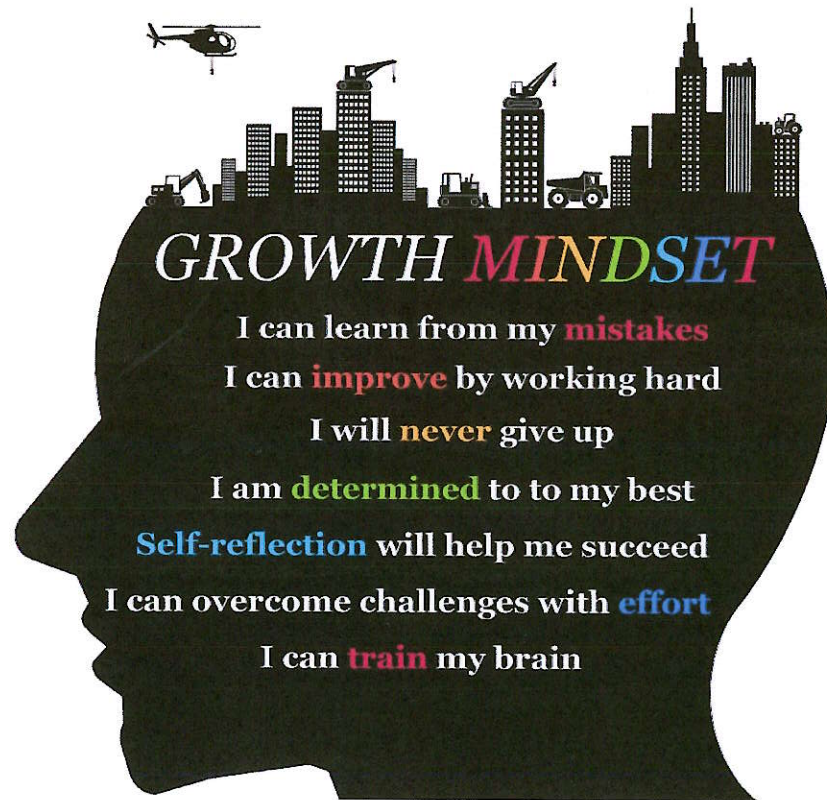


# Estill Middle School

*"Good, Better, Best. Never Let it Rest, Until Your Good is Better and Your Better is Best!"*



Shronda Taylor, Principal

**NON-DISCRIMINATION POLICY** Hampton County School District does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in employment decisions or in the provision of educational opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Dear EMS Families,

I hope everyone had an enjoyable and safe summer break. Welcome to the start of the 2022-2023 school year!

I embark on this journey with a pledge to you, and our students, that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with special events, extracurricular clubs and activities, and athletic teams!

During the 2022-2023 school year, we will continue our mission to provide a rigorous, personalized environment of academic excellence that prepares Each Child, Each Day, and in Every Classroom to college/career and citizen ready. Our theme is- *Good, Better, Best! Never let it rest, until your good is better and your better is BEST!*

As we begin this school year, **let us all re-commit ourselves to the understanding that student learning is everyone's top priority.** Thank you, in advance, for all of the support that you demonstrate for your child and the entire Estill Middle School student body and staff. With your ongoing support, 2022-2023 will be a successful year! Below are three top priorities for this school year:

**1. Increase Parent Engagement**

All families are invited to join us in accomplishing our mission to –...prepare every child to be college/career and citizen ready. Studies prove that family engagement has a direct positive impact on a child's learning success. When families are engaged in their children's school lives, students have the home support they need to develop a lifelong love of learning.

**Family Engagement = School Success**

Children with families engaged in their education are more likely to:

- Earn higher grades and test scores
- Graduate from high school and attend post-secondary education
- Develop self-confidence and motivation in the classroom
- Have better social skills and classroom behavior

They are also less likely to:

- Suffer from low self-esteem
- Require redirection in the classroom
- Develop behavioral issues

**2. A Positive and Safe Learning Environment**

We will continue to foster a welcoming, emotionally supportive learning environment that will allow for everyone to be successful. We will accomplish this by strengthening our relationships with all students and families.

**3. Academic and Behavioral Growth**

A focus on growth measures will help us to implement instructional strategies and interventions that support student learning with mastering the South Carolina State Standards.

I have an open-door policy and I welcome each of you to call or visit should you have any questions, and/or suggestions about this upcoming school year. Please feel free to email me at [shtaylor@hcsdsc.org](mailto:shtaylor@hcsdsc.org) or call the school at (803) 625-5200.

Best Regards,

Shronda Taylor  
Principal

**Hampton County School District**

**District Office**

372 East Pine St.  
Varnville, S.C. 29944  
(803) 943-4576

**Board of Education Members**

HCS D Board of Education  
Hannah Priester, Board Chair  
Jacqueline Hopkins, Vice-Chair  
Kari Foy, Secretary  
Sabrena Graham, Parliamentarian  
Allen Bowers, Member  
Bruce Davis, Member  
Debra Holmes, Member  
Anderson Taylor, Member  
Mary Wilson, Member

Dr. Ronald Wilcox, Superintendent  
Toreacher Dobson, Deputy Superintendent

## STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM

2022-2023

Estill Middle School requests your help and cooperation. Please read and discuss with your child the rules and policies set forth in the Student Code of Conduct Handbook. When you have done so, sign this form and return it to the school. Your signature and the signature of your child acknowledge receipt of this handbook and that both of you have read, understand and consent to the responsibilities outlined within the handbook. The signature of the teacher acknowledges that he or she has reviewed and discussed the contents with your child also. The acknowledgement form will be kept on file at the school.

I have read, reviewed, and discussed the Student Behavior Code Handbook, with the understanding that if I request additional hard copies, the school will provide one.

**\*\*Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms page below (pg.7)**

Dear Parent/Guardian:

The Family Education Rights and Privacy Act ("FERPA") authorizes Hampton County School District to release "directory information" of students to individuals who request it. **Directory information includes** your child's name, address, telephone number, photograph (as related to School/District sponsored events, activities and special recognitions), date and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and other similar information.

Additional, information about your child may appear in newspaper articles, on television, in radio broadcasts, or in District or school promotional pieces.

**For example, our schools frequently submit honor rolls to local the newspaper, create athletic programs to be distributed at sports events, and post information concerning honors and awards our students have received on our school web site.**

If for some reason you object to the release of the above referenced information, please indicate in the appropriate space on the back of this form.

**If you do not complete and return this form to your child's school within 15 days, you understand that we will be free to release or use information on your child as appropriate.**

If you have questions about this form please call your child's school.

**DO NOT RELEASE** the following directory information:

- Photos/Information to the school annual or yearbook
- Photos/Information for use in school promotional pieces (for example, athletic programs)
- Photos/Information to the local newspaper, radio, or television (for example, honor roll lists)
- Photos/Information for use on the school or district web site. \*\* Note the district will NOT post a student's address or phone number on a web site.
- Directory Information to **any other** requesting individual

Other \_\_\_\_\_

\_\_\_\_\_  
Date Notice Given to Student

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Student's Full Name (PRINT)

\_\_\_\_\_  
Student's Home Telephone Number

\_\_\_\_\_  
Student's Full Address

\_\_\_\_\_  
Parent/Guardian's Full Name (PRINT)

\_\_\_\_\_  
Date Parent/Guardian/Student Signed  
(If student is 18)

\_\_\_\_\_  
Parent/Guardian's or Student's Signature

**\*\*Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms page below (pg.7).**

## ATTENDANCE AGREEMENT

Students shall be expected to attend school regularly, including approved virtual classes, and shall present a written excuse, signed by parent/guardian in all cases of absence. Any student who fails to bring a valid excuse to school (within 3 days) will automatically receive an unexcused absence. A valid excuse must list the dates of absences, the reason, telephone number and signature of parent/guardian. False excuses shall be referred to the school administration for appropriate disciplinary action.

Student will be expected to login to all their classes on time. If the student does not login within the first 5 minutes, he/she will be considered tardy if considered tardy then follow the tardy procedures outlined on page 35. Any additional minutes up to 10 will can be considered an absence (The parent will be required to submit a valid excuse via email to the teacher and Mrs. Sanders within 3 days or the absence will be recorded as unexcused.

By law, all students in Grades K-12 must attend class a minimum of 170 days of the 180-day school year, including excused absences as defined by state or local board policy.

Students taking courses for high school credit can accrue the following number of excused or unexcused absences before losing course credit:

- 90-day classes – No more than 5 excused or unexcused absences
- Half Semester classes (45 days) No more than 3 excused or unexcused absences

### LAWFUL ABSENCES INCLUDE:

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- Serious illness or death in student’s immediate family (parents, legal guardians, siblings, children, grandparents).
- Recognized religious holidays of their faith.
- Medical, dental, mental health or other health services that must be scheduled during school hours.

Failure to comply with this plan will result in an attendance contract and a referral to Department of Social Services (DSS) for Educational Neglect.

## **TARDINESS**

Please make sure the children are in school on time. Students who are late will be marked tardy. Tardiness is only excused when there is a valid excuse such as a late bus or medical appointment.

(A complete copy of the attendance policy is kept in the attendance office.)

**\*\*Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms page below (pg.7).**

## **Internet Acceptable Use Agreement 2022-2023**

School District Internet Use Agreement

I understand and will abide by the Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

**\*\*Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms page below (pg.7).**



## Estill Middle School 2022-2023

### Signature/Verification of Receipt of District Forms

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_

#### STUDENT AND PARENT / GUARDIAN MUST SIGN AND RETURN TO SCHOOL

1.  **STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM (Gr. 6-8)**  
· I have received and read the EMS Student Handbook and understand that students are expected to conduct themselves in an appropriate & civil manner, demonstrating positive & respectful behavior for self, adults and peers, including community members. I am aware of the following Hampton County School District policy: 1) each student and parent will be provided with a copy of the school discipline policy. 2) All policies, rules, and regulations of Hampton County School District will be strictly enforced. 3) When a student receives 7 referrals, or at the discretion of the administrator, a school level administrative hearing will be scheduled.
2.  **MEDIA RELEASE**  
· I understand that pictures & interviews may be used on the School and District's website, school district publications, external publications, electronic media, and social media platforms. School/District:  Agree  Disagree  
News Media:  Agree  Disagree
3.  **ATTENDANCE AGREEMENT**  
· I have reviewed and discussed Attendance Agreement with my child.
4.  **HARASSMENT PROCEDURE**  
· I have reviewed and discussed the Student Guide to Understanding and Avoiding Harassment with my child.
5.  **COMPUTER / INTERNET SAFETY AND RESPONSIBLE USE**  
· I understand my child will use the learning platforms, access information through the Internet and utilize educationally relevant digital content.  
· I understand that access to the Internet is designed for educational purposes and has a secure and filtered Internet browser for students to eliminate controversial materials.
6.  **DISTRICT ISSUED MOBILE DEVICE**  
I have received and read the district's District Mobile Device Guide. I understand that my child must have a device for instruction.  
 I will pay the \$25 insurance fee to insure the device.  
 Insurance Refusal: I understand that by refusing insurance, I will be responsible for the entire amount of any damage to the device whether the device is at school or at home.

