

# Saluda Trail Middle School

2016-2017



Science, Technology, Engineering, Arts and Math

AdvancedEd STEAM Accredited 2016

Transform SC Pilot School

P21 Exemplar School

Recipient of the

2011-2012 & 2012-2013 Palmetto Silver Award

South Carolina Middle School Association's

*Award of Excellence*

and

South Carolina's

*Red Carpet Award*

**STEAM School of Choice**

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*Real Learning ~ Real Life*

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

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**Saluda Trail Middle School**

*Real Learning ~ Real Life*

August 2016

Parents and Students,

On behalf of the Saluda Trail Middle School faculty and staff, I would like to extend a warm welcome to our Saluda Trail Middle School 6th grade students and our returning 7th and 8th grade students. Our goal is for each student to have the opportunity to experience academic success; apply knowledge in real-world situations; enhance and cultivate innovative skills; explore areas of interest through participation in various clubs, events, and athletics; and strengthen service leadership qualities.

To help ensure a successful school year, please read all the information provided in the handbook. If circumstances arise throughout the year that require actions not necessarily specified in the handbook, communication will be provided to families and students as needed. Parents and students are always encouraged to communicate with teachers and administrators throughout the year regarding any problem or concern.

The Saluda Trail Middle School faculty and staff look forward to working with each student and family to ensure a memorable and successful school year!

Elissa Cox  
Principal

**Saluda Trail Middle School Vision**  
*“Real Learning ~ Real Life”*

The vision for our school combines our core beliefs, learner standards, middle school goals, mission statement and a school motto. Each component of the vision helps make the statement of our preferred future. Together these components help define the core of who we are, what we do, and how we think and feel.

***Mission Statement:***

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

***Core Beliefs:***

We Believe:

- Differentiation of instruction supports student strengths and learning styles
- Students can maximize their potential by connecting the real world with their basic content knowledge
- All individuals will use multiple medias to share ideas in real world context
- Individuals will provide challenging technological educational experiences
- A culture of accountability and high expectations develops learners and leaders
- Student motivation should shift from an extrinsic perspective to a more intrinsic one to increase both academic and personal growth
- It is vital that students are provided a well round education which includes the arts to prepare them for an increasingly educational global knowledge based economy
- A positive nurturing environment will encourage students to become educational risk takers
- All students use individualized goals to maximize student achievement
- Students will be challenged to become creative problem solvers through inquiry-based learning
- A student-centered environment promotes ownership of learning
- Education is a shared responsibility between students, teachers, parents and community
- All individuals have intrinsic worth
- Literacy is the foundation for unlimited learning
- Learning to communicate is critical to an individual’s success
- All students must respect each other’s right to learn
- Service for others promotes good citizenship and global respect for our environment

***Learner Standards:***

Students will:

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

***Middle School Goals:***

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

## **PARENT/COMMUNITY INVOLVEMENT**

### **OPEN HOUSE**

An Open House for parents is scheduled for **August 25, 2016 from 6:00-7:30 PM**. Parents will have the opportunity to meet STMS faculty & staff and tour the school. All parents are highly encouraged to attend.

### **PARENT VISITS/CONFERENCES**

Parents and other members of the community are always welcome at Saluda Trail. **For the security of all and to avoid disturbing the learning environment of students, visitors must enter by way of the office and secure administrative permission and a visitor's pass before going to any other part of the building.** Parents and other visitors may observe classes by making arrangements in advance with the principal. Conferences with teachers may be arranged by making an appointment with the individual teacher or by calling the guidance office to arrange a team conference.

### **SCHOOL IMPROVEMENT COUNCIL**

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

## **BEHAVIORAL EXPECTATIONS**

### **GENERAL RESPONSIBILITIES OF STUDENTS**

1. Remember that the reason the school exists and that you are here is to learn. Also remember that 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, materials and assistance, 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 all assignments.
2. Always conduct yourself as a good citizen. Respect the rights and feelings of others. By showing respect and consideration for others, you will earn the respect of others.
3. Read and follow all school rules and regulations. Since rules are explained in the student handbook, ignorance of the rules is not a valid excuse.
4. Be positive. Find good things to say about yourself, your friends, your teachers, and your school.
5. Be proud of yourself and your school. Saluda Trail is your home away from home, do all that you can to keep it clean and attractive. Be sure your behavior reflects credit to yourself, your home, your school, and your environment.
6. 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 workplace. No employer wants an employee who is frequently absent or tardy.
7. Be honest in all matters.

### **SCHOOL-WIDE RULES**

1. Read and follow all handbook regulations.
2. Follow instructions of any teacher or staff member.
3. Be on time and in assigned area at all times.
4. No disorderly conduct (any action or intent that could cause injury or property damage).
5. No food, beverages, or gum in classrooms or halls without special permission.
6. Adhere to the dress code at all times while on school grounds.

### **REWARDS**

1. Good educational environment.
2. Good conduct reports.
3. Positive notes and/or good citizenship certificates.
4. Team rewards.

## WILDCAT CARDS

Wildcat Cards are given every 9 weeks grading period for A/B Honor Roll and Principal's Honor Roll. There are three levels of the Wildcat Card (gold, blue, and black). Each level contains a variation of requirements and rewards.

	<b><u>Black Wildcat Card</u></b>	<b><u>Blue Wildcat Card</u></b>	<b><u>Gold Wildcat Card</u></b>
<b>Requirements:</b>	GPA 3.0 – 3.39  No more than 2 absences per quarter  No BIC, suspensions, or referrals	GPA 3.4 – 3.74  No more than 2 absences per quarter  No BIC, suspensions, or referrals	GPA 3.75 or better  No more than 2 absences per quarter  No BIC, suspensions, or referrals
<b>Privileges:</b>	Free Admission to all STMS athletic events.  Wildcat Celebration (2 free snacks)	Free Admission to all STMS athletic events & dances.  Wildcat Celebration (2 free snacks)	Free Admission to <b>all</b> STMS paid events.  Wildcat Celebration (3 free snacks)  Pizza Party if “Gold” two times during the year

## CONSEQUENCES FOR INFRACTIONS

1. Folder System for Classrooms
2. Lunch or after school detention
3. Teacher-student-parent conferences
4. Office referral
5. Teacher assigned Behavior Intervention Class
6. After-school Administrative Detention
7. Severe Clause: See Suspensions and Exclusion

## ADMINISTRATIVE DETENTION

In some instances, a student may be assigned to *Administrative Detention*. *Detention* lasts for **one full hour after school** (3:45- 4:45) and requires students to remain in a supervised classroom with no talking. *Detention* is assigned at the discretion of an administrator and is viewed as an opportunity for a student to serve a consequence for a less serious offense and avoid missing class time. Students who fail to serve their after school detention will be allowed to reschedule once. After that, the students may be suspended for the following day. Detentions are held on either a Tuesday or Thursday.

## BEHAVIOR INTERVENTION CLASS

The Behavior Intervention Class is a possible consequence for breaking the rules at Saluda Trail. It is staffed by an assistant. The purpose is to allow students the opportunity to talk one on one with an adult in an attempt to help them understand what they have done and how to prevent further infractions. Students receive all work from their teachers and will be held accountable for getting this work to the teachers when the assignments are due.

## REBOUND

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

## SUSPENSIONS AND EXCLUSIONS

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

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

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

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

### Policy JICH Drug and Alcohol Use by Students

Issued 06/04

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

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

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)

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

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

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

The administration will suspend/expel students who violate this policy. The board intends to expel all students who sell, distribute or intend to distribute any controlled substance.

(See policies [JKD](#) and [JKE](#) for suspension and expulsion.)

Adopted 10/23/89; Revised 5/28/90, 06/28/04

Legal references:

#### Alcohol:

S.C. Constitution:

[Article XVII](#), Section 14 - Must be over 21 to possess distilled liquors.

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

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

[Section 59-67](#)-150 - Drinking alcoholic liquors on a school bus is prohibited.

[Section 20-7](#)-370 - Must be 21 to possess fermented liquors.

#### Drugs:

S.C. Code, 1976, as amended:

[Section 44-53](#)-110, *et seq.* - Lists of illicit drugs.

[Section 44-53](#)-140 - Student addicted or dependent upon a drug may seek counseling concerning treatment or therapy from a guidance counselor or teacher without fear of legal action.

