



RAWLINSON ROAD MIDDLE SCHOOL

THE Raider Nation

#togetherwelead

The ROAD to SUCCESS starts HERE!

MASCOT: RAIDER

SCHOOL COLORS: GREEN AND GOLD

Kia Frazier

PRINCIPAL

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TABLE OF CONTENTS

MESSAGE FROM THE PRINCIPAL	4
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	4
MOMENT OF SILENCE	4
BUSINESS HOURS	4
SRO HOTLINE.....	4
MISSION STATEMENT.....	5
CORE BELIEFS	5
COMMUNICATION	5
PARENT/COMMUNITY INVOLVEMENT	6
OPEN HOUSE, PVO, SCHOOL IMPROVEMENT COUNCIL	6
VISITORS AND CONFERENCES.....	6
INFORMATION AND REGULATIONS.....	6
ARRIVAL AND DISMISSAL	6
BEFORE AND AFTER SCHOOL ACTIVITIES	7
ATTENDANCE GUIDELINES.....	7
BOOK BAGS AND PURSES.....	8
BUS REGULATIONS.....	8
USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES.....	8-9
DRESS CODE.....	9-10
DRESS DOWN DAY GUIDELINES	10
DRUG DOG.....	11
EARLY DISMISSAL	11
EMERGENCY DRILLS.....	11
EMERGENCY INFORMATION	11
EMERGENCY SCHOOL CLOSING	11
EXPECTATIONS.....	12
CONDUCT EXPECTATIONS / PBIS	12-13
FEES/FINES.....	13
FIELD STUDIES.....	13
FOOD	13
FUNDRAISING	13
GIFTS AT SCHOOL.....	13
GUIDANCE PROGRAM.....	13
HEALTH ROOM (MEDICATIONS)	14

HOMEBOUND INSTRUCTION	14
INSURANCE	14
INTERSCHOLASTIC ACTIVITIES.....	14-15
LEAVING CLASS FOR OTHER AREAS OF SCHOOL	15
LIBRARY/MEDIA CENTER	16
LOCKERS.....	16
LOST AND FOUND	16
MEAL PROGRAM.....	16
PHYSICAL EDUCATION AND DANCE	16
SCHOOL ORGANIZATIONS/CLUBS/ACTIVITIES.....	16
SMOKE-FREE, TOBACCO-FREE CAMPUS	16
SNACK MACHINES.....	16
SUPERVISION OF STUDENTS	17
TARDY TO SCHOOL OR CLASS.....	17
TELEPHONE PRIVILEGES.....	17
TEXTBOOKS	17
TRANSFERRING SCHOOLS	17
STUDENT ACADEMIC RECOGNITION	17
HONOR ROLL, PRINCIPAL SCHOLARS,	17
ACEDMIC INFORMATION	18-20
ASSIGNMENTS IN MIDDLE SCHOOL	18
CURRICULUM.....	18
END OF COURSE EXAMS	28
GIFTED AND TALENTED PROGRAMS	18
GRADING POLICY FOR MIDDLE SCHOOLS	18
GRADE REPORTS (PROGRESS REPORTS AND REPORT CARDS)	20
PROMOTION REQUIREMENTS	20
TUTORING/HOMEWORK HELP	20
SCHOOL DISCIPLINE.....	20-28
ISS/BIP, OSS, STUDENT BEHAVIOR CONTRACT, RAVEN ACADEMY, EXPULSION	20-21
SEARCHES AND INTERROGATIONS.....	21
ANTI-BULLYING/HARRASSMENT/INTIMIDATION POLICY	21-23
CODE OF CONDUCT	23-28
FAMILY NOTIFICATION OF RIGHTS	28
PARENT/STUDENT NOTIFICATION PAGE	

MESSAGE FROM THE PRINCIPAL

Welcome to the 2023-2024 school year at Rawlinson Road Middle School. We are looking forward to another great year at RRMS.

Please review the rules and procedures in the handbook with your parent/guardian. It is important that you are very familiar with our behavioral and academic expectations to ensure a successful year.

Have a great year at RRMS!

Kia Frazier
Principal

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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 the policy is on the district's website (www.rock-hill.k12.sc.us) under the link "District Policies."

Parents have the right to "inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected."

MOMENT OF SILENCE

The South Carolina Legislature passed a law during 1993-94 mandating a full minute of silence to be observed each day in our schools. Rawlinson Road Middle School observes this moment of silence following morning announcements. All students are expected to remain still and quiet during this period.

BUSINESS HOURS

Our office will open Mon-Fri from 7:45 a.m. to 4:30 p.m. Classes begin at 8:15 a.m. and end at 3:15 p.m.

School begins each morning at 8:15 a.m. and is dismissed at 3:15 p.m. each afternoon. We believe it is very important that students attend school for the entire instructional day and request that, except in cases of emergency, you have your child(ren) at school on time and do not sign them out of school before the end of the day.

SRO HOTLINE

This line is for students to call with information they feel the SRO may need. It is a confidential voice mail line only.
803-985-7766

MISSION STATEMENT

Rawlinson Road Middle School goes the EXTRA MILE to provide a comprehensive educational experience, so all learners are prepared with the skills needed to be successful in the 21st Century.

CORE BELIEFS

We believe that ...

- All individuals have intrinsic worth.
- All individuals can learn.
- Learning depends upon basic needs (physical, social, intellectual and emotional) of every individual being met.
- Understanding diversity and providing for individual differences enriches learning.
- Reading is the foundation for unlimited learning.
- Adults can enable students to fulfill their potential by developing positive relationships with them.
- An environment where taking risks is encouraged promotes learning.
- The home, school, and community are responsible for working interdependently to ensure the welfare of children.
- School, home, and community influence and promote lifelong learning.
- Good health and fitness enhance academic performance.
- A safe and nurturing environment is needed for learning to occur.
- Citizenship skills are essential for an individual to become a productive member of society.

