

St. James Middle School Parent and Student Handbook



Procedures and Guidelines

2025 - 2026

Carlos Barker - 7th Grade Assistant Principal

Donna Jacobs - 8th Grade Assistant Principal

Olga Toggas - Principal

A Message From the Principal

Hello, Sharks!

Welcome to St. James Middle School!

As you transition into St. James Middle School, look forward to much excitement and many celebrations as a 7th and 8th grader. It is a time of change and growth. The workload and social adjustments will be greater than at any time in your previous school years. Sharks stay sharp and live fiercely by making the most out of every moment.

As Sharks, we S.W.I.M. at St. James Middle School. S.W.I.M. stands for:

S - Stay Sharp

W - Work Hard

I - Inspire a Generation

M- Move Forward

St. James Middle Sharks are expected to:

display respect at all times,

adhere to policies and procedures,

attend school daily, and

put forth their best efforts in their work the very first time, every time.

Along with a rigorous academic program, we will offer many extracurricular activities that will attract the interest of every student. Stay sharp and live fiercely by becoming involved at St. James Middle School and bringing your talents to life.

Please take the time to read our guidelines carefully. You are accountable for knowing its contents and the decisions you make for the entire school year.

There are exciting opportunities ahead for St. James Middle School Sharks. Make every moment count by always putting forth your best effort, the first time, every time, and enjoy your learning that will last a lifetime.

Welcome to our SJM Shark family!

Sincerely,

Ms. Olga G. Toggas, Principal

Table of Contents:

Absences and Attendance Policies	Page 4
Medication & Illness at School	Page 5
Arriving Tardy to School or Class	Page 6
Arrival & Dismissal Procedures	Page 7
Bus Rider	Page 7
Walkers with Permission	Page 8
Car Rider	Page 9
Safety Procedures	
Clear Bags & Searches	Page 10
Clear Bag Violation Consequences	Page 10
Water Bottles	Page 11
Academics and Grades	Page 12
Honor Roll Criteria	Page 12
Cheating and Student AI Use	Page 12
Bell Schedule	Page 13
Discipline Plan	Page 13
Behavior Expectations	
Classroom Behavior	Page 14
Restroom Behavior	Page 14
Cell Phones, Smart Watches, Earbuds, Speakers	Page 14
Pictures, Videos, and Pornography	Page 16
Social Media	Page 16
Dell Latitude Laptops for Students	Page 17
Device Violation Consequences	Page 18
Dress Code Policies and Consequences	Page 19
Discipline - Criminal Conduct Offenses	Page 20
Alcohol	Page 20
Assault & Hit, Kick, Push	Page 20
Tobacco, Vapes, Drugs, Weapons	Page 21
Harassment and Bullying Policies	Page 22
Threats and Reporting Threats	Page 22
Prohibited Items Policies	
Animals, Glass, Fragrances, Toys, etc.	Page 24
School Clubs	Page 25
SJM Staff Directory	Page 27
Sports	Page 30

Attendance and Tardy Policy

Absence Procedures:

- Please call the school and send an email to Naureen Watkins at nwatkins@horrycountyschools.net if your child will not attend school for the day.
- Students must return to school with medical notes or parent notes stating the reason for the absence.
- Students are expected to make-up their assignments when they are absent.

Excused Parent Notes - Middle School (New for 2025-2026):

- Parents may submit notes for up to **6** school days, and the days will count as parent-excused.
- Parent notes will not be accepted during state testing dates.
- Parents must submit a note within 3 days of the student's return to school from an absence.
 - Notes may be submitted prior to the student's absence.
 - If a note is not submitted within 3 days, the absence will be coded as unexcused.

Medical Notes (New for 2025-2026):

- Medical notes are counted as excused absences; however, after 8 medical notes are submitted, students will be required to make up the missed time.
- Because of the way attendance is coded at the middle and high school levels, a parent may submit up to 8 medical notes per academic block for the school year.
- After 8 medical notes have been validated, students will have the opportunity to participate in attendance make-up time (if offered by the school) or may be required to participate in summer school opportunities for middle school classes.

Middle school students enrolled in English I Honors and Geometry Honors yearlong courses (for high-school credit):

- Middle school students who miss more than **10** unexcused days for the year and have more than 8 medical notes will be required to participate in attendance make-up time and to have the FA (Failing for Attendance) removed from their record. Students will have the opportunity to participate in attendance make-up time (if offered by the school) or may be required to participate in summer school opportunities.

Middle school students enrolled in Fundamentals for Computing semester courses (for high-school credit):

- Middle school students who miss more than **5** unexcused days for the year and have more than 8 medical notes will be required to participate in attendance make-up time and to have the FA (Failing for Attendance) removed from their record. Students will have the opportunity to participate in attendance make-up time (if offered by the school) or may be required to participate in summer school opportunities.

Truancy and Attendance Intervention Plans (AIP):

- If a child is absent for 3 consecutive days or a total of 5 unexcused days without a note, parents must complete an Attendance Intervention Plan (AIP) with our Attendance Clerk, Naureen Watkins (nwatkins@horrycountyschools.net).
- Students who have unexcused absences after being placed on an AIP will be referred to HCS Attendance Office.
 - Students who have two unexcused absences after being placed on an AIP may receive a warning letter from the school, indicating they are in violation of the AIP.
 - If no approved documentation is submitted within three days of the student's return to school, a referral may be made to the District Office attendance coordinator to

- refer the student to Family Court.
- In addition, the Department of Social Services (DSS) may be contacted.

HCS Attendance Policy Updates:

<https://www.horrycountyschools.net/departments-services/policy-and-legal-issues/attendance-policy-updates>

HCS Attendance & Truancy Information:

<https://www.horrycountyschools.net/departments-services/student-services/attendancetruancy-information>

Medications

All medicines MUST be kept in the nurse's office. Students found with ANY medication on their person, in their locker, purse, book bag, coat, etc. will be subject to serious disciplinary action.

Medicine will be given during school hours only when other arrangements cannot be made. Medicine must be given by the school nurse or a parent must be contacted to report to the school to administer the medication. The medication must be in the original, unopened container appropriately labeled with instructions by the pharmacy or physician. Medication in unlabeled containers will not be accepted.

Students may not leave class to take medicine unless it is specifically requested by the school nurse or teacher. All parents are asked to please make sure the school has emergency information, especially a phone number where a parent/guardian/neighbor may be contacted during the school day.

May a student bring pain reliever to school?

No. All medication (including over-the-counter medication such as aspirin, cough lozenges, etc.) may not be administered without an Horry County Schools' medication consent form completed by the parent and doctor. In addition, all prescription medication must include a physician's signature on the consent form.

What if a student becomes sick at school?

If a student becomes sick at school and cannot continue in class, the student must obtain a pass from his/her teacher and report to the nurse. Parents will be called to pick up students who have a fever or are too ill to stay in school, as determined by our nurse.

Tardy Policy

Arriving tardy to school

For students to be on-time to class, students should enter the car rider side doors by **7:55 a.m.**

Please note: Should your child arrive after the car rider loop is closed at 8:05 a.m., the parent will be required to sign in the student at the front office.

Consequences for arriving tardy to school are as follows:

1st, 2nd, and 3rd offense: Verbal Warning and parent notification

4th offense: Verbal Warning/Parent Contact to make them aware of after school detention (and consequences for subsequent tardies)

5th offense: Office Referral - After School Detention/Parent Contact. A one-hour after school detention assigned and supervised by staff; assigned one week to be served the next week.

6th offense: Office Referral - After School Detention/Parent Contact. A one-hour after school detention assigned and supervised by staff; assigned one week to be served the next week.

7th offense: Suspended pending parent conference; possible revocation of waiver, if applicable.

