



**RAWLINSON ROAD  
MIDDLE SCHOOL**

## **STUDENT HANDBOOK 2016-2017**

**MASCOT: RAIDER**

***The ROAD to SUCCESS starts HERE!***

**SCHOOL COLORS: GREEN AND GOLD**

**JEAN R. DICKSON, Ed. D.**

**PRINCIPAL**

2631 WEST MAIN STREET  
ROCK HILL, SOUTH CAROLINA 29732  
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WEBSITE: <http://www.rr.rock-hill.k12.sc.us>

## MESSAGE FROM THE PRINCIPAL

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Welcome to the 2016-2017 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!

Jean R. Dickson, Ed. D.  
Principal

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## 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](http://www.rock-hill.k12.sc.us)) under the link "District Policies."

## TIME SCHEDULE

School begins each morning at 8:25 a.m. and is dismissed at 3:45 p.m. each afternoon. We believe it is very important that students be in school for all of the 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 during the last fifteen minutes of the school day, after 3:30 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 3:30 p.m.**

## 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.

## MISSION STATEMENT

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***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 21<sup>st</sup> Century.***

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## 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.

## BUSINESS HOURS

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

## 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.

**Electronic Device** - Check to see if your child is writing down his/her assignments in their device.

**Parent Meetings** - Meetings are held several times during the year to discuss topics of interest for parents concerning their middle school child. Check the calendar, 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. 28 2016, January 12, March 29, and June 1, 2017.

**Flyers** - Flyers and messages will be given to students to take home.

**RRMS Web Site** - [www.rr.rock-hill.k12.sc.us](http://www.rr.rock-hill.k12.sc.us)

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

**Constant Contact**®-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. You must opt in to the phone message system. Forms will be sent home and are available in the front office.

### **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 Dr. Dickson.

#### **Open House**

Open House for **6<sup>th</sup> grade parents** is August 16<sup>th</sup> at 6:00 p.m. and for **7<sup>th</sup> and 8<sup>th</sup> grade parents** on August 25<sup>th</sup> from 6:00 – 7:30 p.m. Parents will have the opportunity to meet the teachers and learn about the content and requirements of each course. All parents are encouraged to attend.

#### **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.

#### **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

### **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.

### **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.

## 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** 7:40 a.m. Upon arrival in the morning, all students will report to the back of the school. Sixth grade students will go to the cafeteria. During cold weather, sixth graders will report to cafeteria,, seventh graders to the gym, and eighth graders to their team hallways. No students are allowed in the building prior to the first bell unless they have

permission from a teacher, eat in the cafeteria, enter during bad weather, or participate in a planned activity.

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 9:00 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. **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 in grades 6 and 7 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, and English 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.

### **CARE OF SCHOOL CAMPUS**

Every student at Rawlinson Road Middle School has a responsibility for and should have personal pride in the appearance of our school building and surroundings.

A few helpful reminders:

- Do not chew gum in the building.
- Put waste papers in receptacles.
- Keep desks and walls clean.
- Keep restrooms clean at all times.

### **USE OF CELL PHONES, PERSONAL ELECTRONIC DEVICES IN SCHOOL**

***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 cell phone or other personal electronic device in school as long as it is placed in their lockers, used only during authorized times and is not disruptive to the educational environment. Cell phones and other personal electronic devices are not permitted to be in locker rooms and restrooms.***

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

**Prior to any Offense-** Student will be issued a verbal and written warning about the consequences through student handbook and return of signature page.

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:

**Level I**

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of 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 of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)

**Level II**

- Spamming (disruptive email, messages including iMessages)
- Bypassing the Rock Hill Schools Web filter
- Gaining access to another student's accounts, files and/or data
- Repeated Level I infractions

**Level III**

- Unauthorized recording of 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)
- Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy district owned)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean
- Repeated Level II infractions

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

**Level I**

**High School/Middle School**

Students receive a warning or detention depending upon severity of offense.

**Level II**

**High School/Middle School**

The student will serve In-School Suspension with the number of days determined depending upon severity of offense.

