

# Rock Hill High School

## Handbook



2018



2019

Once a Bearcat, Always a Bearcat

# ROCK HILL HIGH SCHOOL EXPECTATIONS



## “Bearcat PRIDE”

### Participation

Active learners are involved. Be here and participate!

### Respect

Take care of self, others, and environment.

### Integrity

Be honest. Be true to yourself & others. Take responsibility for your actions and words.

### Dedication

Be a team player. Demonstrate commitment. Be prepared.

### Excellence

Do your personal best. Challenge yourself to go above & beyond. Support the best in all.

*Strive to Excel...Not to Equal!*

## ROCK HILL HIGH SCHOOL MISSION STATEMENT

*The Rock Hill High School community works to provide a safe, supportive, and challenging learning environment in which each student chooses a unique path to success in a global society.*

### CORE BELIEFS

- Learning can be achieved by all students and is the chief priority for the school.
- Students have the opportunity to explore and make guided choices in their academic experiences.
- Students are provided guidance from the school community in order to make informed decisions about their future career paths.
- A safe and supportive environment promotes student learning and mutually respectful relationships.
- Students, parents, school staff, and the community are responsible and accountable for the success of the school as a learning organization.

Commitment to continuous improvement must be a primary focus of the learning organization to enable each student to be an adaptive and productive member of global society.

### SCHOOL SEAL



*In 1933, an official seal for RHHS was designed by  
Walter C. Sullivan, Principal and Mrs. Clarence M. Kuykendal, Art Teacher.*

Symbolism: the open book and quill stands for knowledge received through instruction and study; the lyre, for the musical training available in school; the artist's palette, for art training and aesthetic opportunity; the mask, for training in the dramatic arts; the winged sandal of Mercury, for the learning in all fields, with particular emphasis on academic excellence; the perpetual flame of the lamp, for the limitless opportunities always available to young people of good education.

The motto is Latin *Carpe Diem*, meaning, in strict translation: "Seize the day" and in a free translation, "Take advantage of all opportunities."

### BEARCAT CREED

We strive to serve as we ought; to give and not to count the cost; to fight and not to heed the wounds; to toil and not to seek for rest; to labor and not to ask for any reward, save that of knowing that we have given our best.



## **ROCK HILL HIGH SCHOOL**

320 West Springdale Road, Rock Hill, South Carolina 29730

Website Address: <http://rh.rock-hill.k12.sc.us/>

School Phone 803-981-1300 · Athletic Department 803-981-1344

Attendance 803-981-1817 & 803-981-1317

### **Mr. Ozzie Ahl – Principal**

#### **Administrators**

Mr. Chris Chandler— Cuts and Professional Development

Mr. Buddy King – 10<sup>th</sup> Grade

Ms. Jessica Wren – 12<sup>th</sup> Grade

Mr. Beau Modla – 11<sup>th</sup> Grade

Ms. Kia Frazier— 9<sup>th</sup> Grade

#### **Athletic Director**

Mr. Bill Warren

#### **Assistant Athletic Director**

Ms. Cindy Elder

Mr. Eric Rollings

#### **Guidance Counselors**

Ms. Kristen Starcher - Career Counselor

Mr. Drew Phillips – Grades 9-12 (A-Ce)

Ms. Karen Jackson – Grades 9-12 (Ch-Gl)

Ms. Mandy Daigle – Grades 9-12 (Go-K)

Ms. Sasha Lee – Grades 9-12 (L-O)

Ms. Charlotte Taylor – Grades 9-12 (P-Sp)

Ms. Kim Neely – Grades 9-12 (St-Z)

### **Clerical Staff**

Ms. Susie Alexander – Administrative Assistant for the Guidance Department  
Mr. Reico Barber– Registrar  
Mrs. Melanie Cook – Bookkeeper  
Ms. Lisa Helms – Administrative Assistant to Ms. Wren & Mr. Modla  
Ms. Aimee Kline – Administrative Assistant for the Athletic Department  
Ms. Erica Knox – Attendance Clerk  
Ms. Terry Rogers – Attendance Clerk  
Ms. Jennifer Stillwell – Administrative Assistant to the Principal  
Ms. Teri Turner—Receptionist  
Ms. Dianne Workman – Administrative Assistant to Ms. Frazier,  
Mr. King & Mr. Chandler

### **Academic Coach**

Ms. Christie Caveny

### **Dropout Prevention**

Mr. Tony Watkins

### **Nurse**

Ms. Angie Jackson

### **Attendance Intervention**

Ms. Tonya Mobley

### **IB Coordinator**

Ms. Trish Sanford

### **Psychologist**

Ms. Jan Brown

### **Cafeteria Manager**

Ms. Shirley Agurs

### **Job Coach**

Mr. Ryan Whitmore

### **Resource Officer**

Officer Daniel Hoberg

### **Catawba Mental Health**

TBD

### **Job Specialist**

Ms. Gail Blake

### **Vision Specialist**

Ms. Lori Finnerty

### **Media Specialist**

Ms. Donna Roberts

### **Speech**

Ms. Linda Patterson

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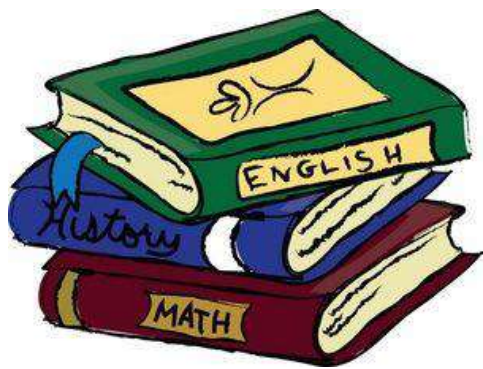
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## GENERAL INFORMATION

### Student Identification Cards (Student ID's)

Students are required to wear on their upper torso a current student picture identification card (used for signing in and out in the attendance office, purchase of student lunches, library checkout, textbook checkout, media center and computer lab entrance, prom ticket purchase, prom entrance, attendance at extracurricular activities, purchase of advanced athletic tickets, etc. ). Students are allowed to purchase a temporary ID before school, during the exchange of class and during lunch, if they forget their picture ID. Temporary ID's have the students' barcode printed on them and can be scanned. The cost of a temporary ID is \$1.00. Students may receive up to **5 temporary IDs**, which will be charged to their student account, if the student is unable to pay at time of receipt.

### Textbooks/Equipment

Textbooks, instructional materials, and instructional equipment issued to students become their responsibility. Students are not to leave their book bags or books unattended at anytime. Students are expected to have their textbooks for daily use. Students will be assessed the replacement cost of any unreturned textbooks/equipment.

When students are issued a textbook, they should check the pages for writing, the covers for damage, and the spine of the book for damage. They should report any damages immediately. If the student fails to do this, he/she may be held responsible for previous damages to the book. Please follow all these guidelines to avoid fines/fees. Make sure your name is in the book.

The procedure to follow if a textbook is lost during the semester of use: If a textbook is not available to the student for use for any reason during the semester, the student must request that another textbook be reissued by signing the Request for Textbook form outside the assistant principal's office so that another textbook can be issued. Reasons that a textbook may not be available include the textbook being lost, being stolen, being damaged, or vandalized. For any of these reasons or others not mentioned, it is the student's responsibility, to whom the book is issued to pay for the textbook.

The student must:

1. Check all locations where the book may have been left.
2. Check with any students that may have borrowed the textbook.
3. Loaning textbooks is not permitted.
4. Notify his/her teacher that the book is lost.
5. Pay for the lost/damaged textbook. The student will not be allowed to participate in the Prom or Graduation ceremony, and will lose driving

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- privileges if he/she owes for a textbook.
6. Pay any charges assessed for damages on textbooks.
  7. There is a \$10 restocking fee for all books recovered past the end of the semester that the book was issued.
  8. The student is to report to Mr. Chandler to see if his/her book was found. If the book is not found, the fee for the textbook must be paid to the bookkeeper, before a book is reissued to the student. Students are to sign the textbook request form outside of Mr. Chandler's office if he is not available.

<b>ID Fees</b> <i>Attendance Office</i>	Replacement ID	\$5
	Replacement card holder	\$3
	Replacement neck lanyard	\$2
	Temporary ID	\$1
<b>Athletic Fee</b> <i>For students listed on a team roster, paid prior to receiving team uniform. See Athletic Administrative Assistant</i>	Annual athletic fee/ Additional Insurance fee	\$60
<b>Lock Removal Fee</b> <i>If a lock has to be cut from a locker when combination is forgotten</i>	Locker lock removal fee	\$5
<b>Lost/Damaged Materials Fees</b>	Textbooks, uniforms, library books, etc.	varies
<b>Textbook Restocking Fee</b>	For recovered late books	\$10
<b>Parking Fee</b>	Gold Card holders exempt	\$20

Cash, checks or money orders should be made out to Rock Hill High School. Failure to return materials or pay debts will result in loss of privileges (driving, prom, graduation, extra-curricular clubs or activities).

### Insurance

Supplemental insurance is available for all athletes through the school. Forms will be sent home at the beginning of the school year. All athletes are required to purchase the insurance unless the school receives a statement from the parents which specifically assumes the responsibility of the cost of treating athletic injuries.

## GENERAL INFORMATION

### Lost and Found

Lost and Found is in the A building office. Lost items may be reclaimed upon proper identification. Students may visit a secretary in the main office for the purpose of claiming lost items before and after school, or lunch time. Do not come during class time. Items not claimed will be turned over to a charitable organization.

### Lockers

Each student is entitled to the use of a locker. Students are not allowed to use a locker that is not assigned to them. Key locks and laser locks are not allowed unless approved in advance by the administration in special situations. Lockers must be kept locked. Valuable articles should not be kept in lockers, and we strongly discourage students from bringing valuable items to school. Rock Hill High is not responsible for valuables that may be stolen from a locker. However, efforts will be made to identify the thief. Lockers may be inspected at any time to assure proper use and cleanliness. No stickers, decals or graffiti are to be placed in or on the lockers. Students are responsible for keeping up with and knowing their combinations. There will be a \$5.00 lock removal fee if a lock has to be cut from a locker. Combinations should not be given to anyone else and lockers are not allowed to be shared.

### Messages

Classes will not be interrupted to deliver messages during the instructional day. In the case of an emergency, school staff will make an effort to deliver a message at an appropriate time.

### Visitors

Parents/visitors are requested to report directly to the reception office upon arrival at school. Only visitors who are on school business will be permitted on the grounds during school hours. Student visitors or family guests will not be permitted to visit the school during lunch or instructional time. Pursuant to state law, persons entering school property are deemed to have consented to search of their person and property (Act 373 of 1994).

## GENERAL INFORMATION

### Parent Notification System

The school will send automated phone messages home when a student is absent from any class or suspended. Messages will also be sent notifying parents of emergency situations, school delays or closings due to inclement weather. The School District App can be downloaded to receive updates.

### Care of School Buildings and Grounds

Students at Rock Hill High School take pride in their school, its appearance, and its care by:

- Placing all trash in the wastebaskets.
- Keeping desks and walls clean.
- Cleaning lunch tables after use and throwing away all trash.
- Exercising special care in the rest rooms to keep them clean at all times.
- Not chewing gum in the buildings.

### Package Deliveries

Packages delivered for students or employees must meet these guidelines:

- School personnel must make a visual inspection of all package contents.
- No wrapped or sealed packages will be left in the office for students or faculty members.
- The person delivering the package must present a driver's license or picture ID and give the secretary database information proving their relation to the person who is to receive the package.
- Lunches are not to be delivered.
- All deliveries must be made to the reception office.

### Special Occasion Deliveries

Special occasion deliveries will not be allowed from individuals or florists. This includes, but is not limited to, Valentine's Day and birthdays.

### Salesmen

No salesmen or vendors will be permitted to consult with any student or students except where prior written permission from the District Office has been granted. No fliers or pamphlets may be left in boxes or distributed on school grounds.

### Before School Waiting Areas

Supervision begins at 7:45 a.m. each morning. Students should not be dropped off before 7:45 a.m. unless participating in morning tutoring.

Upon arrival at school all students are to report directly and immediately to the following areas only: morning tutoring classroom, cafeteria, area directly in front of A-building, covered breezeway area in front of "A" building, or the media center after 8:00 a.m.

