



Loris Middle School



2026-2027 Parent & Student Handbook

Expect the best. Accept nothing less.

Office Hours:

7:30am - 4:30pm

Address:

5209 Hwy 66
Loris, SC 29569

Webpage:

lm.horrycountyschools.net

School Colors:

Blue, Gold, and White

Student Hours:

7:35am - 3:35pm

Phone: 843-756-2181

Fax: 843-756-0522

Facebook Page:

facebook.com/LorisMiddleHCS/

School Mascot:

Lion

Vision

To be recognized as one of the nation's premier schools in which every student receives an excellent education that addresses their academic, emotional, and social needs.

Mission

To ensure that every student leaves our building thriving and fully prepared to be a successful contributor in a rapidly changing global society.

Principal
Ms. Kelly Jenerette

#PowerInThePride

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Loris Middle School does not discriminate on the basis of race, sex, age, national or ethnic origin, religion or disability in the educational programs and activities it operates or in employment opportunities. Loris Middle School complies with the provision Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. If there are any questions, please call 843.756.2181

Who To Contact

Administration	Ms. Jenerette	Principal	kjenerette@horrycountyschools.net
	Mr. Williams	6th Grade	jwilliams@g.horrycountyschools.net
	Mr. Salmeri	7th Grade	jsalmeri@horrycountyschools.net
	Mr. Martin	8th Grade	jmartin001@horrycountyschools.net
Athletics	Mr. Martin		jmartin001@horrycountyschools.net
Attendance & PowerSchool	Ms. Baczkowski		rbaczkowski@horrycountyschools.net
Band/Orchestra	Mr. Barkley		wbarkley@horrycountyschools.net
Bookkeeper	Ms. Rabon		srabon006@horrycountyschools.net
Buses	Mr. Hemingway		843-390-6822
Food Services	Ms. Wilson		swilson@horrycountyschools.net
Guidance	Mr. Mabry	6th Grade	jmabry@horrycountyschools.net
	Mrs. Cannon	7th Grade	ncannon@horrycountyschools.net
	Mrs. Newberry	8th Grade	jnewberrymabry@horrycountyschools.net
Nurse	Mrs. Springer		tspringer@horrycountyschools.net
Volunteers & Community Resources	Mrs. Livingston		llivingston@horrycountyschools.net

Academic Expectations and Procedures

Awards and Recognition

Awards Day programs recognize students for their academic, behavioral, and fine arts achievements each semester. Examples of academic achievement awards are: Honor Roll, Student of the Month, and Perfect Attendance. There will be a quarterly academic incentive for those students.

District and State Testing Information

Students must take various district and state assessments throughout the year, including iReady Diagnostics, common assessments, SC Ready (Reading, Writing, Math, Science), and EOC exams for high school credit courses. Disruptive behavior during testing will result in disciplinary action.

Grading Information

Grading Scale		Category Weights
Academic Classes	Connections Classes	Students receive at least 15 grades per quarter.
A= 90 - 100 B= 80 - 89 C= 70 - 79 D= 60 - 69 F= 0 - 59	S= 80 - 100 NI= 70 - 79 U= 0-69	High: 50% (tests, projects) Mid-Level: 30% (quizzes, labs) Low: 20% (homework, digital content)

Grading Reports

Grade reports are issued digitally via email. Interim reports are issued four times a year in order for students and parents to monitor progress in each subject. Report cards are issued to students at the end of each quarter. Parents and students have live access to grades and attendance via PowerSchool.

High School Credit Classes

LMS offers several high school credit courses, each with a cumulative final exam worth 20% of the final grade. Students earn one Carnegie unit by successfully completing the course. Current offerings include Geometry Honors, English I Honors, and Fundamentals of Computing 1 & 2.

Homework

Homework reinforces skills taught in class and counts for no more than 20% of the quarterly grade. Please contact teachers or administrators if homework seems excessive in quality or quantity.

Lions Learning Lab (after-school tutoring):

The Lions Learning Lab provides help with classwork, homework, and missing assignments shown in PowerSchool. It meets twice a week from 3:30–5:00 PM. Bus transportation is available. For concerns about assignments, contact the teacher; for tutoring questions, contact Rebecca Coleman.

