



# **Brunson Elementary School**

**Home of the Warriors**

***“Where Academics and the Arts come together.”***

**Post Office Box 130  
34 College Street  
Brunson, SC 29911  
Telephone: (803) 398-5584**

**Joel R. Vaughn  
Principal (BES)**

**Dr. Glenda Sheffield  
Superintendent**

This student planner belongs to:

Name

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Phone

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## BRUNSON ELEMENTARY SCHOOL

P.O. BOX 130  
34 COLLEGE STREET  
BRUNSON, S.C. 29911

PHONE: (803) 398-5584  
FAX: (803) 632- 9965

*Welcome to Brunson Elementary School and the 2023-2024 school year!*

The administration and staff would like to take this opportunity to welcome you to Brunson Elementary. We value the support of our parents, faculty, and community partners as we work together to provide a safe, challenging environment where students are actively involved in developing skills needed in an ever-changing world. Working together we can create an atmosphere that allows our teachers to teach and our students to eagerly learn.

We are extremely proud to send you our PARENT HANDBOOK/STUDENT HANDBOOK. The information in the HANDBOOK has been prepared as a means of letting you know our school's policies and procedures. Parental support and encouragement are vital in helping us attain our goal of providing a quality education through an effective school. Communication and cooperation between the home and the school plays a major role in achieving this goal.

Please read the HANDBOOK in its entirety. This HANDBOOK will be used every day as a means of keeping you informed about school and the teacher informed about home. Please ask your child to see his/her HANDBOOK every day. Check your child's homework page **daily** and feel free to write any comments on that page. Sign the HANDBOOK daily even if the child has no homework. This will let the teacher know that you have checked it.

We look forward to serving you and your child throughout the coming year. We are excited about working cooperatively with you and having you participate in the many activities that we have planned for this year. If we may be of service, please come by or contact us at 803-398-5584.

Committed to excellence,

BES Administration, Faculty, & Staff

**There will be many pages that you will need to sign and return to school. These pages are not attached to the HANDBOOK but can be found inside the HANDBOOK or in a folder sent by the teacher. Please send them back tomorrow.**

Hampton County School District  
 Brunson Elementary School  
 SCHOOL CALENDAR  
 2025-2026

July 4, 2025.....	Independence Day
August 4-6, 2025.....	Work Days/Professional Learning Days
August 7, 2025.....	Students' First Day
September 1, 2025 .....	Labor Day Holiday
September 2, 2025.....	Professional Learning Day
September 10, 2025 .....	Interim Report 1
October 10, 2025.....	End of Quarter 1
October 15, 2025.....	Early Out Day
October 16, 2025.....	Quarter 1 Report Card/Parent Conference/Professional Learning Day
October 17 - 20, 2025 .....	Fall Break
November 12, 2025.....	Interim Report 2
November 24-28, 2025 .....	Thanksgiving Break
December 19, 2025 .....	Half Day
December 22, 2025-January 2, 2026 .....	Christmas & New Year's Break
January 5, 2026.....	*Intercession Day Semester 1
January 6-7, 2026 .....	Work Day/Professional Learning Day
January 9, 2026 .....	End of Quarter 2 / Semester 1
January 16, 2026 .....	Quarter 2 Report Card
January 19, 2026 .....	Dr. Martin Luther King, Jr., Holiday
February 11, 2026.....	Interim Report 3
February 12, 2026.....	Early Out Day
February 13, 2026.....	Professional Learning Day
February 16, 2026 .....	Presidents' Day Holiday
March 18, 2026 .....	End of Quarter 3
March 27, 2026 .....	Report Card/Parent Conferences/Professional Learning Day
April 3, 2026.....	Intercession Day
April 6-10, 2026.....	Spring Break
April 13, 2026.....	Intercession Day
April 29, 2026.....	Interim Report 4
May 25, 2026 .....	Memorial Day Holiday
June 2-3, 2026 .....	Half Days for Students
June 3, 2026 .....	End of Quarter 4 / Semester 2
June 4, 2026 .....	Work Day for Staff

