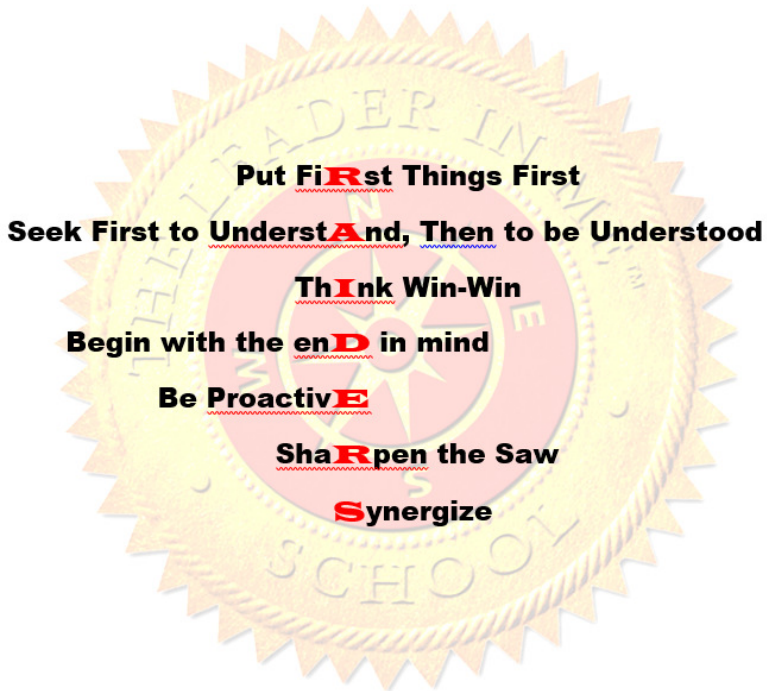


# Hannah-Pamplico Elementary/Middle School

Awesome Happens Here:  
Inspiring Learning, Leading, and Caring



## Parent & Student Handbook 2018-2019

## **SCHOOL WEBSITE and SOCIAL MEDIA**

Visit the HPEM website at <http://es.fsd2.org/> to monitor school announcements, contact staff members, find school resources, and visit class pages. You may also follow us on Facebook and our school Parentlink App. (Available at the App Store or Google Play.)

## **SCHEDULES**

### **All Grades**

7:20 -7:45	Breakfast served
7:30	Students report to homeroom
7:40	Homeroom begins
7:55	Instruction begins - <b>Students are considered tardy after 7:55</b>
10:45 -1:10	Lunch/Breaks
3:00	Final Dismissal

### **Middle School Instructional Schedule**

7:55 – 9:12	Period 1
9:15 – 10:32	Period 2
10:35 – 11:52	Period 3
11:55 – 1:47	Period 4(Includes Lunch)
1:50 – 3:00	Period 5
<b>7<sup>th</sup> and 8<sup>th</sup> Lunch 12:00 - 12:35</b>	
<b>5<sup>th</sup> and 6<sup>th</sup> Lunch 12:35 - 1:10</b>	

## **ATTENDANCE**

Every day of school is extremely important. It is necessary that students attend school in order to receive the instruction needed to meet South Carolina Curriculum Standards and to receive the maximum educational value from their school experience. Please make every effort to have your student with us during each of the 180 school days.

Students must be in attendance at least one half of the day to be counted present. **One half of the day is defined as attending school from opening to 11:30 a.m. or from 11:30 a.m. until dismissal.** A student must attend school for at least 170 days (unless excused) and meet standards set forth in the promotion policy to be academically promoted to the next grade level. If a student is absent for any reason, he/she should bring a written and dated excuse from home or a doctor stating the reason for absence on the day of his/her return to school.

**Any student who has three (3) consecutive unlawful absences or a total of five (5) unlawful absences is considered a Truant under South Carolina law. A Truancy Intervention Plan must be developed and implemented by school officials, law enforcement (SRO), and parents/guardians. Again, please make sure that your child brings in an excuse for any days absent in order to avoid these days being counted as unlawful absences.**

### **TARDIES**

Classroom instruction for the school day begins at **7:55 a.m.** The whole tone of a child's school day is set in the first part of the day. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. Students entering the classroom tardy not only miss critical information and directions, but they interrupt the learning environment of others. Please help support your children in learning habits that will help them be successful at school and throughout life, as well as avoid the negative academic and disciplinary consequences of repeated tardiness.

Repeated occurrences of tardiness is a violation of the South Carolina Compulsory attendance law, and will be treated as a disciplinary matter under policy JICDA . Excessive unexcused tardies (5 or more) will be treated as a Level 1 disciplinary infraction under this policy.

