



# **Northwestern High School**

## **Student/Parent Handbook 2023-2024**

**2503 West Main Street, Rock Hill, SC 29732**

**Website: [nw.rock-hill.k12.sc.us](http://nw.rock-hill.k12.sc.us)**

**Main office: (803) 981-1200**

**Fax: (803) 981-1250**

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The rules, regulations, and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in any way during the school year, the rules, regulations and/ or consequences in this handbook may undergo modifications. Such changes will be posted on the school's website.

# **Northwestern High Schools Principles and Beliefs**

## ***“Tradition Never Graduates”***

### **THE VISION OF ROCK HILL SCHOOL DISTRICT**

Rock Hill Schools- a community inspiring students to learn, grow, connect, and thrive

### **THE MISSION OF NORTHWESTERN HIGH SCHOOL**

Working together with the student, the parent, and the community, Northwestern High School will establish a strong foundation for lifelong learning by nurturing, challenging, and guiding all students toward their maximum academic, vocational, artistic, physical, social, and emotional potential.

### **OUR BELIEFS AT NORTHWESTERN HIGH SCHOOL**

- ▶ All individuals are unique and have intrinsic worth.
- ▶ The foundation for unlimited learning is critical reading and thinking.
- ▶ An atmosphere should be created in which students from all cultural backgrounds are treated with dignity.
- ▶ The educational and social atmospheres foster an appreciation of students from all cultural backgrounds.
- ▶ Instructional practices should incorporate learning activities that take into account different learning styles.
- ▶ A safe and disciplined environment is necessary for learning
- ▶ The goal of education is to nurture social responsibility, which is enhanced through positive relationships and mutual respect among students and staff.

*Parents/guardians, educators, students, and community members must be active partners in a successful educational process.*

# Northwestern High School

2503 West Main Street, Rock Hill, South Carolina 29732

Website: [nw.rock-hill.k12.sc.us](http://nw.rock-hill.k12.sc.us)

School Phone: 803-981-1200

Attendance Office: 803-981-1233

Athletic Department: 803-981-1989

School Counseling: 803-981-1223

Transportation: 803-980-2022

School Incident Report Hotline: 803-981-1210

RHSD Mental Health Resource Hotline: 803-324-7464

PRINCIPAL

Michael Abraham

ASSISTANT PRINCIPAL

Anthony Lancaster

ASSISTANT PRINCIPAL

Katrina Moody-Byers

ASSISTANT PRINCIPAL

Daniel McCallum

ASSISTANT PRINCIPAL

Rhine Kirkland

DEAN OF STUDENT LEADERSHIP

Monique Kirk

PROGRAM COORDINATOR

Katie Beth Tinker

PROGRAM COORDINATOR

ATHLETIC DIRECTOR

Brandon Gaither



## Bell Schedule

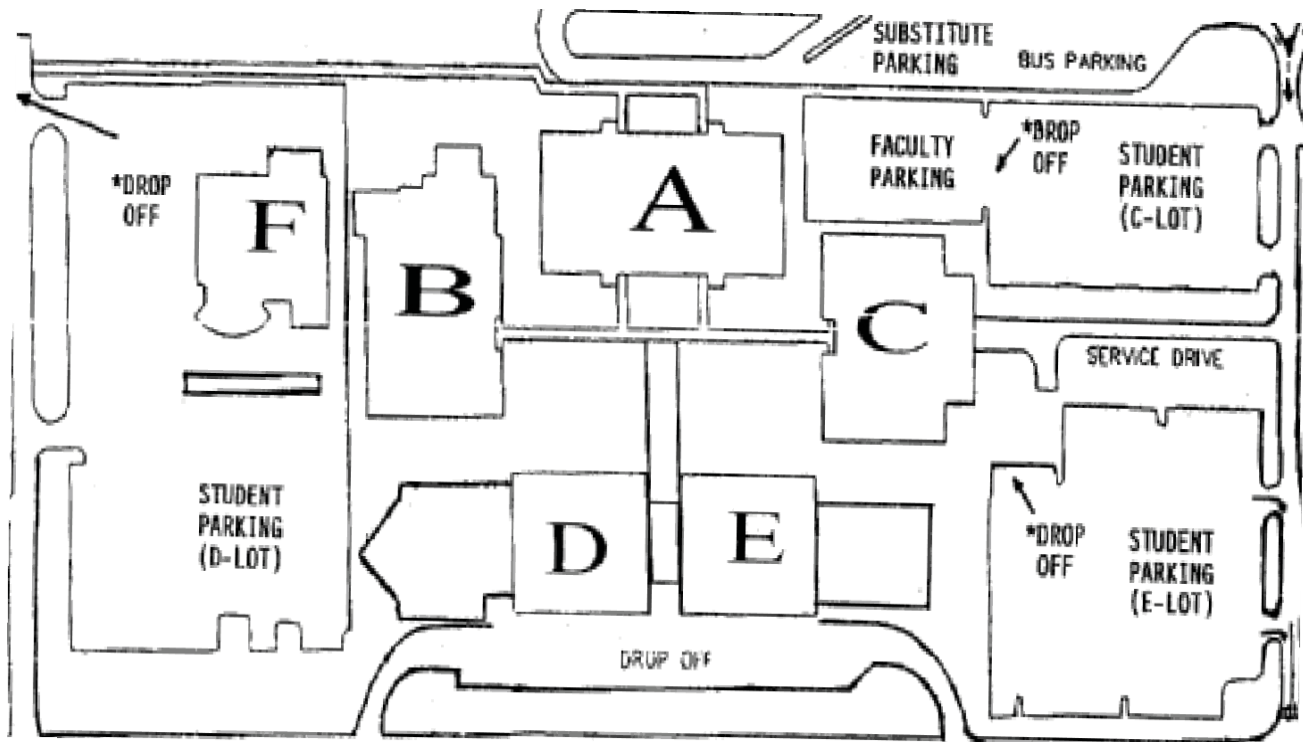
### Regular Bell Schedule

Breakfast	8:00
Teacher Arrival	8:30
Enter School	8:35
1st Block Instruction	8:45-10:20 (95 min.)
Class Change	10:20-10:26
2nd Block Instruction	10:26-11:56 (90 min.)
Class Change	11:56-12:02
3rd Block	
	1st Lunch: 12:02-12:27
	Ins: 12:32-2:05 (93 min.)
	Ins: 12:02-12:32
	2nd Lunch: 12:32-12:57
	Ins: 1:02-2:05 (93 min.)
	Ins: 12:02-1:02
	3rd Lunch: 1:02-1:27
	Ins: 1:32-2:05 (93 min.)
	Ins: 12:02-1:35 (93 min.)
	4th Lunch: 1:35-2:05
Class Change	2:05-2:11
4th Block Instruction	2:11-3:45 (94 min.)
Teacher Dismissal	4:00
Teacher Dismissal PLC Tuesdays	4:45

### Trojan Way Bell Schedule

Breakfast	8:00
Teacher Arrival	8:15
Enter School	8:35
1st Block Instruction	8:45-10:10 (85 min)
Class Change	10:10-10:16
2nd Block Instruction	10:16-11:40 (84 min)
Class Change	11:40-11:46
<b>Trojan Way</b>	<b>11:46-12:10 (24 min)</b>
Class Change	12:10-12:16
3rd Block	
	1st Lunch: 12:16-12:43
	Ins: 12:47-2:11 (84 min)
	Ins: 12:16-12:45
	2nd Lunch: 12:45-1:12
	Ins: 1:16-2:11 (84 min)
	Ins: 12:16-1:14
	3rd Lunch: 1:14-1:41
	Ins: 1:45-2:11 (84 min)
	Ins: 12:16-1:44 (84 min)
	4th Lunch: 1:44-2:11
Class Change	2:11-2:17
4th Block Instruction	2:17-3:45 (88 min)
Teacher Dismissal	4:00
Teacher Dismissal PLC Tuesdays	4:45

## Campus Map



### A Building

Administrative Office  
Principal  
Assistant  
Principals  
Counseling  
Office  
Attendance Office  
Media Center  
Business  
English  
Social Studies  
Special Services

### B Building

AFJROTC  
Gymnasium

### C Building

Cafeteria  
Family and Consumer Sciences  
Science  
Special Services

### D Building

Auditorium  
Computer Lab  
Instrumental Music  
Art  
Drama  
Math  
Project Lead the Way

### E Building

Administrative Office  
Assistant Principal  
Program Coordinators  
Chorus  
World Language  
Math  
Science

### F Building

Gymnasium

## INTRODUCTION

Greetings! Welcome to Northwestern High School, Home of The Trojans, where Excellence is our Standard!

At Northwestern, we are thrilled to have your student as part of our school community. Our dedicated teachers, staff members, and administrators are committed to providing high levels of support and guidance to ensure your student's success in their pursuit of a diploma. We firmly believe that every student is unique and possesses their own special gifts, and it is through engaging in the pursuit of excellence at Northwestern that they will discover how to best utilize those gifts.

By becoming a Trojan, you and your family have joined our extended family! We extend a warm invitation for you to actively participate and get involved in the Northwestern community. As a Trojan parent, you will find numerous opportunities to serve and connect with our school. Likewise, as a Trojan student, there are various avenues for finding your niche, whether it be through joining a club or organization, exploring our premier fine arts programs, or becoming a member of one of our athletic teams. The more you contribute and engage in what we have to offer, the stronger your bond with Northwestern will grow.

Northwestern takes pride in providing a highly rigorous academic program that caters to the needs of ALL students. We have an exciting year ahead filled with countless opportunities for you and your family to explore and experience. Remember, at Northwestern High School, "*Tradition Never Graduates!*"

I personally look forward to meeting you and working together as we serve our students. Once again, welcome to the Trojan Family!

Warm regards,

Michael Abraham

Principal

## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **ALMA MATER**

Hail Alma Mater, we sing to thy praise. Great our affection though far go our ways.  
May your grand splendor, majestic and wide, Inspire us ever onward, Northwestern High.  
Loud in thy honor our voices we raise.  
Mem'ries we'll cherish throughout all our days. Instill in us, always with God as our guide,  
Pride and devotion for Northwestern High.

## **HONOR CODE**

As a student at Northwestern High School, I recognize the importance of academic honesty.  
I understand this means I must be honest in all academic areas, including doing my own assignments, whether graded or ungraded, and neither giving nor accepting help in a testing situation. Because I am a citizen and future leader of this country, it is important for me to develop a sense of pride in my own accomplishments and an awareness that I am ultimately responsible for my actions at all times.

## **FIGHT SONG**

Fight the team across the field, show them Northwestern's here. Set the earth reverberating with a mighty cheer. Go Trojans! Hit them hard and see how they fall, never let that team get the ball. Hail, hail, Northwestern's here, and will fight for a victory now.  
Go Trojans, Go Trojans, Go Trojans...Fight!



## **ACADEMIC CERTIFICATES, LETTERS, AND BARS**

The school awards academic certificates, letters, and bars to students in the spring of their 9th, 10th, 11th, and 12th grade years based on a cumulative GPR of at least 3.75. Freshmen and sophomores receive certificates, juniors receive letters, and seniors receive bars.

## **ALCOHOL AND/OR DRUGS**

The possession, use, being under the influence of, or distribution of alcohol, drugs, or other controlled substances on school campuses will result in OSS, referral and recommended participation in the Keystone's Substance Abuse program, referral to law enforcement, and possible expulsion. A second offense during the same academic year will result in recommendation for expulsion. All suspected illegal substances will be confiscated.

## **ANNOUNCEMENTS**

Daily announcements are made via the public address system, closed circuit television, and the Northwestern website. Public address announcements, when necessary, are made at specific times during the school day.

## **ARRIVAL AT SCHOOL**

All students driven to school in private cars should be dropped off/picked up in designated areas on school property with one exception. If it is necessary to drop off/pick up students at a location that will require the student to cross a roadway to access or leave Northwestern, students are to cross only at the designated crosswalks. Students are reminded that if they arrive on campus AFTER the 8:45 AM bell they should report directly to the Attendance Office to sign in. This procedure should be followed prior to going anywhere else on campus, regardless of their arrival time. Also, students are reminded that once they arrive on the Northwestern campus they are not to leave until the end of the regular school day without school personnel permission. Drivers are reminded that they are not to use the grassy areas or roadways in front of the school for dropping off or picking up students.

## **ASSEMBLIES**

Students should be courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterous behavior, and talking during programs. Students who misbehave will be removed from the assembly and referred to the administrative office.

## **BETA CLUB**

The National Beta Club is an academic and service organization. The Northwestern chapter was chartered in 1992 to recognize students who excel in the classroom and who desire to serve their community.

Consideration for membership currently requires a cumulative GPR of 3.75 or higher and favorable teacher recommendations. Membership carries a mandatory service component.

Interested students with sophomore status or above may obtain an application from the club advisors. If assistance is needed for completing the application, please contact one of the Beta Club advisors.

## **BULLYING / HARASSMENT / INTIMIDATION**

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

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

No one deserves the treatment stated above. If a student feels he/she is being bullied/harassed, the student should first ask the "harasser" to stop the unwanted behavior. If the behavior continues, the student should report the problem to a teacher, a counselor, an administrator, or another school employee in whom the student has trust. In addition, the victim should refrain from using harassing behaviors himself/herself in retaliation for the treatment he/she is receiving. It is most important that the problem be addressed in the proper manner.

If a student is unsure whether his/her behavior is bullying/harassing in nature, the student should ask himself/herself if the behavior is one that would be appropriate to display in front of an adult that the student respects. Would the behavior be welcome if it were directed toward someone the student loves? If the answer to either of these questions is "No," then the behavior is likely to be harassing or offensive and should be eliminated. Students who continue to allow themselves to be the victims of bullying/harassing people are, in effect, condoning such behavior. A student should not be afraid to seek help if he/she cannot get "the harasser" to terminate the undesired behavior.

## **CARE OF SCHOOL BUILDINGS AND GROUNDS**

Every student at Northwestern High School should take personal pride in the appearance of the school buildings and surroundings. Students who have this pride resent the defacing of walls and furniture by those who do not have this pride. Students who deface/destroy school property are subject to suspension, expulsion, financial restitution for damages, and/or work detail.

A few guidelines are listed below:

- Put waste paper in receptacles found in rooms, corridors, parking lots, and on sidewalks.
- Keep desks and walls clean.
- Exercise special care in the restrooms to keep them clean at all times.
- Do not walk or sit on the grass in the main courtyard and surrounding areas. Please use the sidewalks and benches provided.

## **CHANGE OF CLASS**

Do not run in the halls; walk briskly to your destination. Students have 6 minutes between classes to move to the next class location. Loafing or loitering anywhere in the halls is not permitted. Students are also instructed not to block doorways, hallways, stairwells, or covered walkways at any time.

## **CLASS RINGS**

Representatives of Jostens will visit Northwestern to take orders for class rings. These visits will be well publicized in advance in order that all students in sophomore advisories may take advantage of this service.

## **CLASSROOM COURTESIES/EXPECTATIONS**

- Upon entering the classroom, take your seat promptly and quietly.
- Be in your seat ready to work when the tardy bell rings.
- Bring appropriate materials to class: books, homework, paper, pens, notebooks, and fully charged laptops.
- Follow the expected rules of the class and school.
- Class will be dismissed by the teacher--not by the bell. This includes the senior early dismissal bell.

## CLUBS & ORGANIZATIONS

Northwestern offers a wide variety of club and organizational opportunities in which students can participate. Listed below are short summaries of several of these organizations and clubs to help students channel their energies into service and interest projects. Interested students are encouraged to contact the advisors of these programs. Students interested in starting a new club should speak with a Trojan Consul Representative.

*ACADEMIC CHALLENGE (Quiz Bowl)*

*AENEID STAFF* - This group produces the school's yearbook.

*BETA CLUB* - Membership in this academic achievement organization is via academic eligibility.

*BIG BROTHER/BIG SISTER* - A group of seniors who act as a big brother/sister to help freshmen students transition into high school life. They check on them with their academics, encourage them to get involved in different clubs and give them moral support when needed. The organization meets at least once a month with a guest speaker, team building activities, and/or campus projects.

*COLOR GUARD* - ROTC Cadets train and practice to present the colors and conduct flag honors. Also teach flag honors to local elementary and middle school students.

*CyberPatriot - ROTC* - The National Youth Cyber Education Program created to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines.

*DANCE CLUB (Purple Illusion Dance Co.)*

*DRILL TEAM* - ROTC Cadets train and practice for local drill competitions.

*ENVIRONMENTAL SCIENCE CLUB* - This club provides an opportunity for students to take an active role in our environment. The club includes service projects and educational opportunities.

*FELLOWSHIP OF CHRISTIAN ATHLETES* - Student-led programs involving speakers, sharing time, and Christian outreach are offered to all interested students.