COMMUNICATION--THE LINES ARE OPEN

We want to keep you informed. Please look for the following ways we communicate.

RRMS Sign - Important school events and announcements.

Canvas- Canvas is Rock Hill Schools learning management system. Parents and students should check weekly for updates on assignments and grades.

Parent Conferences - Parents may make appointments for conferences with teachers, teams, counselors, or principals by telephoning the school office at 981-1500 or the guidance office at 981-1513.

Parent Portal- Parents can create an account in Parent Portal to view their students' grades and attendance. Transportation and Technology forms are also found here.

Report Cards - Distributed at the end of each grading period in October, January, March, and June

RRMS Web Site - www.rr.rock-hill.k12.sc.us

RRMS Twitter- @RawlinsonRoadMS

RRMS Facebook Page- Find us at "Rawlinson Road Middle"

RRMS Instagram- Find us at "@rrms_raider_nation"

Peach Jar- An electronic flyer service provided through Rock Hill Schools.

Email - All email addresses can be found on our website.

Electronic Newsletter- Principal Newsletter.

Parent Notification System - Phone messages will be sent to parents concerning school events and emergencies. Email messages will also be sent if you have an e-mail address registered with the school.

PARENT/COMMUNITY INVOLVEMENT

Rawlinson Road is proud to have its business partners working to help us provide an enriched school program for our students. If you are interested in forming a partnership with our school, please contact Ms. Frazier.

Parent Volunteer Group

This is a volunteer service group composed of parents and teachers who work actively and effectively to strengthen home-school communication and provide a framework for improving our program through volunteer efforts. We encourage you to volunteer.

School Improvement Council

The School Improvement Council is composed of parents, elected by the parents of the children enrolled in the school; teachers, elected by the faculty; other representatives of the community and persons selected by the principal. These council members work as a team to assist the school principal in determining the present and future needs of our school.

Visitors and Conferences

Parents and other members of the community on school business are always welcome at Rawlinson Road. For the security of all, as well as to avoid disturbing the learning environment of students, before going to any area of the building all visitors must enter by way of the office and secure administrative permission. **Visitors will sign in and obtain a visitor's pass to be worn while in the building.**

Parents may observe classes by making arrangements in advance with the principal. Conferences with teachers may be arranged by calling the guidance office. Parents are not to visit teachers or classes without making prior arrangements with administration.

In-district students will not be permitted to visit other school campuses within the district. Students who do so may be charged with trespassing and/or recommended for expulsion from district schools. Out-of-town student visitors will not be permitted to visit the school without the permission of the principal.

According to SC law, any person entering the premises of any school in SC shall be deemed to have consented to a reasonable search of his person and effects. Anyone failing to comply with the "check-in" procedures with the office will be asked to leave our campus. After a warning, the police will be called, and the violators will be prosecuted. SC law also states that it shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers at any school or college in this State. (b) to loiter about such school or college premises or (2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or person in charge. Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.

INFORMATION AND REGULATIONS

Policies and procedures may change during the year. If so, notification will be made.

ARRIVAL AND DISMISSAL

Students who are car riders or walkers **should not** arrive **before** 7:45 a.m. No students are allowed in the building prior to 7:45. Upon arrival in the morning, any student eating breakfast will report directly to the cafeteria first using the A building entrance located on the back side of RRMS.

Students not eating breakfast should enter the building as follows:

- **6th grade students** will use the A-Hall entrance on the back side of RRMS and then proceed directly to the 6th grade area.
- **7th grade students** will use the A-Hall entrance on the back side of RRMS and sit in the assigned areas in the cafeteria.
- **8th grade students** will use the A-Hall entrance on the back side of RRMS and sit in the assigned areas in the cafeteria.

Students who ride in cars are to be dropped off or picked up **ONLY** at the back of the school. The front area can be used for student pick-up/drop-off between the hours of 8:10 a.m. and 2:45 p.m. Students arriving to homebase classes after 8:15 will be tardy.

Students arriving after 8:15 in the morning need to be dropped off in front of the school. The back doors will be locked at 8:15.

No student is allowed to leave the school grounds from the time he/she arrives on campus until dismissal without checking out through the office. All students who arrive after the tardy bell in the morning and all students who need to leave before the final bell in the afternoon, must check in or out through the office. Students who leave school without following the appropriate procedures will be disciplined. Students not participating in after-school sponsored activities should leave our campus immediately.

BEFORE AND AFTER SCHOOL ACTIVITIES

We encourage all students to participate in a variety of activities to experience success and build self-esteem. Sportsmanship, teamwork, cooperation, and fair play are valued traits that are promoted by our teachers and coaches. Some of the planned activities include study groups, clubs, and sports. Students will need to sign up for these activities if they plan to participate. Most of these activities will begin in September. Before and after school activity times will vary. **It is important to have your rides get you here on time and pick you up on time.**

MIDDLE SCHOOL ATTENDANCE GUIDELINES

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

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

Students will be considered lawfully excused absent when:

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

Students will be considered unlawfully absent when:

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

Documentation for All Absences

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

Student Attendance Intervention Plans

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

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

BOOK BAGS AND PURSES

All book bags and purses must be left in the lockers during class time.