**Level III**

**High School/Middle School**

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

**Any Subsequent Offense**

**High School/Middle School**

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

**Any electronic device used for picture taking, video recording, posting, or text messaging that results in students cheating or which cause 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. For additional information on acceptable use of technology, please refer to the Rock Hill Schools Technology Acceptable Use Policy/Rule.*

**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:**

- 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. **Pins and/or stickers may not be used to cover logos.**
- 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.** The equivalent distance is all that may be unzipped from the collar. 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.
- Any shirt, undershirts, mock turtlenecks, and turtlenecks may be worn under the approved tops noted in paragraph 1. They must be a solid color with no designs or writing on them.
- ONLY RRMS approved school logos may be worn on all collared tops worn throughout the day. This means any previous mentioned tops that students will keep on all day while on school property CANNOT have a logo or any writing at all unless it has been approved by the RRMS administration beforehand. No manufacturer's brands/logo, no writing, or other non-school logos are permitted on tops except for jackets and other outer wear that will be placed in a student's locker once school starts.
- Jackets may **NOT** be worn in the RRMS building. Therefore, students must dress in under-layers in cooler weather. At all times the outermost shirt must have a collar and meet dress code requirements.
- Sweaters, crew neck and hooded sweatshirts of any solid color **MAY BE WORN.** It **MAY NOT HAVE** a logo/symbol, and hoods **MAY NOT** be worn over the head. 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. **Students will be requested to remove sweatshirts/sweaters at lunch when the temperature is warm outside.**
- Any jackets or bulky outerwear (coats and jackets) must be taken off upon entering the building and locked in lockers during class time.
- School approved colors for all pants, shorts, skirts, capris, and skorts must be tan khaki, black or navy blue in color. Any shade of tan khaki is allowed. All pants must be of **cotton twill material** of the type found in "chino/dockers" style pants. 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. All pants with belt loops must have a belt inserted through the belt loops and be properly buckled or a sash inserted through the belt loops with the sashes tied.
- 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 pants and sweat bottoms, biker shorts, form-fitting clothes, and tattered or torn clothing. Pants made of corduroy, denim jean material (no matter the color), nylon, knit and pants that are mostly spandex (leggings/stretch pants alone) are not allowed.
- 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.

- 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.
- Clothing must be worn as the manufacturer intended.
- No students are to wear bandannas, sweatbands, stocking caps, do-rags, hats or sunglasses at school.
- 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. The hair color (**non-human colors**) and style must not be extreme to the point of creating a distraction.
- 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 spiked or wedged high heels more than 2 inches high. Shoe straps must be sewn into the sole and not be able to pull out.
- Excessive jewelry such as beads, earrings, dog or neck studded or spiked collars, chains, bracelets, tongue, eyebrow or nose studs or rings that can create a distraction, or any items noted as gang-related, are prohibited. Excessiveness will be determined by administrative discretion. **The only visible body piercing allowed are pierced ears.**
- Hairbrushes, combs, picks and the like should be left in the student's locker.
- 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:

- Jeans must be of blue denim color. They may not have holes or tears in them of any kind. Nor may they have inappropriate writing on them. They must also fit appropriately.
- Shirts may not have inappropriate writing (refer to dress code) or be revealing.

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, book bags, wallets, and satchels, with or without 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 15 minutes of the school day, after 3:30 PM. We will be making announcements during that time. If you must sign a student out of school early, plan on making the request prior to 3:30 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.

All students who request early dismissal should do the following:

- get an approved, signed dismissal slip from their 1st team teacher
- get the dismissal slip signed by all teachers of classes that will be missed
- turn in the dismissal slip to the office upon leaving
- have **parents/guardians** sign out their child in the office upon leaving
- sign in if returning to school the same day
- not visit or loiter at any other school prior to the regular dismissal time (Failure to follow this rule will result in a suspension.)

### **EMERGENCY DRILLS**

Emergency drills are required by law once each month. Drills may occur at anytime 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), call the district INFO line (366-4636), go to the district website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)), or wait for the parent phone notification from the district level. Decisions about opening school or a delayed opening are made by 6:30 a.m. and are relayed to these contacts at that time. Please do not call the radio or television stations directly. In case of a nuclear plan

emergency that requires a school evacuation, our students will be transported to Saluda Trail Middle School where they will remain for 4 hours for parent pick-up. After four hours, the students will be turned over to the Red Cross and transported to Lancaster High School in Lancaster, SC.

