

# Dutchman Creek Middle School

## 2024-2025



*Schools to Watch*  
2013, 2016, 2019, 2022

*National Junior Beta Club School of Merit*  
2018, 2019, 2020, 2021, 2022, 2023

*Special Olympics Unified Champions School*  
2019, 2020, 2021, 2022, 2023, 2024

And

South Carolina's  
*Red Carpet Award*

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*Growing and Developing Leaders---One Learner at a Time!*

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

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# **Dutchman Creek Middle School**

*Growing and Developing LEADERS...One Learner at a Time!*

August 2024

Dear parents, students, and school community:

Greetings on behalf of the Dutchman Creek Middle School faculty and staff! At “The Creek”, we strive to provide opportunities for each student to experience success in all aspects of middle school life, including the academics, athletics, the arts and through various leadership and civic opportunities.

Please read and adhere to all information provided in the handbook so that we can succeed in making our school community the best that it can be. Although this handbook is designed to address as many topics as possible, let us all commit to the communication that is needed to manage the unforeseen effectively.

The faculty and staff of Dutchman Creek Middle School look forward to partnering with each student and family to make the 2024-25 school year the best in school history! GO GATORS!

Yours in service,

A handwritten signature in blue ink that reads "Clayton B. Moton" with a stylized flourish at the end.

Clayton B. Moton  
Principal

# How did we get the name of Dutchman Creek Middle School?

The Catawba River originates in the mountains of North Carolina and flows through a series of lakes and free-flowing streams in the Piedmont region of South Carolina. The river flows over 200 miles until it meets to form the Wateree River at Wateree Lake. This entire area, which bisects the north-central portion of South Carolina, is known as the Catawba-Wateree sub-basin. Portions of eight South Carolina counties are within the sub-basin boundary, including most of Chester, Kershaw, Lancaster, and York counties, the eastern third of Fairfield County, and small portions of Sumter, Lee and Richland Counties.

A 30-mile segment of the Catawba River, from the Lake Wylie Dam to the Fishing Creek Reservoir, forms The Catawba River Corridor. This portion of the sub-basin encompasses the metropolitan areas of Rock Hill, York, Lancaster, and Charlotte. The Catawba River is joined by Dutchman Creek (originally known as Big Dutchman Creek), Manchester Creek, and Burgis Creek as it flows toward the Catawba Indian Reservation.

Dutchman Creek Middle School is a namesake for the water system (Dutchman Creek) that flows adjacent to the beautiful 63-acre campus. A natural landscape of magnificent hardwoods surrounds the property and will complement the earth-tone facade of the school. Dutchman Creek Middle School is located at the intersection of Mount Gallant and Museum Roads and welcomed more than 800 students in August 2008.





**Dutchman Creek Middle School Vision**  
*“Growing and Developing Leaders---One Learner at a Time!”*

The vision for our school combines our Mission Statement, our Core Beliefs, student learner standards, middle school goals, and a school motto. Each component of the vision offers a unique perspective into WHY we do what we do to make the Dutchman Creek experience a valued one and HOW we will work collectively to accomplish our goals as a school community.

***Mission Statement***

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

***Core Beliefs***

We Believe:

- All individuals have intrinsic worth.
- All individuals can learn.
- Learning depends upon basic needs (physical, social, intellectual, artistic, and emotional) being met.
- Accepting diversity and providing opportunities to learn from individual differences enrich learning.
- Reading is the foundation for unlimited learning.
- Adults can enable students to fulfill their potential by developing positive relationships with them.
- Learning is promoted in an environment where taking educational risks is encouraged.
- Parents, teachers and staff, businesses, and community members are responsible for working interdependently to ensure the welfare and education of children.
- Schools will encourage students to become lifelong learners.
- All students must respect each other's right to learn.
- Global and cultural awareness broadens a student's perspective of himself and his world.
- Learning to communicate is critical to an individual's success.
- Service for others promotes good citizenship and global respect for our environment.

***Learner Standards***

Students will:

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

***Middle School Goals***

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

## **PARENT/COMMUNITY INVOLVEMENT**

### **PARENT VISITS/CONFERENCES**

Parents and other members of the community are always welcome at Dutchman Creek. **Visitors must enter by way of the main office to secure administrative permission before going to any other part of the building.** Conferences with teachers may be arranged by making an appointment with the individual teacher or team of teachers. Conferences will be scheduled and conducted through face-to-face meeting and virtual means using Canvas or Zoom.

### **SCHOOL IMPROVEMENT COUNCIL**

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

## **BEHAVIORAL EXPECTATIONS**

### **GENERAL RESPONSIBILITIES OF STUDENTS**

1. How much you learn is dependent upon the effort you are willing to put forth. Do your best as a student by paying attention in class and keeping up with all assignments.
2. Always conduct yourself as a good citizen. Respect the rights and feelings of others. By showing respect and consideration for others, you will earn the respect of others.
3. Read and follow all school rules and regulations. Since rules are explained in the student handbook, ignorance of the rules is not a valid excuse.
4. Be positive. Find good things to say about yourself, your friends, your teachers, and your school.
5. Be proud of yourself and your school community. We are better as a whole when each individual is valued and respected.
6. Be regular and prompt in attendance.
7. Operate with honesty and integrity at all times.