[Section 44-53](#)-370 - Unlawful for any person to possess scheduled drug unless obtained by valid prescription.

[Section 44-53](#)-440 - Person over 18 who distributes a controlled substance to person under 18 shall be guilty of felony and sentenced to no more than 20 years with no suspension or probation.



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

The possession, sale, distribution, or use of a controlled substance by a student on the school grounds, buses, or at any school activity, or when off the school campus attending a school sponsored activity, and/or any other time when the student is under the administrative jurisdiction of the school is strictly prohibited. The term "use" shall be construed to include being under the influence even though the substance was not consumed while under the jurisdiction of the school. Controlled substances include alcoholic beverages, marijuana, hallucinogenic drugs, or any other illegal narcotic.

Students found to be in *possession* of or under the influence of alcohol or illegal drugs will be suspended from school and may be recommended to undergo an evaluation at Keystone and follow up on recommended treatment and/or counseling options. A second such offense will result in exclusion. Students who *distribute* drugs or alcohol may be excluded from school. **Students who violate any state or federal laws will be reported to the appropriate law enforcement agency and all suspected illegal substances will be confiscated.**

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

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

**SEXUAL HARASSMENT OF STUDENTS-AR JIAA-R**

Issued 1/16

These procedures are intended to do the following:

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

**Definition of Sexual Harassment**

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

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

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

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

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

A one-time incident must be severe to rise to the level of sexual harassment.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

**Behavior Prohibited of All Employees**

No employee may condition an individual student's education, educational benefit, or educational opportunity on the student's acquiescence to any of the sexual behaviors defined above.

No employee may retaliate against any student because that student has filed a complaint, testified, assisted, or participated in any manner in a sexual harassment investigation, proceeding, or hearing conducted by an authorized agency.

No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment.

No employee will destroy evidence relevant to an investigation of sexual harassment.

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

No employee or student of this district will create a sexually hostile or offensive school environment for any other student by engaging in any sexual harassment.

No employee or student of this district will assist any individual in doing any act which constitutes sexual harassment against any other student.

## **Obligations of Administrators/Supervisors**

### *Preventive action*

The district policy on sexual harassment and this administrative rule will be referenced in employee and student handbooks.

All administrators/supervisors will give a copy of district policy on sexual harassment and this administrative rule to all employees. The district will give a copy of the student handbook to all students.

The district policy on sexual harassment and this administrative rule will be available in each school's media center and the district office.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule, as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment, and the redress available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

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

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

### *Investigative/corrective action*

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with the student's principal (except for situations covered in the following paragraph). Such a complaint may be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the director of personnel.

The administrator/supervisor will, within three working days, initiate an investigation of any incident of alleged sexual harassment reported to them or observed by them. Personnel will maintain confidentiality throughout the investigation. Only those who have an immediate need to know may be provided the identity of the complainant.

Upon the completion of the investigation, the administrator/supervisor will report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the personnel director and to the complainant and/or the complainant's parent/legal guardian.

If an employee or student is determined to have sexually harassed a student, the administrator/ supervisor will take whatever disciplinary action he/she determines is warranted, up to and including termination of an employee or expulsion of a student.

Even if the employee has been terminated or the student expelled, the administrator/supervisor will follow up within three months of any reported incident of sexual harassment to determine whether the complainant has been subjected to any further sexual harassment.

The administrator/supervisor having reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report such conduct in accordance with state law and board policy JLF (Student Welfare) on reporting child abuse or neglect.

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

All employees and students will report to their immediate supervisor or teacher, respectively, any conduct on the part of non-employees, such as sales representatives, service vendors, or employees from another district, etc. which is believed to constitute sexual harassment. The supervisor or teacher will report this information in writing to the supervisor of the non-employee for investigation. This information must also be reported to the appropriate principal and the director of personnel.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the district or by any appropriate governmental agency.

The district prohibits any action to discourage any student from reporting alleged sexual harassment.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.

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

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

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

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

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

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

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

Name(s) of alleged harasser(s):

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Nature of the harassment:

\_\_\_\_\_

\_\_\_\_\_

Name and position of individual who conducted your informal consultation:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Remedy sought:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **HARASSMENT, INTIMIDATION OR BULLYING - Policy JICFAA**

Issued 1/16

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

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

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

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

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

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

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

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

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

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

Cf. [GBEB](#), [JIC](#), [JICDA](#)

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

Legal references:

S. C. Code, 1976, as amended:

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

[Section 59-19](#)-90 - General powers and duties of school trustees.

[Section 59-63](#)-110, *et seq.* - Safe School Climate Act.

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

[Section 59-63](#)-275 - Student hazing prohibited.

[Section 59-67](#)-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases:

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

State Board of Education Regulations:

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

## **HAZING- Policy JICFA**

Issued 1/16

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

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

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

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

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

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

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

Cf. [GBEB](#), [JIC](#)

Adopted 1/25/16

Legal references:

S. C. Code, 1976, as amended:

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

[Section 59-19](#)-90 - General powers and duties of school trustees.

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

[Section 59-63](#)-275 - Student hazing prohibited.

[Section 59-67](#)-240 - Other duties of bus driver; discipline of students for misconduct.

State Board of Education Regulations:

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

## **SECRET SOCIETIES/GANG ACTIVITY- Policy JICF**

Issued 1/16

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

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

The district administration will maintain conditions on school property and at school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with law and the standards set by the board. In establishing such standards, the board prohibits the presence and activities of secret societies and gangs on or near school property and at school-sponsored events.

The district prohibits incidents involving initiations, hazings, intimidations, or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.

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

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

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

Legal references:

S.C. Code, 1976, as amended:

[Section 59-63-270](#) - Regulation or prohibition of clubs or like activities.

[Section 59-63-275](#) - Student hazing prohibited; definitions.

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

Use or possession of tobacco products or paraphernalia is prohibited on school property during the school day and by students actively participating in or practicing for school-sponsored extracurricular events and while riding school busses and activity vehicles. Consequences for violation of these rules shall be a three-day, Behavior Intervention visit for a first offense, a three-day, out-of-school suspension for a second offense, and out-of-school suspension and possible recommendation for exclusion for a third offense. Students shall participate in a selected instructional and/or counseling activity regarding the effects of tobacco products prior to any exclusion recommendation related to smoking or possession of tobacco products.

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

### **Policy JICI Weapons in School**

Issued 9/08

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

It is the policy of the board of education to ensure the safety and welfare of its students and employees. The presence of firearms, knives, blackjacks or other weapons on school district property poses a severe threat of serious harm or injury to students and staff.

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

Possession of a weapon as defined in this policy may subject the student to suspension or expulsion and referral to law enforcement. The district also will consider possession of any object that appears to be a weapon so as to cause fear or intimidation a violation of this policy.

### **Level of offense**

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

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

### **Firearms**

The board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at district or school related functions, or at any setting under the jurisdiction of the Rock Hill School District of York County. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

The board directs the superintendent to bring recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement. In considering whether to modify the one-year expulsion requirement, the superintendent may consider, among other things, the student's age, discipline records and the specific facts and circumstances of the incident.

Expulsion proceedings for weapons violations will be conducted consistent with the district's expulsion policy and administrative rule.

Expulsion prohibits a pupil from entering the school or school grounds except for a prearranged conference with an administrator, attending any day or night school functions or riding a school bus. However, expulsion pursuant to this policy does not preclude a student from receiving educational services in an alternative setting for the next academic school year.

Adopted 10/23/89; Revised 5/28/90, 06/28/04, 9/22/08

Legal references:

United States Code:

[20 U.S.C. 3351](#) - Gun-Free Schools.

U.S. Supreme Court Cases:

[New Jersey v. T.L.O.](#), 469 U.S. 325 (1985.)

S.C. Code, 1976, as amended:

[Section 16-7-160](#) - Illegal use of stink bombs and other offensive devices.

[Section 16-11-540](#) - Damaging or destroying building, vehicle or other property by means of explosive or incendiary.

[Section 16-11-550](#) - Threatening to kill, injure or intimidate individual or damage or destroy property by means of explosive or incendiary.

Section 16-23-430 - Carrying weapons on school property.

Section 16-23-450 - Placing loaded trap gun, spring gun or like device.