I have received all forms available in the Estill Middle School Student Code of Conduct. I will read and review this information with my child.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# Hampton County School District School Calendar 2022-2023



July 4, 2022 .....	Independence Day
August 1-2, 2022 .....	Teachers' Personalized Learning Days
August 3, 2022 .....	Students' First Day
September 1, 2022.....	Half Day for Students/Teachers' Personalized Learning Day
September 2, 2022.....	Teachers' Personalized Learning Day
September 5, 2022.....	Labor Day Holiday
October 6, 2022.....	End of First Quarter
October 7-14, 2022.....	First Quarter/Fall Break
October 17, 2022.....	Teachers' Personalized Learning Day
October 21, 2022.....	First Quarter Report Cards sent home
November 8, 2022.....	Election Day/Schools will be closed
November 21-25, 2022 .....	Thanksgiving Break
December 20, 2022 .....	Half Day for Students / Teachers' Personalized Learning Day
December 21, 2022 – January 4, 2023.....	Winter Break
January 5-6, 2023 .....	Teachers' Personalized Learning Days
January 9, 2023 .....	Students Return
January 11, 2023 .....	End of Semester One
January 16, 2023 .....	Dr. Martin Luther King, Jr., Holiday
January 19, 2023.....	First Semester Report Cards sent home
February 20, 2023 .....	Presidents' Holiday
February 21, 2023.....	Teachers' Personalized Learning Day
March 22, 2023 .....	End of Third Quarter
March 24, 2023.....	Teachers' Personalized Learning Day
March 27 – April 10, 2023.....	Third Quarter/Spring Break
April 11, 2023.....	Teachers' Personalized Learning Day
April 18, 2023.....	Third Quarter Report Cards sent home
May 29, 2023 .....	Memorial Day Holiday
June 13, 2023.....	Half Day for Students/ Teachers' Personalized Learning Day
June 13, 2023.....	End of Semester Two
June 14, 2023.....	Teachers' Personalized Learning Day
TBD.....	Baccalaureate
TBD.....	Graduation

Intercession Days by invitation only: October 13-14; January 3-4, March 27-31  
 Weather Make-Up Days Semester 1 – November 21- 22 Semester 2 – March 27-28

**Office of Federal Programs  
Parent Information**

**Parents' Right- to- Know**

Federal law requires that as a parent of a student in Hampton County School District, you have the right to know and may request information regarding the professional qualifications of your child's classroom teacher. Specifically, you have the right to know the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the license or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please make a written request to Mrs. Conchita G. Bostick, Director of Human Resources; 372 East Pine St., Varnville, S.C. 29944.



Hampton County School District (HCSD) encourages **Parent and Family Engagement** at all levels. **Parent and Family Engagement** is a key factor in the educational success of children; therefore, parents and families are vital to the successful implementation of the Title I program. In Support of this belief, our district policy for parent and family engagement reflects the requirement of Section 1118 of Title I, Part A.

I. Involve parents/families in the joint development of the LEA plan and the process of school review and improvement.

- Parents, Families, and Community Members will be involved in the development of the district's strategic plan, school renewal plans, Title I School-Wide plans, and school improvement plans using the following models of delivery:
  - Face to Face (F2F): following the recommendations of the Centers for Disease Control and Prevention (CDC)
  - Virtual: Microsoft Teams, Remind, or Parent Square

II. Provide coordination, technical assistance, and support for effective parent/family involvement.

- Parent/Family involvement activities and/or workshops will be implemented using one of the following delivery methods: Face -to-Face (F2F), Microsoft Teams, Parent Square, or Remind.

III. Build capacity for involvement.

- A district-wide Family Night/Title I meeting will be conducted annually using one of the following delivery methods: Face-to-Face (F2F), Microsoft Teams, Parent Square, or Remind.
- Parent/Family workshops, materials, and “helpful tips” will be implemented every nine weeks on topics selected by parents/ families and school staff using one of the following delivery methods: Face - to-Face (F2F), Microsoft Teams, Parent Square, Remind, or other (newsletters, emails, etc.)
- Parent/Family surveys will be conducted to determine topics for workshops using one of the following delivery methods: Face-to-Face (F2F), Microsoft Teams, Parent Square, or Remind.
- Support will be given to teachers and staff on how to encourage parent/family involvement will be held using one of the following delivery methods: Face-to-Face (F2F), Microsoft Teams, Remind, or Parent Square.
- All school visitations or conferences will have to be scheduled. Please call your child's/children's school to make an appointment.
- Phone Contacts, School visitation, Open House, Home Visits (as necessary), Teacher Class pages, PowerSchool Parent Portal, School Improvement Council (SIC) meetings, HCSD’s Webpage, Take Home Folders, Agendas and other E-Communication Tools (Parent Square, Remind, Facebook, Email,) will be used to communicate with parents and families.
- Parents/Families will be notified through one or more delivery methods (One Call Now, Parent Square, Remind, Facebook or HCSD’s website) of district activities.

IV. Coordinate and integrate parent involvement with other Programs such as Headstart, and First Steps.

- Support Family Literacy by collaborating with Head Start, First Steps, and/or other programs to integrate services for families and children via Microsoft Teams or Face-to-Face (F2F)
- Literacy and occupational training will be available through the Adult Education Program: Jasper-Hampton- Allendale Adult Education (JAHA) will use one of the following delivery methods: Face-to-Face (F2F)/Hybrid, Microsoft Teams, Remind, or Parent Square.



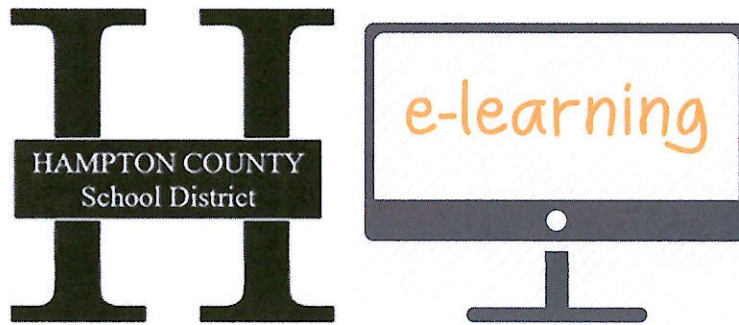
Hampton County School District (HCSD) encourages **Parent and Family Engagement** at all levels. Parent and Family Engagement is a key factor in the educational success of children; therefore, parents and families are vital to the successful implementation of the Title I program. In Support of this belief, our district policy for parent and family engagement reflects the requirement of Section 1118 of Title I, Part A.

V. Conduct, with the involvement of families, an annual evaluation of the content and effectiveness of the Parent Involvement Policy to determine: a) the effectiveness as to increasing parent participation; and b) barriers to participation as noted in section 1118 of the law.

- The Family Engagement Policy will be reviewed annually by the LEA Planning Team using one of the following delivery methods: Face-to-Face (F2F), Microsoft Teams, Remind, or Parent Square,

VI. Use such findings to design strategies for school improvement and revise, if necessary, the LEA and School Family Involvement policies.

- The findings of the LEA Planning Team will be used to revise the Parent/Family Involvement Policy.



### **eLearning for School Make-up Days**

We are pleased to announce that Hampton County Schools have been approved by the SC Department of Education as an eLearning district for the 2021-2022 school year. eLearning Days are an opportunity for districts to provide continuous instruction that would otherwise be postponed due to weather or other disruptive unforeseen interruptions.

When we experience a disruption in regularly scheduled school days, such as due to inclement weather, and traditionally would have had to cancel school and make-up the day at another time, Hampton County School District students are now able to continue their learning away from the traditional school setting, at home, via eLearning.

On eLearning Days, students will not report physically to school but will instead work from home. Students will have regular assigned classwork and their teachers will be available electronically during virtual office hours. Students will be required to complete and submit all assignments as well as communicate with their teachers during the emergency eLearning days.

### **What is an eLearning Day?**

On eLearning Days, students and teachers do not report to school, but will complete classroom activities using technology whenever possible.

### **How and when will students and parents know if an eLearning Day will take place?**

HCSD will communicate school cancellations and the announcement of an eLearning Day through automated phone calls, the district's notification system, district/school websites, social media (Facebook), and local media.

### **How will students be informed about assignments during an eLearning Day?**

Teachers will deliver content and post their assignments in Microsoft TEAMS. Students will download additional assignments to their devices ahead of time at school as part of the teacher's emergency plan.

### **How will students get help on their assignments on an eLearning Day?**

All teachers will be available during designated eLearning office hours to aid students, give feedback on assignments, collaborate, and answer questions. Students and teachers can utilize TEAMS call in features when internet isn't possible.

### **How much schoolwork will students be required to accomplish?**

HCSD teachers will not overload students with busy work but will provide meaningful learning activities related to their current unit of study. Assignments should take a reasonable amount of time to complete when on task.

From start to finish, students should spend a total of about 200 minutes (3 hours and 20 minutes) on eLearning for the day. Students should complete their work carefully, using the amount of time that is appropriate for them.

### **When will assignments be due?**

As students complete their work, they should upload their assignments if Wi-Fi is available. If an Internet connection is not available, they will have up to five school days after the last school cancellation to turn in assigned work.

### **Attendance and Grading**

All students will initially be counted as *present* on the eLearning Day. However, if the assigned work is not completed and submitted within the 5-days, the student must be coded as *absent* on the day that school was cancelled. Since their assignments are just like any others, failure to do their work will be graded in accordance with the teacher's grading policy.

### **Do students with identified special learning needs have an alternative means to access their education on eLearning days?**

Yes, individual supports, services and accommodations for students with an Individual Education Program (IEP), English Learners or a Section 504 Plan will be followed as a part of eLearning.

#### **Common Accommodations Applicable to eLearning:**

- Oral administration (text to speech)
- Reduced amount of practice items
- Reducing the amount of information on a page

### **What about my child in PK-2nd Grade?**

Students in these grades might have assignments and projects in addition to working on their take-home devices. When an eLearning Day looks likely, activities will be sent home. Your student will need guidance at home to complete the activities.

### **Basic Steps to Follow on an eLearning Day**

All teachers must maintain an emergency eLearning electronic activity folder. This activity folder may contain items such as: word documents with directions and expectations to complete assignments, videos,



instructional materials & worksheets, expectations for additional software app use, etc. This folder should be updated, at a minimum, every 9 weeks.

If the use of an eLearning day is anticipated, teachers will direct students to download assignments and supporting materials from this emergency folder at school to their device. Assignments will be posted in TEAMS for students to access. Students may download and submit assignments on a different internet-connected device (home computer, mobile phone) whenever necessary.

If you have questions about assignments prior to or on eLearning day, contact your child's teacher or principal.

Parents are responsible for encouraging their child to complete eLearning assignments. It is helpful to dedicate a space and time for students to complete eLearning assignments. Parents should email or assist their child in emailing the teacher if questions regarding eLearning assignments arise.

### **What if a student does not have access to the Internet?**

We are aware that not all students have Internet access at home. When we anticipate having an eLearning Day, students will be given ample time at school to download all assignments and supporting materials.

For school devices Wi-Fi will be in operation at all of our school locations and the range typically extends beyond the building into the parking lot. This may vary from school to school, location and proximity to the building itself.

Because power and Internet outages are possible during school cancellations, all students are expected to download all materials prior to the anticipated eLearning Day.

### **How will eLearning be monitored and counted for attendance?**

Teachers will assess the student's work and determine if the student has met the instructional goals for the day. The actual amount of time online is less important than the work produced and/or created by the student to demonstrate learning and mastery of learning targets.

As a district, we are still held accountable for attendance on an eLearning Day. Students will be counted present when they:

- Complete and submit their digital assignments on an eLearning Day
- OR-
- Submit completed assignments within the five-day make-up window

If neither of these options are utilized, the student will be counted absent, and assignments graded in accordance with the teacher's grading policy.

### **Who do I contact if I am having technical difficulties?**


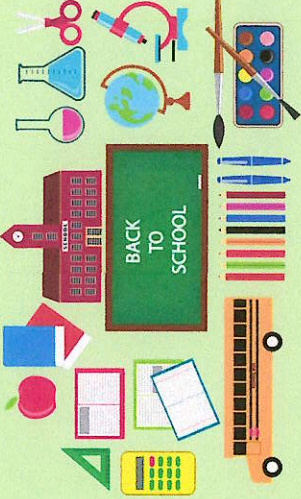
If you are having technical difficulties, **the first step is to let your teacher know**. Teachers can address many technical support questions. If your teacher is unable to resolve the problem, he/she will connect you with a member of the technology support team for additional guidance.

Students in grades PreK-12 are issued district devices which they are expected to use during an eLearning day. We will be limited in our ability to provide support on home wireless networks due to the wide range of potential problems that could arise during a weather event. We will do our best to provide support on any problems related to login and the use of devices issued by Hampton County Schools to complete eLearning assignments.

