

Saluda Trail Middle School

2023-2024



“Where You Will Experience Excellence Without Excuse!”

Science, Technology, Engineering, Arts and Math

AdvancedEd STEM Accredited 2022

Transform SC School

P21 Exemplar School

ABC Art School

Recipient of the

2011-2012 & 2012-2013 Palmetto Silver Award

South Carolina Middle School Association's
Award of Excellence

and

South Carolina's
Red Carpet Award

STEAM School of Choice

Dr. G. Marek Marshall, Principal
2300 Saluda Road
Rock Hill, SC, 29730

Phone: (803) 981-1800 Fax: (803) 981-1819

*****The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. While every effort has been made to ensure the accuracy of this handbook, changes in law, policy, procedures and/or practices may require adjustments in content after publication. Every attempt will be made to post such changes on the school website. Students remain responsible for knowing and following updates and changes in policy, procedures and practices***



Dear Saluda Trail Middle School Families,

On behalf of the Faculty and Staff of Saluda Trail Middle School, I welcome you all to the 2023-24 school year. I am excited about the wonderful opportunities the 2023-24 school year will bring. Parents and families please read through all of the information in the Student Handbook to help guide you and your middle school student through the start of the school year. Should you have any questions, please contact us at 803-980-1800 and we will be sure to assist you.

Respectfully,

Dr. G. Marek Marshall
Principal, Saluda Trail Middle School
2300 Saluda Road
Rock Hill, SC 29730
803-981-1800

Saluda Trail Middle School... Where You Will Experience Excellence Without Excuse!

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School Vision:

The vision for our school combines our core beliefs, learner standards, middle school goals, mission statement and a school motto. Each component of the vision helps make the statement of our preferred future. Together these components help define the core of who we are, what we do, and how we think and feel.

Mission Statement:

The mission of STMS, working with parents and our community, is to provide a safe environment which promotes both academic excellence and self-esteem. Our goal is for our students to achieve their maximum potential and become adaptive 21st century learners in a global environment.

Core Beliefs:

We Believe:

- Differentiation of instruction supports student strengths and learning styles
- Students can maximize their potential by connecting the real world with their basic content knowledge
- All individuals will use multiple mediums to share ideas in real world context
- Individuals will provide challenging technological educational experiences
- A culture of accountability and high expectations develops learners and leaders
- Student motivation should shift from an extrinsic perspective to a more intrinsic one to increase both academic and personal growth
- It is vital that students are provided a well rounded education which includes the arts to prepare them for an increasingly educational global knowledge based economy
- A positive nurturing environment will encourage students to become educational risk takers
- All students use individualized goals to maximize student achievement
- Students will be challenged to become creative problem solvers through inquiry-based learning
- A student-centered environment promotes ownership of learning
- Education is a shared responsibility between students, teachers, parents and community
- All individuals have intrinsic worth
- Literacy is the foundation for unlimited learning
- Learning to communicate is critical to an individual's success
- All students must respect each other's right to learn
- Service for others promotes good citizenship and global respect for our environment

Learner Standards:

Students will:

- ◆ strive for excellence in communication (reading, writing, listening and speaking), math and science.
- ◆ demonstrate an understanding of the world: including knowledge of geography, history and languages.
- ◆ demonstrate an understanding and appreciation for the visual arts, performing arts, physical fitness and wellness.
- ◆ make connections between subject areas by participating in interdisciplinary units of study.
- ◆ use technology effectively to access and use information.
- ◆ utilize problem solving strategies and thinking skills to make creative and competent decisions in real life.
- ◆ demonstrate the ability to work independently and cooperatively to solve problems.
- ◆ be accountable for their own learning including setting goals and evaluating progress.
- ◆ display the self-discipline, self-control, and work ethic that will enable them to be successful as learners, workers, family members, and productive citizens in our society.
- ◆ demonstrate respect for their own uniqueness and self-worth.
- ◆ understand the differences and similarities of culture, race, gender, and abilities of others.
- ◆ understand and practice democratic ideas and ideals.
- ◆ participate in authentically engaging activities that encourage learning.
- ◆ develop individual talents, curiosity, and creativity.

Middle School Goals:

- ◆ We will provide a positive school climate where opportunities for participation and success are ensured for all learners.
- ◆ We will provide a meaningful and challenging educational experience that is distinctively different from either elementary or secondary schools and allows for a gradual and appropriate transition between the two.
- ◆ We will provide an appropriate developmental guidance program.
- ◆ We will provide an effective education through the curriculum, complemented with updated materials and textbooks and coordinated with state standards.
- ◆ We will provide instruction through a mentoring system which promotes guidance, counseling and reflection.
- ◆ We will provide interdisciplinary opportunities for academic development through a wide range of content and elective courses.

PARENT/COMMUNITY INVOLVEMENT

OPEN HOUSE

An Open House for parents is scheduled for **August 31, 2023 from 5:30-7:00 PM**. Parents will have the opportunity to meet STMS faculty & staff. All parents are highly encouraged to attend.

PARENT VISITS/CONFERENCES

Parents and other members of the community are always welcome at Saluda Trail. **For the security of all and to avoid disturbing the learning environment of students, visitors must enter by way of the office and secure administrative permission and a visitor's pass before going to any other part of the building.** Parents and other visitors may observe classes by making arrangements in advance with the principal. Conferences with teachers may be arranged by making an appointment with the individual teacher or by calling the guidance office to arrange a team conference.

SCHOOL IMPROVEMENT COUNCIL

The *School Improvement Council (SIC)* is an organization composed of teachers, parents, administrators and other citizens elected and/or appointed by the principal. These council members work as a team to assist the school principal in determining the present and future needs of our school.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is an organization composed of teachers, parents, and administrators. The organization helps fund raise for special projects around the school, teacher appreciation, student rewards and other topics decided upon by the PTO.

BEHAVIORAL EXPECTATIONS

GENERAL RESPONSIBILITIES OF STUDENTS

1. Remember that the reason the school exists and that you are here is to learn. Also remember that how much you learn is dependent upon how much effort you are willing to put forth. No one can learn for you. Others may provide opportunities, materials and assistance, but no one can actually learn for you. Learning is not always easy, but it does pay dividends. Do your best as a student by paying attention in class and keeping up with all assignments.
2. Always conduct yourself as a good citizen. Respect the rights and feelings of others. By showing respect and consideration for others, you will earn the respect of others.
3. Read and follow all school rules and regulations. Since rules are explained in the student handbook, ignorance of the rules is not a valid excuse.
4. Be positive. Find good things to say about yourself, your friends, your teachers, and your school.
5. Be proud of yourself and your school. Saluda Trail is your home away from home, do all that you can to keep it clean and attractive. Be sure your behavior reflects credit to yourself, your home, your school, and your environment.
6. Be regular and prompt in attendance. Being absent or tardy means you are missing something that will need to be made up. It is likely that habits you develop now are those you will have when you enter the workplace. No employer wants an employee who is frequently absent or tardy.
7. Be honest in all matters.

SCHOOL-WIDE RULES

1. Read and follow all handbook regulations.
2. Follow instructions of any teacher or staff member.
3. Be on time and in assigned area at all times.
4. No disorderly conduct (any action or intent that could cause injury or property damage).
5. No food, beverages, or gum in classrooms or halls without special permission.
6. Adhere to the dress code at all times while on school grounds.

REWARDS

1. Positive Office Referrals
2. Wildcat Dollars
3. Team Rewards
4. Cat Coins
5. Wildcat Cards
6. Positive Notes Home
7. Extra Outside Time
8. School Dance

WILDCAT CARDS/HONOR ROLL

Wildcat Cards are given every 9 weeks grading period for A/B Honor Roll and Principal's Scholars. There are three levels of the Wildcat Card (gold, blue, and black). Each level contains a variation of requirements and rewards. At the end of each nine weeks-grading period, grades are reviewed to determine qualification for the Principal's Scholars list. Students who qualified for the Principal's Scholar list have earned a grade of "A" in every subject they took for the quarter including Related Arts. To qualify for the "A" Honor Roll, students must have earned a 3.5 or above GPA for all subjects taken during the quarter. To qualify for the B Honor Roll, students must have earned a GPA of 3.0 -3.4999 for all subjects taken during the quarter. GPA is determined at the following rate: A =4, B=3, C=2, D=1, F=0.

	<u>Black Wildcat Card</u>	<u>Blue Wildcat Card</u>	<u>Gold Wildcat Card</u>
Requirements:	GPA 3.0 – 3.39 No more than 2 absences per quarter No BIC, suspensions, or referrals	GPA 3.4 – 3.74 No more than 2 absences per quarter No BIC, suspensions, or referrals	GPA 3.75 or better No more than 2 absences per quarter No BIC, suspensions, or referrals
Privileges:	Free Admission to all STMS athletic events. Wildcat Celebration (2 free snacks) Dress Down Day (Friday after ceremony, unless otherwise determined) 1 CAT Coins	Free Admission to all STMS athletic events & dances. Wildcat Celebration (2 free snacks) Dress Down Day (Friday after ceremony, unless otherwise determined) 2 CAT Coins	Free Admission to all STMS paid events (athletic events, dances, and performances) Wildcat Celebration (3 free snacks) Dress Down Day (Friday after ceremony, unless otherwise determined) 3 CAT Coins

****Wildcat Cards rollover from 3rd-Nine Weeks to account for football season**

CONSEQUENCES FOR INFRACTIONS

1. Folder system for classroom management
2. Lunch detention/Team Time
3. Teacher-student-parent conferences
4. Office referral
5. Behavior Intervention Class (BIC)
6. Severe Infractions: See Suspensions and Exclusion

STMS Behavior Intervention Action Steps (All Teachers)

1. Warning
2. Lunch Detention or Team Time
3. Lunch Detention or Team Time
4. Parent Contact
5. Referral/Parent Contact

Teachers may use any step depending upon the severity of the situation

BEHAVIOR INTERVENTION CLASS

The Behavior Intervention Class (**BIC**) is a possible consequence for violating the code of conduct at Saluda Trail. The purpose is to allow students the opportunity to reflect with an adult in an attempt to help them understand what they have done and how to prevent further infractions. Students will be held accountable for completing the work missed while attending BIC.

RAVEN ACADEMY

Students whose behavior is continually disruptive despite behavior interventions and prior disciplinary actions may be referred to the Raven Academy by an administrator. Raven Academy is an alternative program that focuses on behavioral, social, and academic interventions. Students who successfully complete the program will become eligible to transition to STMS on probation. The Raven Academy program is located at the Flexible Learning Center. Students who are not successful at Raven Academy may be recommended for exclusion.