Section 59-19-90(3), (5) - General powers and duties of trustees.

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

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

## **THREATS TO SCHOOL PERSONNEL**

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

## **DISTURBING SCHOOLS ORDINANCE**

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

## **CODE OF CONDUCT**

(Rock Hill School District Policy *JICDA-R*)

### **Level I - Disorderly Conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs 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 will follow these basic enforcement procedures in instances of disorderly conduct.

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction, and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this policy.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following.
  - verbal reprimand
  - withdrawal of privileges
  - detention
  - in-school suspension/recovery room
  - out-of-school suspension
  - confiscate item
  - academic penalty (cheating)

### **Level II - Disruptive Conduct**

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

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

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

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, 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
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property

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

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent, and confer with them about the student's misconduct, and apply the appropriate disciplinary action.



- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to the following.
  - temporary removal from class
  - temporary or permanent removal from bus
  - alternative education program
  - in-school suspension
  - out-of-school suspension
  - transfer
  - referral to outside agency
  - expulsion
  - restitution of property and damages, where appropriate, should be sought by local school authorities

### **Level III - Criminal Conduct**

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

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

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

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

- 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.
  - out-of-school suspension
  - assignment to alternative schools
  - expulsion

- restitution of property and damages, where appropriate, should be sought by local school authorities

## EXTENUATING, MITIGATING OR AGGRAVATING CIRCUMSTANCES

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

## DISCIPLINE OFFENSES AND POSSIBLE CONSEQUENCES

OFFENSE	MINIMUM CONSEQUENCE
<b>1. Alcohol and/or Drugs</b>	<p>Students found to be in <i>possession</i> of or under the influence of alcohol or illegal drugs will be suspended from school and may be recommended to undergo an evaluation at Keystone and follow up on recommended treatment and/or counseling options. A second such offense will result in exclusion. Students who <i>distribute</i> drugs or alcohol may be excluded from school.</p> <p>(Rock Hill School District Policy- JICH-R)</p>
<b>2. Bus Violations</b>  Any steps may be skipped due to the severity of the offense.	<p><b>1<sup>st</sup> Offense:</b> Warning unless severe case.  <b>2<sup>nd</sup> Offense:</b> 1 week conditional suspension with parent conference.  <b>3<sup>rd</sup> Offense:</b> 1 week suspension  <b>4<sup>th</sup> Offense:</b> 2 weeks suspension  <b>5<sup>th</sup> Offense:</b> Full year suspension</p>
<b>3. Cell phone and/or electronic device violation.</b>  Electronic devices must remain off and not visible during class time unless granted permission by the teacher for <b>instructional</b> use only. All electronic devices, excluding school issued devices, should be put away in lockers prior to entering the first class of the day.  <i>*Note: Electronic devices may be utilized prior to the first bell of the school day, during lunch, and at the end of the day. All electronic devices are prohibited in common areas (examples: hallways, restrooms, locker rooms, gallery, media center, etc.) during class times.</i>  Any device with picture capability whether phone, tablet, iPad, or camera that is used to take inappropriate pictures or video will result in consequences deemed appropriate by the administrator.	<p><b>1st Offense: Warning</b>  <b>2nd Offense: After School Detention and Parent Contact</b>  <b>3rd Offense: Block of BIC in offending class, after school detention, and parent conference as necessary</b>  <b>4th Offense: 1 day BIC</b>  <b>5th Offense: 2 days of BIC</b>  <b>Additional Offenses will be considered defiance.</b></p> <p>Note: The administration may use any step depending upon the severity of the situation (level of insubordination and/or disrespect to an adult)</p> <p><b>Any cell phone, picture taking, or text messaging that results in students cheating or which cause arguments or major disruptions will result in the phone being confiscated for the remainder of the class period and may result in additional consequences.</b></p>
<b>4. Cheating (Academic Dishonesty)</b>  Academic Dishonesty is the act of receiving or attempting to receive an unfair advantage in academic work.  Examples include, but are not limited to the following: the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, texting, or any other methodology.	<p><b>1st Offense:</b> Record a grade of zero (0) for the original work and issue a behavior referral to administration. Work must be resubmitted to the teacher's specifications within the number of days outlined by the teacher. Resubmitted work will not receive full credit. The late penalty (20%) off the grade earned will be applied. Parent Contact made.  Administrative conference and warning.  <b>2nd Offense:</b> Same as above, 1 day of BIC, and parent/teacher/student conference  <b>3rd Offense:</b> Same as 1st offense and 2 days BIC  <b>4th Offense:</b> Same as 1st offense and 2 days BIC, administrative parent conference, behavior contract.</p> <p>Note: The administration may use any step depending upon the severity of the situation</p>
<b>5. Classroom Disruption</b>	<p><b>1<sup>st</sup> Offense:</b> Block of BIC in offending class.  <b>2<sup>nd</sup> Offense:</b> Block of BIC in offending class, after school detention, and parent conference.  <b>3<sup>rd</sup> Offense:</b> 1 day BIC  <b>4<sup>th</sup> Offense:</b> 2 days of BIC  <b>5<sup>th</sup> Offense:</b> 1 day of OSS and behavior contract</p> <p>Note: The administration may use any step depending upon the severity of the situation (level of insubordination and/or disrespect to an adult may warrant an expulsion recommendation)</p>

<p><b>6. Cutting Class/School, Leaving Class/School without permission. Not following proper Sign-In or Sign-Out Procedures, or 10 minutes or more late for class without a pass.</b></p>	<p><b>1<sup>st</sup> Offense:</b> 1 hour of After School Detention.  <b>2<sup>nd</sup> Offense:</b> 1 hour of After School Detention and parent conference  <b>3<sup>rd</sup> Offense:</b> 1 day of BIC  <b>4<sup>th</sup> Offense:</b> 2 days of BIC and parent conference  <b>5<sup>th</sup> Offense:</b> 1 day of OSS, parent conference, and behavior contract.</p> <p>Note: The administration may use any step depending upon the severity of the situation.</p>
<p><b>7. Defiance/Disrespect</b></p>	<p><b>1<sup>st</sup> Offense:</b> Block of BIC in offending class.  <b>2<sup>nd</sup> Offense:</b> Block of BIC in offending class, after school detention, and parent conference.  <b>3<sup>rd</sup> Offense:</b> 1 day BIC  <b>4<sup>th</sup> Offense:</b> 2 days of BIC  <b>5<sup>th</sup> Offense:</b> 1 day of OSS and behavior contract</p> <p>Note: The administration may use any step depending upon the severity of the situation (level of insubordination and/or disrespect to an adult may warrant an expulsion recommendation)</p>
<p><b>8. Dress Code Violation</b></p>	<p><b>1<sup>st</sup> Offense:</b> Warning and removed from class until appropriately dressed. Absence(s) from class(es) will count as unlawful.  <b>2<sup>nd</sup> Offense:</b> Same as 1<sup>st</sup> Offense and 1 After School Detention  <b>3<sup>rd</sup> Offense:</b> 2 After School Detentions  <b>4<sup>th</sup> Offense:</b> 1 Day of BIC  <b>5<sup>th</sup> Offense:</b> 2 Days of BIC  <b>6<sup>th</sup> Offense:</b> 1 day of OSS</p> <p>Note: Inappropriate dress that cannot be remedied will result in removal from class and placed in BIC until proper attire can be obtained.</p>
<p><b>9. Failure to serve detention/Study Hall</b></p>	<p><b>Classroom Teacher assigned:</b>  <b>1<sup>st</sup> Offense:</b> 1 After School detention assigned by administrator.  <b>2<sup>nd</sup> Offense:</b> Block of BIC per offending class  <b>3<sup>rd</sup> Offense:</b> 1 day of BIC and parent conference</p> <p><b>Administrator assigned:</b>  <i>Note: Any student that fails to serve an After School detention will be suspended from any extra-curricular activities until the After School Detention has been served.</i>  <b>1<sup>st</sup> Offense:</b> Reassigned After School Detention for the following day  <b>2<sup>nd</sup> Offense:</b> A day of BIC</p> <p><i>Habitual failure to serve After School Detention will result in the administrator assigning other discipline consequences as BIC and OSS as necessary.</i></p>
<p><b>10. False fire alarm, bomb threats or threats of arson.</b></p>	<p><b>1<sup>st</sup> Offense:</b> Report to law enforcement officials and recommendation for exclusion.</p>
<p><b>11. Fighting</b> (Includes inciting others to violence or provoking a fight. This is in effect at any school-sponsored activity on or off campus)</p> <p><b>Self Defense</b> is understood to be the action of <b>blocking off</b> an attack and <b>immediately removing yourself from the altercation</b>. If physical contact is made in any way, other than to block the physical contact while attempting to leave, the situation will be considered participating in a fight.</p> <p><b>Alternatives to a physical altercation:</b> Immediately alert an adult, peer mediation, mediation with a counselor or administrator.</p>	<p><b>1<sup>st</sup> Offense:</b> 3-5 days of OSS and Behavior Contract. May result in recommendation for exclusion depending upon severity of the offense.</p> <p><b>2<sup>nd</sup> Offense:</b> To be determined by administration according to the severity of the offense.</p> <p>Students should not run to see a fight or gather around those who are fighting. Leave the area when/if a fight occurs. Disciplinary action will be determined at the discretion of the administration according to the severity or interference thereof.</p> <p>Students who resort to physical violence risk being disciplined by the school as well as face charges by our Security Resource Officer.</p>
<p><b>12. Horseplay (Shoving, pushing, or tripping) that could result in student injury or cause damage to property.</b></p> <p>Any damage to school property will result in restitution of all involved parties.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 hour of After School Detention or 1 day BIC, parent conference  <b>2<sup>nd</sup> Offense:</b> 1 day of BIC  <b>3<sup>rd</sup> Offense:</b> 2 days BIC  <b>4<sup>th</sup> Offense:</b> 1 day OSS and Behavior Contract</p> <p>Note: The administration may use any step depending upon the severity of the situation</p>