### **CONSEQUENCES FOR INFRACTIONS**

1. Written Reflection via Folder System for Classrooms
2. Lunch or after school detention
3. Teacher-student-parent/staff/student conferences
4. Office referral
5. Behavior Intervention Class (BIC)
6. Severe Clause: See Suspensions and Exclusion

### **ADMINISTRATIVE DETENTION**

In some instances, a student may be assigned to *Administrative Detention*. *Detention* lasts for **one full hour after school** (3:15- 4:15 pm) and requires students to remain in a supervised classroom with no talking. *Detention* is assigned at the discretion of an administrator and is viewed as an opportunity for a student to serve a consequence for a less serious offense and avoid missing class time. Students who fail to serve their after-school detention will be allowed to reschedule once. Detentions are held on either a Tuesday or Thursday.

***Note: Any student that fails to serve an after-school detention will be suspended from any extracurricular activities until the after-school Detention has been served. Habitual failure to serve After School Detention will result in the administrator assigning other discipline consequences as BIC and OSS as necessary.***

### **BEHAVIOR INTERVENTION CLASS**

The Behavior Intervention Class (*BIC*) is a possible consequence for repeatedly or blatantly breaking the rules at Dutchman Creek. It is staffed by a school Behavior Interventionist. The purpose is to allow students whose behavior warrants removal from class the opportunity to remain at school under the supervision of an adult to help them understand how to prevent further infractions. Students are responsible for completing all work from their teachers and submitting assignments to the teachers when they are due.

## RAVEN ACADEMY

Students whose behavior is continually disruptive despite previous suspensions may be placed in the district's Raven Academy program. The Raven Academy program is located at the Flexible Learning Center and is designed to instill discipline and responsibility in students. Students who successfully complete the program will become eligible to return to school on probation. Students who do not complete the program are candidates for exclusion.

## SUSPENSIONS AND EXCLUSIONS

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

Suspended students may be sent home for a period of one to ten days. **For criminal or extremely serious matters, such as the use of a weapon, a first offense may result in exclusion.** Students who are excluded from school will be provided an opportunity for a hearing before the district hearing officer. The hearing officer may recommend that the student

1. be readmitted to school immediately
2. be re-admitted on probation
3. be excluded for less than the remainder of the year
4. be assigned to another school
5. be excluded for the remainder of the year.

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

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

Issued 5/16

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

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

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

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

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

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

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

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

Legal references:

S.C. Constitution:

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

S.C. Code, 1976, as amended:

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

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

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

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

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

**Procedures:**

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

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

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

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

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

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

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

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

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

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

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

**Issued 1/16**

**Purpose:**

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

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

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

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JIAA-R. A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly, thoroughly, and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject



to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take appropriate steps to correct or rectify the situation. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment. The identity of the complainant and the facts stated in any complaint will remain confidential.

Adopted 1/25/16

Legal references:

Federal Law:

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

#### **Procedures:**

These procedures are intended to do the following:

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

#### **Definition of Sexual Harassment**

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

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

Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment; physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, posters, images, or video.

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it does one of the following:

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

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

#### **Behavior Prohibited of All Employees**

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

**FILE: JIAA-E SEXUAL HARASSMENT FORMAL COMPLAINT FORM**

Name of student complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent's / Guardian name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of alleged harasser(s): \_\_\_\_\_

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

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

Nature of the harassment: \_\_\_\_\_

Name and position of individual who conducted your informal consultation: \_\_\_\_\_

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

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

Remedy sought: \_\_\_\_\_

\_\_\_\_\_  
Signature of complainant or Complainant's parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual receiving complaint

\_\_\_\_\_  
Date

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

Issued 1/16

### **Purpose:**

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

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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

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

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

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to 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.

7/31/2017

Document

[http://policy.microscribepub.com/cgi-bin/om\\_isapi.dll?clientID=2061003442&depth=2&infobase=york3\\_rock\\_hill.nfo&softpage=PL\\_frame# 2/2](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=2061003442&depth=2&infobase=york3_rock_hill.nfo&softpage=PL_frame# 2/2)

Cf. GBEB, JIC, JICDA

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

### Legal references:

S. C. Code, 1976, as amended:

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

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

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

Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and

parent/staff/student conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

Section 59-63-275 - Student hazing prohibited.

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

Federal Cases:

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

State Board of Education Regulations:

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

## **HAZING: (Rock Hill School District Policy-JICFA)**

Issued 1/16

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

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

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

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

Adopted 1/25/16

Legal references:

S. C. Code, 1976, as amended:

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

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

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

Section 59-63-275 - Student hazing prohibited.