### **TRANSFER OR WITHDRAWALS**

If a student is unable to continue his/her education at this school, parents should notify the principal and give the secretary the necessary information as soon as possible. No student records will be released or forwarded to another school until the proper

check-out procedure has been completed. This includes the return of all textbooks, electronic devices, and payment of fees owed.

## **RESIDENCE**

Any student attending Hannah-Pamplico Elementary/Middle School must be a legal resident of Florence School District #2 and reside with his/her legal guardians unless other arrangements have been made through the district office. Any questions on this matter should be directed to the superintendent's office.

## **ENROLLMENT**

The first step to enrolling a student in Hannah-Pamplico Elementary/Middle School is to obtain the proper forms from the school office. In order to enroll a student in Hannah-Pamplico Elementary/Middle School, parents/guardians must provide proof of residence, a copy of the student's birth certificate, immunization records, a social security card if applicable, and any custody papers. Academic and discipline records must be received and reviewed by the administration for a transfer student to be enrolled.

## **ARRIVAL**

Students should arrive at school between 7:20 AM and 7:40 AM each day. Adult supervision will begin at 7:20 AM, and the homeroom bell rings at 7:40 AM. **No student should be dropped off before 7:20 AM.** Students arriving to class after 7:55 AM are considered tardy, and the **parent/guardian is required to sign the student in** at the main office.

## **DISMISSAL**

Regular dismissal for all students is at 3:00 PM each day. All car riders must be picked up at the front of the building in the car rider line. All car riders must be picked up by 3:30 PM each day.

### **Car Rider Procedures**

Unless there is an emergency, or it has been pre-approved with the administration, all car riders should be loaded through the car rider line. The car rider process has been established to provide a method that is safe, efficient, and fair for all. Circumventing these procedures invites safety hazards with pedestrians

crossing the line of traffic, overcrowding in the main office as the office staff has to manage continuous student sign-ins/sign-outs at particularly busy times, and the merited concerns of parents who have followed procedures and patiently waited in line about the unfairness of those who have not.

Thank you for your cooperation with these procedures. **The safety of your child is our main concern.**

### ***Morning Procedures***

Slow Down - the posted speed limit is 10 mph for safety reasons. Cars should line up by the curb in a single file line. Arrival time begins at 7:20 AM. At this time, students may be unloaded along the curbed area in front of the school. **Cars should not be parked in front of the main entrance because this interferes with traffic flow.** If you are entering the building to see a teacher or administrator, park in the parking lot.

### **MORNING DROP-OFF**

1. Please follow the directions of the teachers and staff members on duty so that we will have a safe and orderly drop-off/ pick-up process.
2. Please do not park in the parking lot and walk your child across the car-rider line unless you have an appointment with a teacher or administrator. This is extremely dangerous, and it interferes with the flow of traffic.
3. If you must come inside the building, please go to a designated cross-walk and wait for a staff member on duty to safely move you across.
4. Please pull all the way up as far as possible along the curb. Children will be unloaded along the entire walkway—not just in front A and C halls.
5. Have your children completely ready to exit the car when you arrive at the drop-off point.
6. **Students at HPH who are dropping off younger siblings must go through the car-rider line.**
7. Remember that this process always takes longer at the beginning of the year as people learn what to do, and that it always gets better with time.

### ***Afternoon Procedures***

Cars should enter and line up (double-laned). At dismissal, the staff on duty will load students in the first section of cars. Cars will not be allowed to move until all cars in this section are loaded. (If students are not outside to be loaded, cars will be sent to the parking lot or to the end of the line when their section is ready to move.)

### **AFTERNOON PICK-UP**

1. Tell your children to watch for your car and listen for their names. Posting your child's/children's names on your dash will expedite the process and shorten loading time. Students will not be allowed to load until all cars are stopped.
2. Always pull up behind the car in front of you and maintain a continuous line while in the loading zone.
3. Load only in the loading zone (between A hall and C hall).
4. Please pay attention in the car rider line, especially while kids are moving. Don't text and/or email during this time.
5. Be courteous. Remember that traffic has to merge so that cars can be in the correct lane to exit the property.

### **SIGNING YOUR CHILD OUT**

Parents are asked to schedule their child's appointments after school hours. If this is not possible, send a note to your child's teacher stating the time that you will pick him/her up. **Students will not be dismissed early from class after 2:00 p.m. without administrative approval. Students will not be dismissed to anyone not approved on emergency contact information. Additionally, students will not be released from class until a parent/guardian arrives and signs them out in the main office.**

### **TRANSPORTATION CHANGES**

Please make every effort to settle after-school arrangements and transportation concerns before your child comes to school. If there is a change in the normal routine, write a note informing his/her teacher. In addition, call the office to verify the note was received. If an emergency arises and you must change these arrangements during the day, please notify the school **before 1:00 pm** so that your child can be informed and changes made.

