

**J-E-T Middle School
Student Handbook
2022-2023**



**Eagles Soar
Even Through Detours**



We believe in Johnston-Edgefield-Trenton Middle School.
Together we have the drive to prepare for high school....

2022-2023

ADMINISTRATIVE TEAM

Debbie Courtney, Principal
Jason Schumpert, Assistant Principal

Guidance

Tara Rutland, Director

Athletic Director

Alex Picciano

Attendance and Discipline Secretary

Kelly Hyler

Bookkeeper

Erica Curry

Nurse

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Edgefield County School District Administration and Staff

(803-275-4601)

Dr. Kevin O’Gorman, Superintendent

Mr. David Fallaw, Assistant Superintendent

Mr. James Courtney, Director of Maintenance and Operations

Edgefield County Board of Trustees

Mrs. Robin Ball, Chairman

J-E-T Middle School Creed

**We are the students, faculty, and staff
of J-E-T Middle School.**

**We take PRIDE
(Personal Responsibility In Developing Excellence)
in ourselves and our school.**

**We come to school each day with the expectation that we
will exhibit
RESPECT, RESPONSIBILITY,
and always being READY to learn.**

**We honor each other by celebrating our successes,
respecting our differences and supporting our struggles.**

**Together, we accept the challenge to achieve. Together,
we are family.**

Go Eagles!

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SECTION I
GENERAL INFORMATION

PURPOSE OF HANDBOOK

The purpose of this handbook is to put in writing the general policies and procedures that apply to the students at Johnston-Edgefield-Trenton (J-E-T) Middle School. Revisions will be made when necessary through memorandum(s) from the principal. Additionally, teachers and students should also be aware of the rules and regulations governing the students in the *Edgefield County Student Code of Conduct* and the *Johnston-Edgefield-Trenton (J-E-T) Middle School Student Handbook*.

EDGEFIELD SCHOOL SYSTEM (ECSS) Purpose and Direction

Purpose

Growing World Class Citizens by Engaging, Empowering, and Enriching All Learners

Direction

"Creating World Class Citizens who are developing the thinking, personal and relational skills needed for continued success in a changing society"

The system direction is manifested in our graduates possessing the following traits. These traits are not information they know but rather competencies and characteristics that are part of who they are and that are automatically transferred when they are confronted with new challenges.

World Class Citizenship Skills

JOHNSTON-EDGEFIELD-TRENTON MIDDLE SCHOOL MISSION AND BELIEFS
Engaging...Empowering...Enriching all Learners

Mission Statement

The mission of Johnston-Edgefield-Trenton (J-E-T) Middle School is to be a student-centered community that prepares learners for the challenges of the future. We will provide an academically engaging and relationship building environment that, in three years, produces students who are Ready for High School.

School's Purpose

J-E-T Middle School is a student-centered community that prepares learners for the challenges of the future, with an emphasis on skills necessary for success at the high school level. J-E-T Middle School promotes PRIDE - Personal Responsibility in Developing Excellence. The students and staff begin each day by reciting our school creed to remind each other to exhibit PRIDE and to practice the 3 R's –Respect, Responsibility, and always being Ready to Learn. J-E-T offers a plethora of opportunities for students to excel academically, athletically, and socially through an emphasis on educating the whole child.

Academically, the administrators and teachers have worked to raise the rigor and relevance of classroom instruction. J-E-T Middle School has established a focus on literacy during Flippin' Friday. Our young writers are recognized at the district and state level for excellence in writing. Our BETA Club is very active throughout the school and the community both academically and socially.

Our Fine Arts Department continues to achieve at the region and state level. We are proud to be planning several musical performances under the guidance of the Fine Arts Department of Strom Thurmond High School. In addition, our 8th grade male students are active with the J-E-T Middle School Boys to Men Club, visiting homes for the elderly and collecting blankets for them. J-E-T Middle School students have excelled in basketball, football, and volleyball. J-E-T teams have won many regional championships since the school's inception in 1993.

Building community relations is important to the success of J-E-T Middle School. Through our Each One Reach One program, local businesses are invited to spend a day experiencing middle school life and discovering ways to become involved with a students. The J-E-T PTO is very active in bringing our school family together through fundraisers such as dances and Color Runs. Our School Improvement Council has been established and has been instrumental in creating a vision for ways to bring our school and community together.

Motto

Eagles Soar even through Detours ...

**J-E-T PRIDE - Personal Responsibility In Developing Excellence through the 3 R's
Respect, Responsibility, and always being Ready to Learn**

Vision

Our vision at J-E-T Middle School is to become Engaging, Enriching, and Empowering for all!

Our students will be:

Effective Communicators who will use verbal, written, artistic and technological forms of communication to give, send, and receive information.

Inspired Learners who are accountable for demonstrating, assessing, and directing their present and life-long intellectual growth.

Productive Workers who perform collaboratively and independently to create quality products and services that reflect personal pride and responsibility.

Responsible Citizens who have a global and multicultural perspective and who take the initiative for improving the quality of life for self and others.

Resourceful Thinkers who independently and creatively strive to solve complex problems through reflection, risk-taking, and critical evaluation.

School Colors

Navy , Silver, and White

Mascot

Eagle

This Parent-Student Handbooks belongs to:

Telephone _____

Homeroom _____ **Locker Combination** _____

WELCOME TO J-E-T MIDDLE SCHOOL

We, the faculty and staff of Johnston-Edgefield-Trenton Middle School, believe that all students should be provided with opportunities for successful experiences. We are determined to provide an educational environment that will be ENGAGING, EMPOWERING, and ENRICHING for all learners. We strive to offer a curriculum that maximizes the intellectual, emotional, social, and physical development of our emerging adolescents. This curriculum requires the dedication and cooperation of parents, students, and school personnel working together for the benefits of all students in order to meet our goals.

We understand the unique needs and concerns of young adolescents as well as the developmental challenges of this age group. Our curriculum is designed to assist our middle school students through the transitional period between elementary school and high school.

We strive to offer a warm and caring environment that challenges intellectual growth and promotes positive self-esteem. We expect students to exhibit the “7 Habits of Highly Effective Teens” in their efforts as they display positive attitudes and appropriate behavior. We also have adopted the Olweus Bullying Prevention Program. Together we can have a successful year. Please read this handbook and become familiar with the rules and procedures. We encourage parents to become actively involved in their child’s education.

These past few years have been very different for all of us. We will do all we can to make this year the best possible. The most important school supplies needed this year are: Patience, and Determination.

**Have a wonderful 2022-2023 school year.
Let us know if we can be of assistance.**

Debbie Courtney, Principal

SECTION II

SCHOOL INFORMATION

GENERAL RESPONSIBILITIES OF STUDENTS

- **Be a responsible learner. Put forth your best effort!**
- **Respect yourself and others.**
- **Be prepared and come to school on time. Be regular in attendance.**
- **Be positive. Find good things to say about yourself, friends, teachers, and school.**
- **Be honest and fair.**
- **Be proud of your school!**
- **Study and exhibit the “7 Habits of Highly Effective Teens”**
- **You are Your Own Game-Changer!**

GENERAL SCHOOL-WIDE EXPECTATIONS

- **Read and follow all handbook regulations and the Code of Conduct for Edgefield County.**
- **Walk on the right side of the hallway at all times.**
- **Be quiet in the halls and do not disturb others.**
- **Keep our school and grounds clean and free of litter and graffiti.**
- **Personal grooming is to be done in the restroom only.**
- **Food and drinks can only be consumed in the cafeteria or on the outside unless approved by the teacher.**
- **Water will be allowed.**

Leave unnecessary items at home. Items will be confiscated and returned only to a parent (cell phones, toys, radios, music players, games, cards, large sums of money, etc.). The school is not responsible for lost, damaged, or stolen items. Any item brought to school that is “illegal” or in violation of school policy will be confiscated and returned only to a parent.

ACADEMIC INFORMATION

Each student will be assigned to a team of teachers. Students in 8th grade will receive one period of language arts, math, science, and South Carolina History. In 6th and 7th grades, students will receive one period of language arts, math, science, and social studies each day. In addition to the core academics, students will be offered exploratory and/or elective courses. Additional academic assistance for qualifying students is offered during school, after school programs.

GRADING

The same numerical grading system is consistently used throughout the district.

A= Excellent (90-100)

B= Above Average (80-89)

C= Average (70-79)

D= Passing but needs improvement (60-69)

F= Failing (59-and below)

ENGLISH I AND ALGEBRA I

Recommended students, (based on grade average, teacher judgment, SCPASS scores, SCREADY scores, and iReady/MAP scores) may take English I and/or Algebra I for high school credit in the 8th grade. Students must have an “A” or “B” average in these courses or they will have to retake the course at the high school. The state, Algebra 1, end-of-course test will be administered and will count 20% of the final grade average. The student’s grade earned will be entered on the permanent record as an 8th grade language arts/ math grade if it is less than a “B” average. Students taking English I must read the assigned books.