**What are the differences between eLearning Days and Virtual Learning Days?**

<b>e-Learning</b>	<b>v-Learning</b>
<p>eLearning differs from traditional learning by providing instruction electronically at-home verses in a classroom setting. Unlike virtual learning, this type of learning <b>rarely takes place in real-time</b>. Instructors are reached through messaging platforms or email and in most cases, there is no live instruction. Most types of eLearning instruction occur through web-based formats, video modules, software apps, and uploaded assignments.</p> <p>eLearning is an alternative delivery method of instruction being provided during short term disruptions of school, such as inclement weather, utility outages, etc. (Emergency School Closures)</p>	<p>Virtual learning differs from traditional learning by providing instruction online rather than in-seat, in the classroom instruction. In most cases, virtual learning is taught in real-time with an instructor leading the class.</p> <p>Virtual learning is the exclusive use of technology resources for teaching and learning. Teachers will deliver synchronous (live) instruction at designated times and serve students through additional learning activities that are self-paced (asynchronous).</p>
<p>Asynchronous (self-paced instruction) Less interaction between students/teacher (Self-paced) Instruction may include recordings, videos, posted assignments, and/or additional learning packets that students work on independently.</p>	<p>Synchronous (live) &amp; Asynchronous (self-paced) More interaction between students/teacher (live, real-time schedule with the students working together as a class) in addition to other assignments they work on independently.</p>
<p>Use digital tools that you and your students have practiced using in the classroom. Use online software for student practice and assessment or online activities from textbooks.</p>	<p>Use digital tools that you and your students have practiced using in the classroom. Use online software for student practice and assessment or online activities from textbooks.</p>
<p>In cases where students cannot access their work on an eLearning day due to connectivity issues, students will have five school days after returning to school to complete the assignments.</p>	<p>For school devices, Wi-Fi will be in operation at all our school locations and the range typically extends beyond the building into the parking lot. This may vary from school to school, location and proximity to the building itself. If a student cannot access TEAMS through the internet, they are expected to participate with their teacher using the phone number provided.</p>
<p>Attendance tracked/coded based on completed work</p>	<p>Attendance tracked during synchronous instruction <i>and</i> completion of work</p>
<p>Teachers will be expected to contact students, track virtual attendance and be available to students during virtual office hours.</p>	<p>Teachers will be expected to contact students and track virtual attendance during synchronous learning time</p>

## Parent/Family –School Compact for SY2022-2023

Parent/Family –School Compact for SY2022-2023		Remote/Virtual*:
 <p style="text-align: center;">We, as Hampton County Schools will</p> 	<b>Face-to-Face (F2F):</b>	<b>Remote/Virtual*:</b>
	<p>Provide high quality curriculum and learning materials following the CDC guidelines in regards to COVID-19.</p> <p>Provide you with assistance in understanding academic achievement standards and how to monitor your child's progress following the CDC guidelines in regards to COVID-19.</p> <p>Provide opportunities for ongoing communication between you and teachers through, at a minimum:</p>	<p>Provide high quality curriculum and learning materials via Teams/Parent Square or Remind</p> <p>Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress via Teams/Parent Square or Remind</p> <p>Provide opportunities for ongoing communication through, at a minimum:</p> <ul style="list-style-type: none"> <li>Teacher Conferences/Teacher Office Hours available by appointments via Parent Square, Remind, or Microsoft TEAMS</li> </ul>
	<p>Frequent reports regarding your child's progress, such as Interim Reports, signed papers, folder information, etc.</p> <p>Provide opportunities to volunteer in class and observe classroom activities, by appointments only following CDC guidelines.</p> <p>Ensure that parents have the ability to access PowerSchool.</p>	<p>Frequent reports regarding your child's progress, such as Interim Reports, signed papers, folder information, via Teams/Parent Square or Remind.</p> <p>Allow the opportunity to observe classroom via Teams when their child/children log in for daily instruction</p> <p>Ensure that parents have the ability to access PowerSchool.</p>

*\*Remote/Virtual options: will only take place if the district is implementing remote/virtual learning during that time.*

## Parent/Family –School Compact for SY2022-2023

Face-to-Face (F2F):	Remote/Virtual*:
Encourage our child/children to attend school regularly following the CDC guidelines in regards to COVID-19.	Encourage our child/children to login daily and on time.
Encourage our child/children to show positive school behavior following the CDC guidelines in regards to COVID-19.	Encourage our child/children to use proper text etiquette.
Review our child 's/children's homework.	Review our child/children homework and reach out to the teacher for help as needed.
Monitor television watching and encourage positive use of our child's/children 's extracurricular time.	Monitor television watching and encourage positive use of your child's/children 's extra-curricular time.
Make sure that our child/children have a distraction free space for working.	Make sure that our child/children have a distraction free space for working.
Volunteer in our child's/children's school and classroom if time or schedule permits following the CDC guidelines in regards to COVID-19.	Call the school to make an appointment
Attend parent -teacher conferences, other school related activities, and participate, when appropriate, in decisions relating to the education of your child/ children following the CDC guidelines in regards to COVID-19.	Attend virtual parent-teacher conferences, telephone conferences and other virtual meetings when needed to help make decisions relating to the education of our child/children.
Review school communication and respond when needed (following the CDC guidelines in regards to COVID-19).	Check and read all communications sent out through Parent-Square, Remind, student's email, Microsoft TEAMS, or the school's Facebook page and respond when needed.

We, as **Parents/Families**, will:



*\*Remote/Virtual options: will only take place if the district is implementing remote/virtual learning during that time.*

## Parent/Family –School Compact for SY2022-2023

Parent/Family –School Compact for SY2022-2023	
Face-to-Face (F2F):	Remote/Virtual*:
<p>Come to school every day and ready to learn following the CDC guidelines in regards to COVID-19.</p> <p>Become a better student by improving, math and reading skills by practicing at home.</p> <p>Follow school and classroom rules following the school and CDC guidelines in regards to COVID-19.</p> <p>Complete my class work and homework</p> <p>Come to class prepared: with all necessary materials.</p> <p>Take care of and be responsible for any electronic devices given to me daily during school hours.</p>	<p>Be in a quiet place with minimal distractions to focus on daily lessons and assignments during virtual school every day, ready to learn.</p> <p>Attend assigned TEAMS class online sessions at designated times; if unable to log-on at designated times, view (and respond to) recorded sessions before week is over.</p> <p>Become a better student with improved math and reading skills by practicing at home.</p> <p>Follow the school’s suggested amount of time needed to spend on instructional electronic programs</p> <p>Follow school and classroom rules</p> <p>Follow Hampton County School District’s Internet Agreement Policy with special attention to appropriate online behaviors in TEAMS and e-mails.</p> <p>Ensure that completed assignments are uploaded (or hard copies are turned in) to appropriate persons and places by due dates.</p> <p>Come to class prepared: with all of the necessary materials.</p> <p>Gather and keep all materials in our designated electronic learning area at home.</p> <p>Review any pre-readings or previous notes prior to virtual lesson.</p> <p>Check internet connection and access prior to virtual lesson.</p> <p>Take care of and be responsible for any electronic devices given to me for virtual school.</p> <p>Ensure that the device is in a temperature-controlled area (Device should not be outside exposed to weather conditions, or left in a vehicle.).</p> <p>Only use the device for school related purposes; refrain from social media interactions and entertainment on devices.</p>



We, as students, will:



\*Remote/Virtual options: will only take place if the district is implementing remote/virtual learning during that time.

### Daily Bell Schedule

Homeroom .....	7:45-8:10
1 <sup>st</sup> Period.....	8:15 – 9:15
2 <sup>nd</sup> period.....	9:20 – 10:20
3 <sup>rd</sup> period.....	10:25 – 11:25
Lunch.....	11:25 – 12:00
4 <sup>th</sup> period .....	12:05 – 1:05
5 <sup>th</sup> period.....	1:10 – 2:10
6 <sup>th</sup> period.....	2:15 – 3:15

### Club Day & Intervention Schedule

Homeroom.....	7:45-8:10
1 <sup>st</sup> Period.....	8:15 – 9:05
2 <sup>nd</sup> period.....	9:08-10:9:58
Club.....	10:01-10:51
Lunch .....	10:51-11:21
3 <sup>rd</sup> Period.....	11:24-12:14
4 <sup>th</sup> Period .....	12:17-1:33
5 <sup>th</sup> period.....	1:36 – 2:24
6 <sup>th</sup> Period.....	2:27-3:15

### Exam Bell Schedule

Homeroom.....	7:45-8:10
Exam.....	8:15 – 10:15
1 <sup>st</sup> Period.....	10:20 – 10:55
Lunch .....	11:00 – 11:30
2 <sup>nd</sup> Period.....	11:35 – 12:10
3 <sup>rd</sup> Period .....	12:15 – 12:50
4 <sup>th</sup> Period .....	12:55–1:30
5 <sup>th</sup> Period .....	1:35– 2:10
6 <sup>th</sup> Period .....	2:15-2:50
Exam Prep.....	2:50-3:15

### School Arrival Times and Procedures

- Students **cannot** be dropped off prior to 7:45 a.m.
- Upon arrival students must report directly to their first period teacher.
- All car riders must be dropped off at the car rider line. Students will enter the school through their grade level's main entrance- 6<sup>th</sup> Grade- Front Door, 7<sup>th</sup> Grade- 7<sup>th</sup> Grade Hall Entrance, and 8<sup>th</sup> Grade- 8<sup>th</sup> Grade Hall Entrance.
- All bus riders will be dropped off on the bus loop and must report directly to their homeroom class for breakfast.

### School Dismissal Times and Procedures

- Car riders will be dismissed at 3:10 p.m. and will exit the building through their grade levels exit area- 6<sup>th</sup> Grade- Front Door, 7<sup>th</sup> Grade- 7<sup>th</sup> Grade Hall Entrance, and 8<sup>th</sup> Grade- 8<sup>th</sup> Grade Hall Entrance.
- Bus riders will be dismissed at 3:15 p.m., and will exit the building through their grade levels exit area- 6<sup>th</sup> Grade- Front Door, 7<sup>th</sup> Grade- 7<sup>th</sup> Grade Hall Entrance, and 8<sup>th</sup> Grade- 8<sup>th</sup> Grade Hall Entrance.
- ***In order to ensure the safety of all students, parents picking up students at the end of the day must drive through the car riders' lane in front of the main entrance to the building.***

**NO STUDENTS ARE ALLOWED TO LOITER ON CAMPUS AFTER DISMISSAL**

### TARDIES

A tardy is defined as any time a student is outside the classroom without a pass from the teacher when the bell rings to begin a class period. Students are considered tardy when the late bell rings. Students who are more than 5 minutes late for class are considered cutting.

1-3 Tardies (all classes added together): parent contact by the teacher(s) and an attendance letter-Tier 1.

4-11 Tardies (all classes added together): 1 day of ISS, an attendance letter, loss of privileges, and parent conference

12 Tardies (all classes added together): 2 days of ISS and a scheduled attendance intervention meeting.

13 or more Tardies (all classes added together): 1 day OSS and be referral to the attendance officer.

**The administrator has the discretion to re-classify an offense based on the severity of the offense or the number of occasions in which the student has engaged in the behavior or has a record of other student conduct violations during the current school year or if there are extenuating circumstances.**

### 10/10 RULE

All students should remain in class ten minutes before the dismissal bell and ten minutes after the tardy bell. This will allow administration to process tardies and keep the halls clear before the bell.

### Attendance Policy

Attendance regulations **limit the number of student absences for any reason** to a maximum of 10 days in a full year class and **5 days** in a semester class. The total number of absences is generally comprised of the following types: 1) absences due to health concerns, 2) absences due to a family illness or death in the family, 3) absences for non-school sponsored trips or activities, 4) absences without an approved cause or parent permission, 5) absences due to out-of-school suspension.

**Attendance is taken per class period. If a student is signed out of school early, he/she will be marked absent for each class he/she does not attend.**

When a student has 3 consecutive unexcused absences or 5 total unexcused absences, the Attendance Assistant will attempt to contact parents to develop a plan to improve attendance. A student should bring a written excuse from a doctor or parent **within 3 days of an absence** upon his/her return to school. **No excuses will be accepted after this.** All excuses will be **approved or disapproved** by the administration.