**Route changes and bus stops that are not on the documented route description must be approved by the transportation director.**

### **EMERGENCY SCHOOL CLOSINGS**

In the event that school may be closed for inclement weather or other emergencies, listen to local radio and television stations for announcements. The school and district website, Parentlink app, and Facebook pages will also be updated with information.

### **FEES**

**Students at Hannah-Pamplico Elementary/Middle School will be asked to pay a \$20 fee during registration or when they are enrolled.** This fee will be used to help defer the expense of instructional materials and supplies.

### **SCHOOL LUNCHESES/BREAKFASTS**

**School lunch and breakfast will be served beginning Monday, August 20, 2018.** All free/reduced lunch applications should be returned to the district office as soon as possible, or can be completed online at [www.lunchapplication.com](http://www.lunchapplication.com). **A NEW APPLICATION FOR FREE/REDUCED LUNCH IS REQUIRED EACH YEAR.** The cost of student lunches is **full price \$2.15 per day and reduced price \$ .40 per day.** The full price for breakfast is **\$ .95 per day and reduced price is \$ .30 per day.** Student lunch for the **year is \$387, and breakfast is \$171.** **Please send lunch money at the beginning of each week or pay online by visiting [www.fsd2.org](http://www.fsd2.org) and looking for the K-12 Payment Center link.**

### **INSURANCE**

A limited accident insurance policy based on 80% of what is usual and customary is offered to each student who attends Hannah-Pamplico Elementary/Middle School.

### **REPORT CARDS/INTERIM REPORTS**

Report cards are issued at the end of each nine weeks. Interim reports are issued mid-way through each nine weeks. The purpose of these reports is to inform parents of student progress. **Please sign and return a copy of each report.**

## **Report Card Distribution Dates for 2018-2019:**

- **October 30, 2018**
- **January 23, 2019**
- **April 2, 2019**
- **June 2019**

You are also encouraged monitor your child's progress via the PowerSchool parent portal and/or PowerSchool App.

## **CONFERENCES**

The best method for communication between parents and teachers is a conference. Teachers are available for such conferences after school hours and by appointment. **Please schedule appointments with teachers through the school secretary a few days in advance for conferences after school hours or during a planning period.** The teacher's first obligation is to the student(s) he/she is teaching. Teachers are not permitted to leave the classroom unattended to confer with parents during instructional time.

## **HOMEWORK/STUDY**

The primary purpose of homework is to provide practice and promote mastery of content. It is suggested that parents set a specific time daily for homework and study. There is no substitute for practice or study at home. **Please monitor your student's homework to ensure that it is completed and turned in on time.** Check the HPEMS website at <http://es.fsd2.org/> to monitor homework assignments and/or announcements. Any concerns regarding your student's homework should be addressed by conferencing with the teacher.

## **MEDIA CENTER**

Our school is fortunate to have a media center with an adequate supply of books, research materials, and advanced technology equipment. Students are encouraged to fully utilize this facility. Students will be charged a fee for lost and damaged books and equipment in accordance with the FCSD2 technology agreement policy.

**Please treat media materials with care and return when due.**



## LOST AND FOUND

During the year many articles are misplaced. The school maintains a central location for lost and found items in the media center to assist students who have misplaced personal belongings. **Please mark the student's name on notebooks, clothing, baseball gloves, etc.** All unclaimed articles will be donated to a charitable organization at the end of each quarter.

## GIFT ITEMS

The school will not be used as a contact point for delivery of gift items such as balloons, flowers, candy, etc. These items will be confiscated and forwarded to the office for parent pick-up if brought to school. All non-school related deliveries for students made to the school will be refused. Likewise, items such as these are not allowed on school buses.

## PICTURES

Individual pictures are made and sold during the school year. Any monies collected from the sale of these pictures help buy supplies, equipment, and purchased services.

**Picture Dates: TBA  
TBA  
TBA**

## CARE OF ALL BOOKS

Books issued to students are their responsibility, and fees will be charged for damaged or lost books. **Parents, please insist that students use, but not abuse, their books to avoid a possible damage charge.** The state provides textbooks for all students, and they should not be shared with others. Replacements for lost textbooks will not be issued until textbook fees are paid.

## LOCKERS

The school offers lockers and locks to students (Grades 7-8) for a locker fee of \$5. Students will have a morning and afternoon locker visit, but lockers will not be visited during class. Students should keep their lockers closed and locked at all times. **Failure to keep a locker locked, as well as abuse or misuse of a lock or locker, will result in loss of locker privileges.** The rental fee will not be returned.