PHYSICAL EDUCATION- PE is required by SC Department of Education

It is our belief that the health and wellness of our students is of utmost importance. Consequently, ALL of our middle school students will take physical education classes. In addition to the classroom rules of the physical education classes, students must dress out for class and must be on their best behavior while in the locker room. Athletic shoes must be worn. No other shoes will be allowed on the gymnasium floor. The physical education teachers will give specific guidelines as to the proper type and length of clothes. (Uniforms are available \$15.00 per set) Failure to dress out will result in disciplinary action.

Announcements – Announcements are made first thing in the morning and the end of each day. Students are asked to stop where they are and LISTEN!!! The announcements are an important part of our daily function.

Sunday Night Messages are sent out weekly. If for any reason you do not receive this message, please contact the school. (803)275-1997

Extracurricular Activities- All Edgefield County Extra Curricular Activities follow the same discipline procedures as outlined in this handbook.

ATTENDANCE REGULATIONS

Regular attendance at school is necessary if a student is to make satisfactory educational progress. Therefore, students are expected and encouraged to attend school regularly. Students who are absent from school may not participate in extracurricular or school sponsored activities that day.

ABSENCES AND EXCUSES

When a student is absent, the attendance clerk will call the home to check on the student. A note from a parent/guardian, physician, dentist, or other recognized licensed/certified medical practitioner or legal officer is required for each absence. The note shall be dated and shall include the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent/guardian, and the required signature. Verifiable documentation must be received within three(3) days from the date of return to school and is defined as a written statement from an appropriate agency, physician, or dentist. The required parent notes are not considered documentation for absences above 10 days. After three unexcused absences, a letter will be mailed to the parent or guardian to determine the cause of the absences and as a reminder of the attendance regulations. After five(5) unexcused absences, the student’s parents will be notified and a conference will be held to develop a plan to improve the student’s future attendance. When the number of unlawful absences reaches seven(7), a referral will be made to the attendance truancy officer. If the attendance truancy officer cannot obtain documentation for these absences or does not receive an adequate response from the parents, a referral will be made to the court for truancy.

TRUANCY

Truancy will be dealt with according to district policy and state regulations.

MAKE-UP WORK FOR ABSENTEES

When students are ill and out of school, it is our desire that the students concentrate on rest and recuperation to achieve a speedy return to school. However, we do expect the students to do make-up work. When there is an absence, the school staff will gladly prepare and collect assignments for students at the parent's request. Contact the guidance counselor and request the assignments as soon as possible in the morning. When students are absent the day before a test, they are not required to take the test the day they return. They will take the test the following day, unless they need more time to complete work in order to study for the test. It is up to the students to make arrangements to get all assignments and to make arrangements with the teachers to complete the assignments. Students who are suspended from school are allowed these same conditions.

HOMEBOUND

Students who cannot attend school because of extended illness, accident, or pregnancy are eligible for homebound or hospitalized instruction. A physician must certify that the student is unable to attend school but may profit from instruction given in the home or the hospital. The homebound teacher is required to meet the student four hours and ten minutes per week. Homebound instruction does not officially begin until the form is signed by a medical doctor and turned in to the attendance clerk.

TARDINESS

When a student reports to school late after 7:45 a.m., he/she must sign in at the office. A parent/guardian must come in with the student and explain the reason for the tardiness. If a child has a doctor's appointment, an excuse should be presented to the attendance clerk so the tardiness is excused. The same excuses used for absences are accepted for tardiness. Those students without an acceptable excuse will be credited with an unexcused tardy and will be subject to disciplinary action. Tardiness is a Level I Offense. Tardiness to class interrupts learning time for the entire class. Students should organize their material and use their time wisely before school, at lunch, and after school to keep trips to lockers and other stops to a minimum. All students should be seated in their seats and ready for instruction at the designated time for class to begin. Students tardy to class must get a pass from the teacher with whom they were in conference. This is the only excuse acceptable. Going to the nurse, locker, or restroom is not acceptable. If a student needs to go to the nurse or restroom, permission must be obtained from the teacher prior to going to avoid tardiness to class. The office will not write passes except for late arrivals to school. Those without passes, who are late to class, are credited with an unexcused tardy and assigned the proper Level 1 Consequence.

ARRIVAL/DISMISSAL

Students must enter the building through the designated door (private transportation-gym door/ bus transportation-bus entrance) and report either to the cafeteria or to the gym. Private transportation students may go to breakfast as long as they arrive before 7:30 a.m. Bus transportation students may go to breakfast as soon as they arrive at school. After 7:45 a.m., all car riders must have an adult to sign them in at the front office. Students may take their band instruments to the band classroom before going to homeroom. Private transportation students need to arrive at school between 7:15 a.m. and 7:40 a.m.

BUS TRANSPORTATION

Administrators, bus drivers, parents, and students share responsibility for safe transportation of students. Riding a bus is a privilege – not a right. This privilege must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, disciplinary action will be taken to correct the situation. All bus riders must cooperate fully with the bus driver and observe the bus rules.

The school principal or designee has the responsibility to investigate and enforce the bus discipline code. Bus drivers shall report to the principal or designee any student whose conduct interferes with safe driving or who acts disruptively. The parents will be notified by phone and/or mail of bus incidents.

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. The privilege of riding a bus will be denied when student behavior may lead to accidents, injury or disruption. When a student is suspended from riding a bus, the student is suspended from all buses and will not be allowed to ride any bus until the suspension is over. In incidents involving students from different schools, the administrators in charge of buses at each school shall consult with each other to resolve the problem. The school bus stop is also considered an extension of the school. Therefore, school bus discipline will be enforced according to district policy.

Bus referrals for students in grades 6 through 8 are cumulative. Beginning in grade 6, any student who has been removed from the bus for the remainder of the school year can be removed from the bus for the remainder of the next year for any misbehavior on any bus. All bus referral records of rising ninth grade students who have been suspended from a bus for a school year will be forwarded to the high school. Year-end referrals will be carried into the next school year. The director of transportation and the school principal will monitor those students who have had chronic problems on buses.

The provisions of this code may apply to conduct on any school district or state owned vehicle during transportation to and from school and school sponsored activities.

Permission To Ride A Bus you are not assigned – Any student who wishes to ride a bus other than the bus he/she is assigned MUST have a note from his/her parent. The note must be given to either the assistant principal or front office staff two (2) days in advance! The notes will be verified by a phone call, signed by an appropriate staff member and returned to the student. The student will be responsible to show the note to the assigned bus driver.

COMPUTERS (Usage of School Computers)

In order to use school computers, students must have signed and be in compliance with the ACCEPTABLE USE POLICY. (Revised September 2012)

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY IN THE SCHOOL DISTRICT OF EDGEFIELD COUNTY (Revised April 2012) (For the purposes of this document there are two types of persons making use of District Technology, students and users. Users are defined as anyone other than a Student who is granted access to District Technology.)

Technology is a vital part of education and the curriculum in the School District of Edgefield County. In an effort to promote learning and expand educational resources for students and employees, the District has made arrangements to provide access to technology for students and staff. Technology includes calculators, any automated audiovisual equipment, any computer/media lab equipment, networking hardware and any computer hardware or software. The technology in the District must be used in a responsible, efficient, ethical, and legal manner to support the mission of the School District of Edgefield County.

Accessing inappropriate sites Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access. The Internet can provide a vast collection of educational resources for students and staff. Internet access is available to students and teachers in the School District of Edgefield County. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is a global network; because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Furthermore, the District makes no guarantees as to the accuracy of information received on the Internet. Students will be under teacher supervision while on the Internet.

Social networking sites such as MySpace and YouTube may have some educational value, but they are also havens for predators and are not controlled and/or monitored sufficiently so as to ensure the safety of the individuals using those sites. Thus, it is the policy of this district to block all such sites to ensure the district remains in compliance with the CIPA (Children's Internet Protection Act). If someone requires access to one of these sites, the Technology Department will consider each request to unblock said site on a case by case basis.

Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

With access to online computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The School District of Edgefield County has taken precautions to block and/or filter controversial materials; however, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Vandalism of any technology will result in cancellation of privileges and possible disciplinary action. Vandalism includes, but is not limited to, malicious damage to hardware, harm or destruction of software, interfering with the access of another user and/or alteration of another user's data, installation of any software not explicitly approved by the Technology Department to include software intended to bypass any filtering or security systems in use by the School District.

Online behavior

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues.