8th offense and beyond:

8th - 1 day of In School Suspension (ISS)

9th - 2 days of ISS

10th - 1 day of Out of School Suspension (OSS)

11th - 2 days of OSS

12th - Evidentiary Hearing

Note: It is the responsibility of the student and the student's parent(s)/guardian(s) to provide timely pickup and transportation home from an after-school detention.

Arriving tardy to class

1st and 2nd offense: Teacher Managed Incident is entered into Review 360. Verbal Warning

3rd offense: Teacher Managed Incident is entered into Review 360. Verbal Warning/Parent Contact

4th offense: Teacher Managed Incident is entered into Review 360. Lunch Detention/Parent Contact

5th offense and beyond:

- Office Referral for Administration is submitted in Review 360 by the teacher for review by SJM Administration for further disciplinary action.
- Parent contact is made by the teacher to inform the parent/guardian of the violation and that an Office Referral has been submitted for review.

5th - 1 period of ISS

6th - 1 day of ISS

7th - 2 days of ISS

8th - 1 day of OSS

9th - 2 days of OSS

10th - Suspended pending a parent conference

11th - Possible Evidentiary Hearing for Expulsion

Note: Accumulation of tardies will restart each semester.

Arrival and Dismissal Procedures

Bus Procedures:

Morning Bus Procedures:

- Students should be at their bus stop 10 minutes prior to the assigned pickup time.
- Students should behave at all times and adhere to all bus safety procedures.
- Students should sit in the assigned seat.
- A staff member will greet students daily as they enter the building from the bus drop off area. Depending on drop-off time, students should go straight through searches and to the gym and wait to be dismissed to class.
- Students who eat breakfast should go straight to the breakfast line and get their breakfast.



Afternoon Bus Procedures:

- Bus rider students are dismissed IF their bus has arrived and has been called.
- Students should move efficiently and safely to the bus rider exits closest to classrooms.
- Students should sit in the assigned seat at all times.
- Students should move quickly off the bus at their stop.
- Students are only allowed to ride their assigned bus/stop. **Students are NOT allowed to ride home with a friend on another bus.**
- Students wanting to be picked up by car, because of a late bus, must be picked up in the car rider circle by 3:50 or in the front office after that time.

Bus Behavior Policy:

When riding in a school bus, St. James Middle students are responsible for their behavior because their behavior could affect the safe operation of the bus. It is unlawful to distract the bus driver. Misbehavior could result in the bus driver becoming distracted, which could endanger the lives of all students being transported. It is important that parents explain the importance of appropriate behavior when on the school bus. The primary responsibility of the bus driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report any behavior infractions to the proper authority and disciplinary action will be taken in accordance with the established guidelines.

Bus Rules: The bus driver is responsible for assigning student seating and maintaining good conduct on the school bus for safety (South Carolina Code of Laws, SECTION 59-67-240). Office referrals will be submitted by the bus office staff and consequences will be assigned for the following violations.

- Students must keep their entire body within the bus and keep the aisles open and clear.
- Students are to remain in their assigned seat at all times, facing forward, out of the aisle.
- No profanity, inappropriate comments, loud talking/yelling, or inappropriate physical contact
- No eating or drinking on the bus.
- No littering, writing on, or damaging the bus or anyone else's property in any way.
- Loud music is not allowed on the bus at any time.
- Students are not allowed to get off the bus at any place other than their bus stop.
- Students must not throw or pass objects on, from, or onto the bus.
- Students may only board or leave the bus at locations to which they have been assigned. SJM does not approve temporary requests.

Bus Discipline Procedures:

A student may be suspended from riding the school bus for misconduct following a disciplinary referral from the bus driver or bus supervisor generally using the following guidelines:

- **1st offense:** Warned or bus suspension.
- **2nd offense:** May be suspended from the bus for up to five (5) school days
- **3rd offense:** May be suspended from the bus for up to ten (10) school days
- **4th offense:** May be suspended from the bus for fifteen (15) school days
- **5th offense:** May result in loss of bus riding privileges for the remainder of the school year. ***These consequences may be adjusted based on the seriousness of the offense.

Walking Procedures and Reminders

Morning Procedures

- Students must enter through the car rider entrance and go through security. Students are not permitted to enter through the office doors.
- The car rider searches open at 7:20. Please do not arrive before 7:20, as the responsibility of supervision is the parent/guardian until that time.
- All students should go through AM searches.



Afternoon Procedures

- All walkers must submit a Walker's Request Form that must be approved by the principal before being issued a Walker's Pass. Students without an approved Walker's Pass must be either a bus rider or a car rider.
- Students must have a verified walker's pass at all times. Students walking home with friends must have an approved day pass. Walker must bring a permission note from their parents to the front office to be verified by the office staff.
- For safety reasons, students will not be issued walker's passes for addresses that require walking onto St. James Road, McDowell Shortcut, or if it requires the crossing of 707.
- Students will be issued a walker's pass for the car rider side if their address is in the neighboring community (Southborough).
- Students will be issued a walker's pass for the bus side if an approved pick-up contact is an employee at St. James Elementary School.
- Students with a walker's pass should move to the bus or car area depending on which direction they will be walking.
- Students with a walker's pass to SJES should report to staff in the bus area after school. She will dismiss students. Students are to stay in the grass AWAY from the traffic.
- Students with walker's pass to Southborough should report to Mr. Barker on the car rider side. He will dismiss students when it is safe for them to leave.
- Parents should not park at the elementary school or the development adjacent to the school and ask the student to walk to them to prevent having to wait in the car line.

*****Please note that the HOA and elementary school have the right to ask you not to trespass if you are blocking their entries and exits.***

Car Rider Procedures:

Car Rider Morning Procedures:

Students can be dropped off in the car rider line any time between 7:20 a.m. and 8:00 a.m. Doors will not be opened until 7:20 a.m. For safety reasons, we ask that you DO NOT let your child out of your car until we open our doors at 7:20 a.m. The front office door opens for parents beginning at 7:30 a.m. **The Car Rider drop-off line closes at 8:05 a.m.**

Students need to enter the building for searches by 7:55 a.m.

Students are to be in their first period classes at 8:10 a.m. to be on time. Students who arrive to class after 8:10 a.m. are marked tardy for class. Your cooperation and compliance with these procedures will ensure the safety of your child.

1. Please drive through the car rider loop to drop off your student.
2. Please do NOT use the bus loop, at any time, to drop-off car riders.
 - a. Passing stopped school busses is against South Carolina law.
3. There is "BLUE" painted on the curb on the car rider side and there are poles to designate the place to let your student out of the car.
4. The FIRST time your vehicle stops anywhere in the "BLUE" zone, have your student exit from their car immediately to keep the flow of traffic moving at a steady pace so that all drivers can exit the car rider side efficiently.
5. Please have your student exit your vehicle on the right side.
6. Please wait for all cars in front of you to move forward to exit. DO NOT drive around other cars to drive away, as safety is our priority for all students.
7. Please make sure that your student is only bringing a clear backpack, lunch box, and or athletic bag to school. Other bags are to remain in the vehicle. NON-clear backpacks brought to school will be confiscated and will result in students earning consequences.
8. Students arriving late to school must report to the front office, accompanied by a parent/guardian, to be signed in and go through metal detector searches.
9. If you need assistance, please ask one of the staff members that is stationed outside.
10. The first three weeks will run late until procedures are established. Thank you so much for your patience and cooperation.

Car Rider Afternoon Procedures:

Car riders and students with walkers' passes are dismissed first. Students are not permitted to be picked up in the office between 3:00 p.m. and 3:50 p.m.