BUS REGULATIONS

School bus transportation is authorized only for pupils regularly enrolled in public schools in grades K -12. **This is a privilege for you to enjoy rather than a right.** Students using district-provided transportation are expected to follow the instructions given by the bus driver and school personnel while enroute to and district-provided. Any behavior which may lead to the endangerment of students, school personnel, equipment, and the public will not be tolerated in accordance with state laws and regulations. It is unlawful for any person to interfere with the operation of a school bus, either verbally or physically. Students not acting in a responsible manner are subject to consequences established for misbehavior at school as well as suspension from bus usage. Parents are encouraged to play an active role in reporting irresponsible student behavior to the school. Annually copies of the "[Student Transportation Regulations](#)" are provided to all students (linked within this handbook). Furthermore, please review the list of "[Common Disallowed Items on School Buses](#)". Other questions should be directed to the transportation director at 980-2022 and 980-2023.

CELL PHONES AND SCHOOL LAPTOPS

POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES OR DISTRICT-OWNED DEVICES

Code JICJ Issued 6/23

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

Personal Electronic Device

For purposes of this policy, "*personal electronic device*" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display, or record an image, or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

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

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

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

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

District-Owned Device

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

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

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

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

Legal References:

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

1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

Cell Phone Consequences

Each time a personal device is confiscated due to a school policy violation Each time a personal device is confiscated due to a school policy violation, a parent will be contacted. A student who refuses to surrender their cell phone to any member of the faculty and/or staff will be considered insubordinate. Rules governing insubordination (defiance) will apply.

1st – 3rd Offense: warning, confiscation of device, and parent contact

4th Offense: confiscation of device, parent contact, 1 day ISS

5th Offense: confiscation of device, parent contact, 2 days ISS

6th - 8th offense: confiscation of device, parent contact, 1 day OSS

9th - 12th offense: 3 days OSS

Students reported unlawfully recording or taking pictures on campus, in a restroom, locker room, on school district transportation, or at a school-sponsored event will receive 3 days out of school suspension.

Note: Administration reserves the right to implement any level of consequence based on the severity of the incident.

DRESS CODE

District board policy states that the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress codes is left to the administration. Rawlinson Road has adopted the following Standard Code of Dress:

1. During school hours any solid color, collared top may be worn. All tops must be of one solid color and not contain any logos larger than the size of a quarter.

2. Shirts must have a collar and sleeves. Students must wear golf type or button-down shirts in long or short sleeves. A RRMS t-shirt may be worn in place of a collared shirt.
3. Sweaters, crew neck sweatshirts, and quarter zip pullovers of any solid color MAY BE WORN. Solid color hoodies may also be worn during the school day AS LONG AS the hood is not worn on the head. School logos for RRMS, NHS, RHS, and SPSHS may be worn. Sweaters must be a solid color and can be a pullover or cardigan type.
4. School approved colors for all pants, shorts, skirts, capris, and skorts must be khaki tan, gray, black or navy blue in color. Any shade of khaki tan is allowed. Cargo pants and shorts are permitted. All pants, shorts, skirts, capris, and skorts must be worn fitting at the waist---NOT BELOW the natural waist. Standard waist logos found on pants are permitted.
5. All shorts, skirts, and skorts will be worn no shorter than 4 inches from the top of the knee. If a skirt has a slit, the top of the slit may be no higher than 4 inches above the knee. The following items are NOT appropriate for school: Wind/sweatpants, biker shorts, form-fitting clothes (leggings/jeggings), and tattered or torn clothing.
6. Clothing must be worn with appropriate undergarments, and undergarments must not be visible. All clothing must be size appropriate with no bagging, sagging, or oversized clothes worn.
7. Offensive or suggestive writing, pictures, patches on clothing (including outerwear) and belt buckles are prohibited. This includes advertising for alcohol, tobacco, or illegal products or depiction/promotion of racial, sexual, or violent behavior.
8. No students are to wear bandannas, stocking caps, do-rags, hats or sunglasses at school. Scarves and sweatbands are permitted.
9. Students' hair, including facial hair, must be neat and clean, and well-groomed. No hair rollers, picks, or combs are allowed to be worn in the hair at school. Hairbrushes, combs, picks and the like should be left in the student's locker.
10. All students must wear shoes. Shoes designed to be tied or buckled must be tied or buckled. For safety reasons, students will not be allowed to wear shower shoes, bedroom shoes, or high heels more than 2 inches high.
11. Visible piercings are limited to the ears and the nose only.
12. Jewelry that can be perceived as a weapon is prohibited. This includes, but not limited to, collars or bracelets with studs or spikes, chains, or any items noted as gang-related, are prohibited. Other accessories that cause a disruption to learning will be determined by administration.
13. All students will adhere to the dress code during the school day, until the student LEAVES CAMPUS.

DRESS DOWN DAY GUIDELINES

In the event we have a dress down day, students must adhere to the following guidelines:

- T-shirts that have written logos or slogans must be appropriate; alcohol or tobacco advertisements on clothing are not permitted.
- Tattered jeans, even if deliberately shredded or torn should not reveal skin more than four inches above the knee.
- Leggings, jeggings, and yoga pants may be worn as long as the shirt covers the student's rear-end and they are not see through.
- Jeans and pants must be worn at the waist.
- Shorts, skirts and dresses must not be any shorter than a student's fingertips when his/her arms are held straight at the sides (approximately 4 inches).
- Shirts and tops should cover the chest and stomach area completely. Tops or dresses with thin straps or tank tops are not allowed. Must have sleeves.
- No cropped shirts.
- Clothing should be worn with appropriate underclothing and undergarments should not be visible.
- Straight leg jeans are acceptable, but clothing must fit appropriately. Pants or tops that are too tight are not allowed.
- No pajama pants or slippers are allowed.

The RRMS principal may waive any of these rules on special days declaring special rules for that day.

