

Raven Academy



Student Information Handbook

2017-18

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Welcome to the Raven Academy Family

Welcome to Raven Academy Alternative Program. If you are a new student to Raven Academy let me be the first to say that it will be a pleasure to serve you. If you a returning student from last year or a prior time period, we are glad to have you back and look forward to serving you once again.

Raven Academy Alternative Program serves middle school students from the Rock Hill School District who has discipline and/or behavioral issues. Students are referred to Raven Academy by their home school administration. The purpose of Raven Academy is to provide a temporary yet highly structured learning environment that fosters social, emotional, and academic development for students in grades six thru eight. Students may be requested to partake in additional services dependent upon the student's individual needs. The goal of the Raven Academy Program is to have students return to their home schools and have them complete the school year in a successfully. If a student is not successful, he/she may be referred back to the homeschool or recommended for expulsion.

Please know that the teachers of the Raven Academy Alternative Program along with the administrative staff are readily available to assist you. We consider Raven Academy to be a family, and as with any family there is responsibility. **We** the **staff** will be responsible for providing you with a rigorous education along with guidance for future endeavors. **You** the **student** will be responsible for applying yourself to your studies and being prepared each day for your classes. **You** the **parent** will be responsible for taking an active role in your child's educational experience. Together we can do many great things.

We hope our program will be one that improves the child's behavior not only at school, but also at home. We encourage parents to contact the school or visit us at any time during your child's stay.

We look forward to a productive year!

Dr. Walter Wolff, Director

GENERAL INFORMATION

Class Schedule

Monday-Thursday
9-9:20 Arrival/Breakfast/ RTI
9:20-10:05 Block 1
10:05-10:50 Block 2
10:50- 11:35 Block 3
11:35- 12:20 Block 4
12:20-12:45 Lunch
12:45- 1:30 Block 5
1:30- 2:15 Block 6
2:15- 3:00 Block 7
3:00- 3:45 Block 8
3:45- 4:30 Block 9

Grading Policy

In 2016, the SC General Assembly and the SC State Board of Education adopted a new grading scale. The uniform grading policy currently applies to all students.

Course grades on report cards and transcripts will be numeric instead of letter grades.

A= 90-100 C= 70-79 F= 59 and below
B= 80- 89 D= 60-69

We will be using the following curriculum as blended modes of instruction.

GradPoint: <https://rhsd3031-flc-ccl.v2.gradpoint.com/>

Scholastic's *Next Generation*: <https://h100000535.education.scholastic.com/slms/studentaccess>

Homework, class participation, tests, projects, and presentations will be part of the basis for academic grades. Additionally, grades will be available through Canvas- the district's learning management system. You can access this _through <https://rockhill.instructure.com>

ATTENDANCE GUIDELINES

Attendance Expectations

The faculty and staff at Raven Academy want to see our students attend class regularly. We believe that having regular and timely attendance teaches life skills that will be beneficial to students as they prepare to enter the workforce. We also believe that having good attendance is essential for students' academic success and achievement.

Our program uses a blended learning approach to academics. Students utilize an on-line academic curriculum in conjunction with traditional methods. Raven Academy is not a Distance-learning program. Our expectations are for our students to be in an environment where both physical and virtual learning take place. When a Raven Academy student misses a class, it usually puts the student behind in his/her academic curriculum.

We want students to experience all that Raven Academy has to offer. Therefore, school attendance is a must. Attendance is important and should be a priority for all students and parents. Students are expected to be here unless they have a legally excused absence. Please note that trips, no matter how educational, are **NOT** legal absences unless they are **school sponsored trips**. **Student work can be made up for lawful absences.**

Students are required to attend school 170 days out of the 180-day school year. This is South Carolina Code of Laws 59-65-50 and South Carolina Board of Education Regulation.

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, the absence will be considered **UNLAWFUL**.

Students will be considered lawfully 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
- there is a recognized religious holiday of their faith
- the student is suspended out of school

The maximum number of days that will be excused by lawful absences with parents' notes will be FIVE.

