroom disruptions, and all other violations of school and classroom rules, routines, and procedures will not be tolerated. Our goal is to have students engaged in learning at all times. We will make all attempts to address students' misbehavior with intervention strategies. Students will be given written warnings when appropriate, teachers will call parents if their child fails to follow school rules and procedures, and parents will be encouraged to work collaboratively with teachers and administrators to resolve misbehavior.

Procedures for Discipline

STANDARDS OF PUPIL CONDUCT

The philosophy of the public schools expects that most disciplinary problems will be handled between teacher, student, and parent in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. Nevertheless, there are problems, which, because they affect the learning opportunities of other children, necessitate rapid deterrent action.

Regulations: The following regulations concerning standards of conduct and behavior will apply to all students in the public schools of South Carolina.

- 1) Students are required to conduct themselves at all times and places in a manner that will promote the best interests of the school. Any conduct of the student which disrupts class work, involves substantial disorder, or invades the rights of others, is a basis for suspension or expulsion.
- 2) When the conduct of a student requires such action for the general welfare of the school system, immediate suspension, without notice, may be made by the principal or other persons in charge of the school. In appropriate circumstances, notice prior to suspension or the initiation of expulsion procedures will be given.
- 3) Suspensions of five (5) days or less may not be appealed beyond the building principal. (A student **will remain suspended during the appeal process.**)

EXPULSION:

The State of South Carolina authorizes or orders the expulsion of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or State Board of Education.

Expulsion means the loss of privilege to attend classes or other school functions for the remainder of the **school year**.

STUDENTS EXPELLED FROM OTHER SCHOOLS

No student will be accepted for admission to Florence District Three Schools who has been expelled from any other school, is up for disciplinary action, or who may not return to their previous school.

SCHOOL BUS DISCIPLINE CODE

The public school transportation system is designed to be safe, economical and efficient. We view the system as an integral part of your child's education program. Transportation for students on a state-owned bus is a privilege and not an absolute right. We expect all passengers to behave and act in a mature, responsible manner. We believe that all students can behave appropriately when required to do so. A student must ride his/her assigned bus at ALL times. Permission may be granted only by the Bus Supervisor to ride a different bus, if a written parental request is given to the Bus Supervisor. **There will be no exceptions to the requirements for bus transportation.** Questions concerning bus transportation are to be directed to the Office of Student Services or the Office of Transportation, at 374-8652, ext. 1145 or ext. 1146.

CONTACTING LAW ENFORCEMENT (Board Policy JCAB)

The principal or his/her designee will contact law enforcement immediately upon notice that a person is engaging in, or has engaged in, activities on school property or school-sanctioned or sponsored activities that may result, or do result, in injury or serious threat of injury to the person or another person or his/her property or property belonging to the school/district.

GENERAL RULES AND REGULATIONS

- 1) Students attending any and all school-sponsored activities (athletic or otherwise) are reminded that they are representing Ronald E. McNair Junior High School and are responsible for their actions. Student behavior at these events will be the same or in line with behavior that is acceptable in the classroom during school hours.
- 2) Students should take pride in the overall appearance of our school. In an effort to keep the rooms, corridors, and outside looking as nice as possible, there will be **ABSOLUTELY NO FOOD OR DRINKS IN THE CLASSROOMS OR THE GYM. ANY INCENTIVE FOOD/DRINK IN THE CLASSROOM MUST BE APPROVED BY THE ADMINISTRATION.** Please put trash in the receptacles provided.
- 3) **Students may not possess any tobacco products or smoking paraphernalia. This includes, but is not limited to cigarettes, cigars, smokeless tobacco, lighters, matches, etc...**
- 4) Passages and areas marked for the faculty are OFF LIMITS for all students.
- 5) All hall and covered walkway traffic should keep to the right.
- 6) Shooting fireworks on public property is a violation of S.C. law, and civil authorities will handle offenders.
- 7) No playing cards or dice allowed on campus.
- 8) Conversation inside of the building should be conducted in an acceptable manner.

