

Johnson Middle/Timmonsville High Student Handbook 2018-2019



“EVERY STUDENT ACHIEVING”

304 Kemper Street

Timmonsville, South Carolina 29161

Telephone (843) 346-4586

Fax (843) 346-5416

JMS/THS ADMINISTRATIVE STAFF 2018-2019

Principal	Mrs. Tonya Addison
Secretary	Mrs. Frances Sipp
Instructional Coach	Mr. Troy Henegan
Guidance Counselor	Ms. Karen Dent
Character Coach	Mr. James Williams
CATE Coordinator	Mr. Christopher Lewis

**JOHNSON MIDDLE SCHOOL
TIMMONSVILLE HIGH SCHOOL**



Our Vision

Teaching and Learning Everyday with an Emphasis on Personalized Learning

Our Mission

We are committed to preparing students to be college and career ready through continuous personalized learning.

JMS Alma Mater

Johnson, We love you! We always hold you dear.
Blue and Gold, we cherish ever far and near.
When the sun is setting on the golden west,
To our Blue and Gold, we'll be loyal and true.
When shadows cross our way,
Our love turns night to day.

Love as true as ocean blue we all abide.
We pledge ourselves to be loyal and true to thee.
The light of truth we pray guide us each day.

School Colors: Blue and Gold
Mascot: Panther

THS Alma Mater

Hail to thee dear Timmons ville High School.
Hail the school we love;
Hearts aglow and voices cheering
Send her praise above.

Chorus

Hail to thee, our Alma Mater
Conquer and prevail;
Long we'll love thee, Alma Mater
T.H.S. all hail.

When at last we have to leave thee,
Striving hard to learn;
We shall never cease to love thee,
Years for thee we'll yearn.

School Colors: Orange and Blue
Mascot: Whirlwinds

GENERAL RULES AND REGULATIONS

1. ALL playing cards, dice and toys are prohibited on the school grounds during school hours. If found, they will be confiscated and kept until the end of the confiscation period.
2. Students attending any and all school-sponsored activities (athletic or otherwise) are reminded that they are representing Johnson Middle School or Timmonsville High School and are responsible for their actions. Student behavior at these events will be the same or in line with behavior that is acceptable in the classroom during school hours.
3. Students should take pride in the overall appearance of our school buildings. In an effort to keep the rooms, corridors, and outside looking as nice as possible, *there will be absolutely no food or drinks in the classrooms, media center, gym or buses.* Unless authorized by a Florence 4 staff member.
4. Students are expected to be courteous and polite to fellow students and members of the faculty.
5. To enter the District or High School office; students must first have written or verbal (via phone) permission from their teacher.
6. Hallway rules: Walk to the right, Keep the traffic moving, and Use inside voices.
7. Timmonsville Educational Center is a learning environment, conversation inside of the building during the break, changing of classes, during classes, and lunch should be conducted in an acceptable manner and appropriate voice level.
8. The District and High School Office telephone is not to be used by students during school hours unless authorized by a Florence 4 Staff member.
9. Students are encouraged to eat school breakfast and lunch. Those who do not may bring lunch from home.
- 10. Students are not allowed to bring/have food or drinks delivered from any restaurant/fast food establishments at any time during the school day.**
- 11. All food is to be consumed in the cafeteria. No food, beverage, or containers (plates, cups, bottles, etc.,) are to be brought onto the patio, classroom, hallways or school buses.**
12. Students who initiate or participate in a food fight will be subject to Behavior Consequences.
13. Students are to report directly to the cafeteria for breakfast or the class. All students are to remain in designated supervised areas during breakfast and lunch.
14. All Student Drivers must leave the building through the student parking lot.
15. Early Dismissal Students are required to sign out through the attendance clerk at the district office.
16. At the end of the school day, all Middle and High School car riders and walker are required to utilize the exit doors on their hallway.
17. All bus riders are required to enter and exit through the bus exit.
18. Students are not allowed to sell items at school, unless it is a school sponsored fundraiser.
19. Bicycles and mopeds will be parked in an area designated by the administration. No wheeled vehicles will be permitted inside the building. Skateboards/Hoover boards are not permitted on school grounds at any time.