1. For safety, please keep your elementary aged children in your car.
2. Students are to wait behind the painted line on the sidewalk on the car rider side area.
3. Please have your student's assigned bar code available for scanning. Should a parent need a barcode, please contact the front office.
4. Please pick-up your children in the car rider line. Do not park and walk around the building, or park in any other area and ask for your children to walk to you. This is not tolerated.
5. Please pull forward as far to the end of the covered walkway as possible and to the car in front of you. Students will walk to you.
6. Car riders are picked up on the east side of the school in the car drop-off area, ONLY.
7. Do not leave any gaps between you and the car in front of you.
8. Students who are not picked up promptly after dismissal must wait in the office.
9. If you arrive after the car rider side closes, please sign your child out in the front office.
10. Students leaving the front office at any time must be signed out by a parent/guardian with ID.

School Safety Procedures

Clear Backpacks and Searches:

Clear backpacks are required for school. Please refer to the HCS Clear backpack requirements at the following link: <https://www.horrycountyschools.net/clearbackpacks>

Horry County Schools (HCS) is continuing to implement additional protocols and procedures for safety. It takes a team effort of our staff, students, and parents working together to provide the safest environment possible. One required safety protocol is students' use of clear backpacks.

We understand the concern regarding the privacy of certain items contained within backpacks. Students will be permitted to carry such items in a small makeup pouch or purse. Any non-transparent pouch, purse, or lunch kit should be no larger than approximately 6" x 9" x 5" and will be subject to search.

- Athletic bags and lunch boxes are permitted, but are subject to search.
- Athletic bags will be locked in a secure location during the school day. Students will be provided access at the end of the day, or if they are leaving school early.
- Students may NOT access their athletic bag during the school day.
- Students are not permitted to put stickers on their clear backpacks.

St. James Middle School will be screening ALL students on a daily basis through Weapons Detection Systems. In order to make sure the searches move as quickly and efficiently as possible, please remember the following items:

- All students are subject to searches and are scanned through Weapons Detection Systems.
- If your child does not need an item for school, then he/she should leave the item at home.
- Athletic bags and lunch boxes are permitted, but are subject to search.
- Athletic bags will be locked in a secure location during the school day. Students will be provided access at the end of the day, or if they are leaving school early. Students may NOT access their athletic bag during the school day.
- The following items **MUST** be removed from clear backpacks prior to passing through the Weapons Detection System:
 - **laptops, large-ringed binders, glasses cases, change, umbrellas**
- Students who are subject to secondary search will be required to remove all metal, be wanded and/or proceed through a metal detector, and have their clear backpacks, athletic bags, lunch boxes, purses, etc. searched.
- All metal items must be taken off prior to walking through the metal detectors and to the search table including:
 - **Belts, jackets with metal zippers, game devices, phones, Smartwatches, shoes with metal, sharp jewelry, change, large metal hair accessories, earbuds**
- Students should place all metal items in their book bags or bins prior to walking through the metal detector. All bags will be checked.
- Students should unzip all parts of their bags/purses prior to coming to the search table.
- Students will be asked to remove their shoes during searches if metal in the shoe is detected by the metal detectors.

Consequences for Violations of HCS Clear Bag Protocol

1st offense: Call to parent and backpack confiscated

2nd offense: 1-2 days OSS

3rd offense: 3-5 days OSS

4th offense: Evidentiary Hearing

Water Bottles/Drinks

Water bottles are not a required school supply for students. There are water fountains throughout the schools for students to use throughout the day.

Water bottles must adhere to the following:

- Be **clear** – The bottle must be transparent.
- Be made of **plastic** – Glass, metal, or other materials are NOT allowed.
- Be **sealable** – Bottles must have a secure, leak-proof cap or lid to prevent spills.
- Be **uncovered** – No sleeves, stickers, or decorations that block visibility of contents
- Be **labeled** – Students should write their name clearly on their bottle.

Metal water bottles are prohibited, as they will alert when they pass through Weapons Detection Systems.

Drinks that do not have spill proof/resealable lids (such as canned drinks) are only permitted in the cafeteria lunch. Drinking and/or eating in the hallways is not permitted.

There are water refilling stations throughout the school for students to refill their clear plastic bottles.

No open outside drinks (e.g., Dunkin, Starbucks, Sonic, McDonalds, canned drinks) should be brought to school except **water bottles**. Students arriving at school with outside drinks will be asked to consume/dispose of these items before entering the building. Students may pour outside drinks other than water into a clear plastic bottle prior to entering the building for search procedures.

NO GLASS CONTAINERS ARE ALLOWED.

Academics and Grades

<p>Academic Class Grading Policy:</p> <p>A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59</p>	<p>Exploratory Class Grading Policy</p> <p>Satisfactory (S) = 80 - 100 Needs Improvement (NI) = 60 - 79 Unsatisfactory (U) = 0 - 59</p>
---	--

To be considered passing, a student must earn a minimum of a 60% (D average) in each class as a final average.

HCS Policies for Middle School Promotion

- HCS policy requires students who fail 3 or more middle school academic classes for the year to be retained in their current grade level.
- Students who fail **two or more** academic classes are required to attend summer school.
- Students who fail **either** middle school **math** or middle school **ELA, only**, will also be required to attend summer school.
 - This does not apply to English I Honors, Geometry Honors, and/or Algebra I Honors.
- If your child has more than 10 unexcused absences, your child may be required to attend summer school or he/she may be retained.

HCS Criteria for Earning Honor Roll

- Students who earn an 80% (or higher) final average for the year in ALL exploratory classes and academic classes will earn Beta Honor Roll recognition at the end of the school year. The final averages of all courses from the first semester are included.
- Students who earn a 90% (or higher) final average for the year in ALL exploratory classes and academic classes will earn Alpha Honor Roll recognition at the end of the school year. The final averages of all courses from the first semester are included.
- Students must earn a Satisfactory (S) grade (80 - 100%) in ALL Exploratory classes (both semesters) for their **yearly final average** to meet the criteria for honor roll.

Cheating

The penalties for giving or receiving assistance (cheating) on homework, tests, etc. are:

- *A zero is given on the graded assignment and the parents are notified by the teacher.*
 - *The incident will be documented in Parent Contacts.*
- Artificial Intelligence (AI) and Student Use
 - Students are expected to demonstrate their learning proficiency on all assignments without the use of Artificial Intelligence (AI) such as ChatGPT, Google AI, etc.
 - If the unauthorized use of AI is evident for a graded assignment submitted by a student, the assignment will not be graded by the teacher.
 - *A zero is given on the graded assignment and the parents are notified by the teacher.*
 - *The incident will be documented in Parent Contacts.*

St. James Middle School Bell Schedule

Car Rider Side Doors Open for Students	7:20 a.m.
Front Office Opens for Parents	7:30 a.m.
Car Rider Loop Closes	8:05 a.m.
Pledge of Allegiance and Announcements	8:10 - 8:14 a.m.
Period 1	8:15 - 9:13 a.m.
Period 2	9:17 - 10:15 a.m.
Period 3	10:19 - 11:17a.m.
Period 4	11:21 - 12:19 p.m.
Period 5	12:23 - 1:21 p.m.
Period 6	1:26 - 2:24 p.m.
Period 7	2:28 - 3:26 p.m.
Announcements	3:27 - 3:30 p.m.
Front Office Closes for Parents	4:30 p.m.

Behavior Expectations - St. James Middle School Discipline Plan

To ensure that these experiences occur in a safe and positive environment, **the following student behaviors are expected and required:**

1. Respect others and their property.
2. Raise your hand and wait before speaking or leaving your seat.
3. Bring appropriate materials to each class.
4. Listen actively.
5. Follow directions and classroom procedures.
6. Follow School Procedures & Guidelines Handbook

More detailed descriptions of these expectations are described throughout the student handbook. The **following consequences will be applied to most situations.** Consequences may vary depending on the severity of the infraction.

