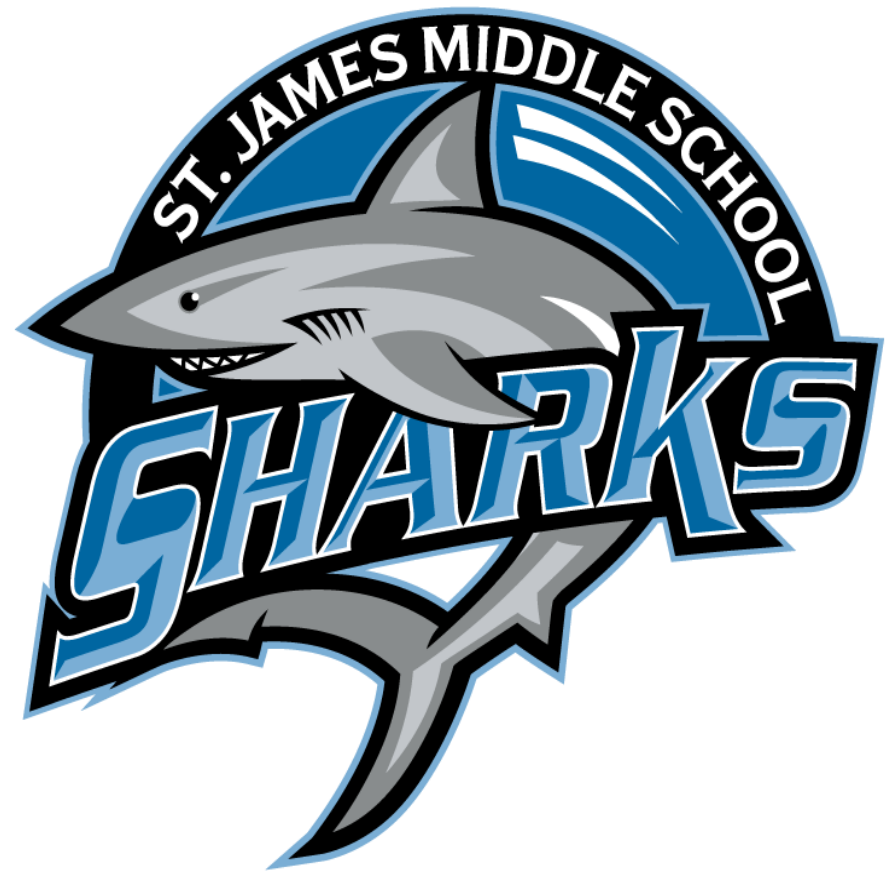


**School Procedures
and
Guidelines**



2023-2024 School Year

A Message From the Principal

Hello, Sharks!

Welcome to St. James Middle School!

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

St. James Middle Sharks are expected to:

- display respect at all times,
- adhere to policies and procedures,
- attend school daily, and
- put forth their best efforts in their work the very first time, every time.

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

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

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

Welcome to our Shark family!

Sincerely,

Ms. Olga G. Toggas--Principal

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Mission Statement

The mission of St. James Middle School is to ensure that each student succeeds academically, socially, and emotionally through a standards-based, technologically-enhanced continuum of learning within a safe and nurturing environment.

What does Shark Life look like?

- Sharks always move forward.
- Sharks rule with their presence, each and every time.
- Sharks stay sharp and live fiercely.
- Sharks make decisions that are intentional.
- Sharks maximize every movement.
- Sharks swim with a purpose.
- Sharks pursue what they want relentlessly.
- Sharks have a healthy appetite.
- Sharks are eager to accept a challenge in uncharted waters.

Shark Life—We S.W.I.M.

S
Stay Sharp

W
Work Hard

I
Inspire a Generation

M
Move Forward

St. James Middle School Powerschool Access



PowerSchool provides a Parent Portal to give you access to your child's grades and attendance daily, ability to email teachers, and to register your student online.

To create an account in the Parent Portal:

1. Go to: www.horrycountyschools.net
2. Select tab that indicates Students/Parents and click
3. Selection tab that says **Powerschool Parent Login**
4. Select tab that says **Create Account**
5. Now fill in the information it asks you to insert.

When you reach the section that indicates access ID and password, please fill in with the below provided information or call (843) 650-5543 and request the following information for your student:

Access Id:

Access Password:

From this portal, you will now be able to email teachers and review your child's grades. Anything that is light blue, you can click. If you click the teacher, it will go right to an email. If you click a number, it will indicate all the graded assignments and whether or not it was completed, never turned in or turned in late.

This is also the portal that you will register your child for each year by looking on the left side near the bottom and clicking the tab that says **Infosnap Student Registration**.