	<p>5<sup>th</sup> Offense: 1 day of OSS, parent conference and a behavior contract 6<sup>th</sup> Offense: Recommendation for exclusion</p> <p>***Principal may issue a more severe consequence depending on the severity of the offense.</p>
<p><b>20. Unauthorized use of technology.</b> (See policy and procedures for using computers in handbook. The administrator has the authority to vary the action steps depending on the severity of the offense)</p> <p>Examples of types of offenses:</p> <p><b>Level I</b></p> <ul style="list-style-type: none"> <li>• Illegal installation or transmission of copyrighted materials.</li> <li>• Unauthorized use of Internet or computer games.</li> <li>• Downloading and/or accessing inappropriate applications, programs or websites.</li> <li>• Giving out personal information, for any reason, over the internet.</li> <li>• Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)</li> </ul> <p><b>Level II</b></p> <ul style="list-style-type: none"> <li>• Spamming (disruptive email, messages including iMessages).</li> <li>• Bypassing the Rock Hill Schools Web filter</li> <li>• Gaining access to another student's accounts, files and/or data</li> <li>• Repeated Level I infractions</li> </ul> <p><b>Level III</b></p> <ul style="list-style-type: none"> <li>• Unauthorized recording of audio or video images on school property or during extracurricular activities with district or personally owned devices.</li> <li>• Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials.</li> <li>• Spamming (disruptive email, messages including iMessages).</li> <li>• Use of School's Internet or email accounts for financial gain, commercial gain or any illegal activity.</li> <li>• Vandalism (any malicious attempt to harm or destroy district owned technology)</li> </ul> <p>Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean.</p>	<p><b>Level I-</b> Students receive a warning or detention depending upon severity of offense.</p> <p><b>Level II-</b> The student will serve In-School Suspension with the number of days determined depending upon severity of offense.</p> <p><b>Level III-</b> 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.</p> <p><b>Any Subsequent Offense</b> <i>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.</i></p>
<p><b>21. Harassment/Intimidation/Bullying</b></p> <p>➤ Toward an adult in authority.</p> <p>➤ Toward a student.</p>	<p><b>1<sup>st</sup> Offense:</b> Possible 3 days of OSS, behavior contract. <b>2<sup>nd</sup> Offense:</b> Minimum 3 days of OSS, possible criminal charges, recommendation for alternative placement and/or exclusion.</p> <p><b>1<sup>st</sup> Offense:</b> 1 day of BIC <b>2<sup>nd</sup> Offense:</b> 2 day of BIC <b>3<sup>rd</sup> Offense:</b> 1 day of OSS, behavior contract, may be considered bullying and students may be subject to the SC Safe School's Climate Act. <a href="#">Section 59-63-110</a> <b>4<sup>th</sup> Offense:</b> 2 days of OSS <b>5<sup>th</sup> Offense:</b> Recommendation for alternative placement</p>

	<b>The administration may use any step depending upon the severity of the offense.</b> (Rock Hill School District Policy JICFAA)
<b>22. Weapons or objects used as weapons (on person or in lockers) including possession, handling, transmission, use or attempt to use.</b> Including but not limited to guns and knives of any kind, bats, clubs, pipes, mace or pepper like sprays, explosives of any kind, ice picks, slingshots, blackjacks, knuckles, razors or razor blades.	Possession of a weapon as defined in this policy may subject the student to suspension or expulsion and referral to law enforcement.  (Rock Hill School District Policy JICI)  <b>LOOK-A-LIKE WEAPONS WILL BE TREATED AS A “REAL” WEAPON.</b>

## DISCIPLINE OF STUDENTS WITH DISABILITIES

### Disciplinary Process

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

### Program prescriptions

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

### Suspensions

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

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

### Expulsions

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

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

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

Issued 5/28/90; Revised 8/26/91, 5/29/07

## **INFORMATION AND REGULATIONS**

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

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

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

### **ASSEMBLY PROGRAMS**

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

- Enter the auditorium as quickly and as orderly as you can. Sit in your team's assigned area. Fill in every seat.
- Observe school rules - no gum, hitting, running, shouting, hats, etc.
- Remain quiet throughout the program.
- Sit appropriately and remain seated during the entire program unless or until you have permission to stand.
- Show respect for each speaker or performance by not talking to other students and not blurting out remarks.
- Show your appreciation by applause - not yelling, whistling, etc.

Students not following these guidelines will be removed from the auditorium and disciplined.

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

#### **Student Attendance- Policy JE**

Issued 10/15

Purpose: To establish the basic structure for student attendance.

Attendance is the presence of a student on days when school is in session. Students may be counted only when they actually are at school, on homebound instruction or are present at a school activity authorized by the school. This may include field trips, athletic contests, music festivals, student conventions, and similar activities.

State law requires all children between the ages of five and 17 to attend a public or private school, home school, or kindergarten. A parent/legal guardian whose child or ward is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/her child by signing a waiver form. The signed waiver will be kept by the district and placed in the child's permanent record when he/she enters school.

The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

Cf. JH

Adopted 7/22/85; Revised 5/28/90, 10/25/93, 8/26/02, 10/19/15

Legal references:

S. C. Code, 1976, as amended:

[Section 59-5-65\(4\)](#) – Powers and responsibilities of state board of education.

[Section 59-35-10](#) - Each district to provide a kindergarten program.

[Section 59-63-20\(3\)](#) - Entrance age for kindergarten program.

[Section 59-63-20\(4\)](#) - Entrance age for first grade.

[Section 59-63-20\(6\)](#) - Four-year-olds may attend optional child development programs.

[Section 59-65-10, et seq.](#) - Compulsory attendance age group in South Carolina includes children ages five through 17; parents may waive compulsory kindergarten attendance requirement.

State Board of Education Regulations:

[R43-274](#) - Student attendance.

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

Students will be considered lawfully absent when:

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

Lawful absences allow students to make up missed work.

Students will be considered unlawfully absent when:

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

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

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

A student's attendance is a factor in the promotion/retention decisions that are made at the end of the school year. Students who have excessive absences or tardies could be referred to Family Court. **Any student enrolled in an eighth grade credit course (English I, Algebra I) will fail due to attendance if absences exceed the maximum days allowed.**

## BOOKS

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

## BOOK BAGS

All book bags must be left in the lockers during class time. Approved drawstring bags are permitted for technology use.

## BUS PRIVILEGES

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

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school premises.

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

### Meeting the Bus:

1. Students must be on time and must meet the bus at the roadside when the bus arrives.
2. In approaching the bus stop, if students have to walk along the highway, they should always walk on the left, on the shoulder facing traffic.
3. When crossing the highway, they should walk, not run.