Discipline Guidelines:

- **1st Infraction:** Verbal Warning
- **2nd Infraction:** Parent Contact
- **3rd Infraction:** Lunch Detention (assigned by teacher) and Parent Contact
- **4th Infraction:** Parent Conference
- **5th Infraction:** Office Referral is submitted to SJM Administration for review.

Behavior Expectations - Classroom

Teachers have a list of classroom procedures that are shared with students and parents for students.

- Students are required to come to classes with the following: textbook, laptop, paper, and pencil.
- Students are required to do all assignments given to them by teachers and must not disrupt the classroom or disturb other students.
- Disruptive students will be disciplined by the teacher.
- If severe disruptions occur, an administrator will be contacted.

Behavior Expectation - Restrooms

NOTE: Parents should inform teachers if their child has a physical problem which may require frequent or emergency trips to the restroom.

Each student must help maintain the restrooms by observing the following rules:

- Taking pictures/recording videos of students and/or staff in the restroom or locker room is bullying and/or harassment, which will result in suspension and may result in an evidentiary hearing.
- Use restrooms only before and after school, and at approved times, for the intended purpose.
- If it is necessary to use the restroom during class, students must have a pass from the classroom teacher in order to enter the restroom.
- No behavior violations or horseplay.
- NO cell phone usage in the restrooms.
- Keep restrooms clean and neat. NO vandalism.
- Only one student is permitted in a stall at any given time.
 - Consequences will be issued when multiple students are found in a stall at the same time.
- Removal of pants/shorts/skirts may only take place in a restroom/locker room area, or in teacher-designated areas (i.e. gym areas, Musical Theater areas).
- Pants/shorts/skirts are not to be removed outside of designated areas, during classes, in the hallway, or in the cafeteria without staff permission.

Cell Phones and Smart Watches:

Because cell phones, and other communicators, can be harmful to relationships and to learning, which are the two most important aspects of schools, students should turn off their cellphones and other communicators and place them in their clear backpacks from 8:10 a.m. until 3:30 p.m.

Cell phones should not be placed in any pockets (jacket pockets, pants pockets, hoodie pockets, shirt pockets, etc.). If a student does not have a clear backpack, the student is required to leave the phone in the front office from arrival to school until dismissal. If a student needs to text or call their parent/guardian, he/she should receive permission from his/her teacher and may take his/her clear backpack with the phone to the front office to text or call his/her parent. Teachers will not give permission for students to use cell phones in their classroom.

If a student goes to the restroom during class, the student will leave his/her phone in his/her clear backpack in a teacher designated location. When students go to lunch, students will leave their phones in their clear backpacks, and the teacher will lock the door.

Cell Phones and Smart Watches: If a student violates the cell phone policy by having the cell phone out of the clear backpack, or if school staff recognizes the student’s cell phone is **on** inside the clear backpack between 8:10 a.m. and 3:30 p.m., the staff member will confiscate the phone.

Students may not have personal electronic devices or accessories visible (on their person, in pockets, or in purses)) or powered on during the school day. The school day at St. James Middle School is defined as when the tardy bell rings and when dismissal announcements end. These devices include cell phones and all other personal electronic devices and accessories including, but not limited to, air pods, smart watches, tablets, wireless earbuds, handheld gaming devices, etc.

These devices **MUST** be stored in the student’s clear bookbag and must be powered off at 8:10 a.m. and remain off and in the student’s clear backpack until the end of the afternoon announcements. Schools are not responsible for lost, stolen, or damaged devices.

<p>For every cell phone/electronic device violation, the following will apply:</p>	<p>Disciplinary Consequences:</p>
<ul style="list-style-type: none"> ● Parents/guardians will be contacted for pick-up. ● Confiscated cell phones/electronic devices will be stored in a secure location until the parent pick-up. ● A parent/guardian must pick up the cell phone/ electronic device between 7:30 a.m. – 4:30 p.m. 	<p>1st violation: Warning 2nd violation: 1 day ISS 3rd violation: 2 days ISS 4th violation: 1 day OSS 5th violation: 3 days OSS 6th violation: 5 days OSS 7th violation: Evidentiary Hearing</p>

<ul style="list-style-type: none"> ● If a student refuses to give up their cell phone or electronic device, the student will also receive a referral for (270) Refusal to Obey. ● The following consequences will apply, <u>in addition to</u> the above consequences for electronic device violation: 	<p>Additional Disciplinary Consequences: 1st violation: 1 day OSS 2nd violation: 1- 3 days OSS 3rd violation: 3 - 5 days OSS 4th violation: Evidentiary Hearing</p>
--	--

For cell phone usage before 8:10 a.m. and after 3:30 p.m. while on school grounds or during participation of school sponsored events, both on school grounds and off school grounds, such as field trips, athletic and performing arts practices, club meetings, athletic events, students should follow the rules below:

Taking pictures/recording videos of students and/or staff on ANY school grounds is not permissible.

- Taking pictures/recording videos of students and/or staff in the restroom or locker room area (including athletic teams) may be considered harassment and/or bullying, which will result in suspension and may result in an evidentiary hearing.
- The use of cell phones/Smart Watches/electronic devices to take pictures/recording others on school grounds (i.e. to record conflicts, to insult/demean others, to escalate situations) will result in more severe consequences beyond a cell phone violation.

Pictures, Video and Pornography

- Sending, receiving, and distributing or sharing of nude pictures and video is illegal and a serious offense that will carry school disciplinary action and criminal charges.
- Given your age, taking nude photos/videos of yourself is considered child pornography. This charge on your record will affect your ability to be hired when you become 18 years old.
- The images and files are out there forever and leave a digital footprint.

Social Media

- What you post outside of school may have legal ramifications; what makes its way into school has school-based consequences.
- Any posts, videos, pictures, etc. on social media that cause a disruption in the school day may result in school consequences, in addition to law enforcement.
- Much of what is posted online has a paper trail, or can be traced by law enforcement.
- You are responsible for your words and actions. Think before you post on social media. If you would not say it in-person, it may not be appropriate.

Students should not loan any cell phones or any other personal belongings to anyone.

In all situations, the school does not cover the loss or damage of personal items, such as cell phones.

Should you need to connect with your student during the day, the office can take messages from parents/guardians and get your message to your student regarding school plans.

Students can use **school phones** when necessary and with permission from an adult.

Students are able to use their personal devices at the end of afternoon announcements.

Speakers and Other Bluetooth Accessories

For safety purposes, no speakers are allowed at school. Students should never loan personal items to others. This includes wireless speakers, bluetooth wireless earbuds, SmartWatches, or gaming devices.

HCS Cell Phone Policy Website:

<https://www.horrycountyschools.net/departments-services/policy-and-legal-issues/student-cell-phone-policy/hcs-personal-electronic-device-policy>

Student-Issued Devices

Students are responsible for the care and proper handling to prevent damage.

Laptops may be taken home if:

- parent permission has been granted
- the HCS technology fee has been paid, and
- if there are not any outstanding fines/repair costs on the student's technology account

Parents who **DO NOT PAY** the Technology Fee, but choose to provide **parent permission** for their students to be assigned a student laptop for school use will be responsible to:

- **Pay full repair costs for all accidental damage**
- Pay full replacement cost for loss due to theft
- Pay full repair for all damage caused by neglect or abuse
- Pay full replacement cost for loss of device
- Students in grades K-12 are not allowed to take devices home.

Exceptions will be applied, and fines will be assigned, if an administrator determines that another student was responsible for any damages incurred to another student's laptop.

