



**SULLIVAN  
MIDDLE SCHOOL**



# Student Handbook

## 2019-2020

**Gwendolyn Lindsey**

Assistant Principal-Grade 6

**Graham Thomas**

Assistant Principal-Grade 7

**Shana Hannibal**

Assistant Principal-Grade 8

**Juan Roldan**

Principal

Home of the *FALCONS*

Flagship School of Promise

SC Healthy Schools Award

Red Carpet Invitational School

Palmetto Silver Award

Winthrop Professional Development School

*We are Sullivan Middle School,  
One Team on One Mission!*

803-981-1450 | 1825 Eden Terrace | Rock Hill, SC 29730

## Leadership & Guidance

### School Administration

Grade 6	Ms. Lindsey
Grade 7	Mr. Thomas
Grade 8	Ms. Hannibal
Principal	Mr. Roldan

### Counseling & Guidance Department

Grade 6	Dr. Holeman
Grade 7	Ms. Foster

### Grade 8

Ms. Seabold

### Instructional Coaches/Coordinator

**Transformational Coach:** Ms. Del Vecchio

**Reading Interventionist:** Ms. Gaskin

### Math Coach &

**Interventionist:** Ms. Culbreath

### Instructional Coach &

**IB Coordinator:** Ms. Shackelford

## GENERAL SUGGESTIONS TO PARENTS

- 1) Teach your child self-respect, respect for classmates, teachers, and administration, and respect for the school environment.
- 2) Show a positive attitude toward school and toward your child's learning progress.
- 3) Make certain your child attends school ALL DAY, EVERY DAY, except for **serious** emergencies or when his/her illness is debilitating or may be contagious.
- 4) Know your child's school, the teachers and administration, and the expected curriculum.
- 5) Work closely with school personnel to solve any academic or disciplinary concerns.
- 6) Teach your child to dress properly and neatly and to be clean and well-groomed.
- 7) Make sure the school has your correct/current home and work telephone numbers, home address, and at least two emergency contacts (name/number).
- 8) Encourage your child to get involved in school activities by participating in extracurricular programs.
- 9) Encourage your child to get plenty of sleep each night for him to do good schoolwork.

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, please ask anyone at the school and we are happy to help.

Research continues to show that students are much more successful academically and personally when their parents get actively involved in their child's school experience. We look forward to getting to know and working with all our parents.



# 2019-2020 SCHOOL CALENDAR

STAY CONNECTED



@ROCKHILLSCHOOLS

Approved December 17, 2018. In the event SC State Law is changed to allow an adjustment to the school start date, district administration may request a change to this calendar.

**July 4**  
-Independence Day-  
District Closed

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**January 1-3**  
-Winter Holidays-  
District Closed

**January 6**  
Teacher PD Day

**January 7**  
Teacher Work Day

**January 8**  
Students Return

**January 20**  
-MLK Jr. Day-  
District Closed

**August 6 - 9**  
New Teacher Orientation

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**August 12-13**  
Teacher PD Day

**August 14-16**  
Teacher Work Day

**August 19**  
First Day for Students

**February 17**  
-President's Day-  
District Closed

**September 2**  
-Labor Day-  
District Closed

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March 12**  
End of 3rd 9 Weeks

**March 13**  
Teacher PD Day

**October 18**  
End of 1st 9 Weeks

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**April 6-10**  
-Spring Break-  
District Closed

**April 13**  
Possible Make-Up Day  
\*District will be closed  
if day is not needed\*

**October 21**  
Teacher PD Day

**November 27 - 29**  
-Thanksgiving Break-  
District Closed

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May 22 and 29**  
Possible Make-Up Days  
\*District will be closed  
if days are not needed\*

**May 25**  
-Memorial Day-  
District Closed

**December 20**  
Half Day for Students  
Last Day of First Semester

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**June 3**  
Half Day for Students

**June 4**  
Half Day for Students  
Last Day of Second Semester

**June 5**  
Teacher Work Day

**June 6**  
Graduation Day  
South Pointe - 10 am  
Rock Hill - 2 pm  
Northwestern - 6 pm

**December 23 - 31**  
-Winter Holidays-  
District Closed

**HALF DAY**  
**DISMISSAL TIMES**  
Elementary - 11 a.m.  
Middle - 11:30 a.m.  
High - 11:45 a.m.

Purple = New Teachers Only Green = Teacher PD Day Blue = Teacher Work Day  
Red = First/Last Day of Semester Orange = School Closed  
□ = Possible Make-Up Day ○ = End of Grading Periods

**ONE TEAM. ONE MISSION. ONE ROCK HILL.**

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## Sullivan Middle School is an International Baccalaureate Middle Years School



As an MYP-IB student, you are a member of a community of world schools. All MYP-IB schools share some important features. As a student at Sullivan Middle School, you are an IB student. We are unique in Rock Hill, since we are the only middle school offering this program.

### The IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

As an IB World School, Sullivan Middle School teaches units of study through the lenses of Global Contexts. These six context help place what students learn in a wider perspective. All six are integral through the three years of our program.

The MYP-IB Global Contexts are:

**Identities and Relationships:** This Global Context uses the focus questions of "Who am I? Who are we?" and explores areas such as competition and cooperation; human nature and human dignity; and health and well-being.

**Orientation in Space and Time:** This Global Context uses the focus question of "What is the meaning of 'where' and 'when'?" and explores areas such as civilizations and social histories; turning points; homes and journeys.

**Personal and Cultural Expression:** This Global Context uses the focus question "What is the nature and purpose of creative expression?" and explores areas such as artistry, craft and beauty; entrepreneurship; and ways we discover and express ideas.

**Scientific and Technical Innovation:** This Global Context uses the focus question "How do we understand the world in which we live?" and explores areas such as adaptation, ingenuity and progress; consequences and responsibility; how humans adapt environments to their needs.

**Globalization and Sustainability:** This Global Context uses the focus question "How is everything connected?" and explores areas such as the human impact on the environment; commonality, diversity and interconnection; and population and demography.

**Fairness and Development:** This Global Context uses the focus question "What are the consequences of our common humanity?" and explores areas such as democracy, politics and government; justice, peace and conflict management; and imagining a hopeful future.

All IB schools work to help students develop the **Learner Profile Qualities**<sup>1</sup> (LPQs). The LPQs have been described as the IB mission statement brought to life. There are ten qualities that all IB students strive to be:

**Inquirers:** I am an independent learner who is able to find information on my own. I enjoy learning and am interested in learning about many things. I often wonder about the world.

**Knowledgeable:** I have an understanding of many issues, ideas and concepts that are important both locally and around the world. These understandings are in a variety of subject areas.

**Thinkers:** I can solve problems creatively and am able to make good, ethical decisions.

**Communicators:** I am able to understand and explain ideas and information through reading, writing, speaking, and listening in more than a single language. I work well with others.

**Principled:** I am honest in all that I do because I believe in fairness and justice. I respect the rights and beliefs of others and I take responsibility for my own actions. I take steps to avoid plagiarism (claiming that someone else's work is my own) and academic dishonesty (such as allowing another student to copy my work).

**Open-minded:** While I understand and appreciate my own culture and personal history, I am willing to look at issues and ideas from another's point of view. I also willingly look for other points of view.

**Caring:** I show empathy, compassion and respect towards the needs and feelings of others. I have made a personal commitment towards making a positive difference in the lives of others.

**Risk-takers:** When I am faced with an unfamiliar situation, I show courage. I ask questions, share constructive criticism, and help solve problems. I am an advocate for my own learning.

**Balanced:** I work to make sure that I achieve personal well-being for myself and others through a balance of academic, physical, social and intellectual means. I know that it's important to be healthy in all of these areas.

**Reflective:** I work to understand my strengths and challenges in order to support my growth and learning.

## **Our School Mission**

***Sullivan Middle School will be the premier middle school of choice for IB and language immersion in the district, in the state, and in the nation.***

The following Learner Standards reflect expectations for all students.

