



RAWLINSON ROAD MIDDLE SCHOOL

THE Raider Nation

#oneschoolonefamily

STUDENT HANDBOOK 2021-2022

The ROAD to SUCCESS starts HERE!

MASCOT: RAIDER

SCHOOL COLORS: GREEN AND GOLD

Heather Andrus

PRINCIPAL

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MESSAGE FROM THE PRINCIPAL

Welcome to the 2021-2022 school year at Rawlinson Road Middle School. We are looking forward to another great year at RRMS.

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

Have a great year at RRMS!

Heather Andrus

Principal

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

MOMENT OF SILENCE

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

BUSINESS HOURS

Our office will open Mon-Fri from 7:45 a.m. to 4:30 p.m. Classes begin at 8:28 a.m. and end at 3:45 p.m.

School begins each morning at 8:28 a.m. and is dismissed at 3:45 p.m. each afternoon. We believe it is very important that students attend school for the entire instructional day and request that, except in cases of emergency, you have the students at school on time and do not sign them out of school before the end of the day. **We will not request early dismissal for a student after 3:15 p.m. since we will be making announcements shortly thereafter. If you must check a student out of school early, plan on making the request prior to 3:15 p.m.**

SRO HOTLINE

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

MISSION STATEMENT

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

CORE BELIEFS

We believe that ...

- All individuals have intrinsic worth.
- All individuals can learn.
- Learning depends upon basic needs (physical, social, intellectual and emotional) of every individual being met.

- Understanding diversity and providing for individual differences enriches learning.
- Reading is the foundation for unlimited learning.
- Adults can enable students to fulfill their potential by developing positive relationships with them.
- An environment where taking risks is encouraged promotes learning.
- The home, school, and community are responsible for working interdependently to ensure the welfare of children.
- School, home and community influence and promote lifelong learning.
- Good health and fitness enhance academic performance.
- A safe and nurturing environment is needed for learning to occur.
- Citizenship skills are essential for an individual to become a productive member of society.

COMMUNICATION--THE LINES ARE OPEN

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

RRMS Sign - Important school events and announcements.

PTO Newsletter - The newsletter with PTO events and news will be posted on the RRMS PTO website.

PTO Board Meetings - PTO officers and committee chairs meet monthly to discuss PTO business with principal. Everyone is invited to attend. Check the calendar for dates and times.

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

Parent Meetings - Meetings are held several times during the year to discuss topics of interest for parents concerning their middle school child. Check the website, sign, and newsletter for dates and time.

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

Report Cards - Distributed on Oct. 2021, December, March, and May 2022.

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

RRMS Twitter- @RawlinsonRoadMS

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

RRMS Instagram- Find us at "@rrms_raider_nation"

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

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

Electronic Newsletter- Email newsletter and notification. Please sign up on our website.

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

PARENT/COMMUNITY INVOLVEMENT

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

PTO

The PTO is a service organization composed of parents and teachers who work actively and effectively to strengthen home-school communication and provide a framework for improving our program through volunteer efforts and the use of fund-raisers for instructional improvements. We encourage you to join the PTO and volunteer.

School Improvement Council

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

Visitors and Conferences

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

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

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

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

INFORMATION AND REGULATIONS

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

ARRIVAL AND DISMISSAL

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

- **Sixth grade students-** enter the building through the B and D Hall entrances depending on team assignment, and sit in assigned areas in B and D buildings.
- **Seventh grade students-** enter the building through A Hall entrance on the back side of RRMS, and sit in the assigned areas in upstairs A building.
- **Eighth grade students-** enter the building through A building on the back side of RRMS, and will sit in assigned areas in downstairs A building.

Students who ride in cars are to be dropped off or picked up **ONLY** at the back of the school. **Parents are not to park along Quiet Acres Road, Hwy. 5, or in front of the school or along the through-road in front of the school during the time that school is ending or beginning.** The front area can be used for student pick-up/drop off between the hours of 8:25 a.m. and 3:00 p.m.

Students arriving after 8:25 in the morning need to be dropped off in the front of the school. The back doors will be locked at 8:25.

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

BEFORE AND AFTER SCHOOL ACTIVITIES

We encourage all students to participate in a variety of activities in order to experience success and build self-esteem. Sportsmanship, teamwork, cooperation, and fair play are valued traits that are promoted by our teachers and coaches. Some of the planned activities include study groups, clubs and sports. Students will need to sign up

for these activities if they plan to participate. Most of these activities will begin in September. Before school activities will be from 7:45 a.m. - 8:20 a.m. After school activities will be from 4:00 p.m. - 5:30 p.m. **Please note athletic times and afterschool events may vary. It is important to have your rides get you here on time and pick you up on time.**

ATTENDANCE GUIDELINES

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

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

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within **THREE** days after the student is back in school, the absence will be **UNLAWFUL**.

Students will be considered lawfully absent when:

- they are ill and their attendance in school would endanger their health or the health of others
- there is a death or serious illness in their immediate family
- there is a recognized religious holiday of their faith
- the student is suspended out of school

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

A student must attend an academic class in order to be counted present at school. Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event.