INTERROGATIONS AND SEARCHES

Interrogations by School Personnel:

Students may be questioned by teachers or administrators about any matter pertaining to the operation of a school or facility and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances, which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to properly answer a pertinent question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal or building administrator may interrogate the student without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

Interrogations by Law Enforcement (At Administrator's Request)

If the principal or building administrator has requested assistance from Law Enforcement to investigate a crime involving his/her school/facility, the law enforcement officers shall have permission to interrogate a student suspect during school hours. The administrator shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, but the interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation. The use of a female law enforcement officer or female staff member is desirable in the interrogation of female students.

If law enforcement officers deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the law enforcement officers shall first contact the principal/building administrators regarding the planned interrogation and inform him/her of the probable cause to investigate within the school. The principal/administrator shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation, but the interrogation may proceed without the attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee may be present during the interrogation.

Searches by School Personnel:

Any principal, or his/her designee, having reasonable suspicion may search any student, place, or thing on school property or in actual or constructive possession of any student during organized school activities off campus, including buses and vehicles of students or visitors. Notice will be conspicuously posted on school property at all regular entrances, and any other access point on school grounds advising individuals that searches may be conducted as outlined in board policy.

If a properly conducted search yields evidence that board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken and, in cases where the evidence suggests a violation of law, law enforcement will be notified.

Searches of a person or personal belongings:

A student may be subject to a physical search of his or her pocket/s, purse, or other container, backpack, book bag, etc. These belongings may be required to be emptied because of information received from a teacher, staff member, or other student if such action is deemed reasonable to the principal/administrator.

- The standard for reasonable as adopted by the U.S. Supreme Court may be as follows:
 1. A particular student has violated board policy, federal or state law;
 2. The search could be expected to yield evidence of a violation of school rules;
 3. The search may disclose a dangerous weapon or drugs;
 4. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
 5. The search shall be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Searches of lockers, desks, technology devices, and other school property:

The district provides lockers, desks, and other such school property to students for their use during the academic year. Because the district retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students will be notified at the beginning of each school year that such property may be searched at any time.

Searches by Canines:

The use of trained dogs to search for controlled substances, weapons, bombs in schools/facilities will be on a random, unannounced basis. At the request of the principal/administrator, a trained canine with its handler may go into classes and areas to sniff lockers, desks, backpacks, and the exterior of automobiles. Trained canines will not be used to search students themselves. A qualified and authorized handler who will be responsible for the dog's actions must accompany the canine. Should the dog alert its handler to the presence of any controlled substance, weapon, or bomb, school officials would then have a reasonable basis to conduct a search in accordance with the procedures set forth in board policy.

COMPLAINTS AND GRIEVANCES (JCE)

Grievance Procedures for Students

In all cases of legitimate dissatisfaction on the part of a student, the guidance counselor of the school must first be appealed to and if his/her decision or advice is unsatisfactory, the assistant principal shall be appealed to. If the decision of the assistant principal proves unsatisfactory, the matter shall then be referred to the principal. If dissatisfaction prevails, the matter shall be brought to the attention of the superintendent. If the decision of the superintendent is unsatisfactory, the matter shall be referred to the Board of Trustees.

The channel of redress for students in matters of dispute with school authorities consists of the following successive conferences:

- 1) Student and/or parent, teacher;
- 2) Student and/or parent, teacher, principal, or assistant principal;
- 3) Student and/or parent, teacher, principal, superintendent.

TITLE IX

It is the policy of Florence County School District Three not to discriminate on the basis of race, color, religion, sex, national origin, age, English speaking status, or disability in its educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Acts.

TITLE IX COMPLAINTS

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to the principal. If they are not satisfied with the decision of the principal, they may then appeal to

the District Title IX Coordinator, Mrs. Kasey M. Feagin, and, if not satisfied with the decision of the Title IX Coordinator, they may appeal to the Superintendent and then to the Board. Appeal to the Board will be scheduled through the superintendent's office.

