

# Richland School District Two

2009-2010 BACK TO SCHOOL GUIDE FOR PARENTS AND STUDENTS



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Dear Parent,

Welcome to the 2009-2010 school year!

Our mission in Richland School District Two is to provide each student with a quality education. A careful look at our students' achievement scores confirms that our district has earned an enviable record of success. For you, the district's true measure of success rests solely on your child's experiences with us and on his or her successful transition to higher education, the military or the workplace. Your child's academic success is greatly enhanced when you join us as a partner in the educational process.



Richland Two has a strong history in providing excellent programs in academics, athletics and the arts. One of our most significant challenges in maintaining and/or improving these programs is our ever-burgeoning growth in student enrollment. Thanks to tremendous community support, the district is making strides in meeting its huge growth demands. Last year, the community passed a bond referendum that will help the district grow with the ever increasing class rolls. For more information about growth and other topics, please visit our Web site at [www.richland2.org](http://www.richland2.org).

Best wishes for a great school year!

Sincerely yours,

Stephen W. Hefner, Ed.D.

Superintendent

## How will I know if schools are closed due to bad weather?

The decision to close or postpone school is taken very seriously and is made collaboratively with the input of state and local safety officials. In some instances, this decision will be made early in the morning and the media will be notified by 6 a.m. In other instances, this decision will be made the day before. Parents will receive notification via our phone messaging system. It is imperative that your emergency contact information is kept current.

Please also check the district's Web site [www.richland2.org](http://www.richland2.org) or R2TV (Time Warner Cable channel 12) for announcements about school closings and delays. Information will also be relayed to local radio and television stations. Please do not call the school or the district office.

## What about make-up days?

Three make-up days are scheduled should they be necessary: February 15, March 22 and April 2, 2010.

## Who can answer my questions?

Academic Programs: 738.3277  
Athletic Eligibility: 738.3338  
Board Policies: 738.3206  
Bus Transportation  
Killian Hub (busses 50-99): 699.2892  
Richland Northeast Hub (buses 1-49): 736.8718  
Spring Valley Hub (buses 100-299) and  
Special Needs: 736.3774  
Community Relations and Partnerships: 738.3210  
District Office Reception Desk: 787.1910  
Expanded Choice: 738.3314  
Expulsion Hearings: 738.3228  
Homebound/Virtual High School Instruction: 738.3261  
Homelessness: 738.3207  
Magnet Programs: 738.3248  
Public Information/Publications: 738.3306  
School Psychology/Special Needs Services: 738.3256  
Student Services/Discipline: 738.3275  
Testing: 738.3263

**These departments can be reached Monday through Friday from 8 a.m. to 4:30 p.m. The Richland Two Security Office can be reached 24 hours a day at 736.8756.**

# 2009-10 Calendar

<b>August 20</b>	First day of school
<b>September 7</b>	Labor Day (holiday)
<b>September 30</b>	Half-day for elementary/middle for academic planning conferences
<b>October 12</b>	Instructional Fair (student holiday)
<b>October 21</b>	Half-day for elementary schools
<b>October 23</b>	End of first nine weeks
<b>October 26-30</b>	Report cards issued
<b>November 25-27</b>	Thanksgiving Break (holiday)
<b>December 18</b>	Winter Break begins (holiday)
<b>January 1</b>	Winter Break ends
<b>January 14</b>	End of second nine weeks
<b>January 15</b>	Teacher workday (student holiday)
<b>January 18</b>	M.L. King Jr. Day (holiday)
<b>January 19-22</b>	Report cards issued
<b>February 3</b>	Half-day for elementary schools
<b>February 15</b>	Presidents' Day (holiday/ inclement weather make-up day)
<b>March 10</b>	Half-day for elementary schools
<b>March 22</b>	Teacher workday (holiday/ inclement weather make-up day)
<b>March 24</b>	End of third nine weeks
<b>March 25-31</b>	Report cards issued
<b>April 2</b>	Teacher workday (holiday/ inclement weather make-up day)
<b>April 5-9</b>	Spring Break (holiday)
<b>April 28</b>	Half-day for elementary schools
<b>May 31</b>	Memorial Day (holiday)
<b>June 4</b>	Last Day of School/End of fourth nine weeks Report cards issued for elementary Report cards for middle and high school will be mailed by June 18

**[All Dates Are Subject To Change]**

## Services for Students with Disabilities

Richland Two provides many services for students with disabilities. If your child has a disability that substantially limits his/her ability to learn or participate in school activities, the district offers educational services that can help. Services are available for students experiencing physical, emotional, behavioral and/or learning difficulties.

