

Student Handbook

# **St. John's High School Student Handbook**

## **2024-2025**

1518 Main Road Johns Island, SC 29455  
Main Office (843) 559-6400 FAX (843) 559-6409  
<https://stjohns.ccsdschools.com>



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## ADMINISTRATION

**Principal** .....Jermaine Joyner  
[jermaine\\_joyner@charleston.k12.sc.us](mailto:jermaine_joyner@charleston.k12.sc.us)

**Assistant Principal**.....Sara Jones  
[sara\\_jones@charleston.k12.sc.us](mailto:sara_jones@charleston.k12.sc.us)

**Assistant Principal** .....Francis Jerome McDaniel  
[francis\\_mcdaniel@charleston.k12.sc.us](mailto:francis_mcdaniel@charleston.k12.sc.us)

**Director of Counseling** .....Naquita Page-Dawson  
[naquita\\_dawson@charleston.k12.sc.us](mailto:naquita_dawson@charleston.k12.sc.us)

**Athletic Director** .....Hank Campbell  
[henry\\_campbell@charleston.k12.sc.us](mailto:henry_campbell@charleston.k12.sc.us)

School Colors:	Cardinal & Royal Blue
School Facebook:	St. John's High School@mightylislanders1518
School Instagram:	<a href="https://www.instagram.com/mighty_islanders1518">https://www.instagram.com/mighty_islanders1518</a>
School Website:	<a href="https://stjohns.ccsdshools.com">https://stjohns.ccsdshools.com</a>



Dear Students and Parents,

On behalf of the faculty at St. John's High School, we welcome you to a remarkable school!

As home to the Mighty Islanders, our goal is to continue our tradition of excellence and elevate students to reach new levels of success within a nurturing environment. We provide an atmosphere of high expectations for all students along with opportunities for enjoying their high school years. We encourage families and community members to partner with us to guide students into college and career readiness.

This student agenda has been developed as an overview to familiarize you with school guidelines. It is not intended to be all-inclusive. Regulations and policy changes may be made during the year. If you have any questions, please contact the administrative staff.

Exams are scheduled within the Academic Calendar, voted on, and approved by the CCSD Board of Trustees. The calendar is always decided on before the end of the previous school year. Exams are scheduled at the end of the semester. Please do not schedule events away from school during this time. Due to test security, exams may not be given early or made up at a later date.

The faculty, staff, and administration are here to help and support you. Please take advantage of all the opportunities St. John's offers. Please always exhibit Islander Pride in all you do: BE HERE, BE ON TIME, COMMIT AND EXCEED EXPECTATIONS, and FACE YOUR CHALLENGES.

Sincerely,

*Jermaine Joyner*

Principal

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE RULES WRITTEN IN THIS ST. JOHN'S STUDENT HANDBOOK.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

I HAVE READ AND UNDERSTAND THE RULES IN THE ST. JOHN'S STUDENT HANDBOOK.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

### **INTERNET/COMPUTER PERMISSION**

I have read *St. John's High School's Computer Acceptable Use Policy* (pg. 6) and understand that my participation in any violation of this contract will result in disciplinary action, depending upon the nature of the offense.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child has permission to conduct independent research on the Internet under the terms of the *St. John's Computer Acceptable Use Policy* (pg. 6).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ST. JOHN'S COMPUTER ACCEPTABLE USE POLICY\***

Use of St. John's High School's computer network shall be in support of education and research that is consistent with the mission of the school and district. Network use is limited to those students who have a specific educational objective to research. When conducting research on the Internet or on the school's network, I understand that access to the Internet is a privilege, not a right, and I:

1. will use the Internet for legitimate instructional or educational purposes.
2. will send emails only at the direction of my teacher or media specialist.
3. will not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.
4. will not attempt to download or save files on the computer hard drive or to a disk without teacher permission.
5. will not search for, download, or print any material that violates CCSD or school handbook policies regarding possession or display of inappropriate, offensive or vulgar material, nor assist any other student in such activities.
6. will not use Telnet, Internet Relay Chats, or other interactive exchanges (i.e. instant messaging or messaging within or without the LAN) or chat rooms unless I have permission from the teacher or the media specialist.
7. will not vandalize any computer system. (Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any other computers connected to this network. This includes, but is not limited to, the uploading or creation of computer viruses).
8. will not engage in "hacking" the system.
9. will not damage or alter computers, computer systems, or computer networks. No peripheral technology devices may be attached to CCSD/St. John's equipment without prior permission from the administration.
10. will not violate copyright laws.
11. will report any security problem to the system administrator.
12. understand that any user identified as a security risk or determined to be using CCSD and/or St. John's computer technology inappropriately or illegally may be denied access to St. John's computers, the CCSD computer network, and the Internet.
13. will not trespass in another's folders, work, or files.
14. will not use the school's Internet accounts for financial gain.
15. will be responsible for any unauthorized costs incurred by the use of the Internet.
16. will always follow the instructions of staff members.
17. will not perform any other action that may be deemed inappropriate by CCSD and St. John's.

DISCLAIMER: CCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. CCSD specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

\*These guidelines comply with CCSD's *Technology Acceptable Use Policy*.

ST. JOHN'S HIGH SCHOOL AND CCSD RESERVE THE RIGHT TO DENY ACCESS TO ANY USER IF IT IS DETERMINED THAT THE USER IS ENGAGED IN UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS VIOLATING THIS CODE OF CONDUCT.

## **ST. JOHN'S HIGH SCHOOL MISSION STATEMENT**

St. John's High School will provide a **high-quality learning experience** that prioritizes **positive relationships** and maintains **high expectations** to ensure all students at St. John's High School **graduate college and career ready**.

## **VISION**

St. Johns High School will be an **excellent rated** high school that produces **world-class citizens** and **lifelong learners**

## **Alma Mater**

*In the pines, upon an island,  
Ready to serve you,  
Stands a noble Alma Mater,  
Proud and firm and true,*

*Lift her chorus,  
Spread her glory,  
Over hills and dales,  
Hail to thee our Alma Mater,  
Hail, Saint John's All Hail!*

*At the crest of worlds of knowledge,  
Are the Saint John's sons.  
For the best of Alma Maters,  
Ours is topped by none.*

*Voice her praises, through the ages,  
Never will she fail,  
Hail to thee, our Alma Mater,  
Hail, Saint John's, All Hail!*

## **ST. JOHN'S HIGH SCHOOL CALENDAR**

### **[24-25 CCSD ACADEMIC CALENDAR](#)**

(THE YEARLY CALENDAR WILL BE DISSEMINATED AT THE BEGINNING OF EACH YEAR)

End of Course (EOC) exams will be determined after the detailed final exam schedule is decided.

Due to test security and fairness to all students, students will not be able to take final exams early. Please plan accordingly.

Note: Inclement weather make-up days for students will be determined by the Charleston County School District (CCSD).

## **St. John's High School Bell Schedule**

See St. John's website for updated bell schedules. <https://stjohns.ccsdschools.com>

### **BUILDING HOURS**

The Main building is open for students from 6:55 a.m. - 3:00 p.m. Monday through Friday. Students are not permitted in the building at other times unless accompanied by a teacher, staff member, or coach. For safety, supervision, and security reasons, students are not to loiter about the building after their daily programs are finished. **All students not under the direct supervision of a staff member must exit the building by 2:45 p.m.** Students may wait outside in front of the building for a ride. **Students in the building unsupervised after 2:45 p.m. are subject to disciplinary action.**

### **CAFETERIA**

The Cafeteria serves breakfast and lunch. Breakfast is available from 6:55a.m. - 7:15a.m.

Students are to:

- Keep their place in an orderly line maintaining acceptable social distancing

- ONLY seniors in the designated Senior Area

- Maintain an acceptable voice level

- Use acceptable language at all times

- Display proper table manners

- Sit only on benches or chairs, not on the tabletops

- Students are responsible for keeping their table and surrounding area clean. Staff have the right to make the simple request of any student to pick up trash in his/her general area.

