

**South Johnson Elementary
School
2024-2025
Student-Parent Handbook**



One Vision, One Voice, One Victory

**Dr. Tanya McLean, Principal
Mr. Tyler McGirt, Assistant Principal**

“The Scotland County Schools District Mission is to develop responsible, productive citizens.”



SCOTLAND COUNTY SCHOOLS DISTRICT MISSION STATEMENT

It is the mission of Scotland County Schools to develop responsible, productive citizens by providing an excellent education for the children through engaging instruction. Partnering with families and the community, we will ensure every child's academic, social, emotional, and physical needs are met in a safe, nurturing environment.

ONE VISION:

- Establishing an inclusive culture by focusing on the academic and social emotional needs of all learners.
- Creating a culture of Literacy
- Promoting STEAM.

ONE VOICE:

We will align our decisions and conversations with the vision, core beliefs and core values of South Johnson Elementary.

ONE VICTORY:

Our students (and school) will exceed expected growth.

OUR CORE BELIEFS:

We believe that everyone can be a leader.
We believe that everyone has genius.
We believe that change starts within.
We believe that educators empower students to lead their own learning.
We believe in developing the whole child.

OUR CORE VALUES:

We will establish positive, productive learning environments.
We will focus on Grade Level Proficiency and College and Career Readiness.
We will remove all barriers to learning.
We will provide interventions to help our students meet academic

Home of the Gators



South Johnson Elementary School

13100 Old Johns Rd, Laurinburg, NC 28352
Telephone: 910-276-2469 Fax: 910-276-2638

Dr. Tanya McLean, Principal
Mr. Tyler McGirt, Assistant Principal

August 20, 2024

Greetings, South Johnson Gator Families,

Welcome back to our 2024-2025 school year. It is with great pleasure I write this welcome letter as your new principal. Although we have been together 4 years now, it is the most amazing feeling to serve the families of South Johnson Elementary in this capacity. As we begin this new school year, we want to emphasize the importance of partnership between the school and home. Your collaboration and support are crucial to your child's academic journey. We encourage you to stay engaged, communicate regularly with your child's teachers, and participate in school activities and events. I know this will be a year of growth, collaboration and success as we work together to ensure the achievement of all students. We are so excited to see your smiling faces and hear all about the wonderful things you did over the summer.

This student parent handbook has been prepared for you to share SJE's expectations and processes. Take some time to read and discuss the contents of this handbook with your students. We have an exciting year ahead, filled with new opportunities for learning, growth, and accomplishments. We are confident that, together, we can make this year one of the best yet for our South Johnson Elementary family.

Thank you for your continued support and trust in us. We look forward to seeing you soon and working together to ensure a successful and enriching school year for all our students.

Yours in Education,

Dr. Tanya C. McLean, Principal

Looking Ahead:

Important Dates

District Professional Development (No school for students)

October 4th

March 7th

Parent Teacher Conference- student dismiss at 11:00 am.

October 3rd

March 6th

Week of December 2nd - (additional P/T Conferences SJE ONLY)

Week of April 14th - (additional P/T Conferences SJE ONLY)

Report Cards

November 1st

January 24th

April 4th

Awards Ceremony

November 4th

January 27th

April 7th

June 5th (K-4th grades ONLY)

South Johnson is a proud Title I School

South Johnson is fortunate to operate a school-wide Title I program. Title I grants provide financial assistance for supplement services to improve teaching and learning of students. There are several components that must be addressed by the school to obtain funding. One of the components includes parental involvement. Title I schools are required to notify parents of their rights to receive certain information. The information is available at our school but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teachers and teacher assistants
- Professional Development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- Scotland County School System Report card
- School Report Card

Please contact your school and we will be glad to provide you with this information upon request.

Attendance

North Carolina General Statute requires that all children ages 8-16 years are required to attend school every day, all day long, and all year long.

