

AYNOR MIDDLE SCHOOL

STUDENT HANDBOOK 2024-2025

“We are Aynor, and we will thrive together!”



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Galivants Ferry, South Carolina 29544
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Fax (843)358-5065
<http://am.horrycountyschools.net/>

This handbook contains Aynor Middle School's rules and regulations. Each student will receive a copy and is responsible for its contents and expected to follow all rules and procedures.

***Please note: The guidelines and procedures contained in this handbook may have gone to print prior to any changes related to distance learning, and may not apply in distance learning or hybrid settings.**

School Telephone Numbers

Main Office 843-358-6000
Main Fax 843-358-5065
Media Center 843-358-5075

Guidance Office 843-358-5070
Guidance Fax 843-358-5066
Cafeteria 843-358-7100

Attendance 843-358-5071
Athletics (AHS) 843-358-7117
Bus Office 843-488-7125

MISSION STATEMENT:

The mission of Aynor Middle School, an evolving community deeply rooted in rural values and beliefs, is to empower each student to be a positive, productive member of society through innovative education that focuses on the individual development of each student.

CONTACT INFORMATION

Athletics (AHS)	Mr. Josh Spivey
Attendance	Mrs. Clara Curry
Buses (AHS)	Ms. Jackie Rustowicz
Principal	Mr. Daniel Plaza
Assistant Principal: 6 th /7 th	Ms. Danielle Dunnagan
Assistant Principal: 7 th /8 th	Mr. Rob Pisaniello
Guidance	Mr. Michael Painter
Guidance	Dr. Hanna Smith
Guidance	Mrs. Baylis Hyman
RBHS Counselor	Mrs. Breian McCoy-Lee
Nurse	Mrs. Traci Lee
Media Center	Mrs. Leah Leasure
Bookkeeper	Mrs. Charmaine Martin
Textbooks	Mr. Rob Pisaniello
Technology	Mr. Michael Hawthorne

SCHOOL POLICIES and PROCEDURES

The school policies were developed by the Administration, School Improvement Council, faculty, and students of Aynor Middle School in accordance with policies of the Horry County School Board to serve as a guide for each student in developing the practice of self-discipline, good citizenship, and educational progress.

Every rule is not stated in the student handbook. Students will be given classroom rules by their teachers at the beginning of the school year, along with class objectives and activities. This handbook contains general guidelines and procedures that apply to all students regarding behavior and discipline. Parents and students should also read the Horry County Schools Parent Student Handbook which contains regulations that apply to Aynor Middle School students and may or may not be contained in this handbook.

ARRIVAL PROCEDURES

The AMS campus opens at 7:30 am and accepts supervision at that time. Students should not be dropped off prior to 7:30 am unsupervised. All students arriving between 7:30-8:10 am should enter through the cafeteria where staff will conduct metal detector searches and breakfast will be served. After searches, students report to their homeroom class. **Any student arriving after 8:10 am is tardy. The cafeteria doors lock at 8:10 am, and students and parents must enter through the main office to be signed in by a parent/guardian.**

Parents are asked to keep the drop-off line moving. For the safety of all, please do not use the bus entrance or front parking lot for drop off or pick up.

DISMISSAL PROCEDURES

Aynor Middle School dismissal time is 3:12 PM. Students are called based on their transportation groups.

Bus Riders:



- All bus riders will remain in their last period class until their bus number is called to proceed to the gym and immediately load their assigned bus. For late buses, bus riders are staged in the gym until their bus arrives.

Car Riders and Walkers:

- Students should listen and watch for their names or car rider group to be called to exit the building (names are displayed in all classrooms as parents arrive in the loop prior to the pickup line).
- For the safety of all, families are required to utilize the car rider loop.
- Students should be picked up NO LATER than 3:45 PM each day.
- Students could also face disciplinary action if left unapproved after 4:00 pm.
- Car rider tags are issued at Open House and the beginning of the school year. Please contact the front office or media center staff in order to receive a tag, or to be issued a new tag.
- In an effort to expedite the car rider lines, please make sure the car picking you up has the appropriate name tag in the window for pick up.
- In order for students to walk home, parents must have submitted a written request. Approval is based on proximity of the residence on file to the school and in considering any safety concerns. Students are issued a walker pass that must be visible during dismissal. Walker passes may be revoked by school administration.

Participants in After-School Supervised Activities:

- Whether you are staying for ball practice, tutoring, yearbook, club meeting, etc. – you must be in the company of an adult.
- Failure to be picked up within 15 minutes of the conclusion of the event can result in disciplinary action including but not limited to withdrawal of privilege to stay for after school activities.

PARENT/GUARDIAN CONTACT INFORMATION: In our efforts to properly support and care for your child, it is often necessary to contact a parent/guardian. **It is imperative that we have accurate and current phone numbers, email addresses and physical addresses available at all times. If any student information changes during the school year, the parent/guardian should immediately contact us to properly make the needed changes.**

HEALTH ROOM: A full-time school nurse is available for minor health problems. A student must obtain a pass from the teacher whose class he/she is assigned before going to the nurse. Students who are sick will be allowed to wait in the health room after parents have been contacted to come and pick them up. If students are not leaving school due to sickness, they will be required to return to class. Parents of students who have medical concerns should contact the school nurse so she may prepare accordingly.

MEDICATION (and/or look-alike medication):

Any substance that appears to be medication will be treated as medication. School employees are not allowed to administer medications to students without approved medical forms on file. This includes all prescription and over-the-counter medications. Students who need to have medications at school must follow the procedures listed below:

1. Students are **NOT** allowed to bring medications to school. **ALL** medications must be delivered to the school nurse by an adult.
2. A [medical consent form](#) must be completed with details on how any medication should be administered at school.
3. **Prescription Medications** must be brought to the school nurse by a parent/guardian in a container appropriately labeled by a pharmacy. A parental permission form.
4. **Over-the-Counter Medications** must be brought to the school nurse by a parent/guardian in the original container.

ATTENDANCE

Consistent school attendance is critical for student achievement. If students are not present, they cannot benefit from classroom instruction. State attendance laws require student attendance for course credit and grade-level promotion.