**\*Intercession Days are by invitation only and are provided for students with academic or attendance makeup needs.**

**Weather Make-Up Days:** Semester 1 – October 20 and January 5    Semester 2 – April 3 and 13

*Hampton County School District is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. These days are for emergency situations, such as inclement weather or utility interruptions (for example, water line breaks or power outages). They are not planned days on the calendar.*

## WHO'S WHO

**Superintendent** Dr. Glenda Sheffield 803 943-4576

### **Hampton County School District School Board**

Board Chair Marsha Robinson

Vice Chair Kari Foy

Secretary Debra Holmes

Parliamentarian Mary Wilson

Member Hannah Priester

Member Doug Jarrell

Member Richard Long, Jr.

Principal  
Brunson Elementary Mr. Joel R. Vaughn 398-5584 EXT.1101

School Bookkeeper/Secretary  
1100 Mrs. Donna H. McCormick 398-5584 EXT.

PowerSchool  
1102 Mrs. Annette Smith 398-5584 EXT.

School Counselor  
1103 Mrs. Keyana Smith 398-5584 EXT.

Brunson Elementary  
Lunchroom Manager Ms. Fay Heape 398-5584 EXT.1106

Lunchroom Operator  
1107 Ms. Patricia Pinckney 398-5584 EXT.

## ATTENDANCE POLICY

Brunson Elementary has a legal obligation to ensure that all students attend school. All students are expected to attend school daily unless there is a good cause to be absent. Please send a written excuse from a certified medical professional or a parent note with the child when returning from an absence. The principal/designee will classify each absence – excused or unexcused. The principal/designee will request (by phone or by written note) a conference with the parent/guardian after a student has been absent unexcused for three (3) consecutive days or has a total of five (5) unexcused absences. At this time a student is considered truant. The principal/designee along with the parent/guardian will formulate a written agreement (provided by the school) to keep the student in school. If the school is unsuccessful in contacting the parent and/or guardian or having the parent/guardian keep the appointment, the District Attendance Supervisor will be notified. If the agreement is not kept and the student continues to accumulate unexcused absences, the principal/designee, the District Attendance Supervisor, (and in some cases an outside agency) and the parent/guardian will meet to amend the written agreement. The District Attendance Supervisor will be notified of any unexcused absences by that student.

**If placed on an Attendance Intervention Plan a student may be required to complete additional seat time as designated by the school.**

**Chronic absenteeism** is now being reported by the State Department of Education to the Federal Government. Any student who misses 10% of the enrollment period-for any reason (e.g. illness, suspension, excused or unexcused) is considered chronically absent.

All students are expected to make up work missed when absent, whether the absence was excused or unexcused. Teacher, parent, and the student are responsible for seeing that work is completed and turned in within two (2) weeks after returning to school.

## BEHAVIOR POLICY

The rules listed below are the core rules for Brunson Elementary. Teachers may add to the classroom rules; however, all core rules will be enforced.

1. Be in the right place, at the right time, doing the right thing, with the right materials.
2. Respect yourself, others and school property.
3. Keep hands, feet, and objects to yourself.
4. Obey all school and district rules and procedures.
5. Control your body, voice, and focus on concentration.

Our focus will be on the positive way to teach our students the behavior that is expected in every area and aspect of our school.

All teachers at BES have been/will be trained in using **Conscious Discipline**. **Conscious Discipline** is a comprehensive management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. **Conscious Discipline** has been specifically designed to make changes in the lives of adults first and is a Hampton County School District initiative. Our goal is to ALWAYS keep children in the classroom learning.

Please refer to the Hampton County School District Brunson Elementary School Discipline Manual. Students receiving 7 out of class referrals will be required to have a district administrative hearing. This manual provides the district policies and procedures for discipline. The offenses

are classified as Level I, Level II, or Level III. These are the discipline codes under which our schools operate.

While the Hampton County School District Discipline Policy is adhered to, there are also expectations, procedures, and rules at the school level.

We are committed to making Brunson Elementary a safe haven where learning can and will take place. Brunson Elementary has a school-wide discipline plan that gives every child many opportunities to manage his or her behavior. Expectations and rules will be posted in plain view in all areas of the school so students will be aware of what is expected of them wherever they go.