The academic success of students is directly correlated to attendance and promptness. Students must be in school to learn the State required standard course of study. Each minute of the instructional day is important. All children are expected to be in attendance each day unless they are ill or a family emergency arises. Please remember that a **written** note or doctor's note explaining the absence is required after a student has been absent. All notes should include the full name of the student and the following information:

- Date the note was written
- Exact date of absence (s)
- Specific reason for absence
- Signature of parent/guardian

Absences are classified as **excused** or **unexcused**. Student sickness, personal and family emergencies, and doctor's appointments are considered excused absences. All other absences are unexcused unless the principal has granted prior approval. The school's procedure is to automatically mark all absences unexcused until the teacher receives a note from the parent or guardian within **three** days of the absence. The school automatic attendance system will alert parents of their child's absence. **Absentee letters are sent to parents at the three, six, and ten day marks.**

After 3 absences:

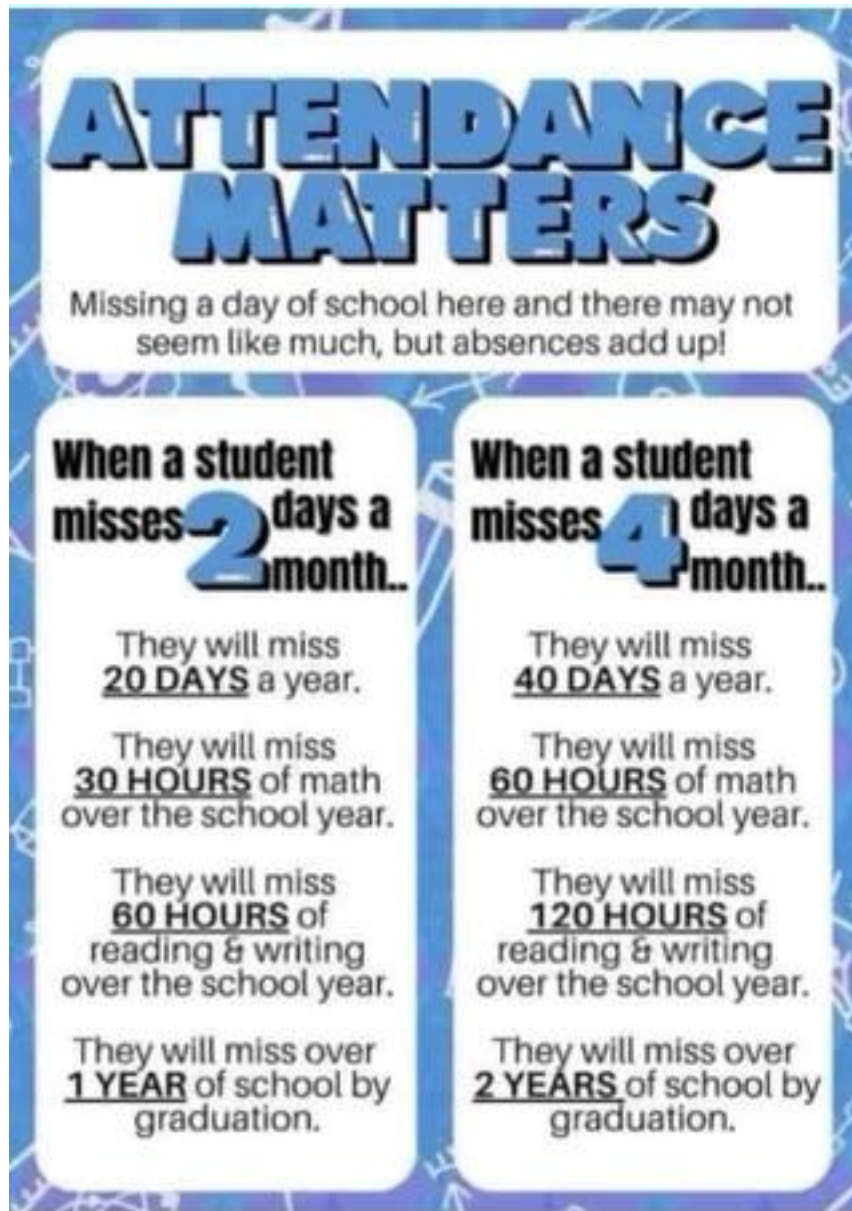
- 1) A 3-day letter will be printed for all students with 3 absences (excused and unexcused)
- 2) The school Social Worker or Administrative Designee will follow-up on the 3 – day letter

After 6 absences:

- 1) A 6 - day letter will be printed and emailed to parents for all students with 6 absences.
- 2) The school Social Worker or Administrative Designee will follow-up on the 6 - day letter.
- 3) A home visit will be made by the school Social Worker or the Administrative Designee.
- 4) A conference will be scheduled with the school's CFST committee. This will include the parent, administrator, teacher, school social worker, school counselor and attendance liaison, if needed.
- 5) An Action Plan will be developed during the meeting.