The Rules and Regulations stated above are designed to protect all JMS and THS students. They will be enforced throughout the entire school year.

ATTENDANCE POLICY

Florence County School District Four students are required to attend school by legislative mandate known as the South Carolina Compulsory Attendance Law and by Florence County School District Four Board policies and regulations governing attendance.

Absences:

- Students **must** bring written documentation signed by a parent/guardian within 3 day of their absence
- Parent's notes will be accepted; but limited to five (5) occurrences per semester. Thereafter, doctors' notes will be required.
- Any student that exceeds attendance limits of more than 2 days in a quarter course, 3 days in a semester course and 5 days in a yearlong course will be required to attend attendance recovery to make-up excessive absences. Students who still exceed attendance limits must justify/document extenuating circumstances to the principal to receive credit.

SEAT TIME RECOVERY

The objective of Seat Time Recovery is to allow students who are currently passing a course or just below passing and have more than the maximum number of absences the opportunity to recover class hours by attending STR. Hours may not be earned before the absences occur. The dates schedule for seat time recovery is as follows:

Saturday, September 22	Saturday, February 2
Saturday, October 20	Saturday, March 9
Saturday, November 17	Saturday, April 6
Saturday, December 8	Saturday, May 11
Saturday, January 12	Saturday May 18

The hours of operation for seat time recovery will be from 8:00- 2:00 p.m., and transportation/meals will not be provided. Students must register for seat time recovery through guidance prior to attending.

CREDIT RECOVERY

Credit Recovery is an option for schools to implement in order to better assist students who are at risk of failing to graduate due to course failure. The purpose of the program is to offer an opportunity for motivated students to recover lost credit by using an alternative instructional model. Credit Recovery is for students who have met the seat time requirement (120 hours for 1 unit and 60 hours for ½ unit) and earned a final grade of 51-59.

Students who did not meet the seat time requirement, earned a “FA” or earned a final grade below 51 are not eligible for credit recovery.

Your high school guidance counselor can provide additional information credit recovery options.

Make-Up Work Policy

Students are expected to make-up work missed while they were absent. They will be given full credit for work done that satisfies the condition of the district policy for make-up work. Immediately upon returning to school, the student must contact teachers concerning arrangements for make-up work. Make-up work must be completed within 5 days after the student returns unless otherwise stated by the teacher. A zero will be given for work that has been required by the teacher and has not met the guidelines for make-up work.

Re-do Policy

It is the goal of teachers to promote student success and when a student does not succeed on a summative assessment a redo assessment may be requested. If a student receives a failing grade on a summative assessment, the student may request from his/her teacher a redo assignment. The maximum grade awarded on a redo /retake is 60. Failure to complete the prescribed intervention and/or meet the timeline established by the teacher will result in the student receiving the original grade awarded. Teachers may choose to offer additional redo opportunities for minor or major grades at their discretion.

TARDY POLICY

Any student arriving into classroom **after 8:00 a.m.** is considered tardy. Tardy students are to report directly to attendance clerk for an admittance slip if the tardy occurs during first period. After first period, tardy students should report to the high school office for an admittance slip. **Students will not be allowed to enter the class without an admittance slip.**

1 st Tardy	Warning
2 nd Tardy	Overnight Suspension (Parent Notification)
3 rd Tardy	School Detention (1 hour)
4 th Tardy	School Detention (2 hours)
5 th Tardy etc.	1 day ISS

STUDENT DRIVERS

Driving to school is a privilege. Students that drive to school are required to have a permit sticker provided by the school visible in their vehicle at all times while on campus. Student drivers must park in the student parking lot during school hours. **Students Drivers are ONLY allowed to transport students listed on their registration application.** If a student is not listed on the registration application the students must provide a written document signed by both parents 24 hours prior to commuting. Students Drivers that are frequently tardy for school may have their driving privileges revoked.