To be promoted to the next grade or receive credit for high school courses, students may not be absent from **any** class for more than ten (10) days for year-long courses or five (5) days for semester courses, unless the absences are excused.

Students are considered truant after three (3) consecutive or five (5) cumulative days of absences, tardiness, and early sign-outs that are not excused. If a student becomes ill at school and leaves school early, absences in classes missed that day count against the student's ten days unless the student has a note from a doctor or is excused by the school nurse. Students may be asked to recoup lost instructional time via afterschool tutoring or detention.

An Attendance Intervention Plan (AIP) will be developed by the school for truant students. The plan will help to establish goals for regular school attendance and will be monitored to ensure compliance. Failure to comply with the plan may result in legal proceedings through Family Court.

(NOTE: Beginning in the 6th grade, students are accountable for INDIVIDUAL CLASS ATTENDANCE including TARDIES. Being present for half-day does NOT count as present in all classes for that day.)

EARLY CHECK-OUT: In no case may a student leave the school grounds unless he/she has been properly signed out in the attendance office by a parent/ guardian, the principal, or his designee. Failure to follow this procedure will result in disciplinary action. Below are procedures that must be followed for a student to leave school early:

Before school begins, submit a note to the attendance clerk with the student's name, grade, check-out time, phone number, and parent signature. The student will be issued an Early Dismissal Pass, which allows the student to leave class at the designated time. Please communicate and arrange any early sign-outs in advance in order to prevent class disruptions in calling a student to the front office as the office will not interrupt classrooms for such calls. We cannot dismiss students from school as a result of a telephone call. Once a student leaves school early, **he or she will not be allowed to return unless accompanied by a parent/guardian. All early sign-outs must be prior to 2:30 pm, as staff is preparing for dismissal.**

TARDY POLICY (Class tardies): Students are accountable for individual class attendance including tardies. Attendance is taken at the beginning of each class period. We mark class tardies for children who are not in the classroom by the designated time. It is vital that students are in class on-time, prepared and ready to learn. Students arriving late will be disciplined accordingly. Parents of car riders have the responsibility of ensuring their child is on time each and every day. We conduct morning searches of students daily. To avoid unexcused tardies, please make sure your child has adequate time to go through this process and handle any personal needs he/she may have.

HCS Middle School Tardy to School Policy

Students should be in their first class, ready to begin working at 8:10 am each school day. Any student who is not in the building and through search by this time, will be marked tardy.

Consequences for arriving tardy to school are as follows:

- 1st and 2nd offense: Verbal Warning and parent notification
- 3rd through 5th offense: After School Detention/Parent Contact. A one hour after school detention assigned and supervised by school staff; assigned one week to be served the next week. Note: If students do not attend after-school detention consequences of ISS will result (step 7)
- 6th offense: Suspended pending parent conference; possible revocation of waiver, if applicable.

7th offense and beyond:

7th - 1 day of ISS

8th - 2 days of ISS

9th - 1 day of OSS

10th - 2 days of OSS

11th - Evidentiary Hearing

It is the responsibility of the student and the student's parent(s)/guardian(s) to provide timely pickup and transportation home from an after school tardy detention. Note: Accumulation of tardies will restart each semester.

HOMEBOUND: Parents who anticipate an extended medical absence should consult a medical doctor to determine if homebound services should be considered. The parent will need to pick up the appropriate form from the AMS Homebound Coordinator, have the doctor complete the form, return the form to the AMS Homebound Coordinator, and wait for approval.



AFTER AN ABSENCE:

The student should submit written documentation of the absence to the attendance clerk before reporting to the class (box outside of the nurse office). This should be handled **before** school and is not an excuse for being tardy to class. This written documentation should be provided to the attendance clerk upon return to school. Once verified, coding in PowerSchool will reflect whether the absence was lawful(excused) or unlawful(unexcused).

Definition of Lawful (excused) Absences are defined as:

- Students who are ill and whose attendance in school would endanger their health or the health of others; illness verified by a statement from a physician turned in to the attendance office within three (3) days of the student's return to school.
- Student in which a member of his or her immediate family is seriously ill or passes away is documented by a statement from the family member's physician or a copy of the death announcement, obituary, or program of the funeral service.
- Students who are absent for recognized major religious holidays of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal; these must be submitted to the attendance office in advance on a completed Request for Principal Approval Form which can be obtained from the attendance office at the school.

Lawful/Excused Codes in Powerschool:

(SC-BRV)Bereavement; (SC-EX)Excused by Principal; (SC-PA) Principal Approval/Education Trip approved by Principal; (SC-ONST) Guidance;(SC-HMBD) Medical Homebound; (SC-HMSD) Homebased; (SC-LEG) Judicial; (SC-REL) Religious Holiday; (SC-MED) Medical;(SC-EX)Homelessness;approved by Principal; (SC-ONST) Guidance;(SC-HMBD) Medical Homebound; (SC-HMSD) Homebased; (SC-LEG) Judicial; (SC-REL) Religious Holiday;(SC-MED)Medical;(SC-EX) Homelessness.

Definition of Unlawful absences are defined as:

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parent.
- Religious-based camps, retreats or conferences.

Unlawful Absence Codes in Powerschool:

(SC-UNEX) Unexcused/Unverified; (SC-PN) Unexcused parent note; (SC-IMNZ) Immunization; (SC-UTRD) Unexcused tardy

MAKE UP WORK AFTER ABSENCE:
It is the responsibility of the student to make arrangements with teachers to make up all missed work within FIVE school days after returning from an absence. Work not made up in this time frame will result in a zero. A student who misses an assigned test is expected to take the test the day he/she returns. For extenuating circumstances, contact the AMS administration

Schoolwide Late Work Policy

Assignments should be submitted and turned in on time. However, assignments will be accepted if late, as it contributes to the learning and necessary coursework. Assignments must be submitted prior to the last week of the marking period. Generally, there is a 10 point per week penalty for late assignments including digital content.

