

HPEMS

Parent and Student Handbook

2024-2025





JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 4 Independence Day
- 25 Registration 4K-8th (9-7)
- 29 Open House (5:30) & FCA Sponsored Prayer Walk (Following Open House)
- 31 First Day for Students Sk-8th

*Car-Line Opens at 7:20

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 Teacher Work Day
- 7 Report Cards Emailed
- 9 Student-Lead Conference Night (6:00-7:30)
- 20 ML King Day Holiday

Habit 6: Synergize

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 First Day for 4K
- 22 Fall Picture Day
- 30 Interim Report Emailed

Habit 1: Be Proactive
Paradigm 1: Everyone Can Be a Leader

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 5 Interim Report Emailed
- 17-21 Winter Break

Habit 7: Sharpen the Saw

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day
- 3 Teacher Work Day
- 5 Student-Lead Conferences/ Goal Signing Night @ 6:00
- 13 Grandparents' Parade @ 9:00

Habit 2: Begin with the End in Mind
Paradigm 2: Everyone Has Genius

MARCH '25						
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23	24	25	26	27	28	29
30	31					

- 3-7 Read Across America Week
- 7 Spring Picture Day
- 11-15 Peace and Kindness Week
- 17 Report Cards Emailed
- 21 Teacher Work Day
- 28 Leadership Day/Growth Parade (8:30)

Habit 8: Find Your Voice and Inspire Others to Find Theirs

OCTOBER '24						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7-11 Fall Break
- 8 Make-Up Picture Day
- 10 Student-Lead Conference Night (6:00-7:30)
- 17 Report Cards Emailed
- 21-25 Red Ribbon Week
- 24 Book or Treat (6:00-8:00)

Habit 3: Put First Things First
Paradigm 3: Change Starts with

APRIL '25						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 17 Interim Reports Emailed
- 18 Good Friday Holiday
- 21-25 Spring Break Holidays

Practice All the Habits!

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5 Election Day (Holiday)
- 11 Veterans Day Program @ HPH/ Hall parade HFEM
- 13 Interim Report Emailed
- 19-21 Fall Book Fair
- 25-29 Thanksgiving Holidays

Habit 4: Think Win-Wing
Paradigm 4: Empower Students to Lead their Own Learning

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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- 22 Awards Ceremonies: SK Montessor (8:30) 3rd Lower E. Mont. (10:00) SK-2nd Traditional (11:00)
- 23 3rd-5th Trad/ Upper E! Mont. (8:30) 6th-8th Trad (10:30)
- 26 Memorial Day Holiday (Continued Below)

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 20 Half-Day for Students (Dismissal @ 11:30)
- 23-3 Christmas Holidays

Habit 5: Seek First to Understand then to be Understood
Paradigm 5: Educators and Families Partner to develop the whole person

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 27 8th Grade Promotion (6:00)
- 28-29 1/2 Day for Students (11:30)



Parent & Student Handbook 2024-2025

DISCLAIMER:

The school and administrative rules contained in this handbook are based on normal school operations. These may be amended or altered due to organizational or schedule changes deemed necessary in response to community health conditions.

SCHOOL WEBSITE and SOCIAL MEDIA

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

We are Raiders...

- R- Respectful**
- A- Accountable**
- I- Individuals**
- D- Determined to**
- E- Excel and be**
- R- Responsible for our**
- S- Success!**



**We will learn something today, because today matters
and our futures are built one “now” at a time!**

SCHEDULES

7:20	Student arrival/report directly to class
7:45	Instructional day begins
7:50	Students are considered tardy after 7:50
10:45-12:20	Lunch/Breaks
3:00	Final Dismissal

ATTENDANCE

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

Students must be in attendance at least one half of the day to be counted present. **One half of the day is defined as attending school from 7:50 to 11:30 a.m. or from 11:30 a.m. until dismissal.** A student must attend school for at least 170 days (unless excused) and meet standards set forth in the promotion policy to be academically promoted to the next grade level. If a student is absent for any reason, he/she should bring a written and dated excuse from home or a doctor stating the reason for absence on the day of his/her return to school.