PPE/Face Masks are considered an accessory, so logos are permissible. Offensive writing or advertisement of alcohol, tobacco, or illegal products is prohibited.

Consequences of Dress Code Violations

Students who come to school inappropriately dressed and/or not conforming to the dress code will be subject to the following:

- call home for appropriate clothing
- be given the opportunity to change into appropriate clothing provided for the day by the school
- remain in In School Suspension until appropriate clothing is brought to the school or until the student is taken home to change into appropriate clothing
- remain in In School Suspension for the entire day
- suspended from school for continuous acts of defiance in relation to dress code

Absences from school due to dress code violations are unlawful absences.

DRUG DOG

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

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, probable cause, subject to the limitations and requirements of this policy.

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

EARLY DISMISSAL

To reduce class interruptions, parents are asked to arrange for early dismissal of students before being picked up. This can be done by sending a written request for early dismissal to school with your child in the morning.

A student may be dismissed from school early with written permission from the parent or legal guardian; or the parent or legal guardian may come to the school IN PERSON for a student. Students will not be excused as requested by telephone calls. **All written excuses will be verified.**

For your student's safety, we require that persons signing out a student **MUST** be on the student's contact list **AND** they must provide identification to the receptionist before the student will be released.

EMERGENCY DRILLS

Emergency drills are required by law once each month. Drills may occur at any time of the day. Any time a drill signal sounds, everyone in the building should consider it to be a real drill. The main objective is to evacuate the building as rapidly as possible in a safe, orderly manner. Instructions are posted in each classroom as to the exit to use. During such an alarm, you should follow your teacher's instructions very carefully. You are to form a line quickly and go single file to the exit designated by your teacher. Walk, do not run. Remain calm. Move quickly, but do not push or shove. If you are not with your class when the alarm sounds, join a class exiting close to you and remain with this class. An announcement will let you know when it is safe to return to class.

EMERGENCY INFORMATION

Parents should notify the guidance office of addresses, phone numbers, and alternative phone numbers that can be used in emergency situations. Any time during the school year that you change addresses or phone numbers, please notify guidance of the change. Being able to contact parents is essential in emergency situations.

EMERGENCY SCHOOL CLOSING

In case school is closed for bad weather or any other kind of emergency, listen to local radio stations (WRHI 1340 AM and WTYC 1150 AM), download the Rock Hill Schools app, go to the district website (www.rock-hill.k12.sc.us), or wait for the parent phone notification from the district level. Decisions about opening school or a delayed opening are made by 6:30 a.m. and are relayed to these contacts at that time. Please do not call the radio or television stations directly. In case of a nuclear plan emergency that requires a school evacuation, our students will be transported to Saluda Trail Middle School where they will remain for 4 hours for parent pick-up. After four hours, the students will be turned over to the Red Cross and transported to Lancaster High School in Lancaster, SC.

EXPECTATIONS

CONDUCT EXPECTATIONS/Responsibility of Students (PBIS)

Rawlinson Road Middle School believes that a partnership involving teachers, students, and parents is necessary and vital for optimal teaching and learning to occur. We recognize the needs of the middle school student and view our responsibility as one of providing a safe and caring environment necessary for learning. Rawlinson Road Middle School has implemented Positive Behavior Intervention and Support (PBIS). Each student's responsibility is the development of self-discipline as manifested by following the school-wide expectations. Rawlinson Road Middle School faculty and staff will consistently teach and discuss school expectations with students and parents. Parents are asked to read and discuss these expectations with your child(ren) carefully. If there are any expectations you do not understand, please contact your child's teachers for an explanation.

RAIDER P.R.I.D.E (WAY)!

Perseverance (Determination)

Respect (Valuable)

Integrity (Honesty)

Dependability (Trust)

Excellence (Outstanding)

Cafeteria Expectations the Raider Way

- Wait in the lunch line patiently using a voice level 1.
- Be polite to the cafeteria staff.
- Sit at your assigned table.
- Raise your hand if you need anything during lunch.
- Wait to be dismissed for recess.
- Clean your area and throw away all trash as you exit the cafeteria.

Classroom Expectations the Raider Way

- Be Respectful
- Be Prepared
- Be Responsible
- Be Engaged
- Be a Leader

Hallway Behavior Expectations the Raider Way

- When transitioning as a group, students should transition "Single, Silent, Straight" to allow learning to continue while moving in the hallways.
- When transitioning between core classes, students are expected to remain at a voice level 1.
- Students will remain on one side of the hall.
- Students should not loiter in the hall or be out of the assigned area during core class change.

Restroom Expectations the Raider Way

- Floors stay dry
- Leave it clean
- Use it quickly
- Voice level 1
- Wash hands

- Report problems immediately

School Activities Expectations the Raider Way

- Keep language and gestures appropriate
- Respect your team
- Encourage, do not discourage
- Demonstrate appropriate behavior for the venue
- Keep the facilities clean

Media Center the Raider Way

- All students enter through the main double doors across from the guidance.
- Use a voice level 1
- Students will walk into the media center.
- Listen to the instructions of media specialist or teacher.
- Clean up and put away materials when done

FEES/FINES

Students owing fees and/or fines for things including but not limited to fundraiser monies, academic fees, textbooks, library books, etc. may be excluded from participating in extracurricular activities until the fine is satisfied. No student is exempt from charges for books, lockers, materials, supplies, technology, and equipment that are lost or damaged (Code JQ).

FIELD STUDIES/FIELD TRIPS

By law, students who travel with the school to participate in any school-sponsored program are the responsibility of and are under the jurisdiction of the school while at the activity and are governed by the rules and regulations of the school. For any school sponsored trip, each student must bring written permission signed by his parent/guardian.