*FORENSIC SCIENCE CLUB* - Members engage in activities that introduce them to the use of science to solve crimes.

*INTERNATIONAL CLUB* - Explores customs and traditions from other cultures.

*JUNIOR CIVITANS* - This service organization is open to all interested students. Service-related projects are conducted.

*MODEL ROCKETRY* - ROTC Cadets learn about aerodynamics and then build and launch model rockets.

*MODEL UNITED NATIONS* - This group focuses on world issues. Students participate in extensive competition after much preparation. Acceptance is via an interview process.

*NATIONAL HONOR SOCIETY* - Acceptance is based on academics and a faculty screening process.

*OLYMPIANS* - This organization is composed of senior students. Selection based on application process.

*ORACLE WRITING CENTER*

*ORIENTEERING* - ROTC Cadets train and practice land navigation.

*PROM COMMITTEE* - This committee is composed of all juniors who are interested in planning and organizing the prom.

*RAIDER TEAM* - ROTC Cadets train and practice for local physical fitness competitions.

*SCHOOL IMPROVEMENT COUNCIL* - This council meets once a month to discuss issues involving Northwestern.

*SPECTRUM ART CLUB* - This is the art club. Activities include art shows and exhibits.

*THESPIAN SOCIETY* - This honor society for theater students serves to enhance the Theatre Department on campus by producing main stage productions each year. It is affiliated with the International Thespian Society promoting excellence in theater among high school students.

*TROJAN COUNCIL* - This council promotes all activities at Northwestern. Representatives are elected via school-wide elections.

*TROJAN FINANCE*

*TROJAN WAY TV* - Broadcast crew that produces a monthly news program that showcases all things Northwestern.

*VISIONS* - This staff works to compose the literary magazine made up of original student compositions, poems, short stories, etc. Interested students should consider enrolling in creative writing.

## COMPLAINTS AND GRIEVANCES

Students who have complaints or grievances concerning school matters are to discuss such complaints or grievances with the appropriate alphabetically assigned assistant principal (see below). The decision of the principal may be appealed to the Superintendent. The decision of the Superintendent may be appealed to the Board.

The Board will only hear complaints and grievances when they have been presented through the channels outlined above. The Board will resist the impulse to settle disputes through pressure, coercion, intimidation, or hasty action in a crisis.

Mr. Daniel McCallum                      A–G

Ms. Katrina Moody-Byers              H–M

Mr. Anthony Lancaster                N–Z

## DELIVERIES

**Northwestern does not allow anyone including parents/guardians to bring students lunches, food, gifts, flowers, etc.** In case of emergencies all student deliveries must be made to the E building office.

## DRESS CODE POLICY

Northwestern High School's community believes that there is a relationship between student attire, classroom behavior, attitude, and achievement. The main objective of this Code of Dress is to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or other postsecondary settings.

Responsibility for the dress and appearance of students enrolled in Rock Hill Schools rests primarily with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings. Parents are strongly urged to pay particular attention to the cleanliness, modesty, and appropriateness of their child's attire. District board policy states that the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and the orderly operation of school. In order to enforce this policy, our school's community has adopted the following guidelines regarding student dress.

Northwestern High School's community believes that there is a relationship between student attire, classroom behavior, attitude, and achievement. The main objective of this Code of Dress is to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or other postsecondary settings.

### Goals/Objectives:

- Provide a safe and secure environment
- Set tone for serious, real world/job-like approach to class
- Identify students/staff from visitors or trespassers
- Lessen distractive cultural and economic differences
- Promote students' self-concepts, self-discipline and pride
- Reduce gang type influences and behaviors
- Bring dignity to classroom/workplace environment
- Decrease classroom disruptions

The rules below cover the vast majority of situations that might arise daily. The administration reserves the right to make decisions regarding the appropriateness of any item not specifically covered in this policy and may waive any of these rules if it deems it necessary for the orderly operation of the school. Parents are strongly urged to pay particular attention to the modesty, cleanliness, and appropriateness of their child's attire. The provisions of this policy apply to all students and will be enforced as soon as students arrive on campus. The categories of attire that are most addressed are:

***STUDENT IDs:***

A regular or temporary ID is required to be visible and worn on the upper torso (at/above waistline) at all times of the instructional day. Student's picture, name, and barcode on ID may not be altered, blocked, covered, or rendered useless.

***PANTS/SHORTS/SKIRTS:***

- ◇ Pants/Shorts/Skirts must be worn at the waistline.
- ◇ No sagging (wearing of outer pants, shorts, etc. below the waist).
- ◇ If worn properly, pants, shorts, and skirts should not need to be held in place by the student's hands.
- ◇ It is recommended garments with belt loops be worn with a belt properly buckled at the waistline.
- ◇ The length of properly worn shorts or rompers must not be higher than students' mid-thigh when standing.
- ◇ The length of properly worn skirts must not be higher than 4 inches above the knee when standing.
- ◇ Yoga pants, leggings, and jeggings may be worn provided a shirt, blouse, or dress fully covers the posterior of the wearer.
- ◇ No pants with mesh may be worn.
- ◇ Any pants/shorts/rompers with holes exposing the wearer's skin above mid-thigh when standing are not allowed.
- ◇ Boxer shorts as outside clothing and coveralls may not be permitted.

***SHIRTS/BLOUSES/DRESSES:***

- ◇ Shirts, blouses, dresses, and rompers may be sleeveless, however tank tops/spaghetti straps or backless tops are not allowed.
- ◇ Blouses or dresses cannot expose the midriff, and/or show cleavage, while seated or standing. Blouses or dresses may not be off the shoulder.
- ◇ Dresses/skirts must not be more than 4 inches above the knee when standing, measured from the top of the slit, if the item has one.
- ◇ Bodycon dresses are not allowed.

***SHOES:***

- ◇ All students must wear shoes. Shoes must be worn as the manufacturer intended.
- ◇ No bedroom or house shoes allowed.
- ◇ Shoe laces must be tied or tightened to secure the shoe to the foot.

***ACCESSORIES:***

- ◇ Hoods cannot be worn while in the buildings or classrooms.
- ◇ Do rags, bonnets, hair wraps, hairnets, or bandanas are not permitted.
- ◇ Sunglasses covering the eyes may not be worn in the buildings or classrooms.
- ◇ Curlers or head combs may not be worn in hair.
- ◇ Clothing accents that could be used as a weapon are not to be worn or brought to school.

***MISCELLANEOUS:***

- ◇ Jackets, sweatshirts, sweaters, or other layered clothing are permitted over appropriately worn clothing.
- ◇ Appropriate undergarments must be worn, but not visible.
- ◇ Pajamas/bedroom loungewear may not be worn including bedroom shoes.
- ◇ Sheer/see-through garments exposing one's undergarments and/or skin may not be worn.
- ◇ Athletic type uniforms/garments must meet school Code of Dress guidelines and requirements.
- ◇ Students enrolled in programs at the Applied Technology Center will dress according to appropriate safety guidelines.

***Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, illegal or gang/neighborhood related may not be worn or brought to school. A student's continued noncompliance of the Northwestern Code of Dress will be viewed as defiance and will carry increasingly harsher disciplinary consequences.***

**DRUG DOG**

The Rock Hill Schools and the Rock Hill Police Department have established a drug prevention program designed to keep school premises free of controlled substances. An officer of the Police Department and a dog trained to detect drugs will periodically visit schools to inspect classrooms, lockers, and/or automobiles parked on the premises.

The program is designed for the dog to sniff property only. Should a student with a controlled substance on his/her person come close to the dog, the animal will pick up the scent. This may be the reason for the principal to investigate further. The principal or his designee will accompany the officer while on school grounds.

## **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 phones 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.



## General Information

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:

1. 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.

## **ELEVATOR USE**

Use of the elevators are prohibited without written permission from administration or a delegate. Students that need the use of the elevator must acquire written permission. Boarding the elevator without permission will be considered an “off limits” violation and consequences will ensue.

## **EMERGENCY DRILLS**

The goal of the Northwestern High School administration, faculty, and staff is to conduct safe drills without accidents. Crisis management plans have been communicated to each student. These include comprehensive procedures for a school emergency. Students are expected to take all drills seriously, following the specific directions of their teachers and administrators. When an alarm sounds, students should move immediately to their designated area. Students should not run. They should move at a brisk, but orderly, pace. Students must remain with their teachers at all times.

## **ENTRANCE TO BUILDINGS**

Students may enter the building at 8:17 a.m. daily. Each student participating in tutoring must have his or her school ID and a valid pass. No students are allowed in the hallways or classrooms before 8:17 a.m. The cafeteria will be open for breakfast and during inclement weather. Students are instructed not to congregate in such a manner as to block sidewalk and hall passageways.

## **EXCESSIVE NOISE**

Students are not to engage in horseplay or loud verbal exchanges. Violators will be subject to disciplinary action.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

at the back of this handbook.

## FEES/TEXTBOOK FINES

Students are expected to keep copies of all receipts issued to them for any financial transactions conducted with the school. Students will be asked to produce their copies of the receipts whenever any transaction is in question.

Students enrolled in AFJROTC are responsible for paying a uniform cleaning charge. Those not wishing to use the school contractor must have their uniform commercially cleaned and pressed before returning it to AFJROTC.

Students are responsible for maintaining and returning all textbooks or other Northwestern property issued to them. Students will be responsible for paying full replacement costs for any lost or severely damaged textbook or other materials.

Damage fees will be collected for minor damages.

Sharing lockers, not locking lockers, leaving books in classrooms, and/or leaving books/book bags unattended are strongly discouraged. Northwestern is not responsible for the care of books or other Northwestern property issued to students.

Students receiving fines are expected to pay those fines in full or work out a payment plan with the administration. Failure to follow this plan may result in additional fees. Students owing money for textbooks or other materials may not be allowed to participate in extracurricular activities. These students will have a hold placed on transcripts and will not receive parking permits or diplomas until the financial obligation is met or a plan of payment is approved by the school or district authority. Students must clear all financial obligations to be eligible to participate in activities including, but not limited to, prom and graduation.

*Table 1 Schedule of Fines/Fees*

Replace parking hang tag	\$15.00
Late textbook fee	\$2.00
Temporary student ID	\$1.00
Replace permanent student ID	\$5.00
Overdue library material	\$.15 per day
Temporary parking hang tag	\$1.00
Illegal parking fine	\$25.00
Parking Hang Tags	\$20.00

## FRIENDS OF NORTHWESTERN

Teachers select students each nine weeks to receive certificates for academic improvement or outstanding academic achievement. Certificates are presented during the class.

Events to honor these students in grades 9 through 12 are held at the end of each year. Criteria for invitations to these events will be publicized in the booster club newsletter.

## **GIFTS AND PARTIES AT SCHOOL**

Students are discouraged from exchanging gifts among themselves and from giving gifts to teachers while at school. There will be no parties held during the instructional hours or at other times during the regular school day.

## **HEALTH ROOM**

Students who become ill during school hours are to report to the health room. The school nurse will evaluate health concerns and notify appropriate parties concerning returning to class or dismissal from school. Students are not permitted in the health room unless they have signed in with the nurse. The health room is for students having emergency health situations such as fever, moderate to severe pain, nausea, vomiting, diarrhea, or first aid needs. Simple headaches and colds cannot be accommodated. The number of health room visits by individual students will be monitored. If a pattern of misuse is identified, the parent will be notified and disciplinary action may be taken. Students with a documented chronic illness may be exempt from this rule.

## **HOLDING OFFICES**

Any candidate for a major office must plan to be enrolled for a full school year. A student will be permitted to hold only one major office per school year. A student may hold one major office and one minor office each school year.

The following offices constitute major offices: all Trojan Consul offices; president of the National Honor Society, Beta Club, Fellowship of Christian Athletes, or Junior Civitans; editor-in-chief, business manager, and managing editor of the yearbook staff; editor-in-chief, business manager, and managing editor of the school newspaper.

To hold a major office a student must have and maintain a 2.0 average in every subject and must not have been suspended for poor citizenship, misconduct, or academic dishonesty.

To hold any office, a student must have earned 4 Carnegie units of credit the previous school year and must not have been suspended for poor citizenship, misconduct, or academic dishonesty.

## **IDENTIFICATION (ID) CARDS**

For the purpose of campus safety, all individuals on campus must visibly wear a current ID in the correct ID holder. Students are required to wear IDs so they are visible at all times of the instructional day (from campus arrival to campus departure). All students must have an ID/holder for identification purposes, for attendance purposes, for entering and exiting the classroom, for cafeteria lunch services, for the use of the Media Center, for the computer labs, for all office services, and for participation in events such as the junior-senior prom. A student's picture, name, and barcode on ID may not be altered, blocked, covered, or rendered useless. First-time students to NHS, as well as upperclassmen who have lost or damaged ID cards, must have new ones made. There is no charge for students being issued a card for the first time. (Replacement cards cost \$5.00).

Students may purchase temporary IDs without penalty, before the bell, for \$1 in the Attendance Office. There is no limit on the number of temporary IDs that a student may purchase with payment

## **INCLEMENT WEATHER**

The Rock Hill Schools Administration informs local media by 6:30 a.m. concerning school openings, delays, or school cancellations. Students and parents are encouraged NOT to call the radio and television stations but to listen for such announcements. Families will receive an automated phone call from the district/school concerning closings or delays. If the school day must be shortened due to bad weather conditions, appropriate announcements will be made through the media and Rock Hill Schools administrative offices.

## **INITIATIONS (HAZING)**

All forms of initiation are banned.

## **INSURANCE**

Rock Hill Schools has purchased the School Time Accident Coverage to cover all students against accidental injury or death occurring while the policy is in force. This insurance provides coverage during the hours and days when school is in session and while attending school or participating in school sponsored and supervised activities on or off school premises. Twenty-four hour accident coverage may be added to the School Time Accident Coverage for an additional premium. If elected, coverage will be provided for accidents occurring during the time not covered by the School Time Accident Coverage, subject to the exclusions. Twenty-four hour accident coverage is not automatic - parents/guardians must complete and submit enrollment forms and premiums. When 24 hour accident coverage is chosen, together with the School Time Accident Coverage provided by your school, insurance coverage is in force around the clock, including weekends, vacation periods, summer vacation, and coverage at home or while away. School insurance should be considered to be only supplementary. It does not take the place of regular policy coverage.

## **JUNIOR MARSHALS**

Junior Marshals represent the top 10% of the junior class. They are selected based on a weighted GPR cumulative through the first semester of the junior year. Students must have attended Northwestern for at least the first semester of their junior year to be eligible for selection.

## **JUNIOR / SENIOR PROM INFORMATION**

**Prom Date:** TBD

**Location:** Northwestern High School F-Gym.

**Registration is required:** The planned schedule for registration and other important information are as follows:

Seniors & Juniors - Date to be announced, Northwestern identification required

**Prom Eligibility:** Only seniors and juniors who are clear of all financial obligations to the school and were classified by the school as a senior or junior in September of 2021 are

eligible to attend the prom. Freshmen and sophomores cannot attend the Prom. Any outside guest must be registered and approved by the administration. Seniors and juniors may register an outside guest that meets the qualifications listed below:

1. Not younger than 16 years old
2. Not older than 20 years old
3. Not excluded from their current school
4. In good standing with the law

**Registering an outside guest:** Northwestern students registering an outside guest must provide the following information during the registration period:

1. Correct full name
2. Correct living address
3. School attending and current grade. If in high school, he or she must be in a junior or senior class.
4. Home phone number of guest
5. Photocopy of guest's driver's license or school ID

**Boys' Formal Dress:** Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, turtle neck, a priest- collar shirt and may include a vest or cummerbund. Shirts and appropriate shoes must be worn at all times.

**Girls' Formal Dress:** Formal dresses or gowns may be strapless or may feature spaghetti straps. See-through gowns and bare midriffs are not permitted. Dresses showing the back must not go any lower than the mid-back. No undergarments should be visible. Dresses with slits that stop above the fingertips of the wearer when arms are extended, and garments that are extremely low cut, are unacceptable.

## LAPTOPS

All students in grades 9 – 12 have access to school issued laptops for use at school and home should their parents choose. This opportunity gives students access to the most current information available through the Internet and also our Learning Management System, Canvas. Devices are distributed each year to students who have signed the District-Owned Electronic Device Agreement and whose parent/guardian has viewed the orientation video and turned in a completed Technology Protection Plan form. For complete information, please refer to the Rock Hill Schools district site at <https://www.rock-hill.k12.sc.us/Page/8759> under the Quick Link "Mobile Computing Guide."

## LEAVING CAMPUS

Students are not allowed to leave campus during the school day without expressed consent from a parent, either through a note or a phone call. Students must sign out in attendance

before leaving campus.

At the end of the instructional day, students not involved in extracurricular activities must leave campus by 4:05 p.m.