If for any reason a lock malfunctions, it should be reported to a school administrator immediately. Valuables or money should never be kept in a locker, and the school will not be responsible for any valuables taken from a locker.

**Students are responsible for the content of their lockers. The locker or combination should not be shared with other students. The lockers and other furnishings (desks, gym lockers, etc.) belong to the school and are not private property; thus, they may be searched at any time.**

### **PHYSICAL EDUCATION**

All students should participate in their physical education classes unless they have a medical excuse from a parent or doctor stating the reason(s) why they are unable to participate.

### **VISITATION IN SCHOOL**

Parents and guardians are welcome and are encouraged to visit our school for observation, for a scheduled conference, or as a volunteer; however, please keep in mind our top priorities are the safety of our staff/students and uninterrupted instructional time. Teachers will not be available for conferences during instructional time. If you need to speak with a teacher, please set up an appointment to meet with him/her at an appropriate time through the school's secretary. If you would like to observe your child, please make sure that you get permission from the administration or designee before any classroom visit, and arrange a time and date with your child's teacher so that instruction will not be disturbed. Do not interrupt a class to speak with the teacher or a student.

**When you visit, sign in at the main office and follow our check-in procedures. Please wear the visitor's pass obtained during the check-in process. This alerts staff members in the building that you have been properly checked-in at the office. These measures are necessary for school safety.**

## HEALTH SERVICES/NURSE

Health services are provided by the school nurse in case of an accident or sickness. Students should visit the nurse only when they are sent by a staff member. In case of non-emergencies, students must have a Health Room Visit Form identifying their purpose, problem or symptoms, and the staff member sending them. **All medications are to be brought to and administered by the nurse. Parents must complete a Medication Form to be filed in the nurse's office. Students should not go to the nurse's office without permission and a pass.** Please talk to your child about going to the nurse's office only when it is necessary. Excessive visits to the nurse may signify the need for medical attention at a doctor's office.

## GUIDANCE

The guidance department will help meet the guidance and developmental needs of students through classroom guidance as well as individual and small group counseling.

Students should secure a guidance referral form from a teacher or staff member before visiting guidance. The Guidance Counselor will see the student as soon as possible. **Students should not go to the guidance office without permission and a pass.**

## GRADING SYSTEM

The **10 point grading scale** as outlined by the state uniform grading policy is in use at HPEM.

**SC State Uniform Grading Scale**

<b>Letter Grade</b>	<b>Numerical Average</b>
<b>A</b>	<b>90 - 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>Below 60</b>

## General Grading Procedures

- In grades 3 – 6, the minimum number of assessment opportunities will be no fewer than 6 by interim reporting, and 12 by the end of quarter.
- In grades 7 and 8, the minimum number of assessment opportunities will be no fewer than 9 by interim reporting, and 18 by the end of the quarter.
- PowerTeacher Gradebooks will be updated by Tuesday for the week prior.
- Exams for grades 6-8 will count 20% of quarter average. Due to state testing, there will be no quarter four exams (except English I and Algebra I).

### Elementary Gradebook Weighting (Grades 3-5)

Tests/Projects	40%
Quizzes	20%
Classwork	30%
Homework	10%

### Middle School Gradebook Weighting (Grades 6-8)

Tests/Projects	40%
Quizzes/Classwork	30%
Homework	10%
Exams	20%

Class Ranking (7<sup>th</sup> and 8<sup>th</sup> graders involved in graduation) will be determined by computing averages using a weighted grade point ratio scale (available upon request).

## Primary Grading Procedures

Student progress in grades 4K-2 is reported using a state standards indicator checklist that will be updated quarterly. Students attaining a proficiency level of 70% in each in each of the four core subjects (ELA, Math, Science, and Social Studies) for the year will be considered prepared for academic promotion.

## **GIFTED AND TALENTED**

Florence County School District No. Two provides gifted education services to identified students in grades 3-8. The following steps will guide you through the process of screening/referral procedures and eligibility requirements.