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

State Board of Education Regulations:

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

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

Issued 1/16

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

The board finds that secret societies and gangs that initiate, advocate, or promote activities threatening the safety or well-being of persons or property on school grounds or secret societies and gangs that disrupt the school environment are harmful to the educational process. The district prohibits the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with a group that presents a clear and present danger contrary

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

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

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

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

Legal references:

S.C. Code, 1976, as amended:

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

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

Use or possession of tobacco products or paraphernalia is prohibited on school property during the school day and by students actively participating in or practicing for school-sponsored extracurricular events and while riding school buses and activity vehicles. **Consequences for violation of these rules shall be**

#### **1st Offense**

- School Consequences – 2 days of ISS
- Parent contact
- Successful completion (score of 100 on each of the four modules) of on-line vaping course (to be taken while in ISS).
- Charges filed by RHPD or YCSO if on-line vaping course is not successfully completed

#### **2nd Offense**

- School Consequences – up to 2 days OSS
- Parent meeting
- Behavior contract (signed by parent and student) to include vaping cessation expectations
- Referral to a 2-hour F2F vaping cessation course at a central location
  - Location to be determined
  - Schedule of course availability to be determined
- Charges filed by RHPD or YCSO if F2F vaping cessation course is not successfully completed

#### **3rd Offense**

- School Consequences – up to 3 days OSS
- Parent Meeting
- Review of behavior contract with student/parent. Revise as needed.
- Referral to individual counseling with Keystone
- Charges/Fines by RHPD or YCSO if individual counseling is not successfully completed

Subsequent Offenses may shift to “insubordination” or “refusal to comply with school rules”, etc. Consequences should be provided accordingly.

Vapes that contain THC, or any other illegal substance are to continue to be disciplined per the Code of Conduct for drug possession, under the influence, and/or distribution, as applicable..

### **WEAPONS IN SCHOOL (Rock Hill School District Policy JICI)**

Issued 5/16

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

#### **Weapons**

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

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

#### **Level of offense**

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

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

#### **Weapons (Firearms)**

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

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

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

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

#### **Legal references:**

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

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

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

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

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

#### **THEFT, VANDALISM, AND PERSONAL PROPERTY**

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

#### **THREATS TO SCHOOL PERSONNEL**

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

#### **DISTURBING SCHOOLS ORDINANCE**

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



# 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

## **INFORMATION AND REGULATIONS**

### **ACCIDENTS, EMERGENCIES, AND MEDICAL CONDITIONS**

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

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

### **ASSEMBLY PROGRAMS**

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

- Enter the auditorium quickly and orderly to find your seat.
- Observe school rules.
- Remain quiet throughout the program.
- Sit appropriately and remain seated during the entire program unless or until you have permission to stand.
- Show respect for each speaker or performance..
- Show your appreciation appropriately.

### **ATTENDANCE PROCEDURES AND MIDDLE SCHOOL ATTENDANCE**

Students are required to attend school a minimum of 170 days out of the 180-day school year. This is South Carolina Code of Laws 59-65-50 and a South Carolina Board of Education Regulation. Any students who miss school must present a written excuse, signed by a parent/guardian, or a medical excuse. **If this excuse is not turned in within three days after the student is back in school, the absence will be unlawful.** School personnel will, by law, contact parents by letter and then by conference after multiple absences.

Students will be considered lawfully absent when:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.

Lawful absences allow students to make up missed work.

Students will be considered unlawfully absent when:

- They are willfully absent from school without the knowledge of their parents or guardians.
- They are absent without acceptable cause with the knowledge of their parents or guardians.
- Absence is due to an out-of-school suspension.

The only exceptions that will be considered are: (a) extended or chronic illness verified by a physician, or (b) extenuating circumstances beyond the student's control. **The maximum number of days that will be excused for lawful absences with parent notes will be five.**

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event. Additionally, students must be in attendance for at least one-half of the school day to be counted present.

A student's attendance is a factor in the promotion/retention decisions that are made at the end of the school year. Students who have excessive absences or tardies could be referred to Family Court. **Any student enrolled in a high school credit course that requires an End of Course (EOC) examination will not receive course credit if absences exceed the maximum days allowed.** Please see the Rock Hill Schools attendance guidelines at <https://www.rock-hill.k12.sc.us/Page/3531>.



## **BOOKS**

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

## **BOOK BAGS**

Students may carry their belongings from class to class in their book bags. Book bags are not allowed to be left in the classroom or hallways..

## **BUS PRIVILEGES**

School bus transportation is authorized only for pupils regularly enrolled in public school in grades K through twelve. This is a **privilege** for you to enjoy rather than a right.

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 program and 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.

The transportation division of Rock Hill School District Number Three will do everything within its power to provide you with the best equipment, drivers, and the safest program possible. We ask for your cooperation in making this possible. It is unlawful for any person to interfere with the operation of a school bus, either verbally or physically. Violation to such policy will be dealt with accordingly. The following is provided for your information and compliance.

### **Meeting the Bus:**

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

### **On the Bus:**

1. 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 or deface the bus and seat coverings must not be damaged in any manner. Passengers should report any damage to the bus or seats to the driver as soon as possible.
6. Only the driver or the authorized person should remove First Aid equipment, which is to be used only for emergency treatment.
7. Passengers must not tamper with the Fire Extinguisher, which is to be used only by the driver in an emergency.
8. Passengers are not permitted to open bus windows, unless given permission to do so.
9. Passengers must not fight or scuffle on the bus or create any disturbance. Highway traffic dangers necessitate optimum self-control by each bus passenger.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
11. Books, lunch boxes or other objects should not be placed in the aisle of the bus.
12. Passenger conduct standards are covered in the brochure "Student Transportation Regulations."

### **Leaving the Bus 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. Students in the front seats leave first.
3. Passengers must not loiter or play around the stopped or parked bus.
4. Passengers should not enter a restricted area set aside for bus parking or loading. Operations should be directed to the transportation director at 803-981-2022.