Each school has an Intervention Assistance Team (IAT) which accepts referrals from parents and teachers concerning students with significant educational and/or behavioral issues. Please contact your child's school for more information or the district's Special Services Department at 738-3256. All referrals will remain confidential.

## Electronic Communication Devices in School

Code JICJ

Purpose: To establish the basic structure for the board's prohibition of student use of electronic communication devices (including cellular phones) in school.

No student may possess an electronic communication device under the following circumstances:

- while on school property
- while attending a school sponsored or school related activity on or off school property during normal school hours

The district will make an exception to this rule under the following circumstances:

- A student under age 18 may possess an electronic communication device if the student needs the electronic communication device for a legitimate medical reason or for a legitimate matter dealing with security.
- A student age 18 or over may possess an electronic communication device under any of the following circumstances:

—Continued on back page

# Student Dress Code

Code JICA

Purpose: To establish the basic structure for appropriate dress standards for students in Richland School District Two which will provide a safe and orderly learning environment.

Richland School District Two students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community. School administrators will be responsible for determining dress code violations. The principal reserves the right to amend any provisions that he/she deems to be in the best interest of the student or the educational process. Students should dress for the educational setting and not the recreational one. The board will review the policy for any changes needed on a yearly basis.

## High School/Middle School

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted.
- Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment will not be allowed.
- Attire must not evidence membership of affiliation with a "gang" in any negative sense of the term. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories (as stated in Policy JICF-Secret Societies/Gang Activity). Bandannas and do rags are not allowed on campus and will be confiscated. Hats are not allowed in school buildings. Picks or combs are not allowed in hair. Hair items such as plastic headbands, barrettes, and ribbons are permitted. School administrators will not be held liable for confiscated items.
- Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes and bedroom slippers are not permitted.

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- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive. Lower garments should be of adequate length to assure

modesty when the student is seated or engaged in school activities.

- Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place.
- Shirts must be tucked in to the extent that belts or waistbands are clearly visible at all times.
- Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter-tops, shirts with spaghetti straps, and see-through shirts will not be allowed.
- Clothing must cover waist, shoulders and back with no skin showing between the top garment and bottom garment.
- Pants and slacks must not touch the floor (no bagging, sagging, or dragging clothing).
- No exposed undergarments.
- No transparent or mesh clothing without an appropriate shirt underneath.
- No apparel that is too revealing.
- No clothing that is excessively form fitting (i.e. Spandex).
- No sunglasses may be worn inside the buildings.
- No wallet chains or other type chains that may be dangerous or disruptive.

Students may not continue to attend class wearing inappropriate clothing. Parents nor students will place the burden of enforcing the dress code solely on the school. Parents and students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students.

Administrators and faculty members are expected to strictly enforce the dress code at all times.

## Violations of the dress code will result in the following:

- Student(s) will be required to return home and change into appropriate attire or parent can bring proper clothing to school or student will be sent to in-school detention.
- **Repeated violations of this dress code shall be treated as disruptive behavior in violation of the Student Code of Conduct.** However, dress code violations shall not carry over on the student's discipline record to subsequent years.

The school administration will determine the amount of lost instructional time a student must make up due to being out of class for inappropriate dress. The instructional time will be made up after school and at the financial expense of the student's parent/guardian for a certified teacher to remain and instruct the student. Failure to do so may result in a student repeating the course(s).