The **maximum** number of days a student is allowed to miss is **TEN** per school year (lawful or unlawful). When a student is absent more than 10 days, attendance is an important factor used in the promotion/retention decisions for grades 6-8.

For eighth graders in high school credit courses, attendance is kept by class periods. Any student enrolled in a high school credit course will FAIL due to attendance if absences exceed the maximum days allowed. High school credit classes are Algebra I, English I, and Spanish I.

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

When either 3 consecutive or 5 unlawful absences have occurred, the District Attendance Office notifies the school and codes a student truant in the discipline file. Each grade level principal makes every reasonable effort to reach the parent and schedule a conference to develop a **Student Attendance Intervention Plan** for the truant student. If a parent cannot be reached to come to the school for a conference, the Home-school Worker will attempt a home visit to develop the School Attendance Intervention Plan.

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

BOOK BAGS AND PURSES

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

BUS REGULATIONS

School bus transportation is authorized only for pupils regularly enrolled in public school in grades K -12. **This is a privilege for you to enjoy rather than a right.** Students using district provided transportation are expected to follow the instructions given by the bus driver and school personnel while en route to and from school. Any behavior which

may lead to the endangerment of students, school personnel, equipment, and the general public will not be tolerated in accordance with state laws and regulations. It is unlawful for any person to interfere with the operation of a school bus, either verbally or physically. Students not acting in a responsible manner are subject to consequences established for misbehavior at school as well as suspension from bus usage. Annually copies of the bus regulations are provided to all students. Additional copies may be obtained from the school principal or the director of the district bus transportation system. Parents are encouraged to play an active role in reporting irresponsible student behavior to the school. Other questions should be directed to the transportation director at 980-2022 and 980-2023.

USE OF CELL PHONES and PERSONAL ELECTRONIC DEVICES IN SCHOOL

Policy JICJ Possession/Use of Personal Electronic Devices or District-Owned Devices

Issued 8/16

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. Students may possess a personal electronic device in school as long as it is *placed in their lockers prior to the start of the school day, used during authorized times and is not disruptive to the educational environment, which will be determined by the principal at each school. Personal electronic devices are not permitted to be on or visible in locker rooms and restrooms.*

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 will 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 class period or school day.

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

District-Owned Device

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

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

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

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

Legal references: S.C. Code, 1976, as amended: [Section 59-63-280](#) - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

AR JICJ-R Possession/Use of Personal Electronic Devices or District-Owned Devices

Issued 9/16

The district's code of conduct is established to achieve and maintain order in the schools. Consequences for inappropriate digital behavior will be assessed depending upon the severity of the infraction and level of misconduct.

Examples of types of offenses include the following:

Level I

- illegally installing or transmitting copyrighted materials
- using unauthorized Internet or computer games
- downloading and/or accessing inappropriate applications, programs, or websites
- giving out personal information, for any reason, over the Internet
- Deleting district system applications and changing personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)

Level II

- spamming (disruptive email/messages, including iMessages, peer-to-peer messaging, text messaging)
- bypassing the Rock Hill Schools Web filter
- gaining access to another student's accounts, files, and/or data
- repeated Level I infractions

Level III

- recording unauthorized audio or video images on school property or during extracurricular activities with district or personally owned devices
- sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- spamming (disruptive email/messages, including iMessages)
- using the school's Internet or email accounts for financial gain, commercial gain, or any illegal activity
- vandalizing/attempting to harm or destroy district owned property
- transmitting or accessing obscene, offensive, or threatening materials or materials intended to harass or demean
- repeated Level II infractions

Consequences

The following procedures will apply when a cell phone or personal electronic device is used inappropriately or accessed for use during unauthorized times, as determined by principal or principal's designee.

Level I

Middle/High

- The student will receive a warning or detention depending upon the severity of the offense.

Elementary

- The student will receive a warning depending upon the severity of the offense.

Level II

Middle/High

- The student will serve in-school suspension with the number of days determined by the severity of the offense.

Elementary

- The student will serve a detention or in-school suspension with the number of days determined by the severity of the offense

Level III

Middle/High

- The student will serve in or out-of-school suspension; in addition, the student may be recommended for expulsion, depending upon the severity of the offense.

Elementary

- The student will receive in or out-of-school suspension with the number of days determined by the severity of the offense

Any Subsequent Offense

Middle/High

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

Elementary

- The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history

All Schools

- Any electronic device used for picture taking, video recording, posting, or text messaging that results in students cheating or which causes major disruptions will result in additional discipline at the principal's discretion.
- Technology disciplinary offenses may also result in restricted use of the personal mobile computing device. Restricted use may prohibit the student from taking the device off of school grounds.
- The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. The district will take appropriate steps to safeguard personal electronic devices that are confiscated; however, the district will not be responsible if the devices are lost or stolen or damaged. For additional information on acceptable use of technology, please refer to the Rock Hill Schools Technology Acceptable Use policy/administrative rule.

