



# ST. JAMES HIGH SCHOOL

## 2023-2024 STUDENT HANDBOOK

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SJH.HORRYCOUNTYSCHOOLS.NET

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### Principal's Welcome

Welcome back, Sharks! The 2023-2024 school year awaits you with lots of excitement and high expectations. The SJHS Faculty and Staff is ready to welcome you back for an awesome year! I know you are going to do your part to keep St. James High School the "Best of the Beach"! I am asking our senior class to lead by example and to leave their legacy as the best senior class ever.

Be nice, humble, and be the bigger person. Learn to give back, forgive, and to walk away from trouble. Consistency is key! Do your best every day! Get to school early, be in class on time, follow dress code, take rigorous courses, and strive to be your best. Be kind, tolerant, and have a positive attitude. Respect our school, one another, and yourself! Your attitude dictates your altitude, so smile, laugh, give your best, and bring energy to make the most of each day.

Time is your most valuable asset, so use it wisely. Work hard and have a great sense of humor! We promise you a very rigorous course of study, engaging lessons, and staff members who truly care and make you their first priority. My door is always open; please feel free to contact me about anything. I truly look forward to the 2023-2024 school year, and I'm excited to work with you. Have a great year, keep swimming forward and, as always, GO SHARKS!

Ryan Poston, Principal



### Powerschool Dates

Interim and report card dates:

Term 1	Term 2
Sept 22, 2023	Feb 22, 2024
Nov 2, 2023	Mar 29, 2024
Dec 11, 2023	May 2, 2024
Jan 23, 2024	Jun 13, 2024

The school no longer prints progress reports or report cards. Students and parents are encouraged to monitor grades through the PowerSchool portal (<https://mysps.horrycountyschools.net/public>), as this provides the most up-to-date picture of students' progress. Teachers will also be diligent in contacting parents when students are in danger of failing a class. Parents who wish to continue receiving a printed grade reports should contact school data quality clerk, Donna Annunziato.



### Testing Dates

ACT	SAT
Sept 2, 2023	Aug 26, 2023
Oct 28, 2023	Oct 7, 2023
Dec 9, 2023	Nov 4, 2023
Feb 10, 2024	Dec 2, 2023
Apr 13, 2024	Mar 9, 2024
Jun 8, 2024	May 4, 2024
Jun 13, 2024	June 1, 2024



### Hall Passes

- Passes are required for movement in hallways during classes. Students are to travel on the right side of the halls in an orderly manner.
- **Students are NOT to be excused from class during the first and last 15 minutes of each class.**
- Students with hall passes to the restroom must use the closest restroom to the classroom.
- Students in the hall during class must have a pass with them, indicating time and destination, signed by their teacher. Loitering is not permitted. Students out of class without a pass, or in an area not designated on the pass, may be considered cutting class and will be subject to administrative discipline.



### Telephone Usage

School telephones are limited to professional staff use only. Students will only be allowed to use the phone in the main office area in the event of an emergency. Students are not to use phones in the classroom for personal use.



### Messages for Students

The receptionist will **NOT** interrupt classes to deliver messages except in the event of an emergency. Please make all necessary arrangements with your child prior to the school day. Items dropped off in the front office may not be able to be delivered to the classroom. Classroom calls will be made the first and last 3 minutes of each class.



### School Staff & Contacts

**Principal**  
Ryan Poston

**Assistant Principals**  
NaTasha Best, Daniel Godfree,  
Lindsay Lewis, Angie McCune,  
Sean Hosfield

**Instructional Coach**  
Brett Mahaffey

**Guidance Counselors**  
Caroline Ross, Kelli Schwartzkopf,  
Lauri Wood, Elaina Tubbs,  
Brittany Pezzuti, Donna Flight

**Guidance Secretary**  
Wendy Guthy

**RBHS Therapists**  
Michele Gallagher,  
Erika Pomerantz

**Registrar**  
Kathy Reagan

**Data Quality Clerk**  
Donna Annunziato

**Bookkeeper**  
Christina Carr

**Athletic Director**  
Collin Liggett



### SJHS Mission Statement

Every student will graduate from SJHS with the skills to be college or career ready with no remediation.



### SJHS Definition of Rigor

Rigor is challenging students beyond their comfort zone to become lifelong learners in an environment where "I can't" is not accepted, "I will" is expected, and "my success" is celebrated.



### SJHS Definition of Engagement

An investment of personal time, energy, and interest that actively seeks to spark our curiosity.



### ID Policy

All students attending SJHS will be required to have a valid school ID in their possession while on campus at all times. Students must present their ID each morning upon entry into the building. Failure to do so will result in disciplinary consequences.



### Security Measures

In an effort to create a safe environment for students, staff and community at SJHS, metal detectors will be used during and after school hours. All items (including lockers and vehicles) and persons are subject to be searched at any time. Trained dogs and their handlers are utilized on school property throughout the school year. Additional security measures may be introduced throughout the year as needed. Security is NOT an excuse for tardiness to class.