St. James Middle School Staff

8th Grade ELA	
Susanne Liggett SLiggett@horrycountyschools.net	Janet Dickinson JDickinson@horrycountyschools.net
Shayna Scheehle SScheehle@horrycountyschools.net	Marie Kane MKane002@horrycountyschools.net
Nicole Peck NPeck@horrycountyschools.net	Thomas Switzer TSwitzer@horrycountyschools.net
Brenda Stooke BStooke@horrycountyschools.net	Angela Tester ATester@horrycountyschools.net
8th Grade Math	
Jennifer Tibbits JTibbits@horrycountyschools.net	Chad Hamilton CHamilton001@horrycountyschools.net
Kim Bailey KBailey@horrycountyschools.net	Madonna Gabert MGabert@horrycountyschools.net
Colleen Quinn CQuinn@horrycountyschools.net	Joleen Turbeville JTurbeville@horrycountyschools.net
Jaimie McKissick* JMckissick@horrycountyschools.net	Jennifer Tallevast JTallevast@horrycountyschools.net
8th Grade Science	
Carl Clark CClark001@horrycountyschools.net	Emily Riefler * ERiefler@horrycountyschools.net
Kayla Divens KDivens@horrycountyschools.net	David Williams DWilliams@horrycountyschools.net
Andrea Morello AMorello@horrycountyschools.net	
8th Grade Social Studies	
Kayla Divens KDivens@horrycountyschools.net	McKeithan Schwartz MSchwartz@horrycountyschools.net
Jackie Leclerc JLeclerc@horrycountyschools.net	Nick Stillmak NStillmak@horrycountyschools.net
Waylon Ross* WRoss@horrycountyschools.net	
All Subjects	
Caitlin Conroy	Brittany Vick

7th Grade ELA	
Ashley Adams AAdams@horrycountyschools.net	Christy Saleeby* CSaleeby@horrycountyschools.net
Janet Dickinson JDickinson@horrycountyschools.net	Susanne Liggett SLiggett@horrycountyschools.net
Hayley Franks HFranks@horrycountyschools.net	Marie Kane MKane002@horrycountyschools.net
Nicole Peck NPeck@horrycountyschools.net	Brenda Stooke BStooke@horrycountyschools.net
7th Grade Math	
Jaimie McKissick* JMckissick@horrycountyschools.net	Marquise Triplett MTriplett@horrycountyschools.net
Maria Clark MClark002@horrycountyschools.net	Jennifer Tibbits JTibbits@horrycountyschools.net
Kim Bailey KBailey@horrycountyschools.net	Joleen Turbeville JTurbeville@horrycountyschools.net
Leah McGinn LMcGinn@horrycountyschools.net	Jennifer Tallevast JTallevast@horrycountyschools.net
7th Grade Science	
Billy Jo Buckley BBuckley@horrycountyschools.net	Kayla Divens KDivens@horrycountyschools.net
Andrew Carroll ACarroll002@horrycountyschools.net	Robin Richardson RRichardson001@horrycountyschools.net
Janelle Gauck JGauck@horrycountyschools.net	
7th Grade Social Studies	
Sandra Cooley SCooley@horrycountyschools.net	James Cazier JCazier@horrycountyschools.net
Kayla Divens KDivens@horrycountyschools.net	Sherrie Myers SMyers002@horrycountyschools.net
Kevin Hanchek KHanchek@horrycountyschools.net	
All Subjects	
Caitlin Conroy CConroy@horrycountyschools.net	Brittany Vick BVick@horrycountyschools.net

Exploratory Team		
Emily Moris	Physical Education	EMoris@horrycountyschools.net
Kyle Moultrie	Band/General Music	KMoultrie@horrycountyschools.net
Maryna Kharlap	App Creators	MKharlap@horrycountyschools.net
Whitney Ann Lewis	SAT/ACT Prep	WLewis@horrycountyschools.net
Lane Morgan	Read 180 & World Lang.	LMorgan@horrycountyschools.net
Ashley Purcell	Orchestra/Music Appreciation	APurcell@horrycountyschools.net
Travis Scott	Health & P.E.	TScott@horrycountyschools.net
Stephanie Shirley	Ac. Enrich. & World Lang.	SShirley@horrycountyschools.net
Lorn Shoffler	Medical Detectives	LShoffler@horrycountyschools.net
Greg Simpson *	Physical Education	GSimpson@horrycountyschools.net
Tanya Soroka	Media Arts	TSoroka@horrycountyschools.net
Brenna Lilly	Art	BLilly@horrycountyschools.net
Sharon Strickland	Fundamentals of Computing	SStrickland002@horrycountyschools.net
Javier Vega	Multilingual Learning	JVega@horrycountyschools.net
Lauren Willis	Chorus/Theater/Piano	LWillis@horrycountyschools.net
Other Student Services		
Holly Collins	Speech	HCollins@horrycountyschools.net
Sherri Johnson	School Psychologist	SJohnson001@horrycountyschools.net
Colisha Frasier	RBHS	CFrasier@horrycountyschools.net
Charmain Gore	RBHS	CGore002@horrycountyschools.net
Mary Beth Bennett	Media Specialist	MBennett001@horrycountyschools.net
Amy Adkins	Media Aide	AAdkins002@horrycountyschools.net
Patricia Glover	Technology Assistant	PGlover@horrycountyschools.net
	ISS Teacher	@horrycountyschools.net
Angela Knap-schaefer	Math Interventionist	AKnapschaefer@horrycountyschools.net
Brian Smith	Reading Interventionist	BSmith009@horrycountyschools.net

Administration		
Olga Toggas	Principal	OToggas@horrycountyschools.net
Donna Jacobs	8th Assistant Principal	DJacobs@horrycountyschools.net
Carlos Barker	7th Assistant Principal	CBarker@horrycountyschools.net
Kelly Garrity	Instructional Coach	KGarrity@horrycountyschools.net
Guidance		
Jocelyn Williams	Guidance Director	JWilliams001@horrycountyschools.net
Sherrie Hart (Last names M-Z)	Guidance	SHart@horrycountyschools.net
Alex Rasbury (Last names A-L)	Guidance	ARasbury@horrycountyschools.net
Office Staff		
Traci Quinlan	Secretary	TQuinlan@horrycountyschools.net
Melanie Ruholl	Bookkeeper	MRuholl@horrycountyschools.net
Naureen Watkins	Attendance	NWatkins@horrycountyschools.net
Marian Squires	Nurse	MSquires@horrycountyschools.net
Ray Rivera	SSO	RRivera@horrycountyschools.net
Tarsha Bryant	Cafeteria Manager	TBryant@horrycountyschools.net
Angela Crosby	Custodial Supervisor	ACrosby@horrycountyschools.net