Adopted 7/28/03, Revised 11/14/05, 6/10, 2/11, 7/12, 5/23/16, 9/12/16

ELECTRONIC DEVICES ARE BROUGHT TO SCHOOL AT STUDENT'S OWN RISK

COLLECTION OF FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district, i.e., lost textbooks, library fines, academic fees, etc., which is not cleared within the prescribed time, will be notified. Failure to immediately fulfill this obligation or have a plan approved by the school or district authority will result in sanctions being taken by the school/district to collect the outstanding obligation. Rock Hill Schools participates in the CheckRedi check recovery program. Participation in school activities will be suspended until the financial obligation is satisfied.

DRESS CODE

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

1. During school hours any solid color, collared top may be worn. All tops must be of one solid color and not contain any logos, patterns, polka dots, stripes or any other design.

2. Shirts must have a collar and sleeves. Students must wear golf type or button-down shirts in long or short sleeves. The neck opening must not be a V-opening, but one that buttons, snaps or zips. Only the top 2 factory buttons/snaps from the top of the collar may be undone. All shirts must be tucked into their pants and remain tucked in all day. There can be no gap between the shirt and the pants. The shirt must be able to remain tucked in if a student raises his/her arms above his/her head.
3. Any shirt worn under the approved tops noted in paragraph 1 must be a solid color with no designs or writing on them.
4. ONLY RRMS approved school logos may be worn. Other club or high school (NHS, RHHS, or SPHS) logos may be approved by administration.
5. Jackets may NOT be worn in the RRMS building. Any jackets or bulky outerwear (coats and jackets) must be taken off upon entering the building and locked in lockers during class time.
6. Sweaters, crew neck sweatshirts, and quarter zip pullovers of any solid color MAY BE WORN. NO HOODIES may be worn during the school day. School logos for RRMS, NHS, RHS, and SPHS may be worn. Sweaters must be a solid color and can be a pullover or cardigan type. A collared shirt must be visible underneath the sweatshirt and sweater.
7. School approved colors for all pants, shorts, skirts, capris, and skorts must be tan khaki, gray, black or navy blue in color. Any shade of tan khaki is allowed. Cargo pants and shorts are permitted. All pants, shorts, skirts, capris, and skorts must be worn fitting at the waist---NOT BELOW the natural waist. Standard waist logos found on pants are permitted.
8. All shorts, skirts, and skorts will be worn no shorter than 4 inches from the top of the knee. If a skirt has a slit, the top of the slit may be no higher than 4 inches above the knee. The following items are NOT appropriate for school: Wind/sweat pants, biker shorts, form-fitting clothes (leggings/jeggings), and tattered or torn clothing.
9. Clothing must be worn with appropriate undergarments, and undergarments must not be visible. All clothing must be size appropriate with no bagging, sagging, or oversized clothes worn. Provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) is prohibited. No skin can be visible between the pant and shirt at any time. Shirts must be tucked into the pants.
10. Offensive or suggestive writing, pictures, patches on clothing (including outerwear) and belt buckles are prohibited. This includes advertising for alcohol, tobacco, or illegal products or depiction/promotion of racial, sexual, or violent behavior.
11. Clothing must be worn as the manufacturer intended.
12. No students are to wear bandannas, stocking caps, do-rags, hats or sunglasses at school. Scarves and sweatbands without a logo are permitted.
13. Students' hair, including facial hair, must be neat and clean, and well groomed. No hair rollers, picks, or combs are allowed to be worn in the hair at school.
14. All students must wear shoes. Shoes designed to be tied or buckled must be tied or buckled. For safety reasons, students will not be allowed to wear shower shoes, bedroom shoes, or high heels more than 2 inches high.
15. Visible piercings are limited to the ears and the nose only. Nose piercings are limited to single studs (no rings or hoops).
16. Jewelry that can be perceived as a weapon is prohibited. This includes, but not limited to, collars or bracelets with studs or spikes, chains, or any items noted as gang-related, are prohibited. Other accessories that cause a disruption to learning will be determined by administration.
17. Hairbrushes, combs, picks and the like should be left in the student's locker.
18. All students will adhere to the dress code during the school day, until the student LEAVES CAMPUS.

DRESS DOWN DAY GUIDELINES

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

- T-shirts that have written logos or slogans must be appropriate; alcohol or tobacco advertisements on clothing are not permitted.
- Tattered jeans, even if deliberately shredded or torn should not reveal skin, more than four inches above the knee.
- Leggings worn with only shirts or tunics are not allowed. Leggings under a skirt are allowed.
- Jeans and pants must be worn at the waist.
- Shorts, skirts and dresses must not be any shorter than a student's fingertips when his/her arms are held straight at the sides (approximately 4 inches).
- Shirts and tops should cover the chest area completely. Tops or dresses with thin straps or tank tops are not allowed. Must have sleeves.

- No cropped shirts.
- Clothing should be worn with appropriate underclothing and undergarments should not be visible.
- Straight leg jeans are acceptable, but clothing must fit appropriately. Pants or tops that are too tight are not allowed.
- No pajama pants or slippers are allowed.