4. Students should not run beside the bus, but should wait until it stops and then walk to the door.
5. Students must not bother or damage private property, or other students or motorists.
6. Students should meet the bus only at the bus stop to which they have been assigned.

#### **On the Bus:**

1. Passengers should go to their assigned seats, without crowding or pushing, and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, or head out of the bus.
3. Passengers should not talk to the driver while the bus is in motion, except in an emergency.
4. Passengers must never tamper with the emergency door or any other part of the bus equipment.
5. Passengers must not mar or deface the bus, and seat coverings must not be damaged in any manner. Passengers should report any damage to the bus or seats to the driver as soon as possible.
6. Only the driver or the authorized person should remove First Aid equipment, which is to be used only for emergency treatment.
7. Passengers must not tamper with the Fire Extinguisher, which is to be used only by the driver in an emergency.
8. Passengers are not permitted to open bus windows, unless given permission to do so.
9. Passengers must not fight or scuffle on the bus or create any disturbance. Highway traffic dangers necessitate optimum self-control by each bus passenger.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus windows.
11. Books, lunch boxes or other objects should not be placed in the aisle of the bus.
12. Passenger conduct standards are covered in the brochure "Student Transportation Regulations."

#### **Leaving the Bus on the School Grounds:**

1. Passengers must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.
2. Passengers should leave in an orderly manner. Students in the front seats leave first.
3. Passengers must not loiter or play around the stopped or parked bus.
4. Passengers should not enter a restricted area set aside for bus parking or loading. Operations should be directed to the transportation director at 981-2022.

#### **CAFETERIA**

All students are expected to behave as responsible citizens in the cafeteria. **Students should not run to lunch, run inside the cafeteria or in the gallery.**

1. Students should not break in lines or change lines, play with or throw food, or leave the table without clearing trays and trash.
2. Students must get all food items, utensils, and napkins as they move through the service line.
3. Students are expected to buy any food that is touched by them as they move through the serving lines.
4. Students may purchase additional items by going back through the line.
5. Students who violate cafeteria rules are subject to disciplinary actions.
6. Talk softly, in a conversational manner.
7. Be respectful of others by keeping your place in line.
8. Keep lines orderly and straight.
9. All food must be eaten in the cafeteria - do not take outside or to other parts of the building.
10. Students who choose to pay for their lunch at the cash register are urged to bring their money every day.
11. Students are not allowed to use another student's lunch ticket.
12. All tables, chairs and floor must be clean before leaving the cafeteria. Students not keeping the cafeteria clean will be assigned to a cleaning detail in the cafeteria or other area of the school or grounds.
13. All students are expected to pay for their meals each day or have money placed in their account. Credits and IOU's will not be issued.
14. All students will have a 30 day period to submit new applications while getting meals based on their lunch status from the previous year.
15. Parents have the option of making payments on line or monitor their student's account by logging on to <https://www.mealpay.com/>. The student's PIN number is necessary to access this site.

#### **CANTEEN**

A school canteen is open during lunch period where students may purchase a slushy. The cost per slushy is \$1.50.

#### **CELL PHONES AND PERSONAL ELECTRONIC DEVICES (Rock Hill School District Policy JICJ)**

##### **Policy JICJ Use of Cell Phones, Personal Electronic Devices in School**

Issued 8/12

Purpose: To establish the basic rules for the board's permission of student use of cell phones and other personal electronic devices in schools.

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 used during authorized times and is not disruptive to the educational environment. Cell phones and other personal electronic devices are not permitted to be on or visible in locker rooms and restrooms.

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

A student in possession of a cell phone, or other personal electronic device in conflict with this policy will be subject to discipline as provided under the District's code of student conduct.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12

Legal references:

S.C. State Statute on Paging Devices

59-63-280 – "Paging device" defined; adoption of policies addressing student possession.

A. For purposes of this section, "paging device" means a telecommunications, to include mobile telephones, device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

B. The board of trustees of each school district shall adopt a policy that addresses student possession of paging devices as defined in subsection (A). This policy must be included in the district's written student conduct standards. If the policy includes confiscation of a paging device, as defined in subsection (A), it should also provide for the return of the device to the owner.

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.

##### **Elementary**

###### **Level I**

Student receives a warning depending upon severity of offense.

###### **Level II**

Student receives a detention or in-school suspension depending upon severity of offense.

###### **Level III**

Student receives in-school suspension or out of school suspension with the number of days determined depending upon severity of offense.

#### **Any Subsequent Offense**

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.*

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

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

### **DEMONSTRATION OF AFFECTION**

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

### **DIRECTORY INFORMATION**

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

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

#### **Saluda Trail Middle School Dress Code 2015-2016**

*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. In order to carry out this policy, Saluda Trail Middle School has adopted the following rules regarding dress to be complied with anytime students are in the school building:*

1. Saluda Trail official logos are permitted on tops. Shirts must have a collar and sleeves. V-neck collared shirts are prohibited. Boys and girls must wear golf type or button down shirts in long or short sleeve. Shirts must be **any** solid color without a logo. Purple STEAM embroidered

polo shirts are allowed and may be purchased at the main office. All other manufacturer's brand/slogan or other non-school logos on tops are prohibited. Students may wear Saluda Trail issued buttons or stickers to cover logos. Stripes and trim colors on any tops are also prohibited. Shirt buttons must begin at the neck and only 2 (two) factory buttons from the collar may be unbuttoned. Any solid crew-neck t-shirts may be worn underneath the collared shirt, but must be high enough to come above the second button of the collared shirt. Boys and girls shirts/blouses, regardless of knit or other fabric, must be tucked completely. All tops should be tucked in at least 3-4 inches to avoid tops coming out of the pants throughout the day.

2. Solid navy, white, or yellow sweaters, sweater vests, or regular sweatshirts without any logos may be worn in school. These must be worn over a collared shirt with the collar visible. **ONLY SCHOOL PURCHASED STMS LIGHTWEIGHT JACKETS MAY BE WORN INSIDE THE BUILDING.** Hooded sweatshirts (Hoodies) are prohibited in the building. Standard waist logos found on pants and shorts are permitted.
3. Heavy or bulky outerwear (coats and jackets) should be locked in lockers during class time. Non-dress code sweatshirts and hooded sweatshirts are not to be worn in the building. If students are headed to outside lunch, all coats and outside jackets must be carried and put on when they get outside. Students should remove these items immediately upon reentry into the building.
4. All pants, skirts, shorts, capris, and skorts must be khaki or navy in color. Wind pants, stretch/skinny pants, jeggings, yoga pants, jeans, and sweats are prohibited. All pants with belt loops must be worn with a belt that is properly buckled. All shorts and skirts should be worn no shorter than four inches from the top of the knee. This will be measured from the top of the slit if on a skirt.
5. All pants and shorts must rest at the waist and back pockets must be at hip level. "Sagging" is prohibited. Additionally, shirts and jackets should not be worn tied around the waist.
6. All students must wear shoes. Shoes must be tied or buckled as they are designed. For safety reasons, students will not be allowed to wear shower shoes, bedroom shoes, slides, or flip-flops. All shoes, including sandals, must have a back or strap that secures the heel of the foot.
7. Clothing should be worn as the manufacturer intended and in a manner that does not cause a distraction or disruption to the normal operation of class or school. Clothing should be worn with appropriate undergarments that should remain not visible. All clothing must be size appropriate. Form-fitting, provocative (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) and ripped/cut/torn clothing should not be worn at any time at school. No skin should be visible between the pant and shirt at any time. Offensive/suggestive writing, pictures, and patches on clothing/jewelry are also prohibited. This includes advertising for alcohol/tobacco products or promotion of violence.
8. Student's hair, including facial hair, must be neat and clean, and well groomed. The style, cut, and color of hair must not be extreme to the point of creating a distraction. Students whose hair is determined to be a distraction will be required to correct their hair within reasonable means.
9. Hats and sunglasses may be worn outside of the building. Bandanas, sweatbands, stocking caps, and do-rags are prohibited on school grounds. All long jewelry (that extends beyond the collar) must be tucked in regardless of the style.
10. Visible piercings are limited to the ears and the nose only. Nose piercings are limited to single studs (no rings or hoops). All other piercings and ANY tattoos should not be visible at any time. Students must remove any prohibited facial piercings and must cover tattoos within the dress code standards.