1. Grade 2 Census Testing - In grade 2 (November) all students will take a reasoning ability test, ITBS (Iowa Test of Basic Skills) and an achievement test, CogAT (Cognitive Abilities Test). These tests will determine if your child qualifies for the Gifted and Talented Program as rising 3<sup>rd</sup> graders.
2. The district will continue to screen all students in grades 3-8 by reviewing their aptitude and achievement test scores and their intellectual/academic performance. Initial screening does not guarantee placement.
3. Students may be eligible for the program provided that two of the following three dimensions are met according to state guidelines:
  - a. Dimension A: Reasoning Ability (CogAT score in the 93<sup>rd</sup> national age percentile on verbal or nonverbal). A national age percentile composite score of 96<sup>th</sup> or higher may be used as sole criterion for placement. The CogAT is administered to 2<sup>nd</sup> graders.
  - b. Dimension B: High Achievement in Reading Comprehension and/or Mathematics Concepts and Problem Solving (94<sup>th</sup> National percentile or above on a nationally normed achievement test- ITBS in 2<sup>nd</sup> grade or first MAP score of current school year) or an Exemplary score level determined by the SDE on the state standardized testing (grades 3-8) reading portion of the ELA subtest or math subtest.
  - c. Dimension C: Intellectual/Academic Performance (meet state-identified score on the performance task assessment Project STAR in

grades 2-5 or a grade point average of 3.75 or better on the core subjects for students in grades 5-8). The STAR test is administered to students in grades 2-5 who have already met Dimension A or B, but not both.

1. An evaluation/placement team will be responsible for interpreting and evaluating student data to ensure appropriate placement.
2. Parents will be notified if a student is eligible for placement in the Gifted and Talented Program.
3. Administrators, parents, teachers and students may refer a student for Gifted & Talented screening.

If you feel that your child is doing well in any of the dimensions listed above and would like to make a referral, please contact the Gifted and Talented Coordinator for a form or a conference to further look at your child's current performance. If you have any questions or concerns about the Gifted and Talented Program or the screening/referral procedures and eligibility requirements for the program, please contact Mrs. Anna Taylor at HPEMS.

### **JUNIOR SCHOLARS**

Students in 8<sup>th</sup> grade may qualify to be a South Carolina Junior Scholar by scoring 550 or higher on the Evidence Based Reading and Writing Section or a 530 or higher score on the Math section of the PSAT/NMSQT.

### **DUKE TALENT IDENTIFICATION PROGRAM (TIP)**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade who have scored at the 95<sup>th</sup> percentile or higher on a grade level standardized achievement, aptitude, mental ability test battery or approved state criterion-referenced test or who have scored at or above 125 on an IQ administration are eligible to apply for TIP. Applications will be made through the school.

Students in 7<sup>th</sup> grade who score in the 95<sup>th</sup> percentile on the national norms of a standardized achievement, aptitude or mental ability test in an approved subtest category are eligible to apply for TIP. Applications will be made through the school. Consult the Duke TIP website at <http://www.tip.duke.edu/> for complete information on the program.

**NATIONAL JUNIOR BETA CLUB**

Students in grades 6-8 who have an 85 or above average in each core subject at the end of 1<sup>st</sup> or 2<sup>nd</sup> semester will receive an invitation for membership in the Hannah-Pamplico Elementary/Middle School National Junior Beta Club. In order to maintain membership, students must maintain an 85 or above average in all subjects and are expected to demonstrate good citizenship and behavior.

**Anti-Discrimination Statement**

Approved programs must comply with constitutional provisions and all federal and state laws prohibiting discrimination on the basis of disability or need for special education services (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act of 1997), race, color, creed, or national origin (Title VI of the Civil Rights Act of 1964), gender (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976), and religion.

## **STUDENT RESPONSIBILITIES AND RULES**

### **SCHOOL IDENTIFICATION BADGE (SCHOOL ID'S)**

The wearing of ID badges is an important security measure at HPEM, and the badges are used daily for lunch processing, library check-out, and tracking individual computer devices.

1. All students 5-8 are required to wear a school issued ID badge. The badge must be visible at all times. They are to be worn on a lanyard around the neck.
2. Students found in violation of this rule can be assigned to In School Suspension (ISS).
3. Repeat offenders may be suspended.
4. Students will be charged a \$5 fee to replace a lost or damaged ID.

### **HALLWAY RULES**

1. Walk to the right between the colored tiles at all times.
2. No running or playing at any time.
3. No talking while instruction is taking place.
4. Respect others' right to the hall.
5. Students are required to have a hall pass when leaving the classroom without adult supervision.

### **PLAYGROUND RULES**

1. Absolutely no fighting or rough play.
2. Stay in assigned areas.
3. Use equipment properly.
4. Obey yard and playground supervisors.

### **CAFETERIA RULES**

1. Use quiet voices and nice manners.
2. Stay in line, walk, and keep hands and feet to yourself.
3. Pick up napkins, milk cartons, and other debris, and dispose of them in the trash receptacles.

### **DRESS CODE**

In a school setting, cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. The dress code applies to students at any time they are under school supervision including the school instructional day, bus routes, field trips, athletic team participation, and other extracurricular events.