Check your name on the back. This is an HCS Owned Device.

1. Student-Issued Devices are not allowed in restrooms, locker rooms, or recess.
2. Student-Issued Devices are to remain on top of the desk at all times during class, never on the floor or desk seat. Your teacher will direct you to the proper placement in the classroom.
3. Student-Issued Devices and g.horrycountyschools accounts are to be used for educational purposes, only, under the guidance of classroom teachers.
4. Student-Issued Devices are only to be used by the student to whom it was assigned. The assigned student will be held accountable for device activity if activity takes place under the student's account credentials.
5. Laptop protective cases should not be removed and remain on the laptop at all times.
6. Removing Serial Number/Asset Tag will result in a \$25.00 fine.
7. Repeated re-imaging of the computer due to unauthorized use - \$15.00
8. Any damage to the laptop or the protective case should be reported immediately to a teacher or staff member.

Dell Latitude Laptop Device Costs (Students WITHOUT Paid Technology Fee):

- Broken top of laptop - \$30.00
- Broken bottom of laptop - \$30.00
- Broken protective case - \$25.00
- Broken screen - \$275.00
- Broken keyboard or lost keys - \$50.00
- Cleaning Fee (Excessive Dirt, Stickers, Residue) - \$25.00
- Damaged/Lost/Replacement Charger - \$38.00
- Minor damage (hinges, corners, sticker removal, camera, etc.) - \$35.00
- Motherboard - \$417.00
- Nonrepairable - Replacement - \$694.00
- Removing Serial Number/Asset Tag - \$25.00
- Unauthorized Repairs/Modifications and/or Tampering of Internet Components - \$700.00
- Device NOT returned at the end of the year - Full replacement cost - \$694.00

Student Issued Device Consequences

Consequences per class:

1st Offense: Teacher Managed Incident is entered into Review 360 by the teacher.

- The teacher will confiscate the device for the remainder of the period as a warning.
- The teacher will contact the parent to make the parent aware that the student will lose laptop privileges on the next offense.
- Documentation of Teacher Managed Incident and parent contact is entered in PowerSchool Parent Contacts.

2nd Offense: Teacher Managed Incident is entered into Review 360 by the teacher.

- The teacher will confiscate the device for **three days** at the beginning of class and return the device to the student at the end of class.
- The teacher will contact the parent to make the parent aware that the student will not have laptop privileges in the specific class for **three days** during in-class instruction.
- Documentation of Teacher Managed Incident for second offense, withdrawal of device privilege, and parent contact is entered in PowerSchool Parent Contacts.

3rd Offense: Teacher Managed Incident is entered into Review 360 by the teacher.

- The teacher will confiscate the device for **five days** at the beginning of class and return the device to the student at the end of class.
- The teacher will contact the parent to make the parent aware that the student will not have laptop privileges in the specific class for **five days** during in-class instruction.
- Documentation of Teacher Managed Incident for third offense, withdrawal of device privilege, and parent contact is entered in PowerSchool Parent Contacts.

4th Offense: Teacher Managed Incident is entered into Review 360 by the teacher.

- The teacher will confiscate the device for **ten days** at the beginning of class and return the device to the student at the end of class.
- The teacher will contact the parent to make the parent aware that the student will not have laptop privileges in the specific class for **ten days** during in-class instruction.
- Documentation of Teacher Managed Incident for fourth offense, withdrawal of device privilege, and parent contact is entered in PowerSchool Parent Contacts.

5th Offense: An Office Referral for Administration is submitted to administration by the teacher in Review 360.

- The teacher will contact the parent to make the parent aware that the student earned his/her fifth device violation in the class and that an Office Referral has been submitted to SJM Administration for review and follow-up with consequences.
- Documentation is entered in PowerSchool Parent Contacts for SJM Administrator review.
- Possible withdrawal of device for the **remainder of the year** during in-class use.

**Note: Subject to change in offense based on severity.*

Dress Code Expectations and Violations

The following dress code guidelines are in place to maintain a safe environment for learning.

Students must correct dress code violations **immediately** when addressed by staff. If unable to do so, they will be referred to an administrator, and a parent will be contacted to bring appropriate attire. Severe violations that cannot be promptly corrected will result in a dress code violation, possible removal from class, and students will wait in In-School Suspension.

Disruptions caused by dress code violations may lead to more serious disciplinary action.

1.	Attire/accessories must not display any information about, representations of, or advertisements for any alcoholic beverage(s), tobacco, controlled drugs, or illegal drugs or paraphernalia. Attire includes any jewelry, emblem, badge, symbol, sign, or other items worn or displayed by an individual.
2.	Attire/accessories must not display profanity, acronyms, slogans, words, or pictures that are vulgar, suggestive, gang-related, threatening, demeaning, or derogatory
3.	No costume attire (costume masks, capes, garments, headbands, costume wigs/caps/headgear, onesies, etc.) or costume make-up (marker/face paint on nose, cheeks, mouth, forehead, ears, body) is permitted.
4.	No writing on your face, body, or clothing.
5.	No slippers (shoes with soft-soles designed for indoors only)
6.	No cleavage, or see-through clothing covering exposed cleavage, is permitted.

If a dress code violation cannot be immediately corrected, the student will be issued a Dress Code Violation Acknowledgement Form. This form will be logged and must be carried by the student for the rest of the day as proof of the infraction. On the fourth offense, a disciplinary referral will be issued with more severe consequences. Repeated item confiscation or involvement in vandalism, threats, or injuries may also lead to more severe disciplinary action.

7.	No undergarments can be visible at any time (i.e. no sagging pants)
8.	No strapless shirts. Width of shirt straps - one inch (approximately two fingers)
9.	Jackets must have shirts/tops worn underneath.
10.	No midriffs (back, belly button, and/or stomach) may be showing.
11.	The length of bottoms (i.e. shorts, rompers/one-piece garments, dresses, skirts, skorts, etc.) should be long enough to cover the leg crease area below rear ends.
12.	No hats, bonnets, head scarves, hoods, or shower caps worn on heads inside school
13.	No wired earbuds may be worn in ears during transitions (after 8:10 a.m.) or lunch.
14.	No blankets may be worn/used on school grounds.
15.	No sunglasses worn over eyes inside the building.
16.	No accessories with spikes/sharp edges, and/or heavy metal (such as chains/locks)

Criminal Conduct Level III Offenses

- Assault and Battery
- Extortion
- Bomb Threat
- Gang Activity
- Possession, use, or sale of stolen property
- Arson
- Vandalism (Major)
- Fighting
- Sexual Offenses
- Fire Alarm
- Fraud
- Ammunition
- Intimidation
- Larceny
- Disturbing School
- Furnishing or selling unauthorized substances/drugs/look alike drugs
- Criminal conduct involving use of computers
- Threats to any teacher, administrator, staff member, or member of their family
- Weapons (including applying look-a-like weapons)

Consequences:

1st Offense: OSS and/or Evidentiary Hearing; Restitution for damages; may involve HCPD

2nd Offense: Evidentiary Hearing and may involve HCPD follow-up

According to the Disturbing Schools Act of South Carolina(SC Code Section 16-17-420): It is unlawful for any person to willfully or unnecessarily interfere with or disturb in any way or in any place the students or teachers of any school, to loiter about school premises or to act obnoxiously on school grounds. Violators shall be charged with a misdemeanor and will pay a fine up to \$1,000 or be sentenced up to 90 days in the county facility.