- Students will demonstrate proficiency in language arts, math, science, and social studies.
- Students will demonstrate an understanding and appreciation of the visual arts, performing arts, foreign language, physical fitness, and personal wellness.
- Students will demonstrate an understanding of career capabilities and options.
- Students will use technology effectively to access, manage, and present information.
- Students will utilize problem-solving strategies to work independently and collaboratively.
- Students will demonstrate responsibility for their own learning, including setting goals and evaluation progress.
- Students will display the self-discipline that will enable them to be successful learners, workers, family members, and citizens.
- Students will demonstrate respect for their own uniqueness and understand the differences and similarities of culture, race, gender and abilities of others.
- Students will understand and practice democratic ideas and ideals.

## **PARENT AND COMMUNITY INVOLVEMENT**

### **OPEN HOUSE**

Open House is scheduled for **August 29, 2019, 6:00 PM – 7:30 PM**. Our open house is a drop-in style event which allows families flexibility regarding when they can stop by the school. Open House serves as a chance for students and families to meet the teachers that they will be working with during the course of the school year. Students and families can enter the building through either the front office or the auditorium lobby. We look forward to welcoming you to our school!

### **PARENT VISITS/CONFERENCES/VOLUNTEERS**

Parents and other members of the community are always welcome at Sullivan. **In a proactive measure to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor with the district's visitor management program. All visitors must have a valid driver's license and enter by way of the front office to secure administrative permission and a visitor's pass before going to any other part of the building to avoid disturbing the learning environment of our students.**

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 group conference.

Parents and community members interested in volunteering at the school must be pre-approved by the Rock Hill School District. Please use the Volunteer Application found on the district webpage at <https://www.rock-hill.k12.sc.us/Page/3391> . Please call the school with questions.

## **PTA**

Sullivan is fortunate to have strong parental involvement in school activities. The Parent-Teacher Association (PTA) has active members and is involved in numerous events designed to support the school. Parents may obtain more information about the PTA at Open House or by contacting the school. Information about PTA and other events will be sent home with the students. We encourage all parents to join this important organization.

## **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.

## **ACADEMIC INFORMATION**

### **SULLIVAN MIDDLE SCHOOL GRADING PRACTICES**

**Our philosophy on grading: Grades inform students about their progress and performance toward learning goals. We believe that students should do their best the first time they take an assignment or complete work. However, our goal is to help students master material presented to them in class. In order for our goal of student mastery of material to be achieved, we have developed the following practices:**

### **Middle School Policy for the Make Up of Tests and Assignments**

No late penalty is assessed if graded assignment missed is due to sickness, school-based event, suspension, or excused absence students will be provided with time to make up assignments with no penalty. The number of days allowed to submit late work is equal to the number of days the student was absent plus one additional day. If the student has prior knowledge of the assignment, he/she is responsible for making up the assignment immediately upon return unless arrangements have been made with the

teacher. If a student is out 2 or fewer days, the student can get assignments from teachers upon return to school or from the student's Canvas account. If a student is out more than 2 days, he/she may call the school guidance office, and they will assist in getting assignments before the student returns to school.

### **Reassessment Opportunity in Middle School**

The goal of retaking tests or assessments in middle school is for students to obtain and demonstrate mastery of course content. Students will be provided an opportunity for reassessments only after re-teaching. Re-teaching occurs when the teacher or student determines that student is not meeting learning goals. Re-teaching can occur with a teacher's face-to-face instruction, computer-based instruction, or additional practice opportunities at home. Reassessment opportunities are only available to students that score below a 70. If a student wishes to retake a test or an assessment, he/she will have five days from when the initial score is posted in Canvas to request the reassessment from his/her teacher. Students who are offered the opportunity to retake must complete the reassessment by a date communicated by the teacher. The following assessments/tasks indicate a final measure of learning and may not be reassessed:

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

When reassessment is offered, students scoring below the standard will have one opportunity to retake for a maximum grade of 70. In middle schools, this rule applies to all courses, including those taken for high school credit.

### **Assignments in Middle School**

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



Teachers will work with students to ensure that students will demonstrate positive learning on each assignment and will notify a parent when necessary to have a conference to support the student's academic growth.

**Our goal is to help students and their families understand progress toward learning targets through intensive feedback about academic work. We are available to help you understand these grading practices and the ways to access and track student performance (such as using Canvas) should you have any questions. Thank you for helping us assist your student as he/she becomes responsible, independent, and successful!**

**Revised 07/23/2019**

## **ACADEMIC HONESTY**

Sullivan Middle School encourages all students to remain principled and academically honest in all that they do. We are committed to ensuring that students understand how to avoid plagiarism and theft of intellectual property.

All students are given guidance in the student handbook regarding the use of the MLA (Modern Language Association) style for citation and referencing sources. When sources of information are used, it is expected that you will properly cite these sources. Bibliographies and works cited pages will be explained and required by your teachers in a variety of subjects, not limited to Careers in Technology, Humanities and Language Arts.

As a reference, Sullivan Middle School uses the following International Baccalaureate definitions of plagiarism, collusion, and duplication of work found in the guide, *Diploma Programme Academic Honesty*, updated in 2011, pages 18-22.<sup>1</sup>

### **Plagiarism**

Plagiarism is defined as the representation of the ideas or work of another person as your own" (*Diploma Programme Academic Honesty* 18). We recognize that computer technology has made "copying and pasting" quite easy. In all cases, you should avoid representing another's work as your own. Copying from the internet- or paraphrasing-another media resource or another student without citing your sources correctly are all considered plagiarism. Many instances of plagiarism can be avoided with the proper citations or permission. When in doubt, get guidance from the student handbook, your teacher, or the media specialist. Remember that principled students do not claim that they did work when they did not do it. Students are encouraged to seek materials licensed through Creative Commons, which still must be correctly cited.

Work that is not cited is assumed to be authentically created by you. Teachers will assume that these assignments represent your knowledge and abilities.

## **Collusion**

Collusion is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another." Allowing another student to copy your tests, quizzes, assignments or projects so that he/she can get a grade on it is committing collusion with that student. In these cases, you are allowing another student to take credit for your work and are not being principled. The student who copied from you is not given the grade he/she would really earn.

It is not collusion to collaborate in a group setting. In this case, the group is contributing to the project and no one "owns" specific information, ideas or concepts. It is not collusion to let a student copy notes you have copied from the board or to copy the directions for homework, as neither of these will be submitted for a grade.

## **Duplication of work**

Duplication of work is defined as the presentation of the same work for different assessment components and/or IB requirements" (22). As an example, handing in the same project in language arts in sixth and seventh grade would be considered duplication of work. While it can be acceptable, depending on the assignment, to revise and edit a previous assignment for a teacher, with permission from that teacher, you may not hand this assignment in to another teacher as entirely new work.

Plagiarism, collusion and duplication of work are all considered **academic malpractice**. *General Regulations: Middle Years Programme* states: "Students are required to act in a responsible and ethical manner throughout their participation in the MYP and assessments. In particular, students must avoid any form of malpractice."

Other instances of **academic malpractice** include using unauthorized materials (such as the internet, "cheat sheets" or other reference materials) during testing, copying or transmitting a copy of a test or question to another student or using a calculator when you are not authorized to do so. Please remember that being principled means that your scores and those of other students should reflect what you and they have learned.

In math classes, it is considered academically dishonest to use a calculator when you are not specifically directed to do so. If your teachers find that you have violated this policy, you will have to redo the assignment without a calculator; this may happen in a supervised setting such as working lunch or detention.

## **Consequences of Academic Dishonesty or Academic Malpractice**

Our school handbook outlines the consequences for cheating, plagiarism and forgery. After an investigation, students receive consequences as outlined in the discipline section of this handbook.

## **ASSIGNMENT TO COURSES**

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

In addition to the core academic courses, all students will take physical education/health and a Language Acquisition class each year as well as a variety of related arts courses. Most sixth grade students will rotate through many of the related arts courses while seventh and eighth grade students choose those they will take during an assigned time. Related arts courses include band, chorus, art, family and consumer sciences, industrial technology, health, computers, graphic arts, and foreign language. Other related arts courses may be substituted or added as resources or interests change.

## **GRADE REPORTS**

Students will be issued report cards at the end of each nine-week grading period. The appropriate copy of the grade report will be signed by parents and returned within two days after being issued. A "Student Progress Report" will be issued to all students in every class at the mid-point of each marking period. Student progress can be monitored throughout the year using PowerSchool's Parent Portal. If you need login information, please contact your grade level counselor.