ALCOHOL AND OTHER DRUGS (Rock Hill School District Policy- JICH-R)

Issued 5/16

Purpose: To establish the basic structure for the board's prohibition of student drug and alcohol use.

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or controlled or unauthorized substances in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds (including any location where an interscholastic athletic contest is taking place)
- en route to or from school, at the bus stop, or during any field trip, or during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage or controlled unauthorized substances by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled or unauthorized substance or to an alcoholic beverage in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of alcoholic beverages and controlled or unauthorized substances.

Principal or his/her designee will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds

Adopted 10/23/89; Revised 5/28/90, 6/28/04, 5/23/16

Legal references:

S.C. Constitution:

Article XVII, Section 14- Must be over 21 to possess distilled liquors.

S.C. Code, 1976, as amended:

Section 16-17-530- Students who come to school in an intoxicated condition, or conduct themselves in a disorderly or boisterous manner, could be arrested for a misdemeanor.

Section 44-49-80- Establishment of drug abuse treatment program in public schools.

Section 44-53-110, et seq.- Definitions; lists of illicit drugs.

Section 44-53-140- Certain communications and observations shall be privileged.

Section 44-53-440- Distribution to persons under 18.

Procedures:

The district has a strong interest in early intervention of behavioral problems that indicate high risk potential for alcohol and drug abuse. The district has developed a relationship with a local state-supported substance intervention, prevention, and treatment facility to provide services for students who are identified as having or developing issues with alcohol and drug use. Payments for these services are handled by the parent/legal guardian and the treatment facility. The facility may take into consideration the family's ability to pay when considering services.

Use of an agent/substance will include, but is not limited to, ingestion by smoking, eating, inhaling, or application in any matter to be absorbed into the body. If a student is suspected of being under the influence of alcohol or a controlled/unauthorized substance or if the student is in the possession of alcohol, controlled/unauthorized substance, intoxicants, or paraphernalia, the following procedures will occur:

- School officials will meet with the student and his/her parent/legal guardian to explain the reason for the referral.
- The parents/legal guardian will take the student to a treatment facility for drug screening.
- The student should be tested within one hour of leaving school with the parent/legal guardian, as the student will be suspended until the school receives documentation on official letterhead from the treatment facility.

The local state-supported treatment facility will provide a positive or negative result instantly. A more specific analysis can be provided within five business days. If a parent/legal guardian prefers to use an alternative provider for the screening, assessment, and/or treatment, the parent/legal guardian must know that a suspension is in effect until documentation from the service provider on their official letterhead is provided to the school with the results of the drug screening.

After receiving the results from either the local state-supported treatment facility or an alternative provider, the following procedure will take place:

- If the drug screening is negative, the student can return to school without suspension occurring.
- If the drug screening is positive, the student will serve a three day out-of-school suspension and the parent/legal guardian and student are recommended to complete the assessment and treatment program prescribed by the local state-supported treatment facility or another accredited provider.
- If a student fails to have the screening done within one hour of leaving school with the parent/legal guardian, the suspension is upheld and the student will remain on suspension for three days.
- If there is a second violation of substance abuse or possession, the student will be recommended for expulsion.
- All information will be shared with law enforcement for their determination of charges.

This rule should not be used if a student is in possession of drugs or other agents/substances that are determined to be for sale or distribution. Sale or distribution offenses will be handled through expulsion recommendation.

Issued 4/29/89; Revised 5/28/90; 1/14/08, 8/26/08, 12/13/10, 5/23/16

CANINE SEARCH (Rock Hill School District Policy- JIH-E)

The Rock Hill School District and the York County Sheriff's Department established a drug prevention program designed to keep our school premises free of controlled substances. An officer of the Sheriff's Department and a dog trained to detect drugs will visit schools periodically to inspect lockers and automobiles parked on the premises. The program is designed for the dog to sniff property only. Should a student with a controlled substance on their person come close to the dog, the animal will pick up the scent. This may be a reason for the principal to investigate further. The principal or her designee will accompany the officer while on the school grounds. Students found to be involved with bringing controlled substances to school will be disciplined according to district policies. (See alcohol and other drugs.)

SEXUAL HARASSMENT OF STUDENTS (Rock Hill School District Policy- JIAA-R)

Issued 1/16

Purpose:

To establish the board's vision for student rights and responsibilities with regard to sexual harassment. The district prohibits sexual harassment of students by district employees, other students, or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means that include, but are not limited to, telephones, cell phones, computers, or other telecommunication devices and includes text messaging, instant messaging, and social media.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under any of the following circumstances:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JIAA-R. A parent/legal guardian may also file a complaint on behalf of his/her child. 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. 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. The district will take appropriate steps to correct or rectify the situation. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment. The identity of the complainant and the facts stated in any complaint will remain confidential.

Adopted 1/25/16

Legal references:

Federal Law:

Title IX of the Education Amendments of 1972, 20 U.S.C.A. Section 1681, et seq. - Prohibits discrimination on the basis of sex.

Procedures:

These procedures are intended to do the following:

- discourage employees and students from sexually harassing students of the district
- promote a harassment-free school environment
- remedy in a speedy manner any consequences of sexual harassment
- establish ongoing education and awareness of the problem of sexual harassment
- provide information about how to resolve claims of sexual harassment

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature under the following conditions:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment; physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, posters, images, or video. Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it does one of the following:

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one time incident must be severe to rise to the level of sexual harassment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Behavior Prohibited of All Employees

No employee may condition an individual student's education, educational benefit, or educational opportunity on the student's acquiescence to any of

the sexual behaviors defined above. No employee may retaliate against any student because that student has filed a complaint, testified, assisted, or participated in any manner in a sexual harassment investigation, proceeding, or hearing conducted by an authorized agency. No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment. No employee will destroy evidence relevant to an investigation of sexual harassment.

FILE: JIAA-E SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name of student complainant: _____

Address: _____

Phone number: _____

Parent's / Guardian name: _____

School: _____

Grade: _____

Name(s) of alleged harasser(s):

Approximate date(s) of alleged harassment or when harassment began, if ongoing:

Location or situation where alleged harassment occurred, or is occurring:

Nature of the harassment:

Name and position of individual who conducted your informal consultation:

Other individuals in whom you have confided about the alleged sexual harassment:

Individuals you believe may have witnessed, or also been subjected to, the alleged sexual harassment:

Remedy sought:

Signature of complainant or
Complainant's parent/legal guardian

Date

Signature of individual receiving complaint

Date

HARASSMENT, INTIMIDATION, OR BULLYING (Rock Hill School District Policy-JICFFA)

Issued 1/16

Purpose:

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

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether 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.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following:

- 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
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to <https://docs.google.com/presentation/d/1vHluasglWJioSjVuFg3TdlUylye98G8uqmwgBSaFXr8/edit#slide=id.pknow> and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials.

The district will take all other appropriate steps to correct or rectify the situation. Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the

Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying. The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy. The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

7/31/2017

Document

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=2061003442&depth=2&infobase=york3_rock_hill.nfo&softpage=PL_frame# 2/2
Cf. GBEB, JIC, JICDA

Adopted 1/22/07; Revised 11/28/11, 1/25/16

Legal references:

S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions).

Section 59-19-90 - General powers and duties of school trustees.

Section 59-63-110, et seq. - Safe School Climate Act.

Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

Section 59-63-275 - Student hazing prohibited.

Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases:

Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011).

State Board of Education Regulations:

R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

HAZING: (Rock Hill School District Policy-JICFA)

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from hazing.

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing. For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.” Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing. Any student or employee who is found to have engaged in hazing 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. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, and parents/legal guardians.

Cf. GBEB, JIC

Adopted 1/25/16

Legal references:

S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions).

Section 59-19-90 - General powers and duties of school trustees.

Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

Section 59-63-275 - Student hazing prohibited.

Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

State Board of Education Regulations:

R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

SECRET SOCIETIES/GANG ACTIVITY (Rock Hill School District Policy JICF)

Issued 1/16

Purpose: To establish the basic structure for the district's prohibition of student secret societies and gang activities.

The board finds that secret societies and gangs that initiate, advocate, or promote activities threatening the safety or well-being of persons or property on school grounds or secret societies and gangs that disrupt the school environment are harmful to the educational process. The district prohibits the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming that, by virtue of its color, arrangement,

trademark, symbol, or any other attribute indicates or implies membership or affiliation with a group that presents a clear and present danger contrary to the school environment and educational objectives. The district administration will maintain conditions on school property and at school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with law and the standards set by the board. In establishing such standards, the board prohibits the presence and activities of secret societies and gangs on or near school property and at school-sponsored events. The district prohibits incidents involving initiations, hazings, intimidations, or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.

The administration will establish procedures and regulations to ensure the discipline of any student wearing, carrying, or displaying secret society and gang paraphernalia, exhibiting behavior or gestures that symbolize secret societies and gang membership, or causing or participating in activities that intimidate or affect the attendance of another student.

The administration will provide in-service training in secret society and gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups or activities as an alternative.

Adopted 6/28/04; Revised 1/25/16

Legal references:

S.C. Code, 1976, as amended:

Section 59-63-270 - Regulation or prohibition of clubs or like

SMOKING AND POSSESSION OF TOBACCO PRODUCTS (Rock Hill School District Policy JICG-R)

Use or possession of tobacco products or paraphernalia is prohibited on school property during the school day and by students actively participating in or practicing for school-sponsored extracurricular events and while riding school buses and activity vehicles. **Consequences for violation of these rules shall be a three-day, Behavior Intervention visit for a first offense, a three-day, out-of- school suspension for a second offense, and out-of- school suspension and possible recommendation for exclusion for a third offense.** Students shall participate in a selected instructional and/ or counseling activity regarding the effects of tobacco products prior to any exclusion recommendation related to smoking or possession of tobacco products.

WEAPONS IN SCHOOL (Rock Hill School District Policy JICI)

Issued 5/16

Purpose: To establish the basic structure for the board's prohibition of student possession of weapons.

Weapons

It is the policy of the board of education to ensure the safety and welfare of its students and employees. The presence of firearms, knives with a blade length of over two inches, dirks, razors, metal knuckles, slingshots, bludgeons, or any other deadly instrument used for the infliction of bodily harm or death on school district property poses a severe threat of serious harm or injury to students and staff.

While on school grounds, in school buildings, on buses and at bus stops, or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons.

Level of offense

It is a felony offense, punishable by a fine of \$1,000 or imprisonment for five years, or both, to carry a weapon as referenced above on school property.