Making Up Work

Due to Absences: Students have 5 days from the date of an absence to complete make-up work. It is the student's responsibility to get missed assignments, which must be completed outside regular class time. If work was assigned before the absence, it may be due sooner, but students will have at least the same amount of time given to others.

Late Work: All work is expected on time. Late work may be accepted with partial credit given at the teacher's discretion. A zero will be entered as a placeholder until the work is submitted. After the deadline, the zero becomes permanent.

Promotion and Retention

Students in 6th – 8th grades are expected to learn curriculum standards in English language arts, Mathematics, Science, and Social Studies, and meet attendance requirements. Students may attend summer school for **no more than two failed subjects** to be considered for promotion. **Failing 3 or more subjects will result in repeating the academic grade.**

Grade Recovery: Students who fail a course may recover their grades by creating a plan with their individual teacher or completing Progress Learning assignments. If a student fails a course during quarters 1-3 with a 45 or higher, they can complete assignments in Progress Learning to earn up to 15 points. Grade recovery through Edmentum is allowed for up to two content areas once per year.

Schoology

Students submit assignments through Schoology, a learning management system accessible via Classlink login. It is important to regularly check Schoology for assignments, teacher announcements, and schoolwide information. For specific questions, please contact your child's teachers.

Test Correction Policy

Students may complete up to 2 test corrections per class each quarter. Options include but are not limited to: 1) correcting answers with explanations, 2) completing teacher-provided remediation assignments (both worth up to half credit), or 3) receiving remediation and retaking the test (worth up to full credit).

Student Behavioral Expectations and Procedures

Please refer to the [Horry County Schools Parent/Student Guide](#) for detailed district and state guidelines governing student behavior. These documents outline the rights and responsibilities of students regarding conduct and safety issues. Parents should read these carefully and discuss them fully with students. We will work with students and parents to ensure that all students are provided a safe, orderly learning environment. Loris Middle School will adhere to all policies described. When minor infractions occur, we will conference with individual students, assign detentions, and/or contact parents. Serious infractions require parent conferences and may result in after-school detention, overnight suspensions, in-school or out-of-school suspensions, transfer to the SOAR program, or expulsions.

Loris Middle School uses Positive Behavior Interventions and Support strategies to increase wanted behaviors and decrease unwanted behaviors. Student expectations are outlined and reviewed throughout the year. Students will be taught the appropriate behaviors and given opportunities to practice and earn PBIS points for consistently adhering to the expectations outlined in our PBIS guide. The PBIS guide will be made available to parents and students digitally. Parents and students may receive a paper copy upon request. We understand that disruptive behavior not only impacts the student misbehaving, but the teacher and all other students involved. We will explicitly teach students our expectations and provide guidance in the implementation of those expectations.

Discipline Guidelines

Student offenses are divided into three categories by the district:

A student's prior record will be considered before consequences are issued. Consequences to be issued in cases of Level 1, 2, or 3 include, but are not limited to: after school detention, In-School Suspension, withdrawal of privilege/exclusion from participation in activities, restitution of property and damages where appropriate, confiscation of illegal equipment, Out-of-School Suspension, recommendation for alternative education program, recommendation for expulsion, and other sanctions as approved by the administration.

Consequences for infractions include but are not limited to lunch detention, after school detention, ISS, OSS, SOAR, and expulsion. Click [here](#) for detailed descriptions of each consequence.

Examples of behaviors at each level are below. This is not an exhaustive list. Conduct on the same level may receive different consequences depending on the prior discipline record, circumstances, district policy, and school policy.