Tardy Policy

- Consequences for arriving tardy to SCHOOL are as follows:

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

1st offense: Verbal Warning and parent notification

2nd offense: Verbal Warning/Parent Contact to make parent aware of after school detention (and consequences for subsequent tardies)

3rd through 5th offense: After School Detention/Parent Contact. A one hour after school detention assigned and supervised by school staff; assigned one week to be served the next week.

Note: If students do not attend after school detention consequences of ISS will result (step 6)

6th offense: Suspended pending parent conference; possible revocation of waiver, if applicable.

7th offense and beyond:

7th - 1 day of ISS

8th - 2 days of ISS

9th - 1 day of OSS

10th - 2 days of OSS

11th - Evidentiary Hearing

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

- Consequences for arriving tardy to class are as follows:

1st and 2nd offense: Verbal Warning

3rd offense: Verbal Warning/Parent Contact

4th offense: Lunch Detention/Parent Contact

5th offense and beyond: Referral to administration for disciplinary action and parent contact.

5th - 1 period of ISS

6th - 1 day of ISS

7th - 2 days of ISS

8th - 1 day of OSS

9th - 2 days of OSS

10th - Suspended pending a parent conference

11th - Possible Evidentiary Hearing for Expulsion

Note: Accumulation of tardies will restart each semester.

Grading Policy

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

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

Exploratory Class Grading Policy

Satisfactory (S) = 80 - 100

Needs Improvement (NI) = 60 - 79

Unsatisfactory (U) = 0 - 59

HCS Policies for Middle School Promotion

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

HCS Criteria for Earning Honor Roll

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

Cheating

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

- First Offense** — A zero is given on the assignment and the parents are notified by the teacher. The incident will be documented as a Teacher-Managed Incident in Review 360.
- Second Offense** — A zero is given on the assignment, the parent is contacted, and a referral with the date of the 1st offense is submitted to the grade-level assistant principal.

Disorderly Conduct

The following are actions taken if a student is referred to the office for any of the reasons listed. They will be assigned according to a student's discipline record and the severity of the offense.

Students who are suspended will lose privileges to participate in extra-curricular activities during the suspension. Two or more suspensions can result in loss of privileges in upcoming field trips and/or other extra-curricular opportunities.

Disorderly Conduct Level I

Offenses

Cutting Class
Cheating
Lying
Classroom Disruption
Profanity/Obscene Gestures
Inappropriate Language
Forgery
Truancy
Tardies
Horseplay
Possession of Inappropriate Items
Loitering
Leaving School
Disruption Outside/Inside
Dress Code
Phone Violation
Unauthorized Device

Consequences

Class Lunch Detention/Afterschool Detention
Parent Conference
ISS
OSS
Administrative Action
Loss of Privileges
Evidentiary Hearing
Other

Disorderly Conduct Level II

Offenses

Possession/Use of tobacco products
Trespassing
Vandalism (minor)
Stealing (under \$200)
Disrespect/Disobedience
Refusal to Obey/Defiance
Hit/Kick/Push
Unlawful Assembly
Possession/Use of other unauthorized substance
Disruptive behavior at lawful assembly
3 acts of disorderly conduct at Level I
Possession/Use of fireworks/stink bombs
Computer Violation
Bus Violation
Property Misuse
Threats/Bullying/Cyberbullying (includes racial slurs, demeaning language & gestures)
Harassment/Sexual Harassment (includes taking pictures/video on school grounds)
Sex Violation
Major Disruption

Consequences

Administrative Action
ISS
OSS
Referral to outside agency
Restitution of property damages
Loss of Privileges
Evidentiary/Expulsion hearing

Club Information

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

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

Art Club: Art club is a group of 7th and 8th grade students who bring art outside of the art room into their school and the community. Art club helps with school musicals, takes field trips to local art museums, and gives students a chance to bring their artwork out into the world by entering contests and art competitions.

Battle of the Books: Students will read books and come together in teams of 3-4 to demonstrate their knowledge of the books they have read. Each team must read the same 7 books. Copies of the books will be provided by the school. Team members will be expected to read at least 3 of the 7 books and successfully complete a Google quiz on the book. Because the book titles will not be revealed until the beginning of November, teams will spend September and October developing their team identity — name, T-shirt design for competition, etc. Students will be expected to provide their own T-shirt to decorate for the competition. Students will be expected to maintain passing grades in their classes, complete assigned homework, and exhibit appropriate school and classroom behavior.

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

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

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

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

Kindness Club is a student-led Anti-Bullying club that provides St. James Middle School students the opportunity to positively lead, mentor, advocate, and problem-solve for the students of St. James Middle School through weekly meetings, school-wide assemblies, and leadership projects. Any student at St. James Middle may participate in the Kindness Club.

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

MATHCOUNTS Team: This program is a nation-wide mathematics competition designed specifically for middle school students. Middle school students work as a team and as individuals on very challenging mathematical problems and compete with other area MATHCOUNTS teams. Students are chosen by their teachers based on academic achievement and a pretest.