It is a misdemeanor offense, punishable by a fine of up to \$500 or imprisonment for up to 90 days, to carry a concealed dirk, slingshot, metal knuckles, razor, or other deadly weapon.

Weapons (Firearms)

The board will expel any student who brings a firearm to school. The term firearm is defined extensively in federal law, but generally means a weapon (gun) or destructive device (explosive, incendiary).

The period of expulsion will be no less than one year. The superintendent will make recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement.

The district may provide educational services in an alternative setting to students expelled under this policy. The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

Adopted 10/23/89; Revised 5/28/90, 6/28/04, 9/22/08, 5/23/16

Legal references:

Federal Law: Gun-Free Schools Act of 2002, 20 U.S.C.A. 7151. S.C. Code, 1976, as amended:

Section 16-23-430 - Concealed weapons, school property exception.

Section 59-63-235 - Expulsion of student determined to have brought firearm to school.

Section 59-63-370 - Definition of a weapon.

Federal Cases: New Jersey v. T.L.O., 469 U.S. 325 (1985).

THEFT, VANDALISM, AND PERSONAL PROPERTY

All students are to respect school property and all personal property belonging to others. This means using such only with the permission of the owner. Any student taking or damaging property belonging to others will be subject to disciplinary actions. **Consequences of stealing or damaging property of others will include but not be limited to replacement of items stolen or damaged.** The school cannot accept any liability for the loss or damage of personal property. We recommend that students not bring to school any expensive jewelry, large amounts of money, or other valuables.

THREATS TO SCHOOL PERSONNEL

It is unlawful for any person to knowingly or willfully deliver or convey to a public official (faculty, staff, or administrator) any verbal, written, or electronic communication which contains any threat to take the life of or inflict bodily harm upon the public official or members of their immediate family. The conveying of threats in any form or fashion to a public school is unlawful and violators will be subject to punishment by law. Any person violating the provisions of this section must, upon conviction, be punished by a term of imprisonment of not more than five years.

DISTURBING SCHOOLS ORDINANCE

It shall be unlawful: (1) For any person willfully or unnecessarily (a) interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State, (b) loiter about such school or college premises or (c) act in an obnoxious manner thereon; or (2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge. **Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.**

AR JICDA-R Code of Conduct

Issued 6/23

Level I – Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

Level II - Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of

disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

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

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- temporary removal from class
- temporary or permanent removal from bus
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

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

- assault and battery
- extortion
- bomb threat
- false fire alarms
- fighting – Middle and High Schools
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- sextortion
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)

Extenuating, Mitigating, or Aggravating Circumstances

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school

suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Discipline of Students with Disabilities

Disciplinary process

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

Program prescriptions

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student with disabilities' individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function, or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

Expulsions

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions.

Issued 5/28/90; Revised 8/26/91, 5/29/07, 4/15/11, 2/27/12, 5/23/16, 6/13/23

York 3/Rock Hill School District

SUSPENSIONS AND EXCLUSIONS

Students are expected to conduct themselves at all times in a manner that will be in the best interest of the school. Student conduct that disrupts the classroom environment or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of the student.

If a fight is taking place, and it appears that a student is videoing the incident, he/she will receive, at a **minimum**, three days of OSS.

Suspended students may be sent home for a period of one to ten days. **For criminal or extremely serious matters, such as the possession of a weapon, a first offense will result in the recommendation of an exclusion or expulsion.** Students who are recommended for exclusion from school will be provided an opportunity for a hearing before the district hearing officer. The hearing officer may recommend that the student be readmitted to school immediately; be re-admitted on probation; be assigned to another school; be assigned to Raven Academy or its virtual program; or be expelled.

Suspensions or exclusions in no way preclude the right of the principal to have a student arrested when the conduct of the student has violated the law or poses a threat to property or the well-being of other students and staff. While on suspension or awaiting an exclusion hearing, students are not allowed on school grounds and may not attend any school district activity.

Policy JKE Expulsion of Students

Issued 6/23

Purpose: To establish the board's vision for the expulsion of students.

A student may be expelled for any reason listed in the Student Code of Conduct (policy [JICDA](#)) or for the commission of any crime, gross immorality, gross misbehavior, or the violation of any other written policies, rules, or regulations established by the board or the State Board of Education; or when the presence of the student is deemed to be detrimental to the best interest of the school. The Board of Trustees believe in a safe and secure learning environment, thus consider that all students repeatedly engaging in level three criminal conduct shall be better served in an alternative learning setting.

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified using multiple methods of communication (by phone and in writing) of the time and the place of a hearing before the district hearing officer. The hearing will take place within five school days of the incident barring unforeseen circumstances, such as incarceration, illness, etc., at a time and place designated by the school, unless the parent/legal guardian has requested to delay or if a manifestation determination must be held. A decision will be rendered within three school days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures. It is the district's intention to process hearings and appeals in a timely manner in an effort to limit the number of school days missed by the student.

At the hearing, the parents/legal guardian will have the right to legal counsel and to all other regular legal rights, including the right to question witnesses in a manner determined by the district hearing officer. The student and/or parent/legal guardian has the right to appeal the decision of the district hearing officer. The first line of appeal is to the superintendent or his/her designee. The superintendent or his/her designee may provide an opportunity for the expelled student to re-enroll and attend classes at an alternative educational setting. The decision of the superintendent or his/her designee may be appealed to the Rock Hill School District Three of York County Board of Trustees.

Within three school days of the hearing, the hearing officer will notify the student and parent/legal guardian of the decision as to whether the student committed the alleged rule violation(s) or misconduct, based upon the evidence presented at the hearing, and the appropriate consequence. If the hearing officer determines that grounds for expulsion exist, he/she may expel the student for the remainder of the first semester, for the remainder of the current school year, or permanently. With a decision to expel, the hearing officer or the superintendent's designee, may make a recommendation that the student receive an application to attend an alternative program.

The hearing officer will report his/her decision in writing to the student, the parent/legal guardian, the superintendent, and the school. If the hearing officer determines that grounds for expulsion do not exist, absences resulting from the suspension may be excused if appropriate, and the student's record will reflect the decision of the hearing officer. The student will be allowed to make up missed work as appropriate.

A student who has been expelled is not permitted on the grounds of any of the district's schools; not permitted to attend school activities, functions, or events on or off school grounds, except for a prearranged conference with an administrator; and not permitted to board school buses. A student found on school grounds; at school activities, functions or events; or on a school bus, without permission from an administrator, while expelled will be subject to further discipline.

Acts of criminal conduct that may prohibit an expelled student from applying to the alternative program include but are not limited to the following:

- firearm on campus
- selling/distributing drugs on school property or within one-half mile of school grounds
- brandishing a weapon
- threats to take life or inflict bodily harm upon a teacher, principal, or members of their family
- serious crimes in the community

Adopted 10/23/89; Revised 5/28/90, 7/28/03, 9/22/08, 10/24/16, 6/22/17, 6/13/23

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-19-90(3) - Authority of board to regulate student conduct.

Section 59-63-210 - Grounds for suspension, expulsion, or transfer.

Section 59-63-235 - Expulsion of student determined to have brought a firearm to school.

Section 59-63-240 - Expulsion hearings.

S.C. Cases:

Davis v. School District of Greenville County, 374 S.C. 39, 647 S.E.2d 219 (2007).

York 3/Rock Hill School District

INFORMATION AND REGULATIONS

ACCIDENTS, EMERGENCIES, AND MEDICAL CONDITIONS

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows: authorized school personnel will administer First Aid. If the accident or illness is considered serious, or if the student is uncomfortable, a parent will be called. No child that is ill or injured will be sent home alone. If a parent cannot be reached, the school will follow parents' directions on the enrollment card and consent forms to secure an individual to pick up the child, or to secure emergency medical treatment if needed. **It is important that schools have students' current addresses and phone numbers at all times. This information is especially important in cases of emergency.**

School personnel should be made aware of medical and allergic conditions and provided with the name of a contact person who can be reached at all times. Students who have been sick the previous night should only attend school if sufficiently recovered.

ASSEMBLY PROGRAMS

Periodically, students will report to the auditorium or gym for concerts or special presentations. To guarantee enjoyment by everyone, all people in attendance must follow these expectations:

- Enter the auditorium as quickly and as orderly as you can. Sit in your team's assigned area. Fill in every seat.
- Observe school rules - no gum, hitting, running, shouting, hats, etc.
- Remain quiet throughout the program.
- Sit appropriately and remain seated during the entire program unless or until you have permission to stand.
- Show respect for each speaker or performance by not talking to other students and not blurting out remarks.
- Show your appreciation with applause - not by yelling, whistling, etc.

Students not following these guidelines will be removed from the auditorium and may receive disciplinary consequences.

ATTENDANCE PROCEDURES AND MIDDLE SCHOOL ATTENDANCE

Student Attendance - Policy JE

MIDDLE SCHOOL ATTENDANCE GUIDELINES

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within three days after the student is back in school, this absence will be unexcused. The maximum number of days that will be recorded as lawfully excused absences with parent notes will be five.

A tardy is only excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

Students will be considered lawfully excused absent when:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family — with proper documentation (bulletin, death notice, etc.).
- There is a recognized religious holiday of their faith.
- Activities approved in advance by the principal.
- The student is suspended from school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
- Absences associated with Covid-19.

Students will be considered unlawfully absent when:

- Willfully absent from school without the knowledge of their parent or guardian.
- Absent without acceptable cause with the knowledge of their parent or guardian.
- Sports, sporting events, family vacations, or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

Documentation for All Absences

- All students are to provide official documentation for any absence to the home school.
- A written excuse (signed by a parent/guardian) OR a medical excuse should be provided within three days after returning to school.
- Documentation may also be submitted electronically by using the email link located on each School's website under *Quick Links* or submitted directly to the home school Attendance Office.

Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact you and your child for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. Students who exceed the maximum number of absences allowed may be referred to the Family Court for truancy if under the age of seventeen.

Citation: South Carolina Code of Laws 59-65-50, 60, & 70 and South Carolina Board of Education Regulations.

TRUANCY

State laws and regulations determining absences and truancy are applicable for onsite, virtual, and hybrid instruction. Staff members will follow policy JE regarding continued absences and the following guidelines:

- When excessive absences become a pattern, the principal or his/her designee will oversee the development and implementation of a written intervention plan designed to improve student attendance.
- When truancy continues following implementation of a written intervention plan, students will be referred to the family court and parents/legal guardians to the Department of Social Services to address truancy issues as outlined in administrative rule JE.