The **maximum** number of days a student in grades 6 and 7 is allowed to miss is **TEN** per school year (lawful or unlawful). **Any student enrolled in a high school credit course will FAIL due to attendance if absences exceed the maximum days allowed.** High school credit classes are Algebra I, Geometry, and English I.

Phone calls will be made to parents and letters sent home as absences occur. Letters are sent at 3, 5, and 10 days. Any information learned through phone calls from parents and all copies of letters sent home to parents or letters sent from parents are maintained in the attendance office.

When either 3 consecutive or 5 unlawful absences have occurred, the District Attendance Office notifies the school and codes a student truant in the discipline file. Administration makes every reasonable effort to reach the parent and schedule a conference to develop a **Student Attendance Intervention Plan** for the truant student.

If a parent cannot be reached to come to the school for a conference, the Home-school Worker will attempt a home visit to develop the School Attendance Intervention Plan.

If a student continues to be unlawfully absent and/or not abide by the Attendance Intervention Plan, the student is referred to the District Attendance Office who will make appropriate referrals to the Department of Juvenile Justice in order to take the student to court for truancy.

TARDY POLICY

- If a student misses more than 25 minutes of class, the student is counted absent.
- All students who arrive late to school should report to the office to sign in and receive an admittance pass before reporting to class. No student will be permitted into the classroom without a late pass.

EARLY DISMISSAL

- Students must have the school's permission to leave campus early once they arrive on the school grounds.
- STUDENTS MUST ALWAYS SIGN OUT IN THE OFFICE BEFORE LEAVING CAMPUS. This applies whether the student brings an early dismissal note or if the office staff notifies the student during the day that they are to be dismissed early. Failure to sign out will result in a phone call to a parent.
- Only those parents and emergency persons listed in Power School or on the student information card will be allowed to pick up students for early dismissal.

TRANSPORTATION GUIDELINES

Students, who rely on bus transportation during the day, will be transported from their respective home high school to Raven Academy. Students will then be transported back to their high school and will ride their regularly scheduled buses to their home high school of record. You will need to call the transportation department to arrange pick-up. If you have any questions regarding transportation, please call the school or the district's Transportation Department at (803)980-2022.

STUDENT CODE OF DRESS

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.

Raven Academy students are required to wear their Standard Code of Dress as dictated by the homeschool to Raven Academy daily.

GOAL/OBJECTIVES

Provide a secure and safe learning environment by:

- Identifying trespassers
- Enhance self-concepts
- Bring more dignity to classrooms
- Increase classroom performance
- Set tone for serious study
- Decrease classroom disruptions
- Erase cultural and economic differences
- Improve attendance
- Reduce gang type influence
- Promote self-discipline
- Promote school pride

The rules below should cover the vast majority of situations that might arise; however, the administration reserves the right to make decisions regarding the appropriateness of any item not specifically covered in this policy. The provisions of this policy apply to all students and will be enforced as soon as students arrive on campus.

A student's continued noncompliance of the code of dress will be viewed as defiance and will carry increasingly harsher disciplinary consequences.

STUDENT ATTIRE

- During school hours any solid color, collared top may be worn. All tops must be of one solid color and not contain any logos, patterns, polka dots, stripes or any other design. **Pins and/or stickers may not be used to cover logos.**
- Shirts must have a collar and sleeves. Students must wear golf type or button-down shirts in long or short sleeves. The neck opening must not be a V-opening, but one that buttons, snaps or zips. **Only the top 2 factory buttons/snaps from the top of the collar may be undone.** The equivalent distance is all that may be unzipped from the collar. All shirts must be tucked into their pants and **remain tucked in all day.** There can be no gap between the shirt and the pants. The shirt must be able to remain tucked in if a student raises his/her arms above his/her head.
- Any shirt, undershirts, mock turtlenecks, and turtlenecks may be worn under the approved tops noted in paragraph 1. They must be a solid color with no designs or writing on them.