### **CHANGE OF ADDRESS**

Please notify our Data Clerk (Ms. Kieva Wright [kieva\\_wright@charleston.k12.sc.us](mailto:kieva_wright@charleston.k12.sc.us)) of any change of address or telephone number.

### **ELEVATOR USE**

Elevators are not for student use unless the student has written administrative approval. If a student has a documented medical need to utilize the elevator, he or she should see an administrator to obtain an elevator pass.

### **EMERGENCY CARDS**

1. A parent must complete and return a yearly **Emergency Card** for each student attending St. John's.
2. A parent should also complete the emergency card if one was not done online during registration.. It is crucial that your emergency contacts are people who are usually available to pick up your student. Parents should note significant health problems on the emergency card and in the student agenda. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident or injury or medical situation.

### **FIRE DRILLS AND OTHER EVACUATION PLANS**

Each teacher will review fire drills and other evacuation plans with his/her classes. Students must be quiet during emergency situations or drills. Students must stay with their assigned group.

## IMMUNIZATIONS

All students are required to have met all state and local immunization requirements in order to attend St. John's High School. Any questions regarding immunizations should be directed to the school nurse.

## MEDIA CENTER

The Media Center offers all students a rich collection of information that can be located traditionally and electronically. The Media Center is open from 7:00am. until 3:00 p.m. Monday through Friday.

## MEDICATION

**ANY and ALL** prescription and non-prescription medications require a **CCSD Medication Permission Request Form** (written orders from doctor or other legal prescriber) properly completed and signed by the parent/legal guardian and the physician or other legal prescriber. These forms are available from the school nurse and can be found on the CCSD website, [www.ccsdschools.com](http://www.ccsdschools.com)

No student shall carry medicine in school except for students given permission to do so by their *Individualized Healthcare Plan* (IHP) to guard against a life threatening condition. All prescription and over-the-counter medications must be registered by the parent/guardian with the school nurse. **Medication may not be transported to or from school by students.** All medications must be given to the school nurse in the original prescription containers with labels and instructions. Students who must carry medicine due to life threatening conditions, as verified in writing by a physician, must have the prior written permission of the school nurse and principal with them at all times. Medications prescribed for a short term (two weeks or less) may be administered to those who present the medication in a pharmacy labeled container with required information including a current date, plus written permission from the parent or legal guardian (i.e. antibiotics, pain relievers for braces, injuries, etc.).

## PERSONAL PROPERTY

St. John's High School is not responsible for books, personal belongings or property that are misplaced or stolen from any location on campus. This includes but is not limited to items left in common areas, classrooms, lockers, and vehicles.

## RELEASE OF STUDENT INFORMATION

The administration of the Charleston County School District and St. John's High School take the privacy of student records very seriously. St. John's High School occasionally receives requests for information about students to use names in a news release or for some other purpose. The following is considered **DIRECTORY INFORMATION**: student's name, address, telephone listing, date and place of birth, participation in recognized activities and sports, weight and height of athletes, dates of school attendance, degrees and awards received, and previous schools attended are all designated as "**directory information**."

**\*\*Unless the parent of a student notifies St. John's in writing that such information may not be released, directory information will be released without further notice (as defined above).**

**\*\*\*\* Requests not to release information must be delivered in writing annually to the Main Office of St. John's High School.**

Under certain situations, student information may be released without parental consent. At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available students' names and addresses to authorized representatives of the U.S. Armed Forces.

Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

## STUDENT MESSAGES, GIFTS, AND FOOD DELIVERIES

St. John's High School will be unable to deliver messages to students, except in cases of an emergency. Gifts, flowers, and food deliveries will not be delivered to students. Uber, LIFT, or other delivery companies will not be allowed to drop off food for individuals. Students will not be permitted to carry balloons, gifts, flowers, stuffed animals, birthday cakes, etc. throughout the building. We cannot stop classroom instruction for any reason other than an emergency.



The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message. Please arrange rides to and from school, car and house key delivery and pick-up, and job times before students arrive at school.

## USE OF SCHOOL PHONES

Office and classroom telephones are for business use only. Students will not be dismissed from class to use the phone. Students should not use the phones to arrange early dismissal. Early dismissals are handled through verifiable notes from parents delivered to the Attendance Office upon arrival at school. Any student who calls 911 for non-emergencies shall be disciplined, and reported to the appropriate law enforcement agency.

## TEXTBOOKS

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him/her. Textbooks are scanned out individually to students. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. Textbooks are loaned to the students. Students are responsible for keeping textbooks clean and handling them carefully.

It is the student's responsibility to pay the replacement cost for any lost or stolen textbooks that were issued to him/her. Students found tampering with, destroying, or removing textbook barcodes will be subject to disciplinary action and/or charged the replacement price of the subject textbook.

## VISITORS

Visitors must enter the campus through the Main Entrance and state their purpose to front office personnel. **Visitors must present a government issued picture ID to obtain a visitor's badge. Visitors who do not report to a Main Office are subject to arrest.** Visitors may not interrupt class instruction in any way. Students may not have visitors on campus without prior administrative approval.

## SCHOOL COUNSELING

The School Counseling Department's goal is to serve students by providing educational, career, social and personal counseling. This department also advises students and/or parents regarding academic and attendance problems. Students must check in with the Guidance Clerk to schedule an appointment with their counselor.

The School Counseling Department may be visited during school, before or after school, and during lunch. Office hours are 7:00 a.m. to 3:00 p.m. daily. All students coming to the School Counseling Office during class periods should have passes from teachers.

## GRADUATION REQUIREMENTS

**A candidate for graduation must have completed the State diploma requirements.** Those students who fail to complete the requirements will not participate in graduation.

### SOUTH CAROLINA HIGH SCHOOL DIPLOMA REQUIREMENTS:

Subjects	Diploma Requirements
English/Language Arts	4 units
Mathematics	4 units
Science INCLUDING Biology 1	3 units
U.S. History/Constitution	1 unit
Economics	.5 unit
U. S. Government	.5 unit
Other Social Studies	1 unit
PE	1 unit
Computer Science	1 unit
Foreign Language OR Career and Technology Education	1 unit
TOTAL CORE UNITS	17 units

Electives: Language Arts, Math, Science, Social Studies, Band, Chorus, Music Appreciation, Art, Art Appreciation, Foreign Language, Career & Technology, P.E.	7 units
Total Units	24 units

## CREDITS AND PROMOTION

To earn high school credit, a student must pass the class academically and meet the state requirements regarding class attendance. Students are promoted from grade to grade based on meeting minimum requirements for credits earned each year.

Promotion to Grade 9	<b>0 units</b> Must pass 8th grade
Promotion to Grade 10	<b>6 units</b> Must include English 1 and 1 unit of math
Promotion to Grade 11	<b>12 units</b> Must include English 1 and 2, 2 units of math, and 1 unit of science
Promotion to Grade 12	<b>18 units</b> Must include English 1, 2, and 3, 3 units of math, and 2 units of science. Have all courses needed to graduate by the end of the school year.

GRADE LEVEL PROMOTIONS OCCUR AT THE END OF THE SCHOOL YEAR

## GRADING POLICY

All grades will be interpreted for all purposes using the South Carolina Uniform Grading Scale. Numerical grades will appear on the report card.

Letter Grade	S.C. Uniform Grading Scale
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below
*WF	51
FA (Seat-time not completed- credit denied pg. 17)	51

If a student withdraws from a course after the 10th day of a 180-day course, the 5th day of a 90-day course, or the 3rd day of a 45-day course, the transcript will reflect a \*W/F. A grade of 51 will be factored into the student's grade point average (GPA).