### **BOOKS & DEVICES**

**(Textbooks, Workbooks, Library, and Devices)**

SC issues free textbooks to students. Books that are damaged will be assessed a damage fee to compensate the state for the loss. Lost books must be paid for according to the following chart:

New book put in use this year	100%
Book used 1 year	80%
Book used 2 years	65%
Book used 3 years	50%
Book used 4 or more years	35%

(Books damaged beyond repair will be assessed as lost books. The district issues free workbooks to each student. When a student loses or heavily damages a workbook, the student must purchase a new one.)

All textbooks and devices are bar-coded, creating a computerized inventory system. It is the responsibility of the student and parent/guardian to take care of these materials to ensure they are returned at the end of the school year. If a textbook/device is lost or damaged, the student must pay a fee. **Please be sure to read your electronic device agreement carefully.**

### **BREAKFAST AND LUNCH**



Breakfast and lunch will begin on the first day of school.

The Brunson Elementary School breakfast and lunch program is through the USDA Community Eligibility Program. ALL students are eligible for meals at no cost.

Students are allowed to purchase food items a' la carte for an added cost. Breakfast will be served daily from 7:25-7:50.

Behavior and table manners are the responsibility of the staff on duty. A lunch menu will be sent home monthly with each child. There will be no "food trading" at lunch. **Breakfast or lunch from a fast food restaurant cannot be accepted in the cafeteria in their original packaging.**

\*If a student has a doctor's note stating that he/she is intolerant of milk, the school will provide juice. No carbonated soft drinks will be permitted at school. Children are encouraged to bring water bottles to use in the classrooms. We have water refill stations throughout the school for student and staff use. Students are not allowed to bring any drinks other than water unless a medical note is on file.

### **BULLYING/SEXUAL HARASSMENT**

Our goal is to establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The district policy on these subjects may be read in its entirety in the online school board policy.

Bullying and sexual harassment are forms of discrimination prohibited by federal and state laws. Consistent with these laws, it is the policy of Hampton County School District that bullying or sexual harassment is prohibited. Any student that feels he or she has been subjected to bullying and/or sexual harassment is encouraged to contact the school administration immediately. All school employees are required to report alleged violations of this policy to the principal or his designee.

### **BUS TRANSPORTATION**

Please refer to the Hampton County School District Brunson Elementary School Discipline Manual. The rules and procedures for bus discipline are listed in the manual.

**SCHOOL TRANSPORTATION IS A PRIVILEGE – NOT A RIGHT.**

It is important that proper behavior be maintained on each bus at all times. All students are expected to demonstrate respect for bus drivers and bus property. If a student's behavior goes beyond the driver's reasonable control, the driver will refer the student to the administration.

Students may not ride a different bus unless permission has been granted by the principal.

### **CELEBRATIONS AND PARTIES**

BES allows class parties during the year as planned by the teacher. Teachers will send information for needed items. Birthdays may be celebrated by sending store bought cupcakes/cakes during lunch when arrangements with the teacher have been made. Balloons and flowers will not be allowed on the bus and parents are discouraged from sending to school.



### **CHANGE OF INFORMATION**

Please inform the school immediately when your address, telephone number (home or work), or any other pertinent information changes. This is considered emergency information. Please include an emergency number for the school to use for contact.

### **DEVICES**

Students should not bring any personal electronic devices to school. This includes laptops, cellular phones, and other electronics.

### **DRESS CODE**

Please refer to the Brunson Elementary Dress Code Policy.

**Purpose:** The purpose of the dress code is to create an atmosphere that will allow us to provide the best education possible for your children and our students.