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

Robotics Team: Lego Robotics is a nation-wide robotics competition. The mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. At St. James Middle School we are proud to participate in this program. It is open to all SJMS students who wish to become leaders here at our school. Students are challenged to build a Lego robot to solve real world problems. They will also be challenged to solve a real world problem in their community. Students submit applications that are reviewed in order to join.

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

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

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

Cell Phones



Cell Phones, Communicators and other Devices

Cell phones are allowed on the bus, on school grounds, and in school.

Cell Phones and electronic devices are not to be visibly "on" during school hours within the building between 8:10 a.m. and the dismissal of car riders. The only exceptions would be with teacher or administrator approval. The school does not cover the loss of these personal items. Violation of this will result in the item being confiscated by school officials and returned only to the parent. Repeated violations may result in more severe consequences. Students should not loan these items to other students.

- Taking pictures/recording videos of students and/or staff on ANY school grounds is **not** permissible.
 - ◊ Taking pictures/recording videos of students and/or staff in the restroom or locker room area (including athletic teams) may be considered harassment and/or bullying, which will result in suspension and may result in an evidentiary hearing.
- The use of cell phones/SmartWatches/electronic devices to take pictures/recording others on school grounds (i.e. to record conflicts, to insult/demean others, to escalate situations) will result in more severe consequences beyond a cell phone violation.

Social Media

Think before you post anything . . .

Is what you are about to post appropriate? Would you say it in person?

- According to a 2018 CareerBuilder survey, 70% of employers use social media to screen candidates during the hiring process.
- Much of what is posted online has a paper trail, or can be traced.
- What you post outside of school may have legal ramifications; what makes its way into school has school-based consequences.
- Any posts, videos, pictures, etc. on social media that cause a disruption in the school day may result in school consequences, in addition to law enforcement.

Pictures, Video and Pornography

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

HCS Policies for Attendance

- Attendance is taken by EACH teacher during EACH period.
- If the total number of unexcused absences is 10 or less for the school year, your student will not be required to attend summer school to make up time for attendance.
- If a student is absent for 3 consecutive days UNEXCUSED or a total of 5 days UNEXCUSED (without a medical or judicial note), the student is identified as being in danger of truancy.
- When a student is in danger of truancy, the parent/guardian must meet with the Attendance Clerk (Mrs. Naureen Watkins - Email: nwatkins@horrycountyschools.net or call 843-650-5543) to complete an Attendance Intervention Plan (AIP).
- Students who have earned 10 or more UNEXCUSED absences for the year are REQUIRED to attend summer school, regardless if the student is passing all classes, to make up missing seat time (per SC compulsory attendance law).
- Incomplete summer school requirements will result in the student being **retained** in the same grade level in the 2023-2024 school year.
- If you have medical notes and/or other documentation that excuse absences, please submit your documentation to Mrs. Naureen Watkins (nwatkins@horrycountyschools.net or 843-650-5543) in the front office so that she may code the absences as excused.



Medication/Absence Reminders

May I bring pain reliever to school?

All medication (including over-the-counter medication such as aspirin, cough lozenges, etc. may not be administered without a written request from the parent/guardian, on an Horry County Schools' medication consent form. In addition, all prescription medication must include a physician's signature on the consent form.

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

Medicine will be given during school hours only when other arrangements cannot be made. Medicine must be given by the school nurse or a parent

must be contacted to report to the school to administer the medication. The medication must be in the original, unopened container appropriately labeled with instructions by the pharmacy or physician. Medication in unlabeled containers will not be accepted.

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

IF A STUDENT BECOMES SICK AT SCHOOL and cannot continue in class, the student must obtain a pass from his/her teacher and report **to the nurse**. *Parents will be called to pick up students who have a fever or are too ill to stay in school, as determined by our nurse.*

Unnecessary visits to the health room are to be avoided. **Remember**, if a student is in the health room during a class, he/she is losing valuable instructional time.

If a child is absent:

- Please call the school and send an email to Naureen Watkins at nwatkins@horrycountyschools.net if your child is sick and will not attend school for the day.
- Students must return to school with a medical note or a parent note stating the reason for the absence. Parent notes are considered unexcused absences.
- If a child is absent for 3 consecutive days or a total of 5 days without a medical note, parents must complete an Attendance Intervention Plan (AIP) with our Attendance Clerk or the District Office.

South Carolina T-DAP Vaccination Policy:

- Per SC Law, schools are required to maintain proof of T-DAP Vaccination for students in 7th grade, or who have transferred to South Carolina public schools in the 8th grade.
- Students who do not submit their documentation by a certain date in September are suspended out of school until proof of vaccination is received by the nurse.

Student-Issued Devices

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

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

1. Student Issued Devices are not allowed in restrooms, locker rooms, or recess.
2. Student Issued Devices are to remain on top of desk at all times during class, never on the floor or desk seat or desk rack. Your teacher will direct you to the proper placement during lunch and breakfast in the classroom.
3. Student Issued Devices and g.horrycountyschools accounts are to be used for educational purposes, only, under the guidance of classroom teachers.
4. Student Issued Devices are only to be used by the student to whom it was assigned. The assigned student will be held accountable for device activity if activity takes place under the student's account credentials.