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

Consequences of Dress Code Violations

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

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

Absences from class as a result of dress code violations are unlawful absences.

DRUG DOG

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

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

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

EARLY DISMISSAL

In order to reduce class interruptions, parents are requested to arrange for early dismissal of students prior to their being picked up. This can be done by sending a written request for early dismissal to school with your child in the morning. **We WILL NOT request early dismissal for a student during the last 30 minutes of the school day, after 3:15 PM. If you must sign a student out of school early, plan on making the request prior to 3:15 PM.**

A student may be dismissed from school early with written permission from the parent or legal guardian; or, the parent or legal guardian may come to the school IN PERSON for a student. Students will not be excused as requested by telephone calls. **All written excuses are subject to verification.** DURING EXAMS EARLY DISMISSAL WILL NOT BE CONSIDERED AN EXCUSED ABSENCE EXCEPT IN CASE OF EMERGENCIES.

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

EMERGENCY DRILLS

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

EMERGENCY INFORMATION

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

EMERGENCY SCHOOL CLOSING

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

EXPECTATIONS

RESPONSIBILITIES OF STUDENTS

- Remember that the reason the school exists and that you are here is to LEARN. How much you learn is dependent upon how much EFFORT you are willing to put forth. NO ONE CAN LEARN FOR YOU. Others may provide opportunities to learn, materials for learning, and even help facilitate your learning, but no one can actually learn for you. Learning is not always easy, but it does pay dividends. Do your best as a student by paying attention in class and keeping up with your assignments.
- Always conduct yourself as a good citizen. Respect the rights and feelings of others. By showing respect and consideration for others, you will earn the respect of others.
- Read and follow all school rules and regulations. Since rules are explained in this handbook and by your teachers, ignorance of rules is not a valid excuse for doing wrong. Always "DO THE RIGHT THING."
- Be positive. Find good things to say about yourself, your friends, your teachers, and your school. You will feel better and do better if you smile and look for good in yourself and others. If you cannot think of anything positive to say about another person, do not say anything. Do not carry messages from anyone to another person that are negative. This just leads to trouble.
- Be proud of yourself and your school. Since RRMS is your home away from home, do all you can to keep it clean and attractive. Be sure your behavior reflects credit to yourself, your home, school, and environment.
- Be regular and prompt in attendance. Being absent or tardy means you are missing something that will need to be made up. It is likely that habits you develop now are those you will have when you enter the work place. No employer wants an employee who is absent or tardy a great deal.
- Be honest in all matters. Telling the truth, even when it hurts, is always best. You will develop better character and be more highly thought of by others if you can be trusted to tell the truth.
- If a problem may occur or does occur that **you witness, have knowledge of, or are a part of, you have a responsibility to tell an adult and to seek help.** Do not try to solve problems by yourself.
- If a fight occurs, it is your responsibility to **MOVE AWAY** from the area of the incident and seek help.

CONDUCT EXPECTATIONS/Responsibility of Students (PBIS)

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

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

Perseverance (Determination)

Respect (Valuable)

Integrity (Honesty)

Dependability (Trust)

Excellence (Outstanding)

Cafeteria Expectations the Raider Way

- Get in line once entering cafeteria
- Sit in assigned area at all times
- Students are walking, standing, or using the voice level conversations as directed by Admin.
- Throw away all trash when done

Classroom Expectations the Raider Way

- Be Respectful
- Be Prepared
- Be Responsible
- Be Engaged

Hallway Behavior Expectations the Raider Way

- Students should walk in a single file line and stay together while traveling as a class
- Students should refrain from using technology
- Students should keep their hands to themselves
- Students should refrain from loud and disruptive conversations
- Students should not loiter in the hall or be out of assigned area

Restroom Expectations the Raider Way

- Floors stay dry
- Leave it clean
- Use it quickly
- Soft voices
- Hands washed
- Report problems immediately
- F.L.U.S.H.

School Activities Expectations the Raider Way

- Keep language and gestures appropriate
- Encourage, don't discourage
- Demonstrate appropriate behavior for the venue
- Keep the facilities clean

Media Center the Raider Way

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

PBIS Incentives

Raider Way Students, bi-weekly, certificate, etc.

Quarterly celebrations (team)

School-wide celebrations (semester)

PBIS Raider Card/ Raider Bucks

FEES/FINES

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

FIELD STUDIES

By law, students who travel with the school to participate in any school-sponsored program are the responsibility of and are under the jurisdiction of the school while at the activity and are governed by the rules and regulations of the school.

Student supervision is provided 10 minutes prior to the trip and 30 minutes after the trip.

- Students who become involved in a fight or other disorderly conduct will be subject to discipline as prescribed for such conduct while in school.
- Any student while in a uniform of the school will conduct himself at all times in an orderly fashion, whether he is with a group or by himself. Disorderly conduct, when in uniform of the school, reflects upon the school.

For any school sponsored trip, each student must bring written permission signed by his parent/guardian.

FOOD

Due to the rising number of food allergies, parents are asked NOT to bring food for students other than their own (birthday parties, etc.). Other students in the surrounding area may be highly allergic to ingredients in the food product.