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**Students are not permitted to congregate in front of B, C, and F-building or remain in cars in the parking lot. These areas are walk-through areas only.**

Students in areas without authorization (approved pass) will receive a discipline referral for being in an off-limits area.

### **After School Waiting Area**

Supervision is provided until 4:10 p.m. Car riders must be picked up by 4:10 p.m. each day. When the dismissal bell rings, all students, except those participating in approved school activities, are expected to leave the school premises. Non-bus students who must wait for transportation beyond 4 p.m. shall remain in the designated waiting area, which is in front of A-building, either in the courtyard area or on the walkway by the round rock wall flower bed. Students cannot be in front of B, C, or F building after 4:00 p.m.

### **Entering and Leaving Classrooms**

Students should enter/leave their classrooms quietly and in good order. Students should remain in their seats and not leave until dismissed by the teacher. No students are to stand at the door of the classroom or in the hall while waiting for the bell to ring.

### **Leaving Class for Other Areas of the School**

Any student who goes from a class to any other area of the school must have a permit signed by the classroom teacher. She/he must go directly and return promptly, returning the permit to the teacher who issued it. The permit must be signed by the contact teacher, showing the time she/he left. Disciplinary action will be taken for improper use of passes.

Students will not be allowed out of class unless it is an emergency. Students should not ask to get water, see another student, teacher or counselor, go to their lockers, etc. during class time. These things should be taken care of during class change, before/after school, and lunch time.

If there are medical reasons for a student to make frequent trips to the rest room or take medication, then it should be supported by a doctor's statement and presented to the nurse as soon as school begins. The nurse will notify the teachers. Requests should be updated annually.

### **Inclement Weather Procedures**

District personnel will be in contact with the S.C. Department of Transportation, weather officials, local law enforcement and the S.C. Highway Patrol to

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monitor weather conditions. Once information has been shared, district officials will make the decision to close early, cancel school or have a delayed opening.

Parents are encouraged to have a plan in place if school closes early or is delayed. The plan should avoid leaving young children at home unsupervised. It is also the responsibility of parents and employees to determine if conditions are safe enough to travel to school or work along their commuting route. If school is on a delayed schedule and parents must drop off their children before school is scheduled to begin, parents must accompany their child into the building to ensure that the school is open and supervision is available.

### **Early Dismissal**

If a decision is made to close early, telephone calls will be made to individual schools by district office personnel and announcements will be made to students and staff.

- Parents/guardians will be notified via the district's electronic telephone system, and the district will post information on the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) and on Facebook. Afternoon and evening classes, programs such as Challenger/Phoenix/Adult Education, extracurricular activities, and sports practices or games will not be held.

### **Cancellation of School**

- A decision will be made by 5:30 a.m. Parents and employees will receive an electronic telephone message, beginning at 6:00 a.m.
- When possible, decisions will be made the evening before to allow parents and employees as much advance notice as possible.
- Notification will include an electronic telephone message. It is the parents responsibility to keep updated telephone numbers on file with your student's school.
- Parents and employees will also be notified through the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) and Facebook.
- Local news media, such as Cable News 2, Rock Hill radio station WRHI, and Charlotte television stations WBTV (Channel 3), WSOC (Channel 9), and WCCB (Channel 18) will be notified through security coded telephone calls.

### **Delayed Openings**

- When the decision is made to delay the opening time for school, the district will use the same channels of communication in notifying

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parents and employees as in the “Cancellation of School.”

- Morning sessions for 3-year-olds at The Children's School, for 4-year-olds at the Central CDC and the Applied Technology Center, and family literacy classes at ParentSmart will not be held.
- Breakfast will not be served, but lunch will be provided.
- Employees will be expected to arrive at school at the usual but safest time. Some parents will bring their children early, and administrators will need assistance from their staff in providing supervision for students as they arrive.

### **Making Up Time Due to Inclement Weather**

Make-up dates are listed on the district's master calendar which can be located on the district's website and in this handbook.

### **Crisis Plan**

Our Crisis 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 many policies and procedures in place to maintain a safe, secure, and orderly school environment. This plan is reviewed annually and communicated to all RHHS 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 an emergency. However, if the student is in the hall, library, or cafeteria during an emergency 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 the following procedure: turn your radio or television to the local station, as they will be informed of any emergency. Please DO NOT telephone the school or your student, 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 students. Excess traffic congestion may hinder the response of emergency vehicles and workers.

Emergency situations are hectic by nature and we ask that parents remain calm and allow the school and public safety staff to handle the situation. It should be noted that students will only be released to the parent or guardian or those listed on the emergency card. We will use our automated Parent Notification System to notify parents of emergencies and give any procedures we need them to follow, so please keep all phone lines clear.

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### **Catawba Nuclear Station Emergency Evacuation**

Rock Hill High School is located outside of the initial Catawba Nuclear evacuation zone. Make arrangements pick up your student as soon as you are notified of an evacuation order from Catawba.

### **School Lockdown Procedures**

The safety of our students and staff is a priority and as such we may go into a lockdown status due to events that are taking place on or off school grounds. When it is necessary to go into a lockdown status, all doors will be locked and visitors will not be able to gain entry. We ask for your cooperation and will do our best to accommodate your needs as the situation allows.

*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. If the district policies, state or federal laws or guidelines are updated, changed, or modified in anyway during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications. Such changes will be posted on the school's website.*

### **RELEASE OF STUDENT INFORMATION TO MILITARY**

The law requires high schools to give the names and phone numbers of juniors and seniors to military recruiters who could call and encourage them to enlist. Parents can notify schools in writing if they do not want their children's information released. Parents must notify the school in writing by August 31, 2018, if they do not want this information released. Letters must be submitted to the guidance secretary.

### **PHOTOS & RELEASE OF STUDENT INFORMATION**

The following information is releasable upon request at the direction 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 annual and daily basis), diplomas and awards received, and the most recent previous education agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any or all of the information designated above not be released without the parent's or guardian's prior consent must notify the Office of the Superintendent (P. O. Drawer 10072, Rock Hill, SC 29731) in writing by August 31, 2018. If such notice is given, the school attended by the student must be identified.

### **STUDENT PHOTOGRAPHS AND WORK SAMPLES ON THE WEBPAGE**

Unless written notification is submitted to the Principal, any student work and photographs may be posted on the Rock Hill High School website.

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### SCHOOL LAB SAFETY CONTRACT

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the number one priority for students, teachers, and parents. To Ensure a safe classroom, a list of rules has been developed and provided to you in a student safety contract. These rules must be followed at all times. A form (given to the student by his/her teacher) must be signed by both the student and a parent or guardian before the student can participate in the laboratory.

### CODE OF DRESS POLICY

Rock Hill High School believes that there is a relationship between student attire, classroom behavior, attitude, and achievement. The main objective of this code of dress is to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or postsecondary settings.

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

Responsibility for the dress and appearance of students enrolled in Rock Hill District Three schools primarily rests with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings. Parents are strongly urged to pay particular attention to the cleanliness, modesty and appropriateness of their child's attire. 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. In order to enforce this policy, the administration has adopted the following guidelines re-

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garding dress. Discretion to formulate a reasonable code of dress is left to the school administration.

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

Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, illegal or gang/neighborhood related, may not be worn or brought to school. Items that violate the dress code policy will be confiscated.

#### **Student IDs:**

- Student must wear their ID at all times on their upper torso. If a student is not wearing their ID the student will receive a referral and be instructed to report to the attendance office during class change for purchase of a temporary ID.
- IDs must not have items placed in front of student's picture and name.
- Student IDs may not be altered in anyway.

*The cost of a temporary ID is \$1.00. Students may receive up to **5 temporary IDs**, which will be charged to their student account, if the student is unable to pay at time of receipt*

#### **Pants/Shorts/Skirts/Skorts:**

- Must be worn at the waistline.
- No sagging (wearing of outer pants, shorts, etc. below the waist) will be allowed. It is recommended that all pants with belt loops should be worn with a belt properly buckled at the waistline. If worn properly, pants, shorts, skirts/skorts should not need to be held in place by the student's hands.
- Shorts, skirts/skorts and splits in shorts must not be more than 4 inches above the knee.
- Boxer shorts may not be worn as outside clothing. Biker/spandex shorts may not be worn.

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- Pants/Shorts/Skirts/Skort (cut-off jeans) that have been intentionally or unintentionally tattered, torn, or have holes in them 4 inches above the knee are not allowed.
- Leggings/jeggings or running pants/yoga pants may be worn as long as the shirt covers the student's rear end and they are not see through.

### **Shirts/Blouses/Dresses:**

- All shirts, blouses, and dresses must have sleeves.
- Blouses or dresses for females can be worn as the designer intended provided they do not expose the midriff, cleavage and/or undergarments, while seated or standing. The neck of your shirt cannot be more than 4 inches from the nape of your neck. Halter tops, off the shoulder blouses, and cold shoulder tops are not permitted.
- Tops are required to extend far enough below the beltline so that there is no skin exposed at any point of a student's movement or posture.

### **Shoes:**

- All students must wear shoes for reasons of safety and health.
- Shoes must be tied, buckled, or worn as the manufacturer intended.
- No bedroom or house shoes are allowed.

### **Accessories:**

- Head coverings may be worn in the hallways. It is up to the discretion of each individual teacher if head coverings may be worn in their classroom. Items that violate the dress code policy will be confiscated.
- Belts shall be buckled and sashes tied.
- Sunglasses may not be worn or displayed on head in the buildings or classrooms.
- Curlers, combs and picks may not be worn in the hair.
- Bandanas may not be worn or displayed on school property.
- Jewelry with spikes is not permitted. This includes chokers, wristbands, dog leash, chains, etc.
- Items that could be used as a weapon may not be worn or brought to school.

### **Miscellaneous:**

- Appropriate undergarments must be worn, but not visible.
- Students' hair, including facial hair, must be neat, clean and well-groomed.

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- Pajamas and similar lounge wear may not be worn.
- See-through garments including, but not limited to fishnet, mesh or lace shirts or blouses may not be worn without a shirt meeting dress code beneath it.
- Athletic uniforms not meeting school code of dress guidelines cannot be worn during the school day unless wind or sweat suits are worn over uniform.
- Students enrolled in programs at the Applied Technology Center will dress according to appropriate safety guidelines.

### **GAMING DEVICES, PLAYING CARDS, GAMES, ETC.**

Ear buds and gaming devices should not be visible during school day except at lunch. You should not have your cell phone or ear buds on inside the hallways during class change. Playing cards and dice are not allowed.

### **POSSESSION OF PERSONAL ELECTRONIC DEVICES AND CELL PHONES**

For purposes of this policy, personal electronic devices include, but are not limited to: cell phones, 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.

A high school student may possess a cell phone or other personal electronic device in school as long as the device remains off and is not visible during instructional class time. Cell phones and other personal electronic devices are not permitted to be on or visible in locker rooms, restrooms and use is prohibited during class changes. High school students are permitted to use their cell phones and other personal electronic devices before and after school and during their assigned lunch, as long as the use does not disrupt the school environment.

Unauthorized use of a cell phone or other personal electronic device may include, but is not limited to:

- taking pictures and/or recordings without permission
- cheating
- bullying or harassment
- use during any emergency drill
- use while being transported on state or district owned vehicles
- use during unauthorized times
- use for unlawful activities

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When participating in an extracurricular activity or field study event, the supervising teacher may grant permission for use of cell phone or other personal electronic device.

The following procedures will apply when a cell phone or other personal electronic device is used inappropriately or accessed for use during unauthorized times.

### **1st Offense**

Students receive a warning.

### **2nd Offense**

The student will serve one day of In-School Suspension.

### **3rd Offense**

The student will serve two days of In-School Suspension.

### **Any subsequent Offense**

Violation of this policy greater than three offenses is considered an act of defiance. The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

Any cell phone, picture taking, or text messaging that results in students cheating or which cause major disruptions will result in the electronic device being confiscated with additional discipline at the principal's discretion.

Devices that are used for the purpose of cheating will be confiscated until the end of the school year.

Devices that are used to take inappropriate pictures will be confiscated until the end of the school year and violators risk being recommended for exclusion.

In addition, if a mobile phone emits a signal and more than one unit is found to be on during a search, all owners of the units that are on will be subject to the consequences listed above.