Student Issued Device Consequences

Consequences per class:

- 1st Offense:** Teacher holds the device for the remainder of the period as a warning. Teacher will contact the parent to make them aware that the student will lose laptop privileges on the next offense.
- 2nd Offense:** Referral submitted to administration. Consequence will be the withdrawal of device privilege for **three days** during in-class use during that class. The teacher will confiscate the device for three days at the beginning of class and return the device to the student at the end of class. Teacher will contact the parent to make them aware.
- 3rd Offense:** Referral submitted to administration. Consequence will be the withdrawal of device privilege for **five days** during in-class use during that class. The teacher will confiscate the device for five days at the beginning of class and return the device to the student at the end of class. Teacher will contact the parent to make them aware.
- 4th Offense:** Referral submitted to administration. Consequence will be the withdrawal of device privilege for **ten days** during in-class use during that class. The teacher will confiscate the device for ten days at the beginning of class and return the device to the student at the end of class. Teacher will contact the parent to make them aware.
- 5th Offense:** Referral submitted to administration. Possible withdrawal of device for the remainder of the year during in-class use. Teacher will contact the parent to make them aware.

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

Personal Protective Equipment (Face Masks)

- Face mask regulations will be adjusted to reflect the most current policies and regulations.
- Students and staff may choose to wear face masks.

Messages For Students

The front office will **NOT** interrupt classes to deliver messages except in the event of an emergency. Please make all necessary arrangements with your parents prior to the school day.

- Items dropped off in the front office will be delivered during Shark time or after school.

Lunch

SJMS cafe provides breakfast and lunch. Students will NOT be charged for breakfast and lunch in 2023-2024. Menus, nutritional information, and [Free Lunch Online Applications](https://www.horrycountyschools.net/Page/13043) are available at the following link: <https://www.horrycountyschools.net/Page/13043>

- Should students choose not to eat school lunch, students may bring a meal with them to school in the morning.
- Lunch brought to the office by vendors (examples: pizza delivery, grub hub) will **not** be delivered.
- For safety reasons, parents are discouraged from bringing lunches in the middle of the day. If lunches are brought after school has begun, it must be in a lunch bag or a brown bag with the students name on it.

Personal Property and Prohibited Items

Earbuds, Speakers, AirPods

For safety purposes, students are not permitted to wear earbuds, Air Pods (wireless earbuds) during hallway transitions and lunchtime. To preserve HCS bandwidth access and Dell Latitude battery life, students are discouraged from using wireless earbuds that require Bluetooth.

No speakers are allowed at school.

Water Bottles/Drinks

No open outside drinks (e.g., Dunkin, Starbucks, Sonic, McDonalds) should be brought to school except water bottles. Students arriving at school with outside drinks will be asked to consume/dispose of these items in the cafeteria before reporting to class. These items are not permitted after breakfast in the cafeteria.

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

Students are encouraged to have water bottles and stay well-hydrated. There are water refilling stations throughout the school. **NO GLASS CONTAINERS ARE ALLOWED.**

Glass

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

Fragrances

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

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

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

Sports Equipment

Students should only bring such equipment if they are on a St. James athletic team and should be labeled with their name. These items must not interfere with the operation of the school. Sports equipment will be provided by our staff for PE and special activities. Skateboards are not permitted.

Animals

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

Valuables

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

Search Procedures

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

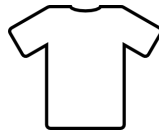
- All students are subject to be searched.
- If your child does not need an item for school, then he/she should leave the item at home.
- All metal items must be taken off prior to walking through the metal detectors and to the search table including:
- Students should place all metal items in their book bags or bins prior to

Belts	Jackets with	Game devices
Phones/	Shoes with metal	Bulky/sharp jewelry
Change	Large metal hair bows or headbands	Earbuds and/or AirPods

walking through the metal detector. All bags will be checked.

- Students should unzip all parts of their book bags and purses prior to coming to the search table and are encouraged to use clear book bags to speed up searches.
- Students will be asked to remove their shoes during searches if metal in the shoe is detected by the metal detectors.
- **If you have any questions regarding searches, please contact St. James Middle (843) 650-5543.**

Dress Code Guidelines and Violations



Please note these specific rules concerning dress:

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

When addressed by staff, students should correct the dress code violation **immediately**. If students are not able to correct the following dress code concerns immediately, students will be referred to an administrator.

Severe dress code violations that cannot be corrected immediately will result in a dress code violation from administration and may result in a removal from class. Disruptions that result from severe dress code violations may result in more severe consequences and will be addressed with more severe disciplinary action.

Severe dress code violations include:

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

If students are unable to correct the dress code violation listed below **immediately**, students will be issued a Dress Code Violation Acknowledgement Form issued by an administrator.

Students are to carry this form with them for the remainder of the school day as proof that they have been addressed by the administration.

After three Dress Code Violation Acknowledgement Forms have been issued, a disciplinary referral will be issued with more severe consequences on the fourth offense (and beyond).

5.	No slippers (shoes with soft-soles designed for indoors only)
6.	No undergarments can be showing at any time (no sagging pants)
7.	No strapless shirts, halter tops, tube tops, or shirts with open backs Straps on shirts should be a minimum of one inch (approximately two fingers) in width.
8.	Jackets must have shirts/tops worn underneath.
9.	No cleavage or midriffs (belly button and/or stomach) showing See-through clothing covering exposed cleavage or midriffs is not permitted.
10.	The length of bottoms (i.e. shorts, rompers/one-piece garments) should be long enough to cover the leg crease area on the back of legs.