After 10 absences:

- 1) A 10 – day letter will be printed, emailed and hand delivered for all students with 10 unexcused absences.
- 2) A School Social Worker or Administrative Designee will follow-up on the 10 – day letter.
- 3) A home visit will be made by the School Social Worker or the Administrative Designee.
- 4) Failure to comply with the attendance policy will result in juvenile attendance council or court action.



Parents we emphasize attendance because it is so important. Late check-ins and early check-outs add up. If possible, allow your children to attend school and remain for the entire day.

Bell Sequence

7:30 a.m. Morning Arrival/Report to classrooms
 8:00 a.m. Breakfast Ends
8:20 a.m. Instructional Day Begins
 2:30 p.m. Car & Bus Riders Dismissal



Tardiness

Tardiness impacts learning when students arrive after 8:00am. Students, who are tardy, miss the beginning of the instructional day. The expectation is for all students to be in class and ready for instruction no later than 8:00 am. If your child enters the building after 8:00 a.m. he/she is tardy and an adult **is required to park and come into the front office** to sign your child in. Tardy students are permitted to enter class with a pass from the office. Being present and on time daily is an important aspect to your child's education.

Early Checkout

Student attendance for the **ENTIRE** school day is an expectation of the mandatory attendance law.

We encourage you to schedule your child's doctor and dental appointments after school hours. When scheduling appointments for your child/children, please be sure to take into consideration any testing or special activities that may be occurring on that day. **Only students with medical appointments may be signed out after 1:45.** Please bring documentation of a medical issue if there is a need to sign them out during this time. Your child will be called to the office by the classroom phone. **Only those listed on the student information form will be allowed to sign out a student with proper picture identification.** If you must have someone else pick up your child, written permission from parent or guardian is required in advance. Please plan ample time to sign out your student as this process may be lengthy. We discourage parents from picking up students early as they miss valuable instruction. Please note that a student must be present until 11:30am in order to be counted present for the day.

Breakfast

All students will receive a grab-n-go breakfast between 7:30 and 8:00 a.m.

Free Breakfast and Lunch Programs

Community Eligibility Provision

Scotland County Schools, with Board of Education approval, has decided to participate in the Community Eligibility Provision, part of the Healthy Hunger Free Kids Act of 2010. The overall purpose of the CEP is to improve access to nutritious meals for students by providing meals "at no cost" to **all** students. CEP is a four-year reimbursement option for eligible LEAs and schools. Scotland County Schools will evaluate and determine participation on a yearly basis.

Lunch

Each student is expected to practice the general rules of good manners in the cafeteria. Some simple rules of courteous behavior are as follows:

- Students should demonstrate good cafeteria manners and control their voice volume at the table.
- Students must get all items the first time through the line, such as milk, silverware, napkins, etc. In order to maintain the order and timeliness of our serving lines, students will not be allowed to get up once seated.
- Leave the table and the surrounding areas clean and orderly.
- Put trash in proper containers.
- Students should not leave the cafeteria while eating or carrying food or drink unless instructed by a staff member.
- Do not skip or cut in the lunch line.
- No caffeinated drinks or glass bottles are allowed in the cafeteria.
- Students will not be allowed to use a microwave. In addition, teachers will not be allowed to heat a student's food due to safety concerns.

In order to help us maintain healthy eating habits, fast food options should not be delivered or dropped off during the instructional day.



Lunch Accounts

Scotland County Schools participate in the Community Eligibility Provision (CEP) program in which students are provided breakfast and lunch at no cost. However, money may be added to students' lunch accounts to purchase snacks throughout the school year.

Food Allergies and Special Dietary Needs

If your child has a special dietary need, such as a food allergy or medically documented disability according to the Americans with Disability Act (ADA) that requires dietary modifications, a medical statement must be completed and submitted to the School Nutrition Services.

Classroom Celebrations and Deliveries

Classroom celebrations are permitted upon administrative and teacher approval. Parents are not allowed to bring homemade food items. All food supplied for classroom or school events must be sealed and store bought. Since visitors are not allowed beyond the front office, parents may drop off treats at the front office.