## **CAFETERIA**

Dutchman Creek provides both breakfast and lunch in the school daily at no cost. All school lunches meet the Federal Guidelines for the school lunch programs and will consist of food from the basic food groups. In addition to the hot meals, students may purchase pizza, nachos, sandwiches, etc. daily in the cafeteria. The cafeteria offers water and a variety of milk options with the lunch menu.

**Students are not to have food delivered or brought to them individually or in groups from any outside source (including parents/guardians) without prior administrator approval (see Lunch Program Policy on Rock Hill School's Website).**

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

1. Students should stay in lines.
2. Students must get all food items, utensils, and napkins as they move through the service line.
3. Students are responsible for any food that is touched by them as they move through the serving lines.
4. Students may purchase additional items by going back through the line.
5. Talk softly, in a conversational manner.
6. Be respectful of others by keeping your place in line.
7. All food must be eaten in the cafeteria -do not take outside or to other parts of the building.
8. All tables, chairs and floor must be clean before leaving the cafeteria.

## **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.

### **COLLECTION OF STUDENT FINANCIAL OBLIGATIONS**

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

### **DEMONSTRATION OF AFFECTION**

Demonstrations of affection at school (touching, kissing, or holding hands) are forbidden. Students who engage in this activity may receive a minimum of after school detention to a maximum of out of school suspension.

### **DIRECTORY INFORMATION**

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

## DRESS CODE (Rock Hill School District Policy JICA)

### Dutchman Creek Middle School Dress Code

*District board policy states that the board reserves the right to bar students from school 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. To carry out this policy, Dutchman Creek Middle School has adopted the following rules regarding dress to be complied with anytime students are in the school building:*

1. Students may wear a solid colored polo shirt, button-down shirt, sweatshirt, or hooded sweatshirt. Polo shirts and button-down shirts must have a collar and sleeves. V-neck collared shirts are prohibited. **Any manufacturer's logo must be small and non-repeating.** All other manufacturer's brands/slogans or other non-school logos on tops are prohibited. Shirts with buttons must begin at the neck and only (two) factory buttons from the collar may be unbuttoned. A solid shirt must be worn underneath all outerwear tops with the exception of DCMS t-shirts.
2. **Official DCMS "Gator Gear" tops, defined as apparel endorsed by the school, including hooded sweatshirts, sweatshirts, and t-shirts may be worn daily. This does not include PE uniform shirts.**
3. Heavy or bulky outerwear (coats and jackets) are not to be worn in class or throughout the building.
4. All pants, skirts, shorts, capris, and skorts must be tan, khaki, black, gray, brown or navy blue in color. Wind pants, leggings, jeggings, yoga pants, jeans, and sweatpants are prohibited. All shorts and skirts should be worn no shorter than four inches from the top of the knee. This will be measured from the top of the slit if on a skirt.
5. All pants and shorts must rest at the waist and back pockets must be at hip level. "Sagging" is prohibited. Additionally, shirts and jackets should not be worn tied around the waist.
6. All students must wear shoes. All shoes, including sandals, must have a back or strap that secures the heel of the foot. Shoes must be tied or buckled as they are designed. Students will not be allowed to wear shower shoes, bedroom shoes, slides, or flip-flops at any time at school.
7. Clothing should be worn as the manufacturer intended and in a manner that does not cause a distraction or disruption to the normal operation of class or school. Clothing should be worn with appropriate undergarments that are not visible. All clothing must be appropriately sized. Form-fitting, provocative (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) and ripped/cut/torn clothing should not be worn at any time at school. No skin should be visible between the pants and shirt at any time. Offensive/suggestive writing, pictures, and patches on clothing/jewelry are also prohibited. This includes advertising for alcohol/tobacco products or promotion of violence.
8. Head coverings including, but not limited to, bandanas, hats, etc. should not be worn in the school without administrative approval. Offenders risk having these articles confiscated. Sunglasses, earmuffs or hoods on coats, sweatshirts or shirts may not cover the head in buildings or classrooms.
9. All long jewelry (that extends beyond the collar) must be tucked in, regardless of the style. Jewelry with spikes is not permitted. This includes chokers, wristbands, dog leashes, chains, etc. Items that could be used as a weapon may not be worn or brought to school.

### DRESS CODE FOR DRESS DOWN DAYS

1. Ripped/tattered/torn jeans are allowed but ONLY with something worn under the pants so that skin is not visible. Rips must not be excessive.
2. Leggings, jeggings, and yoga pants are only allowed under a shirt, dress, or skirt that is no shorter than four inches from the top of the knee.
3. T-shirts must be worn underneath sleeveless shirts.
4. Camisole tops or spaghetti straps are prohibited if worn without a light jacket or sweater.
5. Appropriate footwear still applies. All shoes, including sandals, must have a back or strap that secures the heel of the foot. Shoes must be tied or buckled as they are designed. Students will not be allowed to wear shower shoes, bedroom shoes, slides, or flip-flops at any time at school.

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

**Students that are found in violation of the Standard Code of Dress may be subject to disciplinary action at the discretion of the grade level administrator and building principal.** Disciplinary action may range from a warning, confiscation of unapproved items to be returned at the end of the school day to after-school detention for simple and/or occasional violations to suspension for students who continually and willfully violate the policy. Students who come to school inappropriately dressed or out of compliance may be held out of class until the violation is reasonably corrected. Absences from class because of dress code violations will be ruled unlawful.