When addressed by staff, students should correct the dress code violation below **immediately**.

Repeated violations of the dress code violations listed below will result in items being confiscated for parent pick-up. Repeated confiscation of items may result in more severe consequences determined by administration. Disciplinary consequences may be issued if items are involved in vandalism, threat/injury to others, threat/injury to self, etc.

11.	No hats, bonnets, head scarves, hoods, or shower caps worn on heads inside the building.
12.	No earbuds or AirPods worn in the ears during transitions, during breakfast, or during lunch. Earbuds/Airpods are to be used for learning with teacher permission.
13.	No blankets may be worn/used on school grounds.
14.	No sunglasses worn over eyes inside the building.
15.	Accessories with spikes/sharp edges, and/or heavy metal items, such as chains and locks, are not permitted.

Restrooms

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

- Use restrooms only before and after school and at designated times.
- If it is absolutely necessary to use the restroom during class, students must have a pass from the classroom teacher in order to enter the restroom.
- No behavior violations or horseplay. NO cell phone usage.
- Keep restrooms clean and neat. NO vandalism.
- Use the restroom only for the intended purpose.
- Only one student is permitted in a stall at any given time.
 - ◊ Consequences will be issued when more than one student is found to be in a stall at the same time.
- Taking pictures/recording videos of students and/or staff in the restroom or locker room area is harassment and/or bullying, which will result in suspension and may result in an evidentiary hearing.

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

Restrooms/Locker Rooms/Changing Areas

- Removal of pants/shorts/skirts may only take place in a restroom/locker room area, or in teacher-designated areas (i.e. gym areas, Musical Theater areas).
- Pants/shorts/skirts are not to be removed outside of designated areas, during classes, in the hallway, or in the cafeteria without staff permission.

Virtual/Online Meetings (Google Meets)

- Ensure that you are in front of a wall that does not have anything on it. Your teachers should not be able to see pictures or posters while you are on a Google Meet.
- Ensure that you are in a quiet location so that you can hear your teacher and your teacher can hear you. You may want to wear earbuds.
- When you enter the Google Meet, please ensure that you mute your microphone.
- “The Chat” feature is for students to ask content related questions or for you to answer teacher directed questions.
- The Google Meet is for the students of the teacher hosting the Google Meet. Your teacher should not be able to see other students or siblings.
- Students must be appropriately dressed (refer to dress code guidelines)

Classroom Behavior

- Teachers have a list of classroom procedures that are shared with students and parents for students.
- Students are required to come to classes with the following: textbook, paper, pencil, and other materials required by the teacher.
- Students are required to do all assignments given to them by teachers and must not disrupt the classroom or disturb other students.
- Disruptive students will be disciplined by the teacher.
- If severe disruptions occur, an administrator will be contacted.

Tobacco Products/Juuls/Vapes/THC Devices and Electronic Cigarettes Update



Please note these specific updated rules regarding the following:

Tobacco Product/Alternative Nicotine Product (including vapes, juuls, pods, chargers, and all related equipment or devices)

Possession OR use on school grounds, bus, bus stop, or any school function:

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

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

3rd Offense: Evidentiary Hearing

Self-Defense Pepper Spray/Mace (Considered Weapons)

Possession on school campus or in the building:

1st Offense: 3 days OSS

2nd Offense: 5 days OSS

3rd Offense: Evidentiary Hearing

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

NOTE:

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

**Should the student possess a Tobacco Product/Alternative Nicotine Product (including vapes, juuls, pods, chargers, and all related equipment or device) which contain THC or CBD, the student will be recommended for an evidentiary hearing and be referred to SciP (School Intervention Program) at Shoreline Behavioral Services.

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

- Students should not put hands, feet, elbows, etc. on other students even in a playful manner.
- Students should not use property (lunch boxes, pencils, bookbags, etc) to touch or hit other students.
- Hitting, tripping, pushing, striking with hands or feet (or an object) may cause injury to others and result in Simple Assault.

Making physical contact with a student who made physical contact with you, first, is NOT considered self-defense if the student is able to remove himself/herself from the situation.

Criminal Conduct Level III

Offenses

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

Consequences

1st Referral:

OSS
Evidentiary/Expulsion Hearing
Restitution of property and/or damages

2nd Referral:

Evidentiary/Expulsion Hearing

Weapons and Drugs

The following steps will be taken for possession/use of weapons and/or illegal drugs including look-alike weapons and/or drugs.

1. **Recommendation for Evidentiary/Expulsion Hearing/SCIP.** The student will be suspended immediately and recommended for expulsion.
2. **Arrest and prosecution.** Law enforcement authorities will be contacted.
3. **Notification.** The Director of Student Affairs will be contacted.

Threats

- A threat—to place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct but without displaying a weapon or subjecting the victim to an actual physical attack.
- Threats can be communicated—in person, via telephone or email, or in writing, or over social media.
- Threats can be communicated by the use of body language.
- Students and Staff want to feel safe at school. When you make a threat people do not feel safe. This creates an unnecessary disturbance.
- You will receive consequences from SJM and possibly from Horry County Police.
- Police reports are public records that are available to news media stations.
- Threats have to be taken seriously—yes, even if you were 100% kidding!
- Be mindful of what you say, before you say it.
- No matter how jokingly you say something, you are responsible for what you say.