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

TARDIES

Classroom instruction for the school day begins at **7:45 a.m.** The whole tone of a child's school day is set in the first part of the day. This is the time when **classroom community meetings are held**, important school news is announced, teachers define the plans for the day, and

instructional goals are reviewed and set. Students entering the classroom tardy not only miss critical information and directions, but they interrupt the learning environment of others. Please help support your children in learning habits that will help them be successful at school and throughout life, as well as avoid the negative academic and disciplinary consequences of repeated tardiness.

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

TRANSFER OR WITHDRAWALS

If a student is unable to continue his/her education at this school, parents should notify the principal and give the secretary the necessary information as soon as possible. No student records will be released or forwarded to another school until the proper check-out procedure has been completed. This includes the return of all textbooks, electronic devices, and payment of fees owed.

RESIDENCE

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

ENROLLMENT

The first step to enrolling a student in Hannah-Pamplico Elementary/Middle School is to access the online student registration at <https://www.fsd2.org/parents/student-registration>. The student registration link can be accessed under the Parents tab. Please call 843-493-2061 for assistance.

In order to enroll a student in Hannah-Pamplico Elementary/ Middle School, parents/guardians must provide proof of residence, a copy of the student's birth certificate, immunization records, a social security card if applicable, and any custody documentation. Academic and discipline records must be received and reviewed by the administration for a transfer student to be enrolled.

ARRIVAL

Students should arrive at school between 7:20 AM and 7:45 AM each day. Adult supervision will begin at 7:20 AM, and the instructional day begins at 7:45 AM. **No student should be dropped off before 7:20 AM.** Students arriving to class after 7:50 AM are considered tardy, and the **parent/guardian is required to sign the student in** at the front entrance with school personnel.

DISMISSAL

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

Car Rider Procedures

Unless there is an emergency, or it has been pre-approved with the administration, all car riders will be loaded through the car rider line.

Students may NOT be dropped off in the parking lot and sent to enter the building! This is extremely dangerous and will be addressed with utmost seriousness.

Morning Procedures

Slow Down - the posted speed limit is 10 mph for safety reasons. Cars will enter double-laned, and car line staff will direct when it is time to unload. Cars should NOT move to exit until car line staff indicates it is time. Arrival time begins at 7:20 AM. If you need to enter the building for an appointment, please park in the parking lot. **Cars should not be parked in front of the main entrance because this interferes with traffic flow.**

MORNING DROP-OFF

1. Please follow the directions of the staff members on duty so that we will have a safe and orderly drop-off/ pick-up process.
2. All students being dropped off in the morning must be dropped off in the car line unless a parent/guardian is scheduled for an appointment with a teacher or administrator.
3. Pull all the way up as far as possible along the curb. Children will be unloaded along the entire walkway—not just in front of A and C hall entrances. We have a double line of traffic that we move in groups.
4. Have your children completely ready to exit the car when you

arrive at the drop-off point.

6. **Students at HPH who are dropping off younger siblings must go through the car-rider line.**
7. Remember that this process always takes longer at the beginning of the year as people learn what to do; it always gets better with time.

Afternoon Procedures

Cars should enter and line up (double-laned). At dismissal, the staff on duty will load students in the first section of cars. Cars will not be allowed to move until all cars in this section are loaded and a car line staff member gives the signal to begin moving.

AFTERNOON PICK-UP

1. Numbers will be provided early in the year. Displaying these on your dash will expedite the process and shorten loading time. Students will not be allowed to load until all cars are stopped.
2. Always pull up behind the car in front of you and maintain a continuous line while in the loading zone.
3. Please pay attention in the car rider line, especially while kids are moving. Don't text and/or email during this time. If you are one of the first cars, do not leave until car line staff has started dismissing the line.
4. Be courteous. Remember that traffic has to merge so that cars can be in the correct lane to exit the property.

SIGNING YOUR CHILD OUT

Parents are asked to schedule their child's appointments after school hours. If this is not possible, send a note to your child's teacher stating the time that you will pick him/her up. **Students will not be dismissed to anyone not approved on emergency contact information.**

Additionally, students will not be released from class until a parent/guardian arrives and signs them out in the main office.