Unless it is part of a lunch box, outside foods or drinks are NOT allowed this includes food deliveries such as DoorDash, Grubhub, restaurant deliveries, etc.

Balloon and flower deliveries are not permitted to classrooms. Deliveries to students can create a distraction to the learning environment.

Student Illness

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please do not send your child(ren) to school if he/she is running a fever, throwing up, has chills, a cough, loss of taste or smell or has been exposed to COVID. It is our responsibility to provide adequate care for your child when they become seriously ill at school. Students are able to return to school after 24 hours without the use of fever reducing medication and improved symptoms. Please update phone numbers regularly to help us reach you in the event of an emergency or illness.



Transportation Change/Car Riders

If there is a change in your child's transportation, you **must notify the office in advance, in writing, and advise your child's teacher.** **Changes will not be made over the phone!** Unless written notification is received with parent signature, your child will follow his/her regular method of getting home. The note will be signed by a school administrator, copied, and filed in the office. In addition, Class DOJO or a child's word is not an acceptable transportation change.

Visitors

Visitors are allowed in the building on a limited basis with prior approval given by administration. Any parent/guardian that will be interacting with students in the school must complete a background check form. This is for the safety of all on campus.



- **All visitors, including parents, must present a government issued ID.**
- **All visitors must report to the main office.**
- **No visitors are allowed beyond the main office or foyer area without permission. If students are in need of assistance with projects or other items, stop by the front office.**
- **Parents are not allowed to record or photograph students, other than their own child(ren).**
- **Visitations must not disrupt the instructional day. If a visitor becomes disruptive or a distraction to the learning environment, the visitor may be asked to leave. Any behaviors (profanity, attire, actions, etc) deemed inappropriate by the administration could revoke rights as a visitor.**
- **Visitors must refrain from disciplining other students.**

- **Visitors' badges/stickers must be worn the duration of the visit. Any visitor without a pass will be asked to report to the office.**
- **Our office staff works diligently to serve our families in the most courteous and friendliest way possible. There are times the office gets very busy and chaotic. We ask that you too are courteous and polite as they work hard to serve you. If at any time visitors become rude and/or disorderly you will be asked to leave the campus and if needed, be escorted from the premises by our resource officer. Continuous disruption could result in being banned from our campus.**

Parent-Teacher Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. If you have concerns regarding your child, please make an appointment with the classroom teacher first. If you have not seen the classroom teacher prior to contacting administration, your concern will be forwarded to the appropriate teacher first. During the instructional day, phone calls will be received as a message and a note placed in their mailbox. A response can be expected within 24 hours. We do not allow phone calls to the classrooms during the instructional day; the instructional day begins at 8:00 am. Conferences by appointment eliminate classroom disruptions. The best time for a telephone conference is after 3:00 pm or scheduled with the teacher at their earliest convenience. We will conduct student-parent-teacher conferences each quarter, so please take advantage of these opportunities. Notification will be sent home to notify you of upcoming events. You may also check the school's website, social media pages, marquee and letters from the school. If you need to meet with your child's teacher at other times, feel free to call and schedule a conference.

PowerSchool

PowerSchool Parent Portal is a tool specifically developed for parents and students. It allows you to access real-time information including attendance, grades, detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Additionally, it allows you to provide any changes and updates to your information such as a new address, and/or new contact information. It allows everyone to stay connected! You will be provided with a letter from the school containing the access credentials you need to create this account. Once you have received this letter, please follow the steps below:

To set up your account, follow these steps:

- Open an Internet browser on your computer.
- Go to the district's website <https://www.scotland.k12.nc.us/> and choose the Parent tab.
- Click *PowerSchool*
- Scroll to the bottom of the page and follow the steps in order.
- To set up a PowerSchool parent account, you will need to contact our school's data manager by calling our school office.

Photo/Video Release Consent

At various times during the school year, representatives from the school system's public information office, the news media, and others film, photograph, or take video of school activities, student work, and/or students. Materials may be used in publications, teacher training, presentations to professional and community groups, newspaper, television stories, and social media. In addition, the school district or our school may use photographs and samples of students' work on a website page or a social media platform such as Facebook. If you do not want your child to be photographed, videotaped and/or interviewed, you need to complete the Photo/Video Consent Form found in the parent information packet. You need to submit that form to our school office. Without this form, the school does not guarantee that your child will be excluded from photos and/or videos.