1. All clothing, including shorts and skirts/dresses must be appropriate for school. No short shorts or mini-skirts/dresses are acceptable. An accepted **guideline is not more than 4 inches above the knee when standing or shorter than fingertips when arms are extended by sides.**
2. All pants must be worn at the appropriate waist level. Pants must be worn so that undergarments or skin parts of the body are not visible. **Torn pants of any kind are not acceptable.**
3. All jumper and overall straps must be across shoulder and fastened. Belts must be buckled. All straps must not be less than 3 inches in width.
4. Hats, caps, and other head wear and sunglasses are not allowed to be worn in the building. Any exceptions will be at the discretion of the school administration.
5. No clothing with vulgar or obscene symbols, language, or wording is permitted. No clothing with advertisement for political messages, political intent or pictures depicting or suggesting alcohol, tobacco, drugs, or sex is permitted.
6. Shoes must be worn at all times. Shoes should enclose the foot. No flip flops, shower shoes, bedroom slippers, sandals, or slide-on shoes may be worn.

#### **Not allowed**

- Trench Coats
- Tank/Halter Tops
- Jeans/Pants with holes above the knee in them
- Inappropriate tight/short clothing
- Note: This list is not all inclusive and is at the discretion of the administration

PERSONAL BELONGINGS – Please write your child’s name inside coats, book bags, etc. Each year we have many items left at school with no one claiming ownership. A lost and found area is located in the school.

#### **EARLY DISMISSALS**

If a child is sick and needs to leave early or if a parent wishes to pick up their child during the day, a parent must come to the office to properly sign the child out of school. When it is necessary for someone else to pick up the child, written authorization from the parent is required.

Each day is important, and we encourage you not to schedule appointments during the school hours. However, we know this is sometimes impossible, but please watch the newsletter for important dates like standardized testing, to avoid interruptions of these days. The school reserves the right to require proper identification when a child is signed out. A student will not be released to anyone except the legal parent/guardian unless that person’s name is listed in the school’s records to do so. **No students will be signed out after 2:00 p.m.**

## ENROLLMENT

Parents can now register all children through a Central Registration Process.

Step 1: Complete the online registration found on the district website. (This can be completed at the district office if the parent does not have internet access.)

Step 2: There are several documents that must be provided once the registration form is completed. The school will provide a list of the requested documents.

Step 3: An appointment must be made for registration verification. Call the district office (803-943-4576) to make an appointment.

Step 4: There will be additional required forms from the school to complete.



## FIELD TRIPS

Field trips are designed to be a part of the curriculum. Field trips are a privilege, not a right. Students must display good behavior at school in order to be eligible for a field trip. A parent permission form is necessary for a student to participate in a class field trip. Due to safety, a parent may be encouraged to accompany their child on a field trip. Parents serving as chaperones may not bring another sibling/child on the field trip.

## GUIDANCE

The guidance office provides counseling services for students individually and/or as a group. Classroom guidance activities will be scheduled with classroom teacher.

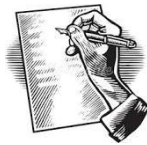
## HANDBOOK PLANNERS/AGENDA

Every student in grades PreK – 6 is issued a Handbook/Planner. This planner helps students organize, understand expectations, create timelines, set goals, monitor progress, and track their own success. The planner provides a place for students to record all assignments, the school calendar, and contains THIS handbook.

The planner is an effective learning tool for students, a vital communication tool for parents, and a real teaching tool for educators. **The students are required to use their planners every day.** We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at Brunson Elementary. One handbook/planner is issued FREE to each student. Lost or misplaced planners MUST be purchased for \$7.00. Please check the planner daily.

Do NOT tear pages out of the Handbook.

Parents **must** sign the Handbook daily.



## HOMEBOUND INSTRUCTION

Homebound Instruction is available for students who, because of accident or illness, cannot attend school. Please contact Special Services (943-4576) or this school for details.

## HOMEWORK POLICY

Homework is used to provide extra practice, enrichment, and an opportunity to develop a sense of responsibility. Homework is an extension of the instructional day. Parents are encouraged to make completion of homework a top priority. A quiet area to work is recommended, and parents should monitor the child's progress. Students should read and/or have their parents read aloud to them each night. Keeping a journal will help strengthen writing skills. Parents should check to see that the child has packed all books, assignments and charged devices needed for the next day.