#### **A valid excuse request must include:**

- |                           |                                    |   |
|---------------------------|------------------------------------|---|
| a. Date                   | 2) Student's full name             | 3) Date(s) of absence(s)                  |
| 4) Reason for the absence | 5) Phone number of parent/guardian | 6) Signature of parent/guardian or doctor |

#### **SIGN-IN Procedures**

Students who come to school late **must go to the front office and sign in.** If the student does not bring a valid reason for being late, the sign-in will count as an **unexcused tardy** for regular classes and an unexcused absence if he/she is enrolled in a course for high school credit that period. If a student is late to a class, and he/she does not have a pass from a teacher or staff member or the front office, he/she is to be marked tardy. (See tardy policy)

#### **SIGN-OUT Procedures**

Students who become ill during the school day should request to go to the nurse. If the nurse is not available, students will report to the Front Office and their parents will be notified of the illness. The student must be signed out by his/her parent or other responsible person designated by the parent and listed on the student's registration card. All students who are picked up early from school will be signed out through the Front Office.

Parents/guardians are to sign off on sign-out sheet that will be kept in the Front Office. **LEAVING SCHOOL WITHOUT PERMISSION WILL RESULT IN OSS.**

#### **Early Dismissal of Students/Procedures**

It is our goal to accommodate parents as much as possible. However, student safety is given top priority. We have implemented the following procedures as safeguards for the well-being of all students.

- ✓ Parents must notify the front office if a student needs to leave school during the day.
- ✓ All requests for early dismissal must include the student's name, date and time for dismissal, the parent's signature and phone number where they can be reached for verification.
- ✓ Students must be signed out by a parent if acceptable notification is not on file with the attendance office or front office.
- ✓ Anyone picking up a child must come into the building and show an acceptable government issued I.D.
- ✓ Anyone picking up a child must be listed on the child's registration card.



- ✓ All early dismissals must take place before 2:45pm. No student will be called to the office for early dismissal after 2:45 pm.

## HONOR ROLL CRITERIA

### Requirements for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine weeks

**Superintendent’s List**..... All “A’s” in each class – *No Averages*  
**Principal’s List** ..... Overall average of “A” with no grade below B  
**Regular Honor Roll** .....All “A’s” and “B’s” – *No Averages*  
**Yearly Honor Roll**.....The average of the two semester grades

### Grading System

A-90 AND ABOVE  
B - 80-89  
C-70-79  
D-60-69  
F-59 AND BELOW

### Examination Policy

All students are required to take final exams of every course. Any student missing examinations must have administrative approval to make them up. Acceptable reasons for makeup exams documented are 1) medical emergency, 2) death in the family, 3) religious holiday, and 4) court subpoena.

### Cheating/Plagiarism

During testing, student may not talk, and turn around in their seat, pass items, and have books or items on desks. Violations of this may be considered by a teacher as CHEATING. Students submitting research papers or projects must properly cite all sources. Student who cheat or plagiarize will be referred to the office.

### Promotional Ceremony

#### 8<sup>th</sup> Grade Information

IN order for a qualified 8<sup>th</sup> grade student to participate in the promotional ceremony, as a requirement to participate in the promotional ceremony, all students must complete the following:

- Met the requirement for promotion
- Or meet the requirements as outlined in their individual educational plan (IEP).

Eighth grade students are responsible for paying all accumulated financial obligations and school debts by their last day of school in order to participate in promotional practice or ceremony.

#### General Information

Promotional rehearsal will be announced. Attendance is mandatory. Participants who do not attend will not be allowed to take part in graduation unless approved by administration. Acceptable reasons for missing rehearsal are documented 1) medical emergency, 2) death in the family, 3) religious holiday, 4) court subpoena. Participants in the ceremony are required to purchase the attire for the ceremony.

### **Make-Up Policy**

A student will be permitted to make-up work missed due to any lawful absence.

If the student misses one day, the make-up work should be completed within two (2) school days. If the student misses two or more consecutive days, the make-up work should be completed within five school days. Class time will not be used for make-up work. A student who misses class because of a school-sponsored function is responsible for assignments that will be missed.

### **Multi-tiered System of Supports-MTSS**

It's a framework our district uses to give targeted support to struggling students. You may also hear it called the MTSS framework, the MTSS process, or the MTSS model.

MTSS is designed to help school identify struggling students early and intervene quickly. It focuses on the "whole child." That means it supports academic growth, but many other areas, too. These include behavior, social and emotional needs, and absenteeism (not attending school).

The tiers of support are a huge part of MTSS. They get more intense from one level to the next. For example, a child getting small group interventions may need to "move up" to one-on-one help.

MTSS isn't the same thing as response to intervention (RTI). MTSS is more comprehensive. But may include the three tiers of RTI.

## JUNIOR BETA CLUB

### STANDARDS OF MEMBERSHIP

#### MISSION STATEMENT

To promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students.

**Achievement:** Recognizing and honoring high academic achievement

**Character:** Preparing young people for life and empowering them to be successful

**Leadership:** Developing the leaders of tomorrow

**Service:** Demonstrating our motto: Let us Lead by Serving Others

Standards for membership in the Estill Middle School Chapter of the National Junior Beta Club must conform to the general features as laid down in the national constitution and in all cases must be approved by the executive head of the middle school. **The scholastic requirements for membership in this chapter of the National Beta Club shall be A/B Honor Roll. Each member is required to pay a \$20 non-refundable fee.** In order to be considered for new memberships, a student can have at most two disciplinary offenses other than tardiness and at most 4 total offenses during the previous school year. These standards are also required for current members to maintain membership.

#### LOSS OF MEMBERSHIP

A member of this chapter of the Junior Beta Club may be dropped from membership if they are absent without justifiable reason **from three regular consecutive meetings**. Attendance is determined by the signature of each member at each meeting. It is the duty of each member to sign in at the appropriate place. Attendance is expected and will be counted as soon as club invitations are delivered. If you are unable to attend a meeting you must come by the club sponsors room to obtain all documents and information provided at the meeting. It is the member's responsibility to obtain this information and members will be held accountable for all information discussed at club meetings.

A member of this chapter of the National Junior Beta Club **may be dropped from membership if their scholastic record falls below a standard of A/B Honor Roll.** However, no member may be dropped from membership for scholastic deficiency without being accorded a probationary period of one semester to raise his or her scholastic record to or above the minimum required for membership. At the end of this probationary period if A/B Honor Roll criteria has not been met, the student will be dropped immediately.

**If a student has more than 2 disciplinary offenses other than tardiness and at most 4 total disciplinary offenses (including 2 tardy offenses), they will be dropped from the club.** If a member is dropped for

disciplinary offenses and the student has more than 2 referrals of any kind after they are dropped, he/she will be dropped from membership permanently and ineligible for reinstatement. The executive head of Wade Hampton High School may drop members of this chapter of the National Beta Club from memberships for moral or disciplinary reasons that are deemed by him/her to be sufficient.

**Any member suspended from school (OSS) shall be dropped from membership immediately.** The membership shall be reconsidered at the end of one full semester of school after the infraction (90 days). The discipline record can have at most 4 discipline referrals (including 2 tardiness) during that time. **More than 2 discipline referrals during this time will result in permanent ineligibility for reinstatement.** A second OSS is an automatic drop from membership resulting in permanent ineligibility for reinstatement.

Any member accused of cheating will be brought before the executive committee for disciplinary action. Any student who fails to earn the required service hours or pay dues on time will be dropped from membership but can be reconsidered for membership at a later date.

**If and when a member is dropped from membership, a record of this action shall be relayed to the office of the National Junior Beta Club immediately.**

Unless otherwise stipulated in these by-laws, a student dropped from membership may be reinstated provided he/she meets the requirements laid down in the constitution and by-laws of this chapter of the National Beta Club. Members are only eligible for reinstatement one time. After this one-time reinstatement if a member is dropped from the club for any reason they are permanently ineligible for reinstatement. After being dropped members must wait one semester before they become eligible for reinstatement.

### **SERVICE PROJECTS**

As soon as possible after its activation in the fall semester of the school year, this chapter of the National Beta Club will undertake programs of service which will be of benefit to Wade Hampton High School and the community. These programs will be decided upon only after consultation with and approval of the executive head of the high school.

### **SERVICE HOURS**

Community service is deemed as unpaid, voluntary work that helps others.






**Members must have nine (9) hours at the end of each school year.** A minimum of six (6) hours must come from projects that require effort (time spent working) on the part of the student and a maximum of three (3) hours can be earned by items donated or funds raised (monetary points must be approved and signed off by sponsors).

**All documentation for earned points must be turned in by 3:30 on the third Friday of May.**

No documentation of hours will be accepted after this time.

## Estill Middle School Behavior Matrix

### “Demonstrating Our BEST”

	 Classroom	 Cafeteria	 Hallway	 Restroom	 Bus	Non-Classroom Areas
<b>Behave Responsibly</b>	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Initiate and participate in appropriate conversations and use appropriate language</li> <li>Respect others' spaces and materials</li> <li>Maintain a clean environment at all times</li> <li>Sit up straight with your back against the chair</li> </ul>	<ul style="list-style-type: none"> <li>Form orderly lines</li> <li>Quietly pick up your lunch</li> <li>Choose your seat and remain until instructed to move</li> <li>Dispose of your trash in the proper area.</li> </ul>	<ul style="list-style-type: none"> <li>Possession of the hall pass assigned to you</li> <li>Use appropriate language and voice levels</li> <li>Walk to the right side</li> <li>Maintain appropriate physical contact</li> </ul>	<ul style="list-style-type: none"> <li>Remember to only flush tissue after use</li> <li>Place all trash and paper towel in the proper place</li> <li>Keep the walls clean</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate and kind language</li> <li>Respect all school property</li> <li>Maintain appropriate physical contact</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate and kind language</li> <li>Respect all school property</li> <li>Maintain appropriate physical contact.</li> </ul>
<b>Exceed Expectations</b>	<ul style="list-style-type: none"> <li>Dress in accordance to the dress code at all times.</li> <li>Maintain time on task</li> <li>Do your best work</li> <li>Complete homework and classwork on time</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate verbal and physical conduct</li> <li>Clean up left behind trash of peers</li> </ul>	<ul style="list-style-type: none"> <li>Keep up with all belongings</li> <li>Follow the school/district dress code</li> <li>Move quickly and quietly in a line when transitioning</li> </ul>	<ul style="list-style-type: none"> <li>Display expected behavior</li> <li>Use the facility closet to your current classroom</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Report misbehaviors to an adult</li> <li>Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>Follow the school/district dress code</li> <li>Move quickly and quietly in a line when transitioning</li> <li>Go directly to destination</li> </ul>
<b>Scholarship First</b>	<ul style="list-style-type: none"> <li>Actively listen</li> <li>Ask and answer questions</li> <li>Notice and respect others around you</li> <li>Track the speaker with your eyes</li> <li>Respect teachers and others in the class</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared by wearing your ID</li> <li>Make Healthy Choices</li> <li>Use your time wisely to eat</li> </ul>	<ul style="list-style-type: none"> <li>Allow school displays to remain presentable</li> <li>Arrive to class before the tardy bell rings</li> <li>Use your time wisely during the change of classes</li> </ul>	<ul style="list-style-type: none"> <li>Return promptly to class</li> <li>Utilize the facility for its intended use</li> </ul>	<ul style="list-style-type: none"> <li>Maintain school appropriate behavior at the bus stop</li> </ul>	<ul style="list-style-type: none"> <li>Allow school displays to remain presentable</li> <li>Adhere to the bell schedule</li> <li>Use your time wisely during the change of classes</li> </ul>
<b>Teamwork Always</b>	<ul style="list-style-type: none"> <li>Maintain a clean learning environment</li> <li>Honor the privacy of others</li> <li>Allow others the opportunity to learn</li> </ul>	<ul style="list-style-type: none"> <li>Encourage other to use inside voices</li> <li>Encourage others to clean their area</li> <li>Form a single file line when entering and exiting</li> <li>Assist with organization</li> </ul>	<ul style="list-style-type: none"> <li>Maintain appropriate physical contact</li> <li>Encourage others to always walk to the right side of the hallway</li> <li>Encourage peers to get to class before the tardy bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a clean environment</li> <li>Report behavioral, mechanical, and inventory issues</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Make sure your seat partner is on the bus and seated.</li> <li>Encourage others to be safe and to follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Hands, feet and other object to yourself</li> <li>Encourage others to always walk to the right side</li> <li>Encourage peers to get to class on time</li> </ul>

## EMS HOUSE ACADEMIC AND BEHAVIOR SUPPORT SYSTEM

**Purpose:** to improve the social, emotional, and academic outcomes for all students through a variety of fun and engaging activities and point system. Students can earn points for displaying positive behavior and academic success throughout the school day from all staff members. Celebrations will be scheduled throughout the year. The House with the most points by the May 31, 2023 will earn a free field trip.