FOOD

Due to the rising number of food allergies, parents are asked NOT to bring food for students. Students will not be allowed to share snacks with others due to the possibility of students in the surrounding area being highly allergic to ingredients in the food product.

FUNDRAISING

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

GIFTS AT SCHOOL

Students are discouraged from exchanging gifts between themselves and giving gifts to teachers while at school. There will be no deliveries for students.

GUIDANCE PROGRAM

The guidance program is an integral part of the total educational process. Focusing on the needs of young adolescents, guidance services include individual and small group counseling, classroom guidance, and crisis intervention.

Rawlinson Road Middle School has grade-level counselors. **Ms. Jenkins** will serve as the school counselor for students in sixth grade. **Ms. Atkinson** will serve as the the school counselor for students in seventh grade. **Mrs. Cunningham** will serve as the school counselor for students in eighth grade.

Counselors are here to help you in any of the following ways:

- getting along better with others
- problems you are having at home or outside school
- problems you are having at school
- educational and vocational tests and plans for your future
- any time you feel that you need to talk with some-one about anything that is of concern to you

Students must always have a pass to see a counselor. You can see your counselor by filling out an online Guidance Referral Form. Be sure to include your name and a brief description of your reason to see the counselor.

HEALTH ROOM

A student who becomes ill while at school will obtain a permit called a health room pass from his/her teacher or other adult to go to the health room. A health room pass is required to enter the health room so that the teacher and school nurse will know where the student is always. The school nurse will contact the parent of an ill or injured student. **It is extremely important for parents to provide the school with accurate telephone numbers where they may be reached in case of an illness, injury, or emergency.**

Rock Hill School District Three follows DHEC guidelines for excluding students with illness or disease. See also <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExpulsion/> for more information. In the best interests of the students and staff, sick students should not return to school until they are fever free for 24 hours without medication.

Parents should inform the school nurse at the beginning of each school year of **any** health concern including diabetes, severe allergies, asthma, seizure disorder, or anything the parent feels may impact learning at school. This information will be shared with teachers who will be with the student during the day and with coaches who will be with the student in after-school activities. Information should be accurate and updated yearly.

If a student becomes injured at school, he/she should inform a supervising adult who will either send the student to the health room or call for the school nurse or school designee to come to the student.

The school does not supply medicine and no student is allowed to carry medication in middle school unless permission forms are signed by the prescribing physician, the parent/guardian, and the student. All medication must be in the original container and properly labeled and no medication will be given to the student unless it is brought by the parent/guardian. Before the school nurse or school designee can give any medication, the parent/guardian must submit the proper permission form. **Prescription** medication at school requires both the prescriber's signature along with the parent/guardian's signature. **Nonprescription** medication requires the parent/guardian's signature. These permission forms for medication administration at school are found on the school district's website. You may also contact the school nurse for the permission forms to administer medication.

New permission forms for medication administration are required each school year.

Students will be disciplined for the possession of, use of, or distribution of medication at school.

Medication that is not picked up at the end of the school year will be destroyed. No medication may be stored in the health room over the summer break.

If you have any questions about the health room or medications at school, please contact the school nurse.

HOMEBOUND INSTRUCTION

Students who are unable to attend school due to a long-term illness or disability may be eligible for Homebound Instruction. Parents should contact the attendance office to request information and applications for homebound instruction.

INSURANCE

Information will be sent home at the beginning of the school year about additional 24-hour student insurance that can be purchased.

INTERSCHOLASTIC ACTIVITIES

Interscholastic Athletics

The following sports are offered at RRMS: There is a \$60 fee (\$50 fee plus \$10 insurance fee) to participate in athletics.

Fall Season - 7th grade football, 8th grade football, cheerleading (7th/8th grade combined squad), 7th grade volleyball, and 8th grade volleyball

Winter Season - 7th grade boys' basketball, 7th grade girls' basketball, 8th grade girls' basketball, 8th grade boys' basketball, 7th/8th grade wrestling, cheerleading (7th/8th grade combined squad).

Spring Season - 7th/ 8th grade girl's track, 7th/ 8th grade boy's track and 7th/ 8th grade girls' softball.

Athletes may participate in one sport per season for a maximum of three.

Football and volleyball practices begin at the coaches' discretion. Wrestling and basketball practices begin around the first day of November. Track and softball seasons begin after the conclusion of the winter sport seasons. Exact dates and times for each of these will be announced at school and on the social media for several days prior to the first practice.

Practices are approximately one and a half hours in length and are every weekday unless otherwise noted. Practice times vary depending on the sport. Proper dress for practice includes a t-shirt, athletic shorts (no jean shorts or short shorts), socks and tennis shoes. Student-athletes will be provided with all the necessary equipment and uniforms needed to play a game. Practice is **mandatory** and students who have numerous unexcused absences will be removed from the team. Parents are expected to be prompt in picking up your child(ren) after practices and games.

To be a member of an athletic team(s) at RRMS, your son/daughter must:

- Get a physical form filled out and signed by a doctor (not a Nurse Practitioner) sometime on or after April 1, 2023
- turn in a parent's permission slip (on same form as physical) signed by a parent or legal guardian
- present an original (not duplicate) birth certificate (the coach will make a copy and return original to you)
- have met academic promotion requirements for current grade
- not turn 15 years of age prior to July 1, 2023
- enrolled in the 7th or 8th grade at RRMS
- meet any other criteria specified by the South Carolina High School League
- Upload appropriate documents to PlanetHS.

These are the requirements of the South Carolina High School League (SCHSL) which is the governing body of interscholastic athletics in South Carolina.

