

Marion Intermediate School
Student Handbook
2026-2027

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Principal



Mission: We aim to engage all stakeholders in meaningful ways to support the holistic development of each and every student by providing a rigorous and engaging curriculum that challenges every student to reach his/her full potential.

Vision: To cultivate a collaborative and inclusive community where students achieve academic excellence and are prepared for future success through choices and commitment.

SCHOOL HOURS: Student Arrival: 7:00 am- 7:30 am School Day Begins: 7:45 am Student Dismissal: 2:30 - 3:00 pm Please do not drop students off before 7:00 a.m. Supervision will not be provided, and front doors will remain locked for students who arrive before 7:00 a.m. Children should be picked up no later than 3:00 p.m.

TARDIES: Students must be at school, in their seats, and ready to learn no later than 7:45 a.m. Any student who arrives after 7:45 am must have a parent walk them into the front office to obtain a tardy slip for admission to class.

EARLY DISMISSAL: If it is absolutely necessary to get your child out before the end of the school day, please do so before 2:00 pm. Our doors are locked at 2:00 daily.

ATTENDANCE: Marion County School District Primary/ Elementary Attendance Guidelines Please carefully read the following information concerning South Carolina Attendance Laws and the Marion County School District Guidelines for student attendance

The MCSD Board believes that attendance is a key factor in student achievement and any absence from school represents an educational loss to the student. However, the board also recognizes that some absences from school are unavoidable.

Requirements to be Counted Present for the School Day:

The South Carolina Department of Education (SCDE) states that a school year consists of 180 days of instruction. Schools may count students present only when they are actually at school, on medical homebound instruction, or are present at a school activity which is authorized by the school.

In MCSD, primary and elementary students must be present for 3½ hours of instruction for the instructional day to count as one of the present school days. Required Excuses Within 5 days after returning to school, a student must submit a written excuse explaining his/her absence, signed by his/her parent/legal guardian and accompanied, if applicable, by a doctor's statement. If a student does not do so, his/her absence will be considered

unlawful. An excuse form can be picked up from the attendance office and completed with the appropriate information.

Lawful/Excused Absences · The absence is caused by the student's own illness and whose attendance in school would endanger his/her health or the health of others. · The absence is due to an illness or death in the student's immediate family. · The absence is due to a recognized religious holiday of the student's faith. · The absence is due to school activities that are approved in advance by the principal.

Unlawful/Unexcused Absences · The absence of the student without the knowledge of his/her parent/legal guardian. · The absence of the student without acceptable cause with the knowledge of his/her parent/legal guardian. Suspension(s) ·

Suspension(s) are not to be counted as unlawful/unexcused absences for truancy purposes.

Primary/Elementary School Tardy Procedures Students who are late to school receive consequences if the behavior continues. Students who are continually late may expect the following on a semester basis:

1st tardy - the office/teacher will issue a verbal notification.

2nd tardy - the office/teacher will issue written notification

3rd tardy - the office/teacher will issue a second written notification.

4th tardy – the office/teacher will issue a written tardy notice warning.

5th tardy– the school administrator will request a parent/legal guardian tardy conference.

6th & 7th tardy – the student will be placed on a tardy intervention contract.

8 th & 9th tardy – the student may be assigned In-School Suspension.

10th tardy – the student may be given one day out-of-school suspension for each additional tardy after 10.

Truancy: The Code of Laws of SC 59-65-10 reads: "All parents or guardians shall cause their children or wards who are in the age group of five to seventeen, inclusive, to regularly attend a public or private school or kindergarten of this state..." Parents of students with excessive absences or tardies will be called for a Truancy Intervention Plan

. Failure to comply with the plan developed may result in a referral to the Truancy Officer of Marion County School District and the Marion County Truancy Officer. Examples of Notes Required from Parents/Guardians:

*Notes to explain an absence

*Notes to explain tardiness

*Notes to request early dismissal

*Notes to excuse the child from recess or physical education class

- *Notes to grant permission to attend field trips
- *Notes to allow the child to ride home in a vehicle with another child
- *Notes to change student's mode of transportation
- *Proper form of taking medication
- *Notes to inform about an allergic reaction (should be accompanied by a doctor's note)

Bullying

Bullying will not be tolerated at Marion Intermediate School. We take reports of bullying very seriously. Children are encouraged to report bullying incidents to a staff member. Records of all reported incidents are kept on file by our guidance counselor.