Violation of the Acceptable Use Agreement will result in cancellation of privileges and possible disciplinary action. Malicious intent immediately revokes any students' rights to technology access for the remainder of the school year. Users will be dealt with on a case by case basis by their supervisor. It should be noted that violations may occur in spirit as well as in the physical realm. The effective use of technology requires responsible users to adhere to strict guidelines outlined in this Acceptable Use Agreement for Technology. The signatures at the end of this document are legally binding and indicate the parties have read the terms and conditions carefully and understand their significance. Violation of any of these guidelines will result in termination of accounts and future denial of access. Students in the School District of Edgefield County as well as District Personnel will have access to the Internet and the other forms of technology available only if this Acceptable Use Agreement for Technology is signed by the Student's parent/guardian or District Personnel and is on file at the school. Physical damage to any Technology related equipment (to include software) resulting from willful neglect or negligence may result in the District taking action to recoup the funds necessary to replace and/or repair said equipment (or software). Such action would only be undertaken after board approval.

Students from Middle School through High School will be issued individual usernames and passwords in order to log in at school the individual is attending. The generic account named Student will no longer be available for widespread use. By giving students individual accounts we hope to eliminate many of the problems inherent in using generic account names. This also means each student is responsible for ensuring his or her account information is protected. Students are not to give out their passwords to other students, doing so is in direct violation of this agreement and will be handled just like any other violation. As necessary students will be taught how to use the PCs available in each district facility. Each school/facility is responsible for ensuring the students using the PCs understand exactly what each student is doing when using a district PC. If it is found that a significant number of students need assistance that cannot be provided by the school/facility, then the

school/facility and the technology department will work together to ensure such assistance is made available. The technology department does not and cannot be the initiator in such cases; it is up to school personnel to identify such issues and contact the technology department in order to begin the process of planning and implementing such training. As technology advances, this document will be updated to meet the needs of the providers and the users.

Specific Internet Use Rules:

Students may use the Internet for school assignments only and will not upload or download any files, pictures, text, music, or sound not directly related to educational goals or teacher assigned projects. Users will verify permission to use any pictures, files, text, music, or sound taken from Internet sites related to educational goals with a hard copy. Bibliographical information must be cited. Any use of copyrighted sites where permission cannot be obtained (you **MUST** have attempted to obtain said permission) will be in violation of the District Acceptable Use Agreement (unless said copyrighted information is used for a one time educational project, and then promptly discarded after the projects completion).

Only approved list servs or chat rooms with educational value may be accessed by Students with direct supervision. A staff member requiring the assignment must also be a member of the list serv or chat room. Students and Users understand that data stored or transmitted on desktop computers and laptops will be monitored.

Students and Users will not transmit any material in violation of any federal or state laws or regulations to include, but not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, sexual harassment or other forms of discrimination. Students and Users will not knowingly access pornographic, weapon/bomb making, or other inappropriate sites on the Internet. Students and Users understand that there is no guarantee of "privacy" when using any school technology such as e-mail, Internet searching, etc. Students and Users may not violate the statutes pertaining to students' rights to privacy; neither students nor users may give out home addresses, telephone numbers, pictures, credit card numbers, or any other information deemed personal.

Students and Users may not make use of software or websites that bypass the District proxy server and/or internet filters. Violators' will be identified and dealt with on a case by case basis. Punishment for such infractions will result in a loss of computer use privileges but may also include civil and/or criminal charges depending on the nature of the violation.

Specific E-mail Use Rules:

Students are prohibited from accessing personal e-mail accounts. Students will be issued a student e-mail account only for approved classes and assignments. Students and Users understand that data stored or transmitted on desktop computers and laptops can be monitored.

Students and Users will not transmit any material in violation of any federal or state laws or regulations to include, but not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, sexual harassment or other forms of discrimination.

Users may not violate the statutes pertaining to students' rights to privacy; users may not give out home addresses, telephone numbers, pictures, or credit card numbers.

Students and Users will not use profanity, obscenity, or other language that may be offensive to other students or users. Students and Users will report receipt of any inappropriate e-mails or abuse of school technology to the building principal or supervisor. Students and Users will adhere to e-mail etiquette and understand that all e-mails reflect the views of the school district as each e-mail carries the district's email address. Users understand that there is no guarantee of "privacy" when using any school technology such as e-mail, Internet searching, etc.

Specific Network Use Rules:

Students (where applicable) and Users will accept the responsibility of safeguarding their passwords. Students and Users are prohibited from accessing or modifying any network files or programs without appropriate authorization. Students and Users will not vandalize the data files belonging to the School District of Edgefield County or to anyone else.

Students and Users will not alter any network files or jam the network such as with, but not limited to chain letters, spam mail, viruses, etc. All licensing guidelines will be adhered to when loading network

software. Repair charges will be assessed to anyone who intentionally damages the network or any network hardware or software.

Specific Hardware Use Rules:

Students and Users understand that data stored or transmitted on desktop computers and laptops can be monitored. Students and Users may not change/rearrange icons, screensavers, setups, and settings. Students and Users will adhere to all copyright laws when using a scanner.

Students and Users will not vandalize the physical property belonging to the School District of Edgefield County or to anyone else.

Students and Users will limit the use of video and digital cameras to only those uses that support the mission of the district. Repair charges will be assessed to anyone for damage or intentional misuse of any district equipment to include, but not limited to, computers, scanners, LCD projectors, and digital cameras. Vandalism of hardware includes, but is not limited to, removal of the mouse ball and/or mouse, deliberate erasing of files and/or data, placing foreign objects such as paperclips in disk/CD drives, and removing or altering keyboard key(s) is prohibited.

Specific Software Use Rules:

Removable media (floppy disks, Compact Discs, USB Flash Drives (Thumb drives) not owned by the school/district must be scanned for viruses before they are put in use in school/district owned equipment. Students and Users may not copy commercial software and/or violate copyright laws. Only legally purchased software with proper licensing documentation on file may be loaded on school computers.

Off-campus conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Chromebook/ Laptops

Overview

Edgefield County School District(ECSD) recognizes that access to technology provides students with opportunities to learn, engage, and develop the necessary skills to be career and college-ready in the 21st century. The digital mission of our District is to enrich the curriculum with technology opportunities that build and sustain an engaged and collaborative learning environment for all students. A structured digital environment that is safe, yet demanding will enable and support students and teachers as they explore transformative uses of technology.

Use of Technology

The following handouts provide students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the Chromebook, and care of the Chromebook. All students and their respective parents/guardians must agree to all policies listed in order to receive and utilize a Chromebook, school network, and all other district owned technology-related items. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. Edgefield County School District will ensure that all students use the Chromebook and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, ECSD will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

Edgefield County School District retains sole right of possession and ownership of the Chromebook and grants permission to the student to use the device according to the rules and guidelines set forth in this document. ECSD lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to ECSD technology, as well as any other disciplinary action deemed appropriate by ECSD policy. ECSD reserves the right to monitor and log users’ (students’) use of the district’s technology and network and to examine user (student) files and materials as necessary. Moreover, ECSD administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using ECSD computers, networks, or technology.

Chromebook Damage

If the Chromebook or the accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. The damage protection plan does not cover loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The district will assess damage to the device and accessories at the time of turn in for excessive wear, cosmetic damage, unreported or intentional damages. See below for anticipated repairs or replacements costs:

Chromebook Screen Replacement - \$50
Chromebook Keyboard Replacement - \$60
Chromebook Keyboard Maintenance - \$10
Charger Replacement - \$35
Chromebook Replacement - \$200

(Costs are estimates and subject to change)

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

1. *Carrying Chromebooks in a Safe and Secure Manner*

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.

2. *Chromebook Security*

- Under no circumstances should Chromebooks or accessories be taken and left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

3. *General Care*

- Never leave the Chromebook unattended.
- Never loan the Chromebook or its accessories to another student.
- Never set books or stack heavy objects on top of the Chromebook.
- Never set food or drink next to the Chromebook.

- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully insert cords, cables, and removable storage devices into the Chromebook.
- Never deface the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means.

4. *Screen Care*

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a Chromebook when it is closed.
- Never store a Chromebook with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5. *Asset Tag*

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All Chromebooks will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

6. *Appropriate Classroom and Library Media Center Routines*

The student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes at school. Using the Chromebook for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by **all** rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. Logging into a Chromebook

- The student will log into his/her Chromebooks using their issued Google Apps for Education account.
- The student will never share account passwords with other students.

2. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The student may elect to store a small number of files on the Chromebook's hard drive or a self-purchased USB/flash drive
- USB/flash drives used on the device can only be used to store approved, school-related information
- The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
- The school will not be responsible for the loss of any student work.
- The district strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

7. Chromebook Cameras

- The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
- The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.

3. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.