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

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

## **EARLY DISMISSAL**

A student may be dismissed from school early with written permission from the parent or legal guardian. A parent or legal guardian may come to the school for a student if their signature is one of the signatures on the student enrollment card. A request for early dismissal will not be accepted by telephone. Except in an emergency (to be determined by an administrator) students will be called from class only at the change of class periods. Students with written excuses who desire to be dismissed early will present such excuses to their grade level administrator for approval. Deadline for early dismissal is 3:30pm.

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

## **EMERGENCY DRILLS**

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

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

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

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

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

## **ENTERING AND LEAVING THE BUILDING**

The first bell for students will ring at 8:25 a.m. each morning to allow ample time for students to go to their lockers and arrive in class before the tardy bell rings at 8:30 a.m. Students are not to enter the building before 8:25 a.m. unless they are eating breakfast, a part of the homework club or have passes to go the library or a teacher's classroom. Additional passes may be given from teachers for make-up tests, computer labs, etc. On rainy or very cold days students will report to the gallery to sit in their assigned area. Any violation will result in a detention for being in an unauthorized part of the building. Repeated violations will result in further disciplinary action.

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

## **FAMILY RIGHTS AND PRIVACY ACT**

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

## **FIELD STUDIES**

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

## **FUNDRAISING**

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

## **GIFTS**

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

## **GUM AND CANDY**

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

## **HEALTH ROOM**

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

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

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

## **HOMEWORK**

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

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

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 a way for encouraging and extending the learning.

## **POWERSCHOOL PARENT PORTAL/CANVAS**

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

## **INSURANCE**

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

### Regular School Time Coverage:

(This is a limited -coverage policy beginning one hour before school and extending one hour after the school day).

### Twenty-four Hour Coverage:

(This policy will be effective 24 hours daily, during the full twelve months of the year).

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

## **INTERNET USAGE**

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

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

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

1. Parents are advised of the rules and give their written permission.
2. The student gives written assurances regarding appropriate behaviors while operating the Internet; and,

3. The student and parents understand that violations of these assurances will result in disciplinary action, and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

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

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

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

## **LIBRARY/MEDIA CENTER**

Saluda Trail Middle has numerous books and a wide variety of multimedia for students and faculty. Also included are large selections of magazines and vertical file of pictures, brochures, and articles about many different topics. The staff will be a professional media specialist, a library clerk, and student assistants.

The media center is available each day. Before and throughout the school day, students will be required to have a permit to enter. They may come to the media center on individual or small group permits signed by the teacher anytime during the day.

During the first weeks of school, all students will be invited to the media center through their language arts classes to have an orientation and instruction session on the media center program.

All books except reference books may be checked out for a period of two weeks. Vertical file material and back issues of magazines may also be checked out. Books may be renewed unless there is a strong demand for the same materials.

As a slight penalty for forgetfulness and for causing inconvenience to classmates and the media center, fines are charges for books kept longer than the period permitted. The fine is 5 cents a day for school days only, up to a maximum of \$1.00. A fine will stop accumulating when a book is returned whether the fine is paid at that time or not. Students are also required to pay a fee for lost or damaged materials. If students have overdue materials or owe fines at the end of the grading period, their report cards will be withheld.

The media center is maintained for the use of the students and the staff of Saluda Trail. All furnishing and materials should be kept in the media center to use materials in comfort; it is necessary that each student's conduct be that of a responsible middle school student. Those whose behavior is irresponsible will be subject to suspension of library privileges.

The media center and its staff are there to help all students at Saluda Trail be successful. Please be sure to ask for help whenever it is needed.

## **LOCKERS**

Each student is entitled to the use of a locker. Students are asked to keep the lockers locked at all times. Saluda Trail will not assume the responsibility for the contents of the locker. Students are not to share their lockers. Students are to use **ONLY** those lockers issued to them by the school. All school lockers are subject to administrative search in interest of school safety, sanitation, discipline and enforcement of school regulations. Law enforcement officials may conduct searches upon presentation of a proper warrant. Students are responsible for cleaning their lockers at the end of the school year. All items left in lockers become the property of the school to be disposed of at the discretion of the administration.

All **gym lockers are to remain locked at all times** when not under the direct supervision of the student to whom the locker was issued. Students are not to be in the gym locker rooms without adult supervision. No personal belongings are to be left outside gym lockers at any time. Students should not bring cell phones, wallets, money, personal electronic devices, or other valuables to the P.E. locker rooms.

## **LOST AND FOUND**

A Lost and Found area will be provided in the main office area. Students with lost clothing, books, etc., should check this area. Students are to cooperate by turning in all articles that are found and check for articles that have been 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 lost textbooks are found after having paid for new ones, refund checks will be issued to the parents with receipts.

## LUNCH PROGRAM

Saluda Trail provides both breakfast and lunch at a nominal price in the school cafeteria. Students pay a cashier as they go through the line. If they choose to pay by the week, they may do this at the cash register on the first day of the week. All students are encouraged to eat in the cafeteria and take advantage of the nutritious and inexpensive meals available. **Students are not to have food delivered or brought to them individually or in groups from any outside source (including parents/guardians) without prior administrator approval (see Lunch Program Policy on Rock Hill School's Website).**

Through the Federal Lunch Program, free and reduced price meals are available to those students who apply and who are eligible according to Federal guidelines. **This eligibility is carried over from the previous year of the first ten days of school, but after that time, students must have a new approved application on file.** Any misuse of the free or reduced price lunch program is fraud and is subject to disciplinary measures for theft.

Those who are getting a full lunch may purchase additional individual items. These additional items are for cash only. Students will have the opportunity to eat lunch in the school cafeteria on a daily basis. All school lunches meet the Federal Guidelines for the school lunch programs and will consist of food from the basic food groups. In addition to the hot meals, students may purchase pizza, nachos, sandwiches, etc. on a daily basis in the cafeteria. The cafeteria offers water and a variety of milk options with the lunch menu.

## MAKE-UP WORK

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

Students will be provided with time to make up assignments with no penalty. The number of days allowed to submit late work is equal to the number of days the student was absent plus one additional day.

If the student has prior knowledge of the assignment, he/she is responsible for making up the assignment immediately upon return unless arrangements have been made with the teacher.

If you are out 2 or less days, you can get your assignments from your teachers when you return to school or from your Canvas account. If you are out more than 2 days, you may call the school guidance office, and they will assist you in getting assignments before you return to school.

## MEDICINE AT SCHOOL

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

## MESSAGES

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

## MOMENT OF SILENCE

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

## RELEASE OF STUDENT INFORMATION

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

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



## SEARCHES AND INTERROGATIONS

### Student Interrogations, Searches and Arrests- Policy JIH

Issued 10/09

Purpose: To establish the basic structure for conducting searches of students or their property.

The Board recognizes that both State law and the [Fourth Amendment to the United States Constitution](#) protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs authorized District officials including the principal and his/her designee to conduct searches and seizures on District property or during District sponsored events in accordance with applicable federal and State law. The Board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating Board policies, school rules, and State and federal laws, and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the District to maintain a safe environment conducive to education. The overall objective is to maintain an environment consistent with the District's mission.

#### Searches

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.

The District administration is directed to ensure compliance with S.C. Code Ann. [§59-63](#)-1150, which requires that school administrators and officials must receive training in the "reasonableness standard" under existing law and in District procedures regarding searches. The District administration is further authorized and directed to establish procedures to be followed in conducting searches. The Board further directs the District administration to ensure that notice is posted in compliance with S.C. Code Ann. [§59-63](#)-1160 advising that any person entering the premises of any school in the District shall be deemed to have consented to a reasonable search of his or her person and effects.

All searches must comply fully with the "reasonableness standard" set forth in [New Jersey v. T.L.O.](#), 469 U.S. 328 (1985). This reasonableness standard recognizes that balancing the privacy interests of students with the substantial need of teachers and administrators to maintain order in the schools does not require that searches be based on probable cause to believe that the subject of the search has violated or is violating the law. Rather, the appropriateness of a search depends on the reasonableness, under all the circumstances, of the search. Determining the reasonableness of any search shall involve:

- (1) District or school administrator or official determination that the search is justified at the outset
- (2) The scope and conduct of the search is reasonably related to the circumstances.