## LEAVING CLASS FOR OTHER AREAS OF THE SCHOOL

Any student who leaves a classroom must have a signed hall pass from their teacher and their ID. The student must go directly and return promptly. The pass must have the signature of the contacted teacher and indicate the time the student left to return to his/her class. Students must remain in class during the first 15 minutes and the last 15 minutes.

## LOCKERS

Each student is entitled to the use of a locker upon request. Please see Ms. Byers for more information.

All gym lockers are to remain locked at all times when not under the direct supervision of the student to whom the locker was issued. Students are not to be in the gym locker rooms without adult supervision. No personal belongings are to be left outside gym lockers at any time.

## LOCK-OUT POLICY

In order to minimize classroom disruptions and ensure student safety, no one will be allowed to enter the classroom without a visible, school/district issued ID. Students reporting to class without an ID will be required to report to the Attendance Office to purchase either a permanent or temporary ID. This action does not exempt students from tardiness. ***Note: Please see the Tardy Policy.***

## LOST AND FOUND

Students who have lost an item during the school year should first check with their teachers to see if the item has been found. If necessary, students should visit the school Media Center before or after school or during lunch to inquire about any missing item. Parents are reminded that personal items should be clearly and permanently marked. This will aid school personnel in helping students recover lost items. Items of significant value should not be brought to school. Northwestern High School assumes no responsibility for personal items that are lost by or stolen from students.

## LUNCH PERIOD

Students will be assigned to a specific lunch period by the administration. Students are not permitted to leave campus for lunch. **Students are not to have food delivered to them individually or in groups from any outside source (including parents/guardians) without prior administrative approval.** Students are to use only the C building restrooms during lunch periods. \*During lunch periods, students must remain in the café or the inner courtyard. Students are NOT permitted in the Legacy Garden or the hallways of C building

during this time. Other than for necessary class movements, all stairway areas, including the open stairways/breezeway between D & E buildings, are off limits during lunch periods.

Students are reminded that they are responsible for discarding paper, leftover food, drink cans, etc. that result from eating their lunch. Trash containers are readily available.

Lunch plans are subject to change at the discretion of the principal based on need.

## **LUNCH PROGRAM**

The school district offers healthy meals every school day. The Food Service Department will handle any distribution of lunch tickets or other procedures they design to provide students with meals. Students may qualify for free meals or reduced price meals. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application. (also found online at [schoollunchapp.com](http://schoollunchapp.com)) Northwestern teachers will be responsible for distributing free/reduced lunch forms and the collection of these forms. The Office of School Food Services has chosen a multi-child application. Parents need complete only one application for all the children in the household regardless of the school they attend within the Rock Hill Schools. Applications should be returned as soon as possible. Failure to return the application on time could result in a change of your child's eligibility for free or reduced lunch. Any debts incurred by the student during this period will be the parent's responsibility. Approval for free/reduced lunches will be made by the Food Services Department. They cannot approve an application that is incomplete. Be sure to fill out all required information and return the completed application to school. All students on the application will be processed at the same time, thus eliminating possible delays for siblings. (You can check the status of your application at [schoollunchstatus.com](http://schoollunchstatus.com)) The Point of Sale system used in our cafeterias uses the student's school ID number as the PIN for the student's account. This number will not change even if the student transfers from one school to another. If a student has a positive or negative balance in his cafeteria account, the balance will transfer from one school to the other. Parents are encouraged to pre-pay for lunches using the cash payment for all their children in the same school. Parents may monitor their child's lunch account via [mypaymentsplus.com](http://mypaymentsplus.com). Cash, check, or certified check can be used for prepayment of lunches. A \$10.00 service fee will be assessed to all checks returned for non-sufficient funds. Students cannot share PIN numbers. Adults and students in middle school or high school will not be served unless payment is received at the time of service.

## **MEDIA CENTER**

The Media Center, located in A building, offers a collection of books, magazines, and newspapers. The atmosphere must be quiet and conducive to reading and study. Twelve computers, equipped with Microsoft Office and DISCUS databases for research, are also available for students to use.

The Media Center is open throughout the school day, 30 minutes before school, and 30 minutes after school. Students may come from class with a properly executed hall pass. Individual students should study in designated areas so that classes in the Media Center will not be disturbed.

Books may be checked out for 2 weeks and renewed as needed. Overdue materials will be fined \$0.15 per day. The fine stops when the material is returned. Students are expected to

return Media Center materials in the same condition in which they left the Media Center.

Each student must have his/her own NHS student ID in order to check out Media Center materials. It is strongly advised that students not check out materials for others. Each student is responsible for all items checked out in his/her name.

**No food or drink is allowed in the Media Center**

## **MEDICATIONS**

Students who take prescription medication during school hours must store it in the health room and follow the Rock Hill Schools medication policy. Prescribed medication that is necessary for a medical emergency may be kept with the student, however, the parent must complete and sign a form granting parental permission for the student to carry such medication. Students may carry small quantities of common over-the-counter medications such as Tylenol and ibuprofen. These medications need to be in correctly labeled containers. The school district does not allow any school personnel, including the nurse, to administer over-the-counter medications to students.

## **NATIONAL HONOR SOCIETY**

Each fall, students in the junior and senior classes who have met the GPR, discipline, and academic integrity requirements are invited to apply in writing for admission to the National Honor Society. All applications submitted by the announced due date will be reviewed by a 5-member faculty committee. Using the selection criteria below, this committee will select students for membership in the National Honor Society. The advisors to the National Honor Society will not be involved in this selection process.

### **Qualifications:**

- A student must be either a junior or senior at Northwestern High School.
- Students must have been enrolled at Northwestern High School for a minimum of one semester.
- GPR of 4.0 or above.

All referrals and suspensions will be examined. Three or more discipline referrals will disqualify the student from consideration for the National Honor Society. Two or more suspensions (in school or out of school) or any exclusion while at Northwestern High School will disqualify a student from consideration.

No student who has been disciplined for academic dishonesty(cheating) will be considered for admission.

A list of all applications will be distributed to the faculty for their comments. Three or more negative responses from faculty members concerning any student will trigger further inquiry to determine what, if any, verifiable objections there are to this student's admission to the National Honor Society. Examples of verifiable objectives include, but are not limited to, a faculty member's direct knowledge of instances of poor citizenship, character, or leadership.

**Information Form:** Each student must complete and return to an advisor an information form by the announced date. It is the student's responsibility to accurately complete each section. It should be stressed that candidates must show a well-rounded background and should be active in many different areas and activities. Weight will be given to the amount of time required for activities and relative responsibilities. For example, being vice-president of a 10-member club meeting once a month will not carry as much weight as being secretary of a 50-member club meeting once a week.



1. **Co-curricular Activities**: Students will list all activities in which the student has participated during high school. These include, but are not limited to, clubs, teams, and musical groups. Students will list any major accomplishments in each activity.
2. **Leadership Positions**: Students will list all elected or appointed positions held in high school, community, or work activities. Only those positions in which the student was directly responsible for directing or motivating others should be included. Students may list elected offices in clubs or student government, committee chairperson, newspaper editor, work area manager, or community leader.
3. **Community Activities**: Students will list community activities in which they have participated and note any major accomplishments in each. These should include any activities outside of school in which the student participated for the betterment of the community. For example, students could list church groups, clubs sponsored outside of school, Boy or Girl Scouts, volunteer groups, or community arts endeavors.
4. **Work Experience Recognition and Awards**: Students will list any job experiences, honors, or recognitions they have received which would support their bid to be selected for membership. Work experience includes paid and volunteer jobs

### **Appeal Process**

Any student who submits an application and is not selected for the National Honor Society may request in writing a review of his or her application. Since the chapter advisors are closest to the selection process, it is these individuals who are best prepared to provide immediate feedback. The advisors will review the application to ensure that no procedural or technical errors were made. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or failure to follow prescribed procedures. If no errors are found, the advisors will discuss with the student the reasons the application was denied. If, at this point, the student still wishes to pursue the appeal, he/ she may submit an appeal in writing to the principal. The principal will listen to the concerns of the student not selected or the parents of such students. Following such discussion, in the absence of any evidence of technical or procedural errors, the principal will support the decision of the Faculty Council. If the principal believes that some technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene and review the situation. The decision of the Faculty Council at this point will be final.

### **Membership requirements after induction:**

In order to remain a member of the National Honor Society, students must continue to meet all the requirements listed in the selection criteria. Additionally, specific requirements relating to attendance at meetings and participation in activities will be given prior to induction.

### **NEWS MEDIA**

No media representative will be permitted to consult with any student or group of students without prior permission from a school administrator. All district policies and procedures will be followed in granting or denying media contact with students.

### **NOTIFICATION OF 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 or all of the information designated above not be released without the parent's or guardian's prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill, SC 29731 **by TBD**. If such notice is given, the school attended by the student will be notified.

## **OFFICE TELEPHONE USAGE**

Students will not be called to answer phone calls during school hours. Phone calls concerning serious emergencies will be recorded by the school secretary and delivered to the student by the administrative office. Only messages from parents will be delivered to students. Friends and employers should NOT call Northwestern to leave student messages. Telephones in school offices are designated for faculty and administrative use only.

## **PARENT ORGANIZATIONS**

Northwestern parents have organized several groups that fulfill vital roles in supporting Northwestern programs. Booster clubs support their selected areas through assisting with activities, sponsoring special events, and fund-raising. Information about membership is included in school newsletters or can be obtained by calling the school office or by visiting the school website. We invite our parents and community to become active in these organizations. Come be a part of Northwestern!

- |  |                               |
|--|-------------------------------|
| 1. Academic Boosters - Friends of Northwestern | 4. Choral Boosters            |
| 2. Athletic Boosters - Trojan Club             | 5. School Improvement Council |
| 3. Band Boosters                               | 6. Strings Booster            |

## **PARKING**

Parking on school property is a privilege extended to students in grades 10, 11, and 12 and any others who, in exceptional circumstances, are authorized by the Board of Trustees (JGFF). Hang tags will be issued to seniors, juniors, and sophomores in good academic standing. Completion of the Alive at 25 program will be required prior to students parking on campus. Parking permit forms are in A Office.

1. Student parking is limited to legally marked spaces in the student parking lots. Student parking is prohibited in front of the school and in the faculty parking lot. No one is allowed to park or drive on grassy areas.
2. Vehicles are not to be operated on campus in any unsafe manner, or at a speed in excess of 15 MPH. Parking lots are not for "cruising."
3. A fee of \$20.00 will be charged for parking on campus for the first family member, and \$10 for each additional family member. All financial obligations to the school (lost books, athletic equipment, AFJROTC uniforms, Media Center fines, etc.) must be paid before a hang tag may be purchased. Student operated vehicles are not to be located on campus without a current hang tag properly displayed on the vehicle. This tag must be attached to the rearview mirror on the front windshield. There is a \$15.00 replacement fee for lost or damaged hang tags.
4. Failure to follow parking rules and regulations may result in any or all of the following sanctions:
  - A. Reprimand
  - B. Loss of parking privileges
  - C. Possible fine and towing at owner's expense.
  - D. Suspension
  - E. \$25 illegal parking fine

NOTE: Students who use their vehicles to transport themselves or others off campus during the school day without permission from school personnel or the administration face the same penalties listed above.

5. A student may be issued a temporary parking tag for \$1.00 a day if the student has a hang tag and must, for some reason, drive another vehicle temporarily, or if a student has a special temporary need to drive to school and does not have a hang tag. Students may apply for temporary tags in the A building office before or after school.
6. All vehicles should be locked. No valuables should be left in the vehicles. Items, if left in vehicles, should not be visible, preferably locked in the trunks of the vehicles. Northwestern High School is not responsible for a vehicle or its contents while it is parked on the Northwestern High School campus.
7. Any theft from or damage to a vehicle on the school's campus should be reported immediately to the main office. The school resource officer will be notified if he/she is available. If the resource officer is unavailable, the Rock Hill Police Department will be contacted (329-7211).
8. If a car has been wrecked or traded, the school hang tag must be brought to school in order to obtain a new tag. Information on the new vehicle will be taken at this time.
9. A student must not transfer his/her hang tag to another student.
10. Students must have permission from an administrator to be in the parking lots during the day.

Loitering in the parking lot or inside of cars during breaks, lunch periods, or upon arrival to school is prohibited. Students violating this rule are subject to disciplinary action.

11. Students experiencing chronic tardiness to school are subject to loss of their campus driving privileges.
12. Students are not permitted to drive a car to ATC. In walking to and from ATC, students must use the covered sidewalk. Students are not to be in the parking lot without permission from an administrator

## **POSSESSION/USE OF TOBACCO/DRUG PRODUCTS or PARAPHERNALIA**

Smoking or possession of tobacco products, drug paraphernalia, or vapor cigarettes is prohibited on school property, by students actively participating in or practicing for school-sponsored extracurricular events, and while riding school buses or activity vehicles. Consequences for any violation of smoking or possession of tobacco products or drug paraphernalia rules are stated below. Although this policy permits some choices, the options for each offense selected by the student and parent must be approved by the appropriate administrator.

### **1st Offense:**

- 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:**

- 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
- Charges filed by RHPD or YCSO if F2F vaping cessation course is not successfully completed

### **3rd Offense:**

- Up to 3 days OSS
- Parent Meeting
- Review of behavior contract with student/parent.
- Referral to individual counseling with Keystone
- Charges/Fines by RHPD or YCSO if individual counseling is not successfully completed .

By administrative rule, tobacco or smoking paraphernalia obviously displayed will be confiscated and not returned.

## **PUBLIC DISPLAYS OF AFFECTION**

Students will refrain from bodily contact with one another in a show of affection.

## **RECYCLING**

All members of the Northwestern community should recognize the need for and the benefits of recycling. Students, staff members, and visitors are asked to place recyclable materials in the designated areas on campus. Please join in making the Northwest- ern campus a clean and attractive learning environment for everyone.

## **SEARCH AND SEIZURE**

Pursuant to State Law, persons entering school property are deemed to have consented to the search of their person and property. (ACT 373 of 1994)

## **SKATEBOARDS**

Skateboards are not allowed on school property at any time.

## **TRIPS**

By law, students who travel to participate in group activities such as band, athletic contests, or any activity where they represent the school or participate in a school-sponsored program are the responsibility of and are under the jurisdiction of the school while at the activity and are governed by the regulations of the school.

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

## **TROJAN COUNCIL**

Northwestern High School's Trojan Council provides a democratic forum in which students can address those school-related issues which affect the lives of our students. The Trojan Council provides a continuous communication channel between students, faculty members, and administrators. A year-long program of social functions and community projects is provided for students. Training in the duties and responsibilities of good citizenship is offered, using the school environment as the primary training ground.

Northwestern students are encouraged to seek positions in the Trojan Council. Positions range from officers to representatives.

Students who wish to run for election to Trojan Council Offices should contact the Trojan Council advisor(s).

## **VISITORS**

Parents/visitors must report directly to the E building office upon arrival at school. Only visitors who are on school business will be permitted on the grounds during school hours. Student visitors or family guests will not be permitted to visit the school during instruction time. Students may not bring younger children to Northwestern during the school day. Pursuant to State Law, persons entering school property are deemed to have consented to the search of their person and property.

(ACT 373 of 1994)

## **SCHOOL COUNSELING DEPARTMENT COUNSELORS FOR GRADES 9 - 12:**

Christina Bednarz	A – Ch
Ali Dean	Ci – Gi
Bradyne Herrington	Gl – K
Chris Burkhart ( <i>Director of School Counseling</i> )	L – M
Maurice Herrington	N – Si
Shayla Scott	Sk – Z
Charlesia Tucker	Career Counselor

Students are very fortunate to have qualified counselors at Northwestern High School. Each student has a counselor to serve that particular student in many ways through individual and group counseling. Most of our counselors' time is spent in the areas of personal, vocational, and educational counseling. Career counseling and college selection guidance is available. College and technical school catalogs, career brochures, and military information are available. All matters concerning registration, course selection, grades, scholarship applications, credits, graduation, and counseling are processed through this office.

Students may be counseled on personal or curriculum matters by contacting their counselor. Students should make appointments in advance. Waiting for a conference that has not been arranged in advance will not be an excuse for missing a class. To make an appointment with the counselor, a student can send a Canvas message to the counselor, request a pass from the teacher to go to the Counseling Office, or visit the Counseling Office secretary to complete an appointment request. The counselor will notify the student of the appointment as soon as possible.

Schedules will be available to students at orientation. Students should pick up a new schedule and follow it when they report to classes at the beginning of the school year.

### **ACADEMIC ASSISTANCE**

Free academic assistance is available for the core academic areas. Students may be referred for assistance through a teacher, counselor, coach, or parent. A certified teacher will be assigned to the student for scheduled assistance throughout scheduled times during the week.