## LIBRARY/MEDIA CENTER

Everyone who enters our library/media center is encouraged to share in the joy of reading and becoming lifelong learners through the instructional use of information and technology. The fee for a lost or damaged book is determined by the purchase price of the book. Watch for projects sponsored by the media center!

## PROMOTION /RETENTION POLICY

Hampton County School District works very hard to ensure each and every child's experience in school is a successful one. Part of building that path to a positive future is making sure every student is reading on grade level by the end of third grade. This effort takes schools, teachers, students, and families working together to teach literacy skills especially in the early years. The South Carolina Department of Education writes, "Research shows that students reading below grade level at the end of 3<sup>rd</sup> grade are six times more likely to leave school without a high school diploma (Murnane, Sawhill, and Snow, 2012).

This information is to make all families aware of the importance of your child learning to read, the Read to Succeed law, and the Hampton County School District Promotion/Retention Policy. The Read to Succeed Act may require **students not reading on grade level by the end of the 3<sup>rd</sup> grade to be retained** in that grade for another year. Hampton County School District Promotion/Retention Policy also states:

**A student may be retained in his/his grade if that student fails one or more core subjects.**

## REPORTING TO PARENTS

Each teacher will notify parents of student performance on a regular basis. Graded papers or papers with comments will be sent home a minimum of once a week in a special folder. All papers should be signed near the grade or comment and returned the next day. Papers will be sent in all areas but essentially in the basic skills areas of reading, math, writing, social studies, and science. All students at each 4 ½ week interval will receive an interim report to be signed and returned. Parents will be notified about a sudden change in grades, attitude or performance. REPORT CARDS will be sent at the end of each nine-week reporting period. (See school calendar for dates).

### PreK - Kindergarten

E=Evident I=In Progress

N=Not Yet Evident

### Grades 1- 6

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and below

For the **1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine weeks**, students must have the following to qualify for Principal's List & Honor Roll:

- Principal's List – All A's - no averages
- Honor Roll–All A's & B's–no averages

At the **end of the year**, students must have the following **yearly final grades in all CORE SUBJECTS** (to qualify for Principal's List & Honor Roll All Year):

- Principal's List – All final grades 90-100
- Honor Roll List – All final grades 80-89

**No grade lower than a 50 will be given on the report card each nine weeks. Teachers will place the actual number grade in the comment section. Interim reports reflect actual grade.**

### SCHOOL IMPROVEMENT COUNCIL

The SIC is a group of parents, faculty/staff members, and community volunteers who work toward continuous school improvement. Meetings are held monthly and are open to all interested.

### SCHOOL SCHEDULE

7:25-7:50 Breakfast  
7:50 Tardy Bell – (Refer to Tardies)  
2:30 Bus riders dismissed  
2:30 Car riders dismissed

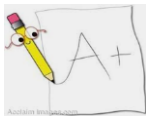
**There will be no supervision for students before 7:25 AM. No students should be on the school grounds before this time.** The school cannot be responsible for the students' safety before 7:25 AM.

### SICKNESS AND MEDICATION

Minor first aid problems such as scratches, scrapes, or small cuts will be taken care of by the classroom teacher. If a child has a fever, an infected or swollen area, or any other problems that need parental or professional attention, parents will be notified immediately.

**All medication must be brought to school in the original container and turned into the nurse's office.** The container must be properly labeled with the student's name, medication name and dosage of medication. Most pharmacists will give an extra container for school if the parent requests it. If a doctor supplies samples, the student's name must be written on the sample container.

Prescription medication will only be administered to the student for whom the prescription was written (other family members cannot take the medicine unless it was prescribed for them). All medication will be supplied by the parent or guardian. The school or school staff does not supply any type of medication.



For all prescription medications, an official school permission form must be completed by a parent and the prescribing physician or healthcare provider. An additional form may have to be completed if the time and dosage of medication changes. Most local physicians have copies of the official form. If your physician does not have any, please let us know. We will give you extra copies or fax a copy to the physician.

For all nonprescription medications: an official permission form must be completed by a parent and a physician/healthcare provider. An additional form may have to be completed if the time and dosage of medication changes. Upon entering school, the medication must be turned into the school nurse or school staff designated to keep and administer the medication.