Student Information Form

All parents and guardians should make an effort to supply the school with information that is pertinent to emergencies. Having this information returned promptly and correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. **Remember to put the name and telephone number of persons who can be contacted in case you cannot be reached.** Please notify the school's data manager if you change addresses or telephone numbers during the year.

Custody

It is **strongly encouraged** that the school be given a copy of guardianship or custody papers of students who do not live with both parents or live with an assigned guardian. In order to uphold any custody agreements, administration must have a copy to maintain in the students' file. Custody of a student will not be relinquished to any person without the prior approval of the parent or guardian having physical custody. Please understand that the school has no authority to prevent a biological parent from having contact with a student without proper documentation. Administration has the right to question copies and may request a certified copy. If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal will contact law enforcement and/or the department of social services as appropriate.

Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date.

Medication

The school cannot administer medicine, including aspirin, Tylenol, ibuprofen, cough drops, or ointments. Students who need to take any kind of medication must have a medication form signed by the physician and the parent before the medication can be brought to school. The medication and form must be left with the school nurse. Medication forms are available in the office. Medication must be transported to school by the parent. Students may not keep medications in their possession or self-medicate during the school day. Parents may pick up medications at any time or at the end of the school year.

NC Health Assessment

Kindergarten students are required to have a NC Health Assessment filled out and signed by a healthcare provider within 30 calendar days of the first day of attendance at school. This same rule applies to all newly enrolled students throughout the school year (PreK-5). The Health Assessment must be dated WITHIN 12 months of the first day of attendance at school.

Immunizations

The SCS Board of Education assumes the responsibility for fulfilling the intent of North Carolina State Statutes concerning immunizations for all children attending school including pre-kindergarten and transfer students, according to established procedures.

North Carolina Law places the responsibility on the parents to provide immunization records for their children within 30 calendar days after the first day of attendance in a N.C. public school. If parents fail to provide written proof within this time limit, the child must be suspended from school and reported to the Scotland County Health Department.

North Carolina state law requires the following minimum, doses:

- 5 doses DTP with a booster on or after the fourth birthday
- 4 doses of polio vaccine
- 2 MMR doses with the first dose on or after the child's first birthday
- 1 HIB on or after the first birthday and before 5 years of age
- 3 Hepatitis B (required for all children born after July 1, 1994)
- 1 Varicella (required for all children born after April 1, 2001)
- 1 Tdap dose (required for all students who are entering 6th grade on or after August 1, 2008)
- 1 Kindergarten Health Assessment no more than 12 months prior to school entry

***Exception- not all K-12 children will have the above doses, but they still may be in compliance with N.C. State Law. Any child that received the 4th DTP and /or the 3rd oral polio on or after their fourth birthday is not required to receive additional doses. Thus, a number of children may be in compliance with 4 DTP, 3 polio, 1 HIB and 2 MMR

Accidents

If your child is injured at school, you will be notified promptly. If you cannot be reached, we will attempt to contact the emergency number that you listed on the student information form. It is imperative that you provide current, working numbers.

Fire Drills / Safety Drills

Fire and Safety drills are required by law and necessary for the safety of the students and staff. The emergency alert system is signaled by a unique sound and flashing lights. It is essential that when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from talking and remain outside the building until a signal is given. All visitors on campus must follow the Fire Drill procedure. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for fire drills is posted in each room. We also have other drills for safety including severe weather, lock down, and bomb threats.

Lockdown Drills are conducted periodically and may involve law enforcement throughout the year. Classroom teachers will instruct their students on the proper procedure and expectations during a Lockdown Drill and conduct practice drills prior to the school-wide drill. All visitors on campus must follow the Lockdown procedure and students will not be allowed to be checked out until an "All-Clear" is given by administration or law enforcement.

Tornado Drills are conducted throughout the year. Classroom teachers will instruct their students on the proper procedure and expectations during a Tornado Drill and conduct practice drills prior to the school-wide drills. All visitors on campus must follow the Tornado Drill procedure.