- ONLY approved school logos may be worn on all collared tops worn throughout the day. This means any previously mentioned tops that students will keep on all day while on school property CANNOT have a logo or any writing at all unless it has been approved by the administration beforehand.
- No manufacturer's brands/logo, no writing, or other non-school logos are permitted on tops except for jackets and other outer wear that will be placed in a student's locker once school starts.
- Jackets may **NOT** be worn in the building. Therefore, students must dress in underlayers in cooler weather. At all times the outermost shirt must have a collar and meet dress code requirements.
- Crew neck and hooded sweatshirts of any solid color **MAY BE WORN**. It **MAY NOT HAVE** a logo/symbol, must be size appropriate fitting/resting at the hips but not to extend past the buttocks (to the discretion of the administration), and hoods **MAY NOT** be worn over the head. A collared shirt must be visible underneath the sweatshirt.
- Any jackets or bulky outerwear (coats and jackets) must be taken off upon entering the building and locked in lockers during class time.
- School approved colors for all pants, shorts, skirts, capris, and skorts must be tan khaki, black or navy blue in color. Any shade of tan khaki is allowed. All pants must be of **cotton twill material** (no more than 2% spandex) of the type found in "chino/dockers" style pants. Cargo pants and shorts are permitted. All pants, shorts, skirts, capris, and skorts must be worn fitting at the waist--NOT BELOW the natural waist. Standard waist logos found on pants are permitted. All pants with belt loops must have a belt inserted through the belt loops and be properly buckled or a sash inserted through the belt loops with the sashes tied.
- All shorts, skirts, and skorts will be worn no shorter than 4 inches from the top of the knee. If a skirt has a slit, the top of the slit may be no higher than 4 inches above the knee. The following items are NOT appropriate for school: Wind pants and sweat bottoms, biker shorts, form-fitting clothes, and tattered or torn clothing. Pants made of corduroy, denim, jean material (no matter the color), nylon, knit, and pants with more than 2% spandex are not allowed.
- Clothing must be worn with appropriate undergarments, and **undergarments must not be visible**. All clothing must be **size appropriate** with no bagging, sagging, or oversized clothes worn. Provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) is prohibited. No skin can be visible between the pants and shirt at any time. Shirts must be tucked into the pants.
- Offensive or suggestive writing, pictures, patches on clothing (including outerwear) and belt buckles are prohibited. This includes advertising for alcohol, tobacco, or illegal products or depiction/promotion of racial, sexual, or violent behavior.
- Clothing must be worn as the manufacturer intended. Shirts and jackets must not be worn tied around the waist or neck.
- No students are to wear bandannas, sweatbands, stocking caps, do-rags, hats or sunglasses at school.
- Students' hair, including facial hair, must be neat and clean, and well groomed. No hair rollers, picks, or combs are allowed to be worn in the hair at school. The hair color (**non-human colors**) and style must not be extreme to the point of creating a distraction.
- All students **must** wear tennis shoes or closed-toe shoes. No slides, slippers, sandals, or flip flops are permitted.
- Hairbrushes, combs, picks and the like should be left in the student's locker.
- All students will adhere to the dress code during the school day, until the student LEAVES CAMPUS.

DRUG DOG

Search and Seizure and the Use of Trained Drug Dogs on School Properties

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials. Policy JIH and Administrator Rule JIH-R

COMMUNITY NETWORKING HOURS REQUIREMENT

The community invested in the education of its citizens when the Rock Hill School Board agreed to fund this program. In an effort to give back to the community, all of our students are required to volunteer for a minimum of **FIVE** hours before returning to their homeschool. Community Networking also allows students the opportunity to experience and observe professional protocols of the workplace to include; being punctual, maintaining high level of integrity, following a specified dress code, etc. Community service must positively impact you, the community, the school, the environment or a group of people. Additional information is available by contacting Ms. Hathcock.