STUDENT SIGN-OUT PROCEDURES

Students are expected to attend all classes each day of the school year except for medical and family emergencies. Students who request to be signed out early must bring medical excuses to the attendance coordinator. **Phone calls will not be accepted.** Parents are to sign students out between classes in order to avoid interrupting the instructional process. Classes will not be interrupted to excuse students unless there is an emergency. The administration does not permit signing students out of school for lunch.

Students must be signed out at the office before leaving school grounds. If a student returns the same day, he or she must be signed back into school through the attendance office immediately upon returning to campus. Once a student arrives on campus, he or she is present for the school day and shall not leave unless properly dismissed. Parents should come for their children when they are excused early. When a student is out of class for any reason, he or she is responsible for making up all homework, missed assignments, and tests. Students who drive to school will only be released upon verification of written permission from the parent or guardian. Under no circumstances will administration allow students to leave campus unless authorization has been given.

DRESS CODES

Proper attire is expected of all students while in attendance at school. Administration reserves the right to confer with a student and parent in the event a certain style or form of dress is detrimental to positive classroom and school atmosphere. T-shirts, sweatshirts, and jackets (or other clothing) with objectionable language, sexual innuendo, other offensive connotations, or alcoholic beverage/tobacco advertisements are not considered proper attire, and along with other inappropriate attire, these items will not be permitted to be worn in school.

Students not in compliance with the dress code will be issued a warning, as well as calling a parent for change of clothing. If the student then fails to follow the dress code policy the student will then face disciplinary consequences. Style and form of dress is left to the discretion of the administration. If administration views the clothing as a distraction to other students; the student will **NOT** be allowed to attend class until they have proper clothing.

The school may make more specific and restrictive additions to these standards if recommended by the school administration and the School Improvement Council and approved by the superintendent or the selected designee(s) of the superintendent.

Johnson Middle School

Pants:

- Khaki, Blue, or, Black bottoms (jumpers, pants, skirts, or shorts no higher than four inches from the middle of the knee).
- Pants must fit around the waist and be worn at the waistline. No gapping or too large pants are allowed.
- Pants must be solid khaki or navy. No drawings, designs, jeans, etc. are allowed.
- No leggings or jeggings may be worn.
- A belt will be worn by all students. Solid navy or solid white shirts must be worn.

Shirts:

- All shirts must have sleeves and a collar.
- Emblems on shirts must be smaller than 2 inches.
- Shirts are to be 6th Grade- Gold, 7th Grade- White, and 8th Grade- Navy Blue.
- Shirts are to be solid pure white- not off-white.
- No see-through shirts, midriff shirts, tank tops, shirts with spaghetti straps or shirts that expose any undergarment are allowed.

Shoes:

- All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended.
- Flip-flops, slides, shower shoes, bedroom shoes, or shoes that causes undue attention are prohibited.
- Sneakers of any color, boat shoes (Sperry's) and open-toe shoes may be worn with a strap on the heel.

TIMMONSVILLE HIGH SCHOOL

Pants:

- Pants must fit around the waist and be worn at the waistline. No gapping, sagging, or too large pants allowed.
- No leggings may be worn without proper coverage.
- Belt must be worn if pants do not fit natural waistline.

Shirts:

- No see-through shirts, midriffs shirts, tank tops, shirts with spaghetti straps that expose any undergarment are allowed.
- Jackets, Hoodies, etc. -Hoods *must not* be worn on the head in the building at any time.

Shoes:

- All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended.
- Flip-flops, slides, shower shoes, bedroom shoes, or shoes that cause undue attention are prohibited.
- Sneakers of any color, boat shoes (Sperry's) and open-toe shoes may be worn with a strap on the heel.