Each semester, students will receive **IB Records of Achievement**. These reports give specific information about student progress towards mastering subject-specific criteria. These reports are intended to help parents, students and teachers communicate. The remarks on these are based on graded student work, teacher observations and teacher professional judgment. . The students IB grades can be viewed in the Canvas IB Gradebook.

## IB-MYP Achievement Levels

As an IB World School, Sullivan Middle has the responsibility to ensure that learners are assessed according to their own, individual achievement against the assessment criteria. This chart shows the explanation of the levels.

Achievement Level	Achievement Level Descriptors
1	<b>Minimal</b> achievement in terms of the objectives.
2	<b>Very limited</b> achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is <b>unable</b> to apply them fully in normal situations, <b>even with support</b> .
3	<b>Limited</b> achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a <b>limited understanding</b> of the required knowledge and skills and is <b>only able to apply</b> them fully in normal situations <b>with support</b> .
4	A <b>good general understanding</b> of the required knowledge and skills, and the ability to apply them effectively in <b>normal</b> situations. There is <b>occasional</b> evidence of the skills of analysis, synthesis, and evaluation.
5	A <b>consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them in a <b>variety</b> of situations. The student <b>generally</b> shows evidence of analysis, synthesis, and evaluation where appropriate and <b>occasionally</b> demonstrates originality and insight.
6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a <b>wide variety</b> of situations. <b>Consistent</b> evidence of analysis, synthesis, and evaluation is shown where appropriate. The student <b>generally</b> demonstrates originality and insight.

<b>7</b>	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them <b>almost faultlessly</b> in a wide variety of situations. Consistent evidence of analysis, synthesis, and evaluation is shown where appropriate. The student <b>consistently</b> demonstrates originality and insight and <b>always</b> produces <b>work of high quality</b> .
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*These Achievement Levels do not represent passing or failing grades.*

**GRADING:**

Courses will be graded using the following scale:

- |             |                                       |
|-------------|---------------------------------------|
| A: 90-100   | S: Satisfactory                       |
| B: 80-89    | U: Unsatisfactory                     |
| C: 70-79    | I: Incomplete                         |
| D: 60-69    | W: Withdrawal                         |
| F: Below 60 | NG: No grade (due to late enrollment) |

**EXAMS:**

6<sup>th</sup> & 7<sup>th</sup> Grade: No exams are required  
 8<sup>th</sup> Grade: Cumulative semester exams are required in all courses for High School credit.

**FINAL GRADE:**

Each semester, the two nine-week grades are averaged to determine the semester grade. The two semester grades are averaged for the yearly final grade. If the student is enrolled in a high school credit course with an EOC (end-of-course) exam, the two semester grades count 40% and the EOC counts 20% of the final year grade.

**8<sup>th</sup> GRADE MYP COMMUNITY PROJECT:**

The MYP Community Project provides an opportunity for all eighth grade students to demonstrate their investigation, planning and reflection skills as they seek to address a community problem.

The project, including investigation and planning, should take approximately 15 hours. Students will work individually, in pairs or in trios. Each project will be mentored by an adult. Academic honesty is mandatory. Students must do their own work and cite sources as appropriate.

Rubrics will be used to assess all projects. The criteria are as follows:

- |                             |                          |
|-----------------------------|--------------------------|
| Criterion A – Investigating | Criterion B – Planning   |
| Criterion C - Taking Action | Criterion D - Reflecting |

Students may receive up to 8 points for each criterion. Sullivan will award academic cords for students who have satisfactorily completed their MYP Projects. These cords, to be worn at the Honors and Awards Ceremony at the end of the school year, will be awarded based on the total number of points students earn:

**32-28 points** = gold cord **27-20** = silver cord **19-12** = blue cord **11-4** = white cord

## **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.

## **ACADEMIC HONORS**

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.

Principal's Scholar- Student must earn an A in every core subject throughout the year.

"A" Honor Roll- Student must earn an overall average of an "A" each nine weeks in core subjects

"B" Honor Roll- Student must earn an overall "B" average each nine weeks in core subjects.

Flight Club- Sullivan Middle School is proud to reward our Academic Achievers through The Falcon Flight Club. Qualifications and rewards are listed below. With hard work and good habits, every IB student can be a member.

### **Silver Flight Club Card**

Qualifications

A's in **all** classes; No office referrals

Rewards

Special Breakfast or Lunch each quarter you qualify; Special recognition assembly; Pick 1 friend from another team to sit with you at lunch; Go to the front of the line in lunch each day; Jean Day; Special Treat each month at lunch (the second Wednesday of each month); Free Admission to one sporting event; Recognition on our school website and social media channels; \*Chance to win selected prizes

### **Blue Flight Club Card**

Qualifications

A's, B's, and maximum of 1 C in all classes; No office referrals

## **Rewards**

Special recognition assembly; Go to the front of the line in lunch every Friday; Jean Day; Special treat each month at lunch (the second Wednesday each month); \*Chance to win selected prizes

\*Drawings for selected prizes, include gift certificates to local restaurants and businesses. Drawings will be held randomly throughout the nine weeks and winners need to have their card that day to claim prize.

## **Requirements**

You must have your card with you to use the earned privileges. If you do not have your card, you cannot use the privilege that day.

Cards are only good for one quarter- example if you earn the card the first nine weeks, it will be in effect for the second nine weeks. If you earn the card the second nine weeks, it is in effect for the third nine weeks. Hopefully, you will earn the card each nine weeks!

*\*This program is subject to amendment at any time by administration.*

## **PROMOTION REQUIREMENTS**

Students must pass appropriate courses assigned by district policy in order to be promoted from one grade to another. Eighth grade courses taken for Carnegie Credit must meet the same attendance requirements as the high school in order to receive credit.

Students who fail **any** of their four core classes may be retained in their current grade level. It is extremely important that students work hard during the year in order to be promoted.

## **GENERAL SCHOOL INFORMATION AND REGULATIONS**

### **ACCEPTABLE USE OF TECHNOLOGY**

#### **Student Assurances**

When using the network or internet resources, students are expected to...

1. Use the Internet for legitimate educational purposes.
2. Send email only at the direction of their teacher during school hours.
3. Not register the name, home address, or telephone number of themselves or anyone else in any location on the Internet.
4. Not attempt to download or save files to the computer without teacher permission.

5. 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.
6. Not use or attempt to engage in internet exchanges without teacher permission.
7. Not harass, insult, or attack others via electronic communications.
8. Not damage or alter computers, computer systems, or computer networks.
9. Not violate copyright laws.
10. Not trespass in another's folders, work, or files.

It is understood that 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.

### **Rock Hill School District Policy IJNDB- Use of Technology Resources in Instruction**

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

#### **Accessing Inappropriate Sites**

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access. The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

#### **Reporting**

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.



## Online Behavior

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues.

## Off Campus Conduct

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.

## 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.

## EMERGENCY DRILLS

State law requires that ***Emergency Drills*** be conducted once each month. Drills may occur at any time of the day. Any time the emergency drill signal sounds, everyone in the building should consider it to be a real emergency. 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. An announcement will be made to acknowledge 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 and tornado drill evacuation plans. To prevent a possible tragedy, we must all cooperate to ensure that everyone knows the proper exit procedure from classes in case of fire, tornado, or other emergency drills.

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**

Students will enter at 8:20 a.m. each morning to allow ample time for students to go to their lockers and arrive in class before 8:30 a.m. Students are not to enter the building before 8:20 a.m. unless they are eating breakfast, a part of a tutoring session or have passes to go the library. 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 gym 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 designated area 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.

All students must be in class no later than 8:30 or they will be considered tardy to school. Students arriving after 8:30 am at the start of the school day must be dropped off at the office entrance to sign in as tardy.

**Students are not to be dropped off at school before 7:45 a.m.** Students are not to be dropped off on the gymnasium side of the building except when it is necessary to sign in at the office when tardy. **Students must be picked up after school by 4:00 p. m.**

## ASSEMBLIES AND 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 food or drinks, hitting, running, shouting, hats, etc.
- Remain quiet throughout the program.
- Sit appropriately during the entire program unless 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.

We offer a wide variety of school concerts and cultural events. We encourage all students to attend these performances; however, **students must be accompanied by, and remain, with an adult throughout the performance.** Students not following these guidelines will be removed from the auditorium and disciplined.