FUNDRAISING

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

GIFTS AT SCHOOL

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

GUIDANCE PROGRAM

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

Rawlinson Road Middle School is fortunate to have three competent and caring counselors. **Ms. McNeal** will serve as guidance counselor for students in sixth grade. **Mrs. Cunningham** will serve as guidance counselor for students in seventh grade. **Ms. Atkinson** will serve as guidance counselor for students in eighth grade.

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

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

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

HEALTH ROOM

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

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

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

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

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

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

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

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

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

HOMEBOUND INSTRUCTION

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

INSURANCE

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

INTERNET USAGE

Students will have the opportunity to utilize the school's technology to access the Internet system. This will provide them with an avenue to gather information necessary to complete projects or research. All students must have written permission from a parent/guardian to use the Internet system.

INTERSCHOLASTIC ACTIVITIES

Interscholastic Athletics

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

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

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

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

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

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

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

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

- Get a physical form filled out and signed by a doctor (not a Nurse Practitioner) sometime on or after April 1, 2020.
- turn in a parent's permission slip (on same form as physical) signed by a parent or legal guardian,
- present an original (not duplicate) birth certificate (the coach will make a copy and return original to you)
- have met academic promotion requirements for current grade,
- not turn 15 years of age prior to July 1, 2020,
- enrolled in the 7th or 8th grade at RRMS, and
- meet any other criteria specified by the South Carolina High School League.

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

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

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

LEAVING CLASS FOR OTHER AREAS OF THE SCHOOL

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

Students are not to loiter in the following areas:

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

LIBRARY/ MEDIA CENTER

The Rawlinson Road Middle School Library Media Center is maintained for the use of all students and staff of RRMS. Library hours are 7:50am-4pm weekdays. During the first weeks of school all students will participate in library orientation which includes information on our one-to-one device expectations and library circulation policies. All content areas use the library as an extended classroom, but most language arts teachers bring their students every two weeks for book exchange. Staff members will provide students a pass to visit the library from class during the day.

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

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

LOCKERS

Each student will be issued a locker during the opening days of school. Students must have a combination lock before a locker is issued. The combination must be given to the student's first team teacher. No key locks are to be used. Students will be required to keep lockers locked at all times. The door of a locker should be closed securely after opening and the lock spun. Lockers should not be used to store personal items of value. Students must not give their locker combination to others or share lockers with other students. **The use of extra lockers is prohibited.** The school cannot assume responsibility for the loss of student property left in the locker. The school will, from time to time, inspect student lockers. If, at any time, a student changes locks for his locker, he must inform his first team teacher of the new combination.

LOST AND FOUND DEPARTMENT

Students with lost clothing, books, etc., should check with the office. Students are to cooperate by turning in all articles which you find and to check for articles you have lost. Parents are encouraged to label coats, sweaters, and other materials with your child's name. Just before the winter holidays and at the end of school, all unclaimed items will be given to a worthy organization.

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

MEAL PROGRAM

Rock Hill Schools will provide free breakfast and lunch meals to students per USDA's Emergency Seamless Summer Option. Meals will be served and consumed in the cafeteria. We will continue to adhere to social distancing guidelines when traveling to and from the cafeteria. All common touch items in the serving area will be sanitized daily according to CDC guidelines.

Both breakfast and lunch are provided for students for a small price in the school cafeteria. All school lunches meet the Federal Guidelines for the school meal program. Student's PIN is still necessary to keep account of which students are actually getting lunch. Any misuse of the free and reduced meal program is fraud and is subject to disciplinary action for theft.

MESSAGES

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

MOTOR VEHICLES

Students will not be permitted to park motor vehicles (to include cars and motor bikes) on school property.

PHYSICAL EDUCATION AND DANCE

In order to benefit fully from physical education and dance classes, students must bring proper materials (tennis shoes, RRMS gym uniform) to class and participate in class activities. **ALL STUDENTS WILL BE REQUIRED TO DRESS IN PROPER ATTIRE FOR THIS CLASS.** Any student who forgets his/her gym uniform will be required to rent a P.E. uniform for .25 cents and are **only allowed five rentals** each 6 week rotation. P.E uniforms are available here at school and may be purchased the week prior to school opening or at the beginning of the semester. Cost of the uniform is \$15.00.

SCHOOL ORGANIZATIONS/ CLUBS/ ACTIVITIES

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

SMOKE-FREE, TOBACCO-FREE CAMPUS

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

SNACK MACHINES

The snack machines and drink machines are located in the main lobby. The machines are for use during lunchtime **ONLY**. The machines are not to be used at any other times unless one has permission from a teacher. Administration can prohibit the use of the machines if it is deemed necessary.

SUPERVISION OF STUDENTS

Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. All other students will be provided supervision no more than 45 minutes prior to opening of school and 30 minutes after classes are dismissed. Students who are repeatedly on school premises without special permission will be subject to disciplinary action and/or arrested for loitering.