Sign-outs need to be made before 2:00 p.m.

TRANSPORTATION CHANGES

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

not on the documented route description must be approved by the transportation director.

EMERGENCY SCHOOL CLOSINGS

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

FEES

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

SCHOOL LUNCHESES/BREAKFASTS

School lunches and breakfasts will be served beginning the first day of school. All students at Hannah-Pamplico Elementary/Middle School will receive breakfast and lunch at no cost. This eliminates the need for the application for free/reduced lunch to be completed. **As part of our district's participation in the program that offsets the cost for school meals, all students are required to get a lunch daily.** A la carte items will still be available for purchase in the cafeteria. This program went into effect beginning with the 2019-2020 school year, and it does not impact cafeteria balances acquired in previous years. Those balances are still owed.

Students will not be allowed to use microwaves to heat food brought from home, nor will teachers be allowed to heat food for students.

INSURANCE

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

REPORT CARDS/INTERIM REPORTS

Report cards are issued at the end of each nine weeks. Interim reports are issued mid-way through each nine weeks. The purpose of these reports is to inform parents of student progress. **Report cards and interim reports will be sent to the parent/guardian email addresses in PowerSchool. The end-of-year report card is the only one that will**

be mailed home. Report cards and interims will only be printed per parent/guardian request in writing.

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

CONFERENCES

The best method for communication between parents and teachers is a conference. Teachers are available for such conferences after school hours and by appointment. **Please schedule appointments with teachers through the school secretary a few days in advance for conferences after school hours or during a planning period.** The teacher's first obligation is to the student(s) he/she is teaching. Teachers are not permitted to leave the classroom unattended to confer with parents during instructional time, nor should parent conferences detract from a teacher's instructional time.

HPEMS will offer a variety of conference options including in person, teleconferencing and/or virtual meeting capabilities to accommodate parent requests.

HOMEWORK/STUDY

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

MEDIA CENTER

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

Please treat media materials with care and return when due.

LOST AND FOUND

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

GIFT ITEMS

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

PICTURES

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

Fall Picture Date: August 22nd (Yearbook Photos)

Make-Up Picture Date: November 8th

Spring Picture Date: March 7th.

CARE OF ALL BOOKS

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

PHYSICAL EDUCATION

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

VISITATION IN SCHOOL

The information contained in this section is contingent upon community health restrictions and is subject to change.

Parents/guardians of students in grades 4K through 2nd will be allowed to escort their students to classrooms on their first day of school only from 7:20-8:00 a.m.

Visitation to classrooms will be planned and scheduled in advance in order to maintain the safety and security of our building.

All visitors are required to sign in at the main office and follow our check-in procedures.

HEALTH SERVICES/NURSE

Health services are provided by the school nurse in case of an accident or sickness. Students should visit the nurse only when they are sent by a staff member. In case of non-emergencies, students must have a Health Room Visit Form identifying their purpose, problem or symptoms, and the staff member sending them. **All medications are to be brought to and administered by the nurse. Parents must complete a Medication Form to be filed in the nurse's office. Students should not go to the nurse's office without permission and a pass.**

GUIDANCE

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

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

GRADING SYSTEM

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

SC State Uniform Grading Scale

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

General Grading Procedures

- In grades 3 – 6, the minimum number of assessment opportunities will be no fewer than 6 by interim reporting, and 12 by the end of quarter.
- In grades 7 and 8, the minimum number of assessment opportunities will be no fewer than 9 by interim reporting, and 18 by the end of the quarter.
- PowerTeacher Gradebooks will be updated by Tuesday for the week prior.
- Eighth graders participating in Algebra I will participate in the state-mandated end-of-course examination program (EOCEP) and take a final cumulative exam at the end of the year that counts 20% of the total grade.

Elementary Gradebook Weighting (Grades 3-5)

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

Middle School Gradebook Weighting

(Grades 6-8)

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

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

Primary Grading Procedures

Student progress in grades 4K-2 and 3rd grade Montessori is reported using a state standards indicator checklist that will be updated quarterly. Students attaining a proficiency level of 70% in each of the four core subjects (ELA, Math, Science, and Social Studies) for the year will be considered prepared for academic promotion.