TARDIES

All students are expected to be on time every day. If a student arrives at school after 8:15 a.m, **a parent/guardian is required to check the student in at the front office.** A student may be excused for being tardy three times at the beginning of the school day with a note from a parent or a guardian.

EARLY DISMISSAL

A parent or legal guardian must come to the school to pick up students. **Students may not be dismissed after 2:45 pm.** During state testing, early dismissal will not be considered excused absences, except in cases of emergencies.

TEXTBOOKS

Students are issued state owned textbooks free of charge for their use during the school year. Books are quite expensive and cost up to \$100.00 each. All students are responsible for turning in all textbooks at the end of the school year or when withdrawing from the school. **Students must pay for any lost or damaged books.** If you lose a textbook, report your loss to the subject teacher immediately.

BOOK BAGS AND HANDBAGS

All book bags and large handbags must be left in the lockers during the school day. A small handbag may be carried for personal items.

TRANSPORTATION

School bus transportation is authorized only for pupils regularly enrolled in public school. Specific student behavior expectations are established for the safe and efficient operation of Rock Hill Schools' transportation system in accordance with state laws and regulations. Therefore, it is unlawful for any person to interfere with the safe operation of a school bus, either verbally or physically. Students may be suspended, placed on probation or denied bus privileges for discipline violations.

The following is provided for your information and compliance.

Meeting the Bus:

1. Students must be on time and must meet the bus at the designated stop when the bus arrives.
2. When approaching the bus stop, if students have to walk along the highway, they should always walk on the left, on the shoulder facing traffic.
3. When crossing the highway, students should walk, not run.
4. Students should not run beside the bus, but should wait until it stops and then walk to the door.
5. Students must not bother or damage private property, or other students or motorists.
6. Students should meet the bus only at the bus stop to which they have been assigned.

On the Bus:

1. Students should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Students must never extend arms, legs, or head out of the bus.
3. Students should not talk to the driver while the bus is in motion, except in an emergency.
4. Students must never tamper with the emergency door or any other part of the bus equipment.
5. Students must not mar or deface the bus, and seat coverings must not be damaged in any manner. Passengers should report any damage to the bus or seats to the driver as soon as possible.
6. Only the driver or the authorized person should remove First Aid equipment, which is to be used only for emergency treatment.
7. Students must not tamper with the Fire Extinguisher, which is to be used only by the driver in an emergency.
8. Students are not permitted to open bus windows, unless given permission to do so.
9. Students must not fight, horseplay, or scuffle on the bus or create any disturbance.
10. Students must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
11. Books, lunch boxes or other objects should not be placed in the aisle of the bus.
12. Student conduct standards are covered in the brochure "Student Transportation Regulations."

Leaving the Bus on the School Grounds:

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.
2. Students should leave in an orderly manner. Students in the front seats leave first.
3. Students must not loiter or play near the stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading.

Transportation Questions:

Please email the transportation department: bushelp@rhmail.org

A brochure from transportation is being provided with schedules on the first day of school.

Common Disallowed Items On School Buses

Carry-on items: Compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are large, wooden, etc.-**none of these** are to be carried on busses by drivers, teachers or students. Up to 22x28 paper posters are allowed if driver vision is not obstructed. Band instruments or other items carried on the bus must be of such size that all must be carried in the students lap and cannot be above the seat top. Items on the seats, floor- (projectiles) or obstructing the isles endanger all passengers on the bus. Class projects and large band instruments must be transported to/from school via private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

School bus drivers are instructed to stop such items from being brought onto the bus. Every item/object must be scrutinized. Students/parents must present items to the school principal for a principal's signature-note, which must be given to the bus driver prior to approaching the bus.

Some examples of disallowed items are:

Over Sized band Instruments



Pressurized/Flammable Items



Possible Projectiles



All Glass Items



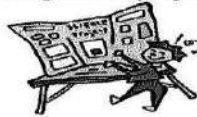
Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items



MEAL PROGRAM - See Child Nutrition Information on District Website and District Re-Entry Plan

School meals are not free for everyone as they have been during the pandemic. However, Saluda Trail provides both breakfast and lunch at a nominal price in the school cafeteria. Students pay a cashier as they go through the line. If they choose to pay by the week, they may do this at the cash register on the first day of the week. All students are encouraged to eat in the cafeteria and take advantage of the nutritious and inexpensive meals available. **Students are not to have food delivered or brought to them individually or in groups from any outside source (including parents/guardians).** Please see Lunch Program Policy on Rock Hill School's Website.

Through the Federal Lunch Program, free and reduced price meals are available to those students who apply and who are eligible according to Federal guidelines. **This eligibility is carried over from the previous year of the first thirty days of school, but after that time, students must have a new approved application on file.** Any misuse of the free or reduced price lunch program is fraud and is subject to disciplinary measures for theft.

Those who are getting a full lunch may purchase additional individual items. These additional items are for cash only. Students will have the opportunity to eat lunch in the school cafeteria on a daily basis. All school lunches meet the Federal Guidelines for the school lunch programs and will consist of food from the basic food groups. In addition to the hot meals, students may purchase pizza, nachos, sandwiches, etc. on a daily basis in the cafeteria. The cafeteria offers water and a variety of milk options with the lunch menu.

CAFETERIA

All students are expected to behave as responsible citizens in the cafeteria.

1. Students should not run to lunch, run inside the cafeteria or in the gallery.
2. Students should not break in lines or change lines, play with or throw food, or leave the table without clearing trays and trash.
3. Students must get all food items, utensils, and napkins as they move through the service line.
4. Students are expected to buy any food that is touched by them as they move through the serving lines.
5. Students may purchase additional items by going back through the line.
6. Students who violate cafeteria rules are subject to disciplinary actions.
7. Students should talk softly, in a conversational manner.
8. Students should be respectful of others.
9. Students should keep lines orderly and straight and keep their place in line.
10. Students should not take outside or to other parts of the building. All food must be eaten in the cafeteria. Students who choose to pay for their lunch at the cash register are urged to bring their money every day.
11. Students are not permitted to use another student's lunch number.
12. Students must clean up tables, chairs, and the floor around them before leaving the cafeteria. Students may be assigned cleaning detail in the cafeteria or other area of the school or grounds.
13. All students are expected to pay for their meals each day or have funds added to their account. Credits and IOU's will not be issued. Parents/Guardians may add funds and monitor student meal accounts online by using the following link:
<https://www.k12paymentcenter.com/Home/Login>
14. At the start of the year, students will be issued meals based on their status from the previous year. Each year, a new application must be submitted. Students will have 30 days to submit a new free/reduced lunch application. You may use the following link to submit an application: <https://www.lunchapplication.com>

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

According to district policy (JICJ), students may not have cell phones, smart watches, or wireless headphones that are on or visible from the time of arrival until the dismissal bell. These items must be kept in their locker and/or bookbag at all times.

Code JICJ Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

Personal Electronic Device

For purposes of this policy, "*personal electronic device*" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not

permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times, or use for unlawful activities.

A student in possession of a personal electronic device in conflict with this policy will be subject to discipline as provided under administrative rule JICJ-R.

Violations of this policy may result in the confiscation of the device and all its components. Students are not allowed to erase the history or remove the battery, SIM card or any other part of the device before giving it to the school official. Students will receive the phone at the end of the school day.

The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

District-Owned Device

The district may provide students with electronic devices including, but not limited to, tablets or laptop computers in an effort to enhance students' learning experience. The district will determine the device that best suits the needs of the students.

Students will have no expectation of privacy with respect to any information contained on these devices. District-owned devices may contain tracking software to recover lost or stolen devices. Students are not allowed to erase the history or remove the battery, SIM card, or any other part of the device. Students will abide by the district's acceptable use policy (IJNDB) established for the use of technology resources. Students who violate the acceptable use policy or do not follow instructions for the proper use of the device on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds, will be subject to discipline according to administrative rule JICJ-R.

Students are responsible for the care of the district-owned device. Parents/Legal guardians will cover the cost of damage to or loss of the device. Students will return the device at the end of the school year or when directed by an administrator.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12, 5/23/16, 8/22/16, 6/13/23

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 - 1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

INTERNET USAGE

Rock Hill Schools provides internet in every school. This internet connection provides powerful access to worldwide information in text and media form that, if used properly, can enhance student learning. It can be particularly exciting for students because it provides a wealth of information and resources that are not readily available through conventional library means.

Unfortunately, the internet can be misused. There are images, information, and discussions that are not appropriate for students. Our faculty members directly and continuously supervise individuals and classes of students who are accessing the internet to ensure that inappropriate content

is not seen on the computer. This kind of screening is not new. Schools have always screened materials for student use to exclude many books, magazines and videos not appropriate in a school setting. However, it is possible that a student conducting individual research may disregard teacher's instructions and actively seeks out inappropriate material.

We believe that students can be provided opportunities to use the internet as a research tool within clearly understood parameters. These conditions are:

1. Parents are advised of the rules and give their written permission.
2. The student gives written assurances regarding appropriate behaviors while operating the Internet; and,
3. The student and parents understand that violations of these assurances will result in disciplinary action, and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

COLLECTION OF STUDENT FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district, i.e. lost textbooks, library fines, fees, etc., which are not cleared within the prescribed time will be notified. Failure to immediately fulfill this obligation will result in the loss of privileges or activities. A plan should be approved with the appropriate personnel to collect the outstanding obligation.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection at school (touching, kissing, holding hands, etc) are not permitted. Students who engage in these activities may receive a minimum of a lunch detention to a maximum of out of school suspension or exclusion hearing depending on severity.