Academic assistance opportunities include but are not limited to:

- Before school Monday through Friday
- During the school day per the teacher's discretion
- During all three lunches
- After school

Contact the Academic Coach for more information.

## **BLOCK SCHEDULING**

Northwestern High School operates on a semester block or four-by-four (4 X 4) schedule. In this format, students are responsible for only 4 subjects per semester. Students are encouraged to take advantage of as many course offerings at Northwestern as possible.

There is no substitute for a well-rounded education. Such participation allows the student the opportunity to find areas of strength and areas of interest. This knowledge is beneficial for decisions involving college selection, work experiences, and future career paths. The counselors at Northwestern will be happy to assist students in maximizing their opportunities at NHS. Students planning to graduate early **MUST** notify the counselors **PRIOR** to the spring semester of their year of graduation.

## **COURSE SELECTION**

Questions about schedule changes, course selections, and the scheduling process should be directed to the Counseling Department. Students must adhere to published scheduling guidelines. Schedules are distributed to students at the beginning of each semester. Schedule changes may not be honored due to limitations in available courses.

## **DIPLOMAS AND CERTIFICATES**

Students are eligible for a certificate of completion, the South Carolina High School Credential, or the South Carolina High School Diploma upon completion of their course of study at Northwestern. A basic explanation is listed below. Students should contact their school counselor for detailed information.

### **Certificate of Completion:**

Complete all requirements of an IEP or 24 or more state prescribed Carnegie units. Students must meet all Carnegie unit requirements for a South Carolina certificate to participate in graduation.

### **South Carolina High School Credential:**

Must meet guidelines for eligibility as a student in grades 9-12 with a disability under IDEA. The IEP team must determine that the student will not be able to meet the necessary requirements to obtain a South Carolina High School Diploma, even with supplemental aids and services. The Credential is designed to prepare students with employability skills for post-high school.

### **South Carolina High School Diploma:**

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

### **South Carolina Seals of Distinction:**

In addition to a diploma, students can earn up to four certificates awarded by South Carolina. These certificates are not required for graduation. The diploma pathways Seals of Distinction are presented when students complete essential curriculum choices and requirements in a specialized area. These are defined as Honors, College-Ready, Career, and Specialization Seals of Distinction.

## EXAM POLICY

There are **no exam exemptions** allowed for any course. All students will take their appropriate course exams. Students are expected to take all exams at their assigned time.

## GRADUATION-COMMENCEMENT EXERCISES

Information concerning graduation practice and commencement exercises will be provided to seniors at a senior meeting in the spring of their graduation year. Graduates must be present at graduation practice in order to participate in the commencement ceremony. Students planning to graduate early **MUST** notify the counselors **PRIOR** to the spring semester of their year of graduation.

**Please be aware of the following guidelines:**

- Admission will be based upon tickets. ***No person, including infants and children, will be admitted without a ticket.*** Seating will be limited to defined areas and spectators will be seated as they enter the arena. A map of the arena and proper parking areas are located on the back of the letter given/mailed to students.
- Graduation tickets and prior press releases have included statements that remind all spectators that they must wear appropriate dress for the occasion. ***Spectators wearing shorts, tank tops, or T-shirts will not be allowed to enter.***
- ***No flash or video photography will be permitted on the floor of the coliseum.*** Spectators may take pictures or videos from their seats but are asked not to hinder the sight of other spectators. Spectators will be allowed to purchase pictures of the ceremony from professional photographers at a later date. Graduates will be given information on how and when to purchase these items.
- Graduation security, ticket collection, and parking will be handled by uniformed police officers. Disturbances during the ceremony will not be tolerated. Spectators will be instructed to hold all applause until the last graduate's name is called. ***No air horns, cowbells, sirens, or other noisemakers will be allowed. Police officers will implement the school district's directive to remove and/or arrest any spectator who disrupts the ceremony.***
- **Northwestern spectators can be admitted for seating as early as 1 hour before the start of graduation.**



## **Policy IKD Honor Rolls/Honor Graduates**

Issued 7/22

**Purpose:** To establish the board's vision for recognition of student academic achievement via honor rolls/honor graduates. The board wants to encourage and foster student achievement in accordance with elements of the Profile of the South Carolina Graduate:

- Rigorous standards in language arts and math for career and college readiness
- Multiple languages, sciences, technology, engineering, mathematics (STEM), arts and social sciences
- creativity and innovation
- critical thinking and problem solving
- collaboration and teamwork
- communication, information, media and technology
- knowing how to learn
- integrity, self-direction, global perspective, perseverance, work ethic, and interpersonal skills

The board will support programs which recognize outstanding student achievement far in excess of minimum requirements in these areas. These programs may include, but are not limited to, the following:

- honor rolls
- honor societies
- special awards
- special recognition at honors programs
- commencement exercises

The board directs the certified staff to develop criteria and procedures for these recognition programs in honor of scholarship or distinguished service by students in any school activity. The criteria and procedures will make clear the relationship between the honor and the relevant goal or goals of the schools.

### **Academic Recognitions at Commencement Ceremonies**

Rock Hill Schools will award students state Seals of Distinction as prescribed by the South Carolina Department of Education. Students earning one or more state Seals of Distinction will receive written recognition in the commencement program.

Students in a graduating class where rank is considered who graduate with outstanding academic performance will be recognized as honor graduates with one of the following accolades:

- Valedictorian calculated as outlined in Administrative Rule IKD-R.
- Salutatorian calculated as outlined in Administrative Rule IKD-R.
- Those students with a regular GPA of 4.5 or above will receive both written and verbal recognition of

“with highest honors” during the commencement exercise. They will wear the honor cord as

part of their graduation attire.

- Those students with a regular GPA of at least 4.2 but less than 4.5 will receive both written and verbal recognition of “with honors” during the commencement exercise. In addition, any student who has all A's (grades of 93 or above) since entering high school (ninth grade) will be eligible for honor graduate status.

Class speakers on the occasion of graduation will be the valedictorian and salutatorian, or the next highest ranked honor graduate using the same procedure should the valedictorian or salutatorian be unable to speak. Other student speakers at commencement shall be determined at the high school principal's discretion.

### **School Letters**

A school letter will be awarded for academic achievement to rising juniors with a GPA of 3.5. The GPA will be computed at the time junior status is acquired or any time thereafter when a student achieves a GPA of at least 3.5. Students who receive the academic letter will be awarded a bar for each successive year that the GPA standard 3.5 is maintained.

Students who are entering the 10th grade with a GPA of 3.5 will be awarded a certificate.

Adopted 8/27/90; Revised 3/23/92, 5/20/93, 6/28/93, 3/28/94, 5/27/02, 1/27/03, 1/22/07, 12/13/10, 8/24/15, 7/20/22

York 3/Rock Hill School District

### **AR IKD-R Honor Rolls/Honor Graduates**

Issued 7/22

#### **Valedictorian and Salutatorian Selection**

The valedictorian of the graduating class will be the student with the highest adjusted grade point average (GPA) calculated by dividing the number of quality points earned in grades nine through 12 (outlined by state uniform grading policy) by the number of credits earned in grades nine through 12.

Adjusted GPA = 
$$\frac{\text{number of quality points earned in grades nine through 12}}{\text{number of credits earned in grades nine through 12}}$$

Honors courses taken in grades nine through 12 will have a .5 weighted grade point ratio calculated into the GPA. Advanced Placement, International Baccalaureate, and dual credit courses will have a 1.0 weighted grade point ratio calculated into the GPA.

The district offers virtual courses (through the state and local virtual schools) which count for high school credit as well as dual credit courses which count for both high school and college credit. Students taking either virtual or dual credit courses already designated and approved in the district course catalog may count those courses in the final GPA. All other correspondence courses, independent studies or other off campus courses must have approval from the district prior to the student taking the course for it to count in the student's final GPA (see

district Dual Credit Agreement form). All "off campus" courses taken without prior approval will receive transfer credit but will not count in the GPA.

The salutatorian of the graduating class will be the student with the second highest adjusted grade point average using the method stated above.

Grade point averages and adjusted grade point averages will be carried to four decimal places and rounded to three by the computer.

In case of more than one student having the highest or second highest adjusted grade point average, multiple valedictorians or salutatorians will be declared and no attempt will be made to break ties.

If there are multiple valedictorians, then all commencement speeches will be given by the valedictorians.

Issued 3/28/94; Revised 9/03, 6/07, 12/13/10, 11/11/13, 8/24/15, 7/20/22

## **HIGH SCHOOL CONTENT/CREDIT RECOVERY**

Students who have been unsuccessful in mastering content or skills required to receive course credit may be offered the opportunity to participate in the district's content or credit recovery programs.

*Note: High school credit recovery is governed by the state Uniform Grading Policy and Rock Hill Schools Board of Trustees Policy IKADD (Content and Credit Recovery).*

### **Content Recovery**

The content recovery program consists of a course-specific, skill-based learning opportunity for students who are still enrolled in a course with the original teacher of record assigned by the school and who have not achieved mastery of course content that has already been addressed. Content recovery allows a student to retake a subset of a course, including a single unit, more than one unit, or other supplemental assignments/activities assigned and approved by a certified teacher as needed for the student to achieve mastery of the course content.

#### ***Eligibility***

Students are eligible for participation in content recovery through the recommendation of their classroom teacher based upon a variety of factors including, but not limited to, documented student performance on formative and summative classroom assessments, student attendance patterns, and course content and curriculum pacing.

Students are not limited in the amount of courses for which they may participate in content recovery. However, school administrators may limit participation based upon parent/legal guardian and/or teacher recommendation.

## ***Grading***

Content recovery assignments must be completed by the last day of the course for which the content recovery is being attempted. Seniors must complete any content recovery assignment no later than the last day of the school year in the current semester. Upon satisfactory completion of all assigned work within the time allowed, the teacher will factor the content recovery grade in with the currently recorded grade for that subset of the course.

## **Credit Recovery**

The credit recovery program consists of a course-specific, skill-based learning opportunity for students who have previously failed to master content or skills required to receive credit in a given course. *Students must have previously failed a course to be eligible for credit recovery.* Participation in credit recovery will not affect a student's GPA. Should a student wish to modify his/ her GPA, he/she should repeat the full course for credit and not seek participation in the credit recovery program.

## ***Eligibility***

Students are eligible for a credit recovery course if they have previously taken and failed an initial credit course. Students must have obtained a grade of **50 or higher** in the initial credit course or the student is not eligible for credit recovery and must retake the full course to receive credit. Students who have already received credit for a course are ineligible to participate in credit recovery to improve their final grade.

Students will be required to complete an application to request placement in a credit recovery course. Consent of the student's parent/legal guardian must be sought prior to enrollment.

Only students in grades 9 through 12 may participate in credit recovery.

Students are not limited in the amount of courses for which they can participate in credit recovery while enrolled in the district. However, school administrators may elect to limit participation based upon parent/legal guardian and/or teacher recommendation. Students transferring into Rock Hill Schools may take credit recovery for courses failed in other school districts. Please note that the South Carolina High School League only allows for 2 courses to be recovered per year for eligibility purposes.

**Credit recovery courses must be taken in the next available grading period or summer after the initial course was failed.**

## ***Instruction and curriculum***

Credit recovery courses will be provided through a district-purchased online platform. If a needed credit recovery course is not available through the district platform, the school may provide the credit recovery course through VirtualSC, a school-developed online course, or direct instruction by a teacher (virtual, hybrid, or in-person). Individuals charged with facilitating credit recovery courses through the district platform will receive training in online instruction management and related technology, when applicable.

Each credit recovery course will be based upon state curriculum standards and objectives for the corresponding subject and will be aligned across courses within the district. The standards and concepts to be addressed in credit recovery courses provided through the district platform will be determined by district and school curriculum specialists and approved by the Executive Director of Secondary Education. The standards and concepts to be addressed in credit recovery courses provided by the school will be determined by school staff and approved by the Executive Director of Secondary Education.

Credit recovery course offerings may be limited by the availability of space, facilitators, and appropriate computer-based content and/or due to district or school budgetary constraints.

## ***Grading***

Credit recovery courses taken during the fall or spring semester must be completed within one academic school year. Any students taking credit recovery courses in a summer session must complete the coursework and receive a final grade by the date set by the district (August 15 at latest). Those seniors who take a credit recovery course after the school's graduation date for the spring term will be considered summer graduates and must also complete coursework by the summer date set by the district (August 15 at latest).

Students are not permitted to remain in a credit recovery course for more than 18 weeks or the equivalent of one semester.

When a student has shown mastery of the credit recovery material, the student will receive credit for the course. Because end-of-course examinations focus on assessing a student's mastery of an entire course, and credit recovery only focuses on a portion of the course's content, students will not be permitted to retake the exam.

Student grades in credit recovery courses are designed to be GPA-neutral, meaning that the student's GPA will not be affected by the student's grade in the course. The failing grade in the initial credit course will remain on the student's transcript. If the student passes the credit recovery course with a 60 or higher, the passing grade will be entered as "P." If the student does not pass, the failing grade will be entered as "NP." Neither the "P" nor the "NP" grade designation will impact the student's GPA.

## ***Cost***

The district reserves the right to charge a nominal fee for credit recovery that meets the requirements of state law for matriculation and incidental fees. Any fee will take into account ability to pay, will be reasonable, will not be charged to students eligible for free lunches, and will be reduced pro rata for students eligible for reduced-price lunches

A student's parent/legal guardian will be responsible for any and all costs associated with credit recovery or a district-approved request to utilize an alternative method of instruction in lieu of the no-cost option the district offers.

## **Student Athletes**

Student athletes and their parents/legal guardians should be aware that current National Collegiate Athletic Association (NCAA) rules place strict limitations on credits earned through content and credit recovery programs. Participation in these programs **are likely to affect a student's eligibility for NCAA play** (i.e., VirtualSC credit recovery courses are not approved by the NCAA). The district athletic director should be consulted for more information.

Adopted 10/8/18; Revised 7/2022

## **File IKADD-E Credit Recovery Application**

Student name:

Grade level:

Name of course(s) to be recovered:

### ***To be completed by the student***

I understand that the Rock Hill School District's credit recovery program is designed to allow me the opportunity to earn credits towards graduation for courses I have previously taken and failed.

I understand because credit recovery includes only part of the course material and not the full course, it is GPA neutral. This means that if I pass the credit recovery course with a 60 or higher, the passing grade will be entered on my transcript as "P." If I do not pass, the failing grade will be entered as "NP." Neither the "P" nor the "NP" grade designation will impact my GPA.

I understand participation in the credit recovery program is likely to affect my eligibility for National Collegiate Athletic Association (NCAA) play.

I have read and understand district policy IKADD, and I, the undersigned, agree to the terms and conditions of the program contained therein.

Student signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

### ***To be completed by the parent/legal guardian***

I, the parent/legal guardian of the above named student, do hereby give my consent for my child to participate in Rock Hill School District's credit recovery program.

I have read and understand district policy IKADD, and I, the undersigned, agree to the terms and conditions of the program contained therein.

Parent/Legal guardian's name (please print): \_\_\_\_\_

Parent/Legal guardian's signature: \_\_\_\_\_

Office use

Signature from Guidance/Administrator:

\_\_\_\_\_

Course(s) Start Date:

Anticipated End Date:

York 3/Rock Hill School District

## **HOMEBOUND INSTRUCTION**

Students who are unable to attend school for an extended period of time due to illness may qualify for homebound instruction. Approval is granted through the school district Exceptional Services Education Department at the Central Office. Parents/Guardians who wish such services for a student should call 803-981-1000 for further information.

## **HONORS, ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE**

Students identified as academically gifted/talented and/or those students who wish to challenge themselves during their high school career can select to enroll in the Honors, Advanced Placement, International Baccalaureate, and/or Dual Credit classes. Check with your school counselor to find out more information about enrollment qualifications and options.

## **JOB SHADOWING/INTERNSHIPS**

The school may designate grade level job shadow days during the school year. A student is allowed two job shadow experiences per school year. Students should contact the Career Counselor to obtain job shadow documents and to learn more information about internship opportunities.

## **MAKE UP OF MISSED ASSIGNMENTS**

Students will be permitted to make up all work missed for lawful absences. It is the responsibility of students to contact their teachers within 3 days of returning to school concerning all make-up assignments. Parents/Guardians may request assignments through the counseling secretary for students who will be absent for 3 or more days. Students will be afforded a period of time equal to the number of days absent to make up missed assignments if other arrangements are not made with the teacher. 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.

## **MENTAL HEALTH RESOURCES**

In addition to school counselors, Northwestern is fortunate to have other mental health resource providers on campus. Students may contact their school counselor to request a referral to either a mental health provider or Keystone drug/alcohol treatment provider. Rock Hill School District also provides a 24 hour hotline for mental health concerns (803-324-7464).