BOYS AND GIRLS CLUB OF YORK COUNTY (BGCYC) TEEN CENTER

The BGCYC hosts its Teen Center here at the Flexible Learning Center facility after school. The Teen Center provides programming that fosters life-long learners by supporting academic success today, setting higher college and career goals for tomorrow and providing access to tools and technology that prepare them for the 21st century. We also encourage our members to develop their creativity and cultural awareness through knowledge and appreciation of arts through programs, opportunities and new technology. For youth attending our teen center, the annual membership fee is \$25. For more information and enrollment, please visit the website at <http://www.bgcyc.org/our-clubs/locations/teen-center.aspx>

RECYCLING PROGRAM

All members of the Raven Academy family should recognize the need for and the benefits of recycling. Therefore, students, staff members, and visitors are asked to place recyclable materials in the designated areas on campus. Please join in making our campus a clean and attractive learning environment for everyone.

MATERIALS POLICY

Personal computing devices, novels and videos are the property of Raven Academy. Classroom notebooks, writing utensils and other supplies are provided for students. **Students are not to bring book bags and over-sized handbags to class. If these items are brought to school they must be kept in the student's locker.**

DISCIPLINE PROCEDURES

All students attending Raven Academy are bound by Rock Hill School District Three policies and procedures and by the rules and procedures of their home schools. However, there are specific procedures and rules that are to be followed here at Raven Academy.

Cheating and Plagiarism

Giving, receiving, or using inappropriate materials, copying from the internet, presenting someone else's idea or writing as one's own (plagiarism), or any other type of cheating will not be tolerated. A first offense of cheating or plagiarism will result in a contractual warning.

Positive Behavior Intervention and Support (PBIS)

Raven Academy uses PBIS as a framework for improving the social and behavioral climate of the program and enhancing the impact of academic instruction. PBIS implements research-based practices and interventions that match the individual needs of each student. PBIS follows a tiered prevention model along a dynamic and blended continuum of increasing intensity and/or complexity based on the student's responsiveness to the intervention(s).

School-Wide Expectations

Be a RAVEN...

RAVENS are:

R: Resilient

A: Accountable

V: Valued

E: Empowered

N: Noble

Classroom Expectations:

I will maintain a positive learning environment by:

- entering the classroom quietly and beginning to learn immediately
- showing respect for others, myself, and property
- following directions the first time they are given
- being a positive influence in the classroom
- working throughout the class period

Student Medicines at School

Students who must take prescription medicine during school hours must store it in the health room and follow the medication policy. Students must turn in parental Permission Forms for medication. No medicine is to be shared or given to any student other than the student who has permission to carry the medicine. Penalty for distributing medication to other students is suspension or expulsion from school and possibly police charges. There are forms available in the office for permission to carry medication in a purse or in one's pocket. This form must be completed and returned to the nurse. (Board Policy JGCD)

Students may take over the counter medications such as aspirin with written authorization from the parent/legal guardian and the school principal. Students may be authorized to carry, monitor, and self-administer inhalers, insulin pumps, glucometers or Epi-pens with written permission from the student's health care provider and parent/legal guardian. The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the pupil and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the pupil.

Receipt of the above will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school sponsored activity, in transit to and from school or school sponsored activities, or during before or after school activities on school operated property.

All other prescription medications must be kept locked in the health room and administered by the office or delegated agent with written permission from the parent/legal guardian and principal.

One permission slip per year per medication with the following information must be sent to the school:

- Child's name
- Physician's name
- Name of medicine
- Time to be administered
- Dosage and side effects

Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reactions when the medication has been given in the manner prescribed. The district may revoke a student's permission to self-administer medication if the student endangers him/herself or others through misuse of the monitoring device or medication.

SC Law 519-64-80

(See the office for Medication Permission Forms)

Rock Hill School District Three of York County

Parental Permission and Student Assurances in the Conduct of Independent Student Research on the Internet

Dear Parent(s),

Rock Hill School District Three has computer connections to the Internet in every school. This Internet connection provides access to worldwide information in text and media that, if properly used, can enhance student learning. It can be particularly exciting for students because it provides a wealth of information resources not readily available through conventional library means.