<p>Acts of Level 1 conduct may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ● Detention violation ● Disrupting Class; ● Inappropriate language; ● Violation of class rules; ● Cutting class; ● District Medication Violation; ● Tardy; ● Off limits; ● Horseplay ● Phone Violation 	<p>Acts of Level 2 conduct may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ● Aiding others (provoking a fight); ● Bite/ pinch/spit and hick/kick/push; ● Inappropriate affection; ● Major disruption; ● Tobacco, tobacco products, electronic or vape smoking devices; ● Refusal to obey/defiant; ● Bus violation; ● Disrespect; ● Confrontation/altercation; 	<p>Acts of Level 3 conduct may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ● Threat to staff; ● Bomb threat; ● Making a false fire alarm; ● Arson; ● Fighting; ● Assault; ● Drug use, distribution, or possession; ● Gambling; ● Weapons;
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Dress Code

Parents/guardians are responsible for ensuring that individual students dress in an appropriate manner at all times on campus or when involved in school activities. The administration of each of the schools will determine the appropriateness of student dress. [The administrative team of each school will have the authority to decide if a student's dress is inappropriate and to follow through with corrective action.](#) Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community. In addition to clothing, hats, and shoes, attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. The school administration's ruling regarding inappropriate dress and corrective action is final, pending review only by the superintendent or her/his designee. Disputes involving student dress are not appealable to the board. ([Horry County Schools Parent/Student Guide](#) page 11) and page 8 of this handbook. Click [here](#) for detailed information on the LMS Standards of Dress including disciplinary consequences for dress code violations.

Personal Electronic Devices

Cell phones, earbuds, and any other personal electronic devices must be powered off and out of sight in backpacks from 7:35 am - 3:35 pm. Wired headphones are allowed in class with teacher permission for instructional use only. **Airpods, Wireless Beats, and any other wireless headphones used during school will be confiscated and will have to be picked up by a parent/guardian.** Cell phone use during the school day will result in the phone being confiscated and a referral being issued. We discourage students from bringing cell phones or other electronic devices to school because they may get lost, stolen, or broken. **LMS is not responsible for lost, stolen, or damaged cell phones or other personal electronic items.** Administrators and staff are not responsible for searching for lost or stolen devices. Students will not be allowed to miss class time or wander the building alone to search for devices. Parents/Guardians will not be allowed to enter the building during the school day to search for lost cell phones/devices. If time permits and an administrator is available to assist, they will be allowed to search for it after school hours. It is the student's responsibility to keep up with their personal electronics. Review the detailed policy at [this link](#).

General School Information

Attendance

Excused absences are unavoidable absences resulting from such circumstances as illness, death in the family, or home emergencies. Excessive absences may result in grade level retention. All excuses must be turned in within 3 days of the absence and must have the student's name on the document. If you have questions regarding attendance, contact Ms. Robin Baczkowski at rbaczkowski@horrycountyschools.net or 843-756-2181, ext. 423405.

Missed Work Assignments: The student must request missed work and turn in assignment(s) no later than 5 days from return to school. If assignment was given prior to absence, it may have an earlier due date.

Excuses/ParentNotes: Parents are allowed to submit up to six (6) notes per school year to excuse student absences for any reason they deem necessary. **All parent notes or excuses must be turned in to Ms. Baczkowski within 3 days of the child's return.**

Excessive Absences

- If a student misses 3 consecutive unexcused absences or 5 total unexcused absences, they are considered truant.
- Excessive absences may result in grade level retention or being required to attend summer school.
- Excessive absences for outside services such as counseling, OT, etc. may also result in truancy.
- Intervention for unlawful absences will include parent conferences and, if necessary, referral to the District Attendance Supervisor.

Arrival and Dismissal

Students are expected to report to school and classes on time. Students should arrive no earlier than 7:30 AM. Students not riding buses should be picked up immediately following dismissal. Students who are not in class by 8:05 am will be marked tardy and will be issued the appropriate consequences. School will be dismissed at 3:25pm. Parents/guardians are to remain in their vehicle during dismissal of car riders. Students will not be allowed to walk across the street to the parking lot. Parents will not be allowed to come to the cafeteria door to pick up students.

Late Arrivals

Students who do not arrive before 8:05, unless riding on a school bus, will have to be signed in by an adult at the front office. Students will receive an unexcused tardy pass to class. This should be a rare occurrence. Tardies are disruptive to the teacher and other students in the class. The tardy is only excused if the student has a medical excuse. **Upon the fourth unexcused tardy, a referral will go to the administrator for disciplinary action.** Click [here](#) for additional information.