Parents should pay close attention to the selection of clothes their child wears to school. Common sense and a reasonable attitude should eliminate the need to correct students in the area of dress and personal appearance. **In cases of abuse, however, the administration will make final judgment whether or not an article of clothing or a student's appearance is disruptive to the educational process.**

Listed below are basic guidelines that will be followed at all times unless special permission is given at Hannah-Pamplico Elementary/Middle School.

1. Hats, hoods and/or head garments, such as doo rags, will not be worn inside the building.
2. Sunglasses are not permitted in the building.
3. Garments which advertise alcohol and tobacco products are not permitted.
4. Halter tops and see-through tops are not permitted.
5. Tops/shirts that expose midriffs or sleeveless shirts that expose excessive areas in the shoulder/chest region are not allowed (No spaghetti straps).
6. Clothing and/or jewelry which bears obscene gestures/remarks, profanity, or offensive material is not permitted.
7. All pants should be worn waist high or above. Sagging is not permitted. Students with loose pants must wear belts. The area below the waist must be covered.
8. Shorts and skirts not reaching the top of a dollar bill turned vertically at the knee are not permitted. This also applies to holes/openings in the garments.
9. Bicycle shorts, skin-tight pants, and pajama pants are not permitted.
10. Tights and leggings are treated like any other type of hose or undergarment. They must be covered by appropriate length skirts (see #8), dresses, or pants.
11. Students must wear comfortable shoes that allow them move around school appropriately; however, bedroom shoes are not permitted.
12. To prevent the introduction of contraband items into the school, excessively long shirt or coat tails will not be permitted. Students with excessively long shirt or coat

tails will be required to tuck the tails into their pants or remove/replace the article of clothing. A good rule of thumb in making a judgment on this matter is that any shirttail that hangs below the pockets and blocks view of this area will be considered excessively long. This is assuming that the pants are being worn correctly.

13. Accessories that may be considered dangerous and/or a weapon are not allowed.
14. Working with the Florence County Sheriff's Office to assist with identification, attire or items associated with gangs, drugs, and/or criminal activity will not be permitted.

If a student's dress/clothing is found unacceptable by the guidance counselor or the administration, the student will be offered a suitable clothing option when available or required to call his/her parent to bring other appropriate clothing. Violations of the dress code may result in disciplinary action.

### **STUDENT CONDUCT/EXTRACURRICULAR ACTIVITIES**

In order to be allowed to participate in school-sponsored extracurricular activities, students must display proper conduct and behavior at all times. This applies to field trips, being on athletic teams, and participation in any extracurricular event, including dances. **A student who is not behaving appropriately may be prevented from trying out for and staying on an athletic team, or participating in any extracurricular school event.**

**Students must be in attendance for one half of the school day to participate in extracurricular activities. One half of the day is defined as attending school from opening to 11:30 a.m. or from 11:30 a.m. until dismissal.**

### **INAPPROPRIATE ITEMS AT SCHOOL**

Cell phones, toys, electronic games, radios, CD's, iPods, collector cards and any other non-educational devices have no purpose in the school. **Please monitor what your child brings to school. These items will be taken from your child and kept by the teacher or office until parents pick them up. Repeated problems with inappropriate items at school will be dealt with as a discipline problem.**

## **CELL PHONES/PERSONAL COMMUNICATION DEVICES**

Students are prohibited from bringing these types of items to school. Cell phones in particular have become a major distraction at HPEMS. Cell phone concerns dealt with include theft, inappropriate text message content, inappropriate picture content, and disturbances during state standardized testing. If students have a legitimate need to use a phone, we will certainly assist them in doing so. Teachers and coaches supervising extracurricular events have access to both school phones and cell phones. Again, these items will be confiscated if brought to school and it will be dealt with as a Level II discipline matter.

## **CHEWING GUM**

Chewing gum carelessly disposed of will cause damage to carpet and furniture. **Chewing gum is therefore not permitted at school. Students, DO NOT BRING GUM TO SCHOOL. It will be confiscated and disposed of.**

## **FOOD AND DRINKS**

Food and drinks are not to be brought to school by students for consumption at any time other than lunch, and sharing among students is discouraged. Any exception to this should be a school sponsored event that meets FCSD 2 policy requirements.

FCSD2 Policy ADF requires that food not be used as a reward for academic performance or good behavior, nor can it be used as a means of punishment. With the exception of special classroom functions, foods and beverages provided to students at school must meet minimal nutritional guidelines. No one should bring food or beverages for a class without having prior teacher/administrative approval.