### **EMS Houses**

#### **GREEN – SAMURAI**

**Igniting Spirit**

#### **YELLOW- KNIGHTS**

**Marching Forward**

#### **BLUE-TROJANS**

**Motto- Soaring High**

#### **RED – SPARTANS**

**Motto-Setting New Trends**

**EMS Houses will meet 3<sup>rd</sup> & 4<sup>th</sup> Friday of each month. House competitions will occur throughout the year (ex. Intramurals, reading competition, math competitions, etc...)**

## **Social-Emotional Learning**

The following character traits are essential for students to prepare to be college and career ready. These traits will be modeled and maintained by adults and students throughout the school year.

As part of our social-emotional program, there will be a different character trait highlighted each month. A student from each classroom will be nominated by the teacher as “Student of the Month”, for doing an outstanding job of exemplifying the monthly trait.

Students who are selected will be given a certificate to take home, their name and photo will be displayed in the hallway and they will be recognized during the morning announcements.

August	This month will be set aside for the school to introduce its program and expectations for the school year.
September	<b>Respect</b> -- to show regard or consideration for authority, for other people, for self, for property and for country. Understanding that all people have value as human beings.
October	<b>Responsibility</b> -- reliability or dependability in carrying out one’s obligations and duties to others and within their community; being accountable for your own actions.
November	<b>Citizenship</b> -- the positive character of an individual viewed as a member of society who carries out the obligations and duties associated with being a citizen.
December	<b>Generosity</b> -- a willingness to give to others.
January	<b>Self-discipline</b> -- discipline and training of one’s self for improvement.
February	<b>Kindness &amp; Compassion</b> -- Being courteous, considerate and helpful to others; treating others as you would like to be treated; showing sympathy and concern for others.
March	<b>Perseverance</b> -- being persistent in one’s efforts to accomplish a purpose or goal despite difficulty or obstacles; willingness to try again despite mistakes and failures.
April	<b>Honesty &amp; Integrity</b> -- truthful in all things; acting in a way that is fair, just and moral.
May	<b>Fairness &amp; Cooperation</b> -- a relationship with another that results in feelings of caring, support and helping the other person to be their best.

## CAFETERIA

BREAKFAST & LUNCH will be served in the cafeteria Monday – Friday. Students without an ID or a temporary ID will be denied lunch. Students may bring their lunches to school with them. **Students cannot order out or have their lunches brought to them. Any other lunches brought on campus other than a bag lunch from home will be confiscated and disposed of immediately. EMS is a closed campus and students may not leave the campus for lunch.**

**Breakfast and lunch will be free of charge for all Estill Middle School students.**

## STUDENT CONTRABAND

Contraband is any items or possessions that are illegal or prohibited by the school code of conduct. Items, such as cell phones, iPods, laptops, and other electronic devices or valuable student property should be left at home. School administration will not carry on investigations of lost or stolen student contraband that should not have been brought to school.

## IDENTIFICATION BADGES

STUDENT ID BADGES MUST BE VISIBLE AT ALL TIMES. Students must wear the school issued identification badge hung around their neck at all times while on campus or on the bus. The ID also must be presented to obtain admission to school-sponsored activities, the lunch line, media center, and other events determined by the administration. There are to be no stickers, markings, etc. anywhere on the badge. Failure to comply with this rule will result in disciplinary action and the student will be required to purchase another ID badge. Students will be issued one ID badge free of charge each year. If the badge is lost, the student must purchase another replacement for \$8.00. Students without IDs must go to the front office and purchase a temporary ID for \$1.00. Students will be allowed to charge up to 3 student IDs on credit. If this credit goes unpaid students will have to serve a day of ISS.

## LOCKERS

All students will have the opportunity to rent a locker. The rental fee is \$10.00 for all students. **Sharing of lockers is not allowed.** The school will not be held responsible for items stolen from lockers. **Lockers are the property of EMS and are subject to search by school authorities or other officials with the consent of the principal.** Periodic locker checks will be conducted and the use of canines to conduct locker checks will be authorized by school officials. Students are allowed to go to the lockers at 8:20, between classes, and after school. To avoid unnecessary tardies, students should not attempt to go to their lockers between every class. Lockers are to remain locked at all times or locker privileges will be revoked. Students are responsible for cleaning out their lockers at the end of the school year. Any student who does not clean out their locker will be charged a \$25 cleaning fee.



## Cafeteria

**All students will receive free meals at Estill Middle School**

### **Medications**

**If a student must take medication while in school, parents must bring the medication to the office and complete a permission form.** The medication must be in the original container and be labeled with the name of the student, name of the medication, the amount of dosage, and the time of day the medicine is to be given. The medicine will be administered by the nurse. In the-nurse's absence, the principal or his/her designee **will supervise/stay with** the child as he/she takes his medicine. Excess medication must be picked up by parent during the last three days of school. Any medication remaining after the last day of school will be properly discarded/disposed of by school staff.

### **Insurance**

Parents are responsible for providing accident or medical insurance coverage for their child. The school insurance is a supplemental policy designed to assist families after claims have been processed by the family's primary health insurance. Parents are responsible for submitting the claim form to the insurance carrier, not the school, district or physician. If an activity requires that a student maintains insurance and the student cannot provide proof, then the student will not be eligible to participate in the activity.

### **Parent Communication**

We will be utilizing telephone calls, email addresses (student and parents), Parent Square, Remind 101 and occasionally flyers as our means of communication. Please ensure that the Front Office always has your most recent contact information.

### **Pledge of Allegiance**

Students will be given the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America during each school day. Parents should notify their child's teacher, in writing, if they do not wish for their child to participate in reciting the Pledge. Students who do not wish to participate may either stand or remain seated during the Pledge.

### **School Resource Officers**

The primary goal of the School Resource Officer is to provide a safe learning environment for students and teachers. The presence of an SRO on school campuses and at school-sponsored events help deter misbehavior. The SRO seeks to establish positive relationships with the school community and is a valuable resource for students, parents and teachers regarding matters of safety, security and criminal law. Whenever incidents of crime or threats to safety occur, the SRO is able to respond quickly and with the full authority of a law enforcement officer.

### **Student Questioning by Officials School Administrators**

Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

### **Department of Social Services (DSS):**

DSS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children at school. Notice to parents is not required nor desirable when the object of that investigation may be the

parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, then law enforcement becomes the lead investigating agency.

**Guardian Ad Litem:** The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

**Law Enforcement:** School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval. Law enforcement officers from other agencies investigating non-school-related matters may question students with the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or states that the situation involves pursuit of a suspect linked to a felony crime may question students without parental consent.

## ESTILL MIDDLE SCHOOL UNIFORM POLICY

**Student dress code policy is in effect for both face to face and virtual learning.**

The HCS D Board Policy states the board reserves the right to ban from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school.

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. Clothing/hair/accessories should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, any items deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. Neither parents nor students will place the burden of enforcing the uniform policy solely on the school. Parents and students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students. **Students are expected to be dressed according to the uniform standards at all times when school is in session.**

### Shirts

- All shirts must be polo or collared with the exception of school spirit shirts. **Shirts** are to be in EMS approved colors: **forest green, gold, white or black**. Students may wear school spirit t-shirts that represent school clubs, teams, and related activities. School spirit shirts have to be approved EMS shirts.
- Tops must be modest (provide appropriate coverage, not tight, not revealing)
- No tank tops, spaghetti straps, crop tops, cold shoulder, or other styles that reveal any part of the mid-section will be permitted.
- Only logos or insignia with school-appropriate images and words (No images or words indicating weapons, illegal items, profane or degrading subjects, illegal drugs, racial slurs, political slogans or candidate endorsements, gang affiliation, no drug or gang references.)
- Students may wear sweaters or sweatshirts that comply with school colors. HOODs are not to be worn inside the building.
- Team uniform tops must be worn with dress code bottoms and may only be worn on game days during the season.
- Shirts may not exceed one size larger or smaller than necessary as determined by school administration.
- Shirts must be tucked in at all times.

### **Pants, Skirts, and Shorts (Bottoms)**

- **Bottoms** are to be solid **khaki or black pants, skirts, or shorts**. **Black jeans** (solid in color) are permitted to be worn as part of the uniform.
- Jeans are only permitted on Dress Down Days for a cost of \$2 but may not have any holes, rips or tears.
- Skirts and shorts must be no higher than one school-issued ID card above the knee when standing.
- No cargo (exterior pockets on the legs), jogger (elastic around the ankles), or sweat pants or shorts.
- No baggy or sagging pants or shorts. Pants must be worn at the natural waistline.
- No rolled up pants legs.
- Belts, sashes, and straps must be appropriately fastened.
- Jeggings, leggings, spandex, tights, biker shorts or bottoms of any other stretch material are only permitted when worn under an appropriate-length skirt. (Must be a solid color in one of the approved school colors)
- Bottoms must be free of graphics and embroidery (no insignias, words, or graphics larger than a quarter).
- Bottoms should not have any holes, rips, or tears in them.

### **Coats, Jackets, and Hoodies (Outerwear)**

- Students may wear hoodies, jackets, and coats over school uniforms. Outerwear (coats, jackets, and hoodies) **cannot have drug paraphernalia, inappropriate or derogatory wording or gestures, political content, or racial slurs**. Hoods can only be worn on the outside of the building. Hoods are NOT to be worn in the building.
- Outerwear must stay unzipped inside buildings.
- Only solid color jackets may be worn.

### **Shoes, Sneakers, and Boots (Footwear)**

- Footwear must be worn at all times and must conform to special requirements, such as PE.
- Laces on footwear must be tied.
- No flip-flops, slides, sandals, Crocs, Heelies (shoes with wheels), house shoes, or other slide-on shoes or slippers. Shoes must enclose the foot. Heels should be less than 1 1/2 inch.

### **Other Clothing Items or Accessories**

- Belts must be worn if pants, skirts, skorts and shorts have belt loops (exception may be warranted by school administration). Belt buckles must not be oversized or have any writing that is considered offensive.
- No large pendants or medallions.
- No adornments that could be perceived as or used as a weapon, such as chains, spikes, etc.
- No gang, sexual, profane, drug-related, or otherwise degrading symbols or words on clothing or accessories (includes book bags, notebooks, or any other item brought to school), as identified by local law enforcement agencies and administrators.
- No head coverings of any kind, including, but not limited to: hoods, hats, caps, bandanas, curlers, bonnets, headbands, masks, visors, kerchiefs, athletic sweatbands (on head or elsewhere), earmuffs, headphones, earbuds, Bluetooth devices, sunglasses, or hoods. Head coverings may not be worn, carried, hung on belts, or worn around the neck at any time in school buildings.
- No hats are allowed to be worn or carried on campus.
- Girls' hair accessories (barrettes) must be no wider than 1 inch.
- **HEADBANDS** and wraps must be no wider than ¼ an inch.

No combs, picks, or hair curlers may be worn in hair (Grooming tools may not be used outside of the bathrooms.) Metal picks and combs with sharp ends are not allowed on campus.

- Eyewear is prohibited to be worn on campus with the exception of prescription glasses or contacts.
- Other items of clothing or accessories such as blankets, pajamas, sunglasses, ski goggles, hats with earbuds included, wave caps, durags are not permissible.

### **Other Dress Code Requirements**

- Students may be required/allowed to dress out for particular classes/activities, according to teachers' standards (PE clothes, NJROTC uniforms, automotive/wood shop work clothes, health science scrubs, professional wear for presentations, etc. NJROTC uniforms and health science scrubs worn on days of clinical may be worn all day; all others can only be changed into and worn only during the specified class period.).
- Game day attire may only be worn on the days of a game and during the season of that particular sport.

### **Consequences**

#### **\*Uniform policy infractions will be resolved using the following consequences:**

1<sup>st</sup> Offense: A 1<sup>st</sup> infraction of the policy will require the student to call home for a change of clothes or serve ISS for the remainder of the day.

2<sup>nd</sup> Offense/Additional Offenses: A 2<sup>nd</sup> infraction of the policy will require the student to serve ISS for the remainder of the day.