### Visitors to Campus

All approved visitors must sign-in at the front desk in the lobby area. **Parents who wish to observe a class must submit the date and time of the visit 24 hours prior with administrator permission. A valid SCDL or state ID is required to sign in.**



### Nondiscrimination Policy

Horry County Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities. For questions regarding the nondiscrimination policies call 843-488-6700, or write Horry County Schools, 335 Four Mile Rd., Conway, SC 29526.



### Library Information Center

"To ensure that students are effective consumers & users of ideas and information through access to print & non-print resources."

1. Each student is responsible for materials checked out.
2. The loan period for general materials is 15 school days. Materials may be renewed for an extra 15 days. The overdue fine is \$.10 per day. Fees are charged for lost or damaged items per HCS policy.
3. Students visiting the media center must have a teacher-issued pass (including lunch time). Students must sign in and sign out at the circulation desk.
4. **Please be sure to keep valuable items with you at all times.**
5. Printing charges: B&W: \$.0.10. Color: \$.0.25 per page unless prearranged with classroom teacher.
6. Photocopies: \$.10 for personal copies.
7. Students will abide by the HCS Acceptable Use Policy for use of computers and smart devices.
8. eBooks are available for students 24/7 through the Follett BryteWave K-12 app, which can be downloaded from the App Store, Google Play, or the Amazon App Store. Use your school account username and password, and when prompted enter the Follett Shelf URL: <http://wbb13042.folletshelf.com>. See the Media Center staff for assistance.
9. Online databases are available 24/7 to assist students for school and personal needs through the district's online "Student Learning Commons" located on the district homepage at [www.horrycountyschools.net](http://www.horrycountyschools.net). See the Media Center staff for passwords and assistance.



### Food and Drinks

Students are not permitted to carry food or drinks into computer labs, the media center, the auditorium, or science labs. Teachers may at their discretion permit food/drinks in their classes; however, students assume responsibility for proper handling and disposal of snacks. Vending machines are off limits during class and all lunches. **No outside food is allowed to be delivered during lunch.** If a parent brings a lunch to school for a student, it should be packed as a lunch from home (brown bag, etc.), as no outside vendors (fast food) are allowed in the cafeteria.



### Cafeteria

**Pay cafeteria fees at [www.myschoolbucks.com](http://www.myschoolbucks.com)** SJHS students are expected to use proper decorum at all times. This means that food trays are to be taken back to the proper area and must not be left on the table. Graduating seniors can get refunds from their cafe account at the end of the year by turning in parent's name, address, and social security number if the balance is over \$5. Students who choose to sit on the outside patio at lunch must return their trays to the scullery or near the trash cans at the back of the cafeteria. Acceptable areas during lunch are the cafeteria and back patio. Students must clean their area and throw all trash away before leaving the patio and cafeteria.

- **Students may visit media center only with a pass.**
- **Students may visit a teacher's classroom with a pass from that teacher.**
- **Students may visit their counselor or conduct school business in the front office without a pass, but they must inform the person on lunch duty.**



### Before/After School

In the morning, students may enter the building at 7:50 am. Students will remain in the gymnasium or cafeteria until 8:10 am. Breakfast will be available from 7:50-8:15 am. Students who arrive early to meet with the teacher must have a pass from the teacher to enter the hallways prior to 8:10 am. Dismissal is at 3:15 pm. Students are to report to the bus lot, parent pick up, or student parking lot, unless supervised by an adult for a school sponsored activity.

# ST. JAMES HIGH SCHOOL POLICIES



## Attendance Policy

South Carolina state law requires that all children attend school regularly beginning with the school year in which the child is five years of age before September 1st until the child attains his/her 17th birthday or graduates from high school. The school year consists of 180 days, and **high school students cannot accumulate more than 5 absences per class and still receive credit for the course**, regardless of the grade earned in the course. Family vacations, organizational trips, or retreats during the school year are included in the 5 absences per term. Please refer to the SJHS attendance brochure for specific details regarding attendance laws, policies, and "seat time" sessions.

### Students Arriving Late

Students arriving at school after 8:20 must report to the attendance office to sign in and get a tardy pass. Students who miss more than 45 minutes of a class will be considered absent. Hall sweeps will be conducted as a deterrent for tardiness. Pace and late arrival students are to enter the building through the cafeteria doors between 9:30-10:00 am.

### Early Dismissal By Parent Request

Students requiring early dismissal should bring a note from their parents to the front desk in order to obtain an early dismissal pass. All requests are to be submitted prior to 8:15 a.m. so that they may be verified by phone. The note must have a phone number at which the parent may be contacted. If the note cannot be verified by phone the student **will not** be allowed to leave. We cannot accept phone calls for early dismissal. Students will not be issued a tardy pass if they fail to bring their note to the front desk before 8:15 a.m. **SJHS will not call classrooms** unless it is an emergency; therefore, the student must have a pass to get out of class.