DRESS CODE Marion Intermediate School Uniform Policy Shirts: Long or short sleeve style polo shirts will be worn. Color is based on grade level.

3rd grade: Navy

4th grade: Maroon

5th grade: Green

Pants/Capris: Solid khaki color Skirts/dresses/shorts/skorts: Solid khaki color and no shorter than 4 inches above the knee. Shoes must be closed toed at all times. Even on dress down days students must have closed toed shoes. Please refer to the District Code of Conduct regarding dress code.

STUDENT CELL PHONE USE We understand the need some students have for cell phones after school. There is no need for cell phones during the school day, and if they are seen or heard, they will be taken and must be picked up by a parent. Photos, videos, and messaging during school hours are not permitted and are a violation of the district technology agreement.

STUDENT INTERIMS & REPORT CARDS Interim reports will be issued at the midpoint of each nine weeks via email. Interim conferences will also be scheduled during this time where parents/students can discuss student progress. Report cards will be sent home quarterly via email. The teacher or school office should be notified if a report is not received.

TEXTBOOKS/WORKBOOKS/TECHNOLOGY As a part of the educational program, students are provided the textbooks and workbooks needed at their particular grade level. All students will be issued a laptop. Students are expected to carefully use all books and technology so that wear will be kept at a minimum. If textbooks, workbooks, or laptops are lost or damaged, an assessment fee will be charged. Separate technology guidelines and permission forms will be sent home

TRANSPORTATION CHANGES Please advise that transportation changes must be in writing if there is a change in how your child regularly goes home. Do not email teachers; they do not always check their email throughout the day as they are busy teaching. Call the school if you need to change your child's transportation after the school day begins. If no notification is received, your child will follow his/her regular transportation method.

CELEBRATIONS (BIRTHDAYS OR HOLIDAYS) All food items for any celebration must be STORE BOUGHT due to the increasing number of students with food allergies. Please do not send party invitations to the school for birthdays for distribution. Please contact your child's teacher if you plan to bring treats. Birthday parties cannot take place during the school day. Parents or guardians are not allowed to pass out items or go to the cafeteria.

VISITORS- Any parent or guardian asking to visit classrooms must have a valid ID. An administrator will walk parents or guardians to the classrooms. Parents or guardians are not permitted to talk to other students or the classroom teacher during the observations. Electronic devices are not allowed during classroom observations.

HALLWAYS- Students are to remain on first white tile throughout the hallways. Students are to remain at voice level 0 throughout all hallways.

PARENT/GUARDIAN CONTACT INFORMATION: In our efforts to properly support and care for your child, it is often necessary to contact a parent/guardian. **It is imperative that we have accurate and current phone numbers, email addresses and physical addresses available at all times. If any student information changes during the school year, the parent/guardian should immediately contact us to properly make the needed changes.**

HEALTH ROOM: A full-time school nurse is available for minor health problems. A student must obtain a pass from the teacher whose class he/she is assigned before going to the nurse. Students who are sick will be allowed to wait in the health room after parents have been contacted to come and pick them up. If students are not leaving school due to sickness, they will be required to return to class. Parents of students who have medical concerns should contact the school nurse so she may prepare accordingly.

MEDICATION (and/or look-alike medication):

Any substance that appears to be medication will be treated as medication. School employees are not allowed to administer medications to students without approved medical forms on file. This includes all prescription and over-the-counter medications. Students who need to have medications at school must follow the procedures listed below:

Students are **NOT** allowed to bring medications to school. **ALL** medications must be delivered to the school nurse by an adult.

A [medical consent form](#) must be completed with details on how any medication should be administered at school.

Prescription Medications must be brought to the school nurse by a parent/guardian in a container appropriately labeled by a pharmacy. A parental permission form.

Over-the-Counter Medications must be brought to the school nurse by a parent/guardian in the original container.

Disciplinary Behavior and Consequences:

Level 1 - Disorderly Conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. Disorderly Conduct (Level 1) may be reclassified as Disruptive Conduct (Level 2) if it occurs three or more times.