3<sup>rd</sup> Offense: A 3<sup>rd</sup> infraction of the policy will require the student to serve ISS for the remainder of the day and the next school day.

4<sup>th</sup> Offense: A 4<sup>th</sup> infraction of the policy will be categorized as a Level 2 offense as outlined in the student handbook, subject to the consequences of "Deliberate Refusal to Obey," including out of school suspension. The student will also lose his/her parking privilege.

5<sup>th</sup> Offense: A 5<sup>th</sup> infraction of the policy will be categorized as a Level 2 offense as outlined in the student handbook, subject to the consequences of "Deliberate Refusal to Obey," including 2 days of out of school suspension and a school level administration hearing (AIC).

6<sup>th</sup> Offense: The 6<sup>th</sup> infraction of the policy will result in a district level administrative hearing.

The administrator has the discretion to re-classify an offense based on the severity of the offense or the number of occasions in which the student has engaged in the behavior or has a record of other student conduct violations during the current school year.

## STUDENT DISCIPLINE CODE

All EMS students are responsible for their own behavior and will be held accountable for their own actions. The EMS Student Discipline Code identifies unacceptable pupil behavior. Students who commit the offenses listed in this code will be disciplined as indicated. Every student and faculty member has been provided with a copy of this code. Students and parents are required to sign a statement indicating that they received a copy and reviewed all aspects of the student handbook. Established due process procedures shall be followed when applicable. This discipline code is not exhaustive, and the administration may take other appropriate disciplinary action (administrative discretion) when necessary.

However, to ensure that the student discipline code is consistently enforced, all administrative discretion must be approved by the principal. Administrators are also given the authority to deal with behaviors not covered by the code.

### **Goal**

The Code of Conduct reflects the ethics and values of the Hampton County community. It is designed to promote a healthy and safe school environment that encourages the academic, social, and emotional development of all students. A disciplined environment is essential to achieving these ends.

### **Objective**

To communicate to all stakeholders, the behavioral expectations, guidelines, and regulations that have been established for every student that attends a middle or high school in The Hampton County School System. Additionally, we wish to inform all stakeholders of sanctions that may be imposed if a student fails to follow the established regulations.

### **Rationale**

In order to maintain an appropriate and safe educational climate that is conducive to teaching and learning, the Board expects all students to conduct themselves in an appropriate and civil manner, demonstrating positive and respectful behavior for self, adults and peers, including community members. This includes appropriate language, appropriate dress and care for facilities and equipment. Disciplinary sanctions may be imposed on students, including their removal from the learning environment, if they do not adhere to the regulations as set forth. These sanctions will occur only for good cause and in accordance with applicable state and federal law.

The following regulations are designed to protect all members of the educational community in the exercising of their rights and responsibilities. These regulations are effective during the following times and places:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- Off the school grounds at any school and/or school-related activity, function, or event.
- On a school bus or other school vehicle (including school bus safety rules).
- At any time or in any place (including off school grounds and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

Students and parents are encouraged to become familiar with the rules and regulations contained in this booklet. Students and parents should also be mindful of the following State Statute:

**59-63-210** Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; expulsion, suspension or transfer.

(A) Any member of the district's board of trustees may authorize or order the expulsion, suspension or transfer of any pupil for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and promulgated regulations established by the district board, county board or the State Board of Education, or when the presence of the pupil is detrimental to the best interest of the school. Each expelled pupil has the right to petition for readmission for the succeeding school year. Expulsion or suspension must be construed to prohibit a pupil from entering the school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a school bus. The provisions of this section do not preclude enrollment and attendance in any adult or night school.

(B) A district's board of trustees shall not authorize or order the expulsion, suspension or transfer of any pupil for a violation of Section 59-150-250(B).

If you have any questions, please talk with your building level administrator. In determining whether a student has violated the Discipline Code, the principal or his/her designee will consider all the facts and circumstances of the particular situation and may consider, but will not be limited to, verbal and/or written statements of admission; witness statements from others; video surveillance, et al.

### **Discipline LEGEND**

AC: Administrative Conference – Administrator meets with student without parent

AIC: School Level Admin. Conference /Probation- mostly requires 3 days OSS and a school probation period of 45 days. During the 45-day period each infraction level two or above takes student to a DAH-District Hearing for extended school probation, district probation, alternative school placement, or expulsion hearing by school board depending upon severity of the infraction. Additionally, it could be a result of ten "Level I" infractions and would place the student on school probation without having to serve OSS.

BUS: Bus Suspension

DAH: District Administrative Hearing

EH: Expulsion Hearing

ISS: In-school Suspension

LA: Legal Action

LD: Lunch Detention

ONS: Overnight suspension requiring parent to bring student back to school

OSS: Out of School Suspension

PAC: Parent Administrative Conference

PN: Parent Notification

RL: Restricted List – student not allowed to attend in any extracurricular activities for a specified period of time

RP: Restitution of Property

SL: Silent Lunch

WD: Work Detail

WP: Withdrawal of Privileges – specific to school

**In-School Suspension Center** - The assignment of students to the In-School Suspension Center (ISS) is reserved for the administration. The duration of a student's time in ISS is determined by the referring

administrator. There is not a minimum amount of time that a student may serve in (ISS), however if a student is assigned to (ISS) on numerous occasions, another consequence will result to better assist in deterring inappropriate conduct.

**Restricted List** - Students placed on the Restricted List will have their privileges revoked. These privileges include but, are not limited to, leaving the cafeteria during lunch, field trips, attending after school events including sports, and special school held activities. Any student placed on school or district probation is also placed on the restricted list for the duration of their probation. Students will also be placed on the restricted list for accumulating 5 or more days of OSS, excessive tardy/dress code violations, or being a willing participant in a fight.

**DECISION PROCESS**-The building administrators will make decisions regarding discipline infractions after considering all facts and circumstances of a particular matter. If a student receives out of school suspension or is assigned to the ISS, a parent will be notified and an administrative conference may be required. Additionally, the student will be given a copy of the referral to take home to give to his/her parent for a signature and the signed referral must be given to the administration when the student returns to school. In a case where the suspension warrants immediate removal from the school, the parent or whoever picks up the child will sign the referral and will be informed if a district hearing is going to be held.

### **INFRACTIONS**

If there is a \* preceding the infraction, the \* indicates that a series of repeated infractions will result in a recommendation for expulsion or AIC.

If there are \*\* preceding the infraction, this indicates that law enforcement may be called for legal actions.

If there are \*\*\* preceding the infraction, this indicates that law enforcement will be called for legal actions.

Having legal action taken does not eliminate neither preclude the school's responsibility to take appropriate measures as outlined in the Discipline Code of Conduct.

### **Suspensions**

Student athletes who are suspended due to an infraction will not be permitted to participate in any athletic events from the time the referral is entered into the system until the suspension is completed. For example, if the student is suspended for three days at 2:50 PM on a Friday afternoon, he/she will not be permitted to participate in a game that Friday or any weekend games. The said student will not be permitted to practice or play until the following Thursday as the suspension is not over until Wednesday.

### **Categorization of Infractions**

Infractions have been classified into three categories dependent upon the severity of the infraction and a range of consequences have been assigned for each category. **Category I** are actions coded as **Behavioral Misconduct**, **Category II** are actions that are coded as **Disruptive Conduct**, and **Category III** are actions that are coded as **Criminal Conduct** and will always involve law enforcement.

- Level I- Students committing Category I offenses (other than gang related offenses) will be subject to the following disciplinary measures:

- a. Conference, detention, in-school suspension, out of school suspension, overnight suspension with parent conference at school, work detail, withdrawal of privileges, Administrative/School Level Conference/Probation/Contract, and if severe enough, a district administrative hearing.
  - b. Students suspended three times for a Category I offense must be placed on a behavior contract by the administration and will be referred for Behavior Management Counseling with school counselor.
  - c. If a Category I offense occurs when the student is on a school bus, a range of consequences can occur and will be imposed by the school administration, from immediate counseling to indefinite suspension from riding the bus. Any behavior/disturbance on the bus that endangers the safety of the driver and/or passengers will result in the student's bus riding privileges revoked immediately for a specified period of time and possible suspension from school. (Pursuant to State regulations for school buses)
  - d. Gang/ gang-related activity will be handled as follows: 1) Less severe such as display of gang signs, gang colors, wearing of bandanas, etc. will result in "ONS" for the first time/parent conference and progress to Out of School Suspension. Purpose is to make sure student is aware that it is gang-related and is willfully participating in gang-activity.
- Level II-Students committing Category II offenses will be subject to the following disciplinary measures:
    - a. Most include out of school suspensions, school probation, and 3 days out of school suspension/DAH. Law enforcement may be involved in Level II infractions and students may be subject to a citation as applicable. Occasionally, a level II infraction may involve in-school suspension because of the level of severity.
    - b. If a Category II offense occurs when the student is on a school bus, a range of consequences can occur and will be imposed by the school administration, from immediate removal from the bus to an indefinite suspension from riding the bus. Any behavior/disturbance on the bus that endangers the safety of the driver and/or passengers will result in the student's bus riding privileges revoked immediately for a specified period of time and possible suspension from school. (Pursuant to State regulations for school buses)
    - c. Any Level II infraction that takes place while a student is on either school/district probation will require that the student have another district hearing which could lead to extending the probation, removing student from school, or a recommendation for expulsion.
  - Level III- All Level III infractions require a district administrative hearing and for law enforcement to be involved for possible citations/criminal charges (if applicable) and referral to the legal system via DJJ.
    - a. Law enforcement's decision not to press criminal charges for weapons or drugs does not eliminate or preclude the school administrator's responsibility to file an incident report, contact law enforcement, and report all findings to the district hearing officer.
    - b. Students who are expelled for possession of a firearm will be subject to the 1995 Federal and State laws that mandate a one-year (365days) expulsion term, unless the Superintendent determines to reduce the term of expulsion. (See South Carolina Code 59-63-235)
    - c. Any Level III infraction that takes place while a student is on either school/district probation will require that the student have another district hearing which could lead to extending the probation, removing student from school, or a recommendation for expulsion.

### **CATEGORY I OFFENSES: BEHAVIORAL MISCONDUCT**

Acts considered as Category I Behavioral Misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and



during school-sponsored activities. Acts considered as Category I Offenses include, but are not limited to, the following:

101. Lying or giving false information either verbally or in writing to a teacher, administrator, or school staff member. Examples: Deliberate forgery of parent/educator signatures or changing/deleting information sent home by the school to the parent. Making false accusations about a staff member also falls within this section. (PS Code 006/011)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC    4<sup>th</sup> – DAH

102. Failure to properly identify self or present school identification when requested to do so. Failure to properly display a school ID also falls within this category including while on school bus. (PS Code 006/360)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC    4<sup>th</sup> – DAH

103. Class disruption or disruption of school activities or environment, including school bus. (PS Code 007/340/400)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – AIC

104. Extortion or attempting to extort through threat of force. (See Bullying Policy) (PS Code 600)

1<sup>st</sup> – 2 OSS    2<sup>nd</sup> – AIC    3<sup>rd</sup> – DAH/LA

105. Inappropriate physical contact, including, but not limited to, pushing or shoving. (PS Code 022/014)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – 2 OSS

106. Possession of fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gases/liquids.) (PS Code 004/010)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC    4<sup>th</sup> – DAH

107. Unauthorized or inappropriate use of school equipment, including, but not limited to computers. (PS Code 023/020)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC    4<sup>th</sup> – DAH (Internet privileges revoked/PAC-1<sup>st</sup>)

108. Students are permitted to have cell phones on campus, but cell phones may not be visible or heard during normal school hours. (PS Code 330/390)

1<sup>st</sup> – phone confiscated and returned to student at end of day/parent notified

2<sup>nd</sup> and additional offenses - phone confiscated- **A charge of \$25 will be assessed each time an item is confiscated.**

109. Excessive tardiness or early dismissals. (PS Code 180)

Refer to the Tardy Policy.