STUDENTS AT THE TIMMONSVILLE EDUCATIONAL CENTER will be required to show proper attention to personal cleanliness and standards of dress and appearance. Students not in compliance with the dress code will be issued disciplinary consequences and parents will be contacted to provide a change of clothing. The following dress code applies to uniforms or regular dress:

- All students are prohibited from wearing hats, caps, visors, bandanas, bonnets, doo rags, and head scarves inside of the building.
- Students' hair, including facial hair, must be neat, clean, and well groomed. Combs may not be worn in the hair except the barrette-style combs. Hair curlers/rollers and picks are prohibited.
- All clothing is to be worn appropriately so as not to expose undergarments or body parts considered indecent.
- **See-through or cut-out blouses, midriff tops or shirts**, spaghetti straps, and leggings are prohibited. **Shirts worn by young men must have sleeves (No "Muscle Shirts")**.
- All students are prohibited from wearing pajamas, sleeping shorts or pants.
- No blankets or towels may be brought to school; however, we recommend a light jacket or sweater for low temperature rooms.

- No sunglasses may be worn in the building unless prescribed by a physician. Sunglasses are not permitted on the head. Students should report to the office with the doctor's prescription before wearing them.
- All dresses, shorts, and skirts must be worn at an appropriate length (measured 3 inches from the top of the knee cap). Questionable lengths should be referred to the office. **Skirts or pants with slits must also not expose skin.**
- Any clothing, jewelry, or other articles, which suggest the use of, promotes, advertises, or is associated with illegal drugs, alcohol, tobacco, gangs, weapons, and sexually suggestive materials, are prohibited. Clothing with messages that may be offensive is prohibited.
- No spikes, handcuffs, chains, or whips, may be brought or worn to school. Bringing or wearing such items will be regarded as possession of weapons on school property.
- No five-point or six-point star jewelry or clothing will be permitted.
- Charms of more than 1.5 inches are not permitted. Necklaces of more than 20 inches long are not permitted.
- No mouth jewelry including but not limited to tongue rings and grills
- The instructor will determine appropriate dress for physical education, visual and performing arts, and lab classes.

ID POLICY AND PROCEDURES

All students will be provided an ID and lanyard at the beginning of the school year. ID badges are used to ensure safety and security on campus. All students are required to have ID badges/identification at all times while on campus and at school sponsored activities. As a part of our safety procedure, students are required to show IDs upon request. Failure to present identification will result in disciplinary consequences. Any defaced or lost ID cards can be replaced at a cost of \$7.00. Students who report to school without an ID can purchase a temporary ID for \$1.00 from the school secretary.

CELL PHONE POLICY AND PROCEDURES

Johnson Middle and Timmonsville High School **prohibit** the use of **all** cell phones and electric devices unless authorization is given. Students are **ONLY** authorized to use cellular phones in authorized areas at designated times. Students may not use electronic devices to capture, record or transmit words and/or images of any student, staff member, or other person in the school. They are also prohibited from doing so while attending any school-related activity. Capturing, recording, and transmitting of such items may only take place when the student has received explicit consent and has given prior notification to the individual or group. **Headphones and ear buds are not permitted in the hallways, classrooms, or any unauthorized area.** Students who violate the cell phone policy will be subject to disciplinary consequences.

PORNOGRAPHY / OBSCENE MATERIALS / INTERNET USE

Students are not permitted to possess or view online through the internet any materials deemed pornographic or of an obscene nature while in the classrooms, hallways, buses, or school premises. Any violation would result in disciplinary action as deemed appropriate including canceling a student's privilege to use the school computer network.

SEXUAL HARASSMENT OF STUDENTS

The district takes sexual harassment of students seriously and prohibits such conduct by employees, students, and third parties associated with district schools. All students and employees must avoid an action or conduct which could be viewed as sexual harassment. Board policy and administrative rule provide the definition of sexual harassment and the district's procedures in the reporting, investigating and resolving of all complaints with respect to sexual harassment of students.

HEALTH SERVICES

The school nurse or school personnel may not supply any medication (including aspirin). Only medication brought to school by the parent in the original container will be given. Written permission must also be given by the parent or guardian on a standard form provided by the school. If the medication is not in the original container and written permission is not given, medications WILL NOT be administered at school. Only those medications that are given four (4) times daily or more often will be given during school. Medicine to be taken once, twice or three times daily can be given at home before and/or after school. Students are not to have on their person any medicine (prescription or over-the-counter). All medicine must be kept in the nurse's office. This is for the safety and protection of the students.