## **SMOKING/TOBACCO**

The possession or use of tobacco products and/or e-cigarettes by students on the school campus/facility and at school-sponsored extracurricular activities or events is prohibited by board policy. Students who violate this policy will be disciplined according to the provisions of the student code of conduct. Underage students on campus in possession of tobacco products are subject to legal action as defined by state law.

## **ALCOHOL/DRUGS**

The possession, sale, distribution, or use of a controlled substance by a student on the school grounds, buses, at any school activity, or when off the school campus attending a school-sponsored activity, and/or any other time

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when the student is under the administrative jurisdiction of the school, is strictly prohibited. The term "use" shall be construed to include being under the influence even though the substance was not consumed while under the jurisdiction of the school. Controlled substances include alcoholic beverages, marijuana, hallucinogenic drugs, illegal narcotics or any other substance that may impair you.

A student may rebut the charge of being under the influence by securing a urinalysis, which substantiates his denial of being under the influence. Such urinalysis shall be secured within two hours and no later than 4 p.m. on that day. The urinalysis may be obtained from a physician or from Keystone. The school will not be responsible for any expenses incurred.

Students who violate any state or federal laws will be reported to the appropriate law enforcement agency and all suspected illegal substances will be confiscated.

**\*NOTE: Students who must take prescription medication during school hours must store it in the health room and follow the medication policy.**

### DRUG DOG

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 periodically visit schools to inspect lockers and automobiles parked on the premises.

The program is designed for the dog to sniff property only. However, should a student with a controlled substance on his/her person come close to the dog, the animal will pick up the scent. This may be reason for the principal to investigate further. The principal or his designee and the School Resource Officer will accompany the officer while on school grounds. Students found to be involved with bringing controlled substances to school will be disciplined according to district policies and may be subject to criminal charges.

### WEAPONS

Students are prohibited from carrying weapons on school grounds or to school-sponsored events or having weapons in their automobiles while on school property. Students using/having weapons while under the jurisdiction of the school may be subject to criminal charges as well as exclusion from school. Mace, pepper spray, chains, spiked bracelets and necklaces, clubs, bats, knives, and guns are considered weapons and SHOULD NOT be on campus or in cars.

## GENERAL INFORMATION

### SEARCH & SEIZURE

Administrators and officials may conduct a reasonable search of a person, lockers, desks, vehicles, and personal belongings such as purses, wallets, or satchels/book bags (with or without probable cause) while on school property. (General Assembly of the State of South Carolina Act 373 of 1994).

### 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](http://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, 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 or 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.

### 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 educational records. These rights are:

1. The right to inspect and review the student's educational 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

## GENERAL INFORMATION

record should write the school principal (or appropriate school official), clearly identifying 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 Ave., SW  
Washington, DC 20202-8520

## GENERAL INFORMATION

### 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 of 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 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 will be notified.

### **EQUAL EDUCATIONAL OPPORTUNITY/NONDISCRIMINATION POLICY**

Code JB Issued 2/08

The Board believes that the district must provide public education in an atmosphere where differences are understood and appreciated. The district should treat all persons fairly, with respect, and without discrimination or threats of violence or abuse.

Every student of this school district will have equal educational opportunities regardless of ethnic or racial background, religious beliefs, sex, disability, immigrant status or English-speaking status and economic or social conditions. The district schools will not refuse to admit or exclude any person based on these criteria. The district will advertise this nondiscrimination policy.

This concept of equal educational opportunity serves as a guide for the board and the staff in making decisions related to school facilities, employment of personnel, selection of educational materials, equipment, curriculum and regulations affecting students. It will be the superintendent's responsibility for developing a plan and providing procedures to assure support of this policy. Each building principal will be responsible for working with the staff and students in his/her school to ensure equal opportunity for all students in all building level programs and activities.

Adopted 8/26/02, 2/25/08

1. Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d;

## GENERAL INFORMATION

and Title IX of the Educational Amendments of 1972, 20 U.S.C. Section 1681, et seq.

2. Plyler vs Doe, 1982 Prohibiting denial of immigrant students access to public education on the basis of race, color, national origin, religion or sex.

B.S.C. Code, 1976 as amended:

Section 59-63-40—Discrimination on account of race, creed, color or national origin prohibited.

### **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 investi-

## GENERAL INFORMATION

gation, 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.

### **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

## GENERAL INFORMATION

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.

## GENERAL INFORMATION

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

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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 coerced 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 JLF (Student Welfare) on reporting child abuse or neglect.

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### **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.

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

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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

## GENERAL INFORMATION

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.

## GENERAL INFORMATION

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 regulation 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 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.

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

## GENERAL INFORMATION

### 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.

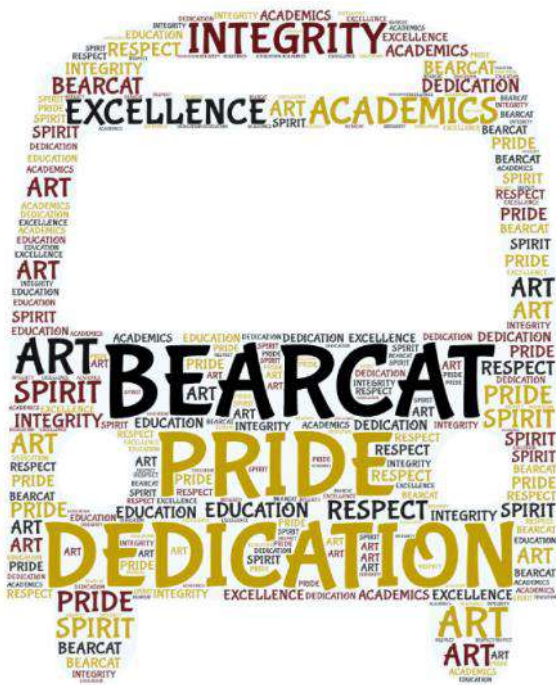
**Section 59-63-210 through 270**—Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

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).



## **GUIDANCE AND ACADEMICS**

### **COMPLAINTS AND GRIEVANCES Board Policy (JCE)**

Students and/or parents who have complaints or grievances about school matters are to discuss such complaints or grievances with the principal. Once the complaint has been heard and addressed, the decision of the principal may be appealed to the superintendent. The decision of the superintendent or his designee may be appealed to the Board of Education.

The Board will only hear complaints and grievances when such have been presented through proper channels of appeal...i.e. Principal→ Director of Secondary Schools →Superintendent. The Board will resist the impulse to settle disputes through pressure, coercion, or intimidation, nor will they act hastily in a crisis.

The first step in this process is to notify the appropriate assistant principal.

Mr. Chris Chandler— Cuts and Professional Development

Ms. Kia Frazier— 9<sup>th</sup> Grade

Mr. Buddy King – 10<sup>th</sup> Grade

Ms. Jessica Wren – 12<sup>th</sup> Grade

Mr. Beau Modla – 11<sup>th</sup> Grade

### **GUIDANCE AND COUNSELING SERVICES**

Each student at RHHS has valuable assets which can be enhanced. An effective guidance and counseling program can assist students in achieving personal and educational fulfillment through discovery, exploration, and development of their potential. Rock Hill High School is fortunate to have qualified guidance counselors who serve students based upon the Comprehensive Developmental Guidance and School Counseling Model, as outlined by state guidelines. Additionally, the counseling department has the direct services of a Career Development Facilitator to assist with career-related activities. Office hours are 8:15 – 3:45 each school day, and the main Guidance Office phone number is 981-1338.

#### **SERVICES**

Personal/Social Guidance (Learning to Live) – Counselors spend time collaborating with students about ways to meet the students' goals. Students often seek help from counselors when they are faced with personal challenges, as well.

Academic Guidance (Learning to Learn) – Counselors assist students and parents in obtaining information about academic opportunities available at RHHS. Counselors meet with every student individually each year to assist with selecting proper courses in order to meet post secondary goals. Coun-

## GUIDANCE AND ACADEMICS

selors will ensure that students receive the best possible course placement that allows for the development of strengths, aptitudes, and interests.

Career Exploration (Learning to Work) – The guidance department plans meaningful career exploration activities that give students a chance to connect their experiences in high school to the world of work. These include, but are not limited to workshops, career fairs, career interest assessments, classroom guidance and bringing in outside guest speakers.

Counselors also provide information about SAT/ACT, the military, college, scholarships, summer programs, and local helping agencies, among other topics.

### HOMEBOUND INSTRUCTION

Homebound Instruction is a program provided by Rock Hill School District Three to serve students who have been or will be absent from school three (3) or more consecutive school days due to illness, injury, or pregnancy. Homebound applications must be signed by a licensed physician and should be returned to the guidance counselor or to the homebound coordinator at the District Office within five (5) days of the student's initial absence from school.

### MAKING UP MISSED ASSIGNMENTS

Students will be permitted to make up all work missed for lawful absences. It is the responsibility of students to contact their teachers within 3 days of returning to school concerning all make-up assignments.

Parents/Guardians may request assignments through the counseling secretary for students who will be absent for three (3) or more days. It may take up to 24 hours to gather these assignments. Students will be afforded a period of time equal to the number of days absent to make up missed assignments if other arrangements are not made with the teacher.

### PROCEDURES TO SEE A COUNSELOR

If a student would like to see their counselor, the student can fill out a brief form with the guidance secretary and the counselor will send for the student at a later time. Parents are encouraged to call their student's counselor at any time to discuss student progress, concerns, request a conference, etc. 803-981-1338 Guidance Office.

## Guidance Counselors

Ms. Kristen Starcher - Career Counselor

Mr. Drew Phillips – Grades 9-12 (A-Ce)

Ms. Karen Jackson – Grades 9-12 (Ch-Gl)

Ms. Mandy Daigle – Grades 9-12 (Go-K)

Ms. Sasha Lee – Grades 9-12 (L-O)

Ms. Charlotte Taylor – Grades 9-12 (P-Sp)

Ms. Kim Neely – Grades 9-12 (St-Z)



## GUIDANCE AND ACADEMICS

Subjects	SC Diploma 24 units 4 Year College Prep	SC Diploma 24 units 2 Year College Prep
English	4 CP units	4 units
Math	4 CP units	4 units
Science	3 CP units	3 units
American History	1 unit	1 unit
Government	.5 unit	.5 unit
Economics	.5 unit	.5 unit
PE or ROTC	1 unit	1 unit
Computer Science	1 unit	1 unit
Occupational Specialty	0 units	1 unit
Foreign Language	1 unit <small>NOTE: Most 4-year colleges require 2 or 3 units of the same Foreign Language</small>	0 units
Health	1 unit	1 unit
Electives	6 units	6 units
Total Units	24 units	24 units

# **GUIDANCE AND ACADEMICS**

## **TRANSFERS/WITHDRAWALS**

Parents of students who move or transfer during the school year should contact the guidance office prior to the last day of attendance. Students should report to the Guidance Office at the beginning of their last school day. Transfer papers will be provided for teachers to complete during the day. All textbooks, library materials, and other school property must be returned. Completed transfer papers must be returned to the Guidance Office at the end of the day to ensure that records will be accurate. All financial obligations should be met prior to enrollment at another educational institution to avoid a delay in transfer of records.

## **EARLY GRADUATES**

Students are encouraged to make the best of high school and take challenging courses and electives. For those who decide to graduate early, special permission must be granted by the Principal. A written request should be submitted to the student's counselor and will be reviewed by the Principal. The request should include student and parent signatures and rationale for finishing coursework early. This must be submitted by August 31, 2018. Students MUST have successfully completed the 24 units required for a diploma to be eligible to participate in the graduation ceremony. Criteria for Honors & Highest Honors (28 credits & Gold Seal endorsement) will not be waived for early graduates. Early grads will participate in the Winter graduation ceremony; date and time to be announced.

## **COURSE SELECTION AND INDIVIDUAL GRADUATION PLANS**

Beginning in the eighth grade, students and their parents meet with a counselor to select a career cluster based on their interests. This takes place during the annual course selection process. A review and update of the IGP is done annually in grades 9-12. At the end of the 10<sup>th</sup> grade year, a student will select a career major around which his/her electives will be clustered. Parents are formally invited to participate in the IGP conferences and the course selection process each year. Additional information will be provided to students at the beginning of the registration/course selection process.

## **CURRICULUM**

State mandated uniform grading policies are now in effect for grades 9-12.

### **2 YEAR COLLEGE PREPARATORY**

This curriculum is offered to meet the needs of those who intend to continue their formal education at a two-year college or technical school.