Students who act inappropriately during school activities may be suspended or removed from interscholastic activities at the discretion of school administration.

Physicals are **REQUIRED** to try-out for a sport. Any athlete who does not have a physical will not be allowed to try-out. Students need to be present and participate in try-outs if he/she wishes to be considered for membership on a team. Proper paperwork for the physical, medical history and parent's permission may be obtained from any of the coaches at RRMS or from the front office at RRMS.

LEAVING CLASS FOR OTHER AREAS OF THE SCHOOL

Any student who goes from a classroom to any other area of the school must have a timed and signed hall pass from a teacher granting the permission. Students must go directly and return promptly, returning the hall pass to the teacher who issued it.

Students are not to loiter in the following areas (but not limited to):

- all areas where cars are parked
- the stairwells
- other grade level hallways
- the gym, the front of the school, B-building, undesignated restrooms during lunch
- areas to the left (facing football field) of the yellow line during lunch
- football field and track except during P.E. class
- hallways/restrooms on second or first floor during lunch
- inside any buildings before school starts or after school is over without permission from a teacher or administrator
- other school campuses

LIBRARY/ MEDIA CENTER

The Rawlinson Road Middle School Library Media Center is maintained for the use of all students and staff of RRMS. Library hours are 7:50am-3:30pm weekdays. During the first weeks of school all students will participate in library orientation which includes information on our one-to-one device expectations and library circulation policies. All content areas use the library as an extended classroom, but most language arts teachers bring their students every two weeks for book exchange. Staff members will provide students a pass to visit the library from class during the day.

With over 7000 print and e- books in circulation the library has something to offer all readers! Students have access to the Follett Destiny app via Launchpad where they can explore the collection, check their account, write reviews and even borrow ebooks. All books are loaned out for 14 days with one time renewal, and students may reserve their next read by placing books on hold using the Follett Destiny app in Launchpad.

Mrs. Polk has been the School Library Media Specialist at RRMS since 2006 and can be reached at 803-981-1508 or by email at rpolk@rhmail.org. Visit the RRMS Media Center website here: <https://bit.ly/LibraryRRMS>.

LOCKERS

Each student will be issued a locker during the opening days of school. Students will be given a combination lock in homebase. Students will be required to keep lockers always closed and locked with the lock engaged and spun. Students must not give their locker combination to others or share lockers with other students. The school cannot assume responsibility for the loss of student property left in the locker. The school can inspect student lockers at any time. A replacement lock will cost \$10.

LOST AND FOUND DEPARTMENT

Students with lost clothing, books, etc., should check in the media center. Parents are encouraged to label coats, sweaters, and other materials with your child's name. All unclaimed items will be given to a worthy organization once a month.

MEAL PROGRAM

Both breakfast and lunch are provided to all Rawlinson Road students at no cost in the school cafeteria. All school meals meet the Federal Guidelines for the school meal program. A student's PIN is still necessary to keep account of which students are getting breakfast and lunch. Any misuse of the free meal program is fraud and is subject to disciplinary action for theft.

PHYSICAL EDUCATION AND DANCE

To benefit fully from physical education and dance classes, students must bring proper attire to class and participate in class activities. All students are required to bring their own workout clothes to change into for PE and/or Dance. Additional guidelines will be shared by Coach Browning, Coach Bryant, and Ms. Miller.

SCHOOL ORGANIZATIONS/ CLUBS/ ACTIVITIES

Students are encouraged to join and participate in clubs and organizations. Students who participate in extracurricular activities have fun, enjoy a feeling of belonging, school pride, and unity. Involvement is a key to a successful school experience.

SMOKE-FREE, TOBACCO-FREE CAMPUS

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco (juuls and vapes) and snuff by all students, staff, and visitors. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities, vehicles, and grounds and at all district-sponsored events or when district facilities are being used.

SNACK MACHINES

The snack machines and drink machines are in the lobby outside of the media center. The machines are for use during designated times. Administration can prohibit the use of the machines if it is deemed necessary.

SUPERVISION OF STUDENTS

Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. Supervision of students begins at 7:45 am and until all bus and car riders are picked up in the afternoon. Students who are repeatedly on school premises without special permission will be subject to disciplinary action and/or arrested for loitering.

School officials are not required to maintain direct supervision of spectators before or after an extracurricular activity. Students are expected to be picked up within 15 minutes after the conclusion of the activity. School officials will always provide reasonable supervision for crowd control during all extracurricular activities.

TARDY TO SCHOOL AND CLASS

All Students are expected to be in class promptly at 8:15 a.m. Students arriving after 8:15, must sign in through the office and receive a pass to enter class. A student may be excused for being tardy to school three (3) times per nine weeks with a note from a parent or guardian. **After this, all tardies except those with documentation from a doctor or legal agency will result in disciplinary action.**

Students are expected to be in class on time. Students should be given a pass to the next class when they have been held by a teacher. When a student arrives to class late without a pass, the teacher will admit the student to class and assign a tardy. A referral will be written after three tardies.

Consequences for tardies are as follows:

- 1st – 3rd tardy- warning, parent contact
- 4th and 5th tardy- 1 hour of ISS each; student/parent conference
- 6th tardy- 1 day ISS; student/parent conference
- 7th and consecutive tardies- 1 day OSS each

TELEPHONE PRIVILEGES

Students who wish to make telephone calls must obtain a permit from their teacher and/or an administrator.

TEXTBOOKS

Teachers may be issued a classroom set of textbooks. These are the responsibility of the teacher and **MUST** remain in the classroom. Any damage incurred to a textbook (including removal of the state bar code) may be subject to a fine and/or disciplinary action. **Textbook fees are assessed and calculated according to the State Department of Education.**

TRANSFERRING SCHOOLS

Any student who is transferring to another school will need to report to his/her counselor for the necessary withdrawal forms on the last day of attendance. All fines/fees should be paid, and all schoolbooks, district-owned technology (if leaving the district), and materials turned in.