INJURY AND ILLNESS

When an accident occurs, please report at once to the teachers in charge, who will then report the incident to the school nurse and notify other necessary authorities. The administration will make proper medical referrals when necessary. First aid kits are located in the school offices and with the school nurse. Students who become ill and injured at school will be referred to the school nurse. Parents will be contacted immediately.

DAMAGED AND LOST TEXTBOOKS AND CHROMEBOOKS

All textbooks/chrome books are issued to the student free of charge and in good condition. Books and other materials must be returned to the school in a condition that represents normal wear and tear. In cases where there has been obvious misuse and destruction of materials, the student must pay for the

replacement of the book or other materials. Payment must be made for all lost materials. South Carolina law entitles school districts to recover damages from students, their parents, or their guardians who cause malicious or willful damage to state property. These debts must be paid before school begins or on the first day of school.

COMPLAINTS AND GRIEVANCES

In all cases of legitimate dissatisfaction on the part of a student, the administrator shall be appealed to. If dissatisfaction prevails, the matter shall be brought to the attention of the superintendent.

If the decision of the superintendent is unsatisfactory, the matter shall be referred to the Board of Trustees. The channel of redress for students in matters of dispute with school authorities consists of the following successive conferences:

- Student, Parent, and Teacher Conferences
- Student, Parent, Teacher and Administrator Conference (all parties may or may not be needed)
- Student, Parent, Teacher, Administrator and Superintendent (all parties may or may not be needed)

DISCIPLINE GUIDELINES

WEAPONS AND DANGEROUS INSTRUMENTS

Possession of Weapons or Use of Weapons on Campus (section 16-23-430) - A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than five years, or both. Any weapon or object used in violation of this section may be confiscated by the law enforcement division making the arrest.

Use, Possession, or Distribution of Drugs – It is a separate criminal offense for a person to unlawfully distribute, sell, purchase, manufacture, or to unlawfully possess with intent to distribute, a controlled

substance while in or within the radius of one-half mile of the grounds of a public or private elementary, middle, or secondary school; a public playground or park; a public vocational or trade school or technical educational center; or a public or private college or university. By law, any person committing this act must, upon conviction, be punished by a fine not to exceed \$10,000, or by imprisonment not to exceed 10 years, or both. When a violation involves the distribution, sale, manufacture, or possession with intent to distribute crack cocaine, the punishment must, upon conviction, be a fine of not more than \$10,000 and imprisonment for not less than 10 nor more than 15 years. When violation involves only the purchase of a controlled substance, including crack cocaine, the punishment must, upon conviction, be a fine not to exceed \$1,000, or imprisonment for a term not to exceed one year, or both.

Minor Bound Over As an Adult – If a child 15 years of age or older is charged under the weapons or the drug statutes listed above, he or she may be bound over and tried as an adult under the provisions of the Safe School Act.

School Crime Reporting – All individuals charged under this act will be reported to the SC Department of Education

Threats Against Teachers, Principals, or School-related personnel – It is unlawful for any person to knowingly and willingly deliver or convey to a public official or to a teacher or principal of an elementary, middle, or secondary school any letter or paper, writing, print, missive, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life or to inflict bodily harm upon the public official, teacher, or principal, or member of their immediate family. Any person violating the provisions of this section must, upon conviction, be fined, imprisoned or both (Section 16-3-1040). The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is, therefore, the implicit responsibility of the school administration to protect each student under its control.

When law enforcement officers find it necessary to question students during the school day, the school principal or designee shall be present. The questioning shall be done in the principal's office; every reasonable effort will have already been made to contact the parent or legal guardian to request his or her attendance.

If custody and/or arrest are involved and an official warrant has been issued, the principal shall assist the law enforcement officer in assuring that all procedural safeguards, as prescribed by law, are observed.