## ATTENDANCE

Students are required to attend school a minimum of 175 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.**

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. **A maximum of five days that will be excused for lawful absences with parent notes.**

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event.

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, and/or a foreign language) 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 expensive and cost in excess of \$75.00 each. 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 and purses must be left in the lockers during class time and school hours.

## **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 must meet the bus only at the bus stop to which they have been assigned.

## **On the Bus:**

1. Passengers are to 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 ruin or deface the bus, and seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the passenger 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."

## **Disembarking the Bus on 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. Questions should be directed to the transportation director at 981-2022 or 981-2023.

## **CAFETERIA**

All students are expected to behave as responsible citizens in the cafeteria. Students should not break in lines or change lines, play with or throw food, or leave the table without clearing trays and trash.

1. All students reporting to the cafeteria will sit in their designated location until instructed to the appropriate line.
2. Students will remain in the cafeteria for a minimum of 12 minutes before being dismissed to other areas (with the exception of working lunch).
3. Students will be dismissed one table at a time to the canteen area.
4. All students are expected to behave as responsible citizens in the cafeteria. Students should not break in lines or change lines, play with or throw food, or leave the table without clearing trays and trash.
5. Students are expected to buy any food they touch as they move through the serving lines.
6. Team seating areas may be assigned.
7. Students who do not follow cafeteria expectations will be placed in an alternate setting.
8. Talk softly, in a conversational manner.
9. Be respectful of others by keeping your place in line.
10. Keep lines orderly and straight.
11. All food must be eaten in the cafeteria - not taken outside or to other parts of the building.
12. Students are not allowed to use another student's lunch number.
13. Students will be instructed when they can throw away their trash.
14. All tables, chairs and floor must be clean before leaving the cafeteria.

## **CANTEEN**

During lunch periods, the school canteen will be open where students may enjoy lunch from home and time with friends outdoors. The canteen may be closed when it is left untidy the previous day. All students should be responsible to tidy up the area at the end of their lunch period.

## **CELL PHONE POLICY AND USAGE**

Students may use an office phone with permission of a teacher or school official. In case of illness or other emergency, a school secretary or nurse will make necessary calls to parents/guardians. Emergency messages from parents and guardians of students may be left with the secretary and will be relayed to the student.

Cell phones **cannot** be visible, turned on, and/or used during school hours. Phones should be powered off and stored in the student's locker during the school day. Students will be reminded one time to power off and put away their device as outlined above. Repeat offenses may result in confiscation of the device until the end of the school day and/or an administrative consequence. The school is not responsible for the loss or damage of any cell phone or personal electronic device. **Any student who refuses to surrender a cell phone to a school official will be disciplined according to school policy**

**Cell Phone policy is subject to change according to the Rock Hill School District Policy JICJ Possession/Use of Personal Electronic Devices or District-Owned Devices.**

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

Parents of any student who has a financial obligation to the school/district, i.e. lost textbooks, library fines, fees, etc., which are not cleared within the prescribed time will be notified. **Students may not be allowed to go on school field studies, athletics, and other extra-curricular activities until fee balances are paid.** Fees include, but are not limited to, music supplies, book fines, cafeteria balances, and athletic fees. Students owing fees may also be denied canteen privileges during lunch. A plan should be approved with the appropriate personnel to collect the outstanding obligation.

### **DISTURBING SCHOOLS ORDINANCE**

It shall be unlawful:

(1) For any person willfully or unnecessarily to (a) interfere with or 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.**

### **DRESS CODE**

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

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

2. Shirts must have a collar and sleeves. Students must wear golf type shirts in long or short sleeves. The neck opening must not be a V-opening, but one that buttons. **Only the top 2 factory buttons from the top of the collar may be undone.** All shirts must be tucked into their pants and **remain tucked in all day.** There can be no gap between the shirt and pants. The shirt must be able to remain tucked in if a student raises his/her arms above his/her head.
3. Any shirt, undershirts, mock turtlenecks, and turtlenecks may be worn under the approved tops noted in paragraph one. They must be a solid color with no designs or writing on them.
4. ONLY SMS approved school logos may be worn on all collared tops worn throughout the day. This means any previous mentioned tops that students will keep on all day while on school property **CANNOT** have a logo or any writing at all unless it has been approved by the SMS administration beforehand. No manufacturer's brands/logo, no writing (including graffiti), or other non-school logos are permitted on tops except for jackets and other outerwear that will be placed in a student's locker once school starts.
5. Jackets may **NOT** be worn in the SMS building. Therefore, students must dress in under-layers in cooler weather. At all times the outermost shirt must have a collar and meet dress code requirements.
6. Sweaters, crew neck and hooded sweatshirts of any color **MAY BE WORN.** They must be plain or have a Sullivan logo, and hoods **MAY NOT** be worn over the head. Sweaters must be a solid color and can be a pullover or cardigan type, but must not be longer than the waist. A collared shirt must be visible underneath the sweatshirt and sweater. No cropped sweaters.
7. Any jackets or bulky outerwear (coats and jackets) must be placed in lockers at the start of the school day.
8. School approved colors for all pants, shorts, skirts, capris, and skorts must be tan khaki, black or navy blue in color. Any shade of tan khaki is allowed. All pants must be of **cotton twill material** (no more than 2% spandex) of the type found in "chino/dockers" style pants. Cargo pants and shorts are permitted. All pants shorts, skirts, capris, and skorts must be worn fitting at the waist---**NOT BELOW** the natural waist. Standard waist logos found on pants are permitted. All pants with belt loops must have a belt inserted through the belt loops and be properly buckled or a sash inserted through the belt loops with the sashes tied.
9. All shorts, skirts, and skorts will be worn no shorter than 4 inches from the top of the knee. If a skirt has a slit, the top of the slit may be no higher than 4 inches above the knee. The following items are **NOT** appropriate for school: athletic pants, biker shorts, form-fitting clothes, and tattered or torn clothing. Pants made of corduroy, denim jean material (no matter the color), nylon, knit, and pants with more than 2% spandex are not allowed.



10. Clothing must be worn with appropriate undergarments, and **undergarments must not be visible**. All clothing must be **size appropriate** with no bagging, sagging, or oversized clothes worn. Provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) is prohibited. No skin can be visible between the pant and shirt at any time. Shirts must be tucked into the pants.
11. Offensive or suggestive writing, pictures, patches on clothing (including outerwear) and belt buckles are prohibited. This includes advertising for alcohol, tobacco, or illegal products or depiction/promotion of racial, sexual, or violent behavior.
12. Clothing must be worn as the manufacturer intended. Shirts and jackets must not be worn tied around the waist or neck.
13. No students are to wear bandannas, stocking caps, do-rags (wave caps), hats or sunglasses at school. Sweatbands are permitted void of writing.
14. Students' hair, including facial hair, must be neat and clean, and well groomed. No hair rollers, picks, or combs are allowed to be worn in the hair at school. The hair color (**non-human colors**) and style must not be extreme to the point of creating a distraction.
15. All students must wear shoes. Shoes designed to be tied or buckled must be tied or buckled. For safety reasons, students will not be allowed to wear shower shoes, bedroom shoes, flip-flops, slides/mules or spiked or wedged high heels more than 2 inches high. All shoes must have a back strap. Shoe straps must be sewn into the sole and not be able to pull out.
16. Excessive jewelry such as beads, earrings, dog or neck studded or spiked collars, chains, bracelets, tongue, eyebrow or nose studs or rings that can create a distraction, or any items noted as gang-related, are prohibited. Excessiveness will be determined by administrative discretion. Students may need to remove jewelry during P.E. activity.
17. Hairbrushes, combs, picks and the like should be left in the student's locker.
18. All students will adhere to the dress code during the school day, until the student **LEAVES CAMPUS**.

### **DRESS DOWN DAY GUIDELINES**

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

- Jeans must be of denim material and may be of any color or pattern. They may not have holes or tears in them of any kind (even if no skin is visible); nor may they have inappropriate writing on them. They must also fit appropriately.
- Shirts may not have inappropriate writing (refer to dress code) or be revealing.

## Field Study Guidelines

Students are expected to be in school dress code on any school sponsored field study, unless special permission has been granted by a school administrator due to the nature of the activity.