SECTION 504 POLICY STATEMENT ON NONDISCRIMINATION

Florence County School District Three does not discriminate on the basis of race, color, religion, age, sex, English speaking status, national origin or disability in admission to or access to education or other programs, services, and activities; in employment practices; or in any aspect of its operations. Questions, complaints, or requests for information may be directed to the school administrator.

SECTION 504 COMPLAINTS

Students who believe that they have been discriminated against on the basis of their handicapping condition have the right to appeal to the principal. If they are not satisfied with the decision of the principal, they may then appeal to the District Section 504 Coordinator, Mrs. Cheryl Hubbard George, and, if not satisfied with the decision of the Section 504 Coordinator, they may appeal to the Superintendent and then to the Board. Appeals to the Board will be scheduled through the superintendent's office.

DRESS CODE (JCDB)

STUDENT DRESS CODE

The way a student dresses impacts on his/her overall school performance. Students in schools with identified guidelines tend to have fewer discipline referrals and better grades. An established dress code prepares students for the expected standards in their future employment. Clothing for students should consist of normal school attire. Neatness in dress and appearance does not require expensive clothing or ornaments. Any clothing that promotes negativity or is considered a disruption to the learning process will not be tolerated. All students shall observe the following guidelines:

1. No headgear or sunglasses should be worn in the building. Headgear consists of hats, caps, hoods (includes hoodies), bandanas, visors, hair wraps, and stockings.
2. No clothing or accessories promoting the use of tobacco, drugs, alcohol, or violence or attire having stated or implied profanities, obscenities, or sexual references will be permitted.
3. Shorts, skirts, skorts, etc. must be long enough so that the height of a dollar bill will touch your knee-cap and fabric. Even if leggings/jeggings are worn, the dollar bill rule still applies.
4. Leggings/jeggings/ yoga pants/ clappers cannot be worn alone at any time.
5. Pants are to be worn at the waistline and cannot have holes in them.
6. Clothing is to be worn appropriately. Clothes should be worn so that personal garments are not exposed.
7. Shirts are to be "tucked-in" and not worn outside pants.
8. Top, shirts, blouses, sweater dresses must completely cover the abdomen, back, shoulders, midriffs and cleavage. Crop shirts may not be worn.

9. See-through tops, pants, fishnet tops, and tops which have arms out to the waist must have a shirt under them.
10. Tank dresses, strapless dresses, and spaghetti-strap dresses must be worn with a jacket over them or a shirt under them.
11. Students cannot wear the following types of jewelry: rings that are worn on more than one finger, any jewelry or belts with spikes and no chains hanging from belts.
12. Shoes must be worn at all times. No bedroom shoes or slippers are permitted.
13. Clothing, jewelry, or attire that displays or promotes drugs, alcohol, weapons, violence, or gang activities are not to be worn at school or any school-sponsored activity.
14. Clothing that, in the judgment of the principal, is distracting, unclean, unsafe, or otherwise disruptive to the educational process is not permitted.
15. Administrators and their designees have the authority to make final decisions as to the consequences of the offense.

EMERGENCY DRILL

Students: Emergency drills are a serious matter. Make sure that you are familiar with the fire drill, earthquake and tornado drill instructions posted in your classrooms. When the signal for an emergency drill is given, follow the directions and procedures outlined in the emergency drill instructions. Students who are not in a classroom when the drill begins are asked to join the nearest class, inform the teacher, and remain with this class until the drill ends.

Parents: The school is required to have periodic drills. If the school is conducting a drill, you will be notified. You will not be able to enter the school during a drill or actual emergency plan activation. We appreciate your assistance while the school implements and maintains its safety plan.

GRADING POLICY

Parent Notification (*Board Policy IHA*)

Student evaluation is an integral part of the teaching and learning process. Regularly issued report cards, combined with scheduled parent-student-teacher conferences, serve to promote a process of continuous evaluation of student performance. Interim reports will be issued to each student on or about the middle of each nine-weeks grading period. Parents are requested to sign the report and return it to the teacher the following day. Report cards will be issued after the end of each nine-week grading interval.