SCHOOL DRESS CODE

District board policy states that the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress codes is left to the administration. In order to carry out this policy, Saluda Trail Middle School has adopted the following rules regarding dress to be complied with anytime students are in the school building:

1. **Shirts may be any solid color and may contain small logos.** Shirts must have a collar and sleeves and must be polo or button-down in type. V-neck collared shirts are prohibited. Saluda Trail Spirit Wear tops including t-shirts, hoodies, and/or collared shirts can be worn on any day with dress code bottoms.
2. Sweaters, cardigans, crew neck sweatshirts, and quarter zip pullovers of any solid color may be worn. These must be worn over a collared shirt with the collar visible. **Solid-colored sweatshirts and solid-colored hoodies with small logos may be worn throughout the school day. However, hoods are NOT permitted to be worn during the school day.**
3. Heavy or bulky outerwear (coats and jackets), non-dress code sweatshirts, and non-dress code hoodies are NOT to be worn in the building. They should be placed in lockers during class time. If students are headed to outside lunch, all coats and outside jackets must be carried and put on when they get outside. Students should remove these items immediately upon reentry into the building.
4. All pants, skirts, shorts, capris, and skorts must be khaki, black, tan, gray, or navy in color. **Wind pants, stretch/skinny pants, jeggings, yoga pants, jeans, and sweats are prohibited.** All pants with belt loops must be worn with a belt that is properly buckled. All shorts and skirts should be worn no shorter than four inches from the top of the knee. This will be measured from the top of the slit if on a skirt.
5. All pants and shorts must rest at the waist and back pockets must be at hip level. "Sagging" is prohibited. Additionally, shirts and jackets should not be worn tied around the waist.
6. All students must wear shoes. All shoes, including sandals, must have a back or strap that secures the heel of the foot. Shoes must be tied or buckled as they are designed. If the shoe itself is not equipped with a back as originally sold or purchased, then the shoe is not proper footwear and the student is out of dress code. For safety reasons, students will not be allowed to wear shower shoes, bedroom shoes, slides, or flip-flops.
7. Clothing should be worn as the manufacturer intended and in a manner that does not cause a distraction or disruption to the normal operation of class or school. Clothing should be worn with appropriate undergarments that should remain not visible. All clothing must be size appropriate. Form-fitting, provocative (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) and ripped/cut/torn clothing should not be worn at any time at school. No skin should be visible between the pant and shirt at any time. Offensive/suggestive writing, pictures, and patches on clothing/jewelry are also prohibited. This includes advertising for alcohol/tobacco products or promotion of violence.
8. Head coverings including, but not limited to, durags, bandanas, bonnets, ski-masks etc. are NOT permitted on school grounds. Hats, earmuffs, toboggans etc. are not permitted to be worn inside the building. Offenders risk having these articles confiscated.
9. All long jewelry (that extends beyond the collar) must be tucked in regardless of the style.

10. Visible piercings are limited to the ears and the nose only. Nose piercings are limited to single studs (no rings or hoops). All other piercings and ANY tattoos should not be visible at any time. Students must remove any prohibited facial piercings and must cover tattoos within the dress code standards.

Accessories:

1. Sunglasses may not be worn in the buildings or in the classrooms.
2. Curlers, combs, and picks may not be worn in the hair.
3. Jewelry with spikes is not permitted. This includes chokers, wristbands, dog leashes, chains, etc. Items that could be used as a weapon may not be worn or brought to school.

If necessary, the administrative staff will meet to approve any attire not covered by the dress code. The principal reserves the right to repeal or amend any changes to the policy as necessary and will communicate all changes to students, parents/guardians, and staff in writing prior to implementing any changes. The principal also reserves the right to waive any of these rules for special days, events, and occasions as predetermined and adequately communicated to students, parents/guardians, and staff.

Students that are found in violation of the Standard Code of Dress may be subject to disciplinary action at the discretion of the grade level administrator and building principal. Students who come to school inappropriately dressed or out of compliance may be held out of class until the violation is reasonably corrected. Absences from class as a result of dress code violations will be ruled unlawful.

DRESS DOWN DAYS

1. Ripped/tattered/torn jeans are allowed but ONLY with something on underneath so skin is not visible. Rips must not be excessive
2. Hoodies are allowed but the hood must not be worn in the building
3. Leggings/jeggings/ yoga pants are only allowed under a dress or skirt that is no shorter than four inches from the top of the knee
4. T-shirts must be worn underneath sleeveless shirts
5. No cami's or spaghetti straps
6. Appropriate footwear still applies

EMERGENCY DRILLS

State law requires that **Fire Drills** be conducted once each month. Drills may occur at any time of the day. Any time the fire drill signal sounds, everyone in the building should consider it to be a real fire. The main objective is to evacuate the building as quickly as possible in a safe, orderly manner. Instructions are posted in each classroom as to which exit to use. During such an alarm, you should follow your teacher's instructions very carefully. You are to form a single line quickly and quietly and proceed to exit the building. Please walk, do not run. Try to remain calm. Please move quickly, but do not push or shove. If you are not with your class when the alarm sounds, join a class exiting close to you and remain with this class until you are out of the building. An announcement will be made to inform you when it is safe to return to the building.

In the event of a **tornado**, an announcement will be made for students and teachers to go to their designated area inside the building. The designated area will vary depending upon the location of the classroom. Just as during a fire drill, students should follow teachers' instructions and move quickly and quietly. An announcement will be made when it is safe to return to class.

Each classroom teacher will review fire drill and tornado drill evacuation plans. To prevent a possible tragedy, we must all cooperate to ensure that everyone knows the proper exit procedure from classes in case of fire or tornado.

Periodic **crisis/lockdown drills** will be conducted to assure all students and staff are familiar with procedures in case of an emergency. The school has a comprehensive crisis plan.

In the event that a major catastrophe should occur at the **Catawba Nuclear Facility**, an emergency evacuation plan has been established for each school. Specific plans are available from the principal.

ENTERING AND LEAVING THE BUILDING

The first bell rings at 8:10 a.m. each morning to allow ample time for students to go to their lockers and to arrive in class before the tardy bell rings at 8:15 a.m. Students are not to enter the grade level hallway or related arts hallway before they are dismissed from holding areas- unless they have a pass to go to the teacher's classroom. Students are allowed to enter the building at 7:45 a.m. **Car riders will need to be here for breakfast by 8:00 a.m.** Upon entering the building the students are to report to their grade level designated holding areas or to the cafeteria for

breakfast and sit until released to report to the hallway. Any violation will result in a detention for being in an unauthorized part of the building. Repeated violations will result in further disciplinary action.

Parents/Guardians driving students to school at the beginning of the day and/or picking them up at the end of the day are to use the front car loop only. **Once a student arrives at school, he or she is forbidden to leave school grounds before the end of the regular school day unless appropriately signed out.**

Early Dismissal

Parents who need to pick a student up early from school can do so in the mail office only. Students will not be allowed to sign out early after 2:45 each day.

FIELD STUDIES

Teachers are encouraged to utilize educational field studies as a part of their instructional plans. When on school trips, students are subject to all school rules and regulations. They are expected to represent themselves, their families, and their school in an exemplary fashion.

FUNDRAISING

All fundraising or sales sponsored by school organizations must be approved in advance by the principal. The district will permit no sale of material items or services of a private nature by any individual or out-of-school organization without specific approval.

GIFTS

Students are discouraged from the exchange of gifts among themselves and the giving of gifts to teachers while at school. **Please do not have food, balloons or flowers delivered to the school.** These items will not be taken to the classroom and cannot be taken home by bus.

GUM AND CANDY

Food and gum are not permitted in the halls or classrooms unless the teacher has given permission.

HEALTH ROOM

A student who becomes ill while at school may obtain a pass from his/her classroom teacher to report to the health room. **Students are not allowed to use a phone or personal device to make arrangements to go home when ill.** Students who are too sick to be in class are too sick to be in school. Every effort will be made to contact parents to help get a sick student home. It is extremely important for parents/guardians to provide telephone numbers where they can be reached in case of their child's illness.

In the best interest of students and staff, we request that a student remain at home if he/she is sick. A child should be fever-free for 24 hours before returning to school after an illness.

If a student has a special physical or mental condition, the parent should inform their child's grade level counselor. This information should be accurate and up-to-date. Please notify the school of changes in your child's health status any time during the school year.

MEDICINE AT SCHOOL

If a student needs to take medication during the school day, the medicine must be brought to the health room and the proper forms must be completed with the school nurse by the parent/guardian. Students may come to the health room to take medicine under the supervision of the health room clerk. If at all possible, the time for taking medicine should be at the change of class periods. **Students are NOT permitted to carry OTC medications. All medications must be brought to the school nurse and the proper documentation is received.**

LEAVING CLASS FOR OTHER AREAS OF BUILDING

Any student who goes from a classroom to any other area of the school must have a pass signed by the classroom teacher granting the permission. The student must go directly and return promptly, returning the pass to the teacher who issued it. The contacted teacher must sign the pass indicating the time that the student left. Students found in areas without permission will receive disciplinary consequences.

LIBRARY/MEDIA CENTER

Saluda Trail Middle has numerous books and a wide variety of multimedia for students and faculty. Also included are large selections of magazines and vertical file of pictures, brochures, and articles about many different topics. The staff will be a professional media specialist, a library clerk, and student assistants.

The media center is available each day. Before and throughout the school day, students will be required to have a pass to enter. They may come to the media center on an individual or small group pass signed by the teacher anytime during the day.

During the first weeks of school, all students will be invited to the media center through their language arts classes to have an orientation and instruction session on the media center program.

All books except reference books may be checked out for a period of two weeks. Vertical file material and back issues of magazines may also be checked out. Books may be renewed unless there is a strong demand for the same materials.

Fines can be charged for books kept longer than the period permitted. Students can be charged for lost or damaged materials. If students have overdue materials or owe fines at the end of the grading period, their report cards will be withheld.

The media center is maintained for the use of the students and the staff of Saluda Trail. All furnishing and materials should be kept in the media center to use materials in comfort. It is necessary that each student's conduct be that of a responsible middle school student. Those whose behavior is irresponsible will be subject to suspension of library privileges.

The media center and its staff are there to help all students at Saluda Trail be successful. Please be sure to ask for help whenever it is needed.

LOCKERS

Each student is entitled to the use of a locker. Students are asked to keep the lockers locked at all times. Saluda Trail will not assume the responsibility for the contents of the locker. Students are not to share their lockers. Students are to use **ONLY** those lockers issued to them by the school. All school lockers are subject to administrative search in interest of school safety, sanitation, discipline and enforcement of school regulations. Law enforcement officials may conduct searches upon presentation of a proper warrant. Students are responsible for cleaning their lockers at the end of the school year. All items left in lockers become the property of the school to be disposed of at the discretion of the administration.

All **gym lockers are to remain locked at all times** when not under the direct supervision of the student to whom the locker was issued. Students are not to be in the gym locker rooms without adult supervision. No personal belongings are to be left outside gym lockers at any time. Students should not bring cell phones, wallets, money, personal electronic devices, or other valuables to the P.E. locker rooms.

LOST AND FOUND

A Lost and Found area will be provided in the main office area. Students with lost clothing, books, etc., should check this area. Students are to cooperate by turning in all articles that are found. Students can check for articles that have been lost. Parents are encouraged to label coats, sweaters, and other materials with your child's name. Just before the winter holidays and at the end of school, all unclaimed items will be donated to a worthy organization.