### **4 YEAR COLLEGE PREPARATORY**

This curriculum is offered to meet the needs of those who intend to continue their formal education at a four-year college.

## **GUIDANCE AND ACADEMICS**

### **HONORS COURSES**

These are advanced courses for college preparatory students. Extra quality points are assigned for each numerical grade earned based on the appropriate grading scale.

### **ADVANCED PLACEMENT COURSES**

These courses are designed to enhance the education of academically talented high school students. The courses will enable students to complete requirements for a high school diploma and simultaneously prepare for an examination that, upon successful completion, would lead to college credits at selected colleges and universities. Students must take the AP exam to receive the extra quality points.

### **DUAL CREDIT**

Dual credit courses help students develop an understanding of the motivation and discipline necessary for success in college. Students take courses taught by high school or college instructors either on the Rock Hill High School or College campus. These courses offer high school and college credit so that students can complete college requirements earlier. Extra quality points will be awarded based on the Uniform Grading Scale. Tuition and book fees can be incurred for these courses. Students should understand that they are enrolling in college coursework within these dual credit opportunities and that the credit and grades earned will become a part of their college transcript.

### **INTERNATIONAL BACCALAUREATE**

Honors classes in 9th and 10th grades and the IB Program in the 11th and 12th grades are intensive courses of study for students who are highly motivated academically. Students who enter this program will be working toward international standards to earn an IB Diploma or Certificate. Students must take the IB exam to receive the extra quality points.

### **GIFTED AND TALENTED**

Students identified as academically gifted/talented are served through participation in the preparatory International Baccalaureate and Advanced Placement classes in the areas of advanced math, language arts, science, social studies and foreign language. Although admission into these classes is self-selecting, students qualifying as gifted/talented on the South Carolina State Department of Education guidelines are encouraged to participate in these academically advanced classes in grades 6-10. At grade 11 students are encouraged to participate in AP, Dual Credit, or International Baccalaureate Program.

# GUIDANCE AND ACADEMICS

## DIPLOMA/GRADUATION/PROMOTION REQUIREMENTS GPA DETERMINATION AND HONOR GRADUATES

*Requirements for college admission may differ from graduation requirements. Graduation Requirements are subject to change pursuant to State Department of Education regulations 11/30/99.*

**\*\*Please note that beginning with the Class of 2011, 4 year college prep students will be expected to have earned 4 units of Math. These include Algebra I (for which Applied Mathematics I and II may be a substitute), Algebra II, and Geometry. A fourth math should be selected from Algebra III/Trig, Pre-Calculus, Calculus, Probability & Statistics, Discrete Math, or a capstone math course.**

**\*\*\*Please note that beginning with the Class of 2011, 4 year college prep students will be expected to have earned 1 unit of Fine Arts. One unit in appreciation of, history of, or performance in one of the fine arts.**

### College Preparatory Course Prerequisite Requirements

**Effective Date: Academic Year 2011-12**

#### Entering College Freshmen

***FOUR UNITS OF ENGLISH:*** At least two units must have strong grammar and composition components, at least one must be in English literature, and at least one must be in American literature. Completion of College Preparatory English I, II, III, and IV will meet this criterion.

***FOUR UNITS OF MATHEMATICS:*** These include Algebra I (for which Applied Mathematics I and II may count together as a substitute, if a student successfully completes Algebra II), Algebra II, and Geometry.

A fourth higher-level mathematics course should be selected from among Algebra III/trigonometry, precalculus, calculus, statistics, discrete mathematics, or a capstone mathematics course and should be taken during the senior year.

***THREE UNITS OF LABORATORY SCIENCE:*** Two units must be taken in two different fields of the physical or life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this require-

## GUIDANCE AND ACADEMICS

ment. It is strongly recommended that students take physical science (taught as a laboratory science) as a prerequisite to the three required units of laboratory science outlined in this section. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.

### ***TWO UNITS OF THE SAME FOREIGN LANGUAGE***

***THREE UNITS OF SOCIAL SCIENCE:*** One unit of U.S. History is required; a half unit of Economics and a half unit in Government are strongly recommended.

***ONE UNIT OF FINE ARTS:*** One unit in Appreciation of, History of, or Performance in one of the fine arts.

***ELECTIVE:*** One unit must be taken as an elective. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.

### ***ONE UNIT OF PHYSICAL EDUCATION OR ROTC***

Total: 19

### NOTES

1. Each institution may make exceptions in admitting (a) students who do not meet all of the prerequisites, limited to those individual cases in which the failure to meet one or more prerequisites is due to circumstances beyond the reasonable control of the student; or, (b) students who have taken the Tech Prep (Applied Academics) courses rather than the required college preparatory curriculum described above and who meet all other institutional admissions criteria.

2. The College Preparatory Course Prerequisite Requirements are minimal requirements for four-year public college admission. Therefore, students should check early with colleges of their choice to plan to meet additional high school prerequisites that might be required for admission.

3. It is the responsibility of each school district to disseminate this set of requirements to entering freshmen students interested in pursuing a four-year college degree in South Carolina upon graduation from high school and to

## GUIDANCE AND ACADEMICS

provide the web address for their viewing:

[http://www.che.sc.gov/New\\_Web/GoingToCollege/CollPrepPrereq.htm](http://www.che.sc.gov/New_Web/GoingToCollege/CollPrepPrereq.htm).

Please note the \_\_ (underscore) character between the words "New" and "Web" in the URL.

4. This revision of the College Preparatory Course Prerequisite Requirements shall be fully implemented for students entering colleges and universities as freshmen beginning in Fall 2011. In the interim period, either the 2003-04 version of the Prerequisites or the version approved by the Commission on October 5, 2006, is acceptable.

*Approved by CHE*

*October 5, 2006*

### REQUIREMENTS FOR STATE HIGH SCHOOL DIPLOMA

In grades 9-12 and in accelerated courses in the 8th grade, students earn one Carnegie unit for each one block course successfully completed. Completion will earn one full credit. In order to receive a state high school diploma, a student must attend the district school issuing the diploma for at least the semester immediately preceding graduation (except in the case of a bona fide change of residence where the sending school will not grant the diploma) and have earned a minimum of 24 Carnegie units.

Language Arts .....	4 Carnegie Units
U.S. History.....	1 Carnegie Unit (must include study of Constitution)
Economics.....	1/2 Carnegie Unit
Government.....	1/2 Carnegie Unit
Other Social Studies.....	1 Carnegie Unit
Mathematics .....	4 Carnegie Units
Science. ....	3 Carnegie Units
Physical Education.....	1 Carnegie Unit
Health.....	1 Carnegie Unit
Computer Science .....	1 Carnegie Unit
Foreign Language or Career.....	1 Carnegie Unit
Electives .....	6 Carnegie Units
TOTAL .....	24 Carnegie Units

The graduating class of 2011 and beyond must declare a major with the program of study.

## GUIDANCE AND ACADEMICS

### DIPLOMAS AND CERTIFICATES

Students are eligible for 2 types of State credentials (certificate, SC diploma) and one local endorsement (Gold Seal) upon completion of their course of study at Rock Hill High. Beginning with the Class of 2007, students with a disability under IDEA are able to earn the Occupational Diploma. This is not a state diploma. It is locally awarded and is designed to provide students with disabilities proof of their employability skills. The types of Diplomas and their basic explanation are listed below. Students should contact their guidance counselor for detailed information.

#### **Certificate:**

Completion of all requirements of an IEP or 24 or more State prescribed Carnegie units.

#### **Occupational Diploma:**

Must meet guidelines for eligibility as a student in grades 9-12 with a disability under IDEA. This Diploma is offered when the IEP committee determines this is the appropriate placement.

#### **SC Diploma:**

Completion of a minimum of 24 Carnegie units as prescribed by the State South Carolina. Students must meet all Carnegie unit requirements to participate in graduation.

#### **Gold Seal Endorsement:**

Completion of 28 Carnegie units earned in grades 9-12 including 16 in the core academic areas (English, Math, Science, Social Studies, World Language), no grade lower than a 70 or a GPA of 4.2, complete a major.

### SCHOLARSHIPS

A number of scholarships are awarded to deserving seniors each year. Information on scholarships and financial aid is announced and available to all seniors. Interested students should be alert to announcements, the scholarship newsletter, posted flyers, and financial aid workshops.

### QUALITY POINTS FOR ADVANCED PLACEMENT/IB/DUAL CREDIT

All students at RHHS follow the State Uniform Grading Policy. This grading scale awards quality points based on the percent (%) grade earned and the type of course taken. The full scale, along with other important aspects of the policy, is given below. Earning the full extra quality point for IB/AP courses is contingent upon taking the International/National exams for these courses.

# GUIDANCE AND ACADEMICS

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
-	WP	0.000	0.000	0.000

## **GUIDANCE AND ACADEMICS**

### **Uniform Grading Policy for Rock Hill School District Three**

#### **Regulation IKA-R**

In 1999, the South Carolina General Assembly and the South Carolina State Board of Education adopted a new grading scale for high schools. The uniform grading policy applies to all students enrolled in 8th grade and above Carnegie credit courses.

1. Course grades on report cards and transcripts in Rock Hill School District #3 high schools will be numeric. No Carnegie courses will carry letter grades (A, B, C, D, F), Pass/Fail, or Satisfactory/Unsatisfactory.
2. A student's grade-point average and rank in class will be figured from a grade-point conversion table. The conversion table assigns "quality points" to each numeric grade depending on the grade earned and the category of weight assigned to the course taken. College Prep and Tech Prep courses earn the base weight of one quality point. Honors courses earn a one-half quality point more, and Dual Credit, Advanced Placement and International Baccalaureate courses earn a full quality point more than the base weight. Earning the specified quality points in IB/AP courses are contingent upon taking the International/National exams for these courses.
3. The formula for figuring Grade Point Ratios (GPR) is:  $GPR = (\text{Quality points} \times \text{Carnegie units earned}) \div (\text{Carnegie units attempted})$ .
4. Students who withdraw from a course without administrative recommendation after five class days shall be assigned a grade of 61 and 0 quality points. The grade will be calculated in the student's overall grade point ratio and remains on the student's transcript throughout high school.
5. Students who receive an F/A (Failure due to Attendance) in a course shall be assigned a grade of 61 and 0 quality points. The grade will be calculated into the student's overall grade point ratio and remains on the student's transcript throughout high school. The original grade earned and the grade earned when the course is retaken will be figured into the overall grade point ratio, and remain on the student's transcript throughout high school. The ability to retake a course during the same academic year is based on space availability in the class, extenuating circumstances, and must be approved by the administration.
6. Carnegie unit courses taken prior to the ninth grade should be retaken in the ninth grade if the student earned a numeric grade lower than an 85. Students earning below an 85 may request a waiver if extenuating circumstances apply. Unless retaken in 9th grade, the grade earned in middle school will be calculated in the student's overall grade point ratio and remains on the student's transcript throughout high school.

## **GUIDANCE**

### **PROMOTION AND RETENTION**

Rock Hill High follows a promotion system based upon earned credits. This system gives students and parents a more realistic assessment of the student's progress toward earning a state high school diploma. The requirements meet the minimum state defined level and are as follows:

#### **SOPHOMORE**

##### **4 credits**

1 English  
1 Math  
2 other

#### **JUNIOR**

##### **10 credits**

2 English  
2 Math  
1 Science  
1 Social Studies  
4 electives

#### **SENIOR**

##### **16 credits**

3 English  
3 Math  
2 Science  
2 Social Studies  
6 electives

Students that fail required classes are strongly encouraged to retake them in credit recovery programs provided in order to stay on track for promotion and graduation. Contact your counselor for complete information.

### **STANDARDIZED TESTING DATES**

Rock Hill High personnel administer many academic achievement tests during the school year. Information and applications for tests such as the ACT, PSAT, and SAT are available through the Counseling Office.