110. Missing After-school detention. (PS Code 005/271)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – 2 OSS

zing. (See Glossary), (PS Code 650/700)

- 3 OSS 2<sup>nd</sup> – AIC 3<sup>rd</sup> – DAH/LA

112. Possession, sale or distribution of unauthorized materials at school. (PS Code 018)

1<sup>st</sup> – 1 ISS 2<sup>nd</sup> – 1 OSS 3<sup>rd</sup> – AIC 4<sup>th</sup> – DAH

113. Violation of parking and driving regulations. (PS Code 300/305)

1<sup>st</sup> – driving privileges revoked for 4 weeks

2<sup>nd</sup> - driving privileges revoked for 9 weeks

3<sup>rd</sup> – driving privileges revoked for year

114. Violation of cafeteria rules. (PS Code 017)

1<sup>st</sup> – 1 ISS 2<sup>nd</sup> – 2 ISS 3<sup>rd</sup> – 1 OSS 4<sup>th</sup> – AIC

115. Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician's order are managed by the school nurse. (PS Code 004/700)

1<sup>st</sup> – 1 ISS 2<sup>nd</sup> – 2 ISS 3<sup>rd</sup> – 1 OSS 4<sup>th</sup> – AIC

116. Failure to sign in or sign out from school in the office when required. (PS Code 150)

1<sup>st</sup> – 1 ISS 2<sup>nd</sup> – 2 ISS 3<sup>rd</sup> – 1 OSS

117. Being in an unauthorized area or inappropriate use of facilities. (PS Code 200)

1<sup>st</sup> – 1 OSS 2<sup>nd</sup> – 2 OSS 3<sup>rd</sup> – AIC

118. Inappropriate display of affection between students. (PS Code 015)

1<sup>st</sup> – 1 ISS 2<sup>nd</sup> – 1 OSS 3<sup>rd</sup> – AIC

119. Unauthorized use of locker i.e. candy bars, food items, or radios. (PS Code 023)

1<sup>st</sup>-1 ISS 2<sup>nd</sup>-2 ISS 3<sup>rd</sup>- 1 OSS

120. Cheating. (See Honor Code) (PS Code 190)

1<sup>st</sup> – 1 ISS 2<sup>nd</sup> – 1 OSS 3<sup>rd</sup> – AIC 4<sup>th</sup> – DAH

121. Possession of electronic entertainment devices, MP3, iPods, portable speakers, portable video games (not related to instruction) on school grounds during school hours. (PS Code 390)

1<sup>st</sup> – Item confiscated and returned to student at end of day

2<sup>nd</sup> and additional offenses item confiscated-**A charge of \$25 will be assessed each time an item is confiscated.**

122. Possession/use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc. (PS Code 390)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC    4<sup>th</sup> – DAH

123. Possession of or use of skateboards, rollerblades, skates or scooters. Skating is not allowed on any school campus at any time including during school hours or in any prohibited area, during an after school activity or in the immediate proximity of parked vehicles. (PS Code 390)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – 2 OSS

124. Unauthorized card playing. (PS Code 390)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> -1 OSS    3<sup>rd</sup> – AIC    4<sup>th</sup> – DAH

125. Littering school grounds. (PS Code 370)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 1 OSS    3<sup>rd</sup> – 2 OSS    4<sup>th</sup> – AIC

126. Dress code violations. (PS Code 280) See dress code policy section of handbook

127. Violation of safety rules. This includes propelling objects i.e. rocks, spitballs, or food items and science lab rule violations, etc. (PS Code 017/028)

1<sup>st</sup> – 2 OSS    2<sup>nd</sup> – AIC    3<sup>rd</sup> – DAH

128. Profanity/obscene gesture directed toward another student or directed toward no one in particular. (PS Code 210/290)

1<sup>st</sup>– 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – AIC

129. Possession of a lighter or matches. (PS Code 390)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC

130. Failure to obey a staff member. (PS Code 270)

1<sup>st</sup> – 2 OSS    2<sup>nd</sup> – 3 OSS    3<sup>rd</sup> –AIC    4<sup>th</sup> – DAH

131. Disrespect to others, i.e., verbal ridicule, that does not border on harassment or bullying. (PS Code 017)

1<sup>st</sup> – ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – 2 OSS

132. Wearing items or clothing that could pose a safety threat to self or others (heavy chains not made as jewelry, studded bracelets/collars, nose/lip-to-ear chains, etc.), (PS Code 280)

1<sup>st</sup> – Detention    2<sup>nd</sup> – 1 ISS    3<sup>rd</sup> – 2 ISS    4<sup>th</sup> – 1 OSS

133. Failure to attend/complete detention or In-School Suspension. (PS Code 005/271)

1<sup>st</sup> – Additional detention/ISS imposed    2<sup>nd</sup> – 1 OSS    3<sup>rd</sup> – Overnight Suspension

134. Aiding and/or abetting another student(s) who is committing any rule violation. (See Glossary) (PS Code 001)

Consequences can range from conference to DAH, depends upon severity and consistent with level of infraction committed.

135. \*Violation of a behavior contract. (See Note 1) (PS Code 430)

Consequences can range from conference to DAH, depends upon severity

136. Property misuse including minor vandalism such as writing on property or damaging property with a replacement value at \$50 or less. (PS Code 023)

1<sup>st</sup> – 1 OSS/RP    2<sup>nd</sup> – 2 OSS/RP    3<sup>rd</sup> – 3 OSS/RP/DAH

137. Planning or creating a situation that may lead to rule violation but is not a crime. (PS Code 017)

***Consequences can range from conference to DAH, depends upon severity, consistent with level of infraction committed.***

138. Participation in gangs/gang-related activity to include but not limited to use of hand signals, recruitment, wearing of colors/paraphernalia. Activity must not include bodily harm or intimidation. (PS Code 250)

1<sup>st</sup>-ISS            2<sup>nd</sup> – 1 OSS    3<sup>rd</sup>- AIC            4<sup>th</sup> - DAH

139. Any behavior or act that interferes with the safe operation of a school bus, including violation of school bus safety rules. (PS Code 340) ***See school bus section.***

140. Provoking or simulating a fight. (PS Code 001)

1<sup>st</sup> – 2 OSS    2<sup>nd</sup> – 3 OSS    3<sup>rd</sup> – AIC            4<sup>th</sup> – DAH

141. \*\*Unauthorized storage and/or loading of a computer program, system or data file. This may also be a copyright violation and as such is subject to copyright laws. (PS Code 220)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – 3 OSS/DAH

142. \*\*Unauthorized access or duplication of computer programs, systems or data files. (PS Code 220)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – 3 OSS/DAH

143. \*\*Use of any computer access accounts other than those assigned to the individual. (PS Code220)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – 3 OSS/DAH

144. Inappropriate sexual gesture(s) and/or behavior. (Example: Sexually suggestive language, movements, writings, drawings; this includes sexting) (PS Code 017/) (See Section A)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 2 OSS    3<sup>rd</sup> – AIC            4<sup>th</sup> – DAH

145. Walking out of a class, unless under extreme emergency (without teacher approval). (PS Code320)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – AIC

146. Throwing objects such as paper or tissue that does not inflict physical injury. (PS Code 028)

1<sup>st</sup> – 1 ISS    2<sup>nd</sup> – 2 ISS    3<sup>rd</sup> – 1 OSS    4<sup>th</sup> – AIC

## **CATEGORY II OFFENSES: DISRUPTIVE CONDUCT**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain offenses, justifying both administrative sanctions and court proceedings. Behavior misconduct (Level 1) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities. Acts considered as Disruptive Conduct include, but are not limited to the following.

**NOTE:** Students are not permitted to bring more than \$50 in cash to school unless paying fees pertaining to school-related purposes. Students who fail to adhere to this will have their money confiscated and returned on the first offense. Additional offenses will result in an investigation.

201. \*\*Planning and/or organizing and/or instigating and/or participation in an activity that causes substantial disruption to the education program. (PS Code 560/700)

1<sup>st</sup>– 2 OSS/LA      2<sup>nd</sup> –AIC/LA    3<sup>rd</sup>– DAH/LA

202. Gambling including games of chance for money or profit. (PS Code 630)

1<sup>st</sup>– 1 OSS      2<sup>nd</sup>– 2 OSS      3<sup>rd</sup> – 3 OSS/DAH

203. \*\*Tampering with, changing or altering records or documents of the school or district by any method, including, but not limited to, computer access or other electronic means. (PS Code 220)

1<sup>st</sup>– 2 OSS      2<sup>nd</sup>– 3 OSS      3<sup>rd</sup>– AIC      4<sup>th</sup> – DAH

204. Refusal to obey a staff member or any other adult authorized by the school to supervise students to report to a certain place or to leave a certain place. (PS Code 270)

1<sup>st</sup> – 2 OSS      2<sup>nd</sup> – 3 OSS      3<sup>rd</sup> – AIC      4<sup>th</sup>– DAH

205. Creating or participating in a classroom disturbance that interferes with the instructional process. (PS Code 007) (See Section A)

1<sup>st</sup> – ISS      2<sup>nd</sup> – 2 ISS      3<sup>rd</sup> – 1 OSS      4<sup>th</sup> – AIC

206. Cutting class or school. (PS Code 150/160)

1<sup>st</sup>– 1 ISS      2<sup>nd</sup>– 1 OSS      3<sup>rd</sup> – 2 OSS      4<sup>th</sup> – AIC

207. Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off campus class. (PS Code 310)

1<sup>st</sup>– 1 OSS      2<sup>nd</sup> – 2 OSS      3<sup>rd</sup> – AIC      4<sup>th</sup> – DAH

208. \*\*Intentional creation of, on-line use of and/or downloading of materials using a computer which would not be permissible in the schools in any other form. This includes e-mails, My Space, FaceBook, etc... (PS Code 220)

1<sup>st</sup>– 1 ISS      2<sup>nd</sup>– 2 ISS      3<sup>rd</sup> – 1 OSS      4<sup>th</sup> – AIC

209. Unauthorized striking or lighting a match/lighter or igniting caps or use of poppers on school property. (PS Code 020)

1<sup>st</sup> – 1 OSS      2<sup>nd</sup> – AIC      3<sup>rd</sup> – DAH

210. Possession of pornographic or obscene material. (PS Code 018)

1<sup>st</sup> – 2 OSS      2<sup>nd</sup> – 3 OSS      3<sup>rd</sup>–DAH

211. Health code violation, such as deliberately spitting on someone. (See Glossary) (PS Code017)

1<sup>st</sup>– 2 OSS      2<sup>nd</sup>– 3 OSS/AIC      3<sup>rd</sup> - DAH

212. Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers. (PS Code 017/420) (See 130)

1<sup>st</sup> – 2 OSS      2<sup>nd</sup> – 3 OSS/AIC      3<sup>rd</sup> – DAH

213. Profanity/obscenity, racial or ethnic slurs directed to a staff member or to any adult authorized by the school to supervise students, including volunteers. (PS Code 210/290) (See Section A)

1<sup>st</sup> – 2 OSS      2<sup>nd</sup> – 3 OSS/AIC      3<sup>rd</sup> – DAH

214. Persistent disobedience. (PS Code 270)

1<sup>st</sup> – 2 OSS      2<sup>nd</sup> – AIC      3<sup>rd</sup>– DAH

215. \*\*Trespassing after notice, or being on any school property, or present at any school-sponsored event while under suspension. (See Glossary), (PS Code 750)

1<sup>st</sup> – Removal from property/DAH/LA

216. \*\*Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs. (PS Code 017/027)

1<sup>st</sup> - 2OSS      2<sup>nd</sup>– AIC      3<sup>rd</sup> - DAH

217. \*\*\*Possession or use of mace or pepper gas or spray. (PS Code 390)

1<sup>st</sup>– 2 OSS    2<sup>nd</sup>– 3 OSS/AIC    3<sup>rd</sup>– DAH

218. \*\*Sexual harassment. (See Glossary) (PS Code 013)

1<sup>st</sup> – DAH/LA

219. \*\*\*Indecent exposure, specifically sagging and exposure of underwear. (See Glossary) (PS Code 019)  
1st – 1 ISS 2nd – 2 ISS 3rd – 2 OSS 4th – AIC

220. \*\*Unauthorized and deliberate tampering with a computer setup. Examples: Switching cables, disabling fans, etc... (PS Code 220)

1<sup>st</sup> – 1 OSS    2<sup>nd</sup> – 3 OSS    3<sup>rd</sup>– AIC/LA    4<sup>th</sup>– DAH/LA

221. \*\*\*Fighting. (See Glossary) (PS Code 009)