4. Chrome Web Apps and Extensions

- Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

5. Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action and/or repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Student and Parent/Guardian Technology & Chromebook Agreement

Student Agreement:

In order to receive and utilize a network account and a Chromebook and its accessories on the district network, the student must agree to the following:

- I will not use the issued Chromebook for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours.
- I will NOT loan out the Chromebook or any of its accessories to other individuals.
- I will transport the Chromebook properly. I will not place books and supplies on top of the Chromebook, since undo pressure on the Chromebook may cause damage.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my issued Chromebook or attempt any repairs.
- I will not deface the issued Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook. As such, the student is subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Chromebook and its accessories on the district network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the Chromebook if damage or loss is negligent or deliberate.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

Technology & Chromebook Agreement-Signature Sheet

By signing the Student and Parent Technology & Chromebook Agreement, the student and parent agrees to the conditions outlined in the *Student/Parent Technology Handbook* and the *Student Authorization for Electronic Network Access and Acceptable Use Policy* for Edgefield County Schools.

School Name:

Student Name (print): _____ **Grade Level:**

Student Signature: _____ **Date:** _____ / _____ / _____

Parent/Guardian Name (print):

Parent/Guardian Name Signature: _____ **Date:** _____ / _____ / _____

EARLY DISMISSAL

No early dismissal after 2:45 p.m. Students will not be allowed to leave school with anyone except a parent, guardian, or previously authorized person. During online enrollment, please make sure that you list anyone who might pick up your child. If a parent needs for someone else to pick up a student, arrangements should be made in person or far enough in advance for school personnel to verify the request. A written note should also be sent if someone not listed is going to pick up your child. The responsible person must sign out all students leaving early in the front office. Written notification to ride a different bus must also be provided and approved by the administration prior to riding the bus. (Two days in advance and request are not guaranteed).

Notes must be brought to the office first thing each morning!

EMERGENCY SCHOOL CLOSING

When inclement weather occurs prior to the school day, the district administrators will decide if school will open or remain closed. This decision will be broadcast on area radio and television stations. (92.7-WKSX Radio, WJBF TV (6), WRDW TV (12), WGAT (26).

FEES

Instructional Fee-\$25.00
Locker Fee-\$5.00
Yearbook-\$35.00
Lost Locks-\$5.00

FINANCIAL OBLIGATIONS

1. All fees must be paid by the date set for an activity/field trip.
2. All checks must have Full Name, Street Address, and Phone Number on them.
3. All checks should be made for the correct amount and made payable to J-E-T Middle School.
4. Parents of any student who have a financial obligation to the school/district (i.e., lost textbooks, library books, fees, fundraiser money, etc.) that is not cleared within the prescribed time will be notified. Failure to fulfill this obligation or have a plan approved by the school or district authority will result in sanctions being taken by the school/district to collect the outstanding obligation.

Students owing a fine or restitution to the school must make a settlement that is satisfactory to the administration prior to a report card being issued or a transcript being mailed for that student.

FLOWERS/SPECIAL ACTIVITIES

School is the place for learning and where every student is valued. All flowers and other forms of individual recognition sent to the school will be held until the end of the day. Balloons and large stuffed animals are NOT permitted on the school bus. **NO DELIVERIES WILL BE ACCEPTED ON VALENTINE'S DAY.** We encourage you to come to school to visit or eat lunch with your child. If you bring outside food for lunch, bring lunch only for you and your child.

FUNDRAISING/SOLICITATION

Fundraising is strictly prohibited unless it is a school-sponsored fundraiser and has been approved by the principal.

Returned Checks

In the event your check is returned for insufficient funds, a letter will be sent home by the bookkeeper. A fee of \$15 will be charged for each returned check.

GUIDANCE SERVICES

Guidance service is available for all students. Through individual, small group, and classroom counseling services, students are helped to better understand and accept their own individuality in relating to others, both in the classroom and socially. The counselor assists students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with the counselor. The counselor will assist parents in arranging conferences with teachers. The student, parent, teachers, other students, or administrators may make referrals to guidance. Students are encouraged to get acquainted with the counselor, Mrs. Rutland, who can be reached by calling the main office.

HEALTH AND MEDICATIONS

A full time registered nurse is on staff at J-E-T. Sick students are to report to the health room after obtaining written permission from their teacher. The nurse will assess the situation and call the parents if needed. Please do not send students to school who are running a fever or who are too ill to function in class. If a student needs to take medication during the school day, the parent or guardian must provide the medication and give written permission on a form obtained from the nurse stating the medication, the dosage, and the time that the medicine should be taken. The medicine must be brought to school in the original container and left in the health room with the form. All medications should be brought to the nurse for dispensing. No student should give medicine to another student or take any medicine that is given by another student.

Cell phones are not to be utilized during the school day; students using cell phones to contact parents is prohibited. If a student is sick he/she are to get a nurse's pass and go see the nurse. If necessary, the nurse will contact the parent.

Any student violating this procedure will be subject to disciplinary action.

HOMEWORK

Homework may be assigned regularly as an independent activity to allow students to practice and to apply what they have learned in class. It is a necessary link in the continuing process of education.

INSURANCE

The option to purchase school accident insurance is offered from the beginning of school through mid-October. Information will be sent home with each student for parents to review and to make a decision. The insurance policy is an agreement between the insurance company and the parents enrolling. Parents should purchase insurance for proper coverage during school hours.

LOCKERS

Use of student lockers is a privilege. Teams will determine when students are permitted to use their lockers. It is the responsibility of the student to manage locker time effectively and report to class on time. Ms. Curry will assign lockers. Only school-owned locks may be used. If you have a problem with your locker or lock, report it promptly to Ms. Curry. Lost locks may be replaced for \$5.00 in the office. Lockers are not to be shared and should remain locked at all times. The school is not responsible for lost or stolen items left in a locker. All lockers are school property and may be searched when there is any suspicion that the locker might contain contraband.

- Students are to keep lockers locked at all times.
- Students are not to "pop" locks.
- Students are not to share lockers.
- Students are to use only the assigned lock.
- Students are only to go to lockers during assigned times.

Students who violate these conditions will be denied locker use.

LOST AND FOUND

All personal belongings should be marked for identification. The lost and found area for most items is in the main office. At the end of each nine weeks, all items will be donated to the needy. For lost textbooks, students should check with the teacher who issued the book. All books found will be given to the issuing teacher. Students cannot receive an additional book until the lost book is paid for. Radios, tape recorders, cameras, trading cards, toys, cell phones, etc. are not to be brought to school unless prior approval from the administration has been given. The school does not accept responsibility or liability for loss or damages incurred or if an "illegal" item is stolen. This includes large sums of money.

LUNCH/BREAKFAST PROGRAM

Breakfast and lunch are provided for students at J-E-T Middle School. Breakfast is free to all students. The cost of lunch is \$2.35 for full pay and \$.40 for reduced. Please keep your child's account in the cafeteria current. All lunch money should be paid in the cafeteria to the cafeteria supervisor. Forms will be sent home at the beginning of the year for those interested in applying for free lunch. These forms will be available from the cafeteria manager at any time upon request. Children may bring lunch from home. All cafeteria and canteen food must be eaten in the cafeteria.
(Prices Subject to Change)

MEDIA CENTER

The media center is the nucleus of our school. The regular hours for use are from 7:40 a.m. until 3:30 p.m. Students must have a pass from the teacher/administrator on morning duty to enter prior to 8:00 a.m. Students may come to the media center throughout the day with permission from their teacher. In order to use the computers and Internet, students must have an Acceptable Use Policy signed by the parent and student on file.

OPEN HOUSE

Open House is a great way to get your child off to a great start. We will have one meeting at the beginning of the year to discuss rules, procedures, dates, and instruction. We will inform our community during this meeting. You will be given a chance to ask questions and to go through your child's schedule with your child. This is an excellent way to meet your child's teachers and to get a taste of how he/she teaches and the expectations for the year. You are strongly encouraged to attend.

Open House

All Grades - August 28th - 4:00-7:00 p.m.

POSTING OF NOTICES

ALL notices posted by students or others are to be cleared through the principal.

REPORT CARD DATES

October 24
January 13
March 21
June 1

Awards Days

May 30th 6th Grade - 9:00am ----- 7th Grade - 1 pm-
May 31st 8th Grade 8- 9:00am

STUDENT ENROLLMENT PROCEDURE

A parent or guardian may bring a child to school to register or register online. All students must validate district residence. The social security card, immunization record, report card and/or withdrawal form from the former school is necessary to register. The school will obtain records regarding testing, etc. from the school once you grant a release of information. Guidance handles registrations and withdrawals.

IMMUNIZATION

As students register the nurse will verify if they have a valid S. C. Immunization Certificate. If they do, the certificate/copies will be sent to guidance with all other registration material for the permanent records. Students without documented proof of immunization records will be sent home after 30 days until proof is furnished.