When it is time for students to leave, they are to go by the front desk to sign out. Students who do not bring a note for a pre-arranged medical or legal appointment must remain in class until the period ends before they will be permitted to sign out of school with their parent/guardian. **Failure to sign out at the front desk will result in a disciplinary infraction.** Students will not be signed out after 3:00 p.m.

### Procedures To Follow After An Absence

After an absence students are to report to the front desk before 8:15 a.m. with a note from their parent/guardian or from their doctor. Notes from the parent/guardian or doctor must be submitted to the front desk within three days of an absence. Failure to do so will result in an unverified unexcused absence. Students will not be written a tardy pass to first block because they failed to bring their note to the front desk before 8:15 a.m. Failure to do so will result in an unverified unexcused absence.

### Unlawful Absences

Students who miss school without parental knowledge, and students who are absent from school without acceptable cause with the knowledge of the parent, are considered unlawfully absent. According to the SC Attendance/Tuancy Law when students have three consecutive unlawful or unexcused absences or a total of five unlawful or unexcused absences, the school will contact parents and develop an Attendance Intervention Plan (AIP) for improved attendance. Students exceeding five days of unlawful or unexcused absences will be reported to Family Court. Students who have excessive unlawful or unexcused absences in a single class may also be referred to Family Court for truancy.

### Excused Absences

The following absences are considered excused: medical, judicial, and bereavement. Students will need to provide documentation for medical, judicial, and bereavement absences upon returning to school. Prearranged absences for other reasons and/or extreme hardships are at the discretion of the principal.

### Reporting Student Absences

Parents are asked to contact DeAnna Zirkelbach in the event of students' absences from school. Parents may call the attendance office at (843) 650-2448 or e-mail [DZirkelbach@horrycountyschools.net](mailto:DZirkelbach@horrycountyschools.net).



## Tardy Policy

Students are **expected** to arrive to school and to class on time. Tardiness is defined as not being inside the assigned classroom when the tardy bell rings. When the tardy bell rings teachers will close their doors, and hall sweeps will be conducted.

### Tardiness will be excused for the following reasons:

- Late bus
- Illness substantiated by written excuse from doctor or dentist
- Official legal document
- Circumstances approved by the principal or designee

### Cumulative unexcused tardies will be dealt with in the following manner:

- 1st Incident: Documented Warning
- 2nd Incident: Documented warning
- 3rd Incident: Documented warning
- 4th Incident: Documented warning and parent contact
- 5th Incident: After School detention
- 6th Incident: After School detention
- 7th Incident: 1 block ISS
- 8th Incident: 2 blocks ISS
- 9th Incident: Parent Intervention (meeting)
- 10th Incident: 1 day ISS
- 11th and Subsequent Incidents: 1 day OSS



## Make-Up Work Policy

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts adopted by Horry County Schools. Students who are absent will be required to make up work. Instructional personnel will provide information on assignments, provide help, and permit the completion of work missed due to absences. Make-up work must be completed within **five** days of the absence unless there are extenuating, excused reasons for the absence.



## Cell Phones and Devices

The SJHS Administration recommends that NO item of value be brought to school. The school or district assumes NO responsibility for any damaged, lost or stolen devices or lost or damaged data. At St. James High School, we believe that education is a collaborative effort that requires a focused and respectful learning environment. To ensure that every student has the opportunity to excel academically and socially, we have established the following cellphone policy. This policy applies to all students and is developed in consideration of their safety, well-being, and academic success.

1. Cell Phone Usage During Class Hours: Cell Phones should be turned off or put on silent mode during class hours, including classroom instruction, exams, and school assemblies. Students are not allowed to use cellphones for personal calls, text messaging, or accessing social media platforms during class hours.

2. Cell Phone Usage Between Classes and During Breaks: Students are permitted to use cellphones between classes and during designated breaks. However, cell phones should not disrupt the learning environment or any school activity. Headphones or earbuds should be used discreetly during these times, ensuring that they do not interfere with communication with teachers, staff, or peers.

3. Classroom Exceptions: Some educational activities may require the use of cellphones with the teacher's approval. In such cases, students should only use their cellphones for educational purposes. The teacher's guidelines and rules for cell phone usage during specific lessons or activities must be strictly adhered to.

4. Cell Phone Use in Emergencies: In case of emergencies, students are permitted to use their cellphones. However, they should inform a teacher or school staff member immediately after making the call. Parents or guardians can contact the school office in case of emergencies, and the message will be promptly delivered to the student.

5. Cell Phone Storage During Exams: Cell Phones are strictly prohibited during exams unless specified by the teacher for a specific purpose. Students are required to store their cellphones in designated areas during exams to prevent any form of academic dishonesty.