**AR IKE-R Promotion and Retention of Students
Issued 7/16**

Florence County School District Two affirms academic excellence for students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

In order to be promoted, a student must first satisfactorily complete at least a required minimum program at the instructional level appropriate for him/her. The following factors are to be considered for promotion in the elementary and middle school (grades two through eight):

Classroom performance - Satisfactory completion is defined as achieving a passing grade in each course.

Test performance - Adequacy (state standards) on statewide assessment in core subject areas.

Other factors as related to core subject areas will be considered for promotion.

Note: In order for a student to be retained, classroom performance and test performance are the prime factors to be considered. A summer school program may be recommended or required.

Minimum Achievement Standards:

Kindergarten through second grade:

Students must successfully complete 70 percent of the state standards in each core subject area.

Grades three through eight:

Students must successfully complete reading and math and at least one other core subject with a minimum average of 60 percent.

Appeals Procedures

Parents/Legal guardians may appeal a retention decision to the principal. If the principal rejects the appeal, a parent/legal guardian can appeal to the district office. The appeals process will be as follows:

The parents/legal guardians will hold a conference with the teacher and/or principal to discuss their objection(s) to the retention decision. If the parents/legal guardians object to the retention decision after the conference has been held, they can provide a written statement to the district office within two weeks of the retention decision expressing their objection(s).

Upon receipt of the written statement from the parents/legal guardians, the retention decision will be investigated and evaluated. The parents/legal guardians will be notified by the district office of the final promotion/retention decision within two weeks of the date the written statement was received.

Appeals involving disabled students who are being served in the district will be made in accordance with regulations (due process hearing procedures) with the special services director.

Students are expected to attend school regularly. Students with more than 10 unexcused absences as described by the attendance policy may be retained.

The tests mandated by the State Board of Education will be considered in the promotion process for those students who do not meet the standards in core academic areas.

Promotion is based on a student's performance in a given year and not previous years.

Although we wish to cooperate with parents/legal guardians, the final decision to retain a child must be based on the professional judgment of school personnel.

JUNIOR SCHOLARS

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

DUKE TALENT IDENTIFICATION PROGRAM (TIP)

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

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

NATIONAL JUNIOR BETA CLUB

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

Anti-Discrimination Statement

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

the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976), and religion.

STUDENT RESPONSIBILITIES AND RULES

SCHOOL IDENTIFICATION BADGE (SCHOOL ID'S)

The wearing of ID badges is an important security measure. All students are to wear a school issued ID badge. Students will be charged a \$5 fee to replace a lost or damaged ID.

SCHOOL-WIDE EXPECTATIONS

Hallways—Raiders on the Move	Events/Assemblies
<ul style="list-style-type: none"> -Be courteous and kind to others. -Respect personal space. -Walk on the right side of the hallway. -Stop at corners -Use soft voices. -Remove hats and hoods. -No earbuds and earphones are to be worn in the hallway. -No food and drinks consumed in the hallways. 	<ul style="list-style-type: none"> -Sit quietly with your class. -Be attentive and show respect. -Cheer or celebrate when appropriate. Never "boo." -Show school spirit and pride. -Remove hats or hoods.
Raider Technology	Cafeteria
<ul style="list-style-type: none"> -When carrying them, all devices should be closed and carried with two hands. -Keep devices out of bathrooms. -Never leave on the floor. -Use your own device, don't let others use your device, and don't loan chargers. -Sign out of any devices after using. -Charge your devices every day. -Keep food and drink away from your device. -No Stickers (etc.) may be placed on devices. 	<ul style="list-style-type: none"> -Choose all items before sitting down (one and done!). -Only touch what you plan to take and eat. -Only touch your tray and your food. -Use manners (please, thank you, etc.). -Clean up behind yourself. -Walk, stay in line, and wait for your turn. -Stay in your designated seat. -Talk softly to nearby peers. -Be kind and chew with your mouth closed. -Help others. -Remove hats and hoodies.