Supervision will be provided for students participating in extracurricular activities such as sports, fine arts, and concert events 10 minutes prior to the designated activity time and up to 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 before and 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. Students are expected to be picked up within 15 minutes after the conclusion of the activity. School officials will, at all times, provide reasonable supervision for crowd control during all extracurricular activities.

TARDY TO SCHOOL AND CLASS

All Students are expected to be in class promptly at 8:25 a.m. If, however, circumstances force a student to be later than 8:30, he/she must sign in through the office and receive a permit to enter class. A student may be excused for being tardy to school three (3) times per nine weeks with a note from a parent or guardian. **After this, all tardies except those with documentation from a doctor or legal agency will result in disciplinary action.**

Students are expected to be in class on time. Students should ask for a pass to the next class when they have been detained by a teacher. When a student arrives to class late without a permit, the teacher will admit the student to class and assign a tardy. On a 3rd tardy to class in a nine-week period, the teacher will contact the parent, either by phone or mail. When a student is tardy 4 times a nine-weeks to the same class, the student will be given a referral to the office. Tardies start over for that class until 4 more tardies are accumulated. Each time a student reaches 4 tardies in a particular class, the student is referred to the office. If the student receives a 2nd or 3rd **referral** to the office for tardies, either from the same teacher or a different teacher, the administrator will assign the student to Behavior Intervention. On a student's 4th referral to the office for tardy, the student will be given an out- of- school suspension (OSS). This whole procedure starts over each semester.

TELEPHONE PRIVILEGES

Students who wish to make telephone calls must obtain a permit from their teacher and/or an administrator. These calls should be no more than 3 minutes. Only one person at a time is allowed to use this phone.

TEXTBOOKS

Each student is responsible for keeping their books in their possession and properly caring for them. All books must be covered at all times. Textbook checks will be conducted throughout the school year. Students who have lost or damaged books will be charged a fee. Students should report lost or stolen books to a teacher immediately. A \$5 fine will be assessed if a bar code is damaged; full replacement value will be incurred if the book has no bar code on it

when returned. If fees are owed, participation in extracurricular activities or field trips will be denied. **Textbook fees are assessed and calculated according to the State Department of Education.**

TRANSFERRING SCHOOLS

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

STUDENT ACADEMIC RECOGNITION

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

Honor Roll

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

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

Principal Scholars

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

Academic Raider Cards

Students can earn an incentive card each nine-weeks by meeting the following criteria:

Academics-----a GPA of 3.2 or better

- Rewards include a blue jean pass
- free admittance to sports and other school events during the current quarter
- 2 homework passes. The homework passes can be used only once in a nine-weeks for any one class and only for daily Homework assignments. Teachers can announce ahead of time that a homework pass cannot be used for a particular assignment.

ACADEMIC INFORMATION

Academic Dishonesty

When a student becomes involved in cheating, including plagiarism, on assigned work or any behavior which could invalidate a graded assignment, student will be given a "50" on that work by the teacher. Students who receive or provide help will be charged with cheating. The teacher will notify parents of the incident, and a referral will be filed with the appropriate assistant principal. A second offense will result in a zero on the assignment and disciplinary action.

Assignments in Middle School

It is expected that major middle school assignments should align clearly with South Carolina state standards and course outcomes at a high or appropriate depth of knowledge (DOK). In the overall student grade for a course, 60 percent of the total course grade should be comprised of major assignments/assessments and 40 percent of the total course grade should be comprised of minor assignments/assessments. Each quarter, middle school teachers are expected to include a minimum of at least four major assignments/assessments and at least ten minor assignments/assessments in the total course grade. Grades for major assignments/assessments should be posted in Canvas within ten school days of the due date. Grades for minor assignments/assessments should be posted in Canvas within five school days of the due date.

Curriculum

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

- two semesters of Language Arts, Math, Social Studies and Science
- six weeks of Physical Education
- twelve weeks of Health

Eighth grade students may take English I and Algebra I and for high school credits. Additional curriculum courses of Band, Chorus, Dance, Drama, Art, Family and Consumer Science, Strings, Career Technology, Computer, and Spanish will be available for students who desire to take these subjects. **No elective changes will be made after August 31, 2020 and January 19, 2021. A parent/teacher conference is required before a change occurs. Elective changes will be made based on course availability.**

End Of Course Exams

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

Gifted and Talented Programs

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

Grading Policy

In 2016, the SC General Assembly and the SC State Board of Education adopted a new grading scale for high school. The uniform grading policy currently applies to all students enrolled in Carnegie credit courses in grades 8 through 12. Some of the highlights of this policy include:

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

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

- **Carnegie unit courses taken prior to the 9th grade should be retaken in the ninth 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 GPA and remains on the student's transcript.**

Grade Reports

Students will be issued a report card at the end of each nine-week grading period. In addition, at the midway point during a nine-week grading period, a student progress report will be issued to students with a D or F in the course. Grades are also available on Canvas. Please review your student's grades often with your child. Any questions regarding grades should be directed to the course teacher.

Homework

Your child is likely to have some form of homework or practice each day. To stay informed, please check Canvas regularly for up-to-date information on homework, missing assignments and upcoming tests/quizzes.