6. Responsible Digital Citizenship: Students are expected to use their cellphones responsibly and respectfully. This includes communicating kindly and appropriately when using text messaging or social media platforms. Cyberbullying, harassment, and inappropriate content sharing will not be tolerated and will result in serious disciplinary actions.

Consequences of Cell Phone Policy Violations:

1. Device being confiscated by administration for 24 hours and returned to parent/guardian between 2:45-3:45 p.m. the following school day;
2. Device being confiscated by administration for 48 hours and returned to parent/guardian between 2:45-3:45 p.m. after two school days;
3. Device being confiscated by administration and returned to parent/guardian between 2:45-3:45 p.m. after the student serves two days out of school suspension. The student will be placed on a cellphone contract and will only be allowed to use school owned electronic devices.
4. If a student continues to possess/use devices, the devices will be confiscated until the last day of school at 3:15 p.m. Student will be disciplined for refusal to obey. Refusing to give the device to an HCS employee will result in a disciplinary action of out of school suspension until the device is surrendered. By adhering to this cell phone policy, we aim to create a positive and focused learning environment for all students. We appreciate the support of parents and guardians in reinforcing these guidelines, as it helps in fostering a respectful and responsible digital community within St. James High School.



## Student Use of Computers

Computer equipment is available to SJHS students to assist in furthering their education. Computer activities not directly related to educating our students within the approved guidelines are not allowed. Students should use computer equipment only under the supervision of teachers. When a student damages or changes a computer, whether intentionally or unintentionally, privileges to use the computer may be lost. Therefore, students should be aware of the following guidelines concerning the use of computer equipment.

1. Passwords and other electronically recorded data are the property of Horry County Schools.
2. The deliberate production or introduction of a virus onto computer stations and networks is prohibited (and illegal) and will result in disciplinary action.
3. Accessing and/or modifying information to which the computer user has not been given appropriate authorization is prohibited. This includes attempting to bypass the internet filter to access prohibited websites.
4. Vandalism of electronic equipment will result in disciplinary action. Vandalism includes, but is not limited to deliberately erasing data and/or files, placing foreign objects into equipment, removing or altering any components that are part of the equipment.
5. Technology users must adhere to the copyright law. This includes, but is not limited to making copies of items that are covered by copyright such as music, videos, or print materials and illegally downloading mp3s, video files or software.

### CONSEQUENCES

Any violation of the rules for use of computers will result in one of the following consequences, depending upon the severity and frequency of the offense: ISS, OSS, recommendation for expulsion, monetary restitution, and/or revocation of all access to school computers.



## Absences for Field Trips

Students are reminded that for them to take an approved field trip,

- They must have written permission from their parent or guardian.
- They must have permission from each and every teacher whose class they are to miss. Any one teacher may deny permission.
- They may **not** miss a class in which they have a **failing** average.
- They may not attend a field trip if they are assigned ISS or OSS on the day of the trip.
- Students must bring a note on letterhead to the office for excused college visits.



## Personalized Digital Learning

*The Vision of Horry County Schools' Personal Digital Learning*  
To transform teaching and learning by immersing all students in rich, authentic, relevant, personalized digital learning experiences that lead to college and career readiness and enable deeper learning across the disciplines.

### The Technology Fee

2023-2024 School Year

#### High School Grades 9-12

All students in grades 9-12 have a Technology Fee of \$25 for the full academic year, due at the time of registration. The fee may be paid online or in person at the appropriate school.

#### Students Grades 9-12 who PAY the Technology Fee:

- are allowed to take the devices home
- pay an additional \$25 for the first accidental damage repair, \$50 for the second accidental damage repair and full cost of repair for all subsequent accidental damage repairs during the academic year
- pay an additional \$25 for device replacement due to theft (requires police report)
- pay full repair cost for all damage caused by neglect or abuse
- pay full replacement cost for loss due to neglect

#### Students Grades 9-12 who DO NOT PAY the Technology Fee:

- are allowed to use the device only at school
- pay full repair costs for all accidental damage
- pay full replacement cost for loss due to theft
- pay full repair cost for all damage caused by neglect or abuse
- pay full replacement cost for loss due to neglect

### Discipline

Any electronic device used for picture taking, video recording, posting or text messaging that results in students cheating or which cause major disruptions will result in additional discipline at the principal's discretion. Technology disciplinary offenses may also result in restricted use of the personalized digital learning device and/or technology. Restricted use may prohibit the student from taking the device off of school grounds.