Early Dismissal

Loris Middle School operates under a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. If a student must leave school early, please send a note requesting early dismissal and try to coordinate the time around class changes. A student may check out through the front office only if a parent, guardian, or approved adult comes to school to sign the student out. This procedure is in place to avoid continual class interruptions during the last instructional block. **Students will not be dismissed after 3:00pm unless prior approval has been given by the principal.** Excessive earlier dismissals may affect a student's grade and attendance, resulting in summer school.

Tardies During the Day

Students are considered tardy if they are not in class at the scheduled start of class time. Depending on the situation and the length of the tardiness, some tardies to class will be viewed as cutting class. Cutting class is a disciplinary infraction that will result in a referral. In order to safeguard the welfare of our students and to protect instructional time, it is necessary that all students are in their assigned location at all times. Students must have a hall pass prior to leaving class.

Athletics

7th & 8th graders may participate in school sponsored sports. All students are invited to try out for these programs as long as they meet the eligibility requirements of the South Carolina High School League and LMS behavioral and academic expectations. Students with failing grades, excessive absences, and/or discipline referrals may not be allowed to participate in a game, restricted from trying out, or removed from the team at the discretion of the principal and coach.

In order to participate or practice you must have the following information complete:

1. Current Physical (after April 1st)
2. All components completed and approved at - studentcentral.bigteams.com (parent and student side)

Backpacks

As part of our ongoing efforts to prioritize the safety and security of our schools, Horry County Schools (HCS) is implementing additional protocols and procedures for the upcoming 2026-2027 school year. All students who choose to carry a backpack must use a clear backpack. Click [here](#) for additional information.

Cafeteria Program

LMS will provide breakfast and lunch to all students at no cost. Breakfast will be served in the classroom. If students bring in their own breakfast, it must be consumed by 8:05. It is important that students memorize their lunch number to expedite the serving process. They must also have the number to purchase a la carte items. If you have questions, you may contact Mrs. Sabrina Wilson at 756-2181, extension 423308.

Cheating and Plagiarism

Cheating and plagiarism may result in the student receiving a zero for the assignment with no opportunity to re-do the assignment. There are instances where cheating and/or plagiarism may result in a referral to the grade level administrator. Every LMS student is expected to uphold the highest standards of honor with regard to academics, activities, and other school-related pursuits.

Classes

Our school operates on a six period day which includes the following: four 60 minute year long classes (Math, English Language Arts, Science, and Social Studies) and two 45 minute connection semester long classes. They can have up to four different connection classes each year. Band, orchestra, AVID, and chorus are yearlong.

Communication

LMS maintains newsletters, a Facebook Page, and a website for you to stay abreast of current events and school initiatives. Download the [PowerSchool Parent Portal](#) app to stay up to date on your child's grades. See the first page for links to our social media pages and newsletters. These can also be found on our school webpage.

Dances

Dances are a privilege for students. Dances are chaperoned by staff and parent volunteers. Students should wear clothing that is comfortable and meets school dress code guidelines. Dances are from 3:30 pm - 4:45 pm. The admission fee is \$5. Dances will be scheduled and published in the newsletter and on Facebook. Students must pay and have returned a signed permission slip in order to attend. Dance tickets will be available for purchase the morning of each dance from 7:35 am - 8:15 am. No ticket purchases will be allowed after 8:15am. If a student is not picked up by 5:15 pm or has excessive discipline, they may lose dance privileges. Students are expected to follow HCS and LMS rules and procedures at the dance. Failure to do so will result in disciplinary action and loss of dance privileges.

Extracurricular Activities

LMS offers a variety of organizations and clubs for our students including Junior Beta Club, Student Government, etc. Students and parents are responsible for making transportation arrangements for students who stay for after school activities. Check our school website, the newsletter, and our Facebook page for updates on school activities.

Family/Parent Resource Room

The Family Resource Room is available to help the school, parents, and volunteers work together. Various programs, classes, and community events will be offered during the year for parents and volunteers. Resources such as computers, printers, and a scanner are available for parent use.