If a student retakes a course, at the same level of difficulty, in which a D or F has been earned within the same academic year or no later than the next academic year, the higher grade will be included in the student's GPA. The student's transcript will reflect both course instances. Only one course attempt and the highest grade earned for the course will be calculated in the GPA.

## EARLY COMPLETION

The purpose of the 4x4 schedule is to provide students more opportunities to take a broader array of courses as well as to have room to "specialize" in a career interest area. Course requirements are outlined for each grade level. Early completion is highly discouraged. However, students with extenuating circumstances may petition the principal in writing to complete their studies at St. John's at the end of the first term of

their senior year. Exams will not be given early to accommodate early completers. The principal will review requests on an individual basis and make a decision. Students who are granted early completion status are not eligible to participate in any extra-curricular activities and must formally withdraw from St. John at the end of the first term. The only exceptions are attendance at the Junior-Senior prom, the Senior Picnic, participation in mandatory graduation practice, and participation in the graduation ceremony. Graduation exercises will be held at the end of the school year only. Students are encouraged to take advantage of dual credit and other courses that will better prepare them for further studies and careers.

## AVAILABILITY OF CLASSES

Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. St. John's High School reserves the right to cancel or eliminate courses for any given school year. If the administration decides to cancel a course due to low student enrollment or lack of teachers, the student's alternate choice will be used.

## COLLEGE CREDITS WHILE IN HIGH SCHOOL

Students may obtain college credits through the following:

**Advanced Placement** (AP) courses are offered for academically gifted students who are ready to engage in work beyond the high school level. The advanced curriculum of these courses requires mastery of higher level thinking skills. Students enrolling in AP classes must meet the prerequisites as defined for each course and must participate in the AP examination administered in May. Although individual college requirements vary, most colleges award credit to students who earn at least a score of "3" on these examinations.

**Dual Credit** courses are college courses taken through TTC or other accredited colleges that can also count for high school credit. A 3-semester hour college course shall transfer as one Carnegie unit on the student's high school transcript. Students must meet admission requirements, have prior permission from the principal to enroll for dual credit and pay all college fees. Forms for permission to enroll in college courses for dual credit are available in the School Counseling Office. Some dual credit courses are available on St. John's campus.

## CREDIT RECOVERY

Students may take credit recovery courses in the core content areas (English, Math, Science and Social Studies) only if they have attempted all requirements for a full unit. Only students who have met the seat time requirement and failed the course with a grade of **50-59** are eligible for credit recovery.

A final grade of 'P' will appear on the transcript and the credit will be awarded upon successful completion of the Credit Recovery course. The initial course and failing grade will remain on the transcript.

If participating in a sport, it is the responsibility of the student to work with the school's Athletic Director to determine athletic eligibility as determined by the S.C. High School League.

Credit recovery is available for all students in grades 9-12. Top priority will be given to students in grades 11 and 12 needing credit recovery to graduate on time.

## ELIGIBILITY

### Eligibility for Interscholastic Athletic Activities:

The South Carolina High School League has implemented academic standards for any student who wishes to participate in interscholastic activities and competition. To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester a student must pass a minimum of **5** Carnegie units applicable toward a high school diploma during the previous year. At least 2 units must have been passed during the second semester or summer school.
2. To be eligible during the second semester the student must meet one of the following conditions:
  - a. If the student met first semester eligibility requirements then he or she must pass the equivalent of **4.5** units during the first semester.
  - b. If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of **5.5** units during SECOND semester.

\* For more details, see your coach, sponsor, or guidance counselor.

## EXAMS AND EXAM EXEMPTIONS

All teachers are required to administer a final exam at the conclusion of the course. Courses that require a state **End Of Course** Examination must count the **EOC** Examination as the final exam. Final exams must be given at the day/time assigned by the St. John's Administration unless otherwise approved by the principal.

The superintendent may exempt from final examinations only seniors enrolled in courses earning a full Carnegie unit both first and second semesters for high school diploma credit who have an average of 90 or above for the completion of the course, effective August 19, 2016. All underclassmen students will take final examinations. The superintendent may not exempt students from final advanced placement examinations, state end of course examinations, one-semester one-half Carnegie unit course examinations and online courses. See administrative regulations for additional implementation information.

Adopted 2/26/96; Revised 8/14/00, 9/12/05, 5/23/16

Code IKAA Issued 5/16

## **PARENT CONFERENCES**

Parents with concerns that require the input and advisement of faculty and staff may contact the school to request a conference. If the issue involves an academic problem or a class, the parent should contact the teacher(s) first. If at all possible, a phone conference is recommended; however, when several teachers must be involved, the student's teachers, counselor or administrator could set up an appointment as needed.

## **SPECIAL SERVICES REHABILITATION ACT OF 1973 (SECTION 504)**

The purpose of Section 504 under the Rehabilitation Act of 1973 is to prevent the discrimination against students with disabilities in any public or private school receiving federal assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U.S. Department of Education regulation for Section 504 is the requirement that students with disabilities be provided with a free, appropriate, public education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public or private school in the United States receiving federal funds. <https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>

Section 504 is intended to remove the barriers caused by a student's disability and provides accommodations to students that allow them to have fair and equitable access to learning opportunities and other major life activities.

## **EEO/TITLE IX/SECTION 504 STATEMENT**

It is the policy of the Charleston County School District not to discriminate on the basis of race as required by Title VI of the Civil Rights Act of 1964, on the basis of sex as required by Title IX of the 1972 Education Amendments, or on the basis of handicap as required by Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act, PL 10-476; and other Civil Rights Laws.

## **EXCEPTIONAL EDUCATION SERVICES**

### **Individuals with Disabilities Education Act (IDEA)**

IDEA is a federal law that requires schools to serve the educational needs of eligible students with disabilities. The primary purposes of IDEA are:

- To provide a free appropriate public education (FAPE) to children with disabilities
- To give parents a voice in their child's education

IDEA covers students in the Least Restrictive Environment (LRE) through high school graduation or age 21 (whichever comes first).

The Least Restrictive Environment (LRE) refers to the extent special education services are provided to a student in a school setting with the student's non-disabled peers and as close to the student's home as possible. The continuum of services identifies different service delivery models to provide specially designed instruction to a student with a disability. St. John's offers a full continuum of services for all students who qualify for an Individualized Education Plan (IEP).

For any questions regarding special education services, please contact the school's lead teacher, counselor, or administrator.

## **STUDENT RECORDS**

St. John's High School distributes grades and report cards at the end of each 9-week period. Students will receive progress reports at the midpoint of each grading period. Numeric grades are recorded on report cards and permanent records. Parents may access the parent-portal at any time during the school year. Please notify the assistant principal or data clerk for access.

## TESTING

Testing is a necessary part of effective teaching and counseling. Interest, achievement and aptitude testing will be done as prescribed by Charleston County School District. All students are encouraged to visit the School Counseling Office to talk to their counselor, research colleges, explore careers, or to obtain general information.

## TRANSCRIPTS

Official transcripts can be requested through the School Counseling Office or by going online to the **Naviance** website and logging into the student account. Students may also request transcripts through [www.naviance.com](http://www.naviance.com) which will be sent FREE to all eligible colleges or universities.

## WITHDRAWAL FROM SCHOOL

The parent/guardian of a student must come to the School Office to sign a withdrawal form as soon as he/she is aware that his/her child must withdraw from St. John's High School. Any student who leaves school without formally withdrawing will be charged with the price of all his/her textbooks, any library books and any other fees owed. The school will not issue a copy of the student's transcript or re-enroll the student until all textbooks are returned and all fees are cleared with the school. Request for records from other schools or employers will not be honored until all fees are cleared.