Alcohol

If a student possesses, uses, or shares alcohol, the following steps will be taken:

Consequences:

1st Offense: Report to law enforcement (HCPD); 5 days OSS; Required intervention program

2nd Offense: Report to law enforcement (HCPD); Evidentiary Hearing

Assault (Simple or Aggravated) and/or Hit, Kick, Push

- Students should not put hands, feet, elbows, etc. on other students, even in a playful manner.
- Students should not use items (lunch boxes, pencils, bookbags, etc) to touch/hit other students.
- Hitting, tripping, pushing, striking with hands or feet (or an object) may cause injury to others and result in Simple Assault. Parents may choose to contact law enforcement.
- Making physical contact with a student who made physical contact with you, first, is NOT considered self-defense if the student is able to remove himself/herself from the situation.

Tobacco Products/Juuls/Vapes/Pods, THC Devices, Electronic Cigarettes, Chargers (and all related equipment):

The following steps will be taken for possession OR use on school grounds, bus, bus stop, or any school function:

1st Offense: a MINIMUM of 2 days of OSS; additional days of OSS will be added for use and/or sharing/selling of prohibited items

2nd Offense: a MINIMUM of 3 days of OSS and tobacco prevention education or cessation program; additional days of OSS will be added for use and/or sharing/selling of prohibited items.

3rd Offense: Evidentiary Hearing

Should the student possess a Tobacco Product/Alternative Nicotine Product (including vapes, juuls, pods, chargers, and all related equipment or device) for a second time, the student will be recommended for a tobacco intervention program.

Should the student possess a Tobacco Product/Alternative Nicotine Product (including vapes, juuls, pods, chargers, and all related equipment or device) which contain THC or CBD, the student will be recommended for an evidentiary hearing and be referred to drug intervention program.

Drugs and Weapons

The following steps will be taken for possession/use of weapons, illegal drugs, and/or drugs.

1. **Recommendation for Evidentiary Hearing/ and drug intervention program.** The student will be suspended immediately and recommended for evidentiary hearing.
2. **Arrest and prosecution.** Law enforcement authorities will be contacted.
3. **Notification.** The Director of Student Affairs will be contacted.

Note: The possession, sale, distribution, or use of alcohol, any illegal or dangerous substance or look-alike drug on school grounds, buses or during any school sponsored activity is strictly forbidden. In addition, this includes students conspiring to sell or distribute illegal or legal dangerous substances. Any and all medications (including those prescribed), must be checked in with the school nurse by the parent. For further information, please refer to *The HCSD Student/Parent Handbook* at www.horrycountyschools.net.

Self-Defense Pepper Spray/Mace (Considered Weapons)

Possession on school campus or in the building:

1st Offense: 3 days OSS

2nd Offense: 5 days OSS

3rd Offense: Evidentiary Hearing

Discharged on school campus or in the building: **Evidentiary Hearing.**

Harassment or Bullying

We do not allow harassment, intimidation, or bullying in its schools. “Harassment, intimidation, or bullying” means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of (1) 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 (2) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Students who violate this policy may receive OSS, an Evidentiary Hearing, and HCPD follow-up.

Who do I tell if I am being harassed or bullied?

Tell a trusted adult if you are being bullied or if you know someone who is being bullied.

- Parent or Guardian
- Any adult in the school (counselor, teacher, assistant principal, principal, bus driver)
- Other adult family members or friends

How can I let an adult know about harassment or bullying that is happening?

- Ask to speak to your trusted adult in private.
- Email your trusted adult.
- Leave a note in the locked box on the wall near the guidance counselors' offices.
- Have your parents call or email your trusted adult at school.
- Email an administrator or guidance counselor to describe what took place, where and when it took place, and others who may have been witnesses or involved. Information is kept confidential.
 - **Guidance Director:** Jocelyn Williams
 - jwilliams001@horrycountyschools.net
 - **Guidance Counselor for Last Names A - L:** Alex Rasbury
 - arasbury@horrycountyschools.net
 - **Guidance Counselor for Last Names M - Z:** Sherrie Hart
 - shart@horrycountyschools.net
 - **8th Grade Assistant Principal**
 - Donna Jacobs - djacobs@horrycountyschools.net
 - **7th Grade Assistant Principal**
 - Carlos Barker - cbarker@horrycountyschools.net
 - **Principal**
 - Olga Toggas - otoggas@horrycountyschools.net

We are committed to providing our students and staff members with a safe and secure learning environment that is conducive to learning. We ask all students to report any safety concern to one of the school's administrators, a teacher, a parent, or another trusted adult. Please provide adequate information about a safety concern in order for school administrators and/or law enforcement to begin an investigation.

Safety concerns may include the following:	
<ul style="list-style-type: none"> ● weapons (real and/or look-alike), ● drugs (real and/or look-alike), ● threats or harassment, ● physical or sexual abuse, ● gang activity, 	<ul style="list-style-type: none"> ● suicide, ● vandalism, ● theft, ● or any other crime or safety concern that is related to school campuses.

Threats

- Students and staff want to feel safe at school.
- When you make a threat people do not feel safe. This creates an unnecessary disturbance.
- You are responsible for your words and your actions.
- **Definition of threat:** to place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct but without displaying a weapon.
- Threats can be communicated—in person, via phone or email, or in writing, or over social media.
- Threats can be communicated by the use of body language.
- Threats can be communicated with look-alike/toy weapons.
- You will receive consequences from SJM and possibly from Horry County Police.
- Police reports are public records that are available to news media stations.
- Threats have to be taken seriously—yes, even if you were 100% joking!
- Be mindful of what you say, before you say it.

Report Threats, Bullying, Discrimination, Harassment, and Intimidation - “If you see something, say something ®”

School safety is everyone’s responsibility! The single most effective preventative tool regarding school safety and security is the “**If you see something, say something ®**” protocol. It is critically important that if students see or hear something that is concerning, they say something to a trusted adult or report it below using the “See Something, Say Something” app on students’ devices and/or located on the HCS website at www.horrycountyschools.net/Page/10117.

To Make a Report: To make a report, a student may use any of the methods listed below:

- Email Horry County Schools at saysomething@horrycountyschools.net. This method will record the email address of the reporter.
- Report to Law Enforcement by calling the SRO Tip Line at **843-915-SROS** or email srotips@horrycounty.org.
- **Anonymously report** by using the following link:
<https://www.horrycountyschools.net/Page/19198>

All reports will be investigated promptly and thoroughly. Based on the results of the investigation, appropriate actions will be taken. If the report was not made anonymously, the reporter will be contacted once the investigation has been completed. However, student disciplinary consequences are confidential.

Students who intentionally make a false report may be subject to disciplinary action.

Prohibited Items

Animals

Students are not allowed to bring animals to school. Please contact the school if your child works with a service animal.

Glass

The use of glass bottles/containers is not permitted. This includes cologne/perfumes. Items will be confiscated and may be picked up at dismissal.

Fragrances/Spray Bottles

Fragranced items pose safety and health concerns to others. Sprays (including deodorant), perfumes, and other heavily-fragranced items are not permitted to be activated/sprayed/applied on the classrooms, in the hallways, or on the bus. Heavily-fragranced items that are sprayed/applied that cause a concern will be confiscated for parent pick-up. Students will be subject to disciplinary action.

Laser Pointers, Electronic Shocking Devices, Heavy Metal Items/ Accessories, and Sharp Metal/Plastic Objects

These items pose safety and health concerns to others and are not permitted on school grounds. Sharp objects, such as paint scrapers, accessories with spikes/sharp edges, pointed/sharp scissors/nail files/mail openers are not permitted at school. Heavy metal items, such as chains and locks, are not permitted. These items are not needed on school grounds. Items will be confiscated for parent pick-up. Disciplinary consequences may be issued if items are involved in vandalism, threat/injury to others, threat/injury to self, etc..