## **PROMOTION AND RETENTION**

Northwestern follows a promotion system based upon earned credits. Credits are earned when a student passes a class and fulfills seat-time requirements. This system gives students and parents a more realistic assessment of the student's progress toward earning a state high school diploma. The requirements meet the minimum state defined level and are as follows:



<i>SOPHOMORE</i>	<i>JUNIOR</i>	<i>SENIOR</i>
4 credits	10 credits	16 credits
1 English	2 English (1 & 2)	3 English (1, 2 & 3)
1 math	2 math	3 math
2 additional credits	1 science	2 science
	1 social studies 4 electives in a program of study	2 social studies 6 electives in a program of study

*There have been state level changes and our district policy may change at any time to reflect them.*

Students who fail required classes are strongly encouraged to retake them in credit recovery programs. Students who fail required courses due to “FA” are strongly encouraged to attend make-up school. Students should contact their school counselor for complete information in order to stay on track for promotion and graduation.

## **QUALITY POINTS FOR ADVANCED PLACEMENT/IB**

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

The uniform grading policy applies to all students enrolled in 8th grade and above Carnegie credit courses.

1. Course grades on report cards and transcripts in Rock Hill Schools high schools will be numeric. No Carnegie courses will carry letter grades (A, B, C, D, F), Pass/Fail, or Satisfactory/Unsatisfactory.
2. A student's grade point ratio and rank in class will be figured from a grade point conversion table. The conversion table assigns “quality points” to each numeric grade depending on the grade earned and the weight assigned to the course taken. College Prep courses earn the base weight of one quality point. Honors courses earn one-half quality point more, and Dual Credit, Advanced Placement, and International Baccalaureate courses earn a full quality point more than the base weight. Earning the specified quality points in IB/AP courses is contingent upon taking the International/National exams for these courses.
3. The formula for figuring Grade Point Ratios (GPR) is:
  - $GPR = \frac{\text{sum (Quality points x Carnegie units earned)}}{\text{sum (Carnegie units attempted)}}$
4. Students who withdraw from a course without administrative recommendation after five class days will be assigned a grade of 50 and 0 quality points. The grade will be

calculated in the student's overall grade point ratio and remains on the student's transcript throughout high school.

5. Students who receive an FA (Failure due to Attendance) in a course will be assigned a grade of 50 and 0 quality points. The grade will be calculated into the student's overall grade point ratio and remain on the student's transcript throughout high school. The original grade earned and the grade earned when the course is retaken will be figured into the overall grade point ratio, and remain on the student's transcript throughout high school. The ability to retake a course during the same academic year is based on space availability in the class, extenuating circumstances, and must be approved by the administration.
6. Carnegie unit courses taken prior to the 9th grade should be retaken in the 9th grade if the student earned a numeric grade lower than an 80. Students earning below an 80 may request a waiver if extenuating circumstances apply. Unless retaken in 9th grade, the grade earned in middle school will be calculated in the student's overall grade point ratio and remains on the student's transcript throughout high school.
7. If a student transfers from another high school with letter grades, the letter grades will be converted to numeric grades on the following scale

***10 point grading scale conversion chart***

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

Regulation IKA-R

## Rock Hill School District Grading Guidelines

### High School Grading Procedures 2023-24 Finalized 6/7/2023

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

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

### High School Grade Distribution

- All credit-bearing high school courses will give a final exam which counts 20% of a student's overall grade in the course. This requirement excludes dual credit courses overseen by institutions of higher education.
- In Rock Hill Schools, homework is intended 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.
- Major and minor grade weightings below may not be further subdivided.

	Major Grades	Minor Grades
<b>Weighting</b>	60% of final quarter grade	40% of final quarter grade
<b>Minimum/Maximum Number</b>	<ul style="list-style-type: none"> <li>• Minimum 3 to maximum 5 per quarter for a semester course</li> <li>• Minimum 3 to maximum 5 for a quarter-long course</li> <li>• Minimum 2 to maximum 4 per quarter for an A/B course</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 9 to maximum 27 per quarter for a semester course</li> <li>• Minimum 9 to maximum 27 for a quarter-long course</li> <li>• Minimum 5 to maximum of 14 per quarter for an A/B course</li> </ul>
<b>Types of assignments and assessments</b>	Tests Culminating projects Papers (research, lab reports) Performances Portfolios	Quizzes  Classwork including, but not limited to: <ul style="list-style-type: none"> <li>• journal entries</li> <li>• warm-ups</li> <li>• digital class activities</li> <li>• problematic tasks</li> <li>• demonstration of skills measured by rubrics (teamwork, participation,</li> </ul>

		etc.) • independent reading  Homework (1 cumulative minor grade per quarter)
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### **Re-teaching/Reassessment**

This policy applies to major assessments or assignments only.

The goal of retaking assessments or assignments in high school is for students to obtain and demonstrate mastery of course content. Students will be provided an opportunity for reassessment only after re-teaching. Re-teaching can occur with a teacher's face-to-face instruction, computer-based instruction, or additional practice opportunities at home.

Reassessment opportunities are only available to students that score below an 80. If a student wishes to engage in reassessment, 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 or assignment must complete it by a date communicated by the teacher.

The following assessments/tasks indicate a final measure of learning and may not be reassessed:

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

When reassessment is offered, students scoring below the standard will have one opportunity to retake for a maximum grade of 80.

### **Make-Up Work**

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

### **Minimum Quarter Grades**

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

- Quarter 1 = 50
- Quarter 2 = Student's actual grade

- Quarter 3 = 50
- Quarter 4 = Student’s actual grade

Final grades for quarter-long courses should reflect the student’s actual grade.

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

**REQUIREMENTS FOR STATE HIGH SCHOOL DIPLOMA**

In grades 9-12 and in accelerated courses in middle school, students earn 1 Carnegie unit for each 1 block course successfully completed. In order to receive a state high school diploma, a student must attend the district school issuing the diploma for at least the semester immediately preceding graduation (except in the case of a bona fide change of residence where the sending school will not grant the diploma) and have earned a minimum of 24 Carnegie units which are distributed as follows:

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

<b>TOTAL</b>	<b>24 Carnegie Units</b>
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## **RETAKING A COURSE**

Any student may retake a course at the same level of difficulty if the student has earned a “D,” “P,” “NP,” “WP,” “WF,” “FA,” or “F” in that course. If the same level course is not accessible, the course may be retaken at a different level of rigor. A student who has taken a course for a unit of high school credit prior to the ninth grade year may retake the course at the same difficulty level regardless of the grade he or she has earned. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. All course attempts from middle and high school will show on the transcript. Only one (1) course attempt and the highest grade earned for the course will be calculated in the GPA.

A student who has taken a course for a Carnegie unit prior to his/her ninth-grade year may retake that course at the same level of difficulty regardless of the grade earned. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school. A student who has taken a course for a unit of high school credit prior to the ninth year may retake the course at the same difficulty level regardless of the grade he or she has earned. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. All course attempts from middle and high school will show on the transcript.

Issued 2/14/07; Revised 5/27/14, 6/13/16, 8/12/19

## **SCHOLARSHIPS**

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

## **STANDARDIZED TESTING DATES**

Northwestern personnel administer many grade level academic achievement tests during the school year. Students may register for additional tests, as well. Information and registration materials for tests such as the ACT and SAT are available through the School Counseling Office and on the website.

**2023 - 2024 TEST DATES**

TEST DATE	TEST	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
August 26	SAT	July 28, 2023	August 15, 2023
September 9	ACT	August 4	August 18
October 7	SAT	September 8	September 26
October 28	ACT	September 22	October 6
November 4	SAT	October 6	October 24
December 2	SAT	November 3	November 21
December 9	ACT	November 3	November 17
February 10	ACT	January 5	January 19
March 9	SAT	February 23	February 27
April 13	ACT	March 8	March 22
May 4	SAT	April 19	April 23
June 1	SAT	May 17	May 21
June 8	ACT	May 3	May 17

**TRANSCRIPTS**

Each student will be provided an unofficial copy of their transcript during their annual IGP meeting with their school counselor. Students are required to create a Parchment account (at Parchment.com) to request official transcripts. Final transcripts are available through Parchment upon graduation.

**WITHDRAWAL/TRANSFER**

Any student who leaves school during the session should, on the last day he/she attends, report to his/her counselor and return all school property (including student ID).

A parent or guardian must complete the withdrawal/transfer form. Unless this is completed, the school is under no obligation to give out information to prospective employers, armed services, or other schools. Transcripts or references will be furnished to schools only when the parent/guardian has signed a release for records. Students who drop out and re-enroll must have a parental conference with the principal prior to re-enrolling.



## **NORTHWESTERN TROJAN ATHLETICS**

Northwestern offers extracurricular athletics to all students. The coaching staff encourages all students to become involved in North-western programs. We strongly believe that a sound, physically-fit body will enhance the mind. Physical fitness, exercise, strength and speed development, flexibility, and endurance are important to the overall growth of the individual. Combined with competition on the interscholastic level, athletics prepares students for the days ahead in a very competitive society.

Northwestern High School is a member of the South Carolina High School League, the AAAA Conference, and Region 3-AAAA. We are required to follow the rules, regulations, and bylaws of the above organizations. As participants, students must comply with certain academic requirements as well. Students must maintain the academic requirements prior to enrolling in the athletic program. Academics have priority over athletics, although the two combined can be very worthwhile and rewarding to all participating students.

We encourage student involvement and participation in representing our school, community, and his/her family. Students who are listed on a team roster will pay a \$60 athletic fee one time each school year. Should the student be placed on more than one team roster during the school year, no additional fee will be collected. The athletic fee includes student insurance coverage. The fee must be paid prior to receiving a team uniform.

Get involved in helping Northwestern be the BEST high school in the state!

### **FALL/WINTER SPORTS**

Basketball	Boys/Girls	9th Grade, Junior Varsity, Varsity
Cheerleading	Girls	9th Grade, Junior Varsity, Varsity, Dance Team
Cross Country	Boys/Girls	Junior Varsity, Varsity
Football	Boys	9th Grade, Junior Varsity, Varsity
Girls' Golf	Girls	Varsity
Girls' Tennis	Girls	Varsity
Swimming	Boys/Girls	Varsity
Volleyball	Girls	Junior Varsity, Varsity
Volleyball	Boys	Varsity
Wrestling	Girls	Varsity
Wrestling	Boys	Junior Varsity, Varsity

### **SPRING SPORTS**

Baseball	Boys	Junior Varsity, Varsity
Boys' Golf	Boys	Varsity
Boys' Tennis	Boys	Varsity
Soccer	Boys/Girls	Junior Varsity, Varsity
Softball	Girls	Junior Varsity, Varsity
Track and Field	Boys/Girls	Junior Varsity, Varsity

### **ATHLETIC PHYSICAL/INSURANCE**

Any student engaging in any athletic competition which is sponsored by District schools or is played under the name of District schools, will be required to furnish a statement by a medical doctor certifying the student's physical fitness. All athletes must purchase school insurance prior to participation in any sport or have a waiver form on file in the coach's office.

## **ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC ACTIVITIES IN SOUTH CAROLINA**

Students who participate in interscholastic activities sponsored by the school will be required to meet all the standards or requirements as prescribed by the State High School League and school district.

1. A contestant must be under 20 years of age.
2. A contestant must not participate under an assumed name.
3. A contestant must be a bona fide student carrying the equivalent of at least 4 units of credit for which no previous credit has been received.
4. A contestant must not have received a high school diploma or its equivalent.
5. To be eligible to participate in athletic contests during the fall semester, a student must meet the following criteria:
  - A. The student must have an overall passing average for the preceding year (1.0 GPR).
  - B. The student must have made a passing grade (60) the preceding semester in at least 2.5 full block subjects.
  - C. If a student passes only 2 courses the preceding semester, he/she must pass all required courses up to 2.
  - D. The student must be regularly enrolled, in regular attendance, and carry at least 2 block courses during the school year. To be eligible to participate in athletic contests during the spring semester, a student must meet the following criteria:
    - E. The student must have an overall passing average (60) for the preceding semester.
    - F. The student must have made a passing grade (60) the preceding semester in at least 2.5 full block subjects.
    - G. If a student passes only 2 courses the preceding semester, he/she must pass all required courses during spring semester.
    - H. The student must be regularly enrolled, in regular attendance, and carry at least 2 full courses during the school year.

NOTE: Physical Education (weight training) will not count toward eligibility once a student has completed two (2) years of physical education. Two (2) courses in summer school may be used to gain eligibility.

6. A contestant will be ineligible at the end of the 4th school year from the time he/she first entered 9th grade.
7. A contestant must have attended school at least 60 days in the semester immediately preceding the present semester.
8. A contestant must live with his/her parents or legally appointed guardian and attend the high school in his/her attendance area. (See principal for exceptions to this rule.)
9. A contestant is eligible immediately if a transfer is the result of a real change of residence of his/her parents or guardian. (See principal for exceptions to this rule.)
10. If guardianship is involved, a contestant must live with the appointed guardian for 1 calendar year following filing of guardianship papers in the county Clerk of Court's office. (See principal for

exceptions to this rule.)

- A. A contestant must not violate his or her amateur status.
- B. A contestant must not have transferred as a result of recruiting or undue influence.
- C. A contestant must not practice with, nor participate on, any athletic team other than a team representing his/her school during the school session.

## **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)**

### *Clearinghouse Information for Athletes*

NCAA rules require that a student be certified by the NCAA Clearinghouse before the student can enroll as a student athlete. Please follow these steps:

1. Register at the end of the JUNIOR year.
2. Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) to register online or download the registration form and mail it in. Notify the Counseling Office so student's transcript can be mailed.
3. When the applicant registers for the SAT or ACT, the student must request that the scores be sent at that time to the Clearinghouse, even if the scores are not sent to any of the schools which are recruiting students. Please mark 9999 in the section on "college code choices" when registering for the test(s). If this is not done, it will cost more to have the score information sent at a later date.

\*Remember to mark 9999 each time the test is taken, in addition to any institution codes.

\*Failure to follow these steps will render the student ineligible to enroll as an athlete at any NCAA Division IA, IAA, or II school. Fee waivers are available for students who are unable to meet the cost of the processing fee. See the counselor to apply for a waiver. Anyone having questions concerning the Clearinghouse may call the Clearinghouse at 319-337- 1492.

## **SPORTSMANSHIP**

Sportsmanship is a general way of thinking and behaving. In order for school programs to continue to be positive educational experiences, fans and participants should be aware of the necessity for good sportsmanship and the means by which it is attained.

Fans attend athletic contests to cheer for and support their team and coaching staff, to enjoy competition, and to demonstrate appreciation for the athletes' skills. Fans should avoid booing, jeering, or making negative antagonistic remarks to participants, coaches, officials, and other fans.

All fans and participants in high school contests should:

- Show respect for the opponents at all times and treat them as guests.
- Show respect for the officials. Good sportsmanship is the willingness to accept and abide by the decisions of the officials. Good sportsmanship suggests the importance of conforming to the spirit as well as to the letter of the rules.
- Maintain self-control at all times. Good sportsmanship is concerned with the behavior not only of the participants, but also of the fans.
- Permit only positive behavior to reflect on your school and its activities. Win with character and lose with dignity.

## **ATTENDANCE GUIDELINES**

### **Board Policy**

#### **FILE: JE-E(3)**

### **GUIDELINES FOR IMPLEMENTING STUDENT ATTENDANCE REGULATIONS (High School)**

To receive credit, a student must be in attendance for 120 hours in any one-unit course. Any student who misses school must present a written excuse, signed by a parent/legal guardian, or a medical excuse within three days after returning to school. If this excuse is not turned in within three days, the absence will be unlawful. The maximum number of days that will be recorded as lawful absences with parent notes will be three days per semester unless there are widespread documented virus/influenza outbreaks identified within the school community. Students will be considered lawfully absent under the following circumstances:

- He/She is ill and his/her attendance in school would endanger his/her health or the health of others.
- There is a death or serious illness in his/her immediate family.
- There is a recognized religious holiday of his/her faith.
- Activities approved in advance by the principal.
- The student is suspended out of school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

All lawful absences may be made up in make-up sessions. Students will be considered unlawfully absent under the following circumstances:

- He/She is willfully absent from school without the knowledge of his/her parent/legal guardian.
- He/She is absent without acceptable cause with the knowledge of his/her parent/legal guardian.
- He/She is on an out-of-town trip/vacation.

All students must be in class two-thirds of the class to be counted present. This is 60 minutes for a 90 minute class. All absences must be made up by the last scheduled credit retrieval session each semester.

Students who participate in extracurricular activities, such as sports, concerts, and prom must be in attendance at least one-half of the school day (two blocks) on the day of the event or the previous school day if the event falls on a weekend.