## ATTENDANCE POLICIES

### STUDENT ATTENDANCE

**School achievement begins with regular attendance.** As a result of the Education Improvement Act of 1984, guidelines have been established for student attendance and absences. Attendance is a requirement for promotion and/ or credit. **Students must complete the State of South Carolina required amount of seat time in each course to receive one unit of credit.**

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day. Students have the responsibility to be on time and attend all classes. Failure to attend class constitutes an absence. Students previously enrolled in the district and those residing in the state that are entering for the first time shall be counted absent without excuse (for promotion/credit consideration) for each day missed due to late enrollment. All absences are defined as lawful or unlawful. Students are not permitted to make up work for unlawful absences.

### STUDENT ABSENCES

All excuses for absences must be documented in writing and delivered to the School Office within three (3) school days of return from the absence. It is the responsibility of the parent/student to submit a note signed by a parent or physician confirming the reason for the absence. Electronic mail and faxes may be accepted as long as the information can be verified with the parent/guardian of record in PowerSchool. All student business regarding their attendance, should be conducted outside of class hours. The Attendance Office is open 7:00 a.m. – 3:00 p.m. daily. Taking class time to submit an excuse or obtain an ID card does not exempt a student from the attendance/tardy policy.

**Note:** No student who misses any portion or all of a school day, unless excused by the principal, shall be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized/ related activity or event.

### ABSENCES: LAWFUL (EXCUSED)

Per state law, lawful absences have been defined as follows:

1. Students who are ill and whose attendance would endanger their health or the health of others may be temporarily excused from attendance.
2. Emergency medical or dental appointments that **cannot be scheduled outside of school hours**. Beginning and ending times must be recorded on the appointment slip by the doctor's office and only the appointment time and minimum travel time will be excused.
3. Students may be excused from attendance in school if they are required to be present in a court of law. Judge or attorney verification is required in writing.
4. Students in whose immediate family there is serious illness or death.

#### DOCUMENTATION FOR STUDENT ABSENCES

**All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. All absences will be listed as unverified until the student brings in a written explanation to the office.** When an excuse

requires additional documentation, the three-day limitation will be extended to five days. Excuses for absences received after the designated deadlines will be marked "U" for unexcused or may not be accepted at all. **After ten (10) absences for any reason which cannot be substantiated by medical statements, future absences will be marked "U" for unexcused.** Written explanation of absences must include the student's name, parent/guardian's full name and telephone number(s), dates of absence(s), and documentation of the reason for the absence. Excuses must be presented to the Attendance Office before first period to receive verification of the excuse permitting the classroom teacher(s) to provide makeup work and/or tests. These notes are crucial in determining whether credit can be awarded.

5. Students may be excused from attendance in school for recognized religious holidays of their faith.
6. Students who are absent due to suspension.
7. Students who have prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

### **ABSENCES: UNLAWFUL (UNEXCUSED)**

Per state law, unlawful/unverified absences have been defined as follows:

1. Students absent for any portion of the day without the prior knowledge of the parents/guardians.
2. Students absent from school for any portion of the day without acceptable cause with the knowledge of their parents/guardians.
3. Students absent from planned home-bound sessions.
4. Students suspended from the school bus and not reporting to school.
5. Parental notes for student illnesses in excess of 10 days which cannot be substantiated by medical statements.
6. Routine appointments for medical, dental, or counseling services once a student has exceeded five absences per term course.

### **ABSENCES: CHRONIC ILLNESS**

Parents of a student with a chronic illness (one which recurs and may cause the student to miss excessive days) must contact administration to discuss options to maintain academic performance. Those options may include schedule changes, homebound services, tutoring, etc.

### **ABSENCES: COLLEGE VISITS**

Seniors and Juniors are permitted two (2) college visit days each year with official documentation. Official College Visit forms are available in the School Counseling Office or from the college. These forms should be completed, stamped and signed by college officials. Catalogs, brochures, parking stubs, and parent notes are not sufficient to document an official college visit.

### **ABSENCES: EARLY DISMISSAL**

Students are expected to attend all classes each day of the school year. **Once a student arrives on campus he/she is present for the day and may not leave unless properly dismissed.** Parent request for a student's early dismissal should be sent to the Attendance Office in a note with the student and should include the student's full name, time and reason for the absence, parent name, contact phone number, date, and parent signature. The student should bring the appropriate excuse back upon his/her return to school. Example: Parent request for early dismissal due to student's doctor's appointment followed by a doctor's excuse when student returns to school. In cases where a student must leave school before the end of the school day, please adhere to the following procedures:

1. A student should present a note written by a parent/guardian for early dismissal to the Attendance Office before first period. Notes presented after first period may require a verbal confirmation from a parent/guardian or may not be honored.
2. Each note should include the student's full name, reason for dismissal, signature of parent/guardian, and a phone number where the parent/guardian can be reached for verification. If the student is leaving with someone other than the parent/guardian of record in PowerSchool, that individual's name must be included in the dismissal note from the parent. Electronic mail requests for early dismissal will not be honored.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions.
4. Students who drive to school must sign out at the Attendance Office before leaving school grounds. Students who do not drive to school must have a parent/guardian report to the main office to verify he/she is authorized to sign out his/her student. If a student returns the same day from an early dismissal, he/she must sign back into school through the office immediately upon returning to campus.
5. Except in emergency situations, students should not be checked out early after 1:50pm..

**Note: Once a student arrives on campus he/she is present for the day and may not leave unless properly dismissed.**

### **ABSENCES: HOMEBOUND INSTRUCTION**

Homebound instruction may be provided to students who cannot attend public school because of illness, accident, or pregnancy even with the aid of transportation. The parent/guardian should request a medical homebound instruction application prior to or immediately following the start of the student's non-attendance. The application for medical homebound instruction may be obtained from the St. John's Counseling Office. The Medical Homebound Instruction Form must be fully completed and certified by a licensed physician. Homebound services will not

be approved for periods exceeding 45 instructional days. If it is necessary for homebound instruction to continue beyond this period, a new Medical Homebound Instruction Form and physician verification will be required. A completed and signed Medical Homebound Instruction Form does not guarantee approval for the student to participate in the homebound program. The district superintendent/designee will review all applications for approval or denial.

Homebound instruction does not guarantee that students will pass courses or advance to the next grade. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to CCSD attendance policies or homebound services may be terminated. Questions regarding homebound should be referred to the administrator in charge of Homebound Services.

## **ABSENCES: SPECIAL CIRCUMSTANCES**

In rare cases, students may be absent due to extenuating circumstances but the absence does not fall within the State list of defined lawful absences. In such cases, the parent should send a written request with an explanation of the need for the absence to the student's assistant principal as soon as possible. The administrator will review the information, the length of the proposed absence, the student's academic record, his/her attendance record, and may confer with the student's teachers regarding academic impact of the proposed absence. Missing instructional time must be minimized as much as possible.

If the absence is approved, the student is expected to seek assignments from his/her teachers well in advance of the absence and take full responsibility to make up any work missed promptly. In some cases, the total number of absences for the course may exceed the state requirement for "seat time" therefore, the student will have to make up the time in order to salvage the credit.

Absences for family vacations, trips, and other activities which are scheduled during school holiday periods will not be approved nor will absences during final exam periods.