1<sup>st</sup>– 3-5 OSS/AIC    2<sup>nd</sup>– 5 OSS/LA    3<sup>rd</sup>– 3-5 OSS/DAH/LA

222. \*\*\* Simple Assault. (See Glossary) (PS Code 520)

1<sup>st</sup>– 3 OSS/AIC/LA    2<sup>nd</sup> – DAH/LA

223. Refusal to obey school or District Administrator. (PS Code 270)

1<sup>st</sup>– 3 OSS    2<sup>nd</sup>– 3 OSS/AIC    3<sup>rd</sup> – DAH

224. Threatening, bullying, or intimidating students, staff member, or any other adult designated by the school to supervise students including volunteers. (PS Code 650/027)

1<sup>st</sup>– 3 OSS/AIC    2<sup>nd</sup>– DAH/LA \*Severity of threat may incur different consequences

225. Throwing objects that are sharp or heavy that may cause physical injury. (PS Code 028)

1<sup>st</sup>– 3 OSS    2<sup>nd</sup>– 3 OSS/AIC    3<sup>rd</sup>- DAH

226. Recording a video of a disturbance or fight on a phone, camera, or any other device. Posting comments, threats, videos, or any communication that constitutes a threat. \*Severe cases will be referred for a District Administrative Hearing. (WPE)

1<sup>st</sup> – 3 OSS    2<sup>nd</sup> –AIC    3<sup>rd</sup> –DAH

### **CATEGORY III OFFENSES: CRIMINAL CONDUCT**

Criminal Conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the

school, the intervention of the School Resource Officer or local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities. Category III Offenses include, but are not limited to, the following:

301. \*\*\*Possession, transfer or use of a firearm. (See Glossary,) (PS Code 789)

1<sup>st</sup> –DAH/LA

302. \*\*\*Possession, transfer, distribution, use in any amount, or being under the influence of alcohol, marijuana (including marijuana seeds), hallucinogenic drugs, inhalants, or any other controlled or illegal substance. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on District/school property or at any school-sponsored event after using any amount of these substances. (See Note 2), (See Glossary), (PS Code 570/580/680)

1<sup>st</sup>– DAH/LA

303. \*\*\*Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star and metal knuckles. Box cutters and utility or X-Acto knives containing any size blades are also considered a violation of this section. (SC 16-23-430), (See Glossary), (PS Code 789)

1<sup>st</sup>– DAH/LA

**NOTE 1:** In determining whether a student is under the influence of drugs or alcohol, the student's appearance or manner, his or her behavior and/or the presence of an odor, as well as statements made by the student as to consumption of alcohol or drugs will be considered. The principal or his/her designee may request the assistance of the School Resource Officer in making this determination.

**NOTE 2:** Due to the increasing and frequent changes in how drugs and alcohol are brought into the school, consequences pertaining to contraband will be determined by the principal or his/her designee; the assistance of the School Resource Officer may be requested in making this determination.

304. \*\*\*Sexual assault. (See Glossary), (PS Code 610)

1<sup>st</sup>- DAH/LA

305. \*\*\*Assault of a staff member or any other adult designated by the school to supervise students, including volunteers. (See Glossary) (PS Code 520)

1<sup>st</sup>– DAH/LA

306. \*\*\*Arson, which is the intentional damage of school property, or attempted arson of school property. (See Glossary) (PS Code 500)

1<sup>st</sup> – DAH/LA



307. \*\*\*Communicating a Threat of a Destructive Device or Weapon: Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense. (PS Code 260)

1<sup>st</sup>- DAH/LA

308. \*\*\*Possession or transfer of dangerous explosives, plastic explosives, or chemical reaction-type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite. (PS Code 390)

1<sup>st</sup> -DAH/LA

309 \*\*\*Active participation in an act of mob violence, to include lynching. A mob is described as two or more people. (See Glossary), (PS Code 700)

1<sup>st</sup>- DAH/LA

310. \*\*\*Unauthorized tampering with security, fire, access control or surveillance system or alarms. (PS Code 350)

1<sup>st</sup>- DAH/LA

311. \*\*\*Participating in sexual conduct/activity, which also includes compromising situations and circumstances, and includes exposing one's private body parts publically. Such conduct may involve only the individual student or may involve other people. (PS Code 690)

1<sup>st</sup> -DAH/LA (possibly)

312. \*\*\* Burglary to a school, portable classroom, school district building, or any structure on school district property. (PS Code 540)

1<sup>st</sup> -DAH/LA

313. \*\*\*Auto breaking or unlawful entry into a motor vehicle on school property or into a school district vehicle at any location. (PS Code 700)

1<sup>st</sup>- DAH/LA

314. \*\*\*Vandalism or theft of personal or school district property where value is \$50.00 or more. (See Glossary), (PS Code 760/670)

1<sup>st</sup> – RP/DAH/LA

315. \*\*\*Selling illegal, controlled substances, prescription drugs, tobacco, or over the counter drugs without regard to amount. (See Glossary), (PS Code 004) 1<sup>st</sup> - DAH/LA

316. \*\*\*Selling, possessing, transferring or using items that are substantially similar in color, shape, size, or markings to a controlled substance or substance that is not FDA approved, using over the counter (OTC) medicines or combining over the counter (OTC) medicine with other medications and/or controlled substances or uncontrolled substances for the purposes of altering behavior or creating a feeling of euphoria i.e., Wizard Smoke, nicotine salts, etc. (PS Code 004)

1st –DAH/LA

317. \*\*\*Physical assault of a student. (See Glossary) (PS Code 520) 1<sup>st</sup> – DAH/LA (possibly)

318. \*\*\*Possession or use of a knife with a blade two inches or more, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the school. (See Glossary), (PS Code 789) 1<sup>st</sup> – DAH/LA

319. \*\*\*Possession or use of a knife with a blade two inches or less. (See Glossary), (PS Code 786) 1<sup>st</sup> – DAH

320. \*\*\*Possession of any item of drug paraphernalia. (See Glossary), (PS Code 004)

1<sup>st</sup> – DAH/LA

321. \*\*Direct refusal to obey a staff member or any adult authorized by the school to supervise students, including volunteers, in a crisis situation. (See Glossary) (PS Code 270)

1<sup>st</sup> – DAH/LA

322. Harassment. (See Glossary), (PS Code 012/ 650)

1<sup>st</sup>– DAH/LA

323. Participation in gangs/gang-related activity to include but not limited to initiation rituals, hazing, causing bodily harm or danger. (PS Code 250) 1<sup>st</sup>– DAH/LA

324. \*\*\*Possession or transfer of stolen property (school or personal. (PS Code 740)

1<sup>st</sup>– 2 OSS/RP/LA 2<sup>nd</sup> – AIC/RP/LA 3<sup>rd</sup>– DAH/RP/LA

325. \*\*\*Unauthorized entry to school building or property (this includes school sponsored events). (PS Code 750) Can range from out of school suspension to DAH/LA

326. Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur, or derogatory statements about sexual orientation) intentionally addressed publicly to others that may disrupt the school educational program or incite violence. (PS Code 651)

1<sup>st</sup>– 3 OSS 2<sup>nd</sup>– 3 OSS/AIC 3<sup>rd</sup> – DAH

327. Disrespect to others, i.e., pulling wedges, ankling, zipping, etc. (Ankling or zipping is defined as pulling down the pants of another). (PS Code 017)

1<sup>st</sup>– 3 OSS    2<sup>nd</sup>- AIC    3<sup>rd</sup>– DAH

328. \*\*\*Making serious threats to a staff member or any other person authorized by the school to supervise students. (PS Code 027/650) 1<sup>st</sup> – DAH/LA

329. \*\*Unauthorized and deliberate tampering, deletion, OR destruction of any computer programs, systems or data files and deliberately introducing a virus, etc. (PS Code 220)

1<sup>st</sup>– DAH

330. \*\*\*Detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices. (PS Code 010)

1<sup>st</sup>– 3 OSS/LA    2<sup>nd</sup>– DAH/LA

331. Pattern of threatening, bullying, or intimidating other students. (PS Code 650/651)  
(See bullying policy)

332. Distribution of pornographic or obscene material. (PS Code 018/710)

1<sup>st</sup>– DAH/LA (possibly)

333. \*\*\*Fraudulent request for emergency services. (PS Code 620)    1<sup>st</sup> – DAH/LA

334. Health code violation, such as deliberately urinating or defecating on someone or doing this in a public or an inappropriate place. (See Glossary) (PS Code 017) 1<sup>st</sup> – DAH/LA

335. Intentionally throwing any object at or in the direction of a staff member. (PS Code 028)

1<sup>st</sup>– DAH/LA

## Hampton County School District

Hampton County School District (HCSD) is committed to preparing students to be active participants of the 21<sup>st</sup> century workforce as outlined in the Profile of the South Carolina Graduate. In order to provide students with the necessary tools for 21<sup>st</sup> century education, HCSD is pleased to provide a District Issued Mobile Device for every student. Student devices are HCSD property and all users will follow the Acceptable Use Policy and Mobile device guide. In order to protect the financial investment, students will be held responsible for any damages that occur. To protect families from accidental damage or theft, students may purchase device INSURANCE.

**ALL STUDENTS will be issued a HCSD mobile device along with their textbooks for use at school and / or home.**

**Please indicate below your choice regarding insurance coverage.**

**TECHNOLOGY FEE / INSURANCE COVERAGE: \$25 per year [See attached agreement]**

- Software corruption and reinstall / reimaging - unlimited
- Cracked Screen – One per covered insurance term / school year
- Keyboard (lost or damaged keys) – One per covered insurance term / school year
- Device charger – One per covered insurance term / school year
- Total loss related to house fire, tornado, hurricane, or other act of God – unlimited with documentation of the event causing the loss.

**INSURANCE REFUSAL:**

As the parent or guardian of this student, I have read the Acceptable Use Agreement and the Insurance Agreement. I understand that my student must have a device for instruction and that by refusing insurance, I will be responsible for the entire amount of any damage to these device whether the device is at school or at home as indicated below.

**Lost, Stolen, or Damaged Beyond Repair - Maximum \$820**

**Broken Screen - \$200**

**Broken Keyboard - \$50**

**Lost Power Cord - \$50**

***Please sign the line beside your preference for your student:***

\_\_\_\_\_ My student will purchase insurance coverage of \$25 per year.

\_\_\_\_\_ I am refusing insurance and will pay the entire amount for any damage. whether the device is at school or at home.

**PLEASE PRINT CLEARLY**

Student Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**DISTRICT ISSUED MOBILE DEVICE INSURANCE AGREEMENT**

**District Issued Mobile Device Insurance for School Year 2021-2022**

A non-refundable \$25 insurance plan is available for District Issued Mobile Device Insurance.

**Insurance Coverage**

- Software corruption and reinstall / reimaging - unlimited
- Cracked Screen – One per covered insurance term / school year
- Keyboard (lost or damaged keys) – One per covered insurance term / school year
- Device charger – One per covered insurance term / school year
- Total loss related to house fire, tornado, hurricane, or other act of God – unlimited with documentation of the event causing the loss.

**Not Covered by the Insurance Plan**

Students will be responsible for the entire cost of replacement or repair for any District Issued Mobile Device damaged through loss, misuse, abuse or intentional damage. See the Mobile Device Guide for detailed information.

**By signing below, parent/guardian and student have agreed to the following:**

- I agree to pay the insurance plan cost of \$25.00.
- I agree to pay the school/district cost to repair or replace the device or accessory if the item becomes lost, misused, abused or deemed not covered by the insurance plan.
- I agree to follow all HCSD mobile device usage rules as stated in the Mobile Device Guide and the Acceptable Use Agreement.
- I agree that I understand and consent to the responsibilities outlined in the HCSD Mobile Device Guide.

Student Name (Please Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

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

---

**Office Use Only:**

Amount Paid: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# Insurance Refusal

As the parent or guardian of this student, I have read the Acceptable Use Agreement and the Insurance Agreement. I understand that my student must have a device for instruction.

I understand that by refusing insurance, I will be responsible for the entire amount of any damage to these device whether the device is at school or at home as indicated below.

Parent or Guardian Name (please print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lost, Stolen, or Damaged Beyond Repair - \$820**

Lenovo Thinkpad

**Broken Screen - \$200**

**Broken Keyboard - \$50**

**Lost Power Cord - \$50**