Students at Timmonsville Educational Center are required to conduct themselves at all times and places in a manner that will be in the best interest of the school. The Board of Trustees may authorize or order the expulsion or suspension of any student for a commission of a crime; gross immorality; gross behavior; persistent disobedience; possession of a weapon; possession, sale, or being under the influence of alcoholic beverages or controlled substance on school grounds; or when the presence of the student is

detrimental to the best interest of the school. Every expelled student shall have the right to petition for readmission for the succeeding school year. Expulsion or suspension shall be construed to prohibit a student from entering the school, school grounds, (except for a prearranged conference with an administrator), attending any day or night school function, or riding a bus.

SEARCH OF SCHOOL PROPERTY

Principals or their designee may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause (SC Code 59-63-1130). They may also search both the person and the property of the persons entering school property. When the administration has reasonable cause to believe that weapons are in the possession of identified or unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary and/or mobile metal detectors in accordance with procedures developed by the administration in conjunction with legal counsel.

BULLYING CONSEQUENCES

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration at the school shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student, special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

SCHOOL DISCIPLINARY ACTIONS

BEHAVIOR CONSEQUENCES

Students who are guilty of breaches of conduct may be suspended or expelled in accordance with the behavior level. Though not specifically mentioned in this list of breaches of conduct, any act which is detrimental to the good order, best interest, and physical safety of the school may be punished according to its nature and degree at the discretion of the administration.

Administrator Discretion -The Florence County School District Four Disciplinary Handbook serves as a guideline for Administrators to assign disciplinary dispositions for inappropriate student behavior. Florence Four Administrators exercise the discretion to modify any and all assigned

dispositions for student behavior if it is determined via a thorough investigation that the assigned disciplinary disposition would not serve in the best interest of the student for the offense committed.

Overnight Suspension (ONS)* – This disciplinary measure is used by the administration in instances when a parental conference is necessary to discuss an infraction of school rules. The parent and the student must report to the school office the following morning before the student can be allowed to return to class.

Out-of-School Suspension (OSS)* – The power of suspension is delegated to the principal or the selected designee(s) of the principal. When suspension of a student is contemplated, the administration shall have a conference with the student. At this conference, the administrator shall notify the student of the charges against him or her. If he or she denies them, he or she will be given an explanation of the evidence the authorities have and will have an opportunity to present he or she side of the story. Once the student has been formally suspended from a class or school, the administrator shall notify, in writing, the student's parents or legal guardian of the action taken, the reasons for the action, and the effective dates of suspension. A conference with the parents or legal guardians will be held before the student may return to class. The parent or legal guardian has a right to appeal an unfavorable decision to the superintendent.

Recommendation for Expulsion (RE)* – Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the Board. Authority to expel students from school rests solely with the Board.

School Detention (SD): Detention is a consequence that schools may use to address inappropriate student behavior. Detentions can be applied during school hours, out-of-school hours or on non-school days (for example, a Saturday morning). Principals make a decision about what happens in their school in consultation with their school community. **Failure to report to school will result in out of school suspension.**

Disciplinary Action Plan – This plan is provided to you as a guide. The administrator will review the discipline referral, talk with the student, and determine the proper offense. In all cases, the final decision of offense and penalty will rest with the administrator. Parents and students should note that these guidelines are not exhaustive. The administrator may take other disciplinary actions not specifically outlined when deemed appropriate.

Disciplinary Action Level 1 Misconduct Plan – This plan will be used by teachers to address student behaviors. **The plan includes: Verbal warning, student conference, parent contact, and office referral.** The teacher may refer a student to the principal when the above actions taken by the teacher are ineffective, when the student has committed multiple violations of the rules over a period of time, or when the disruption is classified on Level II or above. All Level II and Level III Misconducts will be advised by administration.

*Suspensions go into effect on the designated date of the suspension. The nature of the offense will determine if the student is suspended immediately. Students who are suspended must have a parent or guardians come to the school for a conference with an administrator and to sign the student back into school. Any student returning to school without a parent conference is trespassing, which carries an additional suspension.