- 10 point penalty for assignments up to 1 week late (days 1-5).
- 20 point penalty for assignments up to 2 weeks late (days 6-10).
- 30 point penalty for assignments up to 3 weeks late (days 11-15).
- 40 point penalty for assignments up to 4 weeks late (days 16-20).
- 50 point penalty for assignments in excess of 5 weeks late.

Assignments reviewed and gone over by the teacher in class, will receive half credit.

BEHAVIOR EXPECTATIONS

The following rules and consequences are outlined as contained in the regulations governing student conduct established and required by the S.C. Board of Education. School rules apply to any student 1) who is on school or District property; 2) who is in attendance at school or any school-sponsored activity, whether on or off district property; 3) who is on a school bus(or bus stop) or other District vehicle; and 4) whose conduct at any time or in any place has a direct and immediate effect on maintaining order, providing an optimal learning environment, and ensuring discipline in Horry County schools. For further explanation of the State Discipline Code, refer to the Horry County Student/Parent Information Guide.

Students are expected to conduct themselves as young ladies and gentlemen at all times. The staff will make every effort to interpret and enforce student discipline in a **consistent and fair manner**. Any behavior considered inappropriate or disruptive to the educational environment will be handled in a manner the administration feels is most appropriate for all concerned. Students elected to positions of leadership, as well as those earning other honors, are expected to set an example for the entire student body. Students may be removed from positions of leadership, activities, or teams at the discretion of the administration.

The list below is only a partial listing of discipline codes and general consequences.

NOTE: After considering all circumstances, the Administration reserves the right to handle each disciplinary matter in the most reasonable manner.

Positive Behavior Incentives:

Aynor Middle School offers a number of positive incentives to reinforce expected behavior, academic performance, and displaying characteristics that uplift students and staff.

- Positive praise, calls and letters home.
- Friday Jacket Time Incentives: students receive additional break and recess time for staying current on assignments. This time is offered during Jacket Time on Fridays.
- Students accumulate digital points throughout the week. Points earned from teachers and staff members may be used towards school store items.
- A and B Honor Roll: Students are recognized quarterly with a certificate, and at the end of the year ceremony.
- Positive Vibe Cards: These are written by fellow staff and peers as a sign of appreciation for the contributions and positive character traits displayed.
- Student of the Week: Students are selected for each grade level for the upcoming week. This includes a certificate, and posting to social media and the marquee sign.
- Special recognitions such as our Most Improved Student and Student of the Year Awards.

Disciplinary Behavior and Consequences:



Level 1 - Disorderly Conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. Disorderly Conduct (Level 1) may be reclassified as Disruptive Conduct (Level 2) if it occurs three or more times.

Acts of Level 1 conduct may include, but are not limited to the following:

CODE: 002 Other Offenses(Minor)
CODE: 005 Detention Violation
CODE: 006 Dishonesty
CODE: 007 Disrupting Class
CODE: 016 Inappropriate Language
CODE: 017 Inappropriate Behavior
CODE: 018 Inappropriate Materials
CODE: 023 Property Misuse
CODE: 028 Throwing Objects
CODE: 030 Violation of Class Rules
CODE: 031 District Medication Violation
CODE: 150 Cutting School, Class or Activity
CODE: 180 Tardy

CODE: 190 Cheating
CODE: 200 Off Limits
CODE: 210 Profanity
CODE: 240 Loitering
CODE: 271 Failure to comply with disciplinary
CODE: 275 Failure to complete school work
CODE: 280 Dress Code
CODE: 290 Obscene Gesture
CODE: 330 Phone Violation
CODE: 390 Unauthorized Device
CODE: 405 Horseplay
CODE: 430 Contract Violation

Possible sanctions to be applied in cases of disorderly conduct may include, but are not limited to, one or more of the following:

- A. Withdrawal of privileges/exclusion from extra-curricular activities
- B. Temporary removal from class
- C. Call to parent
- D. Conference with parent
- E. Detention
- F. Home visit
- G. Verbal warning
- H. In-school suspension
- I. Letter to parent

Level 2 - Disruptive Conduct is defined as those activities engaged in by students which are directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain Level 3 offenses, justifying both administrative sanctions and court proceedings.

Acts of Level 2 conduct may include, but are not limited to, the following:

CODE: 001 Aiding Others
CODE: 003 Bite/Pinch/Spit
CODE: 004 Contraband
CODE: 012 Harassment
CODE: 013 Sexual Harassment
CODE: 014 Hit/Kick/Push
CODE: 015 Inappropriate Affection
CODE: 019 Indecent Exposure
CODE: 020 Major Disruption
CODE: 022 Inappropriate Physical Contact

CODE: 027 Threat to Student
CODE: 220 Computer Violation
CODE: 230 Tobacco
CODE: 270 Refusal to Obey/Defiant
CODE: 340 Bus Violation
CODE: 380 Probation Violation
CODE: 407 Confrontation/Altercation
CODE: 420 Disrespect
CODE: 651 Bullying
CODE: 652 Cyber bullying

Possible sanctions to be applied in cases of disruptive conduct may include, but are not limited to, one or more of the following:

- a. Temporary removal from class
- b. Referral to outside agency
- c. Withdrawal of privileges/exclusion from extra-curricular activities
- d. Detention
- e. In-school suspension
- f. Suspension until parent conference
- g. Out-of-school suspension
- h. Transfer
- i. Restitution of property and damages
- j. Probation
- k. Alternative school assignment
- l. Interim alternative placement/home-based
- m. Expulsion
- n. Other sanctions provided in Level I.