### **Student Attendance Intervention Plans (SAIPs)**

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/legal guardian for a conference. The purpose of this conference is to identify reasons for the student's absences and to complete a Student Attendance Intervention Plan (SAIP). Students who exceed the maximum number of absences allowed may be referred to the family court for truancy if under the age of seventeen.

### **High School Credit**

In order to receive one Carnegie unit of credit, a student must be in attendance in accordance with state law. If a student has been in attendance for less than 120 hours in any one-unit course, he/she is required to attend credit retrieval sessions.

Students who miss more than the allotted number of absences are required to attend credit retrieval sessions. This also includes students who are absent due to out-of-school suspensions. These sessions must be attended or the student will fail the course due to absences.

If the student does not attend any type of credit retrieval session, a “Failure due to Attendance” will be recorded for the course(s) at the end of the semester if the student is passing the course. If the student has a failing grade, that failing grade is to be recorded as a normal failing grade.

A student may apply for competency-based credit through his/her high school. He/She must meet all of the following conditions:

- course average of 70 or greater
- final exam of 60 or greater
- submission of application to the principal for approval

If the student does not apply for competency-based credit through his/her high school, he/she is required to attend credit retrieval sessions in order to receive credit. These sessions must be attended or the student will fail the course due to absences.

## **EARLY DISMISSAL FROM SCHOOL**

Students must have the school administration’s permission to leave campus before the end of the school day once they arrive on school grounds unless prior written notice has been submitted to the Attendance Office before the school day begins.

Students with written excuses, from parents/guardians verified in Powerschool, who desire to be dismissed early will present such excuses to the Attendance Clerk upon arrival at school in order for the excuses to be verified. The only time early dismissal notes will be accepted in the Attendance Office will be before school. These written requests should include the following: date, student’s name, reason for the dismissal, parent or guardian’s phone number for verification, and parent or guardian’s signature. Once the request is verified by the Attendance Clerk, the student will receive a written dismissal notice they should show to their teachers at the appropriate time.

If a student does not have a note, the parent/legal guardian must come in person to the Attendance Office to sign a student out.

**Parents/guardians are not to sign out students in other than emergency situations without prior notification in writing to the Attendance Office. Students returning to school after being dismissed from campus must report directly to the Attendance Office and submit credible and appropriate documentation for their dismissal. Students returning to school without any form of documentation will be referred to their administrator.** Only those parents and emergency persons listed on the student information card will be allowed to pick up students for early dismissal. The school needs to be informed, in a timely manner, of any changes that may occur during the academic year in the information provided to the school. In case of student emergencies occurring at school, the Attendance Clerk will notify the parents by telephone.

**Students must always sign out with the Attendance Office before leaving campus.** This applies whether the student brought an early dismissal note or was notified by Attendance during the day that he or she was to be dismissed early. Failure to sign out or failure to leave the campus immediately upon signing out will result in disciplinary action.

**Due to the difficulty of verifying calls in requests for dismissal, telephone dismissal requests are not accepted.** If there is a family emergency and the student needs to be dismissed early, we ask the parent or guardian to come to the Attendance Office to sign out their student. Only those

parents, guardians, and emergency persons listed on the student contact page in PowerSchool will be allowed to sign out and/or pick up students early.

## **LATE ARRIVAL TO SCHOOL**

**All students who arrive to school late should report directly to the Attendance Office to sign in and receive an admittance pass before going to lockers or reporting to class. This includes students who arrive during class change times.** Failure to sign in at the Attendance Office will result in a discipline referral.

Late bus passes will indicate the time they were issued and are to be turned in to the teacher as the student enters class. When a student fails to sign in, his/her absence is not changed to reflect attendance in school. This can pose a serious problem for students and their parents, in terms of being awarded credit for classes taken, in determining if make-up work can be submitted, and accuracy of reports needed by parents or officials for legal purposes. Due to these reasons, failure to comply with this rule will be taken as a serious offense and will not be tolerated.

## **SUPERVISION OF STUDENTS**

Once they have arrived, students are not permitted to leave school property until the regular school closing time, unless they have administrative approval.

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or for an extracurricular activity.

Supervision will be provided for students who ride a bus upon arrival and departure after classes are dismissed. Students will be provided supervision no more than 30 minutes prior to the opening of school and 30 minutes after classes are dismissed. Parents/ guardians are to make arrangements to have their students arrive and depart within that time frame.

Supervision will be provided, during on-campus extracurricular activities, for 10 minutes prior to the designated activity and for a maximum of 30 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 future extracurricular activities.

School officials are not required to maintain direct supervision of spectators before or after an extracurricular activity. School officials will, at all times, provide reasonable supervision for crowd control during all extracurricular activities.

## **TARDY POLICY**

It is the desire of the Northwestern administration and faculty to put an end to tardiness to school in the morning and to classes during the school day. Tardy students disrupt the learning of all students when they enter a classroom. Tardiness causes a loss of valuable instruction time. Tardiness is also evidence of a lack of self-discipline and should never be tolerated as habitual behavior. Tardy to class/school is defined as not being seated in the classroom ready to work when the tardy bell rings. Physical education students are to be in their assigned roll call areas when the tardy bell sounds.

Please note that tardiness due to traffic, running out of gas, oversleeping, flat tires, loss of electrical power, eating school breakfast, etc., are not excused tardies. Excuses for tardies should be submitted to the Attendance Office. Tardies to class will result in disciplinary action.

1st Tardy—Warning; automated call to parent	7th Tardy—2 blocks ISS; automated call to parent
2nd Tardy—Warning; automated call to parent	8th Tardy—1 day ISS; administrator call to parent
3rd Tardy—Warning; automated call to parent	9th Tardy—2 days ISS; administrator call to parent
4th Tardy—Warning; automated call to parent	10th Tardy—OSS; administrator call to parent
5th Tardy—Warning; automated call to parent	11th Tardy—OSS; administrator call to parent
6th Tardy—1 block ISS; automated call to parent	12th Tardy—Long Term Suspension

Note: Please refer to the Lock-Out Policy.

## TRUANCY

After 3 consecutive or a total of 5 unlawful absences, regulations require that school officials contact parents and students for a conference. The purpose of this conference is to identify reasons for a student's absences and to complete an intervention plan. Students under the age of seventeen, who exceed the maximum number of absences allowed, may be referred to Family Court for truancy. (South Carolina Code of Law 59-65-50 and South Carolina Board of Education Regulations)

1. Students are limited in absences in a semester course (not including field trips, documented college visits, documented shadowing, and in-school suspensions).
  - A. Medical absences are treated as all other absences.
  - B. Parents are notified by mail when a student has 3 or 5 absences in a class.
  - C. Parents are called by automated phone message if a student has been absent for 1 or more classes.
2. Parents may monitor their child's attendance through their Parent Portal account.

### **Exceptions:**

- Students who have recurring absences due to a serious illness or medical condition may be eligible for intermittent or regular homebound services. Applications should be picked up promptly in the Counseling Office, filled out by a physician, and turned in at the Central Office to determine eligibility for homebound services.
  - If a student has missed school due to extenuating circumstances or hardship, an appeal must be presented in writing to the principal.
3. Students who participate in extracurricular activities, such as athletics, concerts, and prom, must be in attendance at least one-half of each school day of the event.

### **Make-up School**

In order to receive one Carnegie unit of credit, a student must be in attendance in accordance with state law. If a student has been in attendance for less than 120 hours in any one-unit course, he/she is required to attend make-up school sessions.

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking high school credit courses must have a minimum of 120 seat time hours, as well as meet all minimum requirements for each course.

Any student with more than six absences (whether lawful/unlawful or excused/unexcused) in a high school course must attend make-up school to be awarded credit for the course. The number of days available for attendance in a given semester may fluctuate from year to year. The six-absence allotment, which requires make-up school attendance beginning with the seventh absence in a given course, provides consistency in communication regarding make-up school and ensures all students are in attendance for the minimum 120 hours in a given course.

District high schools offer make-up school to provide students the opportunity to make up needed seat time outside the regular school day. Each school will set, staff, and publish a make-up school session calendar. Students and families should adhere to the following points:

- It is the student's responsibility to remain aware of needed seat time in each course and utilize the school's make-up school calendar to make up needed seat time.
- Schools will not be able to hold make-up school sessions based on individual students' school, work, or athletic schedules.
- Make-up school sessions must be supervised by a school staff member determined by the school. Students may not make up seat time in after-school or weekend athletic or extracurricular activities.
- Students will be charged for make-up school sessions.
- Needed make-up school sessions must be attended or the student will fail the course due to attendance.

Students who miss more than the allotted number of absences are required to attend make-up school sessions. There are two exceptions. Absences due to out-of-school suspensions are not required to be made up. Absences due to limited medical conditions specified by the district or state are not required to be made up.

Students may only make-up time between 7 and 10 absences. After 10 absences, students will not be able to make up time unless there are extenuating circumstances determined by the principal. Extenuating circumstances include but are not limited to the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load.

All make-up time must be completed within fifteen business days from the last day of the course(s).



If requested by the principal, the Executive Director of Secondary Education may extend the time for student's completion of the requirements due to extenuating circumstances that include but are not limited to the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond fifteen business days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

If the student does not attend any type of make-up school session, a "Failure due to Attendance" will be recorded for the course(s) at the end of the semester. For courses in which the student has failed due to attendance, the final grade shown on the student's transcript must be an FA, no matter the numerical grade.

A student may apply for competency-based credit through his/her high school. He/She must meet all of the following conditions:

- course average of 60 or greater,
- final exam of 60 or greater,
- documentation of every absence submitted to the school within three days of the student's return from the absence, and
- submission of application to the principal for approval.

Students and families should note that – for attendance purposes (i.e., to avoid charges of truancy and ensure absences are lawful) – a student who misses school is expected to present a written excuse for every absence, signed by a parent/legal guardian, or a medical excuse within three day safter returning to school.

If the student does not apply or is not approved for competency-based credit through his/her highschool, he/she is required to attend make-up school sessions in order to receive credit. These sessions must be attended, or the student will fail the course due to attendance.

**Special Attendance Concerns:** Students who accumulate 5 absences will be required to bring their parent(s) and meet with school personnel to develop an attendance intervention plan. Violations of the plan will result in a court referral for truancy. If a student misses 10 consecutive days he/she will be dropped from enrollment. Please see your administrator if an appeal needs to be made.

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

**Religious Holidays:** If a student is going to be out due to religious reasons, documentations on letterhead verifying that this is a recognized religious holiday needs to be turned in.

## **WRITTEN EXCUSES FOR ABSENCES**

- Excuses must be turned in to the Attendance Office within 3 days of a student's returning to school; otherwise these ab- sences will be recorded as unexcused.
- Parental excuses for illness may be written for up to 3 days each semester.

- Medical excuses should be turned in for any day a student is “written out of school” for illness by a physician.
- A copy of a funeral program or an obituary should be submitted for a bereavement day missed due to a death in a family.
- Documentation on college stationery should be provided for college visits. Juniors and seniors are allowed 2 each year.

## **DISCIPLINE POLICY**

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

A student sent to the office for a severe infraction will be suspended and could be recommended for expulsion. If a student fails to report to the office when directed by a staff member to do so, that student will receive discipline in addition to that of the original infraction.

### **STUDENT DISCIPLINE REFERRAL PROGRESSION PLAN**

Students in violation of the rules and regulations of Northwestern will progress through the prescribed levels of disciplinary consequences listed below. All student disciplinary consequences are cumulative. Students violating the Safe Schools Act will be handled at Level 4 of the plan and will be excluded from school. Students scheduled for In School Suspension (ISS) will serve the entire day. Students arriving late to ISS without an excuse will be scheduled for After School Detention provided the student has not exceeded limits for eligibility. Parent contacts will be made as necessary throughout the disciplinary process. All consequences are at the discretion of the assistant principal and may include, but are not limited to, the following:

#### **Level 1: Removal from Class - Rest of the Block or Next Day 1 Block**

- Parents will be notified.
- Short term removal from class.
- Third infraction for the same offense constitutes defiance.

#### **Level 2: In School Suspension (ISS) - 6 full day assignments per year**

- 1st offense – 1 day of ISS
- 2nd offense – 2 days ISS
- 3rd offense – discipline is at discretion of assistant principal
- Parent notification

#### **Level 3: Out of School Suspension (OSS)**

- A verbal warning will be issued for a Long Term Suspension (LTS).
- Two infractions at this level will result in recommendation for LTS or expulsion.
- Upon student's return, there will be a parent conference with an administrator and guidance counselor, and the student will sign a Behavior Contract.

### **If Long Term Suspension is assigned:**

- The student is suspended from school for the remainder of the semester. A due process hearing will be conducted. The students will lose academic credit opportunities for the semester. The student will lose all school privileges during LTS.
- If long term suspension is assigned during the first semester, the student will be allowed to return at the start of second semester after a reinstatement parental conference with the assigned assistant principal. The student will be placed on a Behavior Contract.
- If long term suspension is assigned during the second semester, the student will be allowed to return to attend summer school and/or the assigned school the following school year.
- If a student receives a referral after returning from LTS, a parent conference will be scheduled with an administrator, parents/guardians, and the student.
- If a student has violated the Behavior Contract, he or she will be recommended for exclusion on the next offense.

### **Level 4: Exclusion**

- Students will be suspended from school for the remainder of the regular school term.
- A due process hearing will be conducted.
- There will be a loss of academic credit opportunities for the regular school term and a loss of all school privileges.

All offenses and progression of the student through discipline plan are subject to administrator discretion.

## **SUSPENSIONS**

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

Suspension is defined to be temporary removal from the regular school program which may lead to permanent removal or expulsion if causes are not corrected. Northwestern uses 2 types of suspension. ISS is In School Suspension and OSS is Out of School Suspension. Administrators will deal with all occurrences through a fair and common sense approach. Administrators may choose to assign detentions or school work detail in lieu of suspension for first time or lesser rule infractions. ISS is typically assigned for the following types of offenses:

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

- Failure to follow sign-in or sign-out procedures
- Leaving campus without permission
- Cutting class
- Presence in off-limits areas
- Failure to follow directions/disrespect to staff
- Classroom disruptions
- Cursing/obscene gestures
- Possession of obscene or pornographic materials on campus
- Repeated dress code violations
- Failure to serve detentions
- First time smoking offenses/possession of smoking materials
- Computer use violations
- Willful destruction of school property
- School bus violations
- Any gang-related activity (dress, signage, graffiti)

Early dismissals will NOT be honored on ISS days. Students who are absent on the day(s) they are assigned to ISS must make up the ISS day(s) upon returning to school. Typically, students will be assigned to ISS on only 2 separate occasions before they will begin to receive OSS suspensions.

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

- The parents of the student will be notified by telephone on the day the penalty is imposed.
- The student will be released early from school only in the custody of parents or a legal guardian. Otherwise, the student will be sent home at the usual time by normal means.
- Under no circumstances can a suspended student be on any Rock Hill Schools campus or utilize school transportation during the suspension days.

A student may be suspended for no more than 10 school days for any one offense unless expulsion proceedings are taking place. Types of offenses that may lead to OSS days are listed below:

- All ISS offenses that have become chronic in nature.
- Breaking ISS rules while serving time in ISS.
- Involvement in acts of extortion, blackmail, or the intimidation of others.
- Theft
- Fighting at school or at a school activity or while being transported by school transportation.
- Possession or discharge of fireworks on school grounds.
- Trespassing on the campuses of other schools.
- Participation in gambling activities or games of chance while on school property or at school activities. (Playing cards are not allowed on campus.)
- Threat or verbal abuse of school personnel.
- Involvement in the calling in of a bomb threat to any school facility or the malicious pulling of a fire alarm at any school.
- Any other acts which are not covered and are of such a nature as to pose a threat to the physical or mental welfare of students, teachers, and other school personnel or school facilities, or which create a disruption in the orderly operation of any phase of the school program or any of its services.

## **EXPULSION OF STUDENTS**

**Code JKE Issued 6/23**

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

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

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified using multiple methods of communication (by phone and in writing) of the time and the place of a hearing before the district hearing officer. The hearing will take place within five school days of the incident barring unforeseen circumstances, such as incarceration, illness, etc., at a time and place designated by the school, unless the parent/legal guardian has requested to delay or if a manifestation determination must be held. A decision will be rendered within three school days of the hearing. The student may be

suspended from school and all activities during the time of the expulsion procedures. It is the district's intention to process hearings and appeals in a timely manner in an effort to limit the number of school days missed by the student.

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

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

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

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

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

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

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

Legal References:

1. S.C. Code of Laws, 1976, as amended:
  1. Section 59-19-90(3) - Authority of board to regulate student conduct.
  2. Section 59-63-210 - Grounds for suspension, expulsion, or transfer.
  3. Section 59-63-235 - Expulsion of student determined to have brought a firearm to school.
  4. Section 59-63-240 - Expulsion hearings.
2. S.C. Cases:
  1. *Davis v. School District of Greenville County*, 374 S.C. 39, 647 S.E.2d 219 (2007).