According to the Disturbing Schools Act of South Carolina: It shall be unlawful for any person to willfully or unnecessarily interfere with or disturb in any way or in any place the students or teachers of any school, to loiter about school premises or to act in an obnoxious manner therein. Violators shall be guilty of a misdemeanor and subject to pay a fine up to one thousand dollars (\$1,000) or be sentenced to 30 to 90 days in the county facility.

Alcohol

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

1. 1st Offense - Five days OSS and assignment to SCIP
2. 2nd Offense - Evidentiary Hearing

St. James Middle School Schedule

Pledge and Announcements	8:10 - 8:14
Period 1	8:15 - 9:13
Period 2	9:17 - 10:15
Period 3	10:19 - 11:17
Period 4	11:21 - 12:19
Period 5	12:23 - 1:21
Period 6	1:26 - 2:24
Period 7	2:28 - 3:26
Announcements	3:27 - 3:30

Harassment or Bullying

We do not allow harassment, intimidation, or bullying in its schools. "Harassment, intimidation, or bullying" means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of (1) harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage or (2) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Students who violate this policy may receive ISS or OSS and may be subject to arrest and an Evidentiary/Expulsion Hearing.

Who do I tell if I am being bullied?

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

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

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

- Ask to speak to your trusted adult in private.
- Email your trusted adult.
- Leave a note in the locked box on the wall near the guidance counselors' offices.
- Have your parent call or email your trusted adult at school.
- Email an administrator or guidance counselor to describe what took place, where and when it took place, and others who may have been witnesses or involved. Information shared is kept confidential.

◇ **Guidance Director:** Jocelyn Williams
jwilliams001@horrycountyschools.net

◇ **Guidance Counselor for Last Names A - L:** Alex Rasbury
arasbury@horrycountyschools.net

◇ **Guidance Counselor for Last Names M - Z:** Sherrie Hart
shart@horrycountyschools.net

◇ **Assistant Principals:**

◆ Donna Jacobs - djacobs@horrycountyschools.net

◆ Carlos Barker - cbarker@horrycountyschools.net

◇ **Principal:** Olga Toggas - otoggas@horrycountyschools.net

Report online using the Bullying Incident Report Form located on the HCS website at www.horrycountyschools.net/Page/10117.

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

Selling

Selling *anything in school requires permission from the administration. Unauthorized items will be taken and returned only to the student's parents. The student may receive disciplinary consequences, including OSS/possible recommendation for Evidentiary Hearing.*

Lunch Detention

Students may be assigned detention for rule infractions. Students should report at the very beginning of the lunch period on the assigned day of lunch detention.. During detention, students are required to sit quietly in assigned seats. Students will eat when directed by the staff member on duty. Excessive lunch detentions will result in referral to the administrator. Refusal to serve lunch detention or **repeated failure to serve lunch detention** will result in assignment to ISS.

In-School Suspension (ISS)

In-school suspension (ISS) is used in lieu of out-of-school suspension (OSS). Students receiving this penalty report with their books and materials to the ISS room at the beginning of the day. Students remain in the ISS room all day. Students may work on regular classroom assignments while in ISS. Otherwise, students work on subject area skill lessons provided by the ISS teacher. Students also are provided instruction in self-help areas, such as good decision making.

Appeal Process

1. Student Appeal - When a student feels that a decision has been made incorrectly, he/she may request an appointment with the grade level teacher or administrator. The student may bring information to the meeting if that is appropriate.

2. Parent Appeal -

- A) When a decision has been made by a teacher, and a parent has a concern about the consequence, the first step in resolving the concern is to talk with the teacher to learn the details of the circumstances. Parents need to make an appointment with the initial teacher to come in for a conference.
- B) When a decision has been made by a teacher, and a parent has a concern about the consequence after meeting with the teacher, the second step in resolving the concern is to talk with the grade-level assistant principal to discuss the details of the circumstances. Parents need to make an appointment with the assistant principal to come in for a conference.
- C) When a decision has been made by the grade-level assistant principal, and a parent has a concern about the consequence after meeting with the assistant principal, the third step in resolving the concern is to talk with the principal to discuss the details of the circumstances. Parents need to make an appointment with the principal to come in for a disciplinary appeal conference.
- D) When a decision has been made by the principal, and a parent has a concern about the consequence after meeting with the principal, the parent may contact the HCS Office of Student Affairs within 5 days of the meeting with the principal to complete the application process for a disciplinary appeal.



Bus Behavior Policy

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

Bus Rules

Follow directions the first time they are given.

- Sit in the assigned seat, facing forward with feet on the floor.
- The use of profanity, inappropriate comments, loud talking, yelling, inappropriate physical contact are disciplinary infractions that will earn consequences.
- No eating or drinking on the bus. This is a federal law.
- Students should not litter, write on or damage the bus or anyone else's property in any way. Loud music is not allowed on the bus at any time.
- Students are not allowed to get off the bus at any place other than their bus stop.

Bus Discipline Procedures

Students creating or being involved in activities causing discipline problems on a school bus, including while entering, exiting, or waiting for a bus, will be reported to his/her principal. Appropriate disciplinary action will be taken pursuant to the District's Behavior Code procedures. A student may be suspended from riding the school bus for misconduct following a disciplinary referral from the bus driver or bus supervisor generally using the following guidelines:

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

***These consequences may be adjusted based on the seriousness of the offense.



Bus Rider Procedures and Reminders

Morning Procedures

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

Afternoon Procedures

All bus rider students are dismissed after students who are car riders and walkers.