Acts of Level 1 conduct may include, but are not limited to the following:

CODE: 002 Other Offenses(Minor)
CODE: 005 Detention Violation
CODE: 006 Dishonesty
CODE: 007 Disrupting Class
CODE: 016 Inappropriate Language
CODE: 017 Inappropriate Behavior
CODE: 018 Inappropriate Materials
CODE: 023 Property Misuse
CODE: 028 Throwing Objects
CODE: 030 Violation of Class Rules
CODE: 031 District Medication Violation
CODE: 150 Cutting School, Class or Activity
CODE: 180 Tardy
CODE: 190 Cheating
CODE: 200 Off Limits
CODE: 210 Profanity
CODE: 240 Loitering
CODE: 271 Failure to comply with disciplinary
CODE: 275 Failure to complete school work
CODE: 280 Dress Code
CODE: 290 Obscene Gesture
CODE: 330 Phone Violation
CODE: 390 Unauthorized Device
CODE: 405 Horseplay
CODE: 430 Contract Violation

Possible sanctions to be applied in cases of disorderly conduct may include, but are not limited to, one or more of the following:

Withdrawal of privileges/exclusion from extra-curricular activities
Temporary removal from class
Call to parent
Conference with parent
Detention
Home visit
Verbal warning

In-school suspension
Letter to parent

Level 2 - Disruptive Conduct is defined as those activities engaged in by students which are directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain Level 3 offenses, justifying both administrative sanctions and court proceedings.

Acts of Level 2 conduct may include, but are not limited to, the following:

CODE: 001 Aiding Others
CODE: 003 Bite/Pinch/Spit
CODE: 004 Contraband
CODE: 012 Harassment
CODE: 013 Sexual Harassment
CODE: 014 Hit/Kick/Push
CODE: 015 Inappropriate Affection
CODE: 019 Indecent Exposure
CODE: 020 Major Disruption
CODE: 022 Inappropriate Physical Contact
CODE: 027 Threat to Student
CODE: 220 Computer Violation
CODE: 230 Tobacco
CODE: 270 Refusal to Obey/Defiant
CODE: 340 Bus Violation
CODE: 380 Probation Violation
CODE: 407 Confrontation/Altercation
CODE: 420 Disrespect
CODE: 651 Bullying
CODE: 652 Cyber bullying

Possible sanctions to be applied in cases of disruptive conduct may include, but are not limited to, one or more of the following:

- a. Temporary removal from class
- b. Referral to outside agency
- c. Withdrawal of privileges/exclusion from extra-curricular activities
- d. Detention
- e. In-school suspension
- f. Suspension until parent conference
- g. Out-of-school suspension
- h. Transfer
- i. Restitution of property and damages
- j. Probation
- k. Alternative school assignment
- l. Interim alternative placement/home-based
- m. Expulsion
- n. Other sanctions provided in Level I.

Level 3 - Offenses are defined as those activities engaged in by a student which result in violence to oneself or to another person or person's property, or which pose a direct and serious threat to the safety of oneself or others. **These activities usually require administrative actions which result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.**

Acts of Level 3 conduct may include, but are not limited to, the following:

CODE: 009 Fighting
CODE: 027 Threat to Staff
CODE: 250 Gang Activity
CODE: 260 Bomb Threat
CODE: 350 Fire Alarm
CODE: 510 Assault, Aggravated
CODE: 520 Assault, Simple
CODE: 550 Counterfeit/Forgery
CODE: 560 Disturbing School
CODE: 570 Drug Distribution
CODE: 575 Drug Usage
CODE: 580 Drug Possession
CODE: 650 Intimidation
CODE: 670 Larceny/Theft
CODE: 680 Alcohol/Liquor Law Violation
CODE: 690 Non-Forcible Sex Offense
CODE: 700 Other Offenses- Serious
CODE: 710 Pornography
CODE: 760 Vandalism
CODE: 789 Weapon

Possible sanctions to be applied in cases of Level III offenses may include, but are not limited to, one or more of the following:

- a. Out-of-school suspension
- b. Withdrawal of privileges/exclusion from extra-curricular activities
- c. Assignment to alternative school
- d. Expulsion
- e. Restitution of property and damages
- f. Referral to outside agencies and/or law enforcement.
- f. Other sanctions provided in Level II.