There are many on-going educational projects available on the Internet that are appropriate for K-12 students. Many encourage subject area studies or support “virtual field trips” to museums or other locations around the world. Much of this information can be immediately printed from the computer screen for inclusion in student or faculty research projects or papers assigned in class.

Unfortunately, the Internet can be misused. There are images, information, and discussions that are not appropriate for K-12 pupils. 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 seek 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.

Please contact your child’s teacher if you have questions. Please feel free to contact me if you have other questions.

Sincerely,
Dr. Walter Wolff
Director

ROCK HILL SCHOOL DISTRICT 3 POLICIES

COMPUTER / INTERNET USE AGREEMENT

Each student at Raven Academy is encouraged to take advantage of the many opportunities to become skillful in the use of computer technology. In addition, students are encouraged to utilize our Internet services for appropriate educational purposes. In order to maintain all computer hardware and software, as well as protect the integrity of the technology curriculum, it is imperative that all students who use a school computer, either in an assigned class or otherwise, abide by the following guidelines:

- I understand that the only drive students are allowed to save on is the “G” drive, unless teacher permission is given.
- I understand I am not allowed to move, change, delete or otherwise alter the operating system files.
- I understand that the Control Panel settings (passwords, screen savers, wallpaper, sounds, etc.) or any other established settings may not be changed.
- I understand that it is unacceptable to touch another student’s computer equipment, including the mouse, keyboard, monitor, CPU, and cables.
- I understand all software applications that have not been taught in class by the teacher are off limits.
- I understand that I must use the network/computer for legitimate educational purposes.
- I understand I may read or send e-mail only at the direction of my teacher or media specialist.
- I understand that I shall not register my personal name, home address, telephone number, or anyone else in any location on the Internet.
- I understand that I shall not attempt to download or save files to the computer hard drive or to a disk without teacher permission.
- I understand that I shall not search for, download, or print any material that violates the school disciplinary code regarding possession or display of inappropriate, offensive, vulgar, or obscene material, or assist any other student in such activities.
- I understand that I shall not use or attempt to use Internet chats or other interactive exchanges without teacher permission.
- I understand that I shall not violate copyright laws.
- I understand that I shall not tamper with other users’ files or folders.
- I understand that no excuses will be accepted for breaking this contract. “It was an accident”, “I didn’t mean to”, “I’m sorry”, etc. will not excuse the action.
- I understand that if I break this contract, I will immediately be removed from the computer and disciplinary action taken.

Policy JICC Use of Cell Phones, Personal Electronic Devices in School

Purpose: To establish the basic rules for the board's permission of student use of cell phones and other personal electronic devices in schools.

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. Students may possess a cell phone or other personal electronic device in school as long as it is used during authorized times and is not disruptive to the educational environment. Cell phones and other personal electronic devices are not permitted to be on or visible in locker rooms and restrooms.

Unauthorized use of a cell phone or other 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 cell phone, or other personal electronic device in conflict with this policy will be subject to discipline as provided under the District's code of student conduct.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12

Legal references:

A. S.C. State Statute on Paging Devices

1. 59-63-280 – "Paging device" defined; adoption of policies addressing student possession.

A. For purposes of this section, "paging device" means a telecommunications, to include mobile telephones, device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

B. The board of trustees of each school district shall adopt a policy that addresses student possession of paging devices as defined in subsection (A). This policy must be included in the district's written student conduct standards. If the policy includes confiscation of a paging device, as defined in subsection (A), it should also provide for the return of the device to the owner.

Policy JIAA Sexual Harassment of Students

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.

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

AR JIAA-R Sexual Harassment of Students

Issued 1/16

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.

Behavior Prohibited of All Employees and All Students

No employee or student of this district will create a sexually hostile or offensive school environment for any other student by engaging in any sexual harassment.