Sports Equipment

Students should only bring such equipment if they are on a St. James athletic team and should be labeled with their name. These items are stored in designated locations and are not accessed during the school day. Sports equipment is provided by our staff for recess, PE and special activities. Skateboards are not permitted. Personal sports equipment during recess is prohibited.

Stuffed Animals

Stuffed animals are not allowed on school grounds, including classrooms, hallways, the cafeteria, and lockers including keychains or bag accessories that are plush or resemble stuffed toys (i.e. Labubus)

Valuables

Students may not bring valuable equipment, personal items (e.g., trading cards, comic books), or large amounts of cash to school. If a student should bring an item of considerable value to school by mistake, it should be stored in the office until the end of the day. **The school is not responsible for valuables.** Band instruments, which belong to students, are solely the responsibility of the student to whom they belong; school insurance does not cover loss or theft of these instruments. These instruments should not be left at school after school hours.

Club Information

Seventh and eighth grade students may participate in the following clubs.

Archery Club: Archery club meets after school and competes against locals to make it to the State competition. 7th and 8th graders can try out.

Art Club: Art club is a group of 7th and 8th grade students who bring art outside of the art room into their school and the community. Art club contributes to school events and gives students a chance to bring their artwork out into the world by entering contests and art competitions.

Battle of the Books: Students will read books and come together in teams of 3-4 to demonstrate their knowledge of the books they have read. Each team must read the same 7 books. Copies of the books will be provided by the school. Team members will be expected to read at least 3 of the 7 books and successfully complete a Google quiz on the book. Students will be expected to provide their own T-shirt to decorate for the competition. Students will be expected to maintain passing grades in their classes and complete assigned homework.

Bees: A Spelling Bee is held each year. Any student may try out for the school bees and winners may advance to regional, state, and national competitions.

Chess Club: It's a game of skill and strategy, just like athletics or video games. The SJMS Chess Club meets after school for face-to-face fun with friends, old and new.

Huddle Up (FCA) is a fellowship where youth from St. James High School will be leading the devotions and activities. We will have monthly themes for the FCA curriculum and weekend camp retreats that can be attended. This is a non-denomination organization; all are welcome.

Curtain Call Acting Club: Are you interested in learning skills in acting without the pressure of performing? Join the Curtain Call Acting Club to have the art of language come to life. Meetings take place after school.

Kindness Club is a student-led Anti-Bullying club that provides St. James Middle School students the opportunity to positively lead, mentor, advocate, and problem-solve for the students of St. James Middle School. All students are welcome to participate in the Kindness Club.

Maker's Space Club: All students have the opportunity to participate in hands-on Maker's Space activities during lunches. Students will work with other students to create crafts.

MATHCOUNTS Team: This nation-wide mathematics competition is designed specifically for middle school students. Middle school students work as a team and as individuals on very challenging mathematical problems and compete with other area MATHCOUNTS teams. Invitations are offered to students based on academic achievement and competition tests.

National Junior Beta Club: Junior Beta members should have excellent characters, leadership skills, above average achievement level, commendable attitude, and a willingness to serve fellow students.

Robotics Team: Lego Robotics is a nation-wide robotics competition. The mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. Robotics is open to all SJMS students who wish to become leaders. Students are challenged to build a Lego robot to solve real world problems. They will also be challenged to solve a real world problem in their community. Students must submit an application; accepted applicants are invited to participate in meetings.

Rubik's Cube: Students who join the Rubik's Cube team use their patience, memorization skills, and spatial reasoning to learn how to apply algorithms to solve Rubik's Cubes and to compete in the HCS Tech Fair as part of an 8-person team, as well as individually. This club is open to students who have an interest and dedication to keep practicing their Rubik's Cube solving skills.

Science and Environmental Club: The Science and Environmental club is a group of 7th and 8th grade students who work on special projects to improve the environment at school and in the community. Environmental club works with recycling projects, water analysis activities, community clean-up initiatives, and with real world experiences for how to become stewards of the environment.

Student Council: The purposes of the Student Council are to plan special activities during the year, raise funds for special projects, keep the administration informed of student concerns, and provide leadership experience for all officers and representatives. Requirements include: 1. Be in good academic standing. 2. Have a good disciplinary record. 3. File an official entry form with the student council sponsor. 4. Shark Time classes in each grade elect a representative and alternate to the student council shortly after school begins each year.

Returned Checks: A Letter from our Check Service Provider

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by Horry County Schools as its check service provider. Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees. Specifically, per South Carolina Code Annotated § 34-11-70, the service fee for returned checks is \$30. (Note that the fee structure will change according to any amendments made to SC law during a school year.) If you wish to inquire about a returned check written to Horry County Schools, please contact Envision Payment Solutions™ directly at the information listed below. Thank you. We wish you and your children all the best.

Sincerely,

Envision Payment Solutions™ (customerservice@envisionpayments.com)

Customers (check writers) with returned check inquiries should contact:	
Envision Payment Solutions™ Tel 877.290.5460, or 770.709.3100 Fax 770.709.3007	Envision Payment Solutions™ P.O. Box 157 Suwanee, GA 30024-0157

St. James Middle School Staff Directory

English Language Arts Teachers	Ashley Adams AAdams@horrycountyschools.net	Nicole Peck NPeck@horrycountyschools.net
	Kayla Divens KDivens@horrycountyschools.net	Christy Saleeby CSaleeby@horrycountyschools.net
	Hayley Franks* HFranks@horrycountyschools.net	Shayna Scheehle SScheehle@horrycountyschools.net
	Lisa Gallagher LGallagher@horrycountyschools.net	Brenda Stooke BStooke@horrycountyschools.net
	Kristen Garrett KGarrett001@horrycountyschools.net	Thomas Switzer TSwitzer@horrycountyschools.net
	Marie Kane MKane002@horrycountyschools.net	Angela Tester ATester@horrycountyschools.net
Math Teachers	JoAnn Bachleda JBachleda@horrycountyschools.net	Leah McGinn LMcGinn@horrycountyschools.net
	Kim Bailey KBailey@horrycountyschools.net	Jaimie McKissick JMcKissick@horrycountyschools.net
	Kayla Divens KDivens@horrycountyschools.net	Colleen Quinn CQuinn@horrycountyschools.net
	Madonna Gabert MGabert@horrycountyschools.net	Jennifer Tibbits* JTibbits@horrycountyschools.net
	Maria Kerlin MKerlin@horrycountyschools.net	Marquise Triplett MTriplett@horrycountyschools.net
	Jennifer King JKing002@horrycountyschools.net	Joleen Turbeville JTurbeville003@horrycountyschools.net
Science Teachers	Billy Jo Buckley BBuckley@horrycountyschools.net	Marie Kane MKane002@horrycountyschools.net
	Andrew Carroll ACarroll002@horrycountyschools.net	Robin Richardson RRichardson001@horrycountyschools.net
	Carl Clark CClark001@horrycountyschools.net	Emily Riefler * ERiefler@horrycountyschools.net
	Gracie Edmonds gedmonds@horrycountyschools.net	David Williams DWilliams@horrycountyschools.net
	Janelle Gauck JGauck@horrycountyschools.net	

St. James Middle School Staff Directory

Social Studies Teachers	Sandra Cooley SCooley@horrycountyschools.net	McKeithan Morgan MMorgan004@horrycountyschools.net
	James Cazier JCazier@horrycountyschools.net	Sherrie Myers SMyers002@horrycountyschools.net
	Kevin Hanchek KHanchek@horrycountyschools.net	Matthew Penna mpenna@horrycountyschools.net
	Jennifer King JKing002@horrycountyschools.net	Waylon Ross* WRoss@horrycountyschools.net
	Jackie LeClerc JLeclerc@horrycountyschools.net	Nick Stillmak NStillmak@horrycountyschools.net
Teachers of All Academic Subjects	Caitlin Conroy CConroy@horrycountyschools.net	Jeffery "Todd" Gleim JGleim@horrycountyschools.net
	Sofia Kolimago SKolimago@horrycountyschools.net	