Make-Up Work in Middle School

No late penalty is assessed if graded assignment missed is due to sickness, school-based event, suspension, or excused absence students will be provided with time to make up assignments with no penalty. The number of days allowed to submit late work is equal to the number of days the student was absent plus one additional day. If the student has prior knowledge of the assignment, he/she is responsible for making up the assignment immediately upon return unless arrangements have been made with the teacher. If a student is out 2 or fewer days, the student can get assignments from teachers upon return to school or from the student's Canvas account. If a student is out more than 2 days, he/she may call the school guidance office, and they will assist in getting assignments before the student returns to school.

Promotion Requirements

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

Reassessment Opportunity in Middle School (Re-do Policy)

The goal of retaking tests or assessments in middle school is for students to obtain and demonstrate mastery of course content. Students will be provided an opportunity for reassessments only after re-teaching. Re-teaching occurs when the teacher or student determines that student is not meeting learning goals. Re-teaching can occur with a teacher's face-to-face instruction, computer-based instruction, or additional practice opportunities at home. Reassessment opportunities are only available to students that score below a 70. If a student wishes to retake a test or an assessment, 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 must complete the reassessment 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 70. In middle schools, this rule applies to all courses, including those taken for high school credit.

Tutoring/Homework Help

Any student who wishes to receive additional help with their schoolwork should seek assistance from team teachers. There will be opportunities for tutoring before and after school.

SCHOOL DISCIPLINE

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

In School Suspension (ISS) / Behavior Intervention Program (BIP)

Students who are disrupting class and keeping others from learning can and will be sent to In School Suspension. If a teacher is having continual problems with a student disrupting classes, as a discipline consequence after attempting other behavior interventions (such as, but not limited to, conference with student, phone call home, lunch detention or time-out in another team teacher's class). The student and parent are notified first and the student serves the consequence the following day for the whole class period. Teachers should use **The Raider WAY** consequence ladder that posted in their classroom to handle minor concerns in the classroom environment; however, if the misbehaviors continue, a student/parent/teacher conference is recommended. **Students may be assigned to ISS by an administrator as a consequence for an office referral (major offenses).** More severe or continued disruptions may result in OSS, Raven Academy, or an Expulsion Hearing.

Out of School Suspension (OSS)

Students are expected to conduct themselves at all times in a manner that will be in the best interest of the school. Students may be assigned Out of School Suspension for 1 – 10 days. For criminal or extremely serious matters, such as the use of a weapon or threats made against another student, staff member or the school, a first offense may result in expulsion. While suspended, students will not be allowed to participate in any extra-curricular activity. This includes sports, band, strings, dance, drama and chorus. They may not ride a bus, enter the school, attend any day/night functions, or enter the campus without previous permission from the principal.

Student Behavior Contract

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

Raven Academy

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

Expulsion

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

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

Searches and Interrogations

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

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

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

Purpose: To establish a framework that provides a more uniform approach for reporting, identifying, and sanctioning incidents of bullying, harassment, and intimidation as we work to establish an environment that is safe for students and staff.

Rock Hill School District Three of York County and the Rock Hill Police Department define Bullying/Harassment/Intimidation as a gesture, electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the following effect.

- 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

Under the Current Code of Conduct, established by the staff at Rawlinson Road Middle School, bullying/harassment/intimidation is considered a Level II offense. Sanctions that Administrators may apply for these various types of infractions are listed in our electronic agenda book. In conjunction with our current Code of Conduct, the following procedure will be used for reporting, identifying, and sanctioning incidents of bullying, harassment, and intimidation.

Reporting:

Staff: Members are asked to send an email to both their Administrator and Counselor to report suspected cases of bullying, harassment, or intimidation.

Students: Will have two options for reporting. They may report electronically using the bullying button found on our website at <http://.rr.rock-hill.k12.sc.us> or they may complete an incident report form in the Guidance Office.

Consequences:

1st Offense: Identified student(s) will have a conversation with their grade level Counselor about the incident. Parents will be contacted to inform them that the student has allegedly been involved in bullying type behaviors.

Counselor will work with the alleged bully or bullies on anti-bullying strategies.

2nd Offense: Identified student(s) will have a conversation with their grade level Counselor about the incident. Student(s) will be referred to grade level Principal to determine if consequences will be given. Student will participate in Restorative practice to identify behaviors and consequences. Parents will be notified by the grade level Principal to inform them of consequences.

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

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

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

Policy JICDA Code of Conduct

Issued 5/16

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of such policies, rules, and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule [JICDA-R](#), the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians, and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies [JKD](#) and [JKE](#)). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function, or event
- en route to and from school on a school bus or other school vehicle or at an official school bus stop

- at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District

Administrative Rule: JICDA-R Code of Conduct

Issued 5/16

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
- 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
- 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
- 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.
- 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

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Student Conduct Away From School Grounds or School Activities

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

COVID -19 POLICY ADDEMDUM

Guidelines to petition for an exemption to the mask policy

For administrative and school use

If a school's administration receives a petition in writing for a mask exemption, the following process will be followed.