## **ABSENCES: TRUANCY**

AS PARENTS, YOUR RESPONSIBILITY IS TO ENSURE YOUR CHILD IS ATTENDING SCHOOL AS REQUIRED BY **SOUTH CAROLINA ATTENDANCE LAWS**. IF ABSENT, IT IS NECESSARY TO PROVIDE APPROPRIATE DOCUMENTATION TO THE ATTENDANCE OFFICE FOR VERIFICATION PURPOSES. UNEXCUSED ABSENCES AND UNEXCUSED PARENT NOTES ARE CONSIDERABLE OFFENSES ~ OFTEN LEADING TO TRUANCY. FAILURE TO SUBMIT THE PROPER DOCUMENTATION IS THE MOST COMMON FACTOR OF THE TRUANCY PROTOCOL. TRUANCY IS A SERIOUS MATTER THAT SHOULD NOT BE TAKEN LIGHTLY. **ANY STUDENT WHO MISSES THREE (3) CONSECUTIVE UNLAWFUL ABSENCES OR FIVE (5) NON-CONSECUTIVE UNLAWFUL ABSENCES IS CONSIDERED TRUANT**. UNLAWFUL ABSENCES CAN BE UNVERIFIED ABSENCES OR ABSENCES WITH THE PARENT'S KNOWLEDGE BUT ARE AN UNACCEPTABLE REASONS FOR MISSING SCHOOL. FOR EXAMPLE, A FAMILY TRIP. IF A STUDENT IS FOUND TO BE TRUANT, A TRUANCY CONFERENCE WILL BE REQUIRED AND AN INTERVENTION PLAN WILL BE INSTITUTED TO HELP ENCOURAGE THE STUDENT'S PRESENCE IN SCHOOL. THE LEVELS OF TRUANCY ARE LISTED BELOW.

PER STATE LAW, THERE ARE **THREE LEVELS OF TRUANCY**:

1. **TRUANT**: A CHILD WHO HAS ACCUMULATED THREE CONSECUTIVE UNLAWFUL ABSENCES OR A TOTAL OF FIVE UNLAWFUL ABSENCES.
2. **HABITUAL TRUANT**: A CHILD WHO (1) FAILS TO COMPLY WITH THE INTERVENTION PLAN DEVELOPED BY THE SCHOOL, THE CHILD, AND THE PARENTS/ GUARDIANS, AND (2) ACCUMULATES TWO OR MORE ADDITIONAL UNLAWFUL ABSENCES.
3. **CHRONIC TRUANT**: A CHILD WHO (1) HAS BEEN THROUGH THE SCHOOL INTERVENTION PROCESS; (2) HAS REACHED THE LEVEL OF A HABITUAL TRUANT AND HAS BEEN REFERRED TO FAMILY COURT AND PLACED UNDER AN ORDER TO ATTEND SCHOOL; AND (3) CONTINUES TO ACCUMULATE UNLAWFUL ABSENCES.

## **TARDIES TO SCHOOL**

Students who are tardy miss valuable instructional time and disrupt the learning of other students. Students are expected to be in their classrooms wearing their IDs when the bell rings at the beginning of each block/period. **Only a medical or judicial excuse presented at check-in will excuse a tardy arrival**. Students who arrive after half the class time has passed, will be counted absent for the entire period/block. Disciplinary consequences for tardiness may include detention, parent-student conferences, In School Suspension (ISS), school probation, loss of parking privileges, and other disciplinary action(s).

## **ILLNESS AT SCHOOL**

Students who become ill may report to the Health Office for evaluation. Students should always obtain a pass to go to the clinic. Students who fail to report to class or to the office because of illness are subject to disciplinary action. If the student's condition warrants leaving school, the nurse will try to contact a parent or designated person on the emergency card. If a student leaves school through the nurse's office, he/she will be permitted to return to school that day only with prior administrative approval.

## **CREDIT DENIAL**

Credit for any course may be **denied** if a student does not meet attendance requirements. Credit will be denied regardless of whether absences are lawful: **excused (E), unexcused (U), unverified (A), cut (C) or truant (C)**.

Exceptions for Denial of Credit are limited to:

- a. Court intervention with appropriate documentation
- b. Serious illness (chronic or long term) or a disabling injury with medical documentation

- c. Death in the immediate family with appropriate documentation
- d. Other extraordinary hardships with appropriate documentation

## **CLASS SEAT TIME MAKEUP**

To avoid **credit denial**, students may have the opportunity to participate in seat time interventions. Each student is required to accrue **120 seat time hours in each class**. Students may also be at risk for Chronic Absenteeism, which is defined as students who are absent for 10 percent or more school days during the year. Students are considered absent if they miss more than 50 percent of the instructional day. Medical, bereavement, legal and religious excuses are excluded from seat time. Students needing seat time hours will: 1) meet with an administrator, 2) review interventions to support making up seat time hours, 3) sign a seat time contract. If additional absences are accumulated after signing the contract, it is the student's responsibility to ensure they make up the supplementary hours. If a student needs assistance with calculations, they must see an administrator. Once seat time hours are fulfilled, students must return the completed form to the office with appropriate signatures. **Failure to make up seat time hours will result in credit denial.**

# **DISCIPLINE**

## **STUDENT BEHAVIOR CODE**

Students at St. John's are required to conduct themselves in a manner that will be in the best interest of the school at all times and places. Conduct that contributes to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion.

The rules, regulations and due process procedures are designed to protect all members of the educational community and allow them to exercise their rights and responsibilities. These rules are effective during the following times and in the following places: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; and in route to and from school on a school bus (to include bus stops) or other school vehicle. The administration, faculty, and staff assume that high school students are mature and responsible for their own proper behavior at school and that all discipline matters can be handled in a calm and reasonable manner.

In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student. Additional guidelines can be obtained from the [Charleston County Student Code of Conduct](#).

## **LAWS AND POLICIES**

St. John's High School operates under and is bound by state laws and regulations and **Charleston County School District Policy**. State laws that require criminal charges and penalties are in addition to administrative action taken at the school.

## **SAFE SCHOOLS ACT**

The *South Carolina Safe Schools Act of 1990* makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of grounds of a public school. The penalty is up to a \$10,000 fine or 10 years imprisonment or both. The penalty is greater if the substance involved is crack cocaine. Carrying a weapon on school property is a felony that carries a \$3,000 fine and a maximum prison term of 5 years.

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

## **SOUTH CAROLINA SCHOOL SAFETY ACT**

This law amends the *Code of Laws of South Carolina, 1976*, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction, the student can be fined up to \$1,000 or imprisoned up to 1 year or both.

Furthermore, the new law mandates that all offenses be placed in a student's permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher. Threatening a public official, a teacher, or principal now carries a fine of \$5,000 or 5 years or both. Threatening a public employee, which means any other staff member who works for the District, carries a fine of \$500 or 30 days or both.



## **SOUTH CAROLINA SAFE SCHOOL CLIMATE ACT**

This law amends the *Code of Laws of South Carolina, 1976*, by adding sections 59-63-120 and 59-63-130, which provide that a person may not engage in harassment, intimidation, or bullying. It clarifies that 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 insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. It is also the obligation of the school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

### **DISTURBING SCHOOL**

"It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this State (b) to loiter about such school or college premises or act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or person in charge." Any person violating any provisions of this section shall be guilty of a misdemeanor and, on conviction, thereof, shall be fined or imprisoned.

### **LAW ENFORCEMENT NOTIFICATION**

In addition to other provisions required by law or by regulation of the *State Board of Education*, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school sanctioned or sponsored activities which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

### **SEARCHES OF PERSONS AND PROPERTY**

In accordance with the laws of the State of South Carolina, any person entering the premises of any school, shall be deemed to have consented to a reasonable search of his or her person and effects. School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

**Please refer to the *Charleston County School District Student Code of Conduct* for a comprehensive list of offenses which will result in disciplinary action.** Information is available online at [www.ccsdschools.com](http://www.ccsdschools.com)

### **DISCIPLINARY ACTION PROCESS**

In general, any conduct by a student that is injurious to others, poses a threat to the health or safety of persons or property, or conduct that disrupts or interferes with the education of him/her or other students shall result in disciplinary action. The Board of Trustees of the Charleston County School District affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that he/she be allowed to preserve uninterrupted his/her educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary.