Students are not allowed to keep any type of medications on them while at school. Students are not allowed to give medication to other students while at school. A new medication slip is required for each new or different medication. Medication slips can be obtained from the school. Aspirin or any medication containing aspirin will not be administered at school unless the parent obtains an official permission form signed by a physician/health care provider and the parent. All medications require a written order in the form of an official permission slip signed by a parent and physician/health care provider. Any medication that can be given at home should be given at home and not sent to school. The school district retains the discretion to reject requests for administration of medication.

Perfumes, colognes, and/or strong scented creams are not allowed to be worn to school. The use of these products causes a risk for our students and personnel who have allergies and/or asthma.

## **SCHOOL WORK POLICY**

All students are expected to complete all assigned schoolwork and do their best.

1. Any student failing one or more subject(s) will be referred for counseling at designated times no later than the week following the interim reports. This is the responsibility of the school counselor.
2. Students not performing up to anticipated levels should be referred for counseling as prescribed in #1 above.
3. Counseling sessions may be with an individual student, parent, teacher, or any combination of these.
4. Incomplete assignments will be made up by the student with the assigned teachers.

## STUDENT TRANSPORTATION BY CAR

Parents should SEND A LETTER WITH EXPLICIT DETAILS to the classroom teacher if the student is not to go home the usual established manner. A copy of these notes will be sent to the office for filing. IF A NOTE IS NOT RECEIVED FROM HOME, THE STUDENT WILL GO HOME BY THEIR USUAL MANNER. In the case of an emergency change of transportation, please call before 1:45 pm so the office will have ample time to deliver the message.

Morning Car Riders –Please let your child out of your car in front of the school. Your child should walk down the sidewalk. If you need to come in yourself, please park on the left side of College St. If you walk your child to school each morning, please say your goodbyes at the door. We encourage our students to become responsible for getting themselves ready to start the day. We thank you in advance for your help with this.

### Afternoon Car Riders

Your child's safety is a priority at Brunson Elementary. Parents are expected to help make school dismissal a safe procedure by complying with the following requests:

- Car riders are not dismissed until 2:30. DO NOT COME BEFORE 2:30 to pick up your child.
- Cars should travel down College St. ONE WAY between 7:25 am – 8:00 am and 2:30 pm – 3:00 pm. Faculty members will escort children to the cars

These procedures help us ensure your child does not get hurt and is safe with a responsible adult.



## TARDIES



Tardiness (after 7:50 AM) is harmful to your child's education and to the class that is disturbed. Students should be in class, unpacked and ready to start the instructional day before 7:50 AM. **Students arriving after 7:50 AM must report directly to the office and be signed in by a parent to receive a homeroom pass.** Teachers are not to admit a tardy homeroom student to class without a pass. A district level conference will be required after a student receives 7 tardies.

## VISITORS

ALL visitors to the school must report to the main office for clearance and a pass before visiting anyone in the school. Parents, remember if you need to MEET with a teacher, he/she will be available by appointment.

NO LIVE ANIMALS ARE PERMITTED IN THE BUILDING (without prior approval from the administrator).



**The following signatures will be the only authorized signatures used on any notes and papers for my child. I understand that if there is an addition to or a deletion from this list, it is my responsibility to inform the school.**

Signature \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Signature \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Student Name:

\_\_\_\_\_

The **Acceptable Use Policy** was distributed in the beginning of the year packet, is available at the school, on the school and district website, and through the Registration Portal. I understand that all instructional technology access is designed for educational purposes. I further recognize that while my student's use will be supervised and/or monitored by the staff of Hampton District One, it is impossible for the district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. **Parents not wishing for their child to be allowed access to computer networks, Internet, or other communication services must so indicate in writing to the school's Principal (opt-out).**

**I have read this entire handbook thoroughly and have discussed all rules and procedures with my child. We, both parent and child, agree to abide by and follow, to the best of our abilities, the policies, procedures, and rules covered in this handbook.**

Parent's  
Signature: \_\_\_\_\_

Student's  
Signature: \_\_\_\_\_