All textbooks found will be given to the teacher who issued the book. South Carolina State Law requires parents to pay for missing books and states that this requirement must be complied with before new books are issued. If lost textbooks are found after having paid for new ones, refund checks will be issued to the parents with receipts.

MESSAGES

To avoid interrupting classes, messages will be delivered directly to students only in emergencies. School wide announcements are made only at the beginning and the end of each day.

MOMENT OF SILENCE

The South Carolina Legislature passed a law during the 1993-1994 session mandating a full minute of silence is observed each day in our schools. Saluda Trail observes this moment of silence during homeroom each morning. All students are expected to remain quiet during this period.

SEARCHES AND INTERROGATIONS

Purpose: In order to recognize and protect student rights and expectations to privacy, safety, and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating board policies, school rules, and federal and state laws, district officials, including principals and their designees, are authorized to conduct reasonable searches according to the procedures outlined herein and in board policy JIH.

If a search yields evidence that a board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests conduct which must be reported to law enforcement under S.C. Code Ann. § 59-24-60, the appropriate law enforcement authorities will be immediately notified.

The Checklist for Student Search [JIH-E(2)] may be used as a checklist for administrators who are considering conducting a search of a student or the student's effects, locker, desk, or motor vehicle. For all searches of a person, a vehicle, locker, or property, there must be an adult witness with the administrator.

Searches of a Person or a Person's Belongings or Effects

Procedures for searching a person or a person's belongings must be reasonable. A reasonable search is one which is both based on a reasonable suspicion and is reasonably related in scope. For reasonable suspicion to exist, school officials conducting a search must be able to articulate why, based on all the circumstances, they objectively and reasonably suspect the search of the person or personal property is likely to yield evidence of a violation of law or district or school rules. In formulating a reasonable suspicion, a school official may rely on information he/she considers reliable, including reports from students, as well as the official's own observations, knowledge, and experience; however, a mere hunch or guess that a search will uncover evidence of a violation of law or district or school rules is insufficient to justify a search. Additionally, the search must be reasonable in its method and scope. A search must be carried out in such a manner that it targets the object of the search or the suspected evidence of a violation of law or district or school rules. The proper scope of the search is a case by case determination and is generally limited to the places in which it is reasonably suspected that the object of the search may be found. A search may be as extensive as is reasonably required to locate the object(s) of the search and may extend to all areas, containers, and personal effects in which the object of the search may be found. In addition, when determining the reasonableness of the scope and manner of a search, the school officials must take into account the age, sex, and other special circumstances concerning the object of the search and the person involved, as well as the nature of the suspected infraction. Should the school official determine that a pat-down search is necessary, the school official, who must be the same sex as the person searched, will escort the person to a private area to conduct the pat-down search. A witness must be present during all such searches. If a student refuses to comply, the student's parent/legal guardian and/or the police will be contacted. Under no circumstances, however, is a strip search by a school official permitted.

Searches of Lockers, Desks, and Other School Property

The district provides lockers, desks, and other school property or storage spaces to students for their use. Because the district retains ownership of this property, school officials may conduct searches of such property, including random and unannounced searches, with or without reasonable suspicion, when such search is determined by school officials to be otherwise reasonable in light of the needs of the school. However, objects belonging to students contained in such school property will not be opened or searched except as provided in the section above. Students will be notified expressly in writing in the student handbook that such school property may be searched at any time. In conducting searches of school property, student property will be respected and not damaged.

Use of Trained Dogs

The exposure of student containers, packages, lockers, vehicles, desks, book bags, satchels, and other similar personal belongings to a reliable and trained "dog sniff," when not in a student's possession, in most circumstances is neither a search nor a seizure. This is so because a dog sniff of the above items only does not expose non-contraband items into view and discloses only the presence or absence of contraband. Sniffing of an individual by trained dogs, however, may constitute a search, and their use on school property may be disruptive and threatening to students and school personnel. Accordingly, school officials will only utilize trained dogs on district property under the following circumstances:

- Only trained and proven reliable dogs may be utilized on school grounds.
- Dogs will be under the control, direction, and supervision of a trained dog handler and will be on a leash or subject to appropriate restraint at all times.
- Dogs will only be utilized when determined to be reasonable under all the circumstances by the school principal or his/her designee.
- Dogs will not sniff an individual unless determined to be reasonable in all respects under the section above; however, actual physical contact between dogs and individuals should be avoided.

In all circumstances, school officials will make reasonable efforts to minimize the exposure of students to dogs. Should a dog alert its handler to the presence of any contraband, school officials may conduct a search in accordance with the procedures set forth in the section above. A Canine Search Document [JIH-E(1)] must be completed and sent to the office of student services within 48 hours of the search being completed.
Issued 10/26/09; Revised 8/22/16

SKATEBOARDS, ROLLERBLADES, HEELYS and SCOOTERS

Skateboards, rollerblades, heelys and scooters are not allowed on school property before, during or after school. This includes weekends and during the summer months.

SUPERVISION OF STUDENTS

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or an extracurricular activity. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. **School supervision for walkers and car riders begins at 7:45 am.** If students arrive before that time, parents/guardians are requested to supervise their student(s). **Parents/Guardians of car riders are expected to pick up their child(ren) by 3:45 p.m. each day.** Parents/Guardians who are habitually late picking up their students will need to utilize bus transportation.

Supervision will be provided for students participating in extracurricular activities 10 minutes prior to the designated arrival time and up to 15 minutes after the conclusion of the activity. This will include time that may be required for dressing after athletic events. Students who are repeatedly on school premises after the designated time for supervision may be excluded from attending future extracurricular activities and/or will be required to attend with a parent. Students who are repeatedly on school premises without special permission will be subject to disciplinary action and/or arrested for loitering. **All students leaving sports events, practices, or games will be picked up from the gym area---not the front of the school.**

School officials are not required to maintain direct supervision of spectators before or after an extracurricular activity. Students are expected to be picked up within 15 minutes after the conclusion of an event. If the student's ride is late, the student will be required to attend all future events with a supervising adult. Additionally, students may not stay after-school in order to attend events scheduled for later that evening. Students staying after-school for extracurricular events are not allowed to change clothing on the premises of the school. Students may not walk to SPHS if they are planning to attend an event at South Pointe High School. School officials will, at all times, provide reasonable supervision for crowd control during all extracurricular activities.

TELEPHONE USAGE

No student should ask or expect to use any office telephone. In case of illness or other emergency, the school nurse or school secretary will make the necessary calls. Students will not be called to answer the phone during school hours unless approved by an administrator. Emergency messages from parents and guardians of students may be left with the secretary. All calls should be limited to three minutes or less.

TRANSFERRING TO ANOTHER SCHOOL

Parents/Guardians should notify the school of the pending transfer. The school will continue to take attendance until a records request is received from the new school. All fines and/or fees should be paid. All school textbooks, library books, technology devices and materials must also be returned.

VEHICLES

Students in the middle school are not allowed to drive a car or any motorized vehicle on school grounds. Students who violate this policy will be subject to disciplinary action. Students who ride bicycles to school are to park and lock them at the bike rack. The school is not responsible for personal property.

VISITORS

Visitors who are on school business are welcomed at school. However, immediately upon entering the school grounds, all visitors MUST "check-in" at the main office and state the nature of their visit. According to South Carolina law any person entering the premises of any school in South Carolina shall be deemed to have consented to a reasonable search of his person and effects. Anyone failing to comply with the check-in procedure will be asked to leave the campus. After a warning, the police will be called and the violators will be prosecuted. Out-of-town student visitors or family guests will not be permitted to visit without prior permission or invitation of a school administrator.

In-district students will not be allowed to visit between schools of the district during the regular school day. Students who do so may be charged with trespassing and/or may be recommended for expulsion from district schools.

WEBSITE

Additional information about Saluda Trail's programs may be obtained through the school's website: <https://www.rock-hill.k12.sc.us/Domain/28>. This site is updated regularly.

STUDENT ACTIVITIES

All sports will follow Covid-19 Regulations established by the State of SC, DHEC, CDC, SCHSL and the RHSD in regard to dates, practice/game guidelines and fan participation.

INTERSCHOLASTIC COMPETITION (Only 7th and 8th Graders may participate)

<i>Grade 7 and 8 Band</i>	<i>Grade 7 Basketball</i>	<i>Grade 7 and 8 Track and Field</i>
<i>Grade 8 Basketball</i>	<i>Grade 7 and 8 Cheerleading</i>	<i>Grade 7 and 8 Wrestling</i>
<i>Grade 7 and 8 Chorus</i>	<i>Grade 7 Football</i>	<i>Grade 8 Volleyball</i>
<i>Grade 8 Football</i>	<i>Grade 7 and 8 Softball</i>	<i>Grade 7 Volleyball</i>

Students who participate in interscholastic activities sponsored by the school will be required to meet all the standards of requirements as prescribed by the state, and school district. In addition, students on school sports teams and cheerleading squads are governed by the South Carolina High School League (SCHSL) regulations.

To be eligible for participation in an interscholastic activity such as a ball game, band competition, etc., the student must be considered present or in attendance at school on the day of the contest if the contest is held on a regular school day. There will be no organized, required practices on weekends.

Extracurricular activities often include activities of high public interest, visibility and attention. Examples include sports, band and chorus. When students participate in such events, they are in effect serving as ambassadors of Saluda Trail and Rock Hill Schools. The behavior of students participating in such activities tends to draw attention in such a way as to elevate or malign the school and the school district's standing in the mind of the public. **Therefore, students who misbehave while participating in these type activities may be removed from the extracurricular activity by the school principal.** Examples of such misbehavior include acts of disrespect to a teacher or other school authority, acts of violence, public use of vulgar language, use or possession of unlawful drugs or narcotics, or criminal misbehavior of any kind. Students will also be subject to suspension or exclusion.

Student athletes who are assigned to the Behavior Intervention Class or receive out of school suspension may not participate in interscholastic activities either on that day and/or during the next scheduled game/event.

All students attending interscholastic events as a part of the team or as school cheerleaders MUST return to the school via transportation provided by the school. This is in conjunction with district guidelines.

Student spectators are not allowed to change clothes at school for extracurricular events. Student spectators are also not allowed to wait after-school for events or walk to events that take place at South Pointe High School. Student spectators who receive OSS are not permitted to attend extracurricular events during their suspension period.

INTERSCHOLASTIC SPORTS

Students who were seated or retained in a grade are ineligible to participate in interscholastic sports activities.