STUDENT ACADEMIC RECOGNITION

We believe in recognizing and rewarding excellence. Each year we try to increase our efforts in making awards and opportunities for recognizing our top students and students who make great strides of improvement. Some of our efforts include the following:

Honor Roll

To qualify for "A" Honor Roll, a student must have earned a 3.5 GPA or above for the nine-week grading period. His/her name is posted in the hallway.

To qualify for "B" Honor Roll, a student must have earned a GPA of 3.0 - 3.4999 for the nine-week grading period. His/her name is posted in the hallway.

Principal Scholars

To qualify for Principal's Scholar a student must have earned an overall Grade Point Average (GPA) of 4.00 by making an "A" in all classes for that grading period. His/her name is posted in the hallway.

ACADEMIC INFORMATION

Assignments in Middle School

It is expected that major middle school assignments should align clearly with South Carolina state standards and course outcomes at a high or appropriate depth of knowledge (DOK). Grades should be updated in Canvas weekly. Parents can view their child(ren)'s grades through either Canvas or Parent Portal. See the District's "Grading Policy for Middle Schools" for more information on assignments and grades.

Curriculum

Sixth, seventh, and eighth grade students will be enrolled in a program of studies that complies with the state regulations. This includes, as a minimum, the following:

- two semesters of Language Arts, Math, Social Studies, and Science
- one semester of Health/PE

Eighth grade students may take English I and Algebra I and for high school credits. Additional curriculum courses of Band, Chorus, Dance, Drama, Art, Family and Consumer Science, Strings, Computer Science, and Spanish will be available for students who desire to take these subjects. **No elective changes will be made after August 28, 2023 and January 17, 2024. A parent/teacher conference is required before a change occurs. Elective changes will be made based on course availability.**

End of Course Exams

Algebra I, English I, and Spanish 1 students must take the end-of-course (EOC) exam at the end of the year. EOC exams count as 20% of the final grade.

Gifted and Talented Programs

Students identified as academically gifted/talented are served through participation in the advanced classes in the areas of math, language arts, science, and social studies. Students qualifying as gifted/talented on the SC State Department of Education guidelines are encouraged to participate in these academically advanced classes in grades 6-8 if qualified.

Grading Policy for Middle Schools

Finalized 6/6/2023

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

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

Middle School Grade Distribution

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

	Major Grades	Minor Grades
Weighting	60% of final quarter grade	40% of final quarter grade

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

Re-teaching/Reassessment

This policy applies to major assessments or assignments only.

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

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

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

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

Make-Up Work

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

Minimum Quarter Grades

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

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

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

Academic Honesty

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

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

Grade Reports

Students will be issued a report card at the end of each nine-week grading period (quarter). In addition, at the midway point during the quarter, student progress reports will be issued to all students. Parents can view their child(ren)'s grades through either Canvas or Parent Portal. Please review your student's grades often with your child. Any questions regarding grades should be directed to the course teacher.

Promotion Requirements

Students are required to pass ALL FOUR of their academic courses with a grade of 60 or higher and/or meet IEP requirements if they are to be academically promoted to the next grade. Students who do not meet promotional requirements may have the opportunity to attend summer school in order to academically promote to their next grade. Students who are retained cannot participate on athletic teams or in any interscholastic competition during the following year.

Tutoring/Homework Help

Any student who wishes to receive additional help with their schoolwork should seek assistance from team teachers. There may be opportunities for tutoring before and after school during the school year. The York County Library has resources they offer and suggest for tutoring and homework help on their website: <https://www.yclibrary.org/homework-help>.

SCHOOL DISCIPLINE

Students are expected to conduct themselves at all times in a manner that will be in the best interest of the school, self, and others. Student discipline consequences include but are not limited to assignment to In School Suspension (ISS), a Student Behavior Contract, Out of School Suspension (OSS), a Raven Academy placement, or Exclusion of the student until a District Hearing is held. **The severity of the offense will determine the disciplinary action.**

In School Suspension (ISS)

Students may be assigned to ISS by an administrator as a consequence for an office referral (major offenses). An assignment to ISS may range from a class period to a whole day. Students will receive their class assignments to complete while in ISS. Any student who does not comply to the rules and expectations of ISS may be removed and assigned Out of School Suspension the following day.

Out of School Suspension (OSS)

Students are expected to conduct themselves at all times in a manner that will be in the best interest of the school. Students may be assigned Out of School Suspension for 1 – 10 days. For criminal or extremely serious matters, such as the use of a weapon or threats made against another student, staff member or the school, a first offense may result in expulsion. While suspended, students will not be allowed to participate in any extra-curricular activity.

This includes sports, band, strings, dance, drama, and chorus. They may not ride a bus, enter the school, attend any day/night functions, or enter the campus without previous permission from the principal.

Student Behavior Contract

Students who have had severe behavioral problems may be placed on a behavior contract by an Administrator. A meeting should be attended by the student, parents/guardians, and school officials. The purpose of this meeting is to determine goals and interventions under which the student may be allowed to remain in school. If the contract is not upheld by the students, the student may be recommended for Raven Academy or expulsion from school.

Raven Academy

Raven Academy is an alternative school placement for at-risk youth ages 11-15. When the school believes it is in the best interest of the student and the school to remove the student from the regular school environment for a period of time, the school can assign the student to RAVEN. Raven offers a highly structured learning environment that fosters social and academic development as well as neutralizing anti-authority behavior. If it becomes necessary to assign a student to Raven, district transportation is provided for the student to attend. Students who **successfully complete** the Raven program will become eligible to return to school on a behavior contract. Students who do not complete Raven are candidates for expulsion.