Level 3 - Offenses are defined as those activities engaged in by a student which result in violence to oneself or to another person or person's property, or which pose a direct and serious threat to the safety of oneself or others. **These activities usually require administrative actions which result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.**

Acts of Level 3 conduct may include, but are not limited to, the following:

CODE: 009 Fighting
CODE: 027 Threat to Staff
CODE: 250 Gang Activity
CODE: 260 Bomb Threat
CODE: 350 Fire Alarm
CODE: 510 Assault, Aggravated
CODE: 520 Assault, Simple
CODE: 550 Counterfeit/Forgery
CODE: 560 Disturbing School
CODE: 570 Drug Distribution

CODE: 575 Drug Usage
CODE: 580 Drug Possession
CODE: 650 Intimidation
CODE: 670 Larceny/Theft
CODE: 680 Alcohol/Liquor Law Violation
CODE: 690 Non-Forcible Sex Offense
CODE: 700 Other Offenses- Serious
CODE: 710 Pornography
CODE: 760 Vandalism
CODE: 789 Weapon

Possible sanctions to be applied in cases of Level III offenses may include, but are not limited to, one or more of the following:

- a. Out-of-school suspension
- b. Withdrawal of privileges/exclusion from extra-curricular activities
- c. Assignment to alternative school
- d. Expulsion
- e. Restitution of property and damages
- f. Referral to outside agencies and/or law enforcement.
- f. Other sanctions provided in Level II.

HCS Personalized Digital Learning

The Vision of Horry County Schools' Personalized Digital Learning Initiative is to transform teaching and learning by immersing all students in rich, authentic, relevant, personalized digital learning experiences that lead to college and career readiness and enable deeper learning across the disciplines.

Middle School Grades 6-8

The \$25 Tech Fee is required for students in grades K-12 to take a device home. This fee may be paid during registration, or in-person at the school.



Students who pay the Technology Fee:

- pay an additional \$25 for the first accidental damage repair, \$75 for the second accidental damage repair, and the full cost of repair/replacement for all subsequent accidental damage repairs during the academic year
- pay an additional \$25 for device replacement due to theft (requires formal police report)
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss of device
- students in grades 6-12 are allowed to take devices home
- students in grades K-5 are allowed to take devices home ONLY when school is in eLearning/Distance Learning program days

Students who do not pay the Technology Fee:

- pay full repair cost for all damage
- pay full replacement cost for loss due to theft
- pay full replacement cost for loss of device
- If a student didn't return their device or owes for a damaged device from last school year, we do not issue another one until the first one was returned or the parent paid the repair cost. Payment plans are being allowed and are being set up by the school administration.

Student Agreement

Student pledge for use of District-owned personal Mobile Computing devices:

- The student will take proper care of the personal mobile computing device and be accountable for it at all times;
- The student will not lend the personal mobile computing device, charger and cords to others;
- The student will not share my login and/or password for personal accounts or attempt to use the accounts of others;
- The student will charge the battery of the personal mobile computing device daily to ensure that it is ready for use;
- The student will keep food and beverages away from the personal mobile computing device;
- The student will not disassemble any part of the personal mobile computing device, nor attempt repairs;
- The student will not remove or delete District-required applications, profiles, or restrictions, nor attempt to access or alter other accounts or devices;
- The student will protect the personal mobile computing device;
- The student will save data/files in a safe and accessible location. Network/cloud-based storage should be used to avoid data loss due to device issues. Students are ultimately responsible for saving all data/files;
- The student will not place decorations (such as stickers, markings, etc.) on the personal mobile computing device;
- The student will not deface the serial number, manufacturer labels, or District labels on any personal mobile computing device;
- The student will follow District policies outlined in the Personal Mobile Computing Device Guide and the District's Acceptable Use Policy;
- The student will notify my teacher or administrator immediately if the device has been lost, stolen, or vandalized;
- The student will be responsible for all damage or loss caused by neglect or abuse; and
- The student will return the personal mobile computing device and power cords in good working order at the end of the school year, or at any time during the year should I transfer schools within the district or leave the district for any reason.

When using network and Internet resources, the student will:

- Use the Internet for legitimate educational purposes;
- Send messages (email, IM, chat, etc.) only at the direction of my teacher during school hours or during times and at locations that may be allowed by my school;
- Not attempt to download or save files to the device without teacher approval;
- Not search for, download, or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive, or vulgar material, or assist any other student in such activities;
- Not harass, insult, or attack others via electronic communications;
- Not attempt to damage or alter computers, computer systems, computer networks, or mobile devices, including settings and installed software;
- Not violate copyright laws, including the use or possession of bootleg software, music, or movies; and I Not attempt to trespass in another's folders, work, files or devices or use any accounts other than my own.

Violation of these items above will result in disciplinary action set forth in Horry County Schools' Policy Manual, which can be found online at www.horrycountyschools.net, including possible loss of access privileges to such resources.

STUDENT EXPECTATIONS

ASSEMBLY: Please adhere to the following during assemblies: treat performers with respect; refrain from whistling or making loud noises; applaud at designated times to avoid embarrassing individuals; remain seated with your class; sit upright so feet are not on chair backs or seats.

BREAK: Weather permitting, break occurs at the end of the lunch period. Students are expected to walk with their teacher around the outside of the building to the designated break location. Students are to stay within the designated boundaries. Students should not be running unless participating in an organized game. Students should line up with their teacher when the signal is given to end break.

CAFETERIA: Students will be escorted to lunch by a teacher. Students should prioritize eating lunch prior to socializing. A microwave is available for students to warm lunches from home. Each student should clean his/her area after eating. Students should incorporate a restroom break into their lunch period. Students will be escorted back to class by teachers. If you need to leave the cafeteria during lunch time, seek permission from a staff member first. Students are expected to follow all directions given by the cafeteria staff at all times.

CARE OF PREMISES: Student help is needed and appreciated in the care of the school and grounds. Encouraging others to dispose of litter and to refrain from defacing property is helpful in keeping AMS in top condition.



CLASSROOMS: Everyone should be seated at the start of class. The school tardy plan is followed in each class. Students are expected to complete all class assignments. Students are to be prepared with homework, needed materials, and books for each class. No one should disrupt class or disturb others. Students causing serious disruptions or displaying disrespect will be removed from class and referred for disciplinary action.

DANCES: Once students have arrived at a dance, they are expected to remain until the dance is over. If a student needs to leave early, he/she can be picked up by a parent or guardian coming into the building and notifying a chaperone of the situation. The dress code will be enforced.

DELIVERIES: We will not interrupt classes to notify students of items that have been delivered to school (ex. lunch boxes, notebooks, projects, gym bags, etc.). These items can only be distributed between classes or at the end of the day. We cannot guarantee that students will receive these items by the time they may need the item. Please remind your child before leaving home to make sure he/she has needed items for the school day.