LEVEL 1 MISCONDUCT

The Administration will at all times act in the best interest of the student until the documented acts of repeated misconduct negatively affects the academic integrity and perceived safety of students and staff. Additionally, the Administration possess the discretion at any time to recommend expulsion and/or refer to the alternative school for students exhibiting a blatant disregard for policies and procedures designed to provide an educational environment conducive to learning for students. To that end, students receiving 10 or more Disciplinary Referrals categorized as Level 1 Misconduct may be recommended for expulsion or referred to the Alternative School for excessive referrals.

Level 1 Misconduct

Teachers are to address all Level 1 Misconduct

* Chronic and severe violations on Level 1 may

EXAMPLES *	Code	1 st Offense	2 nd Offense	3 rd Offense
1. Obscene or profane language/gesture to a student in hallway, classroom, etc.	210/290	1 day OSS	2 day OSS	3 day OSS
2. Defiance or disrespect to staff	270/420	Warning	SD/ONS	1 Day OSS
3. Cutting class without leaving school premises	160	1 day OSS	2 day OSS	3 day OSS
4. Distribution/sale of unauthorized materials	002	Warning	SD/ONS	1 day OSS
5. Gambling	630	Warning	SD/ONS	1 Day OSS
6. Dress code violation	280	ONS	1 day OSS	2 Day OSS
7. Loitering	240	Warning	SD/ONS	1 Day OSS
8. Misconduct/Disrupting class	007/017	Warning	SD/ONS	1 Day OSS
9. ID violation	360	Warning	SD/ONS	1 Day OSS
10. Electronic device (cell phones, etc.)	390	ONS	1 days OSS	2 days OSS

11. In unauthorized area	200	1 day OSS	2 day OSS	3 day OSS
12. Failure to stay-in/report to teacher/staff member upon due notice	270	Warning	SD/ONS	1 Day OSS
13. Leaving class without permission	320	2 days OSS	3 days OSS	5 days OSS
14. Failure to dress out for P.E.	275	Warning	SD/ONS	1 Day OSS
15. Cafeteria violation	017	Warning	SD/ONS	1 Day OSS
16. Laser pointer	390	ONS	1 Day OSS	2 Day OSS
17. Obscene/profane language/gesture to staff (clothing, etc.)	210/290/420	2 days OSS	3 days OSS	5 days OSS
18. Riding school transportation illegally	750	ONS	1 day OSS	2 day OSS
19. Defiance/insubordination/disrespect	270/420	1 day OSS	2 days OSS	3 day OSS
20. Severe misconduct (horse playing/slap-boxing)	017/020/405	1 day OSS	2 days OSS	3 day OSS
21. Disturbing class	007	Warning	SD/ONS	1 day OSS
22. Refusal to give correct name and/or ID upon request	270	Warning	SD/ONS	1 day OSS
23. Forgery	011	Warning	SD/ONS	1 day OSS

Level 2 Misconduct

The Administration will at all times act in the best interest of the student until the documented acts of repeated misconduct negatively affects the academic integrity and perceived safety of students and staff. Additionally, the Administration possess the discretion at any time to recommend expulsion and/or refer to the alternative school students exhibiting a blatant disregard for policies and procedures designed to provide an educational environment conducive to learning for students. To that end, students receiving 5 or more Disciplinary referrals categorized as Level 2 Misconduct may be recommended for expulsion or referred to the Alternative School for excessive referrals.