# Student Dress Code

The school authorities, the parents/guardians, and the students should work together to provide guidelines for a student dress standard which is logical, tasteful, and discourages displays or extremes, and which promotes personal cleanliness and neatness of clothing. Students should dress for the educational setting, not a recreational one. When a student's attire disrupts the educational program or is a threat to safety or health, appropriate actions will be taken. If, in the opinion of the teachers and administration, a student's attire is disruptive, the student's parent/guardian will be notified and the student will be dismissed from class(es) until properly attired.

Each school will be responsible for determining the amount of lost instructional time a student must make up due to being out of class for inappropriate dress.

In order to improve discipline, reduce violence, encourage attendance and enhance the learning environment, the board will allow district schools to have a student uniform program. Schools that decide to participate in the school uniform program will follow the

guidelines set out in administrative rule JICA-R.

The school will not deny a student attendance at school or penalize a student for failure to wear a uniform for reason of financial hardship. Each school will have a plan for any parent/legal guardian who can not afford uniforms.

The school will not consider a student non-compliant when the student wears the uniform of a nationally recognized youth organization such as the Boy Scouts, Girl Scouts, Junior ROTC, etc., on a regular school day.

The district will evaluate the school uniform program with input from each participating school at the end of each school year. Any parent/legal guardian may exempt his/her child from the uniform policy by observing the procedures set out in administrative rule JICA-R.

Adopted 11/28/72; Revised 7/22/97, 7/1/03, 5/04

Legal references:

A. South Carolina Code of Laws, 1976, as amended:

1. Section 59-19-90 (3) – General powers and duties of school trustees

# Student Conduct

The board of trustees and staff at Richland School District Two staff believe that a safe, positive learning environment is one of the most important components of a successful school.

The district's commitment in this area is reflected in three very positive programs: the Division of Student Services, which will manage students' attendance, discipline, alternative placement and extracurricular activities; and Anna Boyd School and Blythewood Academy, alternative programs for nonviolent, chronically disruptive elementary, middle and high school students.

All district employees who work with students are aware of their responsibilities to provide them with proper guidance and supervision, and to serve as role models for young people. We make every effort to treat each student fairly and consistently at all times.

The district is also committed to preparing students to enter the adult world as productive, responsible citizens. Because the school setting closely reflects society as a whole, it is important for students to understand and respect the need for rules and regulations governing their conduct while they are at school or when they are participating in school-related activities.

The Richland Two school board recognizes that the Fourth Amendment protects citizens, including students, from unreasonable searches. However, any person entering the premises of any school in the district, including visitors, shall be deemed to have consented to a reasonable search of his/her person and personal property (Act 373 of 1994). Further information is available at

each principal's office.

Richland Two is proud of the fine caliber of our student body. Less than two percent of our students are involved in disciplinary actions each year.

Please review these guidelines carefully. **Exact regulations are contained in the board's policy manual and school handbooks.** Please contact your school principal if you have questions or concerns.

## I. School bus safety

South Carolina state law mandates that school districts provide transportation for students living more than 1.5 miles away from the school attended. In keeping with this law, Richland Two provides bus transportation for its public school students in grades 1 through 12 and in certain kindergarten programs. Any carry-on items such as band instruments and bookbags must be able to fit on the student's lap.

### A) Behavior policy

Because student safety is the foremost goal of the district, students riding school buses are required to refrain from boisterous activity, inappropriate language or distracting the bus driver. This requirement became a state law in 1979 when legislation was passed prohibiting misbehavior on school buses.

# Student Conduct

## B) Responsibilities and disciplinary actions

1. The school bus driver is responsible at all times for the bus and its occupants. However, in cases involving discipline, the principal of each school assumes responsibility for dealing with all students.

2. Although school bus drivers may not remove a student from a bus for disciplinary reasons without principal approval, drivers are instructed to stop their buses and call their supervisor when a student's behavior is a threat to the safety of other students. School bus drivers must report all violations of safety regulations and any behavioral problems to the school principal. Cameras are installed in school buses to assist drivers and administrators in solving discipline problems.

3. When a problem requiring disciplinary action occurs on a bus, the principal will notify parents of the inappropriate behavior, as well as actions taken. The principal has the obligation and authority to suspend or expel students from the bus for violation of student conduct codes.