### When using network or Internet resources, students will:

- Use the Internet for legitimate educational purposes
- Send e-mail only at the direction of teacher during school hours
- Not attempt to download or save files to the device without teacher permission
- Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
- Not harass, insult, or attack others via electronic communications
- Not damage or alter computers, computer systems, computer networks or mobile devices
- Not violate copyright laws
- Not trespass in another's folders, work, files or devices

### Examples of types of offenses:

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Unauthorized recording of audio or video images on school property or during extracurricular activities with district or personally owned devices
- Downloading inappropriate materials or applications
- Giving out personal information, for any reason, over the Internet
- Bypassing the Horry County Schools Web filter
- Action violating existing board policy or public law
- Deleting district system applications and changing of personalized digital learning device settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports and other forms of student work
- Spamming (disruptive email, messages including iMessages)
- Gaining access to another student's accounts, files and/or data
- Use of the schools Internet or email accounts for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy district owned equipment or systems)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean another

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the Horry County Schools Technology Acceptable Use Policy/Rule.

Once in possession of the Personal Mobile Device Agreement, the student agrees to the stipulations set forth in the Horry County Schools' Acceptable Use Policy and the Student Pledge for Use of the personalized digital learning device. District-owned devices are subject to inspection at any time without notice and remain the property of Horry County Schools. Stolen devices must be reported within 48 hours, and a police report must be filed by the student or parent.



## Textbooks

Pay fines and fees at [mypaymentsplus.com](http://mypaymentsplus.com) or by contacting bookkeeper Christina Carr ([ccarr@horrycountyschools.net](mailto:ccarr@horrycountyschools.net)). If students lose or damage textbooks, they will receive a fine. Students must pay their textbook fines before they graduate.

# ST. JAMES HIGH SCHOOL POLICIES



## Student Parking

SJHS students who are given the **privilege** of driving an automobile to/from school are required to adhere to all SJHS, Horry County School District, and South Carolina driver regulations/laws. Since driving an automobile to school is a **privilege**, certain conditions are attached to that **privilege**. Students who fail to uphold these conditions will be subject to **monetary fines and/or loss of parking privileges**. The conditions are as follows:

- Student drivers with a valid SC driver's license will be given permission to drive on the SJHS campus. No parking permit will be issued until all outstanding debts and registration are paid.
- Students will purchase a school parking permit which will be placed on the vehicle's front windshield in the bottom left corner — **no exceptions**. Cars without permits will be fined/towed. The parking permit fee for the 2023-2024 school year is \$30 for the vehicle. Registration applications must be completed along with a copy of the student's SC driver's license and SC registration. Seniors will receive a free parking pass if they complete all information by the designated date which will be given to seniors on the first day of school. Seniors must pay for additional passes.

1. No car is to be parked outside the assigned student parking area from the times 7:30 a.m. to 4:00 p.m.
2. No students are to park their cars in the bus/front parking lots, behind the building, or in the rider drop-off areas. A \$10 fine will be assessed.
3. Students are to obey all traffic laws, signs, and markings while on campus. Speeding and reckless driving are prohibited. Violations will result in loss of driving privileges.
4. Students are not to litter the parking lot.
5. Students are prohibited from driving across parking lines. Students must use driving lanes only to enter or to exit parking lot.
6. Students are to maintain a 5 mph speed limit while driving on campus.

## General Parking Lot Rules

1. Students who drive to school should lock and leave their cars promptly once they arrive on campus. No loitering is allowed in the parking areas.
2. Students will not be allowed to return to their cars after 8:15 a.m. **without a pass from an administrator**. Passes will not be written to go back to cars to get belongings that were left in a car.
3. SJHS operates with a closed-campus policy, a policy which means that **no** student is to leave campus during any part of the day unless he/she has been given permission by an administrator or an administrator's designee.
4. Students are further cautioned that unauthorized visitors to campus are trespassing and will be subject to arrest and prosecution.
5. The student agrees that he/she will not bring onto the school grounds or keep in his/her vehicle while it is on the school grounds any gun, ammunition, explosive, knife, blackjack, or other weapon, and any alcohol or illegal substances.
6. The school and the school district will not be liable for damages or theft to vehicles. Students are urged to lock their vehicles at all times.
7. Vehicles are subject to searches by administration. Trained dogs and their handlers are utilized on school property.

## RULES FOR DRIVERS GOING AND RETURNING FROM SCHOOL PROPERTY

1. Students leaving the SJHS campus for approved reasons should exit through the front entrance after signing out at the front desk.
2. Students returning to campus following an approved reason for leaving must use the front entrance and immediately report to the front desk to sign in.



## Conduct on School Buses

It is important to remember that the bus drivers are in complete charge of the students on their buses, and their instructions must be followed at all times. Students waiting for his/her bus after school must stay in the appointed area until the bus arrives. In addition, under Conduct on School buses, here is the sentence that needs inserted after bus arrives. While inside a state or district bus, all occupants are subject to video/audio monitoring. The rules of conduct for bus passengers are part of the SJHS Code of Conduct. Remember, it is a privilege to ride an HCS bus.