Food Policy

Food is prohibited in classrooms with the exception of breakfast in the classroom from 7:35 - 8:05. Lunch must be consumed in the cafeteria. Students may have clear beverage containers with a lid that can be sealed. The following items are prohibited:

- Cups with straws that cannot be sealed
- Squirt bottles
- Glass containers
- Open canned beverages (sealed canned drinks are allowed but must be consumed in the cafeteria)
- Energy drinks

Field Studies

Academic field studies are enrichment activities. Students who participate must have written parental permission prior to leaving the school campus. Students who have office referrals or academic deficiencies may, upon the recommendation of the principal, become ineligible to participate.

Field Trips

Each grade level will have at least two field trips. Field trips can be for academics, behavior, clubs/organizations, and more. Students who participate must have written parental permission prior to leaving the school campus. Students must turn in payment and permission slips by the deadline stated on the permission slip. No exceptions will be made. Students who have excessive office referrals, failing grades, and/or excessive absences (excused or unexcused) may, upon the recommendation of the principal, become ineligible to participate. .

Guidance Services

The guidance office assists students and parents with educational and vocational planning, maintains student records, provides group, and individual counseling, coordinates fall and spring testing (state and nationally mandated tests), and registration of all students. The staff also serves as a liaison with other service agencies. The 6th and 7th grade counselors will reach out to you regarding goal-setting conferences for your child. The 8th grade counselor will contact you regarding an IGP conference.

Insurance

Horry County Schools provides limited student accident insurance for all students at no cost to the family. It is secondary to any other insurance coverage and only covers accidents occurring on school property during school hours up to the policy's limits. See the [Horry County Schools Parent/Student Guide](#) for more information.

Lockers

Students will not be issued a locker. Students keep their backpacks and other items with them and must follow classroom procedures regarding their use and storage.

Library Media Center

The Library Media Center houses thousands of books and many periodicals for student use. A pass is required to go to the Library Media center. Limits are placed on the length of time materials may be checked out, and fines will be charged for overdue materials. Fines will also be charged for materials that are not returned.

Medicine and Illnesses

Loris Middle School has a full-time nurse, Mrs. Tina Springer, who provides emergency care for illnesses and injuries. She will monitor immunization records and dispense medicine. If a student becomes ill and cannot remain in class, they must obtain a pass and report directly to the health office. Unnecessary visits to the health office are to be avoided.

Sick Students

If a student becomes ill at school and cannot continue to stay in class, he/she should obtain a pass from the teacher to go to the nurse. After assessment and treatment as needed, the student should return to class or a parent will be called by the nurse. If an accident does occur, the school nurse may administer first aid and will notify the parents and/or call EMS. Any treatment beyond first aid is the responsibility of the parent and/or family physician. Seventh graders receive hearing and vision screenings and dental checks. Absences that result from students leaving school will only be excused if the medical absence is approved by the nurse or if a doctor's or parent's note is submitted.

Medication

LMS does not provide students with over-the-counter medication. All medications, either prescription or over-the-counter, must be brought in by an adult and have a form on file. Open and/or unlabeled medication will not be accepted. When the nurse is not present, medicine will be dispensed by another trained adult. Students who bring in medication will face disciplinary action. Click [here](#) for the HCS medication policy and procedures.

Immunizations

All students are required to have a completed South Carolina Certificate of Immunization. Students entering the seventh grade must receive (or have received) a Tdap vaccine in order to attend school along with an updated South Carolina Certificate of Immunization to prove your child has had the vaccination. **ALL RISING 7TH GRADERS MUST HAVE A TDAP BOOSTER BEFORE ENTERING 7TH GRADE.** Please provide proof of immunization to our nurse.

Medical Homebound

Medical homebound instruction is provided for students with and without disabilities who cannot attend school for a medical reason – a mental or physical condition that exists due to an accident, an illness, or pregnancy – even when transportation is furnished. Click [here](#) for additional information and required forms.

Open House & Parent Conferences

Parents are encouraged to attend to learn more about our school programs and expectations and to meet your child's teachers. We also hold a 6th grade day camp for rising 6th grade students prior to the start of each school year. There will be a schoolwide parent-teacher conference night after the completion of the first and third quarter. Parents and teachers may also request conferences as needed throughout the year. Teachers will not be pulled during their class time for an unscheduled conference. Parents are encouraged to contact their child's teacher or grade level administrator by email or phone to schedule a conference. Advance notice is requested for all meetings.