## **EXPECTATIONS**

### **CONDUCT EXPECTATIONS**

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. Each student's responsibility is the development of self-discipline as manifested by following the school and classroom policies. Students will be provided an approved plan of team and class rules at the beginning of the school year. These rules, as well as general school Code of Conduct rules, are to be followed by all students. Classroom penalties will be assigned to students who break class rules. An extreme misbehavior or disruption may require the teacher to write a discipline referral to send the student to the grade principal. Parents are asked to read and discuss these rules with your child carefully. If there are any rules you do not understand, please contact your child's teachers for an explanation. Parents are also asked to sign each plan to indicate that you have read these discipline rules.

### **Assembly Behavior Expectations**

Students should walk in a single file and sit in their assigned area with their teacher. Students are expected to sit up straight, keep their feet on the floorboard, and to face the front. Students should enter the assembly area quietly and remain that way before the program starts. No candy or gum is permitted during assembly. Students should pay attention to the program and respond appropriately to the speaker. Students should wait until they receive instructions for dismissal before moving from their seats after the program is over.

### **Classroom Expectations**

Students are expected to follow all handbook and classroom rules. They are expected to be on time to class, have their materials, and to be prepared for every class in every subject. Students are expected to enter the class quietly and go to their designated seat and prepare for class. Students are expected to participate in each class, obey their teacher's instructions, and be respectful to all persons in class.

### ***Dance Expectations***

Only Rawlinson Road Middle School students can attend the dance. Students must make all arrangements for transportation before the day of the dance. Students will not be allowed to use the office phone to call and make those arrangements during the school day. If students are not picked up on time from a dance, they cannot attend any other dances. Students must purchase tickets during lunch before the dance. Students who are suspended at home, excluded or assigned to Rebound cannot attend the dance. All regular school rules are in effect, including dress code. Students who are disruptive will have their parents called to pick them up. No food or drink is allowed in the gym. No "dirty dancing" (sexually explicit gestures or contact) is allowed. Students will be allowed to leave the dance early only if their parent comes inside the gym for them personally.

### ***Hallway Behavior Expectations***

Students are expected to go directly from one class to the next in a safe and orderly manner. Keep to the right in passing through the halls. Respect other persons' right to space in the hallway, teachers, and personal property. Walk quickly in the hallways and with purpose. Carry a pass signed by a teacher when in the hall during class time. Talk at a low voice level. Excessive noise, yelling, horseplay, physical contact, or any display of affection will not be tolerated. If needed, open and use only the locker assigned. Use lockers in an appropriate manner (no kicking slamming, jamming, changing locks, and breaking locks).

### ***Lunch Behavior Expectations***

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

#### **Students should:**

- sit in his/her own seat at all times
- return his/her lunch tray and trash to the proper area after eating
- keep and eat all food inside the cafeteria
- get any snacks or drinks from the machines during the first 15 minutes of lunch time only
- use only the appropriate restroom outside the cafeteria before going outside
- stay in the cafeteria area or on the playground directly behind the cafeteria

#### **Students should not:**

- break in line or change lines
- play with or throw food
- take food outside
- bring books and book-bags inside cafeteria
- loiter in the cafeteria after eating
- go to any off limit areas

On rainy or extremely cold days, we will have inside lunch. Students are to remain seated and keep the

noise level down. Students will be instructed when to throw trash away and will be dismissed in an orderly fashion.

### ***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 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.). Any food brought in must be store bought with the ingredient label visible and cannot be homemade even if it is for your child. 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.

## **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. Smith** will serve as guidance counselor for students in seventh grade, **Mrs. Ellison** will serve as guidance counselor for students in eighth grade and **Mr. Herruington** will serve as guidance counselor for students in sixth 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 someone 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 a Guidance Referral Form (Be sure to sign your name, and homebase room number, and give your request to your teacher.)
- the counselor will send for you
- asking your counselor to call you in
- asking your teacher for a pass to see your counselor

## **HARASSMENT/INTIMIDATION/BULLYING**

RRMS prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop or at any other school-related activity. Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint with the principal or his/her designee.

## **HEALTHROOM**

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

A parent should inform their child's counselor at the beginning of the year if a student has a special

physical or mental condition such as epilepsy, vision, diabetes, or hearing. This information should be accurate and up-to-date. Please notify the school of changes in your child's health status any time during the school year. Contact the school nurse about medications at school.