WITHDRAWALS/TRANSFERS

When withdrawing from school, the parent or guardian must come to the school and sign the withdrawal form in the Guidance office. Any student withdrawing from school is expected to leave debt free and in good standing. All books must be returned and all fees paid before a student is cleared for withdrawal.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If a student moves during the year, it is imperative that the change of address and telephone number be reported to the guidance and main office. We must have each student's 911 address and emergency contacts on file. If a phone is disconnected or changed, the new number or an alternate emergency contact number **MUST** be given to the attendance clerk.

CHILD CUSTODY

The School District of Edgefield County is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the guidance office or principal.

1. In case one parent asks that the child not be allowed to leave the school with the other parent, a custody paper, restraining order, or some legal document should be in the child's permanent record.
2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says he/she has such a document at home, it becomes most imperative that the document or a notarized copy be brought in immediately to be included in the child's school records. The school must have documentation of custody changes before it can deny any parent access to his/her child.

STUDENT RECORDS

1.
 - A. A student's "educational records" are those records directly related to a student and which the school district or a party acting for the school district maintains.
 - B. "Parent" refers to a parent, a guardian, a person acting as parent, a surrogate appointed in accordance with policies under Programs for the Handicapped or a student who is 18 years of age or over, or a student who is attending an institution of post-secondary education on a full-time basis.
 - C. Whenever a student is eighteen years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to an eligible student unless the school district has received notice that a court has awarded legal guardianship beyond the age of majority. The school will document such notice.
 - D. In maintaining student records, the schools will follow applicable state and federal regulations.
2. Parents of students currently in attendance and eligible students currently in attendance in the School District of Edgefield County have a right to . . .
 - A. Inspect and review student's education records;
 - B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 - C. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law and regulations authorize disclosure without consent;
 - D. File written complaints concerning alleged violations of the Family Educational Rights and Privacy Act.Written complaints should be sent to:

The Family Educational Rights and Privacy Act Office
Department of Education

330 Independence Avenue, S.W.
Washington, DC 20201

The Office has the responsibility for investigating, processing, and reviewing alleged violations. The office will refer appropriate cases to a review board for adjudication.

E. Obtain a copy of the district's policy adopted under 99.6 (This policy may be requested from the Office of the Superintendent, Edgefield County Schools, P.O. Box 608, Edgefield, SC 29824, (803) 275-4601.

3.

1. Schools will treat each student's education records as confidential and primarily for local school use. The exception to this rule is for directory information, which includes: 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 or certificate and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.
2. The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information so it serves the best interests of students.
3. Within 15 days after receipt of this annual notice of privacy rights, the parent of the student, or the eligible and currently enrolled student, has the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information. The parents/eligible student's notification must be in writing. The written notification will become a part of the student's education record. The principal of the school the student is attending is responsible for notifying appropriate personnel of the request, filing the request in the student's cumulative folder, and making the folder as specified by the superintendent or his designee.
4. **If you object to the disclosure of directory information concerning your records or those of your child, please notify the principal of your school or your child's school as soon as possible.**

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the students, the student's parents or legal guardians, the student's health care provider, and other school staff to write a plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the Director of Special Services at (803)275-4601.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Director of Special Services at (803)275-4601.

Individuals with Disabilities Education Act (IDEA)

Students, age 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the Director of Special Services at (803)275-4601 to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Director of Special Services at (803)275-4601. The Edgefield County School District does not discriminate on the basis of race, color, national origin, sex, religion, or handicap in admission or access to, or treatment or employment in, its educational programs and activities. For further information, contact Title IX or Section 504 Coordinator at 803-275-4601, P.O. box 608, Edgefield, South Carolina 29824

TELEPHONE CALLS

Students may use the school telephone as long as they are given permission. In case of illness or if an emergency situation arises, a school employee will make the necessary calls! Students will not be called to the office to answer the phone during school hours. Emergency messages from the parents or guardian may be left with the school secretary. We strongly encourage that all arrangements be made in advance to avoid the necessity for phone calls. Messages for students should be called in before 2:20 p.m. to allow enough time to get the message to the student. For calls after 2:20 p.m. there will be no guarantee of delivery.

TEXTBOOKS

All state adopted textbooks are rent free to students. When a textbook is issued to a student, its condition is noted on a form. Each student is responsible for returning his or her textbooks in that same condition. If the book is returned damaged or with markings not there at issue, the student must pay a fine. If a book is lost or damaged, the cost will be determined by the schedule provided by the State Department of Education. Periodic checks will be held throughout the year. Students will not be issued another book until the lost book has been paid for. The student is responsible for his/her textbooks even if the books are stolen from a locker or book bag. Students may be denied certain privileges until books have been accounted or paid for. See the assistant principal for textbook concerns or if you have special needs.

VISITORS

Parents and other members of the community are always welcome at J-E-T. For the security of all, as well as to avoid disturbing the learning environment of the students, we ask that all visitors enter by way of the main office, sign in, and obtain a visitor's pass before going to any other part of the building. Parents and other visitors may observe classes by obtaining permission from the administration. Please allow a 24 hr notice. We do ask that you not interfere with instruction. If you have questions about what occurs in the classroom, please make an appointment to speak with the teacher and/or principal at a later time. Visitors endangering the safety or learning environment will be prohibited from further visitation. Students from other schools may not be on J-E-T Middle School's campus without prior approval from the administration.

VOLUNTEERS

Volunteers are needed to mentor and tutor students, speak to classes on your occupation, help copy, laminate and put up displays. Please let us know if you can help. All volunteers must complete an application and submit to a background check for Board approval. The forms may be picked up from the principal/secretary.

SECTION III
DISCIPLINE/STUDENT BEHAVIOR

Edgefield County Schools Discipline Code of Conduct - Middle Level

Acts of disruptive conduct may include, but are not limited to, the following:

- **Level I - Simple Disorderly Conduct**
- **Level II - Disruptive Conduct**
- **Level III - Criminal Conduct**

Depending on the action of the student, in concert with the level of the offense, administrators should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and impose the appropriate consequence and/or establish an intervention plan and/or behavioral contract. Consequences that may be applied in cases of each level of disruptive conduct listed above may include, but are not limited to, the following:

Parent Conference (PC) - A parent conference may be held in person, virtually, or over the phone to discuss the student's actions and appropriate response or consequence. Together, the school and parent, will create a restorative plan to support the student in making positive choices and moving forward from the incident.

Lunch Detention (LD) - Lunch detention will be held in a designated area of the school. During this detention the student and a staff member will have restorative conversations to support the student in making positive choices and moving forward from the incident.

Administration Detention (AD) - Administrative detention will be held in a designated area of the school and at a designated time frame. During this detention the student and a staff member will have restorative conversations to support the student in making positive choices and moving forward from the incident. Students who do not attend their assigned AD will be referred to administration for further action, aligned with the discipline process.

In School Suspension (ISS) - ISS is typically used for offenses that are more serious or when simple disorderly conduct becomes excessive. Students are expected to complete their assignments or any assigned work while in ISS. Students who misbehave during ISS will be referred to administration for further action that may include out-of-school suspension.

Out-of-School Suspension (OSS) - OSS is used for serious offenses when a student's presence at school may disrupt the learning process. The decision to use OSS will be at the discretion of an administrator.

Recommended for Alternative Placement (RAP) - The purpose of an alternative program is to provide an educational option for students with risk factors that impede their progress in the traditional school environment. Please be aware that students that have been suspended from school or enrolled in the Alternative Program are barred from all school campuses and school-sponsored activities. Failure to comply with these rules will result in additional disciplinary action and may also result in contacting law enforcement.

Recommended for Expulsion (RE) - Students who are recommended for expulsion will receive a minimum consequence of immediate out-of-school suspension (OSS), possible criminal prosecution, and may be subjected to a district level hearing that may result in an expulsion. Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board (Policy JKE and AR-JKE). A student may be expelled for any reason listed in the student behavior code JICDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the board or the state board of education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus and cannot ride a school bus.

A Behavior Intervention Plan will be developed after three ISS and/or two OSS consequences have been assigned. Excessive ISS and OSS offenses may result in a recommendation for alternative placement or expulsion.

Level I – Simple Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

Consequences may be changed at the discretion of the administration.

Level I-A Offenses (*The tardy policy starts over at the end of each semester.)

- Classroom Tardiness
- School Tardiness

Level I-A Consequences

Offense 1-2: Attendance warning/parent notification.

Offense 3-7: One day of LD or AD per tardy.

Offense 8-10: 1 Day ISS per tardy. (After the 9th tardy, an attendance meeting will be scheduled.)

Offense 11: One day of OSS and a parent conference.