## EARLY DISMISSAL

A student may be dismissed from school early with written permission from the parent or legal guardian. A parent or legal guardian may come to the school for a student if their signature is one of the signatures on the student enrollment card. A request for early dismissal will not be accepted by telephone. Except in an emergency (to be determined by an administrator) students will be called from class only at the change of class periods. Students with written excuses who desire to be dismissed early will present such excuses to their grade level administrator for approval. **Deadline for early dismissal is 2:45 pm.**

All written excuses are subject to verification and should have a contact number. During state testing, early dismissal will not be considered excused absences, except in cases of emergencies. When a student has the required written permission from home to leave school early and it is approved, he must sign out in the office before he goes home. If the student returns to school that day, he is to sign back in through the office.

## EMERGENCY DRILLS

State law requires that **Fire Drills** be conducted once each month. Drills may occur at any time of the day. Any time the fire drill signal sounds, everyone in the building should consider it to be a real fire. The main objective is to evacuate the building as 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. You are not to talk while exiting the building. 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 until you are out of the building. You can then get permission from that teacher to join your regular class. A bell will sound to let you know when it is safe to return to class.

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

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

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

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

## ENTERING AND LEAVING THE BUILDING

The first bell for students will ring at 8:15 a.m. each morning to allow ample time for students to go to their lockers and arrive in class before the tardy bell rings at 8:20 a.m. Students are not to enter the grade level hallway or related arts hallway before 8:15 a.m. unless they have a pass to go to the teacher's classroom. Additional passes may be given from teachers for make-up tests, computer labs, etc. Students may enter the building at 7:45 a.m. Upon entering the building, the students are to report to their grade level designated areas and sit until released to report to the hallway. Any violation may result in a detention for being in an unauthorized part of the building. Repeated violations will result in further disciplinary action.

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

## FAMILY 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" and is also available upon request of the student's principal or the district's Office of Public Information.

## FIELD STUDIES

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

## FUNDRAISING

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

## GIFTS

Students are discouraged from the exchange of gifts among themselves and the giving of gifts to teachers while at school. **Please do not have balloons or flowers delivered to the school.** These items will not be accepted by the receptionist.

## GUM AND CANDY

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

## HEALTH ROOM

A student who becomes ill while at school may obtain a permit from his classroom teacher to report to the office where arrangements will be made for the student to go home or to go to the health room until a parent/guardian can be reached. **Students are not allowed to use a phone or personal device to make arrangements to go home when ill.** No student may use the health room without permission from the office. Students who are too sick to be in class are too sick to be in school. Every effort will be made to contact parents to help get a sick student home. It is extremely important for parents to provide telephone numbers where they can be reached in case of their child's illness.

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

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

If a student needs to take medication during the school day, the medicine must be clearly labeled and left in the school office with a note from the parent or guardian stating the dosage and the time the medicine should be taken. The student may come to the health room to take the medicine under the supervision of the health room clerk. If possible, the time for taking medicine should be at the change of class periods. **No over-the-counter medicines for pain relief will be given from the health room unless the parent of the child has specifically been in and a form signed.**

## HOMEWORK

Your child is likely to have some form of homework daily. **Parents may check for basic homework assignments each week as specified by the teacher/team.** There are several reasons for assigning homework regularly. These reasons are:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the class.
- To provide an opportunity for students to learn good work/study habits.
- To provide opportunity for growth in responsibility.
- To provide you with an opportunity to see what your child is studying and how well he is doing.

Continued practice is important and is often recommended for students to partake after school hours. The daily homework will never be used as punishment, but rather to extend learning.

## INSURANCE

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

- Regular School Time Coverage:
  - (This is a limited -coverage policy beginning one hour before school and extending one hour after the school day).
- Twenty-Four Hour Coverage:
  - (This policy will be effective 24 hours daily, during the full twelve months of the year).

All students who plan to participate in school athletics (including spring sports) must be covered by adequate insurance. While it is not mandatory that it be the insurance offered by the school, it is recommended. Those student athletes who do not take school insurance must bring a statement signed by a parent that they do have adequate insurance protection, and the statement will be filed in the student's record.



## **POWERSCHOOL PARENT PORTAL/CANVAS**

PowerSchool Parent Portal and Canvas gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions. If you need your access IDs for Parent Portal and Canvas, please contact the school's registrar.

## **INTERNET USAGE**

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

Unfortunately, the Internet can be misused. There are images, information, and discussions that are not appropriate for K-12 pupils. Our faculty members directly and continuously supervise individuals and classes of students who are accessing the Internet to ensure that inappropriate content is not seen on the computer. This kind of screening is not new; schools have always screened materials for student use to exclude many books, magazines and videos not appropriate in a school setting. However, it is possible that a student conducting individual research may disregard a teacher's instructions and actively seeks out inappropriate material.

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

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

Permission forms will be sent home with students at the beginning of the school year to be signed by parents and students. This form must be on file at the school before a student can utilize the Internet.

## **LEAVING CLASS FOR OTHER AREAS OF BUILDING**

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

## **LIBRARY/MEDIA CENTER**

The library will utilize a digital browsing format for students to allow them to preview selections to be delivered to them in class. Students will have access to the media center resources with permission from the teacher and media specialist.