A student who becomes ill while at school will obtain a permit called a health room pass from his/her classroom teacher to go to the health room. A health room pass is required for most students to enter the health room. The school nurse will contact the parents of a sick or injured child. **It is extremely important for parents to provide the school with telephone numbers where they can be reached in case of illness or injury.**

Rock Hill School District Three follows DHEC guidelines for excluding students with illness or disease. See also <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>. A student should not return to school after an illness until he or she is fever free for 24 hours without taking any medication.

A parent should inform the school nurse at the beginning of each school year of **any** health concern or chronic illness including severe allergy, asthma, diabetes, seizure disorder and/or epilepsy. Documentation from a doctor may be required to help take care of your child at school.

If a child gets injured at school, the child should report the injury immediately to the teacher or a supervising adult.

Remember that no student is allowed to carry medication at middle school unless special permission forms are signed. If a student requires **nonprescription** medication at school, a parent may bring it and sign the permission form. If a student requires **prescription** medication at school, the prescriber's signature is required on the permission form before a medication may be kept at school.

The permission forms for medication at school may be found on Rock Hill School District Three's website. If you have any questions about medications at school or the health room, please contact the school nurse.

The school does not supply medication. Only medications brought to school by a parent/guardian will be given. All medication must be in the original container and properly labeled. Before the school nurse or the school designee assists a student with medication, the parent must submit a signed request to the school nurse or designee. **Prescription**

medications require both the prescriber's signature along with the parent/guardian's signature. **Nonprescription** medication requires a parent/guardian's signature. The permission forms for medication at school may be found on Rock Hill School District Three's website.

New permission forms for medications are required each year.

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

Medication that is not picked up by the last day of school, will be destroyed. No medication will be left in the health room over the summer.

If you have any questions about 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** - 7<sup>th</sup> grade football, 8<sup>th</sup> grade football, cheerleading (combined squad), 7<sup>th</sup> grade volleyball, and 8<sup>th</sup> grade volleyball

**Winter Season** - 7<sup>th</sup> grade boy's basketball, 7<sup>th</sup> grade girl's basketball, 8<sup>th</sup> grade girl's basketball, 8<sup>th</sup> grade boy's basketball, 7<sup>th</sup>/8<sup>th</sup> grade wrestling, cheerleading (combined squad).

**Spring Season** - 7<sup>th</sup>/ 8<sup>th</sup> grade girl's track, 7<sup>th</sup>/ 8<sup>th</sup> grade boy's track and 7<sup>th</sup>/ 8<sup>th</sup> grade girl's 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 over the intercom system 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, 2016.
- 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, 2016,
- enrolled in the 7<sup>th</sup> or 8<sup>th</sup> 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 permit and/or hall pass page signed by the classroom teacher granting the

permission. He must go directly and return promptly, returning the permit/hall pass page to the teacher who issued it. The permit/page must be signed by the contacted teacher, showing the time the student left.

### **LIBRARY/ MEDIA CENTER**

Our library media center has books, magazines, and daily newspapers that support the curriculum and provide for developmental and enrichment reading. It is open from 7:45 to 4:15. Students who want to study in a quiet place before school may do so in the library media center with an early entry pass from the staff members on duty. No pass is required after school.

Orientation will be planned for students at the beginning of the school year. English/Language Arts classes will be scheduled weekly or bi-weekly for library circulation. Student going to the library without a teacher must have a pass which includes the student's name, date and time he/she left the classroom and signed again by the library staff before leaving. Teachers are encouraged to check the passes to discourage loitering in the halls.

Books are checked out for two weeks. They may be returned at the circulation desk or in the book return box in the hall. They must be returned by the date due or a late fine is charged. Lost or damaged books are charged a processing fee in addition to the replacement cost.

### **READING PROGRAMS**

We believe reading is a lifelong skill to be encouraged at school. To help us do this, we offer a variety of reading activities at Rawlinson Road through our Media Center. Students can participate by reading books and joining book discussion groups and genre clubs. Information about the different programs will be provided when you visit the media center with your classes.

### **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**

Both breakfast and lunch are provided for students for a small price in the school cafeteria. Students pay a cashier as they go through the line. If a student chooses to pay by the week, he/she may do this in the cafeteria. All school lunches meet the Federal Guidelines for the school meal program. Parents have the option of making payments online or monitor their student's account by logging on to <https://www.mealpay.com/>. The student's PIN is necessary to access this site.