Inclement Weather

If school must be closed or dismissed early, due to snow or other adverse weather conditions, the decision will be made by the superintendent's office. Listen to WLNC (local) radio, local television networks, Facebook, Class DOJO and ConnectEd calls for announcements or visit the school system website at <https://www.scotland.k12.nc.us/>.

School Dress

Students' dress should not distract from the learning environment. Students are encouraged to dress comfortably and appropriately for school.

- ❖ All undergarments, midriffs and belly button should be covered.
- ❖ Shorts and skirts must extend below the student's fingertips when the student's arms are extended at his/her sides. When wearing leggings, the dress/shirt/skirt must extend below the student's fingertips as well.
- ❖ Clothing bearing suggestive/inappropriate writing and/or gang related symbols will not be allowed.
- ❖ Headgear - *hats, head scarves, sweatbands, bandanas, and do-rags* are not to be worn inside the building.
- ❖ Sunglasses are not permitted in the building unless appropriate for a specific purpose by administrators or teachers.
- ❖ We do not allow "sagging." Please have your child wear a belt for appropriate fit.
- ❖ Hoods on hooded sweatshirts should be down while in the building.
- ❖ Spaghetti straps are not allowed to be worn. All straps must be two-finger widths across.

For your child's safety, it is recommended that appropriate footwear be worn at all times. Sandals should have a strap in back - **no flip-flop type sandals should be worn; high heels and elevated shoes are strongly discouraged** due to the safety problems they create on the playground and in the hallways. Tennis shoes are strongly encouraged for comfort and safety **but required for gym use.**

Parents please review our dress code policy with your children and work with us to maintain and enforce it. Good, neat, grooming plays an important role in students' attitudes, well-being, readiness to learn and overall success in school. Be aware that South Johnson will not be liable for injuries caused by inappropriate footwear.

School Volunteers/PTO/Scots on Duty

The South Johnson Parent-Teacher Organization (PTO) is an organization of parents and teachers who work together to improve school climate for students. Efforts are made to increase the awareness of school needs and goals as they relate to student needs. The PTO will encourage families to help their children, their school, and the community. We encourage all parents to become active members by participating in school activities and projects. However, Scotland County Schools requires that anyone taking part in a school activity must have a criminal background check completed at least one week prior to the event. You are encouraged to complete the form to have on file for any events during the school year. The form is available in the school's front office. If the volunteer becomes a disruption or distraction to the learning process and environment, the volunteer will be asked to leave the school. Any behaviors (profanity, attire, actions, etc) deemed inappropriate by the administration will revoke your rights as a volunteer.

We ask volunteers to report to the office upon their arrival to school, leave state issued ID with front office personnel and sign our Volunteer Notebook. Visitor stickers are to be worn whenever a volunteer is serving within the building.

Grading Periods/Report Cards/Grading Scales

The academic year is divided into nine-week grading periods. Report cards will be distributed to students at the close of each grading period. Report cards will contain academic and conduct grades as well as absences.



Grading Scales for K-2

The grading scale and grade level proficiency markings for K-2 report cards and progress reports are as follows:

- S= Satisfactory Progress (80-100% proficient)
- N=Needs further development (60-79% proficient)
- U=Unsatisfactory (<60 % proficient)
- NA=Not currently assessed

Grading Scale for 3rd-5th Grades

- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F= Below 60

Conduct

S= Satisfactory

N=Needs Improvement

U=Unsatisfactory

Care of Textbooks/Library Books/Chromebooks (K-5th)

Students are responsible for all textbooks, library books, iPads and Chromebooks issued to them during the school year. Parents are responsible for payment of all lost or damaged books and/or devices. All monies collected are receipted by the school bookkeeper and paid to the proper fund for replacement purposes.

Discipline

We utilize the PBiS "SNAP" Matrix at our school to increase positive behavior and leadership skills on campus. We will reinforce positive behavior and turn negative situations into teaching/learning situations in order to avoid such acts in the future.

PBiS assists us in the development of self-discipline in order to further student learning. We ask that you discuss with your children the importance and need for good behavior and a good attitude at school. Teachers

are encouraged to call parents when a problem arises. If you get a call from your child's teacher, please take the necessary action to resolve the problem with your child.