## **SCHOOL RESOURCE OFFICER (SRO)**

Hannah-Pampico Elementary/Middle School has an SRO on school grounds. An SRO is a sworn law enforcement officer pursuant to the requirements of any jurisdiction of this state, who has completed the basic course of instruction for SRO as provided by the National Association of School Resource Officers and the South Carolina Criminal Justice Academy. The SRO is assigned to a school within the state to have as primary duty the responsibility to act as a law enforcement officer,

advisor, and teacher for that school. The SRO is on school grounds to enforce the South Carolina “Safe Schools Act” and other laws addressing the school. The SRO is available to teach students about these laws and is also available to speak with parents/guardians when requested.

## **DISCIPLINE**

Students are required to conduct themselves in an appropriate and respectful manner at all times. Disruptive or inappropriate behavior interferes with the teaching/learning process and will not be tolerated. Each teacher will inform his/her students about classroom rules and also the consequences for violating them. A copy of the rules and consequences will be forwarded to parents. **Please sign this copy and return it to the school.**

1. Conduct that may lead to suspension or expulsion:
  - a. Theft
  - b. The use of obscene or profane language or gestures
  - c. Refusal to obey a teacher when directed to leave a room or report to the office
  - d. An unauthorized walk-out from a classroom, school building, or campus
  - e. Treating any staff member with disrespect
  - f. Fighting, physical abuse of a student or a member of the staff
  - g. Blackmail, threats, intimidation of other students or school personnel
  - h. Unauthorized possession in the school of any kind of weapon such as a pistol, knife, blackjack, etc.
  - i. Possession, sale, or consumption of illegal drugs, alcoholic beverages, toxic substances, or items presented as any of the above
  - j. Willful destruction of school property or property on school grounds
  - k. Failure to report to designated class assignment
  - l. Unauthorized riding of school transportation
  - m. Violation of school bus regulations
  - n. Possession and/or distribution of any obscene or pornographic material in any format (hard copy,

- o. Other disruptive acts which interfere with the educational process
2. Students who are guilty of repeated small violations may be suspended when, in the judgment of the principal or his agent, suspension is the only means of correcting the misbehavior.
  3. The SRO will be notified of all discipline violations involving drugs or alcohol, the possession of weapons, physical abuse (including fights), threats and/or intimidation, and any other serious violation as determined by the administration.

**Certain offenses require that law enforcement be notified.**

### **WEAPONS**

It is against the law to bring to school or possess at any school event any type of firearm, knife, weapon or other device presented as a weapon. **Offenses of this nature may result in expulsion, fines, and/or imprisonment. Law enforcement officials will be notified of any incident involving a weapon or any device presented as a weapon.** Please discuss this extensively with your student(s) and make sure they understand the severity of this action.

### **THREATS**

Threatening to take the life of or inflict bodily harm upon others is an act of criminal conduct and will be dealt with seriously by school authorities. Caution your child strongly about making threatening statements or gestures toward others. **Threatening comments and/or actions may result in notification of law enforcement.**

### **SEXUAL HARASSMENT**

Sexual harassment is a serious offense and will be dealt with appropriately by school officials. Talk to your students about actions that may be considered sexual harassment. Severe incidents may result in notification of law enforcement.

## **FIGHTING**

Fighting is a serious action which jeopardizes the safety of those who are directly and indirectly involved. **Fighting will not be tolerated at school or at any school event.** Students involved in fighting may be suspended or expelled from school depending on the severity of the confrontation. Please talk to your child about appropriate ways to handle conflict and warn him/her of the seriousness of fighting. **The SRO or other law enforcement officials will be notified of any fights occurring at Hannah - Pamplico Elementary/Middle School.**

## **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers money to construct, purchase, and maintain. Students who willfully destroy or vandalize school property will be required to pay for losses and damages. **These actions may result in suspension, expulsion, and/or notification of law enforcement.**

## **PHYSICAL ABUSE OF OTHERS**

Physical acts toward others such as hitting, pushing, kicking, throwing objects, etc. are considered abusive behavior and assault under S.C. Law. **The actions, depending on their seriousness, may result in notification of law enforcement.**

## **ILLEGAL SUBSTANCES**

Possession, sale, or consumption of illegal substances such as drugs, alcohol or other potentially toxic substances is prohibited. This also applies to substances represented as illegal drugs or alcohol. **Violations of this policy will be dealt with seriously, and law enforcement will be notified.**

## **TOBACCO/NICOTINE PRODUCTS**

Florence School District Two is tobacco-free and has a tobacco-free policy. Tobacco products, including smokeless tobacco and electronic vapor devices, are strictly prohibited in all facilities in the district.