Through the Federal Lunch Program Guidelines, free and reduced price meals are available to students who apply and **are eligible**. This eligibility is carried over from the previous year for the first 10 days of school, but after that time, students must have a new approved application on file. Information concerning this program will be sent home with the students at the beginning of school. Any misuse of the free and reduced meal program is fraud and is subject to disciplinary action for theft.

### **MEDICATION IN SCHOOL**

The school does not supply medication. Only medications brought to school by a parent/guardian will be given. All medication must be in the original container and properly labeled. Before the school nurse or the school designee assists a student with medication, the parent must submit a signed request to the school nurse or designee. **Prescription** medications require both the prescriber's signature along with the parent/guardian's signature. **Nonprescription** medication requires a parent/guardian's signature. The permission forms for medication at school may be found on Rock Hill School District Three's website.

New permission forms for medications are required each year.

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

Medication that is not picked up by the last day of school, will be destroyed. No medication will be left in the health room over the summer.

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

### **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.

### **OFF-LIMIT AREAS**

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

### **PEER MEDIATION**

Peer Mediation is a method for negotiating disputes and conflicts among students before they become physical. It is a way for students to deal with differences without coercion. Peer mediation works well to resolve conflict because through it students become empowered to resolve their differences peacefully. Peer mediation is voluntary. Students may request mediation; or teachers, administrators or parents may refer them. When both parties agree to mediate, an assigned group of peer mediators arranges a meeting with the students. Peer mediators are chosen from each grade level and are trained in mediation skills.

### **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 from the School Store at the beginning of the semester. Cost of the uniform is \$14.00.

### **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.

### **SCHOOL STORE**

The school store is open most days before school and at lunch. It is located in the storage room near the cafeteria and the snack machines. The store sells items such as pencils, paper, pens, notebooks, erasers, calculators, computer discs, P.E. uniforms, etc.

### **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 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. These machines are provided with the understanding that papers and empty cans will be disposed of in the proper manner. By acting responsibly and maturely, that guarantees that the machines will stay open. 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 assignment to AWARE.**

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 3<sup>rd</sup> 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 and assigned to AWARE. 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 2<sup>nd</sup> or 3<sup>rd</sup> **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 4<sup>th</sup> 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 will not use the telephone in the school offices without permission. **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 RECOGNITION AND INCENTIVES**

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.

### **Raider Cards**

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

Attitude-----no discipline problems of any type  
Academics-----a GPA of 3.2 or better

Rewards include a blue jean pass, free admittance to sports and other school events, and 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.

### ***Raider Recognition***

Students are recognized by a teacher, administrator, or staff member acknowledging a student for his/her good traits or deeds. Students' names are read over the PA and will enjoy a celebration at the end of each grading period.

## **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, he/she 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.

### ***Advanced Program***

Our school is part of an advanced program of study for highly motivated, responsible, and enthusiastic students in grades 6 through 10. This rigorous academic program is to better prepare students who intend to pursue the International Baccalaureate Diploma in grades 11 and 12. However, this program is not a prerequisite for IB. It is a complete and coherent program on its own, providing a framework of academic challenge and life-skills for students who may elect to follow a curriculum other than the IB in later years. Therefore, students may participate in only part of the program in middle school. Students may take the following advanced courses this year:

Grade 6	Advanced Math, Language Arts, Science and Social Studies
Grade 7	Pre Algebra, Algebra I, Advanced Language Arts, Science and Social Studies
Grade 8	Algebra I, English I, Advanced Science and Advanced Social Studies

It is extremely important that students are placed correctly in these advanced classes because of the rigorous level of academic performance that will be expected in these courses. Every effort will be made to have students in the correct level. Students can come out of the classes only after an exit conference is held with the teacher, parent, student, and

administrator, and a consensus is reached by all participants that it is in the best interest of the student that he/she withdraws from the course. **Course changes may necessitate a change of team.**

### ***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
- twelve weeks of Physical Education
- six 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 30, 2016 and January 17<sup>th</sup>, 2017. 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.