When deemed appropriate, our Alternative Learning Classroom (ALC) will be utilized in order to provide students and parents with an alternative to Out-of-school suspension (OSS) for specific infractions to the Scotland County & South Scotland Code of Conduct. The Alternative Learning Classroom will provide a highly structured, small group academic setting with opportunities for students to develop behavior strategies and engage in dialogue about the behaviors that keep both them and others from learning. Our goal is to keep as many students as possible at school so that they can learn among their peers in an optimal setting and we believe the Alternative Learning Classroom is a positive discipline strategy that will help us achieve that goal.

Please refer to this handbook which is available online or please find extra copies in the main office throughout the school year. We encourage parents & guardians to contact administration with questions or concerns.

South Johnson Gators will be:

S-Self controlled

N-Noble

A-Accountable

P=Prepared

OH SNAP!!!

Homework Policy

Homework for elementary children should help them develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes work at home as well as at school. Homework is assigned for skill practice and reinforcement while developing responsibility. Homework is not a punishment. All students are encouraged to complete their homework to the best of their ability, and turn it into their teacher. If parents or students have concerns about homework assignments, it is important that you address those concerns with the teacher early so that the student does not feel overwhelmed. Our teachers may provide homework at their discretion. However, Kindergarten and 1st grade students should expect about 20 minutes of homework, 2nd and 3rd grade about 30-40 minutes of homework and 4th and 5th grades about 45-60 minutes of homework. We encourage all students to read 15-20 minutes each night to build and increase basis literacy and comprehension skills.

Make-Up Work after Absences

All students are responsible for work missed due to absences. Teachers will assist students by giving assignments, explanations, and time for completion. Students have the same number of school days as the number of school days absent to make up work from an absence due to illness or death in the family. When a student is absent for only one day, make-up work must be gathered from the teacher upon returning the next morning. However, one day's absence does not excuse a student from the responsibility of tests and assignments due on the day of his/her return. If you wish to pick up assignments for your child who has missed more than one day, call the school and arrange for assignments to be picked up after school hours. If choosing to pick up assignments, please understand teachers need advance notice in order to collect work and prepare assignments. We wish to maintain an uninterrupted learning process for our students.

Electronics/Cell Phones

In order to maintain a learning environment that is conducive to all students, electronics including cell phones, smart watches, tablets (not issued by the school), Bluetooth earbuds, and gaming devices should not be visible or used during the instructional day. These items shall remain off and in students' book bags while on school property. Per SCS policy- [Policy Code: 4318 Use of Wireless Communication Devices](#)

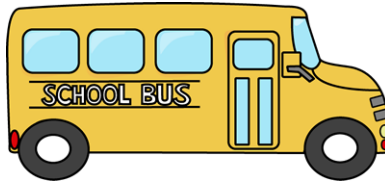
- *Cellular telephones and personal electronic devices shall not be used by students during class time without teacher permission. These devices shall be turned off and put away while the students are in class.*

If a student violates these rules:

- First Offense: Verbal warning
- Second Offense: Verbally reinforce/expected behavior/documented in Educator's Handbook
- Third Offense: Confiscation of electronic device and parent/guardian contacted to pick up the device

District Clear Book Bag Policy

Scotland County Schools has a clear book bag policy (see SCS website). South Johnson students will adhere to the policy. Students without a clear book bag will be provided one as long as supplies last. Please remember, book bags are optional. Visit the SCS website to see examples of what is and what is not allowed.



2024-2025 BUS POLICIES

Bus Regulations

It is a privilege to ride a school bus in the state of North Carolina for students who attend the public schools. Safety is our first priority.

Parent Required at Bus Stop- Students in grades K, 1 and 2 must have a parent or guardian at the bus stop in the afternoons to greet them from the bus. If a parent or guardian is not present at the bus stop (physically standing at the bus stop or just standing on the porch) not looking out of the house window, the child will be brought back to the school. The parent will then be called to pick up the child from the school. After the third time a child is returned to the school due to the absence of a parent or legal guardian at the bus stop, the child's bus privileges will be discontinued for up to 3 days. If the problem persists, students could lose bus privileges for the remainder of the year.

Assigned Seating- Students will be assigned to a seat and expected to sit in that seat for the entire school year unless moved by the driver or administration. Students are assigned to seats by grade level or at the discretion of the bus driver to ensure the safety of our younger and smaller students. Parents' requests for the front seat or family seating will be honored if seating permits.

