

RETURN TO SCHOOL GUIDE HMS 2025-2026



Mission

At Hand Middle School, we are committed to empowering all scholars to achieve academic and artistic excellence while fostering holistic growth and development in a safe, supportive, and positive learning environment.

Vision

Hand Middle School, in collaboration with our community, is committed to empowering all scholars for greater academic and social engagement; value their journey toward high school, college, and career readiness; achieve their potential, fulfill their dreams, live life to the fullest, continue lifelong learning; and provide exceptional service to make life better for themselves, their communities, and all humankind.

Beliefs

We believe:

- Fostering positive relationships is the foundation for scholars to reach their fullest potential in an environment conducive to learning.
- Promoting pride in one another and in our school is essential to educating the whole child.
- Elevating opportunities and expectations are the foundation for scholars to develop honorable character and achieve academic and artistic success in preparation for college and career.

Mantra

We are one Hand, one Voice, serving every Scholar every day.



Arrival Entrances:

Car Riders & Walkers: Enter the building via **Wheat Street**

Bus Riders: Enter the building via the **Bus Loop Covered Walkway**

Dismissal Exits:

Bikers, Car Riders, and Walkers:

6th Grade: Exit on **Wheat Street** side of the building

7th Grade: Exit on **Woodrow Street** side of the building

8th Grade: Exit via **Stairwell 4**

Bus Riders (Exit to Bus Loop):

6th Grade: Exit via **Stairwell 6**

7th Grade: Exit via **Stairwell 5**

8th Grade: Exit via **Stairwell 5**

AM/PM Supervision:

Safety, security, and supervision remain our top priorities for all scholars.

To support these efforts, guests will be allowed to enter the building beginning at 8:45 a.m., once the instructional day has started.

If assistance is needed prior to that time, please contact the Main Office at (803) 343-2947.

Due to duty responsibilities—and barring any major concerns—administrators and counselors will be available to meet with parents or guardians after 9:00 a.m. and again after 3:45 p.m. We appreciate your understanding and cooperation as we work to maintain a safe and forward-focused learning environment.

To connect with a member of our team, please schedule an appointment or email them directly. Kindly allow 24 to 48 hours for a response.

6GR

Don Butler, Administrator, donald.butler@richlandone.org

Latriya Spain, Counselor, latriya.spain@richlandone.org

7GR

Joselyn Davis-Williams, Administrator, joselyn.davis-willia@richlandone.org

Bruce Davis, Counselor, bruce.davis@richlandone.org

8GR

Lashaun Mathis, Administrator, leshaun.mathis@richlandone.org

Leah Jones, Counselor, leah.jones@richlandone.org

Athletic Events & After-School Performances

Scholars attending any athletic events or after-school performances must show their school ID and be accompanied by a parent/guardian for the duration of the game and/or after-school performance. You will not be allowed to enter the game/after-school event otherwise.

Scholars must also be seated during the game unless they are making a purchase at the canteen/using the restroom. There will be no congregating or hanging out or you will be asked to leave the stadium and/or gymnasium.

Attendance Matters:

1. Communication is KEY. If your student is absent, please send an email to Kaaren Rue, Attendance Coordinator, kaaren.rue@richlandone.org. Parent notes and medical notes may be submitted via email. Parents may also complete the "Absence Form" located on the Hand website.
2. Hand utilizes an "auto-dialer" system notifying parents of student absences. If you receive the auto dialer message (which states your child was absent for one or more periods) please use the message as your reminder to email Kaaren Rue regarding the absence. If you have questions about the message, please do the following:
 - a. Check your parent portal to determine the class where the absence occurred.
 - b. Email the teacher regarding the absence.
 - c. Reach out to Kaaren Rue for additional help.
3. If you have any questions regarding the R1 Attendance Policies, please contact Ms. Rue.

Note: Scholars will not be released after 3:00 pm.



Cell Phone Procedures

Our cell phone procedures align with Board Policy JICJ – *Prohibition of Personal Electronic Devices During the School Day* – and the South Carolina Department of Education's *Free to Focus* statute. Click the link to learn more: <https://www.richlandone.org/FreeToFocus>

School Expectations:

1. Devices and Accessories:

o Devices (e.g., cell phones, smartwatches) and accessories (e.g., earbuds, headphones) should be left at home.

o If brought to school, they must be stored in a designated lockbox or as otherwise directed by the school administration.