FOOD/DRINKS/CANDY: Students are encouraged to stay hydrated throughout the day by bringing a sealed water bottle or closed or sealed-top bottle (i.e. twist top). Any unsealed bottles must be transparent and empty upon entering. No spout or sprayable bottles allowed. No glass containers. Water refill stations are available throughout the building. Drinks such as sodas, are to remain sealed until during lunch. All other food and drinks must be consumed while in the cafeteria, or will be discarded during morning bag checks.

HALLWAYS: Students should enter and exit the hallways in an orderly manner. Keeping to the right in the hallways alleviates congestion. Pushing, shoving, shouting, running, and playing are not appropriate.

HALLWAY PASSES: Students are not allowed to be out of class without a hall pass. School staff must be aware of students' whereabouts at all times. Being out of class without a pass from your teacher could result in a discipline referral.

LUNCH DETENTION: Teachers and administrators may assign lunch detentions and notify parents of detentions. Students report to the ISS room to serve the detention during lunch and recess time. Lunch will then be received with the ISS teacher. If the student does not show up for a lunch detention, the detention time will be doubled. If the student fails to show again, a discipline referral will be written by the teacher who assigned the detention.

LOCKERS: Individual lockers are not assigned in order to allow students to efficiently and safely transition between classes (with the exception of during physical education class). Students are assigned a locker and a school-owned combination lock for use during physical education class only. Students are not allowed to share lockers or their locker or combination. A fee will be charged for lost locks.

PERSONAL: Students are expected to be respectful to adults and each other. Students may not hold hands, hug, or display any other forms of public affection to any student.

PERSONAL ITEMS: Students should limit items brought to school to those items necessary for school activities. Scented items (perfume, body sprays, deodorant) are allowed, but only should be used in locker rooms. Toys are not allowed. Items that have no educational value, may contribute to a loss of instructional time, or items that may create a distraction or disturbance must be left at home. Items of value should not be brought to school. **Students are not allowed to bring any play equipment (i.e. basketballs, footballs, etc.) to school.** The school will not be responsible for lost or stolen articles.

RESTROOMS:

Students are expected to use the Smartpass system in using the restroom during instructional time. Students are encouraged to use the bathroom during breaks and lunch time when at all possible to avoid interfering with instructional time. Parents will be contacted if a student is frequently missing class time on a regular basis, or for extended periods of time.

Students should follow posted hallway and restroom procedures. Noise should be at a minimum during scheduled restroom breaks. This is not for additional social time. It is for restroom use only. Students will be expected to utilize these opportunities, and should NOT need to leave class to visit the restroom unless an emergency occurs. Emergencies should not happen on a regular basis. Students should not be in the restroom without a pass from the teacher unless it is a scheduled restroom opportunity. Students should report any restroom problems to the teacher immediately.

Students are expected to practice good sanitary habits. Students should wash hands with soap and water after using the restroom. Loitering is not allowed in the restroom areas. Non-flushable items should be placed in trash containers located in each stall. No writing utensils are allowed in the restroom. Horse playing and loitering are prohibited.

DRESS CODE

Students have the responsibility for dressing in an appropriate manner while on campus or when involved in all school activities. Personal appearance of students should promote health and safety, contribute to a positive learning environment, and project a positive image of the school district to the community. Generally, student attire is considered appropriate as long as it does not, or could not, interfere with the educational process, cause disruption, or damage school property. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. The administrative team reserves the right to determine when a student's dress is inappropriate in accordance with this policy. When a student's dress is deemed to be inappropriate by an administrator, the student will be asked to make modifications and/or call someone to bring acceptable attire. The student will be assigned to ISS for the remainder of the day or until a parent may be reached to bring appropriate attire. Dress code violations are generally a Level I offense. Additional consequences will apply to repeat offenders.

To aid parents, guardians, and students of Aynor Middle School in the area of dress, the following guidelines have been established:

- All items of clothing should be clean and appropriate for school and must comply with health and safety requirements. They should not be too tight, improperly revealing, or allow undergarments to be seen.
- Garments, jewelry, or articles of clothing should not display emblems related to alcohol, illegal or abusive substances, gangs, violence, sex, or obscenities. Clothing must be free of words or symbols that are offensive or demeaning to others. This guideline applies to clothing worn at any school function.
- Shorts, pants, and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
- Shoulder straps on shirts or dresses with no sleeves must be 2-3 finger widths across the shoulder.
- Hats, caps, hoodies, bandanas, sunglasses or other head coverings are not permitted to be worn in the building.
- Shoes must always be worn and should be appropriate for school activities. (For example, bedroom shoes and cleats are not permitted at school.)
- Pajamas or sleepwear are not permitted in the building.
- Slits or holes in clothing must be passed the students' fingertips when shoulders are relaxed and fingers are extended arm's length by his/her side.
- If leggings or similar fitting clothes are worn, the shirt or apparel worn over them must cover to the thighs.
- Shorts and skirts must reach the fingertip length requirement.
- Picks, combs and curlers are not allowed in the hair.
- Items such as spike jewelry, wallet chains, fish hooks on caps, steel top boots, etc. are not allowed.

****NOTE:** Students are expected to comply with safety guidelines. Student dress and appearance are the responsibility of the student and parent. **All teachers and administrators will enforce the dress code on a daily basis.**

Dress Code Discipline:

1st offense: Parent is contacted. Student will be allowed to change or make modifications and a warning issued. If the student does not have appropriate clothing, he/she will sit in ISS until clothing is brought to school.

2nd offense: Parents will be contacted, and the student will be given a formal discipline referral with a day of ISS.

3rd offense: Parent will be contacted and placed in ISS until clothing is brought to school and assigned a day of OSS.