Requesting a change in buses, bus stop location, or becoming a car rider- A written note is required to make any transportation changes. All notes should include the child's full name, the address of the desired stop location, an emergency contact name and number as well as the homeroom teacher's name. The request

will only be granted if space is available on the bus. No phone calls will be taken to change buses or for students to become car riders.

Bus Stop Timelines- It is important that students get on and off the bus at their designated bus stops and can board the bus **within 15 seconds. Bus drivers only have to wait 15 seconds at a stop before moving on.** Bus Drivers will not turn around to pick students up if the student is not at the stop the first time through, pick students up at non-designated stops, or honk horns to announce the bus has arrived. Routes, bus stops, and times are determined by the Scotland County Transportation Department.

BUS DISCIPLINE REPORTS

When a bus driver observes misconduct, a written report will be sent to the principal or designee of the school to which the student is assigned. The school should receive a written report within 24 hours of the infraction. Consequences for engagement in prohibited behavior may result in temporary or permanent suspension from the bus and/or school in addition to other consequences for violating other student behavior policies. Video cameras have been installed on all our school buses. They will be viewed randomly or as part of an investigation. In addition, it is a criminal offense for students/adults to unlawfully or willfully stop, impede, delay, or detain a school or activity bus or to disturb the peace, order, or discipline on a school or activity bus. The consequences for bus infractions are as follows:

Level 1 Bus Violations include:

- **Weapons**

Mandatory Action Taken for Level 1 Bus Violations:

- 1st Infraction** – 1-365 day bus suspension
- 2nd Infraction** – 1-365 day bus suspension
- 3rd Infraction** – 1-365 day bus suspension

Level 2 Bus Violations include:

- Vandalism
- Verbal or physical abuse
- Bullying/threats
- Refusal to identify self
- Possession of drugs/alcohol
- Opening rear door while in motion

Mandatory Action Taken for Level 2 Bus Violations:

- 1st Infraction** – 5-day bus suspension
- 2nd Infraction** – 15-day bus suspension
- 3rd Infraction** – Suspension for remainder of the school year

Level 3 Bus Violations Include:

- Disrespectful/disruptions/insubordination
- Moving about while the bus is in motion
- Inappropriate use of technology
- Inappropriate language/profanity
- Throwing objects inside the bus or out of the bus window
- Eating and/or drinking on the bus
- Parent problem-no one home to receive child

Mandatory Action Taken for Level 3 Bus Violations:

- 1st Infraction** – Conference/Parent Notified
- 2nd Infraction** – 3 day bus suspension
- 3rd Infraction** – 5 day bus suspension
- 4th Infraction** – 15 day bus suspension



5th Infraction – Suspension for remainder of year

Arrival & Dismissal Procedures



NO TRANSPORTATION CHANGES WILL BE TAKEN BY PHONE!

Car Arrival AM: 7:30-8:00

Students are not permitted to enter the school building prior to 7:30 am. If you are a car rider, please remain in your vehicle until released by school personnel. ***Please have children ready to get out of the car!*** Children should have book bags, lunch boxes, etc. ready so they can get out of the car in a timely fashion when they arrive. **Due to continued safety procedures, no visitors are allowed to walk students to classrooms in the mornings.**

Car Dismissal PM: 2:30

PLEASE DO NOT ARRIVE IN THE PARKING LOT FOR DISMISSAL BEFORE 1:45!

When parents arrive prior to 1:45 and park in front of the school, it prevents other visitors from accessing the building. If you arrive before 1:45, you will need to park in an available parking space and wait until that time.

- Officer Strong and staff will be in the parking lot to enforce traffic flow. For safety reasons, it is expected that all directives be followed. Cones will be placed in non-traffic flow areas.
- Traffic will circle the outside of the parking lot in two lanes but must merge as directed into one lane.
- Car riders will be dismissed from the gym with pick up stops starting at the front entrance of the school.
- All students will be assigned a number and receive a tag with their number on it to be attached to their book bags.
- All families will receive two placards, at open house, to hang from their rearview mirror with their student's assigned number printed on it. The number must be displayed in the vehicle that is picking up the student(s). Any persons picking up a student without a car tag will be required to park and go to the front office with proper identification in order to check out the student. The person picking up the student must be on student check out card.