## **CHILD ABUSE**

All schools are mandated by law to report suspicion of child abuse or neglect, the law requires the following:

- Any physical injury, sexual, and emotional abuse inflicted on the child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be **abuse**.
- Failure to provide by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, medical, surgical, or any other care necessary for his/her well-being shall be classified as **neglect**.

## **SAFETY**

In order to provide for the safety and well-being of all children at Hannah-Pamplico Elementary/Middle, we have developed and are continually updating a plan of action to be used in the event of some unusual or extraordinary emergency. A copy of the Hannah-Pamplico Elementary/Middle School Emergency Plan is available for review upon request.

## **CONFIDENTIALITY CLAUSE**

School personnel cannot, by law, give out confidential information about students. This includes disciplinary action, personal information and school records, etc.

## **4K-5K Montessori Plan for Tracking Children**

Teachers have procedures in place for tracking the movement of the children in this program as they enter and exit the premises, enter and exit the vehicle, or move to a new location in or around the school. Tracking forms will be used by the teachers.

## **Employees**

Persons employed by HPEMS have been hired to fulfill available positions and have complied with South Carolina laws and regulations.

**THE PURPOSE OF THIS HANDOUT IS TO INFORM YOU AND HELP YOUR STUDENT HAVE A SUCCESSFUL AND SATISFYING SCHOOL YEAR. WE HAVE ATTEMPTED TO INCLUDE THE RELEVANT INFORMATION YOU NEED. ADDITIONAL POLICIES CONCERNING YOUR CHILD CAN BE FOUND IN THE FLORENCE COUNTY SCHOOL DISTRICT NUMBER TWO POLICY MANUAL. A COPY IS AVAILABLE FOR REVIEW IN OUR SCHOOL LIBRARY. IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THIS HANDBOOK OR ITS CONTENTS, PLEASE CONTACT US.**



## **SCHOOL BUS RIDER DISCIPLINE CODE**

Students are subject to both the Code of Conduct under school board policy and this School Bus Rider Discipline Code.

The riding of a school bus by students is a privilege. Eligible students are initially granted the privilege of school transportation service; however, after the initial service all eligible students must earn the privilege by following this Discipline Code and Code of Conduct. The school board expects that while students are utilizing the student transportation services, they will conduct themselves in a manner consistent with the district's Student Code of Conduct. All school bus riders must cooperate fully with their school bus drivers and aides/monitors and must conduct themselves properly at all times.

School bus drivers have responsibility for the supervision of students on the bus and when they are in the immediate vicinity of the school bus during loading and unloading. School bus drivers shall report to the appropriate school principal, or the district's designee, the name of any student whose conduct interferes with the safe driving, operation, loading, or unloading of the bus; who acts disruptively; or who violates the Code of Conduct or laws. The principal, or the district's designee, has the responsibility of investigating reports made by the bus driver regarding incidents of student misconduct and any student disciplinary actions taken by a school bus driver. The principal, or the district's designee, as authorized by state law and regulation and school district policy, has the authority to deny school bus transportation to a student and to issue sanctions for conduct that is persistently or flagrantly detrimental to the safe and/or orderly operation of a school bus or in violation of the Code of Conduct or laws.

Misconduct includes disorderly, disruptive and criminal conduct as set forth in the Administrative Rule and includes, but is not limited to, the following behavior on or around a bus or at a bus stop while the bus is present:

- getting on or off the bus at an unauthorized stop without permission;
- eating and/or drinking on the bus;

- standing or sitting improperly while the bus is moving;
- violating any safety procedures;
- intentionally riding a bus other than the assigned one without permission from the principal or the district's designee;
- continually making loud noises, yelling, and the like;
- pushing, tripping, engaging in general horseplay;
- encouraging others to misbehave;
- defacing property (writing or marking on the bus);
- littering inside the bus;
- possessing and/or using any tobacco product or other illegal substances on the bus;
- throwing objects out of the bus;
- throwing objects inside of the bus;
- throwing objects at the bus;
- refusing to sit in an assigned seat;
- using profanity, abusive language, and/or obscene gestures;
- having hands, arms, head, and so forth, out of the bus windows and/or doors
- using rude, discourteous behavior directed toward the driver or other passengers;
- disobeying the bus driver or the aide/monitor;
- harassing, threatening, intimidating, or physically abusing or hitting another student; and
- fighting.

Repeated offenses will result in increasingly more severe penalties. Serious misconduct may result in other disciplinary action without regard to the number of offenses, up to and including suspension or expulsion from school, in accordance with board policy.

**Students may ride only the bus to which they are regularly assigned. They are to go to their bus immediately after being dismissed from school in the afternoon. In order to ride a different bus, students must bring a signed note from their parent and turn it in to the office as soon as they get to school.**