No employee or student of this district will assist any individual in doing any act which constitutes sexual harassment against any other student.

Obligations of Administrators/Supervisors

Preventive action

The district policy on sexual harassment and this administrative rule will be referenced in employee and student handbooks.

All administrators/supervisors will give a copy of district policy on sexual harassment and this administrative rule to all employees. The district will give a copy of the student handbook to all students.

The district policy on sexual harassment and this administrative rule will be available in each school's media center and the district office.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule, as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment, and the redress available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

The district will make information from the U. S. Department of Education, Office of Civil Rights (OCR) about filing claims of sexual harassment with OCR available through the personnel office.

Annually, the administrators/supervisors will attend a training session on sexual harassment which will cover the definition of sexual harassment, the district's commitment to eliminating and avoiding sexual harassment in the schools, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

Investigative/corrective action

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with the student's principal (except for situations covered in the following paragraph). Such a complaint may be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the director of personnel.

The administrator/supervisor will, within three working days, initiate an investigation of any incident of alleged sexual harassment reported to them or observed by them. Personnel will maintain confidentiality throughout the investigation. Only those who have an immediate need to know may be provided the identity of the complainant.

Upon the completion of the investigation, the administrator/supervisor will report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the personnel director and to the complainant and/or the complainant's parent/legal guardian.

If an employee or student is determined to have sexually harassed a student, the administrator/supervisor will take whatever disciplinary action he/she determines is warranted, up to and including termination of an employee or expulsion of a student.

Even if the employee has been terminated or the student expelled, the administrator/supervisor will follow up within three months of any reported incident of sexual harassment to determine whether the complainant has been subjected to any further sexual harassment.

The administrator/supervisor having reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report such conduct in accordance with state law and board policy [JLE](#) (Student Welfare) on reporting child abuse or neglect.

Obligations of All Employees and Students

All employees and students will report to their immediate supervisor or teacher, respectively, any conduct on the part of non-employees, such as sales representatives, service vendors, or employees from another district, etc. which is believed to constitute sexual harassment. The supervisor or teacher will report this information in writing to the supervisor of the non-employee for investigation. This information must also be reported to the appropriate principal and the director of personnel.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the district or by any appropriate governmental agency.

The district prohibits any action to discourage any student from reporting alleged sexual harassment.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.

Policy JICFA Hazing

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.

Policy JICFAA Harassment, Intimidation or Bullying

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 know 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.

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:

Kohvalski 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.

Family Educational Rights and Privacy Act

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 (www.rock-hill.k12.sc.us) under the link "District Policies."

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.

WEATHER/EMERGENCY PLANS

INCLEMENT WEATHER/SCHOOL CLOSING OR DELAYED SCHOOL OPENING

When schools must be closed, or open on delay, announcements will be made by local radio stations by 6:30 a.m. Students are asked not to call the stations. We will also utilize our One Call Now automated phone system to notify parents of any school delays, openings or closing. This is a computerized phone system that will call all our parents/guardians with important information.

If schools open and then must close, announcements will be made by local news media. When possible, lunch will be served before schools are closed, parents are encouraged to have a plan for their children as to where they should go in the event school closes early. Young children in particular should know who will pick them up or where they should go in case parents have not heard about the early closing.

In the event of inclement weather, call the Herald Buzzline for school closing information (329-4040, and at the prompt, dial SNOW [7669]), or consult the following media stations: WRHI-AM, WAGL, WBZK-AM, WNSC-FM, WFVT WB-55, WNSC-TV.

If school is delayed in opening, it will most likely **not** impact students here at Raven Academy. Please plan to attend as usual.

EMERGENCY PLAN

Our Emergency Response plan is designed to minimize danger to anyone occupying our school during an emergency. In addition to a response plan should an emergency arise, we have certain policies and procedures in place to maintain a safe, secure, and orderly school environment. This plan is reviewed annually and communicated to all Raven Academy staff.