## **STUDENT DISCIPLINARY ACTIONS ON ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

An extracurricular activity often entails activities of public interest, visibility, and focus of attention. Students who take part in such activities, in effect, serve as special ambassadors of the school they represent. Consequently, the behavior of those students who choose to participate in these activities draws such public interest and attention that it is unique in its capacity to elevate or diminish the School District's standing in the public mind. Strong public education programs cannot exist without strong public support.

All students participating in extracurricular activities who are charged by law enforcement authorities with criminal conduct<sup>1</sup> or who engage in other acts of "gross misbehavior," e.g. (A) possession or use of controlled substances at school or at school-sponsored activities, (B) acts of disrespect to a teacher or other school authority, (C) acts of cruelty or violence either physical or emotional, (D) use of profane or vulgar language will, at the discretion of the principal, be subject to suspension and/or possible exclusion from participation in extracurricular activities.

\*The U.S. Supreme Court has ruled that random drug testing for students who participate in extracurricular activities is constitutional as long as certain procedural steps are followed.

Before taking disciplinary action, pursuant to this rule, the principal will meet and confer with the student's teacher and extracurricular sponsor(s). The principal's decision will be final unless reversed or modified on appeal to the Superintendent or the Superintendent's designee, in which event the decision of the Superintendent or the Superintendent's designee will be final. If a student is found to be in violation of the above rule the following consequences will be applied:

**1st Offense:** The student will be suspended from all extracurricular activities for not less than 5 consecutive school days. If the offense involves use or possession of a controlled substance, the student is referred to the Keystone program and must complete the program. If, at any point, the student fails to follow all rules and regulations for attendance and participation in the program, he/she will immediately become ineligible to participate in any activity until the program is fully completed. The student's eligibility to resume participation is contingent upon his/her agreement to participate in a random controlled substance testing program for a period of not less than 6 school months.

**2nd Offense:** The student will be suspended from all extracurricular activities for the remainder of the school year. If, however, the second offense occurs with less than 9 weeks remaining in the school year, the principal may, if he/she chooses, extend the suspension period to include the first 9 weeks grading period of the ensuing school year.



**Felony Criminal Charges:** Charges of felony criminal offenses brought by law enforcement will result in immediate ineligibility from all extracurricular activities for a calendar year from the date of the charge. If a student is found not guilty of such charges, he/she will be eligible, following review by the principal, for immediate reinstatement. If a charge brought forth by law enforcement is of high and serious nature, but may not be classified as a felony, the charge may be determined, by review of the principal, to be treated as a felony for purposes of this rule.

Any violation of this rule under a court ordered penalty or performance obligation (i.e. pre-trial intervention) of some kind will render the student ineligible, as the rule should apply, until the court order has been fully satisfied.

## **NOTICE OF DECISION AND RIGHT TO APPEAL**

Notice of a decision by the Principal to suspend or exclude will be given to the student's parent/guardian in writing. In those instances where the Principal's decision is to suspend the student from participation in activities for more than 5 consecutive school days, the notice will conclude with a final sentence that stands alone and in bold print that reads as follows:

“This decision may be appealed to the Superintendent or Superintendent's designee within five (5) days of this decision by submitting the following request in writing addressed to Superintendent, Rock Hill Schools, P.O. Box 10072, Rock Hill, SC 29731: Please schedule at the earliest available time a hearing to review the decision of \_\_,

Principal of

\_\_\_\_\_ school, to (suspend) (exclude) my son/daughter, \_\_\_\_\_, from participating in activities.”

Nothing herein will be construed as limiting the responsibility or authority of school officials to initiate standard disciplinary processes or to take other disciplinary actions as may be deemed appropriate.

<sup>1</sup>Any student formally charged by law enforcement with criminal conduct about which school officials neither know nor are able, through their own investigative efforts, to determine the facts will be required to cease participating in extracurricular activities pending resolution of the criminal charge.

Upon resolution of the charges, the matter will be reexamined, and a decision will be made regarding any further exclusion from extracurricular activities.

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## **CHEATING/ACADEMIC DISHONESTY POLICY**

According to Northern Illinois University, “Cheating involves unauthorized use of information, materials, devices, sources or practices in completing academic activities. “

(NIU, “Academic Dishonesty Definition and Types”

<https://www.niu.edu/academic-integrity/faculty/types/index.shtml>)

Categories of cheating can include:

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

Collusion: allowing one's work to be copied or submitted for assessment by another.

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

Some examples:

- Looking on someone else's paper during a test or quiz, or showing your paper to someone
- Cutting, copying, and pasting information from the internet
- Telling someone who has not taken a test/quiz that material
- Conferring with other students/adults on an assignment when the teacher has given instruction to work alone
- Writing notes in convenient places and referring to them on a test/quiz
- Working out signals, text messaging, using a cell phone or taking pictures during a test/quiz
- Using translator programs instead of translating yourself
- Destroying someone else's work
- Accessing another students' electronic work through the network, hard drives or other electronic storage devices

### **Cheating/Academic Dishonesty Consequences**

1st Offense: Teacher discretion regarding 0, recompletion/alternative assignment for half-credit. Documentation in Educator Handbook as referral. Notification to parents.

2nd Offense: No credit for the assignment and disciplinary referral. Notification to sponsors of any honor societies. Notification to parents. Referral in Educator Handbook.

3rd Offense: Same as 2nd offense, 1 days ISS, and Guidance/Parent Conference.

4th Offense: Same as 3rd offense, 2 days ISS, Academic behavior contract.

## **SCHOOL BUS REGULATIONS**

Students are not to enter buses at any time during the day. In the afternoon, buses will leave 7 minutes after school is out. All students are instructed to obey the bus driver's orders while on the bus.

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

### **MEETING THE BUS**

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

### **ON THE BUS**

- Students should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
- Students must never extend arms, legs, or head out of the bus.
- Students should not talk to the driver while the bus is in motion, except in an emergency.
- Students must never tamper with the emergency door or any other part of the bus equipment.
- Students must neither mar nor deface the bus, and seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.
- Only the driver or other authorized person should remove first aid equipment, which is to be used only for emergency treatment.
- Students must not tamper with the fire extinguisher, which is to be used only by the driver in an emergency.
- Students must not fight or scuffle on the bus or create any disturbance. Classroom conduct should be maintained on the bus.

- Students must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
- Books, lunch boxes, and other objects should not be placed in the aisle of the bus.

### **LEAVING THE BUS:**

#### **ON THE SCHOOL GROUNDS**

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

#### **ON THE TRIP HOME**

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

### **BUS INTERFERENCE**

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

School bus drivers are not permitted to allow students to leave the bus or to be removed from the bus by anyone while en route to their assigned bus stops. Parents, therefore, cannot stop the bus to remove a student prior to the student's arrival at his/her regular bus stop.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to 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 re- garding 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 ex- tent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without con- sent, is disclosure to school officials with legitimate educational interests. A school official is a person em- ployed 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 per- form (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the stu- dent's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name

and address of the Office that administers FERPA are:

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

### **Directory Information**

The following information is releasable upon request at the discretion of the principal of each school: the student's name, address, telephone number, date and place of birth, photo, subjects' study, participation in officially recognized activities and sports, weight, and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

### **Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias**

La Ley de Derechos Educativos de la Familia y la Confidencialidad (Family Educational Rights and Privacy Act), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito al director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre

su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

### **Información del Directorio**

Los siguientes datos se entregan a petición del solicitante y a la discreción de la dirección de cada escuela: nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, foto, asignaturas estudiadas, participación en actividades y deportes reconocidos oficialmente, peso y estatura de los miembros de los equipos de atletismo, fechas de asistencia (anual y diaria), diplomas y premios recibidos, y nombre de la última o anterior agencia o institución educativa a la que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 antes del martes siguiente al Día del

Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.

## **Policy: JICDA 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

### **Policy JICFAA Harassment, Intimidation or Bullying Issued 1/16**

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

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

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

harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage

insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic.

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

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

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

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

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

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

### **Política: Código de conducta de JICDA Publicado 5/16**

Objetivo: establecer la estructura básica de un código de conducta y disciplina para los estudiantes. La junta espera que los estudiantes se comporten de manera ordenada, amable, digna y respetuosa.

Este requisito hace referencia a sus acciones hacia los demás estudiantes y maestros/as, a su idioma, su vestimenta y sus modales. La junta cree que la autodisciplina es un objetivo interpersonal de la educación pública.

Los estudiantes tienen la responsabilidad de conocer y respetar las políticas, reglas y regulaciones de la escuela y el distrito. Si infringen dichas políticas, reglas y regulaciones, recibirán medidas disciplinarias.

El código de conducta y disciplina del distrito se establece para lograr y mantener el orden en las escuelas. En la regla administrativa [LICDA-R](#), la administración ofrece una lista de infracciones junto con las disposiciones exigidas o recomendadas para informar a estudiantes, padres/tutores legales y personal de la escuela.

Las medidas disciplinarias incluirán audiencias y revisión. Sólo se retirará a un estudiante de su entorno de aprendizaje por una causa justa y de conformidad con el debido proceso legal. La junta autoriza a las autoridades escolares a emplear los métodos de probation y suspensión y de recomendar la expulsión, si es necesario, para hacer cumplir esta política (consultar políticas [JKD](#) y [JKE](#)). La administración considerará las circunstancias atenuantes cuando imponga una medida disciplinaria.

La regla administrativa entra en vigencia durante los siguientes horarios y en los siguientes

lugares:

- dentro de los límites de la escuela, durante e inmediatamente antes o inmediatamente después del horario escolar
- dentro de los límites de la escuela en cualquier otro momento en que un grupo de la escuela utilice la escuela
- fuera de los límites de la escuela en una actividad, función o evento escolar
- en camino hacia y desde la escuela a bordo de un autobús escolar o cualquier otro vehículo escolar, o en una parada de autobús escolar oficial
- en cualquier momento o lugar que tenga un efecto directo e inmediato para mantener el orden y la disciplina en el Distrito Escolar de Rock Hill

### **Regla administrativa: Código de conducta JICDA-R Publicado 5/16**

#### **Nivel I – Perturbación del orden**

- La perturbación del orden incluye cualquier actividad en la que participe un estudiante que tienda a impedir el orden en los procedimientos del salón de clases o las actividades de instrucción, el funcionamiento ordenado de la escuela o, cuando dicho comportamiento tiene tal frecuencia o gravedad que molesta al funcionamiento de la escuela o la clase.
- Los actos de perturbación del orden pueden incluir, entre otros, los siguientes:
- llegar tarde al salón de clases
- hacer trampa en exámenes o tareas escolares
- mentir
- actuar de tal manera que interfiera con el proceso de instrucción
- usar lenguaje abusivo o profano entre los estudiantes
- no completar las tareas ni cumplir con las instrucciones
- usar notas o excusas falsificadas
- interrumpir la clase
- retirarse de la escuela sin permiso
- llegar tarde a la escuela
- ausentismo escolar
- uso excesivo de ausencias no justificadas
- infringir la regla del teléfono celular
- infringir el código de vestimenta
- no mostrar su identificación cuando se le requiere
- infringir la regla de uso de Internet
- uso no autorizado o inadecuado de dispositivos electrónicos



- distribución o presentación no autorizada de una publicación o material
- El personal de la escuela respetará estos procedimientos básicos para exigir el cumplimiento de las reglas en circunstancias de alteración del orden:
- Cuando un miembro del personal observe (o sea notificado sobre ello y lo verifique) una infracción, el miembro del personal tomará una medida inmediata para corregir el mal comportamiento. El miembro del personal utilizará la sanción correspondiente y mantendrá un registro del mal comportamiento y su sanción.
- Si un mal comportamiento en particular no se puede corregir inmediatamente, el miembro del personal deberá derivar el problema al administrador correspondiente para que tome la medida especificada y conforme a esta regla administrativa.
- El administrador debe reunirse con el miembro del personal que denunció el mal comportamiento y, si es necesario, con el estudiante y el padre/la madre/el tutor legal, y deberá aplicar la medida disciplinaria correspondiente.
- El administrador llevará un registro completo de los procedimientos.
- El personal puede aplicar sanciones en casos de alteración del orden que puede incluir, entre otros, los siguientes:
  - reprimenda verbal
  - retirar privilegios
  - castigo
  - suspensión dentro de la escuela/sala de recuperación
  - suspensión fuera de la escuela
  - confiscación de artículos
  - penalidad académica (hacer trampa)

## **Nivel II – Comportamiento perjudicial**

El comportamiento perjudicial incluye las actividades que realizan los estudiantes y que están dirigidas contra personas o contra la propiedad, y cuyas consecuencias tienden a poner en peligro la salud o la seguridad de dichos estudiantes o de otras personas dentro de la escuela. Algunas instancias de comportamiento perjudicial pueden superponerse con delitos penales, lo cual justifica la aplicación de sanciones administrativas y procedimientos legales frente a un tribunal.

La administración puede reclasificar un comportamiento de alteración del orden (Nivel I) como comportamiento perjudicial (Nivel II) si el estudiante frecuentemente incurre en la alteración del orden (Nivel I).

- Los actos de comportamiento perjudicial pueden incluir, entre otros, los siguientes:
  - uso de una sustancia intoxicante
  - consumo o posesión de productos o materiales relacionados con el tabaco
  - incitar a otros a la violencia o provocar una pelea

- vandalismo (menor)
- robo
- amenazas contra otras personas
- acoso, intimidación, rituales de iniciación u hostigamiento (bullying)
- invadir la propiedad
- uso de lenguaje profano o abusivo dirigido al personal de la escuela
- negarse a obedecer al personal o a los empleados de la escuela (como voluntarios o chaperonas) cuyas responsabilidades incluyen la supervisión de estudiantes
- posesión o consumo de sustancias no autorizadas
- posesión o consumo de una sustancia controlada o parafernalia asociada con el uso de sustancias controladas según lo define la ley o la política de la junta escolar local
- ocupar o bloquear ilegalmente la propiedad de la escuela, de cualquier manera, con el objetivo de evitar que otras personas hagan uso de la misma
- no cumplir con una instrucción administrativa durante una emergencia escolar
- reuniones ilegales
- no cooperar en su totalidad con los empleados de la escuela en la investigación de una infracción Nivel II
- interrumpir reuniones legales
- mala conducta en el autobús
- jugar rudo, golpear, hacer tropezar o empujar, actividades que podrían causar lesiones o daños a la propiedad
- apuestas
- El personal seguirá estos procedimientos básicos para hacer cumplir el reglamento en casos de comportamiento perjudicial:
- Cuando el administrador observe (o sea notificado sobre ello y lo verifique) una infracción, investigará las circunstancias de dicho mal comportamiento y consultará al personal cuáles deberían ser las consecuencias
- El administrador notificará al padre/a la madre/al tutor legal acerca del mal comportamiento del estudiante y los procedimientos relacionados con el mismo. El administrador se reunirá con el estudiante y, y es necesario, con el padre/la madre/ el tutor legal, hablará con ellos acerca del mal comportamiento del estudiante y aplicará la medida disciplinaria correspondiente
- El administrador llevará un registro completo de los procedimientos
- Si corresponde, los funcionarios de la escuela deberán notificar a las autoridades policiales
- El administrador puede aplicar sanciones en casos de comportamiento

perjudicial que puede incluir, entre otras, las siguientes:

- retirar temporalmente al estudiante de la clase
- retirar temporal o permanentemente al estudiante del autobús
- programa educativo alternativo
- suspensión dentro de la escuela
- suspensión fuera de la escuela
- traslado
- derivación a una agencia externa
- expulsión
- las autoridades de la escuela local deberán buscar la restitución de la propiedad y el resarcimiento por los daños, cuando corresponda

### **Nivel III – Conducta criminal**

La conducta criminal incluye las actividades en las cuales los estudiantes participan y que generan violencia, tanto para ellos mismos como para otras personas o propiedad, o que suponen una amenaza directa y grave a la seguridad, tanto de ellos mismos como de las demás personas que concurren a la escuela. Estas actividades generalmente requieren de medidas administrativas que tienen como resultado retirar directamente al estudiante de la escuela, la intervención de las autoridades policiales y/o una medida de la junta.