PowerSchool

Access [PowerSchool Parent Portal](#) to keep track of current grades, attendance, and class schedules. PowerSchool is updated in real-time. Contact Ms. Baczkowski for information on accessing your account.

Prohibited Items

For the safety, wellness, and fidelity of the learning environment the following items are not prohibited: Fidget Spinners, Electronic Tablets, laser pointers, pen shockers, electronic gaming devices, blankets, stuffed animals, rollerblades, and skateboards. Students are not allowed to bring animals to school (unless it is a district approved service animal). If brought to school, these items will be confiscated and returned at the end of the day or returned to the parent/guardian at the discretion of school administration. Students are subject to disciplinary action/office referral for habitual offenses.

Recess Equipment

Students may not bring recess equipment to school. Personal recess items will be confiscated and held until the end of the day or for a parent to pick up. Repeated instances may result in a disciplinary referral.

Safe Schools Act

It is illegal for any person to bring a weapon (gun, knife, or any object that could cause physical injury) on the school campus. This provision includes look-alike objects. When students possess weapons, the police will be called. The school may press charges and may recommend that the student be expelled for the year. It is also illegal for any person to threaten (physically, orally, or in writing) or to strike or hit any staff member. The police will be called for any serious violation that requires their assistance and charges may be filed.

Safety Drills

The safety and welfare of our students and staff is our highest priority at Loris Middle School. Throughout the school year, we conduct safety drills, such as fire, severe weather, intruder, and the Standard 17 Bus Drill. Prior to these drills, your child's teacher will review procedures with the students. Some drills will be announced while others will be unannounced.

School Pictures

All students will be required to take a picture in the fall for use in the yearbook, PowerSchool, and various celebrations/publications throughout the school year. You may purchase pictures during fall or at the optional spring picture session.

School Telephones/Messages

Students are not allowed to use school phones unless prior approval has been obtained from office personnel and/or classroom teachers. Students who come to the office without permission to use the phone will receive a disciplinary consequence for being off limits. If you allow your child to bring a cell phone to school, it is the student's responsibility to keep up with and protect their device. **We are not responsible for lost, stolen, or damaged cell phones or other personal devices.** To prevent disruption to instruction, messages will not be given to students during class. In emergency situations, you may leave messages with the front desk, and we will deliver it to the student during class change. After the school day has ended, students may use the office phone as necessary once permission is granted by school officials. Students are expected to follow the HCS acceptable use policy for any device used on campus and any HCS device on OR off campus.

Search Provision

Administrators have the authority to search book bags, lockers, or persons when they feel that there is a reasonable suspicion that an individual is in possession of weapons, illegal substances, stolen property, or other inappropriate items. School grounds and facilities will receive periodic searches by highly trained handlers and canines employed to conduct unannounced school inspections.

Student Information Change

It is imperative that the school office be notified immediately of any change of address, phone numbers, or emergency information during the academic year. Every student must have an emergency phone number on file.

Technology and Personalized Digital Learning

Before a student may use a Horry County Schools issued device, the student and parent must sign the Policy for Student Use of School Issued Devices which can be completed during registration. A paper form will also be available throughout the year. Students who are in good standing with technology fees will be issued a **district-owned** electronic device for instructional use only. Students with excessive fines will not be issued a device until payment arrangements have been made.

Students are responsible for following all procedures on use and care of their school-issued device. Students who pay the Technology Fee will be allowed to take their devices home. All other students will have to leave their device at school. The school reserves the right to check student devices at any time. Consequences will be issued for any misuse of the device or intentional damage including but are not limited to the following: temporary loss of device, permanent loss of device for the remainder of the school year, disciplinary action ranging from lunch detention to expulsion hearing, referral to law enforcement, restitution in vandalism instances. Parents/Guardians may decline the assignment of a device. The technology fee “digital device insurance” can be purchased to help alleviate the cost of the student’s device if damaged. Click [here](#) for more Information about HCS PDL.

TextBooks

Students are responsible for the books they are issued, and students are required to pay for lost or damaged books. If a book is lost, the student should get the price from his/her teacher and pay the bookkeeper in the office. If the book is found later, the money will be refunded.