## **LOST AND FOUND**

A Lost and Found area will be stationed in the main office area. Parents are encouraged to label coats, sweaters, and other materials with their child's name. Just before the winter holidays and at the end of school, all unclaimed items will be given to a charitable organization.

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

## **MAKE-UP WORK**

No late penalty is assessed if graded assignment missed is due to sickness, school-based event, suspension, or excused absence.

Students will be provided with time to make up assignments with no penalty. 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.

If the student is out 2 or less days, he/she can get their assignments from their teacher(s) when they return to school or from their Canvas account. If students are out more than 2 days, they may call their grade level counselor for assistance in getting assignments before returning to school.

## **MESSAGES**

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

## **MOMENT OF SILENCE**

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

## **RELEASE OF STUDENT INFORMATION**

Please take notice that at its meeting of March 1992, the Rock Hill School District Three Board of Trustees acted to establish certain information relating to a student as directory information. The following information is releasable upon request at the discretion of the student school principal: the student name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill School District Three who would prefer that any or all of the information designated above not be released without the parent's or guardian's prior consent should so notify the office of the school principal in writing not later than ten (10) days after the beginning of the school year.

## **SEARCHES AND INTERROGATIONS**

Issued 8/16

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

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

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

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

Procedures for searching a person or a person's belongings must be reasonable. A reasonable search is one which is both based on a reasonable suspicion and is reasonably related in scope. For reasonable suspicion to exist, school officials conducting a search must be able to articulate why, based on all the circumstances, they objectively and reasonably suspect the search of the person or personal property is likely to yield evidence of a violation of law or district or school rules. In formulating a reasonable suspicion, a school official may rely on information he/she considers reliable, including reports from students, as well as the official's own observations, knowledge, and experience; however, a mere hunch or guess that a search will uncover evidence of a violation of law or district or school rules is insufficient to justify a search. Additionally, the search must be reasonable in its method and scope. A search must be carried out in such a manner that it targets the object of the search or the suspected evidence of a violation of

law or district or school rules. The proper scope of the search is a case by case determination and is generally limited to the places in which it is reasonably suspected that the object of the search may be found. A search may be as extensive as is reasonably required to locate the object(s) of the search and may extend to all areas, containers, and personal effects in which the object of the search may be found. In addition, when determining the reasonableness of the scope and manner of a search, the school officials must take into account the age, sex, and other special circumstances concerning the object of the search and the person involved, as well as the nature of the suspected infraction. Should the school official determine that a pat-down search is necessary, the school official, who must be the same sex as the person searched, will escort the person to a private area to conduct the pat-down search. A witness must be present during all such searches. If a student refuses to comply, the student's parent/legal guardian and/or the police will be contacted. Under no circumstances, however, is a strip search by a school official permitted.

### **Searches of Lockers, Desks, and Other School Property**

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

### **Searches of Vehicles on School Property**

Students are permitted to park on school premises as a matter of privilege, not of right. Accordingly, all students desiring to park their vehicles on school premises must first obtain a parking permit from the designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms regarding the use of parking lots set forth below. Vehicles which do not have a permit in plain view are subject to being towed at the student's expense. Because parking on school premises is a privilege, the school retains authority to conduct routine inspections of the exterior of vehicles parked on school property at any time. In conducting an inspection of the exterior of a vehicle, school officials may observe those things inside vehicles which are in plain view. The interiors of student vehicles, including such things as trunks, glove compartments, and personal belongings within a vehicle, may be searched whenever a school official has reason to believe a student is violating board policies, school rules, or federal or state law, as described in the reasonableness standard set forth in the section above. When a school official needs to gain access to the interior of a vehicle parked on school premises, for purposes of conducting a search in compliance with the reasonableness standard, he/she will first ask the student to provide access. If a student refuses to provide the school official with access to the interior of his/her vehicle, he/she may be subject to disciplinary action, including loss of all parking privileges and the possible towing of the vehicle at the student's expense.

### **Use of Trained Dogs**

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

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

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

Issued 1026/09; Revised 8/22/16

### **SKATEBOARDS, ROLLERBLADES and SCOOTERS**

Skateboards, rollerblades, and scooters are not allowed on school property before, during or after school.

## **SUPERVISION OF STUDENTS**

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or an extracurricular activity. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. **All other students should arrive no earlier than 7:45 a.m. on school days. Parents of car riders are expected to pick up their child(ren) by 3:30 p.m. each day.**

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

Students are expected to be picked up within 15 minutes of the conclusion of an event. If a child's ride is late, they will receive a warning on the first offense. On the second offense, the child will be required to attend all events with a supervising adult. Additionally, student spectators may not stay after school on school grounds while waiting for the event to begin; they must go home and return at the beginning of the event. This is due to the lack of supervision available. School officials will, always, provide reasonable supervision for crowd control during all extracurricular activities.

## **TARDIES**

All students are expected to be on time every day. If, however, circumstances force a student to arrive to class after 8:20 a.m., he or she must check in through the office. A student may be excused for being tardy three times at the beginning of the school day with a note from a parent or a guardian. Upon receiving a 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> tardy, students may receive a 1-hour after-school **detention**. Once a student receives their 6th tardy to school, students will be put on an attendance plan per South Carolina attendance requirements and regulations. Students who are tardy to any class after their initial arrival to school will be issued an after-school detention for each infraction **after** the 3rd tardy.