- Los actos de conducta criminal pueden incluir, entre otros, los siguientes:
- agresión y pelea
- extorsión
- amenaza de bomba
- falsas alarmas contra incendios
- pelear
- posesión/uso de fuegos artificiales o dispositivos explosivos
- no informar la presencia de armas o dispositivos explosivos a las autoridades de la escuelas
- posesión, uso o traslado de armas peligrosas
- posesión o traslado de armas de juguete
- agresiones sexuales
- vandalismo (grave)
- robo, posesión o venta de artículos robados
- incendio intencional
- proveer o vender sustancias no autorizadas, según lo definido por la política de la junta

[recomendar que el estudiante sea expulsado](#) pero permitirle acceso a programas virtuales de educación a través de la escuela alternativa del distrito (estos estudiantes sólo tienen permiso para ingresar al campus de la escuela alternativa para ver los cursos y exámenes que requieren de un supervisor en una escuela virtual, a la cual se accede a través de nuestra escuela alternativa del distrito), los estudiantes que no puedan inscribirse con éxito serán expulsados durante el resto del año escolar

recomendar que el estudiante sea expulsado durante el resto del año escolar

Se puede encontrar más información en las Reglas Administrativas publicadas.

## **Policy JICFA Hazing**

Issued 1/16

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

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

- proveer, vender o poseer sustancias controladas (drogas, narcóticos o venenos)
- distribución, venta, compra, fabricación o posesión ilegal de una sustancia controlada mientras está en la escuela o en un radio de media milla del área de la escuela
- amenazar con matar o lesionar físicamente a un/a maestro/a, director/a o miembros de su familia directa
- En caso de conducta criminal, el personal seguirá los procedimientos básicos para el

cumplimiento de la política:

- El administrador se contactará con la policía
- Cuando un administrador observe (o sea notificado y verifique) una infracción, el administrador se reunirá con el personal involucrado, aplicará la medida disciplinaria correspondiente y, si corresponde, se reunirá con el estudiante
- Si se justifica, el administrador deberá echar inmediatamente al estudiante del entorno escolar. El administrador notificará al padre, la madre o el tutor legal lo antes posible
- El personal respetará los procedimientos del debido proceso cuando corresponda
- El administrador llevará un registro completo de los procedimientos
- La administración puede aplicar sanciones en casos de conducta criminal que pueden incluir, entre otras, las siguientes:
  - suspensión fuera de la escuela
  - asignación de escuelas alternativas
  - expulsión
- las autoridades locales deberán tratar de que el responsable restituya lo

que ha dañado, cuando corresponda Circunstancias atenuantes, mitigantes y agravantes

La junta puede dar al administrador correspondiente la autoridad para considerar circunstancias atenuantes, mitigantes o agravantes que puedan existir en un caso de mal comportamiento. El administrador deberá considerar dichas circunstancias para determinar la sanción más adecuada.

Comportamiento de los estudiantes cuando están lejos de la escuela o en actividades escolares

Los administradores deben tomar las medidas que correspondan cuando los estudiantes tienen un mal comportamiento en ocasiones en las que están lejos del área de la escuela o en actividades escolares, y esto tiene un efecto negativo en el entorno educativo, la seguridad o el bienestar general de los estudiantes o el personal del distrito. El mal comportamiento de un estudiante puede incluir cualquier acción que realice de manera personal, por escrito o a través de medios electrónicos. El administrador debe tomar en cuenta la necesidad de proteger a los estudiantes y el personal de los efectos de la violencia, las drogas y/o los disturbios. Como mínimo, los administradores o las personas que ellos designen, deben reunirse con el estudiante luego de que el mismo llegue a la escuela, avisar al estudiante cuáles son los problemas y permitir al estudiante la posibilidad de contar su versión de lo que ha sucedido. La administración también puede permitir que el estudiante asista a clases de manera normal o puede tomar medidas disciplinarias que pueden incluir, entre otras, suspensión dentro o fuera de la escuela para dirigir una investigación sobre el tema. Los padres/tutores legales de los estudiantes serán notificados acerca de toda medida que haya tomado la administración y se les ofrecerá la oportunidad de reunirse con la administración.

En el caso de que el estudiante sea encarcelado debido a su mal comportamiento fuera de

la escuela, el director o el personal que éste designe, notificará al estudiante que debe reunirse con la administración antes de regresar a la escuela. Al finalizar las preguntas para obtener más información sobre el tema, el administrador o la persona que éste designe, debe tomar las medidas correspondientes que pueden incluir, entre otras, una o más de las siguientes opciones:

permitir que el estudiante regrese a su cronograma normal de clases y eliminar toda evidencia de suspensión

colocar al estudiante en proceso de probation y permitir que el estudiante inicie sus clases normalmente

colocar al estudiante en proceso de probation y permitir que el estudiante continúe con su trabajo en clases pero restringir la participación del estudiante en actividades extracurriculares y/o actividades

escolares designadas, por ejemplo, clubes, grupos de estudios, concentraciones previas a los partidos deportivos, actividades de gobierno estudiantil, etc.

suspender al estudiante

## 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:

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

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Remedy sought:

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Signature of complainant or  
Complainant's parent/legal guardian

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Date

---

Signature of individual receiving complaint

---

Date



## **Policy JIAA Student Sex/Gender Discrimination and Harassment**

**Issued 11/21**

The district prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

**Note: Upon receipt of a complaint under this policy, the administrator shall consult with the Title IX coordinator for guidance. This policy does not apply to any conduct that rises to the level of sexual harassment, as determined by the Title IX coordinator, consistent with the 2020 Title IX regulations addressed in Board policies GBAB and JBAB.**

All students and employees must avoid any action or conduct which could be viewed as sex/gender discrimination or harassment or inappropriate conduct of a sexual nature, including acts of sexual violence or conduct which create a hostile sexual environment. This includes any action or conduct communicated or performed in person, in writing or electronically through such means as a cell phone, computer, personal data assistant or other telecommunication device, and includes text messaging and social networking.

### **Definitions:**

Sex/gender discrimination consists of unfair or different treatment of an individual or group of individuals based on sex or gender (including gender identity, sexual orientation, and pregnancy, childbirth, and any related medical conditions).

Sexual harassment consists of unwelcome (as determined based on the age of the student) 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 impliedly a condition of a student's participation in an educational program or activity.
- Submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sex/gender discrimination or 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 and confidentially. Students who file such a complaint will not be subject to retaliation or reprisal in any form.

All employees must avoid any action toward, or conduct with, a student which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of sexual nature with a student occurs when an employee does any of the following:

- makes a sexually suggestive advance toward a student
- makes a request for a sexual favor from a student
- engages in a relationship of a sexual nature with a student

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her 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 and confidentially. Students who file a complaint of inappropriate conduct of a sexual nature by an employee will not be subject to retaliation or reprisal in any form.

Any employee who is found to have engaged in sex/gender discrimination or harassment, or inappropriate conduct of a sexual nature, will be subject to disciplinary action, up to and including, a recommendation of termination. Any student who is found to have engaged in sex/gender discrimination or harassment, will be subject to disciplinary action, up to and including, a recommendation of expulsion. If a non-employee, including, but not limited to, an individual working in the district through another agency or third party, a contractor, a sales representative or a service vendor is determined to have engaged in sex/gender discrimination or harassment or engaged in inappropriate conduct of a sexual nature toward an employee or student, the district will take appropriate action against the individual, including severing the relationship with the individual or entity. The district will take all other appropriate steps to correct or rectify the situation.

**Adopted 1/25/16, 11/22/21**

### **Legal References:**

United States Code of Laws, as amended:

Age Discrimination Act of 1975, 42 U.S.C.A.

Section 6101, et seq. Americans with Disabilities Act

of 1990, 42 U.S.C.A. Section 12101, et seq.

Section 504 of the Rehabilitation Act of 1973, 29

U.S.C.A. Section 701, et seq. Title II of the Americans

with Disabilities Act, 42 U.S.C.A. Section 12132.

Title IV of the Civil Rights Act of 1964, 42

U.S.C.A. Section 2000c, et seq. Title VI of the Civil

Rights Act of 1964, 42 U.S.C.A. Section 2000d, et

seq.

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

York 3/Rock Hill School District

## **AR JIAA-R Sexual Harassment of Students**

### **Issued 11/21**

These procedures are intended to do the following:

- provide, at the lowest possible level, prompt and equitable resolutions to complaints based on sex/gender discrimination, including complaints of sexual harassment or sexual violence;
- discourage employees and students from subjecting district students to sexual harassment or inappropriate conduct of a sexual nature; promote a harassment-free educational environment;
- effectively and appropriately address sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring;
- establish ongoing education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature;
- provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature.

**\*Note: Upon receipt of a complaint under this policy, the administrator shall consult with the Title IX coordinator for guidance. This policy does not apply to any conduct that rises to the level of sexual harassment, as determined by the Title IX coordinator, consistent with the 2020 Title IX regulations addressed in**

### **Board policies GBAB and JBAB. Types of Behavior Which**

### **Constitute Sex/Gender Discrimination or Harassment of Students**

Sex/gender discrimination consists of unfair or different treatment of an individual or group of individuals based on sex or gender (including gender identity, sexual orientation, and pregnancy, childbirth, and any related medical conditions.) Sexual harassment of students includes unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which does the following:

- is made a condition so that submission to such conduct is either expressly or impliedly a condition of the student's participation in an educational program or activity;
- has an educational consequence, so that submission to or rejection of such

conduct is used as a basis for an educational decision affecting a student;

- is an offensive educational interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- verbal harassment, including sexually offensive comments or slurs
- physical harassment or physical interference with movement or work
- visual harassment such as sexually offensive cartoons, drawings, or posters

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. These types of sex-based harassment are also prohibited.

### **Types of Behavior Which Constitute Inappropriate Conduct of a Sexual Nature with Students**

Inappropriate conduct of a sexual nature by an employee toward a student includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following:

- engaging or participating in any dates, sexual activity, or other activity which contains a sexual or romantic overture
- leering at a student's body
- touching, grabbing, and/or pinching
- making comments, gestures, or jokes of a sexual nature
- manipulating clothing in a sexual manner
- displaying sexual pictures or objects
- spreading sexual rumors or commenting about sexual behavior
- teasing and/or bullying in sexual terms
- inflicting sexual assault or abuse

- any other behavior by an employee towards a student which would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the opposite or same sex. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. These types of sex-based harassment are also prohibited.

### **Behavior Prohibited of All Employees and Students**

No employee of this district will create a sexually hostile, offensive, or charged educational environment for any student by engaging in any sex/gender discrimination or harassment or inappropriate conduct of a sexual nature with a student. No student of this district will

create a sexually hostile, offensive, or charged educational environment for any student by engaging in any sexual harassment with another student.

No employee or student of this district will assist any individual in doing any act that constitutes sex/gender discrimination or harassment or inappropriate conduct of a sexual nature against any student.

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 or student may retaliate against any student because that student has opposed a practice prohibited by Title IX of the Education Amendments of 1972 or has filed a complaint, testified, assisted, or participated in any manner in a sex/gender discrimination or harassment or inappropriate conduct of a sexual nature 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 conducted pursuant to this policy.

## **Preventive Action**

The administration will ensure the following on an annual basis:

- Policy JIAA and this administrative rule will be fully referenced in student handbooks and/or a copy will be provided to each student.
- Policy JIAA and this administrative rule will be available online at [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us) in each school and at the district office.
- All students will be informed about the nature of sex/gender discrimination or harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint, and the possible redress that is available.

Administrators and designated sex/gender discrimination and harassment contact persons are expected to be knowledgeable of the district's procedures regarding sexual harassment and inappropriate conduct of a sexual nature and to understand how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sex/gender discrimination and harassment and inappropriate conduct of a sexual nature; the district's commitment to eliminating and avoiding such conduct in the schools; the penalties for engaging in discrimination, harassment, or inappropriate conduct of a sexual nature; the procedures for reporting such incidents; and the procedures for conducting a sex/gender discrimination or harassment or inappropriate conduct of a sexual nature investigation.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sex/gender discrimination and harassment and inappropriate conduct of a sexual nature and

this administrative rule as well as an orientation on the definition of sex/ gender discrimination and harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint about such conduct, and the redress which is available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

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

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

The district's Title IX coordinator's name and contact information is available on the district's website.

## **Reporting and Response Procedures**

Any student who believes that he/she has been the object of, or witness to, sex/gender discrimination or harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint by submitting a complaint form with the student's principal (except for situations covered in the following paragraph). Such a complaint may also be filed by the student's parent/legal guardian. (See complaint form).

Under no circumstances will a student be required to first report allegations of sex/gender discrimination or harassment or inappropriate conduct of a sexual nature to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian should file the complaint with the district's Title IX coordinator.

In cases involving potential criminal conduct or where a child's physical or mental health or welfare has been or may be adversely affected by sexual abuse, appropriate school personnel should report the situation to appropriate authorities in accordance with

S.C. Code Section 63-7-310 and/or law enforcement in accordance with Section 59-24-60.

Any employee who believes that he/she has witnessed sex/gender discrimination or harassment or inappropriate conduct of a sexual nature toward a student must immediately report such a situation to his/her immediate supervisor or principal, except for situations covered below. Additionally, if any employee receives a complaint of sex/gender discrimination or harassment or inappropriate conduct of a sexual nature, the employee will transmit the complaint to one of the school's principal or designated contact persons as soon as practicable.

Upon receipt of a complaint, all principals/contact persons shall consult with the Title IX

coordinator for guidance, and will within three working days, initiate an investigation of any incident of alleged sex/gender discrimination or harassment or inappropriate conduct of a sexual nature reported to them or observed by them, and consult with law enforcement, as appropriate. If a student alleges that he/she is the victim of sex/gender discrimination or harassment or inappropriate conduct of a sexual nature, the school promptly should attempt to notify the student's parent/legal guardian. The administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sex/gender discrimination or harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

All principals/contact persons will report in writing the results of the investigation, including corrective or disciplinary action taken, to the Title IX coordinator and/or superintendent. The district will inform (to the extent permitted by federal law) the complainant and alleged perpetrator in writing of the outcome of the investigation, i.e., whether or not the alleged conduct occurred and/or was found to be a violation of policy.

Any employee who is found to have engaged in sex/gender discrimination or harassment, or inappropriate conduct of a sexual nature, will be subject to disciplinary action, up to and including, a recommendation of termination. Any student who is found to have engaged in sex/gender discrimination or harassment, will be subject to disciplinary action, up to and including, a recommendation of expulsion. If a non-employee, including, but not limited to, an individual working in the district through another agency or third party, a contractor, a sales representative or a service vendor is determined to have engaged in sex/gender discrimination or harassment, or engaged in inappropriate conduct of a sexual nature toward an employee or student, the district will take appropriate action against the individual, including severing the relationship with the individual or entity. The district will take all other appropriate steps to correct or rectify the situation.

All principals/school contacts will follow up periodically on any incident of sex/gender discrimination or harassment or inappropriate conduct of a sexual nature they were involved in investigating to determine whether the student has been subjected to any further discrimination or harassment or inappropriate sexual conduct since the corrective action was taken.

No employees or students of this district will retaliate in any way against an employee or student who has provided information as a witness to or victim of an incident of sex/gender discrimination harassment or inappropriate conduct of a sexual nature.

**Record Keeping** The district's Title IX coordinator shall maintain a record of all reported cases of sex/gender discrimination or harassment to enable the district to monitor, address, and prevent such repetitive behavior in district schools.

### **Additional Obligations of All Employees and Students**

All employees and students will report to the principal, school contact persons, or in appropriate circumstances, the employee's immediate supervisor, any conduct on the part of non-employees, including, but not limited to, an individual working in the district through

another agency or third party, a contractor, a sales representative, or a service vendor, which is believed to constitute sex/gender discrimination or harassment or inappropriate conduct of a sexual nature.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sex/gender discrimination or harassment, or inappropriate conduct of a sexual nature, conducted by the district or by any appropriate governmental agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

The district prohibits any action by any employee or student of this district to discourage any student from reporting alleged sex/ gender discrimination or harassment or inappropriate conduct of a sexual nature. However, any person who intentionally provides false information in connection with such a report or investigation may be subjected to disciplinary action.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sex/gender discrimination or harassment or inappropriate conduct of a sexual nature.

Issued 1/25/16; Revised 11/22/21 York 3/Rock Hill School District

## **Policy JLIIE Student Automobile Use and Parking**

### **Issued 4/17**

Purpose: To establish the basic structure for student automobile use and parking.

For the safety and well-being of students as well as for the purpose of conserving energy, the board requests parents/legal guardians to encourage students to ride school buses.

To be able to drive and park on campus, students must take the district-required driving course.

Parking on school property is a courtesy extended to students in grades 10, 11, and 12 and any others who in exceptional circumstances are authorized by the principal.

The administration will establish rules and regulations for the safety of all persons using school lots and for the maximum protection of the vehicles. However, the district will assume no responsibility for damage to cars or for theft of cars or of articles from cars.

Students are responsible for the contents of the vehicle. Adopted  
5/28/90; Revised 3/25/91, 7/26/04,  
4/24/17

Issued 4/17

## **AR JIH-R Student Interrogations, Searches and Arrests**

### **Issued 8/16**

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 [[JIH-E\(1\)](#)] must be completed and sent to the office of student services within 48 hours of the search being completed.

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