## Spirit Wear Guidelines

Sullivan Middle School will have “Sullivan Spirit Wear” available for purchase. Order forms are available in the front office. Students may also purchase school sweatshirts and pullovers to wear during the day as the weather turns cooler. Spirit t-shirts may only be worn on the designated spirit day, **Wednesday**, and must be tucked in when worn. Spirit t-shirts may include any school sponsored club or activity.

## Consequences of Dress Code Violations

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

- Student will call home for appropriate clothing, and a parent will be given the opportunity to provide the student with appropriate clothes.
- Student will wait in the office for one class period, or longer if agreed upon by administration and parent, for clothing to be brought to the school or until the student is taken home to change into appropriate clothing.
- Student will be given the opportunity to change into appropriate clothing provided by the school, if available, for the day.
- As a last option, the student will remain in the Leadership Academy for the entire day.
- Repeated violations will result in additional school consequences. Absences from class, as a result of dress code violations, are unlawful absences.

## EARLY DISMISSAL

Only persons listed in the student information system may remove a student from school. A parent or legal guardian must report to the school for an early dismissal, and **are required to show photo identification to sign out a student**. 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. During state testing, early dismissal is strongly discouraged. All students must sign out before leaving the school and sign in when returning to school late. **Excessive early dismissals will result in an attendance conference with the grade level assistant principal.**

## **FAMILY RIGHTS AND PRIVACY ACT**

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)

### **FIELD STUDY EVENTS**

When on field studies, students are subject to all school rules and regulations. They are expected to represent themselves, their families, and their school in an exemplary fashion. Students are expected to be in school dress code on any school sponsored field study, unless special permission has been granted by a school administrator due to the nature of the activity.

Appropriate parental permission is mandatory to participate in field study events. Correct parent/guardian contact information with necessary medical information must be provided to the teacher prior to the event date. Parent chaperones are always welcome and prior arrangements made with the teacher in charge. All chaperones must be approved by the Rock Hill School District using the Volunteer Application found on the school district's webpage at <http://www.rock-hill.k12.sc.us/community/volunteerapplication.aspx>

### **FUNDRAISING**

All fundraising or sales sponsored by school organizations must be approved in advance by the principal and the fundraising committee. The district will not permit 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 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.

## **HEALTH ROOM 981-1490**

A student who becomes ill while at school may obtain a permit from his classroom teacher to report to the health room where arrangements will be made for the student to go home or remain in the health room and/or classroom until a parent/guardian can be reached. A health room worker or school nurse will make the necessary arrangements. 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. **Before an emergency occurs**, please provide the school with updated phone numbers, and emergency contacts.

In the best interest of **all** 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. Please visit the SC DHEC website for more information about when to keep your child home from school. <http://www.scdhec.gov/library/CR-010752.pdf>

A parent should inform their child's counselor and school nurse at the school at the beginning of the year if a student has a special physical or mental condition. 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.

### **IMPORTANT MEDICATION POLICY UPDATE for 2019-2020 School Year:**

All medication must be properly labeled and in its original container and brought to the nurse's office immediately upon the student's arrival at school by the parent or guardian. Students are not allowed to carry medication during the school day unless the appropriate paperwork is completed by your child's physician. Please see the school nurse if you would like for your child to carry their medication with them during the school day. Any medication found in a student's possession during the school day (other than a student who has permission to possess the medication pursuant to an IHP- Individual Health Plan- and physician order) will be confiscated by school personnel and the school principal will take necessary disciplinary action in accordance with board policy.

#### **Prescription Medication**

A written order from a physician is required for ANY PRESCRIPTION MEDICATION that is to be administered at school. Prescription medication forms are on the school and district website. Please understand that prescription medication cannot be given at school without a doctor's order.

#### **Over-the-counter medication**

In order for a student at the middle school level to be given over the counter/non-prescription medications at school, the student's parent/guardian must complete the district Permission for Non-Prescription Medication form. All over the counter medications are required to be administered by the school nurse. Dosage may not exceed package directions, unless specified by a doctor's order. In cases of frequent

request for administering over the counter medications, the school may request authorization from the student's health care provider. The school will not supply any over the counter medication such as Motrin, Tylenol, or antacids. Non-prescription medication forms are on the school and district website.

If at all possible, the time for taking medicine should be at the change of class periods. The parent/legal guardian of the student must assume responsibility for informing the RN of any change in the student's health or change in medication. Please call or email the school nurse if you have any questions regarding the medication policy.

**Link to forms and Nurse contact information:**

<https://www.rockhill.k12.sc.us/Page/779>

## **HOMEWORK**

Your child is likely to have some form of homework daily. **The school has provided your child this agenda assignment book for writing down his assignments daily.** We hope this book will be helpful to your child and to you as you work with your child at home. There are several reasons for assigning homework regularly. These reasons are:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the class.
- To provide an opportunity for students to learn good work/study habits.
- To provide opportunities 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.

## **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 from the classroom teacher. He/She must go directly and return promptly, returning the permit to the teacher. Students found in areas without permission will be disciplined.

## **LIBRARY/MEDIA CENTER**

The library media center is a "learning commons," an environment that offers a variety of materials to support the curricular and recreational reading needs of our students and space to work alone or collaboratively in groups. The library media specialist collaborates with teachers to weave information literacy and technology into instructional units in the content areas. Books, magazines, and graphic novels are available for recreational reading. The nonfiction and reference sections house materials

based on the South Carolina standards for grades 6-8 and student interest. We also have over 500 electronic books available for download on electronic devices. Twelve computers are available to search for library materials, conduct research, and complete assignments.

During the first few weeks of school, all students entering 6<sup>th</sup> grade will become familiar with the arrangements, expectations, and procedures of the library media center. They will also learn how to use Destiny, the library's on-line catalog. All students will be assigned personal log-ins to access Destiny to place items on hold, view their account information, and check out electronic books. Students may access the catalog from home throughout the calendar year. All students are encouraged to use DISCUS, our state's virtual library, to locate valid sources when researching assignments. The DISCUS password and Destiny web address for home access may be obtained from the library media specialist.

The media center is open each day from 8:00 a.m. until 4:00 p.m. Before school and throughout the school day, students must have a pass to enter the library media center. After school students may visit without a pass to return or check out materials.

Materials are circulated for a period of two weeks. Materials may be renewed unless another student has placed them on hold. We do not charge late fines; however, students are required to pay for lost or damaged materials. Special reading programs and activities are offered throughout the year.

## **LOCKERS**

Each student will be issued a locker during the opening day of school. Students will be issued a combination lock with locker issue. Replacement locks will cost \$10.00 if original is lost. No key locks are to be used. Students will be required to keep lockers locked at all times. The door of a locker should be closed securely after opening and the lock spun. Lockers should not be used to store personal items of value. Girls may NOT carry purses to class including knapsack and backpack styles. In addition, students should never leave valuables unattended. Students must not give their locker combination to others. Students must not share lockers with other students. The use of extra locks is prohibited. The school cannot assume responsibility for the loss of student property left in the locker. The school will, from time to time, inspect student lockers. No items, including book bags, may be put in lockers which prevent the locker door from closing properly.

## **LOST AND FOUND**

All lost and found items are placed at the front office. Students with lost clothing, books, et cetera, 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 their child's name. Just before the winter

holidays and at the end of school, all unclaimed items will be given to a worthy organization.

## **MEAL PROGRAM**

Sullivan 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 any day of the week. All students are encouraged to eat in the cafeteria and take advantage of the nutritious and inexpensive meals available.

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. Applications may be completed online at <http://schoolunchapp.com> . Any misuse of the free or reduced price lunch program is fraud and is subject to disciplinary measures for theft.

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.

## **MAKE-UP WORK**

Students who are absent will be required to make up the work missed in each class. For every day missed, one make-up day is allotted. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the principal grants permission. Students will receive a grade of "Incomplete" in the event make-up work is not turned in. Failing to turn in work can lead to failure.

It is the student's responsibility to obtain all make-up work from his teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed.

## **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.

## **MINUTE OF SILENCE**

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



## **PUBLIC RECOGNITION OF STUDENTS**

Sullivan utilizes a variety of means to showcase the great work of our students! This includes student pictures, names and/or work being placed on our school website, our school Facebook page, newsletters and other similar mediums. We have so many great things happening at Sullivan and we love to recognize our students publicly! If you would prefer for your child **not** to be recognized in this manner, please indicate this on the 'Rules Acknowledgement and Photo/Media Consent Form' on the last page of the student handbook.