## **TELEPHONE USAGE**

In case of illness or other emergency, a school official will assist students who need to use the telephone. Students will not be called to answer the phone during school hours unless approved by an administrator. Emergency messages from parents and guardians of students may be left with the receptionist. All calls should be limited to three minutes or less.

## **TUTORING**

Some teachers offer their students additional help with schoolwork by having tutoring sessions before or after school. Students must receive a pass from their teacher in order to attend these sessions.

## **VEHICLES**

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

## **VISITORS**

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

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

## **WEBSITE**

Additional information about Dutchman Creek's programs may be obtained through the school's website (<https://www.rock-hill.k12.sc.us/DCMS>). This site is updated regularly.

## **STUDENT ACTIVITIES**

Students who participate in interscholastic activities sponsored by the school will be required to meet all the standards of requirements as prescribed by the state, and school district. To be eligible for participation in an interscholastic activity such as a ball game, band competition, etc., the student must be considered present or in attendance at school on the day of the contest if the contest is held on a regular school day. There will be no organized, required practices on weekends.

Extracurricular activities often include activities of high public interest, visibility and attention. Examples include sports, band and chorus. When students participate in such events, they are in effect serving as ambassadors of Dutchman Creek and Rock Hill School District Three. The behavior of students participating in such activities tends to draw attention in such a way as to elevate or malign the school and the school district's standing in the mind of the public. **Therefore, students who misbehave while participating in these type activities may be removed from the extracurricular activity by the school principal.** Examples of such misbehavior include acts of disrespect to a teacher or other school authority, acts of violence, public use of vulgar language, use or possession of unlawful drugs or narcotics, or criminal misbehavior of any kind. Students will also be subject to suspension or exclusion. Please note students who are assigned to Behavior Intervention and/or out of school suspension may not participate in extracurricular activities on the day(s) assigned.

**Students assigned to the Behavior Intervention Class or out of school suspension may not participate in interscholastic activities on that day.**

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

### **INTERSCHOLASTIC SPORTS COMPETITION**

<i>Grade 7 Basketball</i>	<i>Grade 8 Basketball</i>	<i>Cheerleading</i>
<i>Grade 7 Football</i>	<i>Grade 8 Football</i>	<i>Softball</i>
<i>Track</i>	<i>Grade 7 Volleyball</i>	<i>Grade 8 Volleyball</i>
<i>Wrestling</i>		

There is a \$60 athletic fee (\$50 participation fee + \$10 insurance fee) required in order to participate along with other requirements to participate in athletics. Physicals are REQUIRED to try-out for a sport. Any athlete who does not have a physical will not be allowed to try-out. Proper paperwork for the physical, medical history and parent's permission may be obtained from the athletic coaches at DCMS. All students interested in participating in DCMS athletics must be present and participate in try-outs if the student wishes to be considered for membership on a team.

Athletes can participate in ONE sport per season for a maximum of three. Exact dates and times for each of these will be announced over the morning news for several days prior to the first practice.

In order to be a member of an athletic team(s) at DCMS, your student must have:

- An updated physical form signed by a physician (not a Nurse Practitioner) dated after April 1<sup>st</sup> of the current school year.
- Signed Parent's permission slip (signed by a parent or legal guardian).
- Met academic promotion requirements for current grade.
- Met the required age limit (not have turned 15 years of age prior to July 1<sup>st</sup>).
- Enrolled as a 7<sup>th</sup> or 8<sup>th</sup> grade.
- Met any other criteria specified by the South Carolina High School League.

**Students who were seated or retained in a grade are ineligible to participate in interscholastic sports activities until the second semester of the school year..**

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

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

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

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

**Age:** For 7<sup>th</sup> and 8<sup>th</sup> grade sports, you are not eligible if they turn 15 years old prior to July 1 of the upcoming school year..

## **BAND, CHORAL, AND ORCHESTRA CONCERTS**

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

## **ADDITIONAL CLUBS/ACADEMIC TEAMS**

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

### ***Academic Challenge Team***

Dutchman Creek has an academic team for seventh and eighth grade levels. This team competes with other area middle schools. Students with an overall B average are encouraged to try out for the team.

### ***Fellowship of Christian Athletes and Students (FCAS)***

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

### ***Step Team***

Students from all grade levels are eligible to become a part of the DCMS Step Team. Emphasis is not only placed on precision steps and choreographed movements, but also on discipline, character and self-esteem. Students generally perform during basketball games and at various competitions.

### ***M.A.L.E. Call***

This mentoring program is open to all male students and is sponsored by the male faculty and staff members. Activities typically take place on weekends and include speakers, games, and fun activities.

### ***Student Council***

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

### ***Good Morning, Gators! Television Crew***

Eighth grade students are eligible to become members of the Gator's Morning Show news team. Students on the news team work as news anchors, camera crew, directors and control room operators.

### ***Yearbook/ Newspaper Staff***

The yearbook staff is responsible for capturing memories of the school year through pictures and words. Staff members work with the advisor to develop ideas and themes to be used in the design. Membership is open to qualifying students from all grade levels. \*The newspaper staff will meet to produce the newspaper for Dutchman Creek periodically as well as serve on the yearbook staff at the end of the year.