Car- Arrival and Departure	Bus- Arrival and Departure
<ul style="list-style-type: none"> -Enter and exit vehicles quickly and safely. -At departure, sit quietly. -Walk to and from your vehicle. -Walk down the hallway. -At departure, watch for your name on the list. 	<ul style="list-style-type: none"> -Arrive at the bus stop five minutes before bus arrival. -Leave the classroom at designated times accompanied by an adult. -At departure, go directly to the bus. -Walk down the hallway. -Board the bus in a single file line and sit quietly. -Follow all bus rules and expectations.

DRESS CODE

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

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

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

1. Hats, hoods and/or head garments, such as doo rags, will not be worn inside the building.
2. Sunglasses are not permitted in the building.
3. Garments which advertise alcohol and tobacco products are not permitted.
4. Halter tops and see-through tops are not permitted.
5. Tops/shirts that expose midriiffs or sleeveless shirts that expose excessive areas in the shoulder/chest region are not allowed (No spaghetti straps).
6. Clothing and/or jewelry which bears obscene gestures/remarks, profanity, or offensive material is not permitted.

7. All pants should be worn waist high or above. Sagging is not permitted. Students with loose pants must wear belts. The area below the waist must be covered.
8. Shorts, skirts, etc. must be long enough to reach the top of a dollar bill turned vertically at the knee. Garments should be of adequate length to assure modesty when the student is seated or engaged in school activities. This also applies to holes/openings in the garments.
Pajama pants and swim trunks are not allowed.
9. Students must wear comfortable shoes that allow them to move around school appropriately; however, bedroom shoes are not permitted.
10. Accessories that may be considered dangerous and/or a weapon are not allowed.
11. Working with the Florence County Sheriff's Office to assist with identification, attire or items associated with gangs, drugs, and/or criminal activity will not be permitted.
12. **Students are not allowed to bring blankets to school.**

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

STUDENT CONDUCT/EXTRACURRICULAR ACTIVITIES

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

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

INAPPROPRIATE ITEMS AT SCHOOL

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

CELL PHONES/PERSONAL COMMUNICATION DEVICES

****This procedure will be reviewed and is subject to change pending state and district board action at any time.***

The guidelines for the use of cellular telephones and other electronic devices is designed to ensure that the use of such devices does not interfere with teaching and learning during the school day. Our primary concern is the education and safety of students in our district.

1. The use of cell phones and other electronic devices for any purpose during the school day is not permitted unless authorized by a teacher or administrator including Smart watches.
2. The use of an electronic device for photography or videography, digital harassment, digital bullying, or "sexting" are STRICTLY FORBIDDEN.
3. Any phone communication during the instructional day will take place on school telephones with permission from office personnel.
4. **Students MAY NOT bring cell phones into the classroom when standardized testing is taking place (not in purses, pockets, or book bags)**. This is a testing violation that must be reported to the South Carolina State Department of Education and may also be reported to SLED for investigation.
5. Cell phones and other electronic devices should be turned off and put in bookbags or phone lockers (grades 7-8) at all times and on school buses.
6. **The school will not be responsible for these items if stolen or misplaced.**

Students found in violation of these guidelines will be reported to school administration. An administrator may confiscate the device. The device will be returned to the parent/legal guardian following

administrative regulations.

CHEWING GUM

Chewing gum carelessly disposed of will cause damage to carpet and furniture. **Chewing gum is therefore not permitted at school.**

Students, DO NOT BRING GUM TO SCHOOL. It will be confiscated and disposed of.

FOOD AND DRINKS

Food and drinks are not to be brought to school by students for consumption at any time other than lunch, and sharing among students is discouraged. Any exception to this should be a school sponsored event that meets FCSD2 policy requirements.

Students are encouraged to NOT bring metal cups of any kind.

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

SCHOOL RESOURCE OFFICER (SRO)

Hannah-Pamplico Elementary/Middle School has an SRO on school grounds. An SRO is a sworn law enforcement officer pursuant to the requirements of any jurisdiction of this state, who has completed the basic course of instruction for SRO as provided by the National Association of School Resource Officers and the South Carolina Criminal Justice Academy. The SRO is assigned to a school within the state to have as primary duty the responsibility to act as a law enforcement officer, advisor, and teacher for that school. The SRO is on school grounds to enforce the South Carolina "Safe Schools Act" and other laws addressing the school. The SRO is available to teach students about these laws and is also available to speak with parents/guardians when requested.