Any student engaging in any athletic competition, which is sponsored by the school or played under the name of the school, shall be required to furnish the below-described documents and forms.

Forms: The following forms must be turned in to the appropriate coaches BEFORE you can take part in any practice session:

- Parents' permission form with sports checked and signed by your parents AND you.
- Physical form filled out and signed by your doctor. This must be dated May 1st or later.
- \$60 Athletic fees paid

Birth Certificate: A CERTIFIED state, county, or city birth certificate (original-not a copy) must be turned in before you can play in a game. If your birth certificate must be ordered, we can give you the address and list of necessary information to send in order to get it.

Age: For 7th and 8th grade sports, you are not eligible if you are 15 years old when school starts. However, if your birthday is after November 1, you are eligible for the entire year.

INSURANCE

Insurance is available each school year for a small fee. (Enrollment dates vary) Two policies for health and accident insurance are available to students:

Regular School Time Coverage:

This is a limited -coverage policy beginning one hour before school and extending one hour after the school day.

Twenty-four Hour Coverage:

This policy will be effective 24 hours daily, during the full twelve months of the year.

All students who plan to participate in school athletics (including spring sports) must be covered by adequate insurance. While it is not mandatory that it be the insurance offered by the school, it is recommended. Those student athletes who do not take school insurance must bring a statement signed by a parent that they do have adequate insurance protection, and the statement will be filed in the student's record. Parents may want to purchase the optional 24-hour Accident Insurance to insure their child outside of school activities. This coverage can be viewed online at www.k12studentinsurance.com.

BAND, CHORAL, AND ORCHESTRA CONCERTS

Students who take these regularly scheduled classes have the opportunity to demonstrate their skills and talents at concerts presented at various times during the year. Seventh and eighth graders who are enrolled in band, orchestra or chorus will be required to participate in all performances as scheduled by the instructors. Some of these performances will be scheduled in the evenings. Participation in these group performances is calculated in the student's academic grade for the course.

ADDITIONAL CLUBS/ACADEMIC TEAMS

The clubs listed below may be available for students but are contingent upon student interest and/or the availability of sponsors. As with interscholastic sports, academic and behavioral guidelines must be met in order for students to participate and remain involved with these activities. Most involve after school practice or preparation.

Academic Challenge Team

Saluda Trail has an academic team for sixth, seventh and eighth grade levels. This team competes with other area middle schools.

Fellowship of Christian Athletes and Students (FCAS)

This student-led group meets every Friday morning before school and is open to anyone who would like to participate. It is an opportunity for Christians to meet together for Bible study, prayer, praise and music.

Robotics Team

The STMS Robotics Team competes against teams from other middle schools in the district and region. Students design Lego robots that will complete tasks as specified. Emphasis will be placed on teamwork and creativity as students work together to complete goals.

Boys/Girls Nights

This mentoring program is open to all male and female students. These events take place on Friday nights and include activities, games, and food.

Math Counts

Seventh and eighth grade students who are strong in math are encouraged to become members of the Math Counts team. This team engages in competitive mathematics matches against students from other middle schools in which speed and accuracy are rewarded.

Photography Club

This club has fun learning about all aspects of photography. They learn how to take good pictures and learn about the development process using our own school dark room.

Student Council

Each HOMEROOM elects a representative to the Saluda Trail Student Council. The Student Council meets regularly and helps present students' ideas and information to the school administration. They also plan school dances, talent shows, and determine monthly school spirit activities.

PARTICIPATION

"Any student charged with a crime (arrested) will not represent Saluda Trail Middle School in any extracurricular activity until the situation has been resolved. Any personnel should inform the administration of any such arrest." (DO memo, Dec. 12, 1996)

"Students who participate in extracurricular activities, such as sports, academic or vocational competitions, concerts, or plays must be in attendance at least one-half day on the day of the event. Students not in attendance for at least one-half day will not be allowed to participate in extracurricular events the day of the absence." (Responsive School, Responsible Students, Aug. 24, 1998)

Fines/Fees---In order to participate in any extracurricular activities, the student must have all fines/fees up to date. Any outstanding fees such as textbooks, library fines, and athletics will result in the student being ineligible to participate in extracurricular activities and events.

ACADEMIC INFORMATION

COURSE SELECTION

Saluda Trail offers a strong general curriculum that addresses the state standards that have been developed. It offers a strong foundation of preparation for SC-Ready and PASS as well as the high school curriculum.

Students who seek to accept additional academic challenge and have demonstrated a strong performance on SC-Ready and PASS, a strong work ethic, and success in the previous year’s coursework (*See criteria below*) are encouraged to pursue the advanced courses that are offered. These advanced courses offer the same curriculum; however, discussions and instructional activities are more in depth. In addition, students typically are expected to be motivated to learn and willing to demonstrate mastery through more rigorous assignments and projects. The pace of instruction may also be faster.

COURSES – RELATED ARTS

One of the major goals of Saluda Trail Middle School is to assist students to determine their areas of interest outside of the core academic classes (language arts, math, science and social studies.) This assistance comes through the related arts courses that are offered as a part of the school’s curriculum.

In addition to the core academic courses, all students will take physical education each year as well as a variety of exploratory or elective courses. Sixth grade students rotate through all exploratory/elective courses while seventh and eighth grade students choose those they will take during an assigned time. Exploratory/elective courses include band, chorus, strings, art, home arts, drama industrial technology, health, career awareness, and foreign language. Other exploratory/elective courses may be substituted or added as resources or interests change.

GRADE REPORTS

Students will be issued grade reports at the end of each nine-week grading period. In addition, at the midway point of each grading period, a **Student Progress Report** will be issued to all students.

GRADING

The Uniform Grading Policy utilizes the numeric grade as the basis for grade point averages throughout their high school career. This system is as follows:

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

If you have questions about your child’s performance, please contact the guidance counselor who works with your student.

PROMOTION AND RETENTION

Per Rock Hill School Board of Trustees Policy IKE and IKE-R (Promotion, Retention, and Acceleration of Students), during the three years of middle school, students are required to satisfactorily complete the following core classes with a 60 percent ("D") or higher final grade:

- three classes of language arts
- three classes of mathematics
- three classes of social studies
- three classes of science

Students who do not earn a passing grade during the school year in each core subject may be promoted to the next grade by satisfactorily completing a required summer school program. Failure to complete the required summer school or other school-based intervention will result in the student's retention in that grade level.

A conference with the parent/legal guardian and a letter documenting the retention recommendation will be sent home if retention becomes necessary.

Rock Hill Schools Grading Policy

Rock Hill Schools grading guidelines are designed to ensure all students in the district are evaluated using a consistent, fair, and equitable grading system across classrooms and schools. Grading procedures in Rock Hill Schools should reflect the following beliefs:

- Grades should reflect student proficiency on grade level standards and competencies, as well as clear learning targets.
- Grades should be balanced and reflect quality over quantity.
- Feedback is critical to student learning and grades alone are not a sufficient form of feedback.

Middle School Grade Distribution

- The purpose of homework is to provide students independent practice on skills or previously taught content. When homework is assigned, teachers should consider students' instructional levels and ensure homework is purposeful. At the middle school level, homework is not graded. Teachers may reward students for homework completion, but not penalize them.
- Per district policy, all high school credit-bearing courses in middle school (including Algebra 1, English 1, Spanish 1, and Discovering Computer Science) will give a final exam at the end of the full course which counts 20% of a student's overall grade in the course.
- Major and minor grade weightings below may not be further subdivided.

	Major Grades	Minor Grades
Weighting	60% of final quarter grade	40% of final quarter grade
Minimum/Maximum Number of Grades	Minimum 3 to maximum 5 per quarter	Minimum 9 to maximum 27 per quarter
Types of assignments and assessments	Tests Culminating projects Papers (research, lab reports) Performances Portfolios	Quizzes Classwork including, but not limited to: • journal entries • warm-ups • digital class activities • problematic tasks • demonstration of skills measured by rubrics (teamwork, participation, etc.) • independent reading

Re-teaching/Reassessment

This policy applies to major assessments or assignments only.

The goal of retaking tests or assessments in middle school is for students to obtain and demonstrate mastery of course content. Students will be provided an opportunity for reassessments only after re-teaching. Re-teaching occurs when the teacher or student determines that the student is not meeting learning goals. Re-teaching can occur with a teacher's face-to-face instruction, computer-based instruction, or additional practice opportunities at home.

Reassessment opportunities are only available to students that score below an 80. If a student wishes to retake a major assignment, he/she will have five days from when the initial score is posted in Canvas to request the reassessment from his/her teacher. Students who are offered the opportunity to retake an assessment must complete it by a date communicated by the teacher. The following assessments/tasks indicate a final measure of learning and may not be reassessed:

- End of course or semester exam;
- An assessment that ends an instructional period such as cumulative assessment;
- Benchmark or midterm exam;
- Final research paper, report, or essay; or
- Culminating project or performance.

When reassessment is offered, students scoring below the standard will have one opportunity to retake for a maximum grade of 80. In middle schools, this rule applies to all courses, including those taken for high school credit.

Make-Up Work

No late penalty is assessed if the graded assignment is due to a lawful absence. It is the student's responsibility to contact their teachers about make-up work upon return to school and within three days of return at maximum. The number of days allowed to submit late work is equal to the number of days the student was absent plus one additional day. If the student has prior knowledge of the assignment, he/she is responsible for making up the assignment immediately upon return unless arrangements have been made with the teacher. Parents and students may also access Canvas from the school's home page. Canvas provides access to class work and assignments, as well as due dates via the calendar. Students may ask teachers questions through their inbox.

Minimum Quarter Grades

If a student earns an F in a class for a given quarter, that F will be reflected on the student's report card. However, Rock Hill Schools sets a minimum final grade each quarter at the middle school level to ensure failing grades for one or two quarters do not prevent a student from passing the class for the year if the student improves performance and/or works to do so.

- Quarter 1 = 50
- Quarter 2 = 40
- Quarter 3 = 50
- Quarter 4 = 40

Each student's actual grades should be reflected in Canvas and on progress reports. Teachers can give zeros during the quarter on major or minor assessments/assignments during the quarter.

Academic Honesty

All middle school students are expected to maintain academic honesty in their schoolwork and learning. Grades – in part – are a reflection of academic honesty and learning. When a student becomes involved in cheating (including plagiarism or any behavior which could invalidate a graded assignment) the first time in a given class, the student will be assigned a grade of 50 on that work by the teacher. At the principal's discretion, the student may be allowed to retake/redo the assignment up to a maximum score of 80. A second offense will result in a zero on the assignment and disciplinary action.