1. All violations which occur on the buses will be dealt with by an administrator in accordance with the district's behavior code: "As an option in disciplinary procedures, students may **lose their privilege** to ride the bus, which could be for as little as one day, or could extend for the remainder of the school year. The seriousness of the offense and the degree of harm or injury are factors in the disciplinary process."
2. All fights, acts of bullying or violence on buses will be referred to an administrator.
3. Only students presently enrolled in Horry County Schools are allowed to ride the school bus. SJHS student **visitors** are not permitted to ride the bus.
4. Tobacco products/drugs/alcohol are not allowed on the bus or at the bus stop.
5. The bus driver should be certain that his passengers understand and observe the following rules of safety.

### MEETING THE BUS

1. **Students must be at the bus stop at least 5 minutes before the scheduled pick-up time.**
2. If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.
3. Students should wait on their side of the roadway and await the signal to cross from the driver. When crossing the highway, he/she should walk - not run.
4. Students should not run alongside the bus when the bus is moving but should wait until it stops and then walk to the door.
5. HCS rules and policy apply for all school bus stops before entering the bus and after exiting the bus.

### ON THE BUS

Students are subject to being videotaped on a bus at any time.

1. Students should go to their seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Bus windows are only to be opened with permission of the driver. Never extend arms, legs, or heads out of the bus window. Never throw objects from bus windows.
3. Students should not talk to the driver while the bus is in motion except in an emergency.
4. Students must never tamper with the emergency door or any other part of the bus equipment, including fire extinguisher and first aid equipment.
5. Students must not damage the bus; the seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.
6. Students should only open bus windows with the permission of the driver.
7. Students must not fight or scuffle in the bus or create any disturbance. Students should model classroom-type conduct on the bus.
8. Students must not wave or shout to pedestrians or occupants of other vehicles.
9. Aisles and stairwells must be kept clear. Books, lunch boxes, or other student cargo should be placed under the seat or in the rider's lap. Large items such as band instruments and school projects will not be allowed on the bus unless the items can be placed under the seat or held in the owner's lap.
10. Food and beverages cannot be consumed on the bus.
11. The school bus is for transportation to and from school. It is not to be used for transportation to and from work, athletic events, or just to get around. If a student must ride a different bus than the one to which he/she is assigned or get on or off the bus at a different stop, SJHS Administration must have a legitimate note with a phone number from the student's parent or guardian. This note must be presented to the SJHS front office secretary before 10:00 a.m. in order for the secretary to verify the note with parents. Requests are only approved if the parent can be contacted by phone and the seat is available on the requested bus. This signed and verified note must be presented to the bus driver when the student boards the bus to go home.

### EXITING THE BUS ON THE SCHOOL GROUNDS

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.
2. Students should exit in an orderly manner. Students in the front seats leave first.
3. Students must not loiter or play around the stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

### EXITING THE BUS OFF THE SCHOOL GROUNDS

1. Students are permitted to leave only at regular designated stops. Any changes require written parental request and approval by the school principal or designee.
2. After exiting the bus, students who must cross the highway should walk at a right angle at least ten feet in front of the bus and wait for the bus driver to direct him/her to cross. Walk, don't run.

**"As an option in disciplinary procedures, students may lose their privilege to ride the bus, which could be for as little as one day, or could extend for the remainder of the school year. The seriousness of the offense and the degree of harm or injury are factors in the disciplinary process."**



## Fighting Policy

**FIGHTING, SHOVING, PUSHING, AND BULLYING ARE ABSOLUTELY NOT TOLERATED.**

**GENERAL PENALTY FOR FIGHTING** - The general penalty for being involved in a fight is a suspension. Law enforcement may be involved in fighting incidences. In first-offense cases determined to be severe enough, the administration will make a recommendation for expulsion to the district hearing officer.

**PENALTY FOR SECOND OFFENSE FOR FIGHTING** - The minimum penalty for a second offense is recommendation for expulsion from school. The student will be suspended from school until the hearing.

**THREATS, HARASSMENT, AND BULLYING OF STUDENTS** - Students are advised that if they are threatened, harassed, or bullied by any other student or group of students, they should immediately report the matter to a teacher or administrator. Students should not respond to threats, comments, harassment, bullying, or criticism by hitting, pushing, shoving, or slapping the other student or by engaging in a verbal battle.

**Students who threaten the life of a student or staff member may be recommended for expulsion and may be referred to the police. SJHS does not condone or support the practice of "hazing/initiation." Any student involved in hazing/initiation activities, while on campus or attending school functions, may be recommended for expulsion.**



## Student Dress Code

**Student dress should be confined to clothes that are reasonable, practical, and in good taste for school. The school will make judgment and decisions as needed to preserve the health and safety of students. Attire must not disrupt the learning environment and must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.**