PERSONAL ELECTRONIC DEVICES:

In order to provide learning environments free of distractions and disruptions, students may not use **cell phones, cameras, handheld games, airpods, earbuds, smart watches or other electronic devices** to interfere with instruction or school activities, or send inappropriate messages, recordings, broadcasts, or images. Cell phones (or other personal electronic devices) **must be turned off and remain in backpacks** during school hours. Devices must remain off until students exit the building after dismissal. Electronic devices are never to be used in any area in which an individual has a reasonable expectation for privacy including, but not limited to, restrooms, locker rooms, and showers. In the event of a violation, **school personnel are authorized to confiscate the device from the student and refer (discipline referral) the incident (and device) to the appropriate administrator but will return the**



device to the parent/guardian. The school or district assumes no responsibility for any damaged, lost, or stolen devices. Students bring cell phones to school at their own risk. All classrooms and offices have phones in the case of an emergency. The personal electronic device policy complies with Proviso 1.103, and the policy in its' entirety may be found at the following: <https://resources.finalsite.net/images/v1733771242/horrycountyschoolsnet/j1etuqrueledz9xcfjfh/HCSPersonalElectronicDevicePolicy-Dec9Update.pdf>.

CELL PHONE CONSEQUENCES:

- 1st violation: Warning
- 2nd violation: 1 day ISS
- 3rd violation: 2 days ISS
- 4th violation: 1 day OSS
- 5th violation: 3 days OSS
- 6th violation: 5 days OSS
- 7th: Evidentiary hearing

Additional offenses will result in additional suspension, parent must see the administrator to pick up the phone, and/or the device not returning to campus.

NOTE: Additional discipline may be warranted if additional infractions occurred.

Some Examples:

Student was disrespectful to the staff member when he/she asked for the device.

Student refused to turn over the device (refusal to obey)

Student had device out in an area with a right to privacy (locker room, restroom, etc.)

Student used the device in a harmful manner.

SEARCHES OF PERSON AND PROPERTY: The District recognizes that both S.C. law and the Fourth Amendment protects citizens, including students, from unreasonable searches and seizures. However, any person, including students, on school premises shall be deemed to have consented to a reasonable search, with or without probable cause, of his/her person and personal belongings subject to the limitations and requirements of District policy and/or law. Personal belongings include, but are not limited to, purses, book bags, wallets, satchels, computers, and other devices used for electronic data storage.

CLEAR BACKPACK POLICY

Clear backpacks have been implemented for this upcoming school year. Please see [here for information and FAQs on the Clear Bag Policy](#). Laptops must be removed from bags during entry.

METAL DETECTORS: The District authorizes the use of metal detectors in order to enhance security in an attempt to prevent students and/or other individuals from bringing weapons or other dangerous objects into the school, on District property, or to school functions. Metal detectors may be used at places such as, but not limited to, entrances to the buildings, classrooms, auditoriums, and gymnasiums, or as individuals enter and exit District vehicles or school buses. They may also be used at extracurricular events.

AMS conducts daily searches of all students and their belongings. To assist school staff in maintaining a safe environment for students, we ask that you minimize the personal belongings you bring each day. When purchasing supplies look for book bags, purses, lunch boxes etc. that do not contain metal. Binders are no longer needed.

In order to make sure the searches move as quickly and efficiently as possible please remember the following items:

- All metal items must be taken off prior to walking through the metal detectors and to the search table. This includes:
- Laptops
- Belts
- Jackets with metal zippers
- Phone
- Metal hair accessories
- Change, bulky jewelry and watches
- Students should place all metal items in their book bags or bins prior to walking through the metal detector. All bags will be checked.
- Students should unzip all parts of their book bags and purses prior to coming to the search table.

Any conduct that may violate laws, such as drugs, weapons (including knife blades over two inches in length), pornography, may also include penalties under law in contacting local law enforcement agencies, in addition to evidentiary hearing for expulsion.

Tobacco Products/Juuls/Vapes/Electronic Cigarettes/Pods/Chargers

Possession OR use on school grounds, bus, or bus stop

1- Offense: a MINIMUM of 2 days of OSS; additional days of OSS will be added for use and/or sharing/selling of prohibited items or if smoked while on campus or bus.

2- Offense: a MINIMUM of 3 days of OSS and tobacco prevention education or cessation program; additional days of OSS will be added for use and/or sharing/selling of prohibited items or if smoked while on campus or bus.

3- Offense: Evidentiary Hearing

Self-Defense Pepper Spray/ Mace (Considered Weapons)

Discovered on school campus or in the building

1- Offense: 3 days OSS

2- Offense: 5 days OSS

3- Offense: Evidentiary Hearing
Discharged on school campus or in the building: Evidentiary Hearing

Weapons



Students are prohibited from carrying, possessing, causing to be available, and/or displaying on school property, a school bus, or at district-related or school-related functions any type of weapon, device, or object which may be used to inflict bodily injury or death including, but not limited to, a firearm (rifle, shotgun, pistol, or similar device that propels a projectile through the energy of an explosive), an air- or gas-powered or mechanically powered pistol, rifle, or gun, a knife (with a blade over two inches long), a blackjack, a metal pipe or pole, mace, pepper spray, taser or any other device or object which may be used to inflict bodily injury or death. No student vehicles parked on District or school property may contain such weapons, devices, or objects. Violators will incur school disciplinary action and may incur penalties under the law.

SEXUAL HARASSMENT: Sexual harassment of students by District employees, other students, or third parties associated with schools is prohibited. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed

as sexual harassment. The District will take prompt, appropriate, and responsive action to end sexual harassment and to prevent its recurrence. Teachers and school administrators are expected to use judgment and common sense, which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature. Any student who feels he/she has been subjected to sexual harassment, or the parent of a student who feels his/her child has been subjected to sexual harassment, is encouraged to file a complaint as set forth below. All allegations will be investigated promptly, thoroughly, and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation. Students who file a complaint of sexual harassment will not be subjected to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

BULLYING/INTIMIDATION/HARASSMENT: Guidance counselors, administration, and teachers lead lessons on bullying, which includes students signing an anti-bullying contract. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time (However, bullying can occur in a single incident if that incident is either very severe or arises from a pattern of behavior). Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Harassment, intimidation, or bullying (includes cyberbullying) — acts which mean a gesture, an electronic communication, or a written, verbal, physical, or sexual act (1) that is reasonably perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage and/or (2) that insults or demeans a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school — "school" means, in this context, in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. Three days OSS is assigned for the first offense of bullying, with the second offense resulting in an evidentiary hearing for expulsion.