DISCIPLINE

Students are required to conduct themselves in an appropriate and

respectful manner at all times. Disruptive or inappropriate behavior interferes with the teaching/learning process and will not be tolerated. Each teacher will inform his/her students about classroom rules and also the consequences for violating them.

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

2. Students who are guilty of repeated small violations may be suspended when, in the judgment of the principal or his agent, suspension is the only means of correcting the misbehavior.

3. The SRO will be notified of all discipline violations involving drugs or alcohol, the possession of weapons, physical abuse (including fights), threats and/or intimidation, and any other serious violation as determined by the administration.

Certain offenses require that law enforcement be notified.

WEAPONS

It is against the law to bring to school or possess at any school event any type of firearm, knife, weapon or other device presented as a weapon.

Offenses of this nature may result in expulsion, fines, and/or imprisonment. Law enforcement officials will be notified of any incident involving a weapon or any device presented as a weapon.

Please discuss this extensively with your student(s) and make sure they understand the severity of this action.

THREATS

Threatening to take the life of or inflict bodily harm upon others is an act of criminal conduct and will be dealt with seriously by school authorities.

Caution your child strongly about making threatening statements or gestures toward others. **Threatening comments and/or actions may result in notification of law enforcement.**

SEXUAL HARASSMENT

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

FIGHTING

Fighting is a serious action which jeopardizes the safety of those who are directly and indirectly involved. **Fighting will not be tolerated at school or at any school event.** Students involved in fighting may be suspended or expelled from school depending on the severity of the confrontation. Please talk to your child about appropriate ways to handle conflict and warn him/her of the seriousness of fighting.

The SRO or other law enforcement officials will be notified of any fights occurring at Hannah - Pamplico Elementary/Middle School.

VANDALISM AND PROPERTY DAMAGE

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

PHYSICAL ABUSE OF OTHERS

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

ILLEGAL SUBSTANCES

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

TOBACCO/NICOTINE PRODUCTS

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

CHILD ABUSE

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

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

SAFETY

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

CONFIDENTIALITY CLAUSE

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

Employees

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

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

Title IX

Florence School District Two, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

Florence School District Two will respond promptly to actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

The District's grievance procedures and process for filing a complaint of sex discrimination or filing a formal complaint of sexual harassment can be found in District Board Policy GBAA, GBAA-R, JIAA, and JIAA-R, located on the District's website.

For any additional information or to file a formal complaint of sexual harassment or of sex discrimination, please contact:

Dr. Belinda Cain, Assistant Superintendent
Florence School District Two
Office of Student Services
2121 South Pamplico Highway
Pamplico, South Carolina 29583
(843) 493.9216
bcain@fsd2.org

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

SCHOOL BUS RIDER DISCIPLINE CODE

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

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

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

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

- getting on or off the bus at an unauthorized stop without permission;
- eating and/or drinking on the bus;
- standing or sitting improperly while the bus is moving;
- violating any safety procedures;
- intentionally riding a bus other than the assigned one without

- permission from the principal or the district's designee;
- continually making loud noises, yelling, and the like;
- pushing, tripping, engaging in general horseplay;
- encouraging others to misbehave;
- defacing property (writing or marking on the bus);
- littering inside the bus;
- possessing and/or using any tobacco product or other illegal substances on the bus;
- throwing objects out of the bus;
- throwing objects inside of the bus;
- throwing objects at the bus;
- refusing to sit in an assigned seat;
- using profanity, abusive language, and/or obscene gestures;
- having hands, arms, head, and so forth, out of the bus windows and/or doors
- using rude, discourteous behavior directed toward the driver or other passengers;
- disobeying the bus driver or the aide/monitor;
- harassing, threatening, intimidating, or physically abusing or hitting another student; and
- fighting.

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

Students may ride only the bus to which they are regularly assigned. They are to go to their bus immediately after being dismissed from school in the afternoon. In order to ride a different bus, students must bring a signed note from parent/legal guardian, and turn it in to the office for approval from the transportation