All searches must be determined to:

- have reasonable grounds for suspecting that the search will disclose evidence the student, or other person, has violated or is violating either the law or the rules of the District or school
- be limited in scope to the extent that the measures utilized to carry out the search are reasonably related to the objectives of the search. The search should not be excessively intrusive in light of the age and sex of the person searched.
- have documentation of search using the Checklist for Student Interrogation/Search (Administrative Rule Document - [JIH-E\(2\)](#))

The Board further prohibits any District employee from conducting a strip search.

#### Use of Dogs for Searches

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. Dog search must be documented by using Administrative Rule Document – [JIH-E\(1\)](#).

#### Interrogations by school personnel and school resource officers

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances, which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

#### Interrogations by law enforcement

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee shall continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds. However, school officials shall not act in such a manner which will interfere with an ongoing law enforcement investigation. Additionally, normal visitor's protocol must be followed by law enforcement officials at all times. Interrogations of students by law enforcement officials should generally take place in a private area, whether or not the principal or his/her designee is present.

## Contacting law enforcement

As required by S.C. Code Ann. [§59-24-60](#), school administrators shall contact law enforcement immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, another person, or his/her property.

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. [§59-24-60](#), the law enforcement authorities must make the determination whether they will conduct an investigation into the matter. If the law enforcement authorities determine an investigation is appropriate, school officials will make reasonable efforts to discuss the scope and methods of the investigation with the law enforcement authorities as they affect school operations in an effort to minimize any disruption to the school and its students.

School officials may contact law enforcement authorities for assistance in addressing concerns other than those which must be reported pursuant to [§59-24-60](#). In such circumstances, the principal or his/her designee shall confer with the Superintendent or his/her designee prior to involving law enforcement authorities, other than a school resource officer. The Superintendent or his/her designee shall consult with appropriate school officials and law enforcement authorities to determine that the proposed involvement and methods of law enforcement are reasonable, consistent with this policy, and will have a minimally disruptive effect on school operations and student rights.

## Custody or arrest

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials will make a reasonable effort to notify the parents/legal guardians immediately.

Click here to view rule: [JIH-R](#) Student Interrogations, Searches and Arrests

Adopted 7/23/79; Revised 5/28/90, 06/28/04, 10/26/09

Legal references:

U. S. Supreme Court Cases:

[New Jersey v. T.L.O.](#), 469 U.S. 328 (1985).

[United States Constitution, Fourth Amendment.](#)

South Carolina Constitution:

[Article I](#), Section 10.

S.C. Code, 1976, as amended:

[Section 59-5-65](#) Minimum standards for student conduct, attendance and scholastic achievement; enforcement.

[Section 59-24-60](#) – Requires administrators to contact law enforcement.

[Section 59-63-1110 - 1160](#) – Search of persons and effects on school property.

[Section 20-7-7205](#) – Requires law enforcement to notify principal of child's school for certain offenses; confidentiality of information.

S. C. Acts and Joint Resolutions:

[1994 Act #393](#), p. 4097 – Allows searches

School officials may search school property, lockers, vehicles, personal belongings, etc. with or without probable cause. Random searches may occur with or without reasonable suspicion. (*State 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. If deemed appropriate by the administration, a hand-held metal detector may be utilized to assist in student searches.

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

## SKATEBOARDS, ROLLERBLADES and SCOOTERS

Skateboards, rollerblades, and scooters are not allowed on school property before, during or after school. This includes weekends and during the summer months.

## **SUPERVISION OF STUDENTS**

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or an extracurricular activity. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. **All other students should arrive no earlier than 7:30 a.m. on school days. Parents of car riders are expected to pick up their child(ren) by 4:00 p.m. each day.**

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

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 an event. If a child's ride is late, they will receive a warning on the first offense. On the second offense, the child will be required to attend all events with a supervising adult. Students staying after school for extra-curricular events are not allowed to change clothing on the premises of the school. Additionally, students may not stay on the grounds of STMS or walk to SPSHS if they are planning to attend an event at South Pointe High School. School officials will, at all times, provide reasonable supervision for crowd control during all extracurricular activities.

## **TARDIES**

All students are expected to be on time every day. If however, circumstances force a student to arrive to class after 8:30 a.m., he or she must check in through the office. A student may be excused for being tardy three times at the beginning of the school day with a note from a parent or a guardian. Upon receiving a 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> tardy, students will receive a 1-hour after-school **detention**. All tardies exceeding 6 will be referred to the grade level administrator and/or counselor. Habitual tardies could result in Behavior Intervention and Suspension. Students who are tardy to any class after their initial arrival to school will be issued an after school detention for each infraction.

## **TELEPHONE USAGE**

No student should ask or expect to use any office telephone. In case of illness or other emergency, a school secretary will make necessary calls. Students will not be called to answer the phone during school hours unless approved by an administrator. Emergency messages from parents and guardians of students may be left with the secretary. All calls should be limited to three minutes or less.

## **TRANSFERRING TO ANOTHER SCHOOL**

Any student who is transferring to another school will need to report to the guidance office for necessary withdrawal forms on the last day of attendance. All fines and/or fees should be paid and all school books and materials turned in.

## **TUTORING**

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

## **VEHICLES**

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

## **VISITORS**

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

Visitors who are on school business are welcomed at school; however, immediately upon entering the school grounds, all visitors will "check-in" at the Main Office and state the nature of their visit. According to South Carolina law any person entering the premises of any school in South Carolina shall be deemed to have consented to a reasonable search of his person and effects. Anyone failing to comply with the checking procedure will be

asked to leave the campus. After a warning, the police will be called and the violators will be prosecuted. Out-of-town student visitors or family guests will not be permitted to visit in the school without prior permission of the principal or without special invitation.

## **WEBSITE**

Additional information about Saluda Trail's programs may be obtained through the school's website (<http://st.rock-hill.k12.sc.us>). This site is updated regularly.

## STUDENT ACTIVITIES

### INTERSCHOLASTIC COMPETITION

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

Students who participate in interscholastic activities sponsored by the school will be required to meet all the standards of requirements as prescribed by the state, and school district. In addition, students on school sports teams and cheerleading squads are governed by the South Carolina High School League (SCHSL) regulations.

To be eligible for participation in an interscholastic activity such as a ball game, band competition, etc., the student must be considered present or in attendance at school on the day of the contest if the contest is held on a regular school day. There will be no organized, required practices on weekends.

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

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

**Students are not allowed to change clothes at school for extra-curricular events. Students are also not allowed to wait after-school for events or walk to events that will take place at South Pointe High School.**

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

### INTERSCHOLASTIC SPORTS

**Students who were seated or retained in a grade are ineligible to participate in interscholastic sports activities.**

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

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

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

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

**Age:** For 7<sup>th</sup> and 8<sup>th</sup> grade sports, you are not eligible if you are 15 years old when school starts. However, if your birthday is after November 1, you are eligible for the entire year.

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

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

## **ADDITIONAL CLUBS/ACADEMIC TEAMS**

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

### **Academic Team**

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

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

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

### **Robotics Team**

The STMS Robotics Team competes against teams from other middle schools in the district and region. Students design Lego robots that will complete tasks as specified. Emphasis will be placed on teamwork and creativity as students work together to complete goals.

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

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

### **Math Counts**

Seventh and eighth grade students who are strong in math are encouraged to become members of the Math Counts team. This team engages in competitive mathematics matches against students from other middle schools in which speed and accuracy are rewarded.

### **Photography Club**

This club has fun learning about all aspects of photography. They learn how to take good pictures and learn about the development process using our own school dark room.

### **Student Council**

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

## **ACADEMIC INFORMATION**

### **ACADEMIC DISHONESTY**

When a student becomes involved in cheating on assigned work or any behavior that could invalidate a test, he or she will be assigned an "I" (incomplete) and the student will receive an office referral. Any additional offenses will result in a referral to the office and consequences including out of school suspension. The student may resubmit work with revised guidelines generated at the discretion of the teacher. However, the student will receive a 20% penalty for academic dishonesty.

## ASSIGNMENT TO TEAMS

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

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

## COURSE SELECTION

Saluda Trail offers a strong general curriculum that addresses the state standards that have been developed. It offers a strong foundation of preparation for PASS as well as the high school curriculum.