Bullying is being mean to another kid over and over again. Bullying often includes:

- Teasing
- Talking about hurting someone
- Spreading rumors
- Leaving kids out on purpose
- Attacking someone by hitting them or yelling at them

Kids who are bullied can feel like they are:

- Different
- Powerless
- Unpopular
- Alone

Kids who are bullied have a hard time standing up for themselves. They think the kid who bullies them is more powerful than they are. Bullying can make them:

- Sad, lonely, or nervous
- Feel sick
- Have problems at school
- Bully other kids

Bullying does not always happen in person. **Cyberbullying** is a type of bullying that happens online or through text messages or emails. It includes posting rumors on sites like Facebook, sharing embarrassing pictures or videos, and making fake profiles or websites.

KIDS WHO BULLY OTHERS: Kids bully others for many reasons, they may:

- Want to copy their friends
- Think bullying will help them fit in
- Think they are better than the kid they are bullying

KIDS WHO BULLY: Those who bully use power to hurt people. Power does not always mean bigger or stronger. Power can also mean popular or smart. Or, the kid doing the bullying may know a secret about the kid being bullied. Kids who bully can have other problems, too, even when they get older, like using alcohol and drugs, getting into fights, and dropping out of school. **Bullying is never ok.**

KIDS WHO SEE BULLYING: When kids see bullying, they may not know what to do. They may feel depressed or worried. They may be absent from school because they don't feel safe. They may join in or stay silent so they won't get bullied themselves. They may stand up to the bully. But [the best thing to do](#) is get an adult who will stop the bullying on the spot.

Steps you should take if you are being bullied and witness someone being bullied:

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your teacher, school counselor, or principal. Telling is not tattling or snitching.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop...or say nothing and then walk away.
- Use humor, if this is easy for you to do. (For example, if a student makes fun of your clothing, laugh and say, "Yeah, I think this shirt is kind of funny-looking, too.")

VISITORS: Parents are invited to be a part of the school family as an extension of his/her child's learning. All visitors are to report to the main office with a picture ID to obtain approval for a visitor's pass. Unauthorized visits by friends, relatives, or alumni are not allowed during the instructional day. No loitering or soliciting is allowed.

SCHOOL EQUIPMENT: Students are held responsible for any school equipment they use or rent (books, uniforms, instruments, computers, etc.). Any damage to school equipment, property, or facilities will be paid for by the student.

TEXTBOOKS: All textbooks issued to students are the property of the state of South Carolina and must be accounted for by the school. Once a textbook is issued to a student, that student is responsible for it until it is returned to the bookroom. **Textbooks that are lost or stolen must be paid for by the student.** Textbooks not turned in to the bookroom will be considered lost, regardless if it shows up at a later time. According to state regulations, textbooks not turned in by the last day of school must be paid for by the student. Textbooks with missing barcodes or other damages will result in fees owed by the student.

HIGH SCHOOL CREDIT CLASSES:



AMS offers several high school credit bearing courses. All courses offered for high school credit include a cumulative final exam weighing as much as 20% of the final grade. Students may earn one Carnegie unit of high school credit by successfully completing the course requirements. Currently AMS offers: Algebra I Honors, English I Honors (Pre-IB), Geometry Honors, Fundamentals of Computing I and II.

GUIDANCE: AMS has three guidance counselors. They are available to help students work through emotional turmoil, navigate social conflicts, and make decisions about possible career and educational tracks. Students should have a pass from a teacher before reporting to guidance to meet with a counselor.

MEDIA CENTER: The media center is open for students from 7:30 am - 3:30 pm daily. Students are required to have a pass to attend the media center during the school day. Many resources are available to assist students with reading, research, and technological needs.

ATHLETICS: Students in grades 7 and 8 are invited to participate in athletics as long as they meet the eligibility requirements of the South Carolina High School League. Before a student can try-out or practice with a team, he/she must have a physical and valid insurance coverage on file. Team members will be selected by the coach in charge of the sport. Because of the nature of athletics and the necessary training, certain rules and regulations are necessary which do not apply to other students. A student may be removed from any athletic team by the administration if his or her behavior is unbecoming of an Aynor Middle School student. **Additionally, a student must attend school the day of an athletic event to participate in that event.**

CAFETERIA: The AMS Café offers a great variety of nutritious food choices. Each day, students will be asked to choose between two meal options. A la carte items will also be available for nominal fees. Students are not allowed to charge a la carte items. Students will not be allowed to carry a charge balance. After three days of charging, the student will be given a peanut butter and jelly lunch until money is applied to his/her account.

BUS BEHAVIOR EXPECTATIONS

To assure safety on school buses, it is essential that students and parents recognize the necessity for all bus riders to cooperate fully with the bus driver and to observe the rules that they remain seated on buses and conduct themselves in an orderly manner. The bus driver has responsibility for supervision of students on the bus. He/she may stop the bus at any time misbehavior or threatening behavior offers a hazard to safe driving. A student who creates a disturbance shall be reported to his/her school principal. Appropriate disciplinary action shall be taken. The following regulations govern the conduct of students and other passengers on school buses serving Horry County Schools. The bus driver shall assure that his/her passengers abide by them. Parents should not try to solve disagreements with drivers or students at school bus stops. Please contact the local bus supervisor at 488-7125 or AMS administration.

Video cameras: Students on a school bus are subject to being videotaped at any time in order to promote safety. The tapes may be used by the administration for disciplinary purposes and other appropriate actions.

GENERAL BUS RULES AND PROCEDURES

- Be ready and wait on time in a position where the bus driver can see you before stopping the bus.
- Upon entering the bus, take a seat immediately and remain seated while the bus is moving. Do not switch seats while traveling.
- Students must always respect the wishes of the driver.
- Keep aisles clear of books, bags and other belongings.
- Eating and/or drinking on the bus is not permitted.
- Students should talk quietly using an 'inside' voice.
- Students must be courteous to fellow passengers
- Public displays of affection are not appropriate.
- Students must not mar or deface the bus or its seat coverings in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.