### ***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 6-10 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 11. 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= 50-59  
B= 80- 89    D= 60-69

- **Carnegie unit courses taken prior to the 9<sup>th</sup> grade should be retaken in the ninth grade if**

the student earned a numeric grade lower than an 85. Students earning below an 85 may request a waiver if extenuating circumstances apply. Unless retaken in 9<sup>th</sup> grade, the grade earned in middle school will be calculated in the student's overall GPA and remains on the student's transcript.

RRMS has implemented a grading policy based on mastery of objectives. Your student will have a copy and it is also available on our website.

### ***Grade Reports***

Students will be issued grade reports at the end of each nine-week grading period. The appropriate copy of the grade report should be signed by parents and returned within two days after being issued. In addition, at the midway point during a nine-week grading period, a student progress report will be issued to students. Grades are also available on Canvas.

### ***Homework***

Your child is likely to have some form of homework daily. Homework assignments should be written down in the iPad calendar or personal planner. **Homework assignments are also available on the school website.**

We think learning is important and that learning should continue after school hours. The daily homework in no way is to be viewed as punishment, but rather as an extension and encouragement of the day's learning.

### ***Make-Up Work***

**Students who have an excused absence will be allowed to make up work missed in each class.** Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the principal. **A day's absence does not excuse a student from responsibility for all homework to be made up on the day of his/her return.** Grades will be withheld in case make-up work is not turned in. Failing to turn in work can lead to a low grade.

It is the **student's responsibility** to obtain all make-up work from his teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. If a student is out 3 or less days, assignments can be obtained from teachers upon return to school, from the Homework tab on the school website, or other avenues of information teacher may use. If a student is out more than 3 days, call the school guidance office and they will assist you in getting assignments before you return to school.

### ***Promotion Requirements***

Because ALL of the course work offered at Rawlinson Road is important for a student's education, students are required to pass ALL FOUR of their academic courses with a grade of 60 or better and/or meet IEP requirements if they are to be academically promoted to the next grade. **Students who are not promoted during the regular year will be required to attend summer school, if it is available, in order to be academically promoted. Students who are not academically promoted cannot participate on athletic teams or in any interscholastic competition during the following year.**

### ***Redo Policy***

Students who fail to show mastery on content assessments and assignments will be required to attend re-teaching sessions and redo the work for a score no higher than 70, but that will replace the failing grade. Students will be given a copy of the grading policy. The grading policy is also available on the school website.

### ***Tutoring/Homework Help***

Any student who wishes to receive additional help with their schoolwork should advise team teachers of a need for help. There will be opportunities for homework help and tutoring before and after school and during Raider Time as well.

## **SCHOOL DISCIPLINE**

Students are expected to conduct themselves at all times and places in a manner that will be in the best interest of the school, self, and others. Conduct of the student in any manner that disrupts class work or involves substantial disorder or invasions of the rights of others is a basis for discipline. Student discipline consequences include, but are not limited to assignment to AWARE, the Behavior Intervention Program, an Out of School Suspension (OSS), an Administrative Hearing for a Student Behavior Contract, a Rebound placement, or Exclusion of the student until a District Hearing is held. **The severity of the offense will determine the disciplinary action take.**

### ***Administrative Hearing/Contract***

Students who have had severe behavioral problems may be required to attend an Administrative Hearing. This hearing is to be attended by the student, parents/guardians, and school officials. The purpose of this hearing is to determine the conditions under which the student may be allowed to remain in school and a contract is written. If this hearing is not

successful in determining an agreement/contract by the parents, students, and the school, the student can be recommended for expulsion from school.

## **AWARE**

AWARE is our At-school Work and Rehabilitation Experience program. Students will be assigned to AWARE for excessive tardies to school and class and also for any other appropriate discipline infractions. .

### ***Behavior Intervention Program (BIP)***

Students who are disrupting class and keeping others from learning can and will be sent to the Behavior Intervention Program. If a team is having continual problems with a student disrupting classes, the team can assign a student to the Behavior Intervention Program for a period of half a day to up to two days as a discipline consequence. Students may also be assigned to the Behavior Intervention Program by administrators for up to 3 days. This program is for minor problems. More severe disruptions result in OSS, Rebound, or an Exclusion Hearing.

### ***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.

#### **Sanctioning:**

##### **1<sup>st</sup> 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 using the G.R.E.A.T curriculum.

##### **2<sup>nd</sup> 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 sanctions will be given.

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

##### **3<sup>rd</sup> Offense:**

Student(s) will be referred to grade level Principal for a referral to Behavior Intervention Program.