- When required, students must wear school appropriate mask.
- Hats, head wraps, bandannas, headgear, hoods, and sunglasses are prohibited inside school buildings.
- No sagging pants are permitted to be worn. Clothing will be worn so that underwear is not visible. Pants must be worn at the waist. **Pants and shirt must overlap at all times.**
- Clothing which is controversial or disruptive is not allowed. **No pajamas are allowed.**
- See-through clothing, spaghetti strap tops, tube tops, form-fitting pants (such as yoga pants and tight skirts and dresses), cut-off shirts, halters, or clothes exposing the mid-section or bare shoulders are not allowed. All tight "spandex" clothing is inappropriate. Shirts and blouses are to be buttoned appropriately. All tops must have a shoulder strap of two fingers in width on each shoulder. It is never appropriate to show undergarments. Shirts that are sleeveless should show no more than 3 inches below the underarm unless another shirt is worn underneath. No straps should be showing.
- Shorts, skirts, and dresses, even with leggings, must NOT be shorter than the length of a dollar bill from the very top of the knee upward at all times. Slits/holes in clothing must also be no shorter than the dollar bill length from the top of the knee upward. Softe shorts, cutoffs, bathing suits, and short shorts are not appropriate at school and are not to be worn at school at any time. Leggings must be covered with a top that meets the length of the dollar bill from the top of the knee requirement.
- Shoes/sandals are to be worn at all times at school. No bedroom shoes or "heelies" are allowed.
- Hair styles are left to the individual but cannot be an educational distraction. Health standards require cleanliness at all times.
- Clothing promoting alcohol, drugs or paraphernalia, tobacco, weapons, sexual behavior, clothing with sexual innuendoes, and/or ethnic derogatories is not allowed. The administrative staff has the authority to make judgments in this regard.
- Items such as spiked jewelry (including body piercings), padlocks, chains, and metal heel plates are not allowed.

Dress code will be checked at each door in the morning. Students who are in violation of the dress code policy will be required to correct the violation. A parent will be contacted. Students who cannot correct the dress code violation will be sent to ISS until the violation is corrected. Students will be assigned appropriate disciplinary consequences for each dress code violation. Parents who choose to have their students go home to change clothes must understand that students will be counted as unexcused for the time period they are not in school.

**Dress for success!**



# ST. JAMES HIGH SCHOOL

## 2023-2024 STUDENT HANDBOOK

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- U.S. NEWS AND WORLD REPORT



### S.C. Safe Schools Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in, on, or within a radius of one-half mile of the grounds of a public school. The penalty is a \$10,000 fine or 10 years imprisonment or both. Carrying a weapon on school property is a felony which carries up to a \$5,000 fine and a maximum prison term of five years.

The Act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc., which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

### ADMINISTRATIVE DIRECTIVE CONCERNING WEAPONS, ILLEGAL DRUGS, ALCOHOL, AND VIOLENCE IN OUR SCHOOLS

Students or visitors who violate school district policy/state board policy/state law with regard to weapons, illegal drugs, alcohol, and/or violent behavior at school or school activities may face the following action:

1. **EXPULSION:** The student will be suspended immediately and recommended for expulsion.
2. **ARREST AND PROSECUTION:** The law enforcement authority having jurisdiction over the school will be contacted.
3. **NOTIFICATION:** The Superintendent and Director of Student Affairs will be notified immediately.



### Sexual Harassment

**Purpose:** To establish policy for defining and reporting sexual harassment at SJHS.

**Background:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature. Anyone who participates in deliberate or unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome is also engaging in sexual harassment.

**Policy:** Sexual harassment is unacceptable conduct; therefore, all students will avoid any action or conduct which could be viewed as sexual harassment. This includes verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment in or out of class. This policy shall not be used to bring frivolous or malicious charges against students.

**Procedures:** Any student who feels that he/she has been subjected to sexual harassment should immediately notify an administrator/teacher.

- All allegations will be investigated promptly and confidentially.
- Any person found to have engaged in sexual harassment will be subject to appropriate disciplinary action. This action may include but is not limited to out-of-school suspension, recommendation for expulsion, and the filing of criminal charges.

Every effort will be made to keep all student relations on a wholesome and acceptable level. Parents will be called whenever efforts by the counselors and administrators have failed to bring about desired results. **No public displays of affection are allowed.**



### Threats

**Threats:** Section 16-3-1040 of the Code of Laws of SC deals with threatening the life, person, or family of a public official. It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of their immediate families.



### Tobacco Policy

The possession or use of tobacco products including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vaporizers, smokeless tobacco or snuff is prohibited on District and/or school property, school buses and/or at District-sponsored or school-sponsored activities, whether on or off District property. This also applies to after school sponsored activities.

Students in violation of this policy shall be disciplined in accordance with State law and District policies.



### Alcohol & Drug Policy

Sale, distribution, use, or possession of alcoholic beverages, inhalant controlled substances, illegal drugs, marijuana, or other dangerous substances are not permitted by students in school buildings, on school property, or at school functions. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted.