## **TESTING INFORMATION**

### **2018-2019 SAT Test Dates**

Test Date	Registration Deadline	Late Registration Dead-line online
August 25, 2018	July 27, 2018	August 15, 2018
October 6, 2018	September 7, 2018	September 26, 2018
November 3, 2018	October 5, 2018	October 24, 2018
December 1, 2018	November 2, 2018	November 20, 2018
March 9, 2019	February 8, 2019	February 27, 2019
May 4, 2019	April 5, 2019	April 24, 2019
June 1, 2019	May 3, 2019	May 22, 2019

# GUIDANCE

## 2018-2019 ACT TESTING DATES

Test Date	Registration Deadline	Late Registration Deadline
September 8, 2018	August 3, 2018	August 17, 2018
October 27, 2018	September 21, 2018	October 5, 2018
December 8, 2018	November 2, 2018	November 16, 2018
February 9, 2019	January 4, 2019	January 18, 2019
April 13, 2019	March 8, 2019	March 22, 2019
June 8, 2019	May 3, 2019	May 17, 2019
July 13, 2019	June 14, 2019	June 21, 2019

## 2018-2019 PSAT TESTING DATES

TEST	DATE
PSAT	October 10, 2018*

**\*Date subject to change**

**PSAT/NMSQT** – The preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is a two-hour version of the College Board Scholastic Aptitude Test and measures verbal and mathematical ability. This test is recommended for sophomores and juniors in college preparatory programs. It is required for financial assistance through the National Merit Scholarship Corporation, such as the National Merit Scholars Program and the National Achievement Scholarship Program for outstanding black students. All 10<sup>th</sup> and 11<sup>th</sup> grade College Prep students are strongly encouraged to take the PSAT.

**SAT**–The College Entrance Examination Board’s Scholarship Aptitude test is a three-hour objective test designed to measure the verbal and mathematical abilities of candidates for college admission. The verbal section of the SAT tests the ability to understand the relationships between words and ideas and to comprehend reading material. The mathematical section of the SAT tests the ability to understand mathematical symbols, and to use them in solving problems. The two parts of the SAT are each scored on a scale from 200 to 800. The test is only an approximate measure of ability of achievement. Seniors who plan to attend college should take the SAT no later than December of their senior year.

**SAT II** – The Achievement Tests of the College Entrance Examination Board are designed to assess what students have learned on specific subjects (

## GUIDANCE

American History, literature, mathematics, French, etc.) and to serve as one indication of their preparation for college study. The tests measure not only students' factual knowledge of a subject, but also their ability to use facts in solving problems.

**ACT** – American College Testing Program offers this test which is designed to meet a variety of educational needs: advising and counseling, admitting students to college, identifying students for scholarships and special recognition, etc. This is a three hour test, which includes four individual test: English, mathematics, reading, and science reasoning. From these a composite score is determined. This test may be taken in lieu of the SAT and is the required admission test for some colleges.

**ADVANCED PLACEMENT TESTS** – These tests are available to freshmen—seniors enrolled in an advanced placement course. Successful scores will enable the students to receive college credit for work done in high school. Each student enrolled in an AP course is required to take the AP exam, which is paid for by the Rock Hill School District. Those students who are scheduled to take AP exam but do not show up to take the exam may be charged the cost of the exam and will lose AP weighting.

**INTERNATIONAL BACCALAUREATE** – These tests are available to juniors or seniors enrolled in either the IB Diploma Program or in individual IB classes. Successful scores may enable students to receive college credit for the course. Each student enrolled in an IB class is expected to take the exam. The cost of the exam is shared by the parents/student and the Rock Hill School District.

Students who choose NOT to take the IB exam will receive honors credit for the course. A portion of the IB exam score is obtained from a major project done in each class. This is called the Internal Assessment. A student who does not turn in the Internal Assessment on time will not be allowed to take the exam for that course. Students who do not take the IB exam after registering for it will be expected to pay the entire cost of the exam.

**ASVAB** – The Armed Services Vocational Aptitude Battery is administered to any student that signs up at the designated time. This test measures aptitude ability for service in the United States Army, Navy, Air Force, Marine Corps, or Coast Guard. It also offers excellent career guidance information for all students.

# ATTENDANCE

## Make-Up School and Attendance Guidelines

- In order to receive credit for a one-unit class, a student must attend at least 84 out of 90 school days. Students will not receive credit in classes with more than 6 absences, regardless of the reason for the absence. A student must make up any absence over the 6 during the semester in which the absences occur. Make-up sessions are available at various scheduled times during the semester. Attendance interventions are also available during the semester. Students will not receive credit for a course if the time is not made up in make-up school or tutoring. Absences due to “skipping” or “cutting” class cannot be made up.
- Students are to bring official documentation for any absence from school, ie.; a written excuse (signed by a parent/guardian) OR a medical excuse within three days after returning to school. This documentation will be filed in the attendance office. **Documentation does not erase absences, it only states why the student missed school.**
- If extended illnesses or medical conditions exist which may cause a student to miss over 10 days, the student’s parent should contact the guidance counselor to apply for homebound services. Automated phone calls will notify parents of each absence, and letters are mailed home when a student has missed three or more days. Students are responsible for maintaining accurate absence records.

### Make-Up School Sessions (\$20 per session)

- ⇒ Students should attend the first make-up session to ensure they know the exact time owed.
- ⇒ Students must bring enough work to last the entire session and are not allowed to talk, sleep, or eat and drink during the session.
- ⇒ Students must be on time and in dress code.
- ⇒ Students who are asked to leave for violations will not receive a refund.
- ⇒ Cost to attend make-up school sessions is \$20 per session. NO CHECKS WILL BE ACCEPTED. Cash, cashier checks, or money orders only. This must be paid at the door.

### School-Sponsored Tutoring (Free)

- ⇒ M, W, Th, F, 7:20 a.m. -8:20 a.m. or M, W, 3:45 p.m. -4:45 p.m.
- ⇒ Students must sign the notebook at each tutoring session. Students *who* do not sign in will not receive credit for the time.
- ⇒ Students must bring work for the entire session and may not sleep, eat, or talk.

## ATTENDANCE

### FREE MAKE-UP SCHOOL TUTORING

*Beginning September 17 – December 14, 2018*

Monday – Friday 7:20 am – 8:20 am

Monday, Wednesday, & Thursday 3:45 pm – 4:45 pm

### MAKE-UP SCHOOL FOR 2ND SEMESTER 2018 FAs

*\$20 per session is due upon entry*

August 21, 22, 23 4:00 pm – 7:00 pm

August 28, 29, 30 4:00 pm – 7:00 pm

September 5, 6 4:00 pm – 7:00 pm

September 8 8:00 am – 3:00 pm

### 1ST SEMESTER 2018-2019 MAKE-UP SCHOOL

*\$20 per session is due upon entry*

October 30, 31 November 1 4:00 pm – 7:00 pm

November 7, 8, 13, 14, 15, 27, 28, 29 4:00 pm – 7:00 pm

December 4, 5, 6, 11, 12, 13 4:00 pm – 7:00 pm

November 3, 17 8:00 am – 3:00 pm

December 1, 15 8:00 am – 3:00 pm

# ATTENDANCE

## FREE MAKE-UP SCHOOL TUTORING

*Beginning February 4– May 17, 2019*

Monday – Friday 7:20 am – 8:20 am

Monday, Wednesday, & Thursday 3:45 pm – 4:45 pm

## MAKE-UP SCHOOL FOR 1st SEMESTER 2017 FAs

*\$20 per session is due upon entry*

January 15, 16, 17, 22, 23, 24 4:00 pm – 7:00 pm

January 12, 26 8:00 am – 3:00 pm

## 2nd SEMESTER 2017-2018 MAKE-UP SCHOOL

*\$20 per session is due upon entry*

April 2, 3, 4, 9, 10, 11, 23, 24, 25, 30 4:00 pm – 7:00 pm

May 1, 2, 7, 8, 9, 14, 15, 16 4:00 pm – 7:00 pm

April 6, 27 8:00 am – 3:00 pm

May 4, 18 8:00 am – 3:00 pm

## 2019 “SENIORS ONLY” MAKE-UP SCHOOL

*\$20 per session is due upon entry*

May 28, 29, 30, 31 8:00 am – 3:00 pm

## SUMMER MAKE-UP SCHOOL

*\$20 per session is due upon entry*

June 10, 11, 12, 13 8:00 am – 5:00 pm

## CREDIT RECOVERY

June 17, 18, 19, 20 *(see your counselor for details)*

## ATTENDANCE

### Appeal Process

If a student is absent 11-14 days, he/she must complete an appeal from available in the attendance office, have it signed by a parent or guardian, and submit it to the principal immediately following your 10th absence. Proper documentation must be attached to the form. Only days missed due to a student's extended illness, a hospital admission or a family death will be considered.

### Accountability

Keeping accurate records of absences, make-up school receipts, and tutoring sessions is the student's responsibility.

### Religious Holidays

If a student going to be out due to religious reasons, documentations on letter-head verifying that this is a recognized religious holiday needs to be turned in.

CHART FOR  
ABSENCES & MAKE-UP HOURS

NUMBER OF DAYS ABSENT PER COURSE	NUMBER OF MAKE-UP HOURS NEEDED PER COURSE
7	1.5
8	3
9	4.5
10	6
11	7.5
12	9
13	10.5
14	12
15	13.5
16	15
17	16.5
18	18
19	19.5
20	21
21	22.5
22	24
23	25.5

# ATTENDANCE

## College Visitation Procedures and Guidelines:

Students who plan to attend college after high school are encouraged to investigate which schools might offer them the major and environment they seek. Most colleges offer Saturday Open House programs. They are also in session on many of the days Rock Hill High does not have classes. Students are encouraged to visit at these times.

If a junior or senior chooses to visit a college on a regular school day, certain conditions must be met for the day to be excused. Counselors want to ensure that students are planning ahead for visits.

1. A maximum of 4 days may be excused as college days during the junior and senior years combined.
2. A letter from the admissions office on college letterhead stating the date and time of your visit must be presented to the attendance office the day after your visit in order for a college day to be awarded.

If both of the above procedures and guidelines are followed, students will be granted a college day.

## Special Attendance Concerns

- Students are to bring a written excuse (signed by a parent/guardian) or a medical excuse **within three days after returning to school**. If an excuse is not turned into the attendance office within three days after returning to school, the absence is recorded as unexcused. Students who accumulate 5 unexcused absences will be required to bring their parent and meet with school personnel to develop an attendance intervention plan. Violations of the plan will result in a court referral for truancy.
- Students must be in attendance  $\frac{2}{3}$  of a class period in order to be counted present.
- Athletics and Extracurricular Activities—To be eligible to participate in extracurricular activities, such as sports, concerts, performances, etc., students must be in attendance at least one-half of the school day on the day of the event.

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## Signing Out Early

1. Students leaving for one day or part of a day: Students who wish to leave school before time for dismissal should bring a note to the attendance clerk between 7:30 a.m.—8:30 a.m. asking permission to leave. The note should include the date, reason for dismissal, parent's signature, and parent's phone number. The student will receive an early dismissal permit which must be shown to the teacher in order to leave early. Early dismissal permits are only issued in the attendance office from 7:30 a.m. to 8:30 a.m. After that time the parent/guardian must come in to sign out their student. Students may not sign out for lunch. In order to be counted present for a class, a student must be in class 60 minutes of the class period. In every instance of leaving early, the student is responsible for completing any missed classwork, homework and/or tests. **Failure to follow sign in/out procedures may result in disciplinary action.**
2. Students who become ill during the school day: Students who become ill during the school day and need to go home should go to the nurses' office where their parents will be called to inform them of the illness. The call must be made on the nurses' office phone and the nurse must hear the parent or guardian grant permission to leave. Only the parent or guardian or those listed on the emergency card will be allowed to give permission to sign out. Only phone numbers listed will be used to call. An early dismissal permit will not be required; however the student will scan out in the attendance office. Failure to immediately report to the office to get permission to leave or failure to immediately leave campus after scanning out may result in a suspension. Students must have an ID to scan in or out of school.

## Tardies

Students are expected to be in class on time. Tardy students cause disruptions to the teacher and to the other students when they enter a classroom. Students will be given 2 excused tardies (with parent notes submitted within 3 days of the tardy) per semester. These tardies are to be used wisely (traffic, running out of gas, oversleeping, flat tires, loss of electrical power, and other unforeseeable events). Excuses for tardies should be submitted to the attendance office at school. Students arriving at school or to class late should report directly to the attendance office to scan in with an ID. Students must check in to the attendance office when they are late to any class.