The following forms of disciplinary action may be used according to approved procedures: (1) Detention, (2) Work Detail, (3) Saturday School, (4) Withholding of Privileges, (5) In-School Suspension, (6) Conditional Suspension, (7) Parent Conferences, (8) Suspension, (9) Disciplinary Probation, (10) Alternative School Placement, (11) Expulsion, and (12) other consequences deemed appropriate by the school administration. If a parent or pupil refuses punishment, the student will be suspended.

Disciplinary action will increase according to the [\*CCSD Progressive Discipline Plan\*](#) implemented by St. John's staff. Serious offenses may warrant a referral to the *Department of Alternative Programs* (DAP). Due process will follow and DAP may place a student on District Probation, refer the student to alternative school placement, and/or recommend a student to go before the District 9 Constituent Board for expulsion.

### **TEACHER DETENTION**

Teachers may assign detentions for violations of classroom rules through the *Review 360* system. Detentions may be held before or after school at the teacher's convenience. Frequent offenders will be referred to his/her administrator for further consequences.

### **PRINCIPAL DETENTION**

Principal's Detention will be held after school for one hour. Students are required to be on time and wear their student ID. Students will complete homework and serve a consequence for an infraction. Students are required to report without delay to the assigned room. It is the

responsibility of the student to secure transportation to and from Principal's Detention. Failure to report to the Principal's Detention may further result in disciplinary action(s).

## **WORK DETAIL**

Work detail may be required of a student as a form of discipline. No work will be assigned that will be harmful to a child. Authority rests with the administrators.

## **SATURDAY SCHOOL**

Saturday School is an alternative to out-of-school suspension. It is held on selected Saturdays during the school year. Students are required to be on time and wear their student ID. The program is designed to correct behavior while allowing students to remain in classes during the week. Students are required to bring academic materials to complete assignments. Members of our staff will be present to supervise students in completing academic assignments and work detail.

Students assigned to Saturday School are required to perform duties outlined by the supervisor. Such duties may include but are not limited to completing academic assignments, cleaning the grounds of trash, pulling weeds, etc. All students should be prepared to work outside and should dress according to the weather. The St. John's Dress Code is in effect.

Failure to report to Saturday School or perform duties assigned by the supervisor may result in further progressive disciplinary action. Misbehavior during Saturday School will result in immediate dismissal and a Level 2 referral for Refusal to Obey..

## **WITHHOLDING PRIVILEGES**

Student misconduct may result in the loss of the following privileges: driving privileges, bus transportation, locker use, participation and attendance in extracurricular activities, school-wide assemblies, participation in graduation, or other privileges as determined by the administration.

## **IN-SCHOOL SUSPENSION**

ISS provides an alternative to suspending students from school for behavioral problems. Students may be assigned for one or several periods depending on the circumstances. Lack of improvement in student behavior upon return from ISS to regular classes may subsequently result in out-of-school suspension.

The following guidelines apply to ISS:

- 1.Students will report to ISS without delay for the class period(s) assigned. Students must have their St. John's ID card appropriately displayed. Tardiness may result in additional days of ISS.
- 2.Students are responsible for completing all assignments given by the ISS monitor. These must be completed prior to leaving ISS. Failure to do assignments will result in further disciplinary action.
- 3.Failure to report to ISS may result in further disciplinary actions that may include conditional suspension or an out-of-school suspension.
- 4.Failure to cooperate and/or perform as instructed, may result in the student's removal from ISS and immediate out-of-school suspension for a minimum of one day.
- 5.It is the student's responsibility to obtain make-up work from their regular teachers following completion of ISS.

## **CONDITIONAL OR OUT-OF-SCHOOL SUSPENSION**

The purpose of suspension is to notify the parent that the child's behavior is unacceptable. The term "suspension" is used in this code to mean the temporary exclusion of a student from school grounds and participation in school-sponsored activities.

If another breach occurs while a student is under suspension, the suspension may be extended. Students are entitled to make up work missed during suspension. It is the student's responsibility to initiate makeup work with his or her teachers and complete all makeup work within five days of returning to school. A student is under suspension from the time he/she is notified by a school administrator.

## **DISCIPLINARY PROBATION**

The school administrators, Department of Alternative Programs, Associate Superintendent, or Constituent Board of Trustees, may place a student who has been found to be in violation of the Student Code of Conduct on probation. Notice of such action shall be given to the student and parent. A parent conference shall be held in order to explain the guidelines for probation. The parent and student shall sign an acknowledgment of the probation.

During the probation period, the student may be denied the privileges of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he/she may have additional consequences. When appropriate, probation may be carried over to the following school year.

## **ALTERNATIVE SCHOOL PLACEMENT**

In lieu of expulsion, the St. John's High School Administration may refer a student to an alternative school placement through the Charleston County School District.

## **EXPULSION**

The term "expulsion" is used in this code to mean the forfeiture of a student's right to attend school in the Charleston County School District. A student excluded from any constituent district shall be ineligible to attend school in any other constituent district. Every expelled pupil shall have the right to petition for re-admission for the succeeding school year.

Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion.

Authority to expel a student rests with the Constituent Board of Trustees. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. Students entering the campus without prior administrative permission are subject to arrest.

## **STUDENT APPEALS PROCESS**

Every student is entitled to due process in discipline matters. Any student has the right to appeal disciplinary actions according to the process outlined in the *CCSD Student Code of Conduct*.

# **RULES AND POLICIES**

## **ACADEMIC MISCONDUCT**

Academic misconduct includes, but is not limited to, inappropriate use of a St. John's computer, electronic device, cheating, plagiarism and/or collusion, and falsification of information.

- A. An electronic device violation of the honor code is defined to include the following:
  - 1. Representing another's work or answers as one's own.
  - 2. Using another's access (password) for either obtaining privileged information or causing unauthorized changes.
  - 3. Bypassing, by any means, security measures installed on the electronic device.
  - 4. Using SJ's internet access for sending, receiving, or printing information which is personal or unrelated to current course work.
  - 5. Accessing or attempting to access folders or files that are not your own.
- B. Cheating is defined as giving or receiving help on graded work unless authorized by the teacher. The definition also includes the following:
  - 1. Copying from another student's work.
  - 2. Using unauthorized material, **including electronic devices**, during a test.
  - 3. Unauthorized collaborating with any other person during a testing situation.
  - 4. Substituting material written ahead of time for material required to be produced during a testing situation.
  - 5. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
  - 6. Accessing or attempting to access folders or files that are not your own.
- C. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- D. Collusion is defined as the unauthorized collaboration with another person in preparing work offered for credit.

- E. Falsification of information with intent to deceive.
- F. Other behavior constitutes academic misconduct as determined by the school administration.

## **St. John's High School Student Dress Code**

1. Students are not permitted to wear any clothing that contains pictures or writing evoking sexual or racial references, profanity, illegal drugs, alcoholic beverages, and/or tobacco products.
2. No hats (unless otherwise authorized by admin), bandanas, or sweatbands worn during school.
3. Any clothing that exposes the midriff is not acceptable. Tank tops or bodysuits are not appropriate when worn alone. Halter-tops, revealing/see through clothing, spaghetti-straps, and off the shoulder tops are not allowed.
4. T-shirts with inappropriate words or pictures will not be allowed. T-shirts that advertise illegal drugs, tobacco products, and/or alcoholic beverages are not allowed.
5. Blue jeans with excessive holes in them are not allowed. Leggings should be worn under jeans to promote decency.
6. Short or skirt hems should be middle fingertip length when standing with arms straight by one's side (standing straight, no slouching).
7. Students are not allowed to wear hoods to cover their heads in the building. Blankets are not allowed on campus.
8. Pants should be worn at the natural waistline with a belt with no undergarments showing.
9. Any clothing or accessory (large jewelry, etc.) that could be a safety or security risk or disrupts in any way the learning process within the classroom or school is prohibited.