## **PARTICIPATION**

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

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



## **ACADEMIC INFORMATION**

### **ASSIGNMENT TO TEAMS**

Each student will be assigned to a team of teachers who will instruct in the areas of reading and/or language arts, math, science, and social studies. All Students will be assigned to four team teachers. Those students selecting to take advanced courses will be assigned to those classes.

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

### **COURSE SELECTION**

Dutchman Creek offers a strong general curriculum that addresses the state standards that have been developed. It offers a strong foundation of preparation for state summative assessments as well as the high school curriculum.

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

### **COURSES – RELATED ARTS**

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

### **GENERAL MIDDLE SCHOOL GRADING GUIDELINES FOR STUDENTS AND FAMILIES**

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 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.

Major assignments and assessments make up 60% of a student's final quarter grade. Minor assignments and assessments make up 40% of a student's final quarter grade.

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 will 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.

The classroom teacher will provide students with details regarding the number and type of assignments and assessments, as well as how students and families may access information about grades in the course.

Students and families should contact the classroom teacher with any questions or concerns about grades.

### **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 a 75. 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 75. 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.

### **Academic Honesty**

All middle school students are expected to maintain academic honesty in their schoolwork and learning. Grades – in part – are a reflection of academic honesty and learning. When a student becomes involved in cheating (including plagiarism or any behavior which could invalidate a graded assignment) the first time in a given class, the student will be assigned a grade of 50 on that work by the teacher. At the principal's discretion, the student may be allowed to retake/redesign the assignment up to a maximum score of 75. 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 grade reports at the end of each nine-week grading period. In addition, at the midway point of each grading period, a "Student Progress Report" will be issued to all students. The new Uniform Grading Policy utilizes the numeric grade as the basis for grade point averages throughout their high school career. This system is as follows:

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

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

### **EXAMS**

6th Grade - Cumulative nine-week or unit tests may be required in all courses not graded with E, S, or U.

7th Grade – Cumulative nine-week or unit tests may be required in all courses not graded with E, S, or U.

8th Grade - Cumulative semester exams will be required in all courses not graded with E, S, or U.

All Algebra I and English I students must take the end-of-course test (EOC). This is averaged as 20% of the final grade. **In order to receive credit for these courses, students must receive an end of course average of 80 and a passing score on the EOC.**

## 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 guidance office to request information and applications for homebound instruction.

## HONOR ROLL

At the end of each nine weeks-grading period, grades are reviewed to determine qualification for the Principal's Scholars list and the Honor Roll. Students who qualified for the Principal's Scholar list have earned a grade of "A" in every subject they took for the quarter. To qualify for the "A" Honor Roll, students must have earned a 3.5 or above GPA for all subjects taken during the quarter. To qualify for the B Honor Roll, students must have earned a GPA of 3.0 -3.4999 for all subjects taken during the quarter. GPA is determined at the following rate: A =4, B=3, C=2, D=1, F=0.

## PROMOTION REQUIREMENTS (Rock Hill School District Policy IKE)

Issued 11/15

Students who successfully meet academic performance and attendance standards as established by the state and the district school board are eligible to be promoted. When the retention of a student is necessary, the decision will be made on the basis of achievement, minimal competency, student's aptitude, attendance records, and the judgment of both educators and parents/legal guardians towards promotion and retention.

Disabled students as defined by law and regulation will be subject to the provisions of these promotion criteria unless the student's individual education plan (IEP) defines alternative goals and promotion standards. The placement/IEP committee will decide whether regular or alternative promotion standards will be set for the student initially and thereafter at the annual review of the IEP.

A Limited English Proficient (LEP) or migrant student should be advanced along with age-level peers. No advancement must be documented with evidence that indicates the determining factors are other than English language proficiency. All LEP and migrant students are eligible to participate in all age-appropriate school programs and to receive all available services.

In grades kindergarten through eight, the student's teacher(s) will recommend to the principal when intervention including, but not limited to, retention is necessary due to a student's failure to meet the necessary minimal standards for an education level (see education level document **IKE-R**). A committee to include, but not be limited to, the parent/legal guardian and the response to intervention team established by the principal will review the student's record and recommend appropriate interventions which will be communicated to parents/legal guardians. In addition to year-end intervention opportunities such as summer school and retention, the district will provide meaningful intervention opportunities throughout the school year including, but not limited to, general academic assistance and comprehensive remediation which give the student opportunities to progress to the next educational level. If all interventions are unsuccessful in helping students achieve mastery of grade level standards and retention becomes necessary, a conference will be conducted with the parents/legal guardians and a letter outlining the retention status will be sent home before the last day of the third nine weeks.

Students in grades three through eight who do not meet grade level performance expectations or who score "Not Met" on the state PASS examination will be provided with targeted interventions enumerated by the school's response to intervention plan (see **IKE-R** for rules on student academic plans).

## GENERAL SUGGESTIONS TO PARENTS

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

## Directory Information

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

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

#### **Family Educational Rights and Privacy Act (FERPA)**

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



#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

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

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

The following information is releasable upon request at the discretion of the principal of each school; a student's name, address, telephone number, date and place of birth, photo, subjects study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parents 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.  
The full policy on Student Records can be found on the district website at [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us).