1<sup>st</sup> Offense – warning

2<sup>nd</sup> Offense – warning/parent phone call

## ATTENDANCE

3<sup>rd</sup> Offense – a 30 minute detention on Wednesday before or after school

4<sup>th</sup> Offense – a 30 minute detention on Wednesday before or after school

5<sup>th</sup> Offense – a 30 minute detention on Wednesday before or after school

6<sup>th</sup> Offense – ISS—1 Block

7<sup>th</sup> Offense – ISS— 1 Block

8<sup>th</sup> Offense – 1 day ISS, parent call and suspension of driving privileges for two weeks

9<sup>th</sup> Offense—1 day ISS, parent call, and loss of driving privileges for remainder of the semester

10 or more Offenses – 1 day OSS and/or will be treated as defiance with possible long term suspension from school.

**\*Once a student misses an assigned detention, any future violation will  
escalate to the next level.**



# **DISCIPLINE**

## **Student Code**

As a student at Rock Hill High School, I realize I am responsible not only to myself, but also to my school for the following code items:

1. I will at all times be a proud representative of my school at non-school as well as school-supported activities.
2. My behavior shall be of the highest caliber, displaying only the best examples of sportsmanship and spirit.
3. As a true Bearcat at Rock Hill High School, I will show pride in myself and in my school by having my dress and appearance in accord with good, acceptable school standards.
4. Finally, as a student, I will devote the majority of my time and study periods to the job of preparing for the future, as no sport or extra-curricular activity takes priority over learning at Rock Hill High School.

## **DISCIPLINE POLICY**

We ask that students conduct themselves in a manner that will facilitate a proper learning environment. An assertive discipline plan will be posted in each classroom. Students are expected to follow the plan, and any deviation from the plan will result in the stated consequences. Detentions will be assigned for minor infractions. The student is expected to serve his/her detentions with the teacher assigning the detentions.

A student sent to the office for a severe infraction, will be suspended and could be recommended for expulsion. Should a student fail to report to the office when directed by a staff member, that student will receive a suspension.

## **STUDENT DISCIPLINE REFERRAL PROGRESSION PLAN**

Students in violation of the rules and regulations of Rock Hill High will progress through the prescribed levels of disciplinary consequences listed below. All student disciplinary consequences are cumulative. Students violating the Safe Schools Act will be handled at Level 5 of the plan and will be excluded from school.

### **LEVEL 1 – Warning**

1<sup>st</sup> Offense – Students warned that further/future inappropriate behavior will result in disciplinary consequences. Parent link call to parents/guardian.

# **DISCIPLINE**

LEVEL 2 – DETENTION– 30 minutes to 2 hours

LEVEL 3 – ISS – In school suspension or 3 Saturday detentions. Only 3 full day ISS assignments per semester.

LEVEL 4 – OSS – 2 assignments per semester.

LEVEL 5 – LONG TERM SUSPENSION OR EXPULSION

## **SUSPENSIONS / EXPULSIONS**

Students are expected to conduct themselves at all times and places in a manner that will be in the best interest of the school. Conduct of the student in any manner which disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of the student. Students will be held accountable for their behavior throughout the school year, up to and including the last day of school. Students attending or participating in school sponsored events, whether on the Rock Hill High campus or not, are subject to all Rock Hill High School rules and consequences for violations of those rules.

Suspension is defined to be temporary removal from the regular school program which may lead to permanent removal or expulsion if causes are not corrected. Rock Hill High uses two (2) types of suspension. ISS = in school suspension and OSS = out of school suspension. Administrators will deal with all occurrences through a fair and common sense approach. Administrators may choose to assign detentions in lieu of suspension for first time or lesser rule infractions.

ISS is typically assigned for the following types of offenses:

No attempt is made to include every situation arising during a school year.

1. Failure to follow sign-in or sign-out procedures
2. Leaving campus without permission
3. Cutting class
4. Presence in off-limits areas
5. Failure to follow directions/disrespect to staff
6. Classroom disruptions
7. Cursing/obscene gestures
8. Possession of obscene or pornographic materials on campus
9. Dress code violations
10. Failure to serve work detail
11. First time smoking offenses/possession of smoking materials

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12. Computer use violations
13. Willful destruction of school property
14. School bus violations
15. Any gang related activity (dress, signage, graffiti)

Early dismissals will NOT be honored on ISS days. Students who are absent on the day(s) they are assigned to ISS must make up the ISS day(s) upon returning to school. Typically, students will be assigned to ISS on only three (3) separate occasions before they will begin to receive OSS suspensions.

When OSS suspension is necessary, the following conditions will apply:

1. The parents of the student will be notified in writing, and, when phone is available, by telephone on the day the penalty is imposed.
2. The student will be released early from school only in the custody of parents or legal guardian. Otherwise, the student will be sent home at the usual time by normal means.
3. The suspended student under no circumstances is to return to school buildings or property, participate in school sponsored activities, or utilize school transportation during the suspension days.
4. A student may be suspended for no more than ten (10) school days for any one offense unless expulsion proceedings are taking place.

Types of offenses that may lead to OSS days are listed but not limited to the following:

1. All ISS offenses that have become chronic in nature.
2. Breaking ISS rules while serving time in ISS.
3. Involvement in acts of extortion, blackmail, or the intimidation of others.
4. Theft.
5. Fighting at school or at a school activity or while being transported by school transportation. (automatic 5 day expulsion and/or criminal charges)
6. Possession or discharge of fireworks on school grounds.
7. Trespassing on the campuses of other schools.
8. Gambling on school property or at school activities. (Playing cards or dice are not allowed on campus).
9. Threat or verbal abuse of school personnel.
10. Drug/Alcohol offenses will carry a minimum of 3 days OSS.

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11. Involvement in calling in of a bomb threat to any school facility or the malicious pulling of a fire alarm at any school.
12. Any other acts which are not covered and are of such a nature as to pose a threat to the physical or mental welfare of students, teachers, and other school personnel or school facilities, or which create a disruption in the orderly operation of any phase of the school program or any of its services.

### **EXPELLABLE OFFENSES**

An expulsion is defined as being the removal from school for a period of time ranging from a part of the school year to permanent removal. Recommendation for expulsion may result from an accumulation of discipline offenses or from a single offense. If a student is recommended for expulsion the parent/guardian will be notified by registered mail of the assigned hearing time, date, and location.

The student will be assigned OSS until the hearing has been held and the Hearing Officer notifies the school as to whether:

1. The student returns to school under probation;
2. The student is eligible to attend the district's alternative schooling program;
3. The recommendation for expulsion is upheld.

The parents of an expelled student will be notified of their right to appeal to the Board of Trustees the decision of the superintendent or the hearing officer. In any appeal, if parents plan to have an attorney with them, the superintendent or hearing officer must be notified of this fact so the Board may also have legal counsel present.

The provisions of this section shall not necessarily deny enrollment and attendance in adult or night schools provided the student is otherwise qualified; however, the Board may permanently expel from all programs any incorrigible student.

Circumstances under which a student could be recommended for expulsion are listed below, however, this list is not all inclusive:

1. Any ISS or OSS offenses that have become chronic in nature.
2. Attempt to assault or assault of students or school personnel (or their family

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members), either in writing, verbally, or through the use of electronic communication devices. Any student who assaults a teacher, administrator, or another student will be expelled from school and referred to law enforcement.

3. Students who bring firearms to school of any type will be expelled and referred to law enforcement. Additionally, the possession on school campuses of other “lethal weapons” that are intended to be used to cause bodily harm will result in expulsion and referral to law enforcement. Such weapons include but are not limited to: knives, blackjacks, brass knuckles, razors, etc. Possession of any object which appears to be a weapon so as to cause fear or intimidation shall be considered a violation of this section.

4. The possession, sale, distribution, use of or being under the influence of drugs or alcoholic beverages – in any amount – while at school or under the administrative jurisdiction of the school whether on or off school grounds.

5. Sex or sex acts of any kind.

Suspension or expulsion recommendations in no way preclude the rights of the principal to have a student arrested when the conduct of the student violates the law or poses a threat to the property or the well being of other students or staff members. Every expelled student will have the right to petition for re-admittance for the succeeding school year through the office of Pupil Services at the District Office.

### **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 student with disabilities’ staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the students’ Individual 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 initi-

ation 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 or 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 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 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.

## **BULLYING / HARASSMENT / INTIMIDATION**

Bullying/harassment is an unwelcome behavior that makes a student or staff member feel uncomfortable or unsafe. Such behavior is detrimental to learning and can contribute to poor self-esteem on the part of the person being harassed. Such behavior goes beyond what would be considered innocent fun.

Bullying/harassment can take the form of physical, verbal, electronic and/or non-verbal behavior. Some examples of this inappropriate behavior include, but are not limited to the following: intentional, but unwelcome, physical contact; threats, insults, or name calling; obscene gestures, telephone calls, jokes, or notes; starting/repeating rumors about someone; continuous staring at someone which brings about obvious discomfort; and other inappropriate behaviors which have the same effect on someone.

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If a student feels he/she is being bullied/harassed, the student should first ask the harasser to stop the unwanted behavior. If the behavior continues, the student should report the problem to a teacher, a counselor, an administrator, or other school staff. In addition, the victim should refrain from using harassing behaviors himself / herself in retaliation for the treatment (s)he is receiving. It is most important that the problem be addressed in the proper manner.

### ACADEMIC HONESTY POLICY

Cheating is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in any assignments/activities/tests. Cheating includes the following:

Plagiarism: the representation of the ideas or work of another person as the student's own. This includes copying phrases or paragraphs without using quotation marks and/or citations.

Collusion: supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

Duplication of work: the presentation of the same work for different assessment components, unless teacher permission has been granted.

Some examples of behaviors that are forms of malpractice:

- Looking on someone else's paper during a test or quiz
- Cutting and pasting information from the internet
- Telling someone who has not taken a test/quiz that material
- Conferring with other students/adults on an assignment when the teacher has given instruction to work alone
- Writing notes in convenient places and referring to them on a test/quiz
- Sliding your paper in viewing range of another student during a test/quiz
- Working out signals/text messaging during a test/quiz
- Using translator programs instead of translating yourself
- Fabricating data for an assignment

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- Accessing another students' electronic work through the network, hard drives or other electronic storage devices.

**1<sup>st</sup> Offense:** No credit for the assignment, disciplinary referral. Notification to sponsors of any honor societies student belongs to.

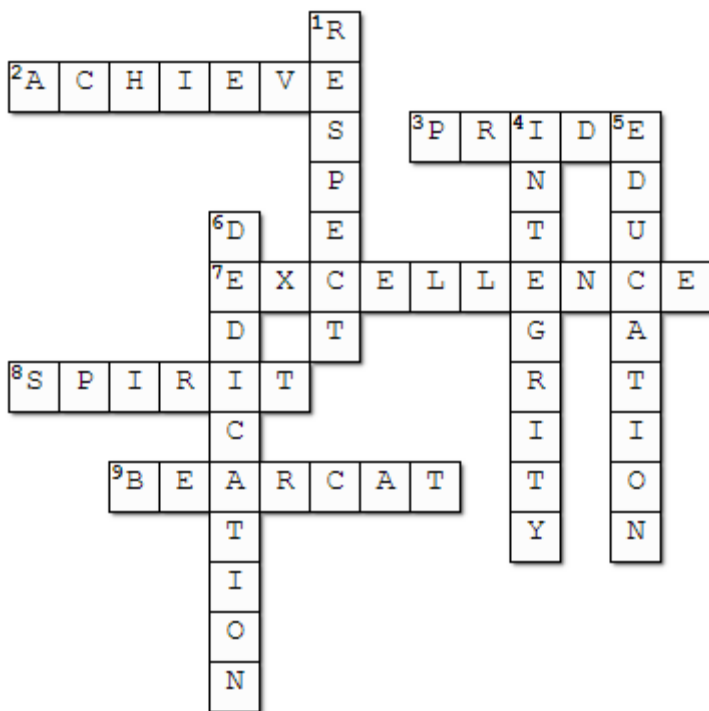
**2<sup>nd</sup> Offense:** Same as above and 1 day ISS.

**3<sup>rd</sup> Offense:** Same as 1<sup>st</sup> offense, 2 days ISS, and parent conference.

**4<sup>th</sup> Offense:** 2 days OSS, and behavior contract.

**5<sup>th</sup> Offense:** Recommendation for exclusion.

## RHHS PRIDE



## STUDENT SERVICES

### SCHOOL BUS REGULATIONS

Students are not to enter buses at any time during the day. In the afternoon, buses will leave seven minutes after school is out. All students are instructed to obey the bus driver's orders while on the bus.