Exploratory Teachers

Whitney Ann Buckner	SAT/ACT Prep	WLewis@horrycountyschools.net
Rose Schmitz	ESOL	RGentileschmitz@horrycountyschools.net
Maryna Kharlap	App Creators	MKharlap@horrycountyschools.net
Andrea Morello	Medical Detectives	AMorello@horrycountyschools.net
Lane Morgan	Reading & World Lang.	LMorgan@horrycountyschools.net
Emily Moris	Physical Education	EMoris@horrycountyschools.net
Kyle Moultrie	Band/Gen. Music	KMoultrie@horrycountyschools.net
Ashley Purcell	Orchestra/ Music App.	APurcell@horrycountyschools.net
Brenda Segal	Art	BSegal@horrycountyschools.net
Travis Scott	Health & P.E.	TScott@horrycountyschools.net
Stephanie Shirley	World Languages	SShirley@horrycountyschools.net
Greg Simpson *	Physical Education	GSimpson@horrycountyschools.net
Tanya Soroka	Media Arts	TSoroka@horrycountyschools.net
Sharon Strickland	Fund. of Computing	SStrickland002@horrycountyschools.net
Lauren Willis	Chorus/Theater/Piano	LWillis@horrycountyschools.net

St. James Middle School Staff Directory

Other Services

Vanessa Smith	Speech	SPVSmith@horrycountyschool.net
Sherri Johnson	School Psychologist	SJohnson001@horrycountyschools.net
Jo Ann “Jo Jo” Ford	RBHS	JFord002@horrycountyschools.net
Mary Beth Bennett	Media Specialist	MBennett001@horrycountyschools.net
Amy Adkins	Media Aide	AAdkins002@horrycountyschools.net
Patricia Glover	Technology Assistant	PGlover@horrycountyschools.net
Angela Knapschaefer	Math Interventionist	AKnapschaefer@horrycountyschools.net
Brian Smith	Reading Interventionist	BSmith009@horrycountyschools.net

Front Office and Support Staff

Robert Barnes	Custodial Supervisor	RBarnes001@horrycountyschools.net
Greg Brown	SSO	SSOGBrown@horrycountyschools.net
Tarsha Bryant	Cafeteria Manager	TBryant@horrycountyschools.net
Christa Mullinax	Nurse	CMullinax@horrycountyschools.net
Traci Quinlan	Secretary	TQuinlan@horrycountyschools.net
Melanie Ruholl	Bookkeeper	MRuholl@horrycountyschools.net
Naureen Watkins	Attendance	NWatkins@horrycountyschools.net
Ray Rivera	SSO	RRivera@horrycountyschools.net

Guidance Counselors

Jocelyn Williams	Guidance Director	JWilliams001@horrycountyschools.net
Sherrie Hart	Guidance Counselor (Last names M-Z)	SHart@horrycountyschools.net
Alex Rasbury	Guidance Counselor (Last names A-L)	ARasbury@horrycountyschools.net

Administration

Olga Toggas	Principal	OToggas@horrycountyschools.net
Carlos Barker	7 th Grade Assistant Principal	CBarker@horrycountyschools.net
Donna Jacobs	8th Grade Assistant Principal	DJacobs@horrycountyschools.net
Kelly Garrity	Instructional Coach	KGarrity@horrycountyschools.net

9775 St. James Road | Myrtle Beach, SC 29588 | 843-650-5543 (Phone) | 843-650-5610 (Fax)

School Website: https://www.horrycountyschools.net/St_James_Middle_School

Named a “School to Watch®” by National Forum 2014 – 2027

Sports Information

St. James Middle School students may try out for a variety of middle school level teams (called B-Team), in addition to Junior Varsity, and Varsity athletic teams. **B-Team football, basketball, and cheer practices take place at St. James Middle School.** B-Team football games take place at Shark Stadium; junior varsity and varsity teams practice and compete at the facilities at St. James High School, or off-campus.

For questions regarding B-Team sports, please contact Donna Jacobs (middle school athletic director contact) at djacobs@horrycountyschools.net.

For the most up-to-date information regarding sports teams, please access the following link: <https://sharksathletics.com>. Physicals dated after April 1, 2025 must be uploaded to Big Teams. Please access the physical form at the following link: [Athletic Physical Forms](#).

SJM students may try out for the following sports at **St. James High School**:

Fall	Boys' Cross Country, Girls' Cross Country, Girls' Tennis, Boys' Swimming, Girls' Swimming, Boys' Volleyball, Girls' Volleyball, Girls' Golf, JV & Varsity Cheer, Dance
Winter	Boys' Basketball, Girls' Basketball, Wrestling
Spring	Boys' Golf, B-Team Baseball, B-Team Softball, Boys' Soccer, Girls' Soccer, Boys' Lacrosse, Girls' Lacrosse, Boys' Tennis, Boys' Track, Girls' Track

For questions regarding B-Team, Junior Varsity and Varsity sports, please contact the coaches listed below, or reach out to the head athletic director, Collin Liggett (cliggett@horrycountyschools.net).

Baseball: Robbie Centracchio rcentracchio@horrycountyschools.net	B-Team Football: Chris Davidson Cdavidson@horrycountyschools.net	Softball: Paula Blackwell pblack1972@icloud.com
B-Team Baseball: Jamie Hammons Pastorjamie@journeychurchmb.com	Football: Tommy Norwood Tnorwood@horrycountyschools.net	B-Team Softball:
Basketball - Boys: Davis Bowne dbowne@horrycountyschools.net	Golf - Boys: Kent Barhydt kentbarhydt@gmail.com	Girls' & Boys' Swimming: Brian Griggs stjamesswimcoach@gmail.com
B-Team Basketball - Boys: Brad Houck brad.houck1@gmail.com	Golf - Girls: Katie Smith Ksmith005@horrycountyschools.net	Girls' & Boys' Tennis: Drake Ellis dellis@horrycountyschools.net
Basketball - Girls: Paul Hudako phudako@horrycountyschools.net	Lacrosse - Boys: Wayne Fussaro WFussaro@hotmail.com	Boys' Track: Ames Fowble afowble10@gmail.com
B-Team Basketball - Girls: Hannah Price Hprice@horrycountyschools.net	Lacrosse - Girls: Michelle Parr MParr@tidelandshealth.org	Boys' Volleyball: Scott Cavin coachcavin@gmail.com
Cheerleading: Jessica Harrell JHarrell@horrycountyschools.net	Sharkies Dance: Macy Mikolajczyk mmikolajczyk@horrycountyschools.net	Girls' Volleyball: Katie Davis kdavis@horrycountyschools.net
B-Team Cheer: Ashley Adams aadams@horrycountyschool.net	JV Soccer -Boys: Raphael Carr RaphaelMCarr@gmail.com	B-Team Girls' Volleyball: Hope Neely Hopenely1@g.horrycountyschools.net
Cross Country - Boys: Joe Grega jgrega@horrycountyschools.net	JV Soccer - Girls: Maria Kerlin MKerlin@horrycountyschools.net	JV Wrestling: Jeff Peterson bigcat4141@yahoo.com
Cross Country & Track - Girls: Ken McSorley KMcSorley@horrycountyschools.net	Var. Soccer - Girls: Katelyn Jacobs kjacobs001@horrycountyschools.net	Wrestling: Matt Anderson Manderson003@horrycountyschools.net