- Students should move efficiently and safely to the bus rider exit to the patio on the Commons area hallway.
- There will be bus signs with directional arrows.
- Students should sit in the assigned seat at all times. Be reminded it is unlawful to disturb and distract the bus driver. Safety is our number one priority.
- Students should move quickly off the bus at their stop.
- Students are only allowed to ride their assigned bus/stop. **Students are NOT allowed to ride home with a friend on another bus.**
- Students wanting to be picked up by car, because of a late bus, must be picked up in the car rider circle by 3:50 or in the front office after that time.

Just a reminder : Bus stops are an extension of the school day and subject to disciplinary consequences for misbehavior.

*****Remember the first three weeks will run late until procedures are established. Thank you so much for your patience and cooperation.**

Car Rider Procedures and Reminders



- Due to safety concerns, students **may not** be dropped off or picked up in the teacher parking lot area, on the main road, or at the gate at the main entrance to the school.
- **Students arriving late to school must report to the front office, accompanied by a parent/guardian, to be signed in.** Students leaving the front office at any time must be signed out by a parent/guardian.

Morning Procedures

Students can be dropped off in the car rider line any time between 7:20 a.m. and 8:10 a.m. Doors will not be opened until 7:20 a.m. For safety reasons, we ask that you **DO NOT let your child out of your car until we open our doors at 7:20 a.m.** Students need to enter the building for searches by 8:00 a.m. to be on time to class by 8:10 a.m. Students are to be in their first period classes at 8:10 a.m. to be on time. Students who arrive to class after 8:10 a.m. are marked tardy for class. Your cooperation and compliance with these procedures will ensure the safety of your child.

- Please pull forward as far to the end of the walkway as possible.
- Keep all traffic moving at a steady pace.
- **The Car Rider drop-off line closes at 8:05 a.m.**
- If a student arrives after 8:05, he/she must go to the front of the school to be signed in. An adult will need to sign in the late student in the front office.

Afternoon Procedures

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

- For safety, please keep your elementary aged children in your car.
- Please have your student's assigned bar code available for scanning. Should a parent need a barcode, please contact the front office.
- Please pick-up your children in the car rider line only. Do not park and walk around the building, or park in any other area and ask for your children to walk to you. This is dangerous and is not tolerated.
- Car riders are dropped off and picked up on the east side of the school in the car drop-off area ONLY; however, students who are not picked up promptly after dismissal must wait in the office. Parents are strongly encouraged to be on time. Parents must come into the front office to sign out students not picked up on time.
- Please pull forward as far to the end of the covered walkway as possible and to the car in front of you. Students will walk to you.
- Do not leave any gaps in between you and the car in front of you.
- If you arrive after car rider closes, please sign your child out in the front office.

*****Remember the first three weeks will run late until procedures are established. Thank you so much for your patience and cooperation.**

Walking Procedures and Reminders



Morning Procedures

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

Afternoon Procedures

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

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

Sports Information

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

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

Fall	Winter	Spring
Boys; Cross Country Girls' Cross Country Girls' Tennis Boys' Swimming Girls' Swimming Boys' Volleyball Girls' Volleyball Girls' Golf Competitive Cheerleading Dance	Wrestling Boys' Basketball Girls' Basketball	Boys' Golf B-Team Baseball B-Team Softall Boys' Soccer Girls' Soccer Boys' Lacrosse Girls' Lacrosse Boys' Tennis Boys' Track Girls' Track

For the most up-to-date information regarding sports for middle school, junior varsity, and varsity teams, please access the following link: <https://sharksathletics.com>.

Physicals dated after April 1, 2023 must be uploaded to Big Teams. Please access the physical form at the following link: [Athletic Physical Forms](#).

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

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

Boys Cross Country: Joe Grega jgrega@horrycountyschools.net	JV Soccer Boys: Raphael Carr RaphaelMCarr@gmail.com	Golf Boys: Kent Barhydt KentBarhydt@gmail.com
B-Team Football: Gregory Simpson gsimpson@horrycountyschools.net	JV Soccer Girls: Maria Clark MCClark002@horrycountyschools.net	Golf Girls: Katie Smith ksmith005@horrycountyschools.net
B-Team Basketball—Girls: Hannah Price Hprice@horrycountyschools.net	B-Team Softball: Lindsey Burdette LindseyBurdette23@yahoo.com	Wrestling: Matt Anderson Manderserson003@horrycountyschools.net
Boys Lacrosse: Wayne Fussaro WFussaro@hotmail.com	Girls Lacrosse: Michelle Parr MParr@tidelandshealth.org	Cheerleading: Jessica Harrell JHarrell@horrycountyschools.net
B-Team Baseball: Robbie Centracchio RCentracchio@horrycountyschools.net	Track & Field: Coach McSorley KMcSorley@horrycountyschools.net	Boys & Girls Swimming: Brian Griggs stjameswimcoach@gmail.com
Girls Tennis: Drake Ellis DEllis@horrycountyschools.net	Boys Tennis: Drake Ellis DEllis@horrycountyschools.net	Girls Volleyball: Katie Davis KDavis@horrycountyschools.net
Sharkies Dance: Macy Mikolajczyk Macymikolajczyk.dance@gmail.com	B-Team Basketball—Boys: Brad Houck Brad.Houck1@gmail.com	Boys Volleyball: Scott Cavin Scavin@horrycountyschools.net

St. James Middle School

9775 St. James Rd.

Myrtle Beach, SC 29588

(843) 650-5543

www.horrycountyschools.net/St_James_Middle_School