Student(s) will be assigned to a one hour anti-bullying class to be taught by Department of Juvenile Justice instructors from the G.R.E.A.T. program for sensitivity training.

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.**

Climate:

Staff will work collaboratively with a core group of student leaders who will be trained to recognize, and discretely report, observed bullying, harassment, and intimidation. Under no circumstances will these students intervene in a situation. Duties for this core group will include, but are not limited to the following.

- Attend all G.R.E.A.T training to become certified leaders
- Assist students who have been targeted by bullies and get them help
- Serve on the All Youth on Board Council to plan anti-bullying rallies and training events for our school
- Maintain our No Space for Bullying website
- Serve on the Anti-Bullying district panel that will provide a forum for anyone who is interested in learning anti-bullying strategies
- Organize a No Space for Bullying club in our school that will meet monthly to bring in speakers to enhance our efforts to provide a safe, bully- free, school

### ***Exclusion***

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 will be excluded. If a student is excluded, there will be a hearing provided with a District Hearing Officer. This hearing is to be attended by the student, parents, and the school officials. In this hearing the school will explain the reasons for the exclusion and the parents and students will talk with the officer about these reasons. The Hearing Officer will make a decision regarding the exclusion and notify the parents/guardians in writing of his decision. The Hearing Officer may recommend the student be readmitted to school immediately; the student be readmitted on probation; or the student be excluded for the remainder of the school year. If a student is excluded 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 excluded 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 problems.

### ***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, a first offense may result in exclusion. 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.

### ***REBOUND***

REBOUND 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 Rebound. Rebound 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 Rebound, district transportation is provided for the student to attend. Students who **successfully complete** the Rebound program will become eligible to return to school on a behavior contract. Students who do not complete Rebound are candidates for exclusion.

### ***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.

## ***Examples of Misconduct Which Will Result in Disciplinary Action***

The staff will follow these basic enforcement procedures in instances of disorderly conduct, disruptive conduct and/or criminal conduct.

- 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 as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- 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:

### **Level 1 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
- cell phone violation
- dress code violation
- failure to display ID when one is required
- gambling
- Internet violations
- unauthorized use of computers
- unauthorized distribution or presentation of a publication or material

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/BIP
- 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, 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 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 en route to and from school on a school bus or other school vehicle
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property

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/BIP
- 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 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

*Any other act or acts which are not covered by these regulations and are of such a nature to pose a threat to the physical or mental welfare of students, school personnel, or school facilities or which create a disruption in the orderly operation of the school program will result in severe discipline consequences.*

# REGULAR TIME SCHEDULE

Rawlinson Road Middle School 7 Period Day Schedule

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
8:30 - 9:20 Raider Time	8:30 - 9:20 Raider Time	8:30 - 9:20 Raider Time
9:22 -10:20 Core 1	9:22 -10:20 Core 1	9:23 -10:10 EE
10:22 -11:25 Core 2	10:22 -11:22 Core 2	10:13 -10:58 EE
11:28 -11:58 Lunch	11:25 -12:12 EE	11:02 -12:02 Core 1
12:00 - 1:00 Core 3	12:13 -12:43 Lunch	12:05 -1:05 Core 2
1:02 - 2:02 Core 4	12:45 - 1:32 EE	1:05 -1:35 Lunch
2:05 - 2:50 Exploratory	1:35 - 2:35 Core 3	1:38 -2:41 Core 3
2:55 - 3:40 Exploratory	2:38 - 3:45 Core 4	2:43 -3:45 Core 4



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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student

when notified of the right to a hearing.

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

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

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the

parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

## Notification of Directory Information

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

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

The full policy on Student Records can be found on the district website at [www.Rock-Hill.k12.SC](http://www.Rock-Hill.k12.SC).

## PARENT/STUDENT NOTIFICATION PAGE

***Parents/guardians and students are requested to read the statements below, check the boxes, sign, date and return the following to signify that they have read and understand the rules and policies contained in the Rawlinson Road Middle School Parent/Student Handbook. The handbook is loaded on your student's iPad and is available on our website. Hard copies of the handbook are available in the front office.***

☐ 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 have received and read a copy of the Rawlinson Road Middle School grading policy.

☐ 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 \_\_\_\_\_