Offense 12: OSS with pending Referral to a School Level Hearing. (May result in alternative school recommendation)

Level I-B Offenses

- Cell Phone/Electronic Device Violation
- ID/Dress Code Violation
- Food Violation

Level I-B Consequences

Offense 1-2: Warning (Devices will be returned at the end of the day)

Offense 3-4: LD or AD. (Devices must be picked up by a parent/guardian)

Offense 5-6: 1 Day ISS per offense. (Devices must be picked up by a parent/guardian)

Offense 7: One day of OSS and a parent conference.

Offense 8: OSS with pending Referral to a School Level Hearing. (May result in alternative school recommendation)

Level 1-C

EXAMPLES *	Power School Code	OPTIONS FOR CONSEQUENCES (based on age and severity of offense)		
		1st	2nd	3rd
1. Obscene or profane language between or among students	210 290	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	011	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
3. Cutting class – an unauthorized absence from an assigned class or related activity	160	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
4. Gambling – participation in games of chance for money and/other things of value	630	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
5. Truancy – 3 consecutive unlawful, 5 unlawful absences	151	SEE ATTENDANCE PROCEDURES		
6. Inappropriate behavior (minor)	017	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)

7. Leaving class without permission	320	AD/ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)
8. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	006	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
9. Cheating/Plagiarism <i>(Take paper, teacher calls the parent/guardian, and give the lowest recorded grade with Administrative Referral)</i>	190	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
11. Refusal to obey a reasonable request	270	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
12. Hit/Kick/Push or Horseplay	014/405	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
13. Public displays of affection.	015/022	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
14. Loitering/Being in an unauthorized area	240	AD/ISS (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
15. Disrupting Class	007	AD/ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)
16. Computer Violation (minor)	220	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)
17. Possessing, distributing or selling materials unauthorized by the principal	002	PC/AD (1-3 days)	ISS (1-3 days)	OSS (1-3 days)

Level II – Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

Consequences may be changed at the discretion of the administration.

EXAMPLES *	Power School Code	OPTIONS FOR CONSEQUENCES (based on age and severity of offense)		
		1st	2nd	3rd
1. Threatening students - written /verbal /electronic or assault to other students	027	OSS (1-5 days)	OSS (3-5 days)	OSS+RAP/RE (5-10 days)
2. Bullying/Cyberbullying, retaliation for bullying/false accusations of bullying or intimidation	651 652 cyber	OSS (1-5 days)	OSS (3-5 days)	OSS+RAP/RE (5-10 days)
3. Vandalism – cutting, defacing, or in any way damaging property (minor)	760	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
4. Stealing or Possession of stolen goods	740	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
5. Smoking/Tobacco – use or possession of tobacco products (including electronic cigarettes/vapor pens) on school premises	230	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)

6. Trespassing	750	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
7. Possession of/ or use of fireworks	010	ISS/OSS (1-5 days)	OSS/RAP (3-5 days)	RE
8. Leaving school without permission	310	PC+/ISS/OSS (1-5 days)	PC+OSS (1-5 days)	PC+OSS+RAP (3-5 days)
9. Fighting, instigating a fight or physical abuse	009	OSS (3-5 days)	OSS/RAP (3-5 days)	OSS+RAP/RE (5-10 days)
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	013	OSS (1-5 days)	OSS/RAP (3-5 days)	OSS+RAP/RE (5-10 days)
11. Gang related activities, materials, etc.; which show support to any gang affiliate or show symbols of violence.	250	OSS (1-5 days)	OSS (3-5 days)	OSS+RAP (5+ days)
12. Possession of contraband	004	ISS/OSS (1-5 days)	OSS+RAP (3-5 days)	RE
13. Computer Violation (major)	220	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
14. Defiance/Insubordination – refusal to comply with a school personnel request	270/420	ISS/OSS (1-5 days)	OSS (1-5 days)	OSS+RAP (3-5 days)
15. Severe disrespect or directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward adults, school staff, or visitors	420	OSS (1-5 days)	OSS/RAP (3-5 days)	OSS+RAP/RE (5-10 days)
16. Possession of over the counter medication	031	PC+/ISS/OSS (1-5 days)	PC+OSS (1-5 days)	PC+OSS+RAP (3-5 days)
17. Possession/distribution/display of obscene images, literature, or pornographic materials (e.g., magazine, images on electronic devices, etc...)	018/710	OSS (1-5 days)	OSS/RAP (3-5 days)	OSS+RAP/RE (5-10 days)
18. Inappropriate behavior (major)	700	PC+/ISS/OSS (1-5 days)	PC+OSS (1-5 days)	PC+OSS+RAP (3-5 days)
19. Illegally occupying, blocking, or willful destruction of school property (including school safety equipment)	700	PC+/ISS/OSS (1-5 days)	PC+OSS (1-5 days)	PC+OSS+RAP (3-5 days)
20. Harassment of students/staff	012	OSS (1-5 days)	OSS (3-5 days)	OSS+RAP/RE (5-10 days)
22. Using cellular devices to record students, faculty, and staff without permission, including fights and verbal altercations.	330	PC+/ISS/OSS (1-5 days)	PC+OSS (1-5 days)	PC+OSS+RAP (3-5 days)

Level III – Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities. Restitution of property and damages, where appropriate, should be sought by local school authorities.

Consequences may be changed at the discretion of the administration.

EXAMPLES *	Power School Code	CONSEQUENCES	
		1st	2nd
1. Assault and battery that poses a serious threat of injury or results in physical harm.	510 520	RE	RE
1. Extortion/Coercion/Blackmail – obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	600	OSS + RAP/RE (5+ days)	RE
3. Bomb Threat/Intentional false fire alarm/Threat of violence to school	260	RE	RE
4. Possession, use, or threatening to use a *knife, BB gun, pellet gun, mace, *box cutters, or article that might be injurious to a person or property	789	OSS + RAP/RE (5+ days)	RE
5. Possession, use, or transfer of any kind of weapon in school or on school grounds, such as firearm or explosive device	789	RE	RE
5. Vandalism or damage to a person or school property of a serious nature. (exceeding \$100.00 in damage)	760	OSS + RAP/RE (5+ days)	RE
6. Larceny/Theft, possession, or sale of stolen property of a serious nature. (exceeding \$100.00)	670	OSS + RAP/RE (5+ days)	RE
7. Arson	500	OSS + RAP/RE (5+ days)	RE
8. Use of/Possession/Possession with intent to distribute/Selling illegal drugs, prescription drugs, or alcoholic beverage, including paraphernalia/ facsimile (materials passed as illegal drugs) and CBD oils and materials	570 575 580	OSS + RAP/RE (5+ days)	RE
9. Sexual offenses, violations, or misconduct - including indecent exposure and offenses against common decency.	025 610 690 720	OSS + RAP/RE (5+ days)	RE
10. Group or gang related fighting	250	OSS + RAP/RE (5+ days)	RE

11. Any activity that creates or has the potential of creating a major disruption of the school's program.	560	OSS + RAP/RE (5+ days)	RE
12. Threat of physical harm to any staff member.	027	RE	RE
13. Illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities and maliciously transmitting sexual images of minors other than images of the student or images transmitted with the uncoerced consent of the individual in the images).	025 sexual 027 threat 220 cpu 260 bomb 330 phone	RE	RE
14. Any activity in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of the students themselves or others in the school.	700	RE	RE

As a reminder, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.

***Weapons – Knives (Student action and Potential Consequences)**

Weapon	Intent	Consequences 1st Offense	Consequences 2nd Offense	Consequences 3rd Offense
Knife with blade less than 2"	Possession, Self - Reported	Parent Contact or Conference	OSS (5 days)	RAP/RE
	Possession, Shown to others	OSS (5 days)	OSS (5+ days)	RAP/RE
	Possession, Threat to others	RE & Law Enforcement	RE & Law Enforcement	RE & Law Enforcement
Knife with 2.5" blade	Possession, Self - Reported	Parent Contact or Conference	OSS (5 days)	RAP/RE
	Possession, Shown to others	OSS (5 days)	OSS (5+ days)	RAP/RE
	Possession, Threat to others	RE & Law Enforcement	RE & Law Enforcement	RE & Law Enforcement
Knife with 3" or greater blade	Possession, Self - Reported	Parent Contact or Conference	OSS (5 days)	RAP/RE
	Possession, Shown to others	OSS (5 days)	OSS (5+ days)	RAP/RE
	Possession, Threat to others	RE & Law Enforcement	RE & Law Enforcement	RE & Law Enforcement

Extenuating, Mitigating, or Aggravating Circumstances

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of Disabled Students

Disciplinary process

Federal and state laws and regulations require the public schools to meet the individual educational needs of disabled children to the extent that current educational expertise permits.

Weapons (Firearms) and Drugs

It is unlawful for a student to possess a dangerous weapon or drugs on school premises. This includes actual possession, as well as constructive possession. Constructive possession would include placing a weapon or drugs in a location on school premises where another student may have access to the weapon. All students must be aware that it is illegal to have a weapon or drugs in their vehicle while it is parked or operated on school premises. A dangerous weapon is any type of firearm, knife, blackjack, metal pipe, or pole, razor, metal knuckles, or any other type weapon, device, or object that can be used to inflict bodily injury or death.