Students are reminded that all rules of conduct applying in the school also apply on the bus. Riding a State school bus is a privilege and not a right.

#### MEETING THE BUS:

1. Students must be on time.
2. In approaching the bus stop, if a pupil has to walk along the highways, he/she should always walk on the left, on the shoulder, facing traffic.
3. When crossing the highways, he/she should walk, not run.
4. Pupils should not run along side the bus when the bus is moving, but should wait until it comes to a complete stop and then walk to the door.
5. Balloons and flowers are not permitted on school buses.

#### ON THE BUS:

1. Passengers should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, or head out of the bus.
3. Passengers should not talk to the driver while the bus is in motion, except in an emergency.
4. Passengers must never tamper with the emergency door or any other part of the bus equipment.
5. Passengers must not mar nor deface the bus, and seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the pupil to the driver as soon as possible.
6. Only the driver or other authorized person should remove First Aid Equipment, which is to be used only for emergency treatment.
7. Passengers must not tamper with the Fire Extinguisher, which is to be used only by the driver in an emergency.
8. Passengers must not fight or scuffle in the bus or create any disturbance. Classroom conduct should be maintained in the bus.
9. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
10. Books, lunch boxes, or other objects should not be placed in the aisle of the bus.

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### LEAVING THE BUS WHILE ON THE SCHOOL GROUNDS:

1. Passengers 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. Passengers should leave in an orderly manner. Pupils in the front seat leave first.
3. Pupils must not loiter nor play around the stopped or parked bus.
4. Pupils should not enter a restricted area set aside for bus parking or loading.

### ON THE TRIP HOME:

1. Passengers are permitted to leave only at regularly designated stops. Any changes must be made with the parent's request and approved by the school official.
2. A student who must cross the highway after exiting the bus should go around to the front of the bus and wait for the bus driver of the school bus patrol to direct him/her to cross the highway. Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school. Students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school premises. Copies of these regulations are provided annually to all students. Additional copies may be obtained from the school principal or the director of the district bus transportation system.

### BUS INTERFERENCE:

It is illegal to interfere with the operation of any school bus. Other than authorized school personnel and students, no one is to board a bus, restrict the movement of the bus in any way, or use any form of threat (physical or verbal) to the driver or any passenger. Orders issued by school bus drivers must be followed explicitly. Legal action can be taken against any person violating this law (State Law 59-67-245).

School bus drivers are not permitted to allow students to leave the bus or to be removed from the bus by anyone while in route to their assigned bus stops.

Therefore, parents may not stop the bus to remove a student prior to the student's arrival at his/her regular bus stop.

### TRIPS:

By law, students who travel to participate in group activities such as band, cho-

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rus, athletic contests, or any activity where they represent the school or participate in a school-sponsored program are the responsibility of and are under the jurisdiction of the school while at the activity and are governed by the regulations of the school.

1. Students who attend an activity with a group sponsored by the school must conduct themselves in an orderly fashion. All school rules apply.
2. Any student, while in a uniform of the school such as band, cheerleader, athletics, etc., will conduct himself/herself at all times in an orderly fashion, whether (s)he is with a group or alone. All school rules apply.
3. For any school sponsored trip, each student must bring written permission signed by his/her parents.

### Health Room

The health room is staffed by a full-time registered nurse, but it is very small and generally quite busy. It is available for students with an acute illness (with symptoms such as fever, moderate to severe pain, nausea, vomiting, diarrhea), first aid needs (such as foreign object in the eye, nose bleed, injury), blood glucose checks, asthma attacks, or prescription medicine.

To enter the health room, students must have a pass from the teacher. Unless it is deemed an emergency, students without a pass will be referred to an administrator for cutting class. The number of health room visits by individual students will be monitored. If a pattern of misuse is identified, the student will be disciplined accordingly. Students with Individual Health Plans (along with notes from a physician and/or parents) may be an exception to this rule. The school nurse will keep a log of each time a student visits the health room and the reason.

Students who are sick must see the school nurse or her back-up before going home. Students will **NOT** be permitted to leave campus to obtain medication or change clothes without obtaining permission from an administrator or the school nurse and contact with parent/guardian.

### 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 AND approval from the principal to carry over-the-counter medications such as Tylenol and/or cold medication in the appropriately identified package or bottle. 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 nurse's

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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 nurse 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 school nurse for Medication Permission Form for Medicines at School)

# STUDENT SERVICES

## Media Center

(Open mornings 8:00 – 8:30 and after school 3:45 – 4:15, Friday closes at 3:45)

The media center is a quiet place for reading, browsing, and studying whether individually or with a class. It houses books for assigned and pleasure reading, reference materials, back issues of periodicals, current newspapers and magazines, and all audio-visual materials and equipment. It also offers access to the Internet, Online Periodical Indexes, and other software programs.

Students must have a teacher pass to come to the media center from regular classes. Permits are not required before school, during lunch, between classes and after school. If students leave the library before 8:20, they must go outside and stay in front of A, B, or C buildings.

Books may be checked out for two weeks and may be renewed. A fine of 10 cents for each day school is in session will be charged for overdue books, up to the price of the book. Overnight books will cost 15 cents for each day overdue. The fine stops when the book is returned, whether the fine is paid at that time or not. However, all overdue books must be returned or paid for and all fines paid by the end of the semester, or students will be placed on the delinquent list and lose privileges.

## Student Lunches

1. Every student has been assigned a personal identification number (PIN). This PIN is a unique number for every student to access their cafeteria account. Students' PIN number will not change this year. They are the same as last year. New students will be assigned a number at the time of registration in Power School. Parents are encouraged to review the PIN numbers. Students may pre-pay funds to their account to purchase the meals/items in the cafeteria. Pre-payment by cash or check will eliminate the student's need for money at the time of purchase. Please see the cafeteria manager to pre-pay for meals. Parents also have the option of making payments on line or monitor their student's account by logging on to <https://www.mealpay.com/>. The student's PIN number is necessary to access this site.
2. A la carte items are available for various costs and may vary daily. A list of available items and prices will be posted in the cafeteria.
3. Free and reduced lunch applications will be given to each student. One form is to be used per family. All students have a 30 day period to submit new applications each year while getting meals based on their 2017/2018 lunch status. The grace period ends on September 26, 2018. If a new application is

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not received, students will automatically revert to paid status.

4. A \$30.00 service fee will be assessed on all returned non-sufficient funds checks.
5. All checks must have a driver's license number /phone number on them.

### Lunch/Office

**11:32am-12:38pm**

Students should take a 30 minute lunch break and attend a 30 minute office hour session daily. Students should remain in designated areas during this time.

Example:

Lunch 11:32am-12:02pm, then office hours 12:08pm-12:38pm or office hours 11:32am-12:02pm, then lunch 12:08pm-12:38pm

### Transportation Information

#### Parking

For the safety and well-being of students as well as for the purpose of conserving energy, the Board of Trustees requests parents to encourage students to ride school buses where available, and students who live within walking distance of school to walk to school. Where private transportation is necessary, the parents are encouraged to do the driving. Parking on school property is a **privilege extended to students in grades 10 through 12 who do not owe fees or fines.** A fee of \$20.00 and completion of the Alive at 25 program is required to park on campus. Cars must have their parking pass displayed in the upper or lower left hand area of the windshield. Permission to park on school property may be rescinded by the administration for any person who does not observe regulations. (Board Policy - JGFF)

Senior parking is located directly in front of A building and is for Seniors only. The first row is reserved for visitor parking. Those using Senior parking should enter the school from Springdale Road. Juniors and Seniors are allowed to park in front of the gym and the cafeteria, and sophomores and all other students given special permission to park must use the parking lot in front of the new gymnasium. No students are allowed to park in the visitor parking or faculty parking lots. Anyone parked in handicapped parking is subject to school discipline as well as actions taken with law enforcement. Students with debts cannot register for parking.

### DRIVING RULES AND REGULATIONS

To drive a car on campus the following rules and regulations must be obeyed:

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Vehicles must be operated on campus in a safe manner and not exceed a speed of 10 M.P.H.

Vehicles on school grounds are subject to being searched.

Student vehicles must have a valid parking permit and be properly displayed on the upper or lower left hand side of the windshield.

All vehicles should be locked and no valuables left inside. Rock Hill High School assumes no responsibility for a vehicle or its contents.

Any theft or damage should be reported immediately to the office and to the Resource Officer.

The parking lot is off-limits during the school day, with the exception of students going to & from ATC or students that have obtained a pass from their administrator. All other students must leave the parking area immediately after parking their vehicle, and not return until after school. After school, students must leave school property immediately, unless involved in extra-curricular activities.

Once a student comes on school grounds, he/she may not leave campus without first reporting to the office to get permission to leave. They must then sign out. (1st Offense: 1 week driving suspension 2nd Offense: 2 week driving suspension 3rd Offense: Driving privileges revoked for remainder of the school year. This is in addition to possible disciplinary consequences for cutting.)

Students must park in their designated area only, and must be parked between the lines, not at an angle.

No student may park in the Teacher's Parking Lots (behind or beside B-Building, beside D-Building, or behind F-Building). Students participating in activities may not park in faculty parking areas before, during, or after school for any reason. This is an automatic fine of \$25 for first offense.

No student may park in the Visitor's Parking Area. (The first row in the Senior Parking lot). This is an automatic fine of \$25 for first offense.

If you park in handicap parking at any time, you are subject to lose your driving privileges for the remainder of the school year. This is an automatic fine of \$25 for first offense.

No student may register a car and then duplicate, give, or sell his/her parking permit to another student. If this occurs, parking privileges are revoked for both students. (Includes students graduating early.)

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Parking on school property is a courtesy extended to students in grades 10, 11, & 12 (Board Policy-JLIE).

Students must provide the parking office with change of vehicle information as soon as it is known. All vehicles parked on campus must be registered with the parking office. It is the students' responsibility to inform us. Failure to do so will be subject to a fine first offense.

All students will pay \$20 for their initial parking permit with the exception of Gold Card Holders. Students will be required to complete the "Alive At 25" program in order to drive on campus (see website [www.scaliveat25.org](http://www.scaliveat25.org) to register).

Students must submit a written request with their signature and a parent's signature to request a replacement permit. No request will be honored without this documentation. The cost of replacing your original hang tag is \$25.00 for the first and increases in cost after that.

A temporary parking permit can be obtained in the office for emergency use. The student must have previously purchased a parking permit. If a student has purchased a parking pass, he/she is allowed three free temporary parking passes. After those three, each will be \$1.00. NO EXCEPTIONS.

Parking privileges will be awarded by the student's grade specified in the computer system. Privileges will not be adjusted at the beginning of the second semester.

Students providing false information on the application will have parking privileges revoked for the year.

Stereo volume must not disrupt the school atmosphere before, during or after school hours as determined by the administration and staff.

All parking transactions must be done between 7:30 and 8:20 a.m.

NO EXCEPTIONS.

Failure to follow parking rules and regulations may result in any or all of the following actions:

1. Warning;
2. School Fines (\$5, \$10, \$15, \$20 or \$25);
3. Suspension of driving privileges;
4. Driving privileges REVOKED;
5. Vehicle will be towed at owner's expense.

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## Senior Privileges

1. Senior parking lot (front of A and first row front of B-C).
2. Use of senior courtyard during lunch.
3. Senior group and senior yearbook “drape” and “tuxedo” pictures will be made.

## Junior-Senior Prom

The Prom is a formal dance. Students who are in junior and senior homerooms in August are eligible to attend the prom. Homeroom assignments will not be changed at the end of first semester. Formal attire is required. Outside guests must be approved by the Prom Committee. All students must have a picture ID to show in order to pick up prom tickets from the school. All students and their guest must have a picture ID to show in order to enter the prom. Once a student and his/her guest enter the prom, no one will be allowed to leave and reenter with the exception of those taking pictures prior to the beginning of the prom.

## Class Rings

Students in sophomore homerooms may order rings in the spring of their sophomore year. Students in junior or senior homerooms may also order class rings at that time, if they have not already done so. Rings require a \$60.00 deposit. Students must be in at least a sophomore homeroom to order rings.

## ACADEMIC ORGANIZATIONS

### Holding Office

To hold an office, a student must:

- have a GPA of 3.0, pass all required courses the previous year, & not have been suspended for a major rule violation. A major rule violation may be ruled on at the discretion of the school administration.