1. If a request is made for an exemption to wearing a face covering/mask, the school's administration will provide the attached form to the parent which must be completed and submitted back to the school.
2. If the exemption is returned, the school will ensure that the form is complete and all supporting documentation that is listed on the form is received with the form.
3. Whoever receives the exemption documentation in the school must complete the *For School Use Only* portion of the form and submit all documentation to the principal or designee daily.
4. The principal or designee will scan and email all documentation to Ana Glosson, AGlosson@rhmail.org, at the Central Office.
5. The school will file the original documentation at the school.
6. After a determination has been made on the exemption, the results will be communicated in writing to the parent and school administration.

AR JE-R(2) Student Attendance Issued 8/20

State law requires all children of compulsory attendance age to regularly attend school. Regular attendance is necessary if students are to make the desired and expected academic progress. Therefore, the board authorizes the administration to Implement procedures to ensure student attendance is maintained during the coronavirus disease 2019 (COVID-19), ensuring that absences are recorded and truancy is reported in accordance with policy JE, *Student Attendance*.

Onsite Attendance

Attendance is determined by whether a student is physically present in a classroom on school grounds or school property. Staff Members will take attendance in PowerSchool in the face-to-face learning environment daily following the normal procedures set forth in district policy.

Students who are not sick, but who are required to quarantine or self-isolate, will be provided the opportunity to participate in Remote learning. While under quarantine or self-isolation, such students will be subject to the attendance procedures as set forth below for students regularly receiving remote instruction in the hybrid model.

Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JE. If the illness is prolonged, such students may be eligible for medical homebound instruction as set forth in policy IHB, *Medical Homebound Instruction*. If medical homebound is provided, attendance will be determined by the homebound procedures.

Virtual Academy Attendance

Virtual academy refers to the delivery of instructional content that does not occur in a physical classroom on school grounds or School property. This includes instruction provided via an online or electronic platform. Virtual academy attendance is determined by whether or not a student participates in assigned activities on the designated online platform, and attendance will be taken daily in PowerSchool for each student.

Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JE. If the illness is prolonged, such students may be eligible for medical homebound instruction as set forth in policy IHB.

Hybrid Schedule Attendance

The hybrid learning environment is defined as a mixture of onsite and remote learning. For students in the hybrid learning environment, attendance will be taken when students are physically present onsite for face-to-face learning. On the remote learning day's attendance is determined by whether or not a student participates in assigned activities on the designated online Platform. Attendance will be reconciled by each teacher in PowerSchool daily.

Truancy

State laws and regulations determining absences and truancy are applicable for onsite, virtual, and hybrid instruction. Staff Members will follow policy JE regarding continued absences and the following guidelines:

- When excessive absences become a pattern, the principal or his/her designee will oversee the development and
- Implementation of a written intervention plan designed to improve student attendance
- When truancy continues following implementation of a written intervention plan, students will be referred to the family court
- And parents/legal guardians to the Department of Social Services to address truancy issues as outlined in administrative

Rule JE

The district will make every effort to ensure that this administrative rule is applied in a fair and consistent manner.

Issued 8/25/20

Remote Learning- means educational or instructional programming that mostly occurs away from the physical school building and is delivered in a student-focused manner that addresses a student's educational needs. This includes both non-technology based learning (e.g., paper packets, in-person tutoring) and "distance education" as defined in ESEA section 8101(14).

Additional Information is found in the published Administrative Rule JICDA-R located on Rock Hill's website.

Policy Updates 01/19/2022

JIAA and administrative rule (Student Sex Gender Discrimination and Harassment) must be referenced in school handbooks immediately. This policy and administrative rule requires that students be informed and schools follow procedures set in policy. Keith and Aaron are working on PSAs.

REGULAR TIME SCHEDULE

Rawlinson Road Middle School 7 Period Day Schedule

6th Grade	7th Grade	8th Grade
8:28 - 9:08 Raider Time	8:28-9:08 Raider Time	8:28 - 9:08 Raider Time
9:10 - 9:55 Related Arts # 1	9:10 -10:15 Core 1	9:10 -10:15 CORE #1
9:57-10:42 Related Arts # 2	10:17 -11:22 Core 2	10:17 -11:22 CORE # 2
10: 44-11:49 CORE # 1	11:24 -12:09 Related Arts # 1	11:24-11:54 LUNCH
11:51-12:56 CORE # 2	12:11 -12:41 Lunch	11:56-1:01 Core # 3
12:58- 1:28 LUNCH	12:43 - 1:28 Related Arts # 2	1:03-2:08 CORE # 4
1:30- 2:35 CORE # 3	1:30 - 2:35 Core 3	2:10-2:55 Related Arts # 1
2:37- 3:45 CORE # 4	2:37 - 3:45 Core 4	2:57-3:45 Related Arts # 2

Family Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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 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.



RAWLINSON ROAD MIDDLE SCHOOL

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PARENT/STUDENT NOTIFICATION PAGE

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

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

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

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

Student's Full Name Printed _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Please return this completed and signed form to Homebase Teacher.