## **SKATEBOARDS, ROLLERBLADES, BICYCLES AND HEELIES**

Students are permitted to ride bikes to and from school, and are required to wear appropriate safety headgear. **No skateboards, rollerblades, or heelies are permitted at school.** These conveyances are never to be ridden on school grounds. Upon reaching school grounds on bikes, students are to dismount and push or carry the bike while on school grounds. Bikes are to be locked at a school bike rack. Students violating any of the above will have items confiscated, after which parents must come to school to pick up the item.

## **STUDENT WALKERS**

Students need to take extreme caution when walking to and from school, especially when crossing busy roads such as Cherry Road and Mt. Gallant Road. Please adhere to the following guidelines for student walkers:

If crossing Cherry Road at the end of the school day, students will be provided the proper routes to safely walk prior to the first day of school due to changes in pattern caused by construction.

Students walking Eden Terrace toward Anderson Road, should exit by way of G hall, walk through the canteen area, and remain on the sidewalk toward Eden Terrace.

Students walking Eden Terrace toward Cherry Park should exit the building by the Auditorium/band hallway and follow the sidewalk to their destination.

Students should always use a crosswalk to cross the streets. Offenders will be reported to the Rock Hill Police and disciplined for traffic and pedestrian violations.

## **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. **Students will be provided supervision between 7:45 am and 4:00 pm or until all buses depart. There is no loitering on campus outside of school hours or students will be subject to disciplinary consequences. Parents of car riders are expected to pick up their**

**child(ren) by 3:50 p.m. each day.** At 3:55 PM students with special permission to be in the building should be in a teacher's classroom or disciplinary action will be taken.

**Supervision will be provided for students participating in extracurricular activities 10 minutes prior to the designated arrival time and up to 30 minutes after the conclusion of the activity.** This will include time that may be required for dressing after athletic events. Students who are repeatedly on school premises after the designated time for supervision may be excluded from attending future extracurricular activities.

School officials are not required to maintain direct supervision of spectators before or after an extracurricular activity. School officials will provide reasonable supervision 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 sign in through the front office. A student may be excused for being tardy **three** times with a note from a parent or a guardian each nine weeks of school. Additional tardies within a nine week grading period may result in after school detention, in school suspension or out of school suspension. This may also result in your child being referred to the District Attendance Office for further intervention/possible referral to Family Court for truancy.

## **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 must be paid, and textbooks and electronic devices turned back into the school before leaving.

## **TRANSPORTATION**

**All students who are car riders must be dropped off in the morning and picked up in the afternoon at the car loop on the Caswell Street side (auditorium). There is NO designated carpool area.** ALL students must be picked up and dropped off in the designated loop. Students should not be picked up or dropped off in the bus loop, teacher parking lot, in front of the gym or main office any time before school or thirty minutes prior to dismissal.

## **VISITORS**

Students are not allowed to visit other schools 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, in a proactive measure to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's visitor management system. Visitors **must** present a valid driver's license and enter by way of the front office to secure administrative permission and a visitor's pass before going to any other part of the building to avoid disturbing the learning environment of our students.

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

## **STUDENT ACTIVITIES**

### **INTERSCHOLASTIC ACTIVITIES**

Students who participate in interscholastic activities sponsored by the school will be required to meet all the standards prescribed by the state, high school league, and school district.

To be eligible for participation in an interscholastic activity such as an athletic event, 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 Sunday.

**Students who were retained in a grade are ineligible to participate in any interscholastic activities for the Fall and Winter seasons. In order to be eligible for Spring sport participation, students must pass all four core subjects at the end of 1<sup>st</sup> semester. Students assigned to the In School Suspension or out of school suspension may not participate in interscholastic activities on that day.**

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 Sullivan 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 recovery room and/or out of school suspension may not participate in extracurricular activities on the day(s) assigned.

## **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.

## **INTERSCHOLASTIC SPORTS**

Any student who participates in an athletic sport is required to pay a \$60 athletic fee for the year. Any student engaging in any athletic competition, which is sponsored by the school or played under the name of the school, shall be required to furnish the below-described documents and forms.

**Forms:** The following forms must be turned in to the appropriate coaches BEFORE you can take part in any open workouts, tryouts, and / or practice session:

- Parents' permission form with sports checked and signed by your parents AND you.
- Physical form on file dated after April 1, 2017 for the 2017-18 school year. Students are **not allowed** to attend any open workouts, tryouts, and/or practice sessions without the completed physical form.

**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/Grade:** Students must be in the 7<sup>th</sup> or 8<sup>th</sup> grade to participate in interscholastic sports. They must not have turned 15 years old before July 1, 2019.

### **Sports Offered:**

- **Football**
- **Volleyball**
- **Basketball**
- **Wrestling**
- **Track**
- **Softball**

**Cheerleading:** To promote and support our team sports program, a combined 7<sup>th</sup> and 8<sup>th</sup> grade football and basketball cheerleading squad is selected each year. Tryouts are required for each season. Students must meet the academic criteria in all classes and the behavior requirement of no serious discipline infractions in order to be eligible to try out for the squad.

## School Organizations and Clubs

Students are encouraged to join and participate in clubs and organizations. These clubs will begin to meet as soon as possible. Students who participate in extracurricular activities have fun, enjoy a feeling of belonging, school pride, and unity. Involvement is a key to a successful school experience. The formation of new clubs is encouraged. Student interest and involvement determines the number and variety of school clubs and organizations. Some of our clubs are:

**Academic Team-** Sullivan has an academic team at all grade levels. These teams compete with other area middle schools. Students with an overall B average are encouraged to try out for the teams in September.

**Fellowship of Christian Athletes (FCA)** - meets every week before school on Wednesdays. All students are invited to participate. Each meeting features a special speaker or activity, songs, and fellowship.

**FNN –Falcon News Network-** a student operated school wide news program. The students write, produce and record school news programs for broadcast through the school ITV network.

**Green Team-** a student operated recycling team. Students and faculty sponsor organize recycling centers throughout the Sullivan campus and collect items bimonthly.

**Junior Beta Club-** an honorary organization for students who maintain at least a 3.3 GPA and show strong leadership skills. The club is service oriented, and members will be required to participate in a number of activities that benefit the school and community. Membership is acquired through invitation. Seventh and eighth grade students who meet these requirements will be asked to join. The club is involved in several school and service projects during the year.

**Junior Civitan Club-** devoted to helping others, their goal is to improve the lives of others. Junior Civitans participate in many community service projects throughout the year.

**Math Counts-** a math club for students who enjoy the challenge of solving problems and competing against other students in mathematics. Four of the Math counts members are chosen to represent the school in competitions. Four other individuals are selected to compete as individuals.

**Student Council-** a representative body that elected by the students. Student Council promotes school spirit and sponsors school and community service projects.

**Sullivan Ambassadors** - led by our Guidance Counselors, these students represent and embody Sullivan Middle School and the IB principles. Ambassadors introduce new students to the Sullivan campus, help parents and community members at Open House events, and assume leadership roles at other student events.

**Yearbook Staff-** interested students would work to help create the annual yearbook.

## **BEHAVIOR AND DISCIPLINE**

*In order to reflect our belief in students and building a positive school culture, Sullivan Middle School is implementing PBIS (Positive Behavior Interventions and Supports) this school year. Our behavior/discipline will reflect the PBIS initiative as the year progresses.*

Sullivan Middle School has developed a comprehensive school discipline plan. The school discipline plan is in effect at all school events. This includes, but is not limited to, school field trips, athletic events, bus area and bus stop and all other school related events.

We ask that students conduct themselves in a manner that will facilitate a proper learning environment. Students are expected to follow all rules, and any deviation from the plan will result in the stated consequences. Detentions will be assigned for minor infractions. The student is expected to serve his detentions for the teacher giving the detentions.

If the student sent to the office has a severe infraction, he/she may be suspended and could be recommended for expulsion. Should a student fail to report to the office when directed by a staff member, that student will receive a suspension.

**The plan may be adjusted for individuals and for individual classes with proper notification to those concerned.**

### **SCHOOL RESOURCE OFFICER HOTLINE**

**985-4009**

This line is for students or parents to call with information they feel the SRO may need. It is a voicemail line only.