Level 2 Misconduct

EXAMPLES*	Code	1st Offense	2nd Offense	3rd Offense
1. Fighting or instigating (causing a fight)	009/407	3 days OSS	5 days OSS	8 days OSS/RE
2. Unlawful/ unauthorized video-taping (includes the school bus and school activities)	390	3 days OSS	5 days OSS	8 days OSS/RE
3. Threatening, sexual harassment, victimizing, arguing or intimidating other students	027/407	3 days OSS	5 days OSS	8 days OSS/RE
4. Willful destruction of school property	760	3 days OSS	5 days OSS	8 days OSS/RE
5. Unauthorized presence on school grounds	750	1 day OSS	2 days OSS	3 days OSS
6. Discharging fire extinguishers	760	3 days OSS	5 days OSS	RE
7. Theft	670	3 days OSS	5 days OSS	8 days OSS/RE
8. Failure to report to administrator on due notice	271	1 days OSS	2 days OSS	3 days OSS
9. Possession/distribution of obscene images/literature	018/710	1 days OSS	2 days OSS	3 days OSS
10. Hit/Kick/Push	014/520	1 day OSS	2 day OSS	3 days OSS
11. Leaving school grounds	310	3 day OSS	5 day OSS	8 days OSS/RE
12. Tobacco-related products a. Paraphernalia b. Use or possession of tobacco	018/230	3 day OSS	5 day OSS	8 days OSS/RE
13. Gang related activity, including displaying or wearing of gang related clothing, symbols, etc.	250	3 day OSS	5 days OSS	8 day OSS/RE
14. Bullying, retaliation for bullying/false accusations of bullying/intimidation	650/651/652	3 day OSS	5 day OSS	8 day OSS/RE

Level 3 Misconduct

The Administration will at all times act in the best interest of the student until the documented acts of repeated misconduct negatively affects the academic integrity and perceived safety of students and staff. Additionally, the Administration possess the discretion at any-time to recommend expulsion and/or refer to the alternative school students exhibiting a blatant disregard for policies and procedures designed to provide an educational environment conducive to learning for students. **To that end, students receiving a Level 3 Misconduct will be recommended for expulsion and/or referred to the Alternative School.**

Level 3 Misconduct

EXAMPLES *	Power School Code
1. Physically abusing staff	510/520
2. Possessing guns/using or threatening to use by showing any instrument such as knife, boxcutter, etc.	780-789
3. Selling/possession with intent to distribute illegal drugs or alcoholic beverage	580/680
4. Starting fires on school grounds/building	500
5. Indecent exposure	019
6. Setting off fire alarms falsely	350
7. Severe vandalism	760
8. Sexual misconduct at school	025/610/690/720
9. Violation of behavior contract	430
10. Threatening, harassing, victimizing, or intimidating staff	520
11. Extortion	600
12. Possession of weapons or weapon a facsimile: such as knife, boxcutter, stun guns, tasers, mace, etc.	789
13. Possession of or under influence of illegal drugs/alcoholic beverages/intoxicants	580/680
14. Possession of/igniting fireworks, stink bombs, etc.	010
15. Lynching/ganging	250/700

DEFINITIONS

Cutting class: An unauthorized absence from an assigned class or related school activity

Defiance: Refusal to comply with a request from school staff/personnel

Disrespect: Lack of courteous regard for another person

Disturbing class: Behavior which disrupts the orderly educational process of the school

Electronic device: Cell phone, iPad, iPods, mp3 player, tablets, T.V., video game, etc.

Extortion: Attempting to obtain/obtaining money or other item(s) of value from an unwilling person, or forcing an individual to act through the use of force or threat of force

Fighting: A physical conflict between two individuals

Sexual Misconduct: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

Forgery: Signing someone else's name or using a signature which is not authentic

Gambling: Participation in games of chance for money and/or other things of value

Ganging/gang related activities: Group activity which involves intimidating, threatening, lynching, or physical violence

Harassing: Repeated annoyance of students/staff

Intimidating: To frighten/inhibit another person

Intoxicating substance: Any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances

Lynching: Group activity involving physical violence

Misconduct: Behavior not conforming to school rules/regulations

Obscene/profane: Offensive or degrading

Threatening To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm

Tobacco/paraphernalia: Use/possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, etc.

Victimizing: Harming/taking advantage of another person.

Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If any employee receives a complaint or harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

**Johnson Middle/Timmons ville High School
Parent/Student Handbook
Signature Page**

By signing this agreement, I acknowledge that I have received, read, and understand all of the information contained in the *Johnson Middle/Timmons ville High School Parent/Student Handbook*. I sign this acknowledgment voluntarily and realize that these are the policies of the school.

Student's Name

Grade Level

(Parent Signature)

(Date)

*** Please return this page signed and dated to your child's first period teacher.**