Bus Rider Verification Notes:

- Bus transportation is provided to the child's home address only. Due to bus overcrowding and safety concerns, students will no longer be allowed to ride a different bus or get off at a different stop.
- In the event an emergency occurs, parents should contact the school as soon as possible to seek approval for an alternate bus route or stop.
- Students who are reporting to a practice at Aynor High can receive approval to ride over to AHS to attend practice. **THIS IS ONLY ALLOWED FOR STUDENTS TO ATTEND A PRACTICE.** Students are NOT allowed to ride over to AHS to catch a ride home with a high school student.

Bus Discipline:

A student may be suspended from riding the school bus for misconduct following a disciplinary referral from the bus driver or bus supervisor generally using the following guidelines:

- 1st offense: Warned or suspended from the bus until a parent conference with a school administrator (Warning may be skipped following the bus supervisor's intervention).
- 2nd offense: Suspended from the bus for up to three (3) school days.
- 3rd offense: Suspended from the bus for up to five (5) school days.
- 4th offense: Suspended from the bus for up to ten (10) school days.
- 5th offense: Suspended from the bus for fifteen (15) school days.
- 6th offense: May result in loss of bus riding privileges for the remainder of the school year.

***These guidelines may be adjusted based on the seriousness of the offense. If the bus supervisor and principal determine that the offense poses a direct and serious threat to the safety of himself/ herself or others on the bus, the student can be suspended from riding the bus for the remainder of the year or recommendation for an expulsion hearing may be appropriate.

NOTE: Suspension from the bus is NOT suspension from school. The student is expected to use an alternative means of transportation to come to school and return home.





AMS 2024-2025 BELL SCHEDULE



6th Grade								
Period	1	2	3	4	5	6	7	
7:30 - 8:15	8:15 - 9:15	9:18 - 10:18	10:18 - 10:48	10:48 - 11:50	11:55 - 12:25	12:30 - 1:32	1:35 - 2:22	2:25 - 3:12
Homeroom	Academic 1	Academic 2	Jacket Time w/ Period 4	Academic 3	Lunch w/Period 5 (Academic 4)	Academic 4	Exploratory 1	Exploratory 2
7th Grade								
Period	1	2	3	4	5	6	7	
7:30 - 8:15	8:15 - 9:15	9:15 - 9:40	9:43 - 10:45	10:48 - 11:37	11:40 - 12:25	12:30 - 1:00	1:05 - 2:05	2:08 - 3:12
Homeroom	Academic 1	Jacket Time w/ Period 1	Academic 2	Exploratory 1	Exploratory 2	Lunch w/Period 6 (Academic 3)	Academic 3	Academic 4
8th Grade								
Period	1	2	3	4	5	6	7	
7:30 - 8:15	8:15 - 9:00	9:03 - 9:48	9:51 - 10:52	10:55 - 11:25	11:30 - 12:32	12:35 - 1:35	1:35 - 2:05	2:08 - 3:12
Homeroom (Acad. 1)	Exploratory 1	Exploratory 2	Academic 1	Lunch w/ Period 4 (Academic 2)	Academic 2	Academic 3	Jacket Time w/ Period 5	Academic 4
Exploratory								
Period	1	2	3	4	5	6	7	
Exploratory/ Guidance/ Admin on Duty	8:15 - 9:00	9:03 - 9:48	9:50 - 10:45	10:48 - 11:37	11:40 - 12:25	12:30 - 1:25	1:35 - 2:22	2:25 - 3:12
	8-1	8-2	Planning	7-1	7-2	Lunch/ Planning	6-1	6-2

POWERSCHOOL ACCESS

PowerSchool provides a Parent Portal to give you access to your child's grades and attendance daily, ability to email teachers, and to register your student online. To create an account in the Parent Portal:

1. Go to: www.horrycountyschools.net
2. Select tab that indicates Students/Parents.
3. Selection tab that states *Powerschool Parent Login*.
4. Select the tab that states *Create Account*.
5. Fill in the required information.
6. When you reach the section that indicates Access ID and password, please fill in with the below provided information or call (843) 358-6000 and request the following information for your student: *Access ID* and *Access Password*.
7. From this portal, you will now be able to email teachers and review your child's grades. Anything that is light blue, you can click. If you click the teacher, it will go right to an email. If you click a numerical grade, it will indicate all the graded assignments and whether or not it was completed, never turned in or turned in late. An icon (i) or chat bubble may indicate additional comments and assignment details left by the teacher.
8. This is also the portal that you will register your child for each year by looking on the left side near the bottom and clicking the tab that says *Infosnap Student Registration*. Please contact our *Data Quality Clerk, Mrs. Clara Curry*, with any questions.

Student-Parent Agreement

Student Responsibilities

As a student I will...

- Arrive each morning on time.
- Arrive at each class with my materials – including homework.
- Submit my assignments on time and complete to the best of my ability.
- Contribute to my school community by following all procedures and processes.
- Respect the personal rights and property of others.
- Advocate as necessary for myself by building relationships with teachers, counselors and administrators and then discussing matters that are important to me with these people.

Parent Responsibilities

As a parent I will...

- Schedule and attend a phone or in-person conference with my child's team of teachers at least once to learn about my child's progress in school.
- Connect to the events and news available via Parent Link by updating my email address in Powerschool, and by following the [AMS website](#) and [AMS Facebook page](#).
- Send my child to school regularly and on time.
- Expect my child to follow school rules and support the school's efforts to ensure a safe learning environment.
- To the best of my ability, I will provide my child with the necessary supplies or reach out to the school for assistance.
- Make being successful in school a topic of discussion at my house regularly.
- Discuss report cards, behavior reports, and other assessments of performance or achievement with my child.
- Attend school functions to show support and commitment to my child's education.



I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Parent/Guardian's Signature:

Student's Signature:

This serves as an addendum to the Horry County Schools Guide for Parents and Students/District Policies, both of which can be accessed here:
<https://www.horrycountyschools.net/Page/620>