The definitions of terms described below are to be used throughout the drug/substance use regulations:

**Illegal or Dangerous Substances:** Any substance that will, or is represented as one that will, alter a person's ability to function normally on a mental or physical task. These substances include, but are not limited to, alcohol, look-a-like or imitation substances, marijuana, inhalants (glue, paint, white-out, Rush, etc.) or materials expressly prohibited by federal, state, or local laws.

**Possession:** Possession of an identifiable quantity of alcohol, narcotics, hallucinogenic drugs, look-alike drugs, or non-controlled drugs represented as controlled drugs, or any other illegal substance in school buildings, on school campuses, in vehicles on school grounds, on school buses, or at any school-sponsored activity on or off campus.

**Use:** Consumption in **ANY AMOUNT** of an illegal or dangerous substance or any prescription drug without appropriate authorization.

**Look-A-Like or Imitation Substance:** Physical appearance of the finished product is substantially similar to a specific controlled substance, or if in a tablet or capsule dosage form as a finished product is similar in color, shape, and size to any controlled substances dosage form.

**Periodic, unannounced visits to the schools and other district property will be made by the R.A.I.D. team/drug dog. Random searches may be conducted at any time both inside and outside the school building (lockers, cars, etc.)**

### CONSEQUENCES

Student may be recommended for expulsion for the remainder of the school year.

Prescription medicine must be turned into the school nurse prior to the beginning of the school day with an approved permission form.



### In-School Suspension (ISS)

ISS or ISD is for students who would ordinarily be suspended from school or for those students who continually break the rules of the school. The number of days spent in this room will vary based on the seriousness of the misconduct of the student and the student's overall discipline record.

1. Students are to collect class assignments and homework prior to the day of their ISS assignment.
2. Students will report directly to the ISS room with all their books, paper, PDL, and pencil on the day of their ISS assignment. **Students will turn over all electronic devices (cell phones, iPods, etc.) upon entry into the ISS room. Valuables will be secured by the ISS monitor and released to students upon the completion of ISS at the end of the day.**
3. Students will be marked absent from the classes missed (coded I for ISS).
4. Make-up work will be graded on the same basis as other students' work in class.
5. If a student is removed from ISS, the student must make up the time and assignments and will be given OSS.
6. Scheduled tests may be taken in the ISS room at the teacher's discretion.
7. Students are not allowed to sleep or talk in ISS.



### Cheating Policy

Cheating is defined by the following actions:

- To use the work of another person as your own.
- To copy information from another student's work (unless allowed to do so by a teacher).
- Plagiarism.
- Having in your possession a copy of a test to be given or having been given by a teacher; using the textbook or notes during a test or examination; talking while taking quizzes, tests, or examinations.
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, clear your desk, etc.).
- To furnish to another student information which can be used to cheat.
- To have in your possession the work of any other student or to give to another student or allow him to use your work.
- To look on another person's paper or to pass notes, irrespective of the purpose of the look or the content of the note.
- A record of cheating will be kept in PowerSchool.
- Students suspected of engaging in cheating via electronic communication (transferring data between networked and portable drives, etc.) will be subject to disciplinary actions, and devices may be confiscated for investigation.

**Note:** Documented incidences of cheating may limit students from participating in certain school activities and/or organizations (including but not limited to honor societies and academic recognitions/awards). Cheating will normally result in a zero being given for the work, parents being notified and the student not being allowed to make up the work.



### Student Behavior

Student behavior should reflect respect and kindness toward faculty/staff, guests, peers, and himself/herself at all times. Students are required to come to classes prepared. Students are required to do all assignments given to them by teachers and must not disrupt the classroom or disturb other students.

The teacher will either discipline disruptive students, or if the problem is serious, the teacher will call for an administrator. Sleeping in class is prohibited. A student removal from class could result in parent contact, ISS, and/or student removal from school.

**Every situation involving discipline will be reviewed on a case-by-case basis and appropriate consequences will be assessed.**

**Student conduct away from school grounds or school activities:** Student misconduct outside of school may impact a student's ability to return to school. Each situation is reviewed on a case-by-case basis. If the misconduct is criminal, or if it compromises the educational environment or student safety, administrators may take action to remove the student from the school environment to allow for an investigation to determine feasibility to returning to school or the arrangements for an alternate delivery of services.

**STUDENTS ARE EXPECTED TO FOLLOW ALL POLICIES AND PROCEDURES OUTLINED IN THE 2023-2024 HCS PARENT STUDENT GUIDE.**

All rules are subject to change in accordance with state, district, and/or school policies and procedures and are expected to be followed at any school-sponsored event - home or away.

**Substitutes:** Substitute teachers are to be afforded the same respect as regular classroom teachers. It is the student's responsibility to treat a substitute with the utmost respect and courtesy. Disrespect toward any substitutes will be regarded as one of our most **serious** discipline infractions.

**SCHOOL RULES APPLY AT ANY SCHOOL EVENT REGARDLESS OF ITS TIME OR LOCATION.**