Grading Scale (*Board Policy IHA, IKA*)

Junior High School Grades 7-8

The following numerical grading scale will be used for grades 7-8:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69

- F = Anything below a 60

Honor Roll--Middle School

Superintendent's Honor Roll

- Students must have an "A" in all classes.

Principal's Honor Roll

- Students must have an "A" or "B" in all classes.

Promotion and Retention (*Board Policy IHE*)

Students in grades seven through eight will be instructed in grade-level content specific state academic standards that are developmentally appropriate and rich in rigor. Students will be promoted to the next grade if they possess the knowledge and skills to their grade levels and/or abilities as demonstrated on multiple measurements by their academic performance, attendance, and state and national achievement scores.

Harassment and Sexual Harassment

The Florence County School District Three Board of Trustees is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment. It is the policy of the Florence County School District Three Board of Trustees to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, sexual orientation, and/or race/national origin. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or sexual harassment complaint.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel or the Florence County School District Three Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct of communication of any form as defined by this policy. The school system will act promptly to investigate all complaints, and promptly and appropriately discipline any student or school personnel who are found to have violated this policy, and /or take other appropriate action reasonably calculated to end the harassment or sexual harassment.

For the purpose of this policy, school personnel include school board members, employees of the Florence County School District Three Schools, agents, volunteers, contractors, or persons subject to the supervision and control of the Florence County School District Three Schools.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, sexual orientation, national origin and race.

Harassment Defined and Prohibited

It is the policy of the Florence County School District Three Board of Trustees not to discriminate on the basis of sex, race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability in its educational programs, activities, or employment policies as required by

the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of the policy when:

The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of the student or school personnel to participate in or benefit from the educational program or activity of the work environment and/or creates an intimidating, threatening or abusive environment. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance. Harassment may include, but is not limited to:

Graffiti, notes, or cartoons containing discriminatory language; Name calling, jokes, or rumors; Negative stereotypes and hostile acts which are based upon a person's sex, race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability; Written or graphic material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes; Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, sexual orientation, marital status, or disability; A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, nation origin, color, creed, religion, age, sexual orientation, marital status, or disability.

Sexual Harassment Defined and Prohibited

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include, but is not limited to:

Sexual advances; verbal harassment or abuse; subtle pressure for sexual activity; touching of a sexual nature, including inappropriate patting or pinching; Intentional brushing against a student or employee's body; demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes; sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others; sexual or "dirty" jokes; or spreading rumors about or rating other students as to sexual activity or performance.

Reporting Procedures

Any person who believes he/she has been the victim of harassment or sexual harassment as defined in Section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged act(s) immediately to the appropriate school system official as designed by this policy. The Board encourages

the reporting party or complainant to use the report form available from the principal of each school or available from the school system office.

In Each School – The school principal is the person responsible for receiving oral or written reports on harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Superintendent/Designee (as appointed by the Superintendent) immediately. A written report will be forwarded to the Superintendent/Designee. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Superintendent/Designee.

Investigation and Recommendation

By Board authority the Superintendent/Designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system official and/or by a third party designated by the Superintendent. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Superintendent and the Superintendent/Designee.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances is sexual harassment is alleged relationships between parties involved and the context in which the alleged incidents occurred should be considered.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Superintendent shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

Reprisal

The Superintendent shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment (as defined in Section II and III of this policy) or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, which creates a hostile environment.

Right To Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse that may be available under state and/or federal law. False accusations of harassment or sexual harassment (as defined in Sections II and II of this policy) can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes false accusations for any reason that would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

Proof of Residency (BP-JBCD)

In order to register a child as a student of Florence School District Three, the parent/guardian will be required to produce picture identification (this identification must reflect the residence address used to register the student) in addition to a current electric bill (electricity with a noted physical address-a P O Box is not a physical address) to establish residency for the district. A rental receipt, nor a post office

box, will be deemed sufficient without additional verification as indicated above. The burden of proof does fall on the parent/guardian. A copy of such proof may be retained by the school system.