STUDENT EXPECTATIONS

ASSEMBLY: Please adhere to the following during assemblies: treat performers with respect; refrain from whistling or making loud noises; applaud at designated times to avoid embarrassing individuals; remain seated with your class; sit upright so feet are not on chair backs or seats.

BREAK: Weather permitting, break occurs at the end of the lunch period. Students are expected to walk with their teacher around the outside of the building to the designated break location. Students are to stay within the designated boundaries. Students should not be running unless participating in an organized game. Students should line up with their teacher when the signal is given to end break.

CAFETERIA: Students will be escorted to lunch by a teacher. Students should prioritize eating lunch prior to socializing. Each student should clean his/her area after eating. Students will be escorted back to class by teachers. If you need to leave the cafeteria during lunch time, seek permission from a staff member first. Students are expected to follow all directions given by the cafeteria staff at all times.

CARE OF PREMISES: Student help is needed and appreciated in the care of the school and grounds. Encouraging others to dispose of litter and to refrain from defacing property is helpful in keeping MIS in top condition.

CLASSROOMS: Everyone should be seated at the start of class. The school tardy plan is followed in each class. Students are expected to complete all class assignments. Students are to be prepared with homework, needed materials, and books for each class. No one should disrupt class or disturb others. Students causing serious disruptions or displaying disrespect will be removed from class and referred for disciplinary action.

DELIVERIES: We will not interrupt classes to notify students of items that have been delivered to school (ex. lunch boxes, notebooks, projects, gym bags, etc.). These items can only be distributed between classes or at the end of the day. We cannot guarantee that students will receive these items by the time they may need the item. Please remind your child before leaving home to make sure he/she has needed items for the school day.

FOOD/DRINKS/CANDY: Students are encouraged to stay hydrated throughout the day by bringing a sealed water bottle or closed or sealed-top bottle (i.e. twist top). Any unsealed bottles must be transparent and empty upon entering. No spout or sprayable bottles allowed. No glass containers. Water refill stations are available throughout the building. Drinks such as sodas, are to remain sealed until during lunch. All other food and drinks must be consumed while in the cafeteria, or will be discarded during morning bag checks.

HALLWAYS: Students should enter and exit the hallways in an orderly manner. Keeping to the right in the hallways alleviates congestion. Pushing, shoving, shouting, running, and playing are not appropriate.

HALLWAY PASSES: Students are not allowed to be out of class without a hall pass. School staff must be aware of students' whereabouts at all times. Being out of class without a pass from your teacher could result in a discipline referral.

LUNCH DETENTION: Teachers and administrators may assign lunch detentions and notify parents of detentions. Students report to the ISS room to serve the detention during lunch and recess time. Lunch will then be received with the ISS teacher. If the student does not show up for a lunch detention, the detention time will be doubled. If the student fails to show again, a discipline referral will be written by the teacher who assigned the detention.

LOCKERS: Individual lockers are not assigned in order to allow students to efficiently and safely transition between classes (with the exception of during physical education class). Students are assigned a locker and a school-owned combination lock for use during physical education class only. Students are not allowed to share lockers or their locker or combination. A fee will be charged for lost locks.

PERSONAL: Students are expected to be respectful to adults and each other. Students may not hold hands, hug, or display any other forms of public affection to any student.

PERSONAL ITEMS: Students should limit items brought to school to those items necessary for school activities. Scented items (perfume, body sprays, deodorant) are allowed, but only should be used in locker rooms. Toys are not allowed. Items that have no educational value, may contribute to a loss of instructional time, or items that may create a distraction or disturbance must be left at home. Items of value should not be brought to school. **Students are not allowed to bring any play equipment (i.e. basketballs, footballs, etc.) to school.** The school will not be responsible for lost or stolen articles.

RESTROOMS:

Students are encouraged to use the bathroom during breaks and lunch time when at all possible to avoid interfering with instructional time. Parents will be contacted if a student is frequently missing class time on a regular basis, or for extended periods of time.

Students should follow posted hallway and restroom procedures. Noise should be at a minimum during scheduled restroom breaks. This is not for additional social time. It is for restroom use only. Students will be expected to utilize these opportunities, and should NOT

need to leave class to visit the restroom unless an emergency occurs. Emergencies should not happen on a regular basis. Students should not be in the restroom without a pass from the teacher unless it is a scheduled restroom opportunity. Students should report any restroom problems to the teacher immediately.