To prevent a possible tragedy, we must all cooperate to ensure that everyone knows his/her responsibility in case of fire or other disasters. Students must remain with their classes during emergency drills. However, if the student is in the hall or cafeteria when a drill is in progress, the student should go to the nearest class and evacuate the building with that class.

In most emergencies students will remain and be cared for at school. If the building becomes so dangerous that re-entry is prohibited (gas leak, etc.), your child will be transported to the most appropriate alternative location in our area. Should that occur, we ask that parents follow this procedure: turn your radio or television to the local station, as it will be informed of any emergency; please DO NOT telephone the school as we have limited phone lines that MUST be used to respond to the emergency; please DO NOT come to the school unless requested to pick up your student(s). Any emergency involving the school may require emergency vehicles and workers to quickly get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the following media stations: WRHI-AM, WAGL, WBZK-AM, WNSC-FM, WFVT WB-55, WNSC-TV.

We will use our automated Parent Link phone system to notify parents of emergencies and give any procedures we need them to follow.

EMERGENCY EVACUATION

Emergency evacuation will be implemented whenever any catastrophe (or eminent threat of such) occurs where such poses a danger to the health and safety of a school population. All schools in danger will be evacuated. Obviously a chemical spill could occur at any location. The following plan is based on the premise that a major catastrophe could occur at the Catawba Nuclear facility located on Lake Wylie north of Rock Hill:

Emergency Evacuation Procedures:

1. Evacuation Alert Given
 - a. Emergency signals sound.
 - b. Students and teachers will remain at the Flexible Learning Center during the first stage of evacuation. Students may be picked up by a parent or guardian at this time.
2. If it becomes necessary to evacuate to another site, all efforts will be made to contact parents in a timely fashion.

SCHOOL LOCKDOWN PROCEDURES

It may be necessary to conduct a school-wide lockdown in order to ensure the safety of all our students and staff. There are two types of lockdowns that we exercise:

Emergency lockdown—this type of lockdown would occur if there were an intruder inside the school or on the school grounds.

Preventative lockdown—this type of lockdown might occur if some type of police incident were occurring in the community surrounding the school. Classroom instruction would continue and all students outside of their classrooms would return to class and the doors would be locked.

We hope both students and parents feel a part of the Raven Academy Family and we welcome any questions or concerns that you may have. Following is a full list of our faculty and staff.

RAVEN ACADEMY FACULTY AND STAFF

NAME	ROOM	SUBJECT(S)	PHONE	EMAIL
DR. WALTER WOLFF	OFFICE	DIRECTOR	981-1975	wwolff@rhmail.org
MRS. SHANNON REED	D113	ASSISTANT DIRECTOR	985-3739	sreed@rhmail.org
MR. WADE WITHERSPOON	B101	ASSISTANT TO THE DIRECTOR	981-1976	wwithers@rhmail.org
MRS. HOLLY HOOD	OFFICE	SECRETARY	981-1975	hhood@rhmail.org
MS. LYNN HATHCOCK	B100	SCHOOL COUNSELOR	981-1074	lhathcoc@rhmail.org
MRS. PAMELA UNRUH	B99	ELA	981-1975	punruh@rhmail.org
MRS. DIANE SLATER	B98	MATH	985-4767	dslater@rhmail.org
MR. ROB SCOTT	B97	SOCIAL STUDIES	985-4791	rscott@rhmail.org
MRS. TONYA GARREN	B96	SCIENCE	985-7536	tgarren@rhmail.org
MRS. NICOLE JORDAN	C 9	EXCEPTIONAL ED.	985-3112	njordan@rhmail.org
MR. LAMONT JENNINGS	C 6	TEACHER ASSISTANT	985-4945	ajenning@rhmail.org
MR. MICHAEL EDWARDS	OFFICE	PHYSICAL EDUCATION	981-3113	medwards@rhmail.org
OFFICER TR JONES	OFFICE	RESOURCE OFFICER	981-1971	trjones@rhmail.org
TRANSPORTATION	BUS DEPOT		980-2022	