### **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 or beverages in classrooms or halls without special permission.

### **REWARDS**

1. Good educational environment
2. Good conduct reports
3. Positive notes and/or good citizenship certificates
4. Team rewards
5. Flight Club Membership
6. Get Caught Reading! program
7. Great grades

## STUDENT CODE OF CONDUCT

Across the nation and the state, a rash of serious incidents, accidents and injuries have awakened educators, parents, and law enforcement to the need for more emphasis on maintaining order in the schools. Sullivan Middle School has enacted and will enforce a strong Code of Student Conduct designed to deter unacceptable behaviors and teach students to abide by the rules. The basis of the strict code is the concept of RESPECT... respect for others, for property, for authority and for self. The code of student conduct also emphasizes PERSONAL RESPONSIBILITY. Each student is responsible for his/her own behavior and for knowing the rules of his/her own school. Teachers are expected to handle minor misconduct thus avoiding referral to the principal or the principal's designee. Parents shall be involved early in the process by working directly with their child's teacher, as well as the school administration. The offenses listed in this code of student conduct are considered serious and will be enforced by school administration. Unacceptable behaviors are defined uniformly, but the consequences may vary depending on the degree of misconduct, the age and record of the student, any special services the student may be receiving and the judgment of the principal or the principal's designee.

All behaviors cannot be measured on an objective scale of deficiency, nor can such behaviors be attributed to the same motives. Therefore, the consequence section of the code of conduct is established as a MINIMUM guide for school officials to follow. The Principal reserves the right to assess each offense on its individual merit and on the basis of its severity, and may impose any reasonable consequence in conjunction with the Rock Hill School District's policies.

### STUDENT'S RIGHTS and *RESPONSIBILITIES*

- 1. Right:** To be informed of all school rules and the consequences if violated.  
**Responsibility:** To observe all school rules and accept personal consequences if violated.
- 2. Right:** To be shown personal respect by all other students and school personnel.  
**Responsibility:** To demonstrate respect to all other students and school personnel
- 3. Right:** to use school facilities, properties, and materials in an appropriate manner.  
**Responsibility:** To respect and protect school facilities, properties, and materials.
- 4. Right:** To attend school and benefit from quality educational opportunities.  
**Responsibility:** To attend school and all classes on time and on a regular basis.
- 5. Right:** To have access to an appropriate education, including instruction and use of materials and tests, at a level that allows an opportunity for success.  
**Responsibility:** To participate in educational opportunities, completing classroom assignments and homework to the best of their ability.

**6. Right:** To hear, examine, and express divergent points of view, including freedom of speech, written expression and symbolic expression.

**Responsibility:** To consider and respect the divergent point of view of others. Being sure that personal expressions, either spoken, written or by symbol, do not infringe on the rights of others.

**7. Right:** To know in advance how grades in a class will be determined.

**Responsibility:** To understand the teacher's grading systems, monitoring his or her own progress in each class.

**8. Right:** To enjoy a reasonable degree of personal privacy.

**Responsibility:** To keep their persons and property free of dangerous or illegal objects, materials, and substances.

**9. Right:** To participate in extra-curricular activities and clubs if they qualify academically or otherwise. Students may not be excluded on the basis of sex (except as allowed under Title IX), color, race, ethnic origin, religion or disability.

**Responsibility:** To abide by the rules of extra-curricular activities, as well as display school spirit and good sportsmanship.

**10. Right:** To choose whether or not to participate in patriotic or religious activities.

**Responsibility:** To respect the rights of others to participate in patriotic or religious activities.

**11. Right:** To receive personal, academic, and vocational counseling.

**Responsibility:** To seek personal, academic, and vocational counseling.

**12. Right:** To receive due process in all disciplinary actions, including an appeal procedure.

**Responsibility:** To cooperate with school personnel in cases involving disciplinary actions, following prescribed steps for an appeal and accepting final decisions.

**13. Right:** To assemble peacefully on school grounds.

**Responsibility:** To assemble so as not to disrupt the educational process.

**14. Right:** To participate in school government based on a democratic process.

**Responsibility:** To take an active interest in student government.

**15. Right:** To be free from all forms of sexual harassment by any person at school or school-sponsored events.

**Responsibility:** To avoid making unwelcome and inappropriate verbal, written or physical conduct of a sexual nature.

**16. Right:** To attend a school that is safe and free from unlawful drugs and alcohol.

**Responsibility:** To not possess or use any unlawful drugs and/or alcohol at school or school-sponsored events.



**17. Right:** To attend a school that is safe and free from weapons and weapon look-a-likes.

**Responsibility:** To not possess or use weapons or weapon look-a-likes at school or school-sponsored events.

## **Student Discipline & PBIS Practices**

Sullivan Middle School will use Positive Behavior Interventions and Supports (PBIS) with Restorative practices to create a positive culture of empathy and responsibility.

### **Using PBIS and Restorative Practices in the Classroom**

PBIS is an approach schools use to improve school safety and promote positive behavior. PBIS calls on schools to teach students about behavior, just as they would teach any other subject—like reading or math. PBIS recognizes that students can only meet behavior expectations if they know the expectations. Throughout the school day—in class, at lunch, and on the bus—students will demonstrate what is expected of them. Restorative practice is a social science that studies how we can strengthen relationships between individuals, as well as social connections within communities. Restorative justice is a philosophy and community-wide intervention that places relationships at the heart of the learning experience. The goal of restorative discipline is to change the school climate rather than merely respond to student behavior.

### **ACTIONS AND CONSEQUENCES**

This section only serves as a guideline and may be changed throughout the year to reflect school board and district policies and the PBIS initiative.

If a student does not meet the expectations in the classroom, teachers will use the following steps.

1. **Correction:** The teacher will correct the student and remind them of the appropriate behavior.
2. **Relocation:** The teacher will ask the student to move to a different location in the classroom. This could be a separate desk or simply a different seat in the room. The teacher will also remind the student, again, of the appropriate behavior.
3. **Let's Talk:** The teacher will ask the student to speak with him/her in the hallway about his/her behavior. The teacher can also assign a 10 minute lunch detention at this time. For subsequent offenses, the teacher may continue with consequences listed below:

- 1) 10-minute lunch detention
- 2) Full lunch detention
- 3) One class period in Leadership Academy
- 4) Office Referral

## **PARENT'S ROLE**

Sullivan Middle School seeks to provide all students with the best opportunities for academic and personal growth. To successfully meet our goal, we must work with and have the cooperation of all parents. It is the school's responsibility to provide a safe, non-threatening environment for all students, and we ask that all parents...

1. Teach your child self-respect, respect for the law, respect for the authority in the school and respect for the rights and property of others.
2. Show a positive attitude toward the school and toward your child's learning progress.
3. Make certain your child attends school ALL DAY, EVERY DAY, except for **serious** emergencies or when his/her illness is debilitating or may be contagious.
4. Know your child's school, the teachers and the administration, and the expected curriculum.
5. Work closely with school personnel to solve any disciplinary or academic problems.
6. Teach your child to dress properly and neatly and to be clean and well-groomed.
7. Make sure the school has your correct/current home and work telephone numbers, home address, and at least two emergency contacts (name/number).
8. Encourage your child to get personally involved in school activities by participating in extra-curricular programs.

Research continues to show that students are much more successful academically and personally when their parents get actively involved in their child's school experience. We look forward to getting to know and working with all our parents.

## **ADMINISTRATOR'S ROLE**

1. The administrators will, with the assistance of the faculty and staff, develop a Code of Conduct that is based on the school's philosophy. Emphasis will be placed on RESPECT and RESPONSIBLE DECISION-MAKING.
2. The principal or principal's designee will have statutory powers, which permit them to determine disciplinary action appropriate to student misconduct. The Principal shall always protect the students' rights of due process and appeal.
3. The principal, or the principal's designee, shall give strong consideration to the recommendation for discipline made by a teacher, other member of the instructional staff, or a bus driver when making a decision regarding a student referral for discipline.

4. The principal, or the principal's designee, may recommend to the Superintendent the exclusion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority against a member of the school staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. Any recommendation of exclusion shall include a detailed report by the principal, or the principal's designated representative, on the alternative measures taken prior to the recommendation of exclusion.