Behavior that could invalidate a graded assignment includes giving or receiving help on work that should be individual or completed without assistance from others or the internet. If a student is charged with cheating, the teacher will notify parents of the incident and a referral will be filed with the appropriate assistant principal. In any instance where a student is found to have engaged in academic dishonesty or cheating, the student and parents/legal guardians may appeal to the school administration.

BENCHMARK TESTS/ END-OF- COURSE TESTS

All students are given district benchmarks in grade level content areas each quarter. End-of-Course tests (EOC) are given to students taking Algebra I and English I. These tests are calculated as 20% of the student's final grade. **In order to receive high school credit for these courses, students must receive a final course average of an 80 or higher.**

TUTORING/ EXTRA HELP

Some teachers offer their students additional help with schoolwork by having tutoring sessions before or after school. Students must receive a pass from their teacher in order to attend these sessions. Teachers also provide tutoring during lunch on designated days with designated teachers.

POWERSCHOOL PARENT PORTAL/CANVAS

PowerSchool Parent Portal and Canvas gives parents and students access to information including attendance, grades and detailed assignment descriptions. Parent Portal will be a "One-Stop-Shop" for all your student's needs. You will be able to access grades, attendance, schedule, fees, transportation, and more.

Creating an Account

If you have not created a Parent Portal account, follow the attached instructions. Your Parent Portal account will also be used to communicate with you throughout the school year so we require an account for every family. You can set up your portal on the website:

<https://rock-hill.powerschool.com/public>

When creating the account, you will be required to enter your username and password. This information is unique for each student. If you are in need of your access id for Parent Portal and Canvas, please contact the school's registrar.

If you have multiple students attending Rock Hill Schools, you will only create **one** Parent Portal account

HOMEBOUND INSTRUCTION

Specifically, medical homebound instruction is provided for both non-disabled and disabled students who cannot attend school for a medical or physical condition that exists due to an accident, illness, and/or pregnancy. A licensed physician must certify that such a medical condition exists and must complete the medical homebound application that the local school district provides. The intent of medical homebound instruction is to keep the student connected to his or her regular curriculum until the time when his or her return to the classroom setting is possible. The ultimate goal is transition back into the school environment as soon as possible. Any student participating in a program of medical homebound instruction must be approved by the district superintendent or his or her designee on standardized forms provided by the State Department of Education. All approved forms must be maintained by the district for documentation.

Homebound placements are made based on medical recommendations and homebound placements are available for all students, including those with identified disabilities. Homebound is not a special education placement, but students with an IEP can be placed on homebound with the appropriate paperwork. Students with IEPs who are granted "homebound" will continue to receive special education services along with homebound services.

For more information, please contact our District Homebound Coordinator, Anne-Lise Edmonds, by email: AEdmonds@rhmail.org or by phone: 803-981-1907

GENERAL SUGGESTIONS TO PARENTS

1. Encourage your child to come home immediately after school is dismissed.
2. Please do not phone your child during school hours unless there is an emergency and never on their cellular phone.
3. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, etc.
4. Place names on all articles of outer clothing-- coats, gloves, hats, caps, sweaters, raincoats, etc.
5. The school maintains a lost and found department. Please encourage your child to check for misplaced items.
6. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger. Your child must have plenty of sleep each night for him to do good schoolwork.
7. Educate your child about the pros and cons of social media and using social media and the internet as a responsible digital citizen
8. If there is something that you want to know about school; if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
9. Visit your school. You, as a parent, are not only welcome at school, but you are encouraged to visit. It is highly desirable that you attend the various meetings arranged by the principal.
10. You will want to know your child's teachers. If you wish to confer with a teacher, please call the school and make an appointment. Class Time may not be used to discuss an individual problem.

IDEAS FOR HELPING YOUR CHILD

Children will improve their study habits by observing the following:

1. Be sure to understand each assignment.
2. Form the habit of using a certain time and place of study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.

5. Try to develop the skill of working independently.
6. Spend enough, but not too much time on each subject.
7. Reserve a time for homework and turn off the television

Directory Information

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardian's prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill, SC 29731 **by the Tuesday following Labor Day**. If such notice is given, the school attended by the student will be notified.

Family Educational Rights and Privacy Act (FERPA)

Student personnel records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of this policy is on the district's website under the link "District Policies." <http://www.rock-hill.k12.sc.us/staff/districtpolicies.aspx>

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-8520
Notification of Directory Information

The following information is releasable upon request at the discretion of the principal of each school; a student's name, address, telephone number, date and place of birth, photo, subjects study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools 386 E. Black Street Rock Hill, SC 29730, Rock Hill SC 29731 by the Tuesday following Labor Day.

If such notice is given, the school attended by the student will be notified.

The full policy on Student Records can be found on the district website at www.Rock-Hill.k12.SC.US

August 2023	September 2023	October 2023	November 2023
Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30
December 2023	January 2024	February 2024	March 2024
Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa
1 2	1 2 3 4 5 6	1 2 3	1 2
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10	3 4 5 6 7 8 9
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17	10 11 12 13 14 15 16
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24	17 18 19 20 21 22 23
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29	24 25 26 27 28 29 30
31			31
April 2024	May 2024	June 2024	July 2024
Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa
1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5 6
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
		30	

2023 - 2024 Important Dates*

Approved: 5/3/2022

- First Day of Semester
- District Closed
- Student Half Day
- No Student Attendance, Teacher Work Day
- No Student Attendance, Teacher Professional Development Day
- Graduation Day

Sem. 1: 85 days, Sem. 2: 95 days
 Q1 (Oct. 19) - 42 days
 Q2 (Dec. 22) - 43 days
 Q3 (March 19) - 47 days
 Q4 (June 6) - 48 days

Key Dates

First Day of School Aug. 21
Last Day of School June 6
Student Early Dismissal
 Oct. 20, Dec. 22, March 28, May 2, June 6
Graduation Day - June 7
Teacher Work Days - No Students
 August 17-18, Jan. 8, Feb. 16, June 7
Teacher PD Days - No Students
 August 15-16, Oct. 9, Feb. 15, March 22
OEC Day - No Students
 (Olde English Consortium) Oct. 9
Make-Up Days - Feb. 19, March 29, May 3

*The school calendar is subject to change due to inclement weather or unforeseen circumstances.

Breaks / District Closed

Labor Day - Sep. 4
Thanksgiving - Nov. 22-24
Winter Break - Dec. 25-29, Jan. 1-8 (Teachers report Jan. 8)
MLK Day - Jan. 15
President's Day - Feb. 19
Spring Break - March 29, Apr. 1-5
District Refresh Day - May 3
Memorial Day - May 27
Independence Day - July 4

Agosto 2023	Septiembre 2023	Octubre 2023	Noviembre 2023
DO LU MA MI JU VI SA	DO LU MA MI JU VI SA	DO LU MA MI JU VI SA	DO LU MA MI JU VI SA
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30
Diciembre 2023	Enero 2024	Febrero 2024	Marzo 2024
DO LU MA MI JU VI SA	DO LU MA MI JU VI SA	DO LU MA MI JU VI SA	DO LU MA MI JU VI SA
1 2	1 2 3 4 5 6	1 2 3	1 2
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10	3 4 5 6 7 8 9
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17	10 11 12 13 14 15 16
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24	17 18 19 20 21 22 23
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29	24 25 26 27 28 29 30
31			31
Abril 2024	Mayo 2024	Junio 2024	Julio 2024
DO LU MA MI JU VI SA	DO LU MA MI JU VI SA	DO LU MA MI JU VI SA	DO LU MA MI JU VI SA
1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5 6
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
		30	

2023 - 2024 Fechas Importantes

Aprobado: 5/23/22

	Primer Día del Semestre
	Distrito Cerrado
	Media Jornada para Estudiantes
	Sin Asistencia de Estudiantes, Día de Trabajo de los Maestros
	Sin Asistencia de Estudiantes, Día de Desarrollo Profesional de los Maestros
	Día de Graduación

Sem. 1: 85 días, Sem. 2: 95 días
 Q1 (Oct. 19) - 42 días
 Q2 (Dic. 22) - 43 días
 Q3 (Marzo 19) - 47 días
 Q4 (Junio 6) - 48 días

Fechas Clave

Primer Día de Clase, Ago 21

Último Día de Clase Junio 6

Salida Anticipada de Estudiantes

20 de Oct., 22 de Dic., 28 de Marzo, 2 de Mayo, 6 de Junio

Día de la Graduación - Junio 7

Días de Trabajo del Profesor - Sin Estudiantes Agosto 17-18, Ene. 8, Feb. 16, Junio 7

Días de PD para Maestros - No Estudiantes Agosto 15-16, Oct. 9, Feb. 15, Marzo 22

Día OEC - No Estudiantes (Consortio Olde English) Oct. 9

Días de Recuperación - Feb. 19, Marzo 29, Mayo 3

*El calendario escolar está sujeto a cambios debido a las condiciones climáticas o a circunstancias imprevistas.

Descanso / Distrito Cerrado

Día del Trabajo - Sep. 4

Acción de Gracias - Nov. 22-24

Vacaciones de Invierno - Dic. 25-29, Enero 1-8 (Los Maestros reportan Enero 8)

Día de MLK - Enero 15

Día del Presidente - Feb. 19

Vacaciones de Verano - Marzo 29, Abr. 1-5

Día de Actualización del Distrito - Mayo 3

Día de los Caídos - May 27

Día de la Independencia - Julio 4



PARENT/STUDENT NOTIFICATION & SIGNATURE PAGE

Parents/guardians and students are requested to read the statements below, sign, and date the form to signify that they have read and understand the rules and policies contained in the Saluda Trail Middle School Student/Parent Handbook. **The signed form should be torn out and returned to the school.**

- ✓ I have received and read a copy of the Saluda Trail Middle School Student/Parent Handbook including the school's dress code policies and discipline policies. My student and I have discussed and understand this document. We agree that he/she will abide by these rules.
- ✓ I give permission for my student's digital or photographic image to be included on the school website, school publications, brochures, and school produced in-house closed circuit television programs.
- ✓ I give my permission for my student to conduct independent research on the Internet under the conditions published in this handbook. I understand that my participation in any violation of the Internet Student Assurances published in this handbook will result in disciplinary action and possible loss of access privileges to the internet.
- ✓ I have read, understand, and will comply with the district's cell phone and personal electronic device policy.

Student's Full Name Printed: _____ Grade _____

Student's Signature: _____ Date: _____

Parent/Guardian Full Name Printed: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____