2. Staff Response:

o Faculty and staff will not engage in power struggles over device use.

o Scholars who violate the policy will be subject to progressive discipline as outlined in the Richland One Code of Conduct.

3. Communication with Scholars During the School Day:

o Parents or guardians should contact scholars via the main school phone (typically located in the front office).

o Teachers may use classroom phones to contact families when needed.

o In the case of an emergency, school staff will ensure immediate communication with families.

4. Liability Notice:

o If a scholar brings a personal device or accessory to school and it is lost or stolen; the school is not responsible for the loss or stolen device.

Dates to Remember:

August

11th ~ First Day for Scholars

September

1st ~ Labor Day

19th ~ Early Dismissal, 12:30 pm

RICHLAND ONE 2025-2026 ACADEMIC CALENDAR Modified School Year Calendar	JULY 2025 S M T W T F S 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	AUGUST 2025 S M T W T F S 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
	SEPTEMBER 2025 S M T W T 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	OCTOBER 2025 S M T W T 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
	NOVEMBER 2025 S M T W T 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	DECEMBER 2025 S M T W T 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
	JANUARY 2026 S M T W T 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	FEBRUARY 2026 S M T W T 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
	MARCH 2026 S M T W T 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	APRIL 2026 S M T W T 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
	MAY 2026 S M T W T 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	JUNE 2026 S M T W T 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
	CALENDAR KEY First Last Day of School for Students Professional Development Day (No School for Students) Student/Staff Holiday (Schools Closed) Teacher Workshop (No School for Students) Professional Development (Early Dismissal for Students) End of Week Early Dismissal for Students/Parent Teacher Conferences Teacher Workshop (Early Dismissal for Students)	
	2025-2026 Work Schedule 180-day employees: First Workday August 11, Last Workday May 27 184-day employees: August 7, May 29 186-day employees: August 5, May 29 190-day employees: August 4, May 29 200-day employees: July 28, June 5 220-day employees: July 14, June 19 240-day employees: July 1, June 30	
	CALENDAR NOTES 180-day employees do not work on 10/10, 2/13, 3/13, May 28-29 184-186-day employees do not work on 10/10, 2/13, 3/13 240-day employees work on 11/24, 11/25, 12/22, 2/16, 4/3 Student and Staff Make-up Days: November 24, November 25, April 3	

Instructional Time:

We work to ensure that our scholars receive quality, bell to bell instruction. So, we ask that if you need to contact your scholar's teacher, please email them directly or leave a voicemail message (allow 24-48 hours to respond). Should you need immediate assistance, please call (803) 343-2947.

Meals/Recess:

Breakfast – As scholars enter the building, they will grab their breakfast and report directly to their homeroom where teachers will greet them for their check and connect time.

Lunch - Scholars will have lunch by grade in the cafeteria.

Recess - Scholars have recess after their grade level lunch.

Outside Food:

We will **not** be able to accommodate outside food deliveries to the school. This includes deliveries from restaurants, food delivery services, and other external sources. We kindly ask that you pack a nutritious lunch for your child each day or encourage them to utilize our school cafeteria, which offers balanced meal options. If your child forgets their lunch, please contact the school office so we can make appropriate arrangements. We appreciate your understanding and cooperation. Our goal is to create a safe and supportive environment for all students, and we believe this measure will help us achieve that. Thank you for your continued support.

Student Transportation Services

My Ride Mobile App

The My Ride K-12 web and mobile app for Apple® and Android® devices can help ensure that your students never miss the bus again. This portal allows parents and students to access their own secure data for bus stop location, route, and pickup time. When your district's buses are equipped with a GPS hardware such as Telematic GPS, My Ride K-12 can use GPS geolocation to let users know when to expect their bus each day. This drastically reduces the number of calls placed to the transportation department by parents and guardians.

Please click the link below for more information and step-by-step directions on installing and registering in the My Ride system:

<https://www.richlandone.org/departments/student-transportation/home>

Note: Once our scholars safely depart school on the bus, we do not control arrival times. For transportation-related concerns, please save and use the contact numbers listed below.

Phone: Dispatch (803)695-5505

Phone: Main Line (803) 695-5499