## **ELECTRONIC DEVICES: CELL PHONES, PAGERS, RADIOS, CD/ MP3 PLAYERS, I-PODS, SMART WATCHES, EARPODS, ETC.**

1. Students may use cell phones or other electronic devices before school, after school, during lunch and during passing periods.
2. Students may not use their cell phones or other electronic devices during the instructional (class) time in the halls.
3. \*Students may ONLY use devices during instructional times if the teacher gives explicit permission for learning purposes.
4. Students must comply with each teacher's electronic device policy or they may receive disciplinary actions.
5. Students may have their phone privileges taken away after repeated offenses.
6. Students should keep their electronic devices in their possession at all times. The school is not responsible for lost, stolen, or damaged devices.

## **ENVIRONMENTAL RESPONSIBILITY**

Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlife on the campus. Any damage to the campus environment may result in suspension and/or a recommendation for expulsion.

## **FACILITY RESPONSIBILITY**

Students must respect our campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Any damage to the facility may result in a recommendation for expulsion.

## **FALSE FIRE ALARMS & FALSE 911 CALLS**

State law reads as follows:

*"16-17-570. Interference with fire alarm and police alarm boxes or giving false alarms- Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone, or break the glass in such box of any fire or police alarm system in this state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the State Penitentiary or on the chain gang for a term of not less than sixty days or the payment of a fine of not more than \$200."*

## **GANG ACTIVITY**

Displaying any apparel, accessories, bandanas, book bags or other items that by virtue of its color, arrangement, trademark, markings or other attributes, denotes membership in a gang which advocates illegal, disruptive, or delinquent behavior is strictly prohibited, both during the school day or at any school activity. Violations will result in serious disciplinary action. Repeat violations will result in referral to the school board for expulsion.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a faculty/staff member or have a signed pass. Students are responsible for obtaining a signed pass in order to visit a teacher, including lunch. **Verbal permission is not acceptable.**

## **HALLWAY AND STAIRWAY BEHAVIOR**

Class traffic in the hallways, corridors, and stairways may be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. Hanging out in the hallway or by walls or stopping to socialize before school or during a class change in the hallway or stairwell will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways and stairwells as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls or stairwells is not appropriate.

## **HARASSMENT/BULLYING**

Any form of harassment, whether cyber, physical, sexual or verbal, is a serious matter and will result in serious disciplinary action. Victims of harassment must report the incident immediately to a teacher or an administrator. Refer to the **CCSD Student Code of Conduct** for more information. It is the expectation that witnesses and/or bystanders will also report incidents immediately as part of *Walking the Islander Way*.

## **IDENTIFICATION CARDS (ID's)**

The **ID card must be worn at all times around your neck while on campus.** Any variance from this must have administrative approval. This card is non-transferable, is the property of St. John's High School, and must be surrendered at the request of a staff member. A replacement charge of \$5 is assessed for lost, defaced, and/or damaged cards.

**Failure to display the ID card properly, purposely damaging the ID card, wearing of another student's ID card, or failure to pay ID obligations, etc. will result in disciplinary action.** It is the responsibility of the student to purchase a temporary ID (\$1) from the ID office upon entering the campus if he/she forgets the ID card. Arriving late to class, or having to leave class in order to get an ID, will result in disciplinary action. Each temporary ID is valid for **one** school day. Students who abuse the use of temporary IDs as determined by administrators will face disciplinary action.

## **PARKING RULES AND PROCEDURES**

In accordance with CCSD Policy and State Law, students and visitors parking on St. John's campus have consented to reasonable search of their vehicles. Possession of any contraband items in a vehicle will be construed as possession by the driver/owner of the subject vehicle. The St. John's Campus is under the jurisdiction of the *Charleston Police Department*. All students parking on campus must have an approved parking permit. Unauthorized parking on campus may result in disciplinary action and towing/car boot of vehicle.

## **POSSESSION OR DISCHARGE OF MACE, PEPPER SPRAY, ETC.**

Any person who has possession of or discharges mace, pepper spray, or the like will be subject to disciplinary action.

## **POSSESSION, DISTRIBUTION, OR USE OF DRUGS/ALCOHOL**

Possession, distribution or being under the influence of drugs or alcohol on the school grounds, at school-sponsored events, or on school-sponsored trips is in violation of the *Charleston County School District Policy*. The *Substance Abuse Policy* does not apply to a student who legally possesses a controlled substance such as a prescription drug for his own medically approved use if such use is in accordance with Board Policy. Violations of the *Substance Abuse Policy* shall be grounds for expulsion or referral to an alternative school placement.

The principal shall recommend further disciplinary action for all students found using or being under the influence of drugs or alcohol, in possession of drugs or alcohol, or involved in the distribution of drugs or alcohol. The principal or other responsible administrator shall report drug and alcohol-related offenses by students to the appropriate law enforcement authority. The principal shall retain a copy of any written report filed with law enforcement in a file established for that purpose.

## **RESTRICTED AREAS OF THE CAMPUS**

1. Upon arrival at school, students are to remain on campus until officially dismissed.
2. Students are not allowed in parking lots or surrounding areas before school or during school hours.
3. Students who need to go to the parking lot during school hours must receive written permission from an administrator. When a student arrives early he/she should lock his/her vehicle and leave the parking lot immediately. Students who arrive early should go to the cafeteria.
4. Students are allowed in the cafeteria and courtyard during lunch. Students may not loiter in the hallways during lunch.
5. Students are not allowed in classroom areas or gym areas during lunch. In addition, students are not allowed in the restrooms in these areas or the hallways/walkways near these areas during lunch. Students should utilize restrooms adjacent to the cafeteria during their lunch period.
6. Students should not loiter on campus during the school day.
7. Students are not allowed in the faculty restrooms or work rooms.
8. School policy restricts loitering in or near restrooms, hallways, the school store, or stairwells at any time. Students are prohibited from entering the roof or stairway storage areas at any time.
9. Wooded areas, ponds, wetlands, and open fields on campus are strictly off limits to students unless they are accompanied by a staff member.
10. Athletic and practice fields, workout rooms, and areas between the school building and athletic fields are off limits to students during the school day unless they are accompanied by a staff member.

## **SCHOOL BUS CONDUCT**

Students are to conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior. The school bus and bus stop are extensions of the school campus. All bus riders must cooperate fully with the bus driver and observe the bus rules.

A school bus driver represents the school authority and, being responsible for the passengers on the bus, must have supervision and authority over the passengers. All school rules apply to bus conduct. Students who throw items from the bus are subject to suspension of bus privileges for the school year, expulsion, and arrest. Any student not adhering to these rules will be referred for disciplinary action.

Students who wish to ride a bus to a friend or relative's house must present a written parent request to an administrator for pre-approval. The contracted bus company has no obligation to transport students to locations other than their primary residence. Administrator approvals may be overridden for safety reasons if the bus reaches capacity with regular riders.

## **SMOKING OR USE OF TOBACCO PRODUCTS**

The possession and/or use of tobacco products is **prohibited on the property of all schools** in the *Charleston County School District*. All students are prohibited from the possession and/or use of tobacco products while inside school facilities, riding school buses and activity vehicles, and during the practice of or participation in or spectator to extracurricular activities sanctioned by the CCSD.

The term "tobacco products" includes, but is not limited to, the use of cigarettes, cigars, electronic cigarettes, pipes, chewing tobacco, smokeless tobacco, and snuff. Since students are not to be in the parking lot during the school day, the use of the parking lot as a place to smoke or use tobacco products may result in several separate violations of policies. Each one of the violations may be counted as a separate offense.

## **TARDY POLICY**

In preparation for future employment and post-secondary education, students are expected to learn career-soft skills such as punctuality; therefore, **students are expected to be in class and ready to begin work at the beginning of each instructional period/block**. Each new

term and as soon as students have had a few days to find their classes, our tardy process begins. A tardy student is one who is not inside his/her classroom when the tardy bell rings. Teachers are directed to lock classroom doors when the bell rings and begin instruction immediately.

Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates. Please see the school Tardy Policy attached in Appendix A..

## **SOCIAL MEDIA**

Teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking can be valuable, there are risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. It is the practice of the CCSD to monitor social media activity and utilize the information for the safety and security of all students and staff.

## **TECHNOLOGY MISUSE**

Unauthorized or illegal use of or access to computers, software, telecommunications, and related technologies, as well as any willful act that causes physical, financial, other harm, and/or otherwise disrupts technology is absolutely prohibited. Violations will result in severe disciplinary action. (pg. 6 COMPUTER ACCEPTABLE USE POLICY)

## **THREATS**

It is unlawful for any person to knowingly and willfully deliver or convey to a public official, to a teacher, or to a principal of any school any letter or paper, writing, print, electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate families. Any person violating the provisions of this section must, upon conviction, be punished by a term of imprisonment of not more than 5 years.

## **TRESPASSING**

Charleston County School District prohibits the presence of individuals on school campuses for any reason other than school related business, functions, and activities. Any non-student entering the campus must report to the Main Office and receive a Visitor's Pass. Individuals loitering or lingering on campus without administrative approval will be considered trespassing and are subject to arrest. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. In addition, any student who is placed in an alternative program by the Office of Alternative Programs may not attend any school-sponsored events. If the student enters the campus without administrative permission, he/she is subject to arrest.

## **VANDALISM**

Graffiti on walls, desks, lockers, buses, and other school areas is vandalism. Students, who disfigure property, break windows or do other damage to school, buses, or personal property or equipment, will be disciplined severely. The student must make restitution for damaged property as well as make reimbursement for any rewards given. Students are subject to a recommendation for expulsion or an alternative school placement due to any vandalism.

## **VIDEO SURVEILLANCE**

As part of St. John's High School's safety and supervision plan, our school and campus are monitored by video surveillance equipment. (new installation 6/2020) Tampering or otherwise altering video equipment will result in disciplinary action, restitution, and possible arrest.

## **WEAPONS**

No firearms, fish hooks, knives, dirks, razors, metal knuckles, slingshots, bludgeons or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event. If these items are found, the student will be referred to the Office of Alternative Programs and could face penalties under state law.

This prohibition shall apply on all school grounds, in all school buildings, on all buses or at all school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, blackjacks, razor blades or other items which are generally considered to be weapons. If these items are found in a vehicle on campus, the owner will be referred to the Office of Alternative Programs and could face penalties under state law.

## Student Athletic Code of Conduct

1. **STUDENT FIRST:** I am a student first so I will be passing all of my classes. St. John's Athletic Director (AD) will be periodically checking on my grades when I am in season. If I am failing any of my classes my coach will be informed. I will have a meeting with my coach, teacher, and the academic liaison to determine a tutoring plan to improve my grades in the courses that I am failing. I will have 2 weeks to show improvement in my effort and grades. If my grades do not improve after 2 weeks I will have a meeting with my coach and AD to discuss possible practice/competition suspension.
  - ★ To participate in my sport I must attend a minimum of two classes for that given day. If I do not attend at least two classes, I cannot attend any game or practice after school.
2. **RULES:** I will follow all school rules and policies. If I am suspended from school I am ineligible to practice/compete for my sport during that time period. When I return I will have a meeting with my coach and AD to discuss any additional sanctions from my coaches. This can include practice/competition suspension and/or penalties during practice.
  - ★ **If my suspension revolves around drug/alcohol abuse I will automatically be cut from my current sport.**
3. **PHYSICALS:** To participate in any sport, I will have a current physical on file with the school. If I am injured and need to see a doctor I will not be allowed back onto the field/court until I have turned in my medical release to our athletic director. I will need to pay my \$50 insurance fee prior to my first competition of the school year. I will not be allowed to compete until this is paid. This will cover me for the entire school year and does not need to be paid for multiple sports.
4. **ATTENDANCE:** I will be on time to all practices/competitions. If I am out sick or have an excuse for missing any assigned event I will speak to my coach ahead of time to inform them. If I am continually late or miss events (without approval) my coach has the right to bench me or cut me from the team. If I am at tutoring I will return to practice with a signed pass from the teacher I was with, at the time designated by my coach.
  - ★ **PLAYING TIME:** Any questions regarding my playing time (or other concerns) will be directed to my coach first.
5. **UNIFORM:** My uniform and equipment are property of St John's High, and will be returned to my coach immediately following the end of my season. I am responsible for any lost uniform/equipment and will be responsible to pay for the replacement if this occurs.
6. **SPORTSMANSHIP:** Finally, I will listen to my coaches, captains, and teammates and treat them all with respect. I understand that I am not only representing myself but I am representing St John's High School and will act appropriately with good sportsmanship at all times, including when I am on another school's campus. All rules and regulations described in The Code of Conduct apply while I am participating in any sports, during school hours, and on any school-sponsored trips. This includes vulgar language, dress code violations, and respectful interactions with peers and adults.



## **24-25 Tardy Policy**

It is imperative that students arrive on time for school and each class to ensure that they do not miss important instruction. Students who are tardy to class are disruptive to the learning environment. Time management is an important life skill that will follow students as they continue into college or their careers.

School doors open at 6:55 am.

Students should be in their first block class by 7:20 am to ensure they are on time for the school day.

Students have 5 minutes to transition between classes. Students should prioritize using the bathroom, getting water, and going directly to their next class during this time.

### **SJHS Tardy Protocols:**

#### **Tardy Warnings:**

- 1st-4th Tardy- Teachers will document the first three tardies as Unexcused Tardies in PowerSchool. Teachers should utilize teacher-level interventions after each tardy. A fourth tardy will result in the teacher writing a teacher-managed referral for Tardy in Review 360. The teacher will also document this tardy as an Unexcused Tardy in PowerSchool. The teacher must also communicate with the student's parent(s) about the tardies and that the next tardy will result in an office referral. All communication with parents & guardians must be documented in log entries.

#### **Consequences after the 4th Tardy:**

- 5th Tardy/1st Office Referral- Teachers will write an office-managed referral for **Off-limits**
  - **Consequence: Admin/Student Conference and Admin/Parent Contact**
- 6th Tardy/2nd Office Referral- Teachers will write an office-managed referral as **Off-limits**

- **Consequence: The administrator assigns the student lunch detention, and Admin/Parent Contact**
- **7th Tardy/3rd Office Referral:** Teachers will write an office-managed referral as Off-limits
  - **Consequence: 1-hour detention after school from 2:30-3:30 and Admin/Parent Contact. If the student does not attend the detention, the student will receive an additional referral for Failure to Comply with Disciplinary Action**
- **8th Tardy/4th Office Referral:** Teachers will write an office-managed referral as Off-limits
  - **Consequence: 2 Blocks of In-school Suspension and Admin/Parent Contact. If the student does not attend the assigned ISS, the student will receive an additional referral for Failure to Comply with Disciplinary Action.**
- **9th Tardy/5th Office Referral:** Teachers will write an office-managed referral as Off-limits
  - **Consequence: Conditional Suspension and Parent Conference.**
- **10th Tardy/6th Office Referral and any additional tardies:** Teachers will write an office-managed referral as a Refusal to Obey.
  - **Consequence: Admin will follow the progressive discipline plan consequences for a Refusal to Obey referral.**

**Additional tardy policies for teachers and staff:**

- Teachers will close and lock their classroom doors when the tardy bell rings.
- Teachers will not allow students to leave the classroom for the first 15 or last 15 minutes of class.
- Support staff will assist with “sweeping” the hallways to ensure that all bathrooms and hallways are clear of any students.
- Teachers should not send students to the front office for a tardy pass.

**\* Tardies will reset at each semester.**