The Edgefield County School Board will expel any student who brings a weapon to school. For purposes of this policy, a weapon means a firearm. The term firearm is defined extensively, in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary). The school board may expel all students who distribute any controlled substance on school grounds. (Board Policy JICH and JICI) In addition to disciplinary action which will be taken, it is the policy of this District to report the possession of a dangerous weapon to the appropriate law enforcement agency for prosecution in the criminal courts.

* In an effort to establish a safe and productive learning environment, if a student realizes they are in possession of an unauthorized object or substance they should immediately report it to administration. The administrator will conduct a thorough investigation and if circumstances dictate consequences could be lowered or dropped from a Level III offense.

Suspended or Expelled Students

A student who is suspended or expelled cannot enter the school grounds (except to attend a prearranged conference with an administrator), cannot attend any school functions (regardless of the fact that they are open to the general public), and cannot ride on a school bus (which is seen as an extension of school property). Trespassing violators will have additional days of out-of-school suspension applied to their disciplinary actions and may possibly face criminal charges. Expelled students must reapply in writing for admission to the Principal. (Readmit conferences are held before school starts the following year.)

Students are reminded that any unlawful activity outside of school could result in suspension or expulsion from school.

* Students who are guilty of breaches of conduct may be suspended or expelled if the offense does not already carry such punishment. Though not specifically mentioned in this list of breaches of conduct, any act which is detrimental to the good order, best interest, and physical safety of the school may be punished according to its nature and degree at the discretion of the administration.

Cheating/Plagiarism

Cheating and/or plagiarism are defined as an effort to claim credit for work that is not one's own, or to assist another person to do so. It includes, but is not limited to the wrongful giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another student on any academic work which is considered in any way in the determination of the final grade. Any student found to be in violation of this policy will adhere to the consequences listed in the discipline code Level I-C. Students in violation of plagiarism are required to submit a written reflection to the principal and their teacher. More information will be provided during the administrative conference.

Bullying

Edgefield County School District prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or other school-related vehicle, at an official school bus stop, at a school-related activity on or off school property, or at a function where the school is responsible for the student.

Harassment is unwanted acts of aggression toward others. Under federal civil rights laws, harassment is unwelcome conduct demonstrated to others that is based on race, national origin, color, sex, disability or religion; that is severe, pervasive or persistent; and that creates a hostile environment or an unsafe environment.

Intimidation is to create fear of harm in individuals for themselves, others or their personal properties.

Bullying is unwanted, mean behavior among school-aged children that involves a real or perceived power imbalance. Bullying has four critical elements: 1) the behavior must be repetitive; 2) it must be intended to harm; 3) there must be a difference of power (physical, social or otherwise) between the bully and victim; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present.

The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students, causing substantial disruption in or substantial interference with the orderly operation of the school.

Edgefield County School District encourages all employees, parents, students and community members to help the district prevent bullying. All school employees must report alleged violations of this policy to the principal.

Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to file a complaint in accordance with district procedures.

Schools will investigate complaints promptly and thoroughly, while protecting the identity of the victim or reporter of bullying or harassment to the extent allowed by law. The district prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying.

The district will not allow anyone to make a false accusation against another person as a means of harassment, intimidation or bullying. A student who commits one or more acts of harassment, intimidation or bullying may receive consequences/ appropriate remedial actions that may range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement.

Administrators determine the consequences according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem and protect the victim of the act.

The district may take disciplinary action if the problem behavior is initiated off-campus through use of electronic methods, the internet or web-based resources.

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE

The following rules and regulations have been adopted by Edgefield County District. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop 10 minutes prior to the scheduled time. As per SC law **“Riding a school bus is a privilege, not a right.”**

Bus Discipline Policy

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The school administrators are available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student's should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the lights are activated on the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

Transportation Of School Related/ Nonrelated Items

Under the Laws and Rules for the Operation of School Buses in the State of South Carolina, band instruments that will be allowed on the bus are those that are small enough to be held on the student's lap. Instruments may not be in the aisle or take the space of a student. No rolling book bags that are larger than 24”s in height or 12”s in width will be allowed. No animals or any other objects of a dangerous or objectionable nature are transported in the school bus when children are being transported. All items carried on should be

small enough in size to fit on the student's lap. This is necessary to ensure that all items are kept under the control of the student at all times in case of an accident or an emergency.

Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Dept. authorization. Temporary changes may be made by school administrators for authorized emergencies only.

Level I - Behavioral Misconduct

Behavioral misconduct is defined as those activities which tend to impede orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of behavioral misconduct with enforcement procedures or sanctions to be applied shall include, but are not limited to, the following **depending upon severity. All final disciplinary actions are left to the discretion of the administration.**

Level I Offenses

- Behavioral misconduct on bus
- Getting on or off bus at other than the designated stop
- Eating and/or drinking on the bus
- Littering on the bus
- Minor violation of any safety procedures (standing, sitting improperly, etc.)
- Riding a different bus without permission from administration
- Making loud noises - yelling, etc.
- Pushing, tripping, or general horseplay
- Encouraging misbehavior
- Using unauthorized electronic devices

Level I Consequences

1st referral - warning and contacting parents.

2nd referral - suspended from the bus for up to three days and contact parents.

3rd referral - suspended from the bus for up to five days and contact parents.

4th referral - suspended from the bus for up to ten days and contact parents.

5th referral or more - suspended from the bus for ten or more days.

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include, but are not limited to, the following. **All final disciplinary actions are left to the discretion of the administration.**

Level II Offenses

- Possession and/or using any tobacco products, electronic cigarettes, vapors, etc on the bus
- Throwing objects on or out of the bus
- Refusing to sit in assigned seat
- Using profanity, abusive language, or obscene gestures towards others
- Severe violation of safety procedures (having head, arms, hands, extended from the bus etc.)
- Vandalism (minor) - writing or marking seats, etc.
- Disrespect/refusal to obey bus driver (depending on severity)
- Harassing, threatening, or intimidating another passenger
- Pushing, tripping, or general horseplay (depending of severity)

Level II Consequences

1st referral - suspended from the bus for up to five days and contact parents.

2nd referral - suspended from the bus for up to ten days and contact parents.

3rd referral - suspended from the bus for up to fifteen days or for the remainder of the school year and conference with parents.

4th referral - suspended from the bus for the remainder of school year and parent conference.

**Transportation Supervisor be involved in conference that result in suspensions of 30 days or longer **
Level II violations may also result in out-of-school suspensions and/or restitution of property.

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to:

Level III Offenses

- Fighting on the bus
- Physically abusing or hitting another passenger
- Possessing, using, or distributing explosives and/or fireworks
- Carrying a weapon or any object that might be used as a weapon
- Persistent uncontrollable conduct
- Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus
- Pushing or tripping that leads to injury
- Threatening or intimidating the bus driver
- Vandalism (major) - cutting, defacing, or in any way damaging property(seats, interior and/or exterior)
- Sexual misconduct

Level III Consequences

A student, who commits any level III offense, will receive a minimum consequence of suspension from the bus for fifteen days, possible criminal prosecution, and may be subjected to a district level hearing that may result in a recommendation for expulsion. Consequences for level III may also include, but are not limited to:

- Suspended from the bus for up to fifteen days
- Suspension from the bus up to 30 days
- Suspension for the remainder of the school year and conference with parents.

**Transportation Supervisor must be involved in conferences for bus suspensions of 30 days or longer.*
Level III violations may also result in out-of-school suspension, recommendation of expulsion, notification of law enforcement authorities, and/or restitution of property.

DRESS CODE VIOLATIONS

Appropriate and non-distracting attire shall be worn in the educational setting. This includes off-campus activities such as field trips, performances, and school sponsored events. Students are expected to show pride in themselves and their school by having their dress and appearance in accordance with acceptable standards. Our main concern is that students dress so that their appearance will not distract from the learning process in the classroom.

1. Appropriate Attire:

- **Skirts and shorts must be no more than 2 inches above the crease of the back of the knee.**
(leggings or tights do not substitute for length).

Sheer leggings and tights may not be worn as pants and must be covered by a top that is no more than 2 inches above the crease of the back of the knee.

- **Young men's shirts must have sleeves.**
- **Clothing (pants, shorts, skirts) must cover undergarments.**
- **Pants, shorts, skirts must be worn at the waist.**

• Straps on young ladies' tops must be the width of her "three fingers."

• Proper supportive foundational garments must be worn.

2. Inappropriate Attire:

HATS AND BANDANAS ARE NOT PERMITTED ON CAMPUS- VIOLATION WILL RESULT IN CONFISCATION.