Expulsion

Students who have repeatedly violated school rules or have committed serious acts of misconduct including the sale of drugs, possession of weapons, or acts of violence (verbal or physical) will be recommended for expulsion from school. If a student is recommended for expulsion, a hearing is provided with a District Hearing Officer. In attendance are the student, parents, and the school officials. In this hearing the school will explain the reasons for the recommendation of expulsion and the parents and students will talk with the Hearing Officer about these reasons. The Hearing Officer will make a decision regarding the expulsion and notify the parents/guardians in writing of his decision. The Hearing Officer may decide one of the following outcomes: the student be readmitted to school immediately; the student be readmitted on probation; the student be assigned to Raven Academy; or the student be expelled for the remainder of the school year. If a student is expelled from school, they cannot enter onto any school property for any reason without previous consent granted by the principal. The parents must petition the school board in writing and be granted permission by the board before the next school year for the expulsion student to return to school.

Suspension or expulsion in no way precludes the right of the principal to have the student arrested when the conduct of the student has violated the law or poses a threat to property or well-being of other students or staff. Students who violate any state or federal laws will be reported to the appropriate law enforcement agency and all suspected illegal substances would be confiscated and turned over to the proper authorities. A School Resource Officer is available at school to assist students and administrators with concerns.

Searches and Interrogations

School officials may search school property, including technology, lockers, vehicles, personal belongings, etc. with or without probable cause. Random searches may occur with or without reasonable suspicion (State Law 16-3-1040). While students do not lose their constitutional rights upon entering school premises, a search may be conducted when administrators have a belief, reasonable under the circumstances, that a student committed a crime or a violation of a school rule and that such a search will reveal contraband or evidence of a violation of a school rule or a criminal law. Furthermore, any search must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction.

Students are provided lockers and desks to use during the school year. However, the school retains ownership of both and school officials may conduct unannounced searches at any time to maintain health and safety standards.

Rawlinson Road Middle School Anti-Bullying/Harassment/ Intimidation Policy JICFAA

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

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

safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

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

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

Reporting:

- Staff: Members are asked to send an email to both their Administrator and Counselor to report suspected cases of bullying, harassment, or intimidation.
- Students: Students may complete an incident report form in the Guidance Office.

Consequences:

- 1st Offense: Identified student(s) will have a conversation with their grade level Counselor about the incident. Parents will be contacted to inform them that the student has allegedly been involved in bullying type behaviors. Counselor will work with the alleged bully or bullies on anti-bullying strategies.
- 2nd Offense: Identified student(s) will have a conversation with their grade level Counselor about the incident.

Student(s) will be referred to grade level Principal to determine if consequences will be given. Student will participate in Restorative practice to identify behaviors and consequences.

Parents will be notified by the grade level Principal to inform them of consequences.

3rd Offense: Student(s) will be referred to grade level Principal for a referral to Behavior Intervention Program. Parents will be notified by grade level Counselor about the training.

Depending on the nature and the severity of the infraction, corrective actions may be imposed at any time, before the third offense is reached.

Identification: **Bullying, harassment, and intimidation are illegal. If this type of infraction continues after the third offense, student(s) will be identified as a bully or bullies and will be referred to our School Resource Officer (SRO) for a conversation. Continued violations after that conversation may result in a formal charge being made.**

CODE OF CONDUCT

Code JICDA-R Issued 6/23

Level I – Disorderly Conduct

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

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

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

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

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

- The administrator will maintain a complete record of the procedures.

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

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

Level II - Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

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

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

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

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

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.

- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

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

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

Level III - Criminal Conduct

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

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

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

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

- The administrator will contact law enforcement.

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

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

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

Extenuating, Mitigating, or Aggravating Circumstances

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

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

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school

- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Discipline of Students with Disabilities

Disciplinary process

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

Program prescriptions

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

Suspensions

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

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

Expulsions

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

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

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

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

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information

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



RAWLINSON ROAD MIDDLE SCHOOL

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PARENT/STUDENT NOTIFICATION PAGE

Parents/guardians and students are requested to read the statements below, check the boxes, sign and date to signify that they have read and understand the rules and policies contained in the Rawlinson Road Middle School Parent/Student Handbook.

The handbook can be located on the school website and will be loaded on your student's device and in Canvas.

Hard copies of the handbook are available in the front office upon request.

- ☐ I have read the Rawlinson Road Parent/Student Handbook including the school's discipline policies and dress code policies. My student and I have discussed and understand this document. We agree that he or she will abide by these rules.
- ☐ I verify that I have read the Rawlinson Road policy on student disciplinary actions on eligibility for extra-curricular activities and that I will adhere to all requirements so that I may participate in athletic or extra-curricular activities at Rawlinson Road Middle School. I also understand that this statement must be returned to RRMS signed by the student and the parent/guardian prior to being allowed to participate in athletic or extra-curricular activities.
- ☐ I give permission for my student's digital or photographic image to be included in the school website, school publications, brochures, and school produced in-house closed circuit television programs. **(Optional: If you choose for your student's photo to NOT be included in the above, DO NOT check.)**
- ☐ I understand that my participation in any violation of the Internet Student Assurances published in this handbook will result in disciplinary action and possible loss of access privileges to the Internet.
- ☐ I give my permission for my student to conduct independent research on the Internet under the conditions published in this handbook.

Student's Full Name Printed _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Please return this completed and signed form to Homebase Teacher.