5. The principal, or the principal's designee, will make a reasonable attempt to contact the student's parents or guardians and inform them of the investigation of cases that may lead to a recommendation of exclusion for their child.

6. The principal, or the principal's designee, shall make a good faith effort immediately to inform a student's parent or guardian by telephone of a student's suspension and the reasons for the suspension. A copy of all discipline referrals will be sent to parents.

7. Principal's, or the principal's designee, will make a reasonable effort to contact the parent or guardian of a student who may be placed in personal or legal jeopardy due to interrogation by a law officer, and given the opportunity to be present during questioning. If the parent cannot be present, the principal or his designee may be given permission to be present in the absence of the parent. This does not include questions concerning any other matter pertaining to school or a school-related activity or event.

8. The principal, or principal's designee, must release a student to law enforcement officers when a warrant is presented for the student's arrest. In this case, the principal should make a reasonable attempt to contact the parent or guardian.

9. It is understood that disciplinary decisions are based on the judgment of the individual administrator according to the details of each specific case.

10. The Code defines minimum consequences to be assigned for certain violations of school policy, procedures, and expectations; however, the principal or his designee determines the consequence. The administration may assign more than the minimums indicated in this Code.

11. The student's record may be considered. Consequences will be increasingly severe if rules are broken repeatedly or habitually. Repeated disruptive behavior may constitute "defiance of authority," and may result in exclusion.

12. The principal is required to report certain infractions to law enforcement authorities and may press charges if the violation warrants such action.

#### **AFTERSCHOOL DETENTION**

In some instances, a student may be assigned an *After School Detention*. A *Teacher* may assign a student in their class after school detention lasting from **thirty minutes to one**

**full hour** depending upon the infraction. A *Principal* will always assign after school detention for **one full hour**. Students are supervised and are expected to complete assigned tasks.

## **ALCOHOL AND OTHER DRUGS**

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 narcotics. Students found to be in *possession* of or under the influence of alcohol or illegal drugs will be required to take a drug test at the expense of the parent or guardian. The following is from the Rock Hill School District Policy JICH on Drug and Alcohol Use by Students.

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

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

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

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

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

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

## **DRUG DOG**

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 YCSD 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. This may be a reason for the principal to investigate further. The principal or his 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.)

## **GANGS AND/OR SIMILAR RELATED ACTIVITIES**

The Rock Hill School District finds that gangs that initiate advocate or promote activities threatening the safety or well-being of persons or property on school grounds or gangs which 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 which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a large group that presents a clear and present danger contrary to the school environment and educational objectives. All such apparel will be confiscated by the school resource officer and administration.

The administration has established procedures and regulations to ensure the discipline of any student wearing, carrying or displaying gang paraphernalia, exhibiting behavior or gestures which symbolize gang membership, or causing or participating in activities which intimidate or affect the attendance of another student.

## **HARASSMENT, INTIMIDATION OR BULLYING**

The faculty and staff of SMS are intent on maintaining a safe, positive environment for students that is free from harassment, intimidation or bullying. The following description is from the Rock Hill School District Policy JICFAA on 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.

## IN SCHOOL SUSPENSION

In School Suspension is a possible consequence for breaking the rules at Sullivan. It is staffed with a monitor. Students receive all work from their teachers and will be held accountable for getting this work to the teachers when the assignments are due. After the third full day visit to In School Suspension during a nine-weeks marking period, students will be assigned one day OSS (Out of School Suspension) for each additional visit. The monitor will facilitate “repairing the harm” as well as guiding students in being reflective about their behavior.

## ALTERNATIVE SCHOOL SETTING

Students whose behavior is continually disruptive in spite of previous suspensions may be placed in the district’s Raven program. The Raven 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.

## OUT OF SCHOOL 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 exclusion of the student from school. **After-school events are included.**

Suspended students may be sent home for a period of one to ten days. **For criminal or extremely serious matters, 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.**

## SEARCHES AND INTERROGATIONS

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.

## **SEXUAL HARASSMENT**

Engaging in sexual harassment of any student, staff member, or visitor, whether male or female, on school property or while under the jurisdiction of the school is considered a violation that is disorderly, disruptive, and /or criminal in nature and will result in disciplinary action. The following is from the Rock Hill School District Policy JIAA on Sexual Harassment.

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

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

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

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



Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take appropriate steps to correct or rectify the situation.

The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment.

The identity of the complainant and the facts stated in any complaint will remain confidential.

## **SMOKING/VAPING AND POSSESSION OF TOBACCO or NICOTINE PRODUCTS**

Smoking/Vaping or possession of tobacco or nicotine products 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. The following is from the Rock Hill School District Policy JICG on Tobacco Use by Students.

The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best methods of instruction is one that is provided within a 100 percent tobacco- free environment.

The district does not allow students to use or to possess tobacco/nicotine products or tobacco paraphernalia. This restriction applies while students are on school grounds, in the school buildings, on buses, at bus stops, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

### **Goal**

The goal of this policy is to provide a 100 percent nicotine/tobacco-free, smoke-free environment for all students, staff, contract or other workers, and visitors within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, leased, rented, or chartered by the district. The goal applies to all school-sponsored or school-related events on or off the school grounds. The district commits to the following:

- prohibiting the use and/or possession of all tobacco/nicotine products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, snuff, and alternative nicotine products such as e-cigarettes by all students, staff, contract or other workers, and visitors
- exhibiting healthy behavior for all students, staff, contract or other workers, vendors, visitors, and the entire community
- utilizing proven and effective science-based tobacco use prevention curricula
- providing access to cessation counseling or referral services for all students and staff

### **Education and Assistance**

The district will be responsible for utilizing proven and effective nicotine/tobacco use prevention curricula to educate all students and providing appropriate counseling and/or referral services for students.

### **Tobacco/Vaping Industry Marketing or Sponsorship**

The district will not accept any contributions or gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco use or tobacco products will not be allowed on district grounds or in the possession of faculty, staff, or students at district-sponsored events.

### **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. However, the school is NOT responsible for the loss of or damage to any person's personal property. 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, electronics, or other valuables. Such items will be confiscated until a parent is able to pick them up at the end of the school day. Any student taking or damaging property belonging to the school will be subject to disciplinary actions. Consequences of stealing or damaging property of the school will include but not be limited to restitution or replacement of items stolen or damaged and police charges.

### **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 official 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.

### **WEAPONS**

All persons are prohibited from carrying weapons on school grounds or to school-sponsored events. Carrying weapons is a criminal offense and a breach of school rules. Persons using/having weapons while under the jurisdiction of the school will be subject to criminal charges, and students may also be excluded from school. Such weapons include, but are not limited to, knives, blackjacks, brass knuckles, razors, mace, pepper gas etc. Student possession of **any object** that appears to be a weapon or is used as a weapon so as to cause fear or intimidation shall be considered a violation of this regulation. **Any instrument that is used in a fight and is capable of causing bodily harm will be considered a weapon and will be dealt with as such.**

### Student Rules Acknowledgement and Photo/Media Consent Form

The student handbook is provided as a reference to be used throughout the school year. An electronic version can be downloaded on our school website at <https://sms.rock-hill.k12.sc.us>. If you have any questions regarding the information in this handbook or any discipline matters, please contact your child’s grade level principal. If you have limited access to technology at home and need a printed copy of this handbook, please indicate at the bottom of this form.

My child and I have read and understand the information and rules of Sullivan Middle School and the Rock Hill School District. This includes the Cell Phone Policy and the Appropriate Use of Technology Policy. We understand it is the responsibility of our student to follow all school and district policies.

Photo/Media Consent (*please check one*)

- I give Full Photo/Media Consent: I agree to allow my child’s picture to be used in school and educational publications. This includes the yearbook, school website, news media, and other social media i.e. Facebook and Twitter.
- I DO NOT give Full Photo/Media Consent: *exceptions?* \_\_\_\_\_

Please provide assurances below with your signature:

_____	_____	_____
Student Name (Print)	Student Signature	Date

_____	_____	_____
Parent/Guardian Name (Print)	Parent Signature	Date

- Please provide me a printed copy of the Sullivan Student Handbook in **English**.
- Please provide me a printed copy of the Sullivan Student Handbook in **Spanish**.

*For future contacts, updates, and important announcements please include your email address.*

Parent email address: \_\_\_\_\_

**Please return to your child’s Falcon Time teacher.**