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

## COURSES – RELATED ARTS

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

## GRADE REPORTS

Students will be issued grade reports at the end of each nine-week grading period. In addition, at the midway point of each grading period, a "Student Progress Report" will be issued to all students.

## GRADING

The new Uniform Grading Policy utilizes the numeric grade as the basis for grade point averages throughout their high school career. This system is as follows:

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

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

## EXAMS

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

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

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

All Algebra I and English I students must take the end-of-course test (EOC). This is averaged as 20% of the final grade. **In order to receive credit for these courses, students must receive an end of course average of 85 and a passing score on the EOC.**

## HOMEBOUND INSTRUCTION

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

## HONOR ROLL

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

## PROMOTION REQUIREMENTS

In order to be promoted from one grade to another, a student must pass all four content courses and/or meet SAP requirements. Students must also meet guidelines for PASS testing as specified by the state. Students not meeting promotion requirements must attend summer school or its designated replacement, if offered. Students may attend summer school to make up one or two failed content subjects, but if more than two content courses are failed the students will be retained in that grade level.

## GENERAL SUGGESTIONS TO PARENTS

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

## IDEAS FOR HELPING YOUR CHILD

Children will improve their study habits by observing the following:

1. Be sure to understand each assignment.
2. Form the habit of using a certain time and place of study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time on each subject.
7. Reserve a time for homework and turn off the television



## 2016-2017 School Calendar

### **August 2016**

16<sup>th</sup> .....First Day of School

25<sup>th</sup> .....Open House (6:00 p.m. – 7:30 p.m.)

### **September 2016**

5<sup>th</sup> .....Labor Day Holiday

### **October 2016**

10<sup>th</sup> ..... Teacher Workday/Student Holiday

19<sup>th</sup> .....End of 1<sup>st</sup> Nine Weeks

21<sup>st</sup> ..... Teacher Workday/Student Holiday

28<sup>th</sup> .....Report Cards Issued

### **November 2016**

8<sup>th</sup> .....Election Day- Student and Staff Holiday

23<sup>rd</sup> – 25<sup>th</sup> ....Thanksgiving Holiday

### **December 2016**

21<sup>st</sup> .....End of 2<sup>nd</sup> Nine Weeks- Half Day for Students (Dismiss at Noon)

22<sup>nd</sup> - January 2<sup>nd</sup> ....Winter Break

### **January 2017**

2<sup>nd</sup> .....Winter Break

3<sup>rd</sup>-4<sup>th</sup> .....Teacher Workday/ Student Holiday

12<sup>th</sup> .....Report Cards Issued

16<sup>th</sup> .....Martin Luther King, Jr. Holiday

### **February 2017**

\*\*17<sup>th</sup> .....Holiday- No School (Bad Weather Make-up Day)

\*\*20<sup>th</sup> .....Holiday- No School (Bad Weather Make-up Day)

### **March 2017**

17<sup>th</sup> .....Teacher Workday/ Student Holiday

21<sup>st</sup> ..... End of 3<sup>rd</sup> Nine Weeks

29<sup>th</sup> ..... Report Cards Issued

**April 2017**

10<sup>th</sup> – 14<sup>th</sup> .....Spring Break

\*\*17<sup>th</sup> ..... Holiday- No School (Bad Weather Make-up Day)

**May 2016**

29<sup>th</sup> .....Holiday- No School

31<sup>st</sup> .....Half Day for Students (Dismiss at Noon)

**June 2016**

1<sup>st</sup> .....1/2 Day for Students (Dismiss at Noon) **Last Day of School**

1<sup>st</sup> .....End of Grading Period/Report Cards Mailed Home

2<sup>nd</sup> .....Teacher Workday

### **Directory Information**

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

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardian's prior consent should 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.

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

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



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

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

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

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

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

notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day.

If such notice is given, the school attended by the student will be notified.

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

## Rock Hill School District Three of York County

### Student Assurances

*When using Rock Hill School District network or Internet resources, I will:*

1. Use the Internet for legitimate educational purposes.
2. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.
3. Use messaging only at the direction of my teacher or as it relates to my coursework.
4. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities;
5. Not harass, insult, attack, or bully others via electronic communications;
6. Not damage or alter digital devices, computer systems, or computer networks;
7. Not violate copyright laws;
8. Not trespass in another's folders, work, or files.
9. I will keep my usernames and passwords protected.

I understand that my participation in any violation of these student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

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**Student Signature**

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**School**

As legal guardian, I give permission for my student to access RHSD network or Internet resources under the conditions described above.

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**Parent Signature**

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**Date**

Entiendo que mi participación en cualquier violación a los lineamientos establecidos en el **ACUERDO DE DISPOSITIVOS ELECTRÓNICOS DE PROPIEDAD DEL DISTRITO, ACUERDO DE DISPOSITIVOS ELECTRÓNICOS DE PROPIEDAD DEL ESTUDIANTE, o GARANTÍAS DEL ESTUDIANTE PARA USO DE INTERNET**, conllevará a acciones disciplinarias y la posible pérdida de los privilegios de acceso a dichos recursos, dependiendo de la naturaleza de la ofensa.

Estoy de acuerdo con las estipulaciones establecidas en la Guía de Computación Personal Móvil, las Políticas de Uso Aceptable de las Escuelas Rock Hill, el Acuerdo de Dispositivos Electrónicos de Propiedad del Distrito, el Acuerdo de Dispositivos Electrónicos de Propiedad del Estudiante y las Garantías del Estudiante para Uso de Internet.

Esta guía está disponible en la página web del distrito en [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us) bajo el enlace directo "Personal Mobile Computing". También se encuentra disponible a través del sitio web de aprendizaje uno a uno en [www.irockanytimeanywhere.com](http://www.irockanytimeanywhere.com) bajo el enlace "Parents and Community".

#### **GARANTÍAS DEL ESTUDIANTE**

*Al hacer uso de los recursos de red o de Internet del Distrito Escolar Rock Hill, yo:*

1. Usaré el Internet para fines educativos legítimos.
2. No registraré en ningún sitio de Internet información mía ni de otra persona, como nombre, dirección de residencia, o número de teléfono.
3. Usaré mensajería sólo según la orientación de mi maestro o según esto se relacione con mi trabajo escolar.
4. No buscaré, descargaré o imprimiré cualquier tipo de material que viole los códigos del manual de la escuela respecto a la posesión o exhibición de material inapropiado, ofensivo o vulgar, ni ayudaré a cualquier otro estudiante en ese tipo de actividades.
5. No acosaré, insultaré, atacaré o intimidaré a otros por medio de comunicaciones electrónicas.
6. No dañaré o alteraré las computadoras, los sistemas o las redes informáticas.
7. No violaré leyes de derechos de autor.
8. No ingresaré a carpetas, trabajos o archivos de otra persona.
9. Mantendré protegidos mis nombres de usuario y contraseñas.

Entiendo que mi participación en cualquier violación de estas garantías del estudiante conducirá a una acción disciplinaria y la posible pérdida de los privilegios de acceso a dichos recursos, dependiendo de la naturaleza de la ofensa.

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**Nombre del estudiante (Escrito)    Firma del estudiante**

**Escuela**

Como padre o tutor legal, doy mi autorización para que mi estudiante tenga acceso a la red de RHSD o a los recursos de Internet bajo las condiciones anteriormente descritas.

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**Firma del padre**

**Fecha**

## PARENT/STUDENT NOTIFICATION & SIGNATURE PAGE

Parents/guardians and students are requested to read the statements below, sign, and date the form to signify that they have read and understand the rules and policies contained in the Saluda Trail Middle School Student/Parent Handbook. **The signed form should be torn out and returned to the school.**

- ✓ I have received and read a copy of the Saluda Trail Middle School Student/Parent Handbook including the school's dress code policies and discipline policies. My student and I have discussed and understand this document. We agree that he/she will abide by these rules.
- ✓ I give permission for my student's digital or photographic image to be included on the school website, school publications, brochures, and school produced in-house closed circuit television programs.
- ✓ I give my permission for my student to conduct independent research on the Internet under the conditions published in this handbook. 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 have read, understand, and will comply with the district's cell phone and personal electronic device policy.

Student's Full Name Printed: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_