Students are expected to practice good sanitary habits. Students should wash hands with soap and water after using the restroom. Loitering is not allowed in the restroom areas. Non-flushable items should be placed in trash containers located in each stall. No writing utensils are allowed in the restroom. Horse playing and loitering are prohibited

POWERSCHOOL ACCESS

PowerSchool provides a Parent Portal to give you access to your child's grades and attendance daily, ability to email teachers, and to register your student online. To create an account in the Parent Portal:

Go to: www.marion.k12.sc.us

Select tab that indicates Students/Parents.

Selection tab that states *Powerschool Parent Login*.

Select the tab that states *Create Account*.

Fill in the required information.

When you reach the section that indicates Access ID and password, please fill in with the below provided information or call MIS and request the following information for your student: *Access ID* and *Access Password*.

From this portal, you will now be able to email teachers and review your child's grades. Anything that is light blue, you can click. If you click the teacher, it will go right to an email. If you click a numerical grade, it will indicate all the graded assignments and whether or not it was completed, never turned in or turned in late. An icon (i) or chat bubble may indicate additional comments and assignment details left by the teacher.

This is also the portal that you will register your child for each year by looking on the left side near the bottom and clicking the tab that says *Infosnap Student Registration*. Please contact our Data Quality Clerk, Mrs. Clara Curry, with any questions.

SEARCHES OF PERSON AND PROPERTY: *The District recognizes that both S.C. law and the Fourth Amendment protects citizens, including students, from unreasonable searches and seizures. However, any person, including students, on school premises shall be deemed to have consented to a reasonable search, with or without probable cause, of his/her person and personal belongings subject to the limitations and requirements of District policy and/or law. Personal belongings include, but are not limited to, purses, book bags, wallets, satchels, computers, and other devices used for electronic data storage.*

METAL DETECTORS: *The District authorizes the use of metal detectors in order to enhance security in an attempt to prevent students and/or other individuals from bringing weapons or other dangerous objects into the school, on District property, or to school functions. Metal detectors may be used at places such as, but not limited to, entrances to the buildings, classrooms, auditoriums, and gymnasiums, or as individuals enter and exit District vehicles or school buses. They may also be used at extracurricular events.*

Any conduct that may violate laws, such as drugs, weapons (including knife blades over two inches in length), pornography, may also include penalties under law in contacting local law enforcement agencies, in addition to evidentiary hearing for expulsion.

Activities Dances:

Dances are held throughout the year. Only MIS students can attend school dances. Dance attendance is a privilege that is earned by demonstrating responsible behavior. Students may be denied the privilege to participate based on discipline, attendance, and outstanding fees owed. Students are expected to remain until the dance is over. If a student needs to leave early, he/she must be picked up by a parent/guardian. Times, dates, and admission fees for dances will be announced. The school dress code applies to all dances. Administrator discretion may be used to exclude any student from attending a dance.

Field Trips: Field trips are occasionally arranged for student groups, teams, or grade levels. Only those students who return the signed permission form to the sponsoring staff member will be allowed to go on the trip. It is the student's responsibility to make up assignments missed while on the trip. Student behavior (ISS/OSS), attendance, academic performance, and outstanding fees owed may be a factor in determining eligibility for field trips. Fees may be charged for field trips. Students who attend school-sponsored field trips will be marked present. Field Trip, Dance, and Student Activity Requirements: We will implement the following requirements for all dances and field trips. These requirements will also be applied to many student events we will hold this school year. If students violate these conditions, they will not be refunded any fees that may have been paid.

- Students who receive ANY Level 2 or Level 3 offense will be disqualified from attending the dance.
- Students who have 3 or more Level 1 offenses will be disqualified from attending the dance. 3 Level 1 offenses are equivalent to a Level 2 offense. (Three lunch detentions will equal a level 2 offense, as well.)
- If students receive a referral for any Level 2 or 3 offenses and/or receive 3 or more Level 1 offenses after they purchase their ticket to the event, they will NOT receive a refund.
- For some events, students must have an overall average grade of 60 or above in ALL classes by the time of the event
- Students must attend school on the day of the event, even if the event is after school.