VOLUNTEERS

The school is constantly seeking parent volunteers to assist with the instructional programs and school activities. Volunteers have provided the school with a much needed and valuable service. If you are interested in serving the children and the school, please contact the Human Resource Office, 125 S. Blanding St., Lake City to pick up an application.

NEGATIVE MEDIA RELEASE

During the school year, articles and news releases are written about and for the school system and may appear in the local, state or national news media or on the district's website. Often these are accompanied by photographs of students. Parents who **do not want** to have their children's picture taken or have their children interviewed for articles and news releases should send the school a written note to that fact, with the child's name, grade (teacher's name) and a parent's signature. The school principal will notify the appropriate people and will keep the record at the school.

FLORENCE COUNTY SCHOOL DISTRICT THREE
Dr. Ronald E. McNair School of Digital Communications & Leadership
311 Carver St., P.O. Box 1209
Lake City, SC 29560
Phone (843) 374-8651 Fax (843) 374-8504

TO: Patrons of Florence County School District Three

FROM: Florence County School District Three

SUBJECT: Immunization Requirements

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades five year old kindergarten through twelve (5K-12).

Minimum Requirements

Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday.

This immunization requirement only applies to students entering five-year-old kindergarten, first, second, third, fourth, fifth and sixth grades in the school year 2010-2011. Students previously enrolled in grades 5 through 12 met the requirements as stated for the school year in which they entered school.

If the fourth dose of DTaP, DTP, or DT is administered before the fourth birthday, a booster dose is required at 4-6 years of age. The fifth dose is not required if the fourth dose was given on or after the fourth birthday. The minimum interval between DTaP dose #3 and #4 or #4 and #5 is six months.

Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.

If all four IPV doses are administered after 6 weeks of age and are all separated by at least 4 weeks, a fifth dose is not needed, even if the fourth dose was administered before 4 years of age.

Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month.

One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.

One (1) dose of Mumps vaccine received on or after the first birthday.

Three (3) doses of Hepatitis B vaccine.

One (1) dose of Varicella vaccine received on or after the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, fourth, fifth, sixth, seventh, eighth, ninth and tenth grades.

Students may be exempt from these immunization requirements for the following reasons:

1. Medical Contraindication

An exemption from these immunization requirements due to a medical contraindication described on the South Carolina Certificate of Immunization, signed by an individual licensed to practice medicine or osteopathy, or his/her authorized representative, may be granted to a child when the physician or osteopath has determined that a particular vaccine(s) required by this schedule is not advisable for the child. If it is determined that this particular vaccine(s) is no longer contraindicated, the child will be required to have the vaccine(s). The temporary or permanent nature of this exemption shall be noted in the appropriate spaces on the South Carolina Certificate of Immunization (DHEC form 1148).

2. Religious Exemption

A South Carolina Certificate of Religious Exemption may be granted to any student whose parents, parent, guardian, or person in loco parentis signs the appropriate section of the South Carolina Certificate of Religious Exemption stating they are members of a recognized religious denomination in which the tenets and practices of the religious denomination conflict with immunizations. The South Carolina Certificate of Religious Exemption may be obtained from the Department of Health and Environmental Control. The Department of Health and Environmental Control also provides blank forms of the South Carolina Certificate of Immunization to immunization providers, and blank forms of the South Carolina Certificate of Special Exemption to schools.

3. Special Exemptions

A South Carolina Certificate of Special Exemption, signed by the school principal or his/her authorized representative, may be issued to transfer students while awaiting the arrival of medical records from their former area of residence or to other students who have been unable to secure immunizations or documentation of immunizations already received. A South Carolina Certificate of Special Exemption may be issued only once and shall be valid for only thirty (30) calendar days from the date of enrollment. At the expiration of this special exemption, the student must present a valid South Carolina Certificate of Immunization or a valid South Carolina.