- Never throw, sit on, write in, or damage your textbooks or library books.
- Keep up with your books. Don’t let anyone borrow them or leave them unattended.

Transportation

Bus Information: Bus routes are coordinated through the Transportation Supervisor. Contact the bus office to report any concerns about bus routes, pick up time, or other safety issues. Contact your grade level administrator for incidents involving other students on the bus. To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver and to observe the rules that they remain seated on buses and conduct themselves in an orderly manner. The bus driver has responsibility for supervision of students in the bus. He/she may stop the bus at any time misbehavior or threatening behavior offers a hazard to safe driving. A student who creates a disturbance shall be reported to his/her school administrators. Appropriate disciplinary action shall be taken. (Regulation JKD-R, 6/21/99). The bus driver shall assure that his/her passengers abide by bus rules and procedures. Parents should not try to solve disagreements with drivers or students at school bus stops. An adult getting on a bus or impeding its path, may result in law enforcement being involved. Please contact the local bus supervisor or the school administrator. Students on a school bus are subject to being videotaped at any time in order to promote safety. The cameras record video and audio. The recordings may be used by the administration in taking disciplinary or other appropriate action on any parties involved. (Policy JCDAD, 9/18/95). If the bus supervisor and the principal determine that a student’s behavior on the bus poses a direct and serious threat to the safety of himself/herself or others on or off the bus, the student will lose his/her riding privileges for the remainder of the school year (Regulation JKD-R, 6/21/99). Students may also be suspended from school for offenses that occur on the bus.

Bus misconduct including but not limited to moving seats, profanity, fighting, disobedience, or disrespect of the driver will not be tolerated. This can result in loss of bus privileges, ISS, OSS, or expulsion. Suspension from the bus is NOT suspension from school. The student is expected to use an alternative means of transportation to come to school and to return home.

Car Riders: Car riders are dropped off and picked at the cafeteria via the carrider loop. They should be picked up promptly at dismissal. Cars are not allowed in the bus loading/unloading area. Cars should stay in the circle to pick up students. Do not park in the lot unless you are coming inside the school. Students are not allowed to walk to the parking lot unattended. Students will not be released to anyone at the cafeteria door or allowed to walk to the parking lot. Students not picked up after dismissal will wait in the lobby area of the school. Students must be picked up by 3:50pm or a parent will be required to come in to sign them out. LMS students cannot drive to school.

Transportation Change Requests: If your child needs to ride a different bus or be a car rider for a day, you must send a written note or email with the details and a number where you can be reached for confirmation. The note should be turned in at the front office first thing in the morning. Requests must be submitted **in writing no later than 12:30pm. No changes in transportation will be taken over the phone.**

Visiting the School

We welcome visitors and encourage parents to make frequent contact with our school, to attend school functions, and to volunteer as chaperones or tutors. All visitors must check in at the main office when you arrive and wear the identification pass the duration of the visit. Parents are not allowed to observe classes without an administrator present. Contact the school, and we will set up conferences or observation times for you. Advance notice is required. We do not allow students from other schools to visit students/staff during school hours.

Volunteers

Volunteers provide many valuable services to the children and faculty of the school. If you have some time available, even if it's just for one hour a week, we would love for you to get involved and make our school an even better place for our children. Activities such as reading with a child, doing clerical work for a teacher, or assisting with PTO projects are always appreciated. All volunteers must complete a background check every three years. If you have already submitted a volunteer application at another school, contact Lisa Livingston, so we can have you added to the list at LMS. New volunteers must submit the background check and volunteer form at [this link](#).

Withdrawals and Transfers

Students moving to another school (in or out of the district or state) must get their parent/guardian to request transfer information from the guidance office. Records will not be released to another school without a proper records request.

Yearbook

A hardcover yearbook will be published each year. Yearbooks will be issued to students near the end of the school year. Students who purchase yearbooks will get to participate in a yearbook signing day. Advance purchase is recommended.

If you have additional questions or concerns not addressed in this handbook OR if you need additional clarification, refer to the "Who to Contact" list and reach out via call, email, or in person at the school.