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- Major offices in most clubs and organizations are president and vice-president. These are offices that require the students' utmost commitment. For this reason, students may not hold more than one major office within a school year. Each club determines what its major offices are.

### **Garnet, Black, and Gold Honor Cards**

The Academic Booster Association, a parent organization, honors academically successful students with Garnet, Black, and Gold Honor Cards which grant special privileges and treats during the year. The cumulative GPA is used to determine which level card the student will receive. Garnet level is 3.5-3.99, Black is 4.0-4.49, and Gold is 4.5 and up. Students will receive cards in August and should keep them all year.

### **Junior Marshals**

Academic honors are extended to qualifying students in the junior class. These students will be known as Junior Marshals and are chosen directly on the basis of scholarship. These students will be selected by the following criteria:

- One of the top 40 students of the rising Junior Class as determined by their weighted GPA of all credits, on the second Monday of July 2018.
- Student must have been a continuous student at RHHS since the beginning of his/her 10th grade year.

A part of the student's responsibility as a Junior Marshal is ushering throughout the entire commencement service. Various civic groups may also call on these students to assist with other programs.

### **National Honor Society**

Membership in the National Honor Society is based on scholarship, service, leadership, and character. The club purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Rock Hill High School. Membership is granted only to those students selected by a faculty council who review applications submitted by the candidates.

Membership for 2018-2019 will be based upon:

1. Enrollment in a junior or senior class at RHHS.
2. A GPR of at least 4.0

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3. Teacher evaluation
4. Completion of activity information sheets
5. Review and selection by faculty council

### **Beta Club**

The purpose of this organization is to promote the ideals of honesty, morality, ethical conduct, and leadership while serving others. To be eligible for membership, students must be a sophomore, junior, or senior and have earned an overall GPA of 3.75 as well as exhibited the skills of leadership, high moral character, and willingness to serve the school and community. In order to ensure that service is encouraged, members are required to achieve a certain number of service hours. Some of the projects proposed and conducted by the members include the following: Toys for Tots campaign, Adopt-A-Highway, Smoking Coalition, and The School Beautification Project.

### **AFJROTC**

Air Force Junior Reserve Officer Training Corps (AFJROTC), 62nd Group, was established at Rock Hill High School in the 1971-72 school year. The AFJROTC program is open to all Rock Hill High students. Students may enter AFJROTC at any grade level, and remain in AFJROTC from one to four years. Completion of a minimum of three years course of instruction will earn the cadet a Certificate of Completion which provides special enlistment benefits in any U.S. Armed Forces branch of service; however, there is no obligation to enter the military. Cadets receive graduation elective credit for up to four years of AFJROTC. The first semester elective credit may be counted towards the physical education requirement for graduation if desired.

AFJROTC has many extracurricular activities including active Model Airplane/Model Rocket and Survival Clubs and our competitive Drill Teams and prestigious Honor Guard. Membership in the Kitty Hawk Air Society recognizes academically gifted cadets in a national honor society chartered exclusively for AFJROTC. Field trips to military installations are scheduled each year to familiarize cadets with the military services' working environment, facilities, and equipment. AFJROTC offers a unique blend of academics and leadership throughout their high school years.

## STUDENT SERVICES

### **Kitty Hawk Air Society**

The Kitty Hawk Air Society is an AFJROTC cadet honor society similar to other clubs in the high school. Its purpose is to promote academic excellence within the Cadet Corps, to be of service to Rock Hill High School and the community, and to encourage academic growth of its members. Initial membership is by invitation extended to cadets who have earned a 3.5 GPA and the Academic Ribbon at least once, who have a positive attitude, and demonstrated leadership ability.

### **SERVICE CLUBS**

#### **Library Club (Assistants)**

Members of the Library Club help in the library. They perform routine clerical duties to assist the librarians while learning more about the library.

#### **The Red Cross Club**

The Red Cross Club was founded in the spring of 2001. Club members organize projects to help both young children and their peers learn about health safety issues such as water safety, AIDS awareness, etc. Students work closely with the Red Cross of York County and the other area high school clubs. Members have the opportunity to be trained for emergency disaster relief both locally and nationally. Members volunteer time and gain valuable leadership skills while working together.

#### **Student Council**

The Student Council seeks to perform the duties delegated to them by the administration, develop good citizenship, improve student-teacher relationships, aid in directing the various activities of the school, and work for the interest and betterment of Rock Hill High School.

#### **Thespian Troupe # 4246**

The International Thespian Society is a branch of the Educational Theatre Association. Its purpose is to advance the standards of excellence in high school theatre. Membership is given as recognition for meritorious work in theatre through earning points which represent hours given to the Theatre Program. Some activities include all main stage productions, competitions, and state drama festivals. RHHS Theatre has been one of the best in the state for many years. A Rock Hill High School letter can be earned in Drama through work and participation in all activities. Students have the opportunity to audition for

## STUDENT SERVICES

The South Carolina Governor's School for the Arts and Humanities as well as college scholarships in Theatre.

### **Publications**

#### ***The Bearcat***

Students who participate in yearbook should have a definite interest, good writing and computer skills, and a willingness to learn elements of design and layout. Students must have advisor permission to take the course.

#### ***Garnet, Black & Gold***

*The Garnet, Black, and Gold*, the Rock Hill High School student newspaper, is published three times a semester. Student reporters and staff members apply newspaper journalism techniques learned from their experiences in Journalism I. In addition to writing a variety of news articles, staff members also frequently enhance their work with digital photography, graphics, and other desktop publishing techniques.

Students interested in joining the staff of the *Garnet, Black, and Gold* should like to write and be comfortable with using computers and interviewing people. Prerequisite: Journalism I or the current GBG adviser's signature (based on 3.0 or higher GPA, written recommendation, and writing sample).



#### ***Springfire***

*Springfire* is Rock Hill High School's literary magazine. *Springfire* is open to submissions from all students enrolled at Rock Hill High School. The published works are selected by the staff, which is comprised of the members of the creative writing class. Quality is the number one criterion for publication, and no limit is placed on the number of works published from a particular student.

## Athletics

### Purpose

The Rock Hill High School Inter-Scholastic Athletic program seeks recognition for the school by competition with neighboring high schools. The programs seek to develop athletic skills to high degree but always to emphasize sportsmanship and character building. For the student body, the inter-school athletic program provides opportunities for developing fine school morale, for being sportsmanlike host to visiting students and for exercising the qualities of fair play and courtesy.

### Eligibility Requirements:

To be eligible for athletic participation, a student must:

- A. Not have turned 19 years of age before July 1, 2018.
- B. Have passed at least five credits the previous year with at least two coming 2<sup>nd</sup> semester for which no previous credit has been received (fall eligibility) or pass at least 3 credits 1<sup>st</sup> semester for 2<sup>nd</sup> semester eligibility for which no previous credit has been received (Rising 9<sup>th</sup> graders are automatically eligible for fall and winter sports due to promotion to the 9<sup>th</sup> grade). The student must also have an overall passing average for the previous year (for first semester eligibility) or the previous semester (for second semester eligibility).
- C. Not have received a high school diploma or its equivalent.
- D. Not have completed over 8 semesters of high school after entering the 9<sup>th</sup> grade.
- E. Be an approved transfer by the SCHSL and District (all transfers are ineligible until deemed eligible by the HSL and district). **Note – in-district transfers are ineligible for athletic participation for one calendar year from the transfer. Appeals may applied for in writing to the District Appeals Committee.**

Athletes participating in football at Rock Hill High School cannot participate in an outside football team during the football season.

**Only athletes zoned for Rock Hill High School may participate in sports at Rock Hill High School.**

All athletes must pay a \$60 athletic fee in order to participate in athletics.

All athletes and parents of athletes must register with [www.planetHS.com](http://www.planetHS.com) and complete the eligibility documents of a medical history, pre-participation physical form (dated after April 1, 2018), parent and student permission/assumption of risk form, and concussion form to be eligible to participate or

# ATHLETICS

tryout for athletic teams.

All athletes must not forfeit their amateur status.

All athletes must be considered full-time students by the school district – at least two classes per semester.

An athlete may only use two summer school credits toward athletic eligibility and may use no more than two credit recoveries for semester eligibility.

Student athletes violating the school's or district's social media policy will be subject to suspension and possible removal from the athletic program.

Any arrest can lead to suspension from Athletics for a minimum of 5 school days. If the arrest is a felony, the athlete is automatically suspended from athletics indefinitely until the felony or court date has been resolved.

Students who quit a sport are not eligible to condition or participate in another sport until the previous sport has been completed.

Students must attend at least half of a day of school to be eligible to participate that day in athletics (exceptions are school related functions).

## **Athletic Trainers and Managers**

Probably the most important people on any athletic team are those young men and young ladies who are “behind the scenes” working as managers and trainers. Varsity Club Status is given to those persons who distinguish themselves as proficient, dedicated, honest and tireless workers.

## **Sportsmanship**

All students must realize their importance in good sportsmanship. This refers to students who may be spectators as well as those involved in play. According to the South Carolina High School League Handbook and Bulletin, if a spectator or player is guilty of unsportsmanlike conduct, the school shall be given one of two options; take legal steps against the offenders or to accept discipline from the league. This could mean probation or fine for the school. We must all remember to be good sportsmen at all events. Students may be suspended for improper conduct while attending or participating in a school sponsored event.

## **Sunday Practice**

Teams may choose to practice on Sunday's but Sunday practices are not mandatory.

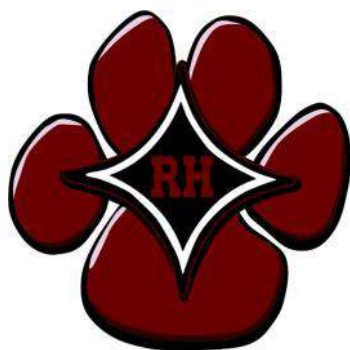
## 2018 - 2019 BELL SCHEDULE

*Supervision will be provided for students arriving on campus*

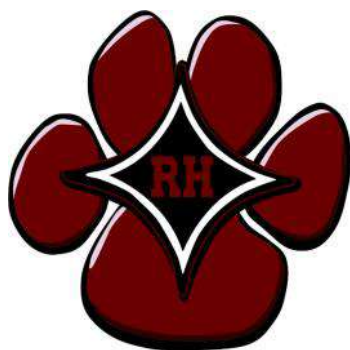
*beginning at 7:45 am and until 4:15 pm*

8:15	1 <sup>st</sup> Block ATC Students report to Bus Lot
8:20	ATC Bus Departs
8:30-9:55	1 <sup>st</sup> Block
9:55- 10:01	Transition time
10:00	ATC Bus Departs for 2 <sup>nd</sup> Block
10:01-11:26	2 <sup>nd</sup> Block
11:26-11:32	Transition time
11:32-12:02	1 <sup>st</sup> Lunch - Advisory/Office Hours 10th & 11th - RTI
12:00	ATC Bus Departs for 3 <sup>rd</sup> Block
12:02-12:08	Transition time
12:08-12:38	2 <sup>nd</sup> Lunch - Advisory/Office Hours 9th & 12th - RTI
12:38-12:44	Transition time
12:44-2:09	3 <sup>rd</sup> Block
1:55	ATC Bus Departs for 4 <sup>th</sup> Block
2:09-2:15	Transition time
2:15-3:40	4 <sup>th</sup> Block

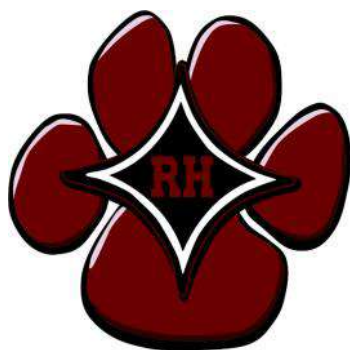




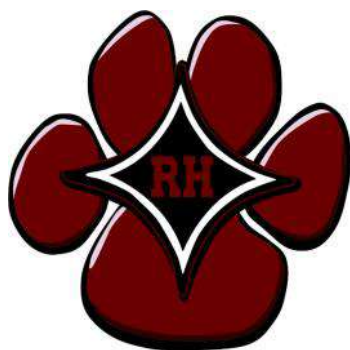
## My Schedule



## Notes



## Notes



## Notes