• Hoods on sweatshirts must be removed once a student enters the building.

• Tank tops, tube tops, halter tops, tops with string straps and plunging necklines that expose cleavage.

• Bare midriffs and backs.

• See-through garments.

• Excessively long wallet/pocket chains (longer than 6 inches).

• Jeans with rips and holes above the knee where skin can be seen.

• "Sagging" pants are prohibited. Sagging is when the crotch of the pants is near the knees.

(If underwear is showing – automatic office visit).

• Bedroom shoes, loungewear/pajamas, blankets.

• Clothing that promotes tobacco, alcohol, drugs, violence, gangs, or disrespect to others.

• Extremely tight clothing.

• No grills of any kind are allowed in a student's mouth.

3. State Health Regulations require that shoes and shirts must be worn at all times in a public building.

4. The display of obscene or profane language or gestures on clothing may result in an out-of-school suspension.

(While the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate for the middle school, and students will be asked not to wear the clothing.)

5. The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. The administration reserves the right to require a student to change clothes if what he or she is wearing is deemed to be inappropriate for school. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. The misconduct will be handled with disciplinary action if it occurs more than once. If a student has to go home to change, the absence(s) will be unexcused. Students who cannot go home to change or refuse to change will be offered a chance to fix the situation or sit in ISS for the remainder of the day. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code. Consequences can be changed at the discretion of the administration.

Spring Fling Attire – Must follow School Dress Code

• No spaghetti straps /no strapless * Entire back must be covered * No two piece dresses that show stomach

• Dresses can be No more than 2 inches above the crease of the back of the knee

• Boys –Dress attire (dress pants /shirt/shoes/tie)

Students will not be allowed in the dance if they do not follow the dress code!

FOOD REGULATIONS

No food or drink products may be taken from the cafeteria or canteen into classrooms, the gym, and other areas of the school. All trays of food items should be properly removed from the cafeteria and student lounge areas. Students may not have food delivered to school from a public eating establishment.

No food or drink may be consumed in the classrooms, with the exception of plain water in clear, resealable plastic containers.

• Plain water is defined as unembellished water that comes from a tap, water cooler, or similar source or is purchased off the shelf or from a vending machine. It does not include flavored waters, or clear sodas (7Up, Sprite, etc.).

• Clear containers means colorless, transparent containers through which contents may be more easily identified at a glance. Containers that are tinted blue or red or any other color do not qualify as clear.

• Resealable containers means a screw on cap or push/pull valve that, when closed, precludes spillage if the container is upset. Cups with press-on lids and slits for straws are not acceptable. Containers should remain sealed between drinks.

In-School Suspension

This program is designed to keep students who have been suspended in a learning situation. The in-school suspension teacher will explain the rules and regulations of the room to each student who has been assigned. Students will be expected to do the assignments given to them by their regular classroom teachers. Work assigned by the in-school suspension teacher also must be completed before leaving the program. Students will not be able to participate in extracurricular activities during the period they are assigned to in-school suspension. Assignment to in-school suspension will be at the first available opening/space in the in-school program. The student can attend normal classes and participate in extracurricular activities until the assigned date. Upon completion of the in-school suspension assignment, a student may participate in extracurricular activities (i.e. band, sports). For example, a student who has two assignment dates for one offense cannot participate after the first assignment but can participate after completion of the second assignment date. Students who violate the discipline code during the final days of the school year will be relocated to the Alternative Program or charged.

Students who violate the Discipline Code while in ISS will be suspended out of school.

NON-STUDENTS ON GROUNDS

The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call the police authorities and serve warrants. The authority for such is Article 5, 16-551 of the South Carolina Code of Laws: “disturbing school – it shall be unlawful: (1) For any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in the State; (b) to loiter about such school or college premises, or (c) to act in an obnoxious manner thereon; or (1) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises except on business, without the permission of the principal or person in charge. Any person violating any of the provisions of this section shall pay a fine of not less than \$100 dollars nor more than \$1000 dollars or to be imprisoned in the county jail for not less than 30 days nor more than 90 days.

TARDY REGULATIONS

Promptness is expected; tardiness to class is unacceptable. Tardiness is defined as the arrival of a student in the classroom beyond the scheduled time that homeroom or class is to begin. (Once the classroom door is closed, the student is tardy). Students who are tardy interrupt instruction, distract other students, and miss part of class. Tardiness is both an attendance and discipline problem.

*Tardy 1-2: Attendance warning/parent notification.

*Tardy 3-7: One day after school detention per tardy.

*Tardy 8-10: One day ISS per tardy-After the 9th tardy, a discipline meeting will be scheduled.

*Tardy 11: One day of OSS and a parent conference.

*Tardy 12: (Violation of Probation) Alternative School

The tardy policy starts over at the end of each semester.

Teachers will allow students who are tardy to class in class. The teacher will document. After the second tardy, the teacher will call the parents and discuss the situation with the administration team. (MTSS)

WEAPONS

It is unlawful for a student to possess a dangerous weapon on school premises. This includes actual possession, as well as constructive possession. Constructive possession would include placing a weapon in a location on school premises where another student may have access to the weapon. An example is the placing of a weapon in a locker at school or in an automobile that is parked on school grounds. All students must be aware that it is illegal to have a weapon in their vehicle while it is parked or operated on school premises. A dangerous weapon is any type of firearm, knife, blackjack, metal pipe or pole, razor, metal knuckles, or any other type weapon, device, or object that can be used to inflict bodily injury or death. Possession of a weapon on school premises will subject the student to disciplinary action to include expulsion for the remainder of the school year and in some instances permanent expulsion. In addition to disciplinary action which will be taken, it is the policy of this District to report the possession of a dangerous weapon to the appropriate law enforcement agency for prosecution in the criminal courts.

CAFETERIA BEHAVIOR- FOLLOW PBIS

All students are expected to behave as responsible citizens in the cafeteria. Specifically, students should not:

- 1. Break in line or change lines.**
- 2. Play with or throw food.**
- 3. Be excessively loud.**
- 4. Leave the table without clearing trays and trash.**
- 5. Display poor table manners.**

Students are expected to buy any food that is touched in the lunch line. Students bringing food from home must eat in the cafeteria.

DRUG MIMICKING OR DISCUSSION OF DRUG USE

Drug mimicking behaviors or discussions concerning drug use will be reported to the guidance counselor who may address minor instances on the first offense. The counselor will make the determination as to whether a particular first offense is serious enough to report to the administration. Should a second offense be reported, the offender will be referred to an administrator or his/her designee. An administrator or his/her designee will determine consequences for cases referred to them.

SEXUAL HARASSMENT

Sexual harassment will be reported to an administrator or his/her designee and the guidance counselor. The counselor may address minor issues on the first offense. An administrator or his/her designee will determine consequences for sexual harassment cases referred to them and for repeated offenses.

J-E-T Eagles Football Schedule

Date	Opponent	Location	Time
Sept. 8	Edgewood	Away	5:00pm
Sept. 15	Wright	Home	6:00pm
Sept. 22	Northside	Home	6:00pm
Sept. 29	Saluda	Away	5:00pm
Oct. 13	Brewer	Home	6:00pm
Oct. 20	Westview	Away	5:00pm
Oct. 27	Merriwether	Home	6:00pm
Nov. 2	Clinton	Away	6:00pm

Head Coach: Jason Schumpert

Principal: Debbie Courtney

Athletic Director: Alex Picciano



J-E-T Eagles

Volleyball Schedule

Date	Opponent	Location	Time
Aug. 29	Northside	Away	5:00
Aug. 31	@ Brewer	Brewer	5:00
Sept. 6	Merriwether	Home	5:00
Sept. 7	Clinton	Home	5:00
Sept. 12	@EMS	EMS	5:00
Sept. 14	@Wright	Wright	5:00
Sept. 19	Westview	Home	5:00
Sept. 21	Northside	Home	5:00
Sept. 26	Brewer	Home	5:00
Sept. 28	@Merriwether	MMS	5:00
Oct. 3	@Clinton	Clinton	5:00
Oct. 5	EMS	Home	5:00
Oct. 10	Wright	Home	5:00
Oct. 12	@Westview	Westview	5:00
Oct. 17/18	(Open)		

All games begin at 5:00 unless the other two teams agree upon a different time. Please notice the dates, as many schools in our conference are on a modified calendar and may want to change times/ dates. This must be communicated with the opposing AD/ Coach.

Head Coach: Kelly Jo McIlvried
Principal: Debbie Courtney
Athletic Director: Alex Picciano

J-E-T Eagles Basketball Schedule

Date Opponent Location Time



Head Coach: Boys-

Head Coach: Girls-

Principal: Debbie Courtney

Athletic Director: Avis Tuttle / Kelly Jo McIlvried