Students guilty of major offenses as explained in other sections of this brochure may also be expelled from riding the bus for the remainder of the school year.

Additional information about school bus rules of conduct is available from the school administration. For answers to any questions about bus transportation, please visit the transportation page on the district Web site, [www.richland2.org](http://www.richland2.org), or call the transportation office servicing your area. Killian Hub (buses 50-99): 699.2892; Richland Northeast Hub (buses 1-49): 738.8718; Spring Valley Hub (buses 100-299) and Special Needs: 736.3774.

## II. School safety

### A) When a problem arises

1. Most discipline problems can be resolved by the teacher, student and parent in a calm and reasonable manner. However, in cases where the student's behavior affects the safety or learning opportunities of other students, additional disciplinary action must be taken.

2. In such cases, the administration is authorized to take necessary disciplinary action in compliance with the policies of Richland School District Two and local law enforcement agencies.

3. Open channels of communication have been established within the district which permit students and parents to express complaints and offer suggestions for revision of rules.

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4. Since most disciplinary problems are of a nonre-

curring nature, teachers and administrators have several options for solving behavioral problems within the school.

## III. Actions leading to suspension and expulsion

Chronic recurrences of offenses may lead to suspension or expulsion when previous disciplinary actions have not proven effective in improving the student's behavior. The administration emphasizes that the circumstances, number of offenses, prior warnings and prior suspensions affect these recommendations.

### A) Proper conduct

Students are required to conduct themselves in a manner that is in the best interest of the school. Students may not disrupt class or become involved in substantial disorders or invade the rights of others.

### B) Three strikes

Students who are suspended three times, as well as each time thereafter, in any one school year must be recommended by the school administration to the board for review and possible expulsion.

### C) Readmittance following expulsion

After being expelled, students wishing to return to school the next year or for summer school must petition the board in writing for permission to reenter. Gross misbehavior may result in permanent expulsion.

### D) Suspension/expulsion offenses

Students may be suspended or expelled for any of these offenses:

- theft
- use of obscene or profane language or gestures to students, teachers, staff members or administrators
- an unauthorized walkout from a classroom or school building
- assaulting, blackmailing, threatening or intimidating other students, teachers, administrators or staff members
- fighting
- possession in school of a weapon or any object brandished as a weapon (administrator must recommend expulsion; see Section IV)
- distribution of unauthorized materials
- consumption of or being under the influence of drugs or alcohol (administrator must recommend expulsion; see Section IV)
- possession of an electronic communication device (including cellular phones)
- vandalism
- trespassing
- being in an unauthorized area

# Student Conduct

- sexual offenses (inappropriate verbal or physical conduct of a sexual nature)
- smoking or other tobacco use
- forgery and lying
- failure to attend class or school (truancy)
- gross misconduct, disobedience, disrespectful or disruptive behavior
- failure to attend detention assignment
- excessive class tardiness

## IV. Serious offenses

**The use, possession or distribution of weapons, alcohol and drugs will not be tolerated. The board of trustees has a zero tolerance for weapons, alcohol and controlled substances, and may permanently expel students involved in weapons, drug or alcohol offenses.**

**Students who are expelled for a drug or alcohol violation must successfully complete a rehabilitation program approved by the district before readmission to school.**

In all cases of serious offenses, parents are required to pick up their child at the law enforcement agency, rather than at the school. Local law enforcement policies require school officials to report students who engage in serious offenses. **School officials who do not comply with this reporting requirement may be subject to criminal penalties.**

### (A) Weapons

1. A student who brings a gun or destructive device to school or a school activity will be transported to the local law enforcement agency and will be confined. The student will be expelled for at least one calendar year (365 days).
2. A student who brings a knife or other weapon or who causes visible injury to another student will be transported to the local law enforcement agency and may be confined. The student will be recommended for expulsion.

### (B) Alcohol and other controlled substances

Principals will cooperate fully with police, reporting to them all information which assists with their efforts to stop the sale, possession or use of any controlled substance.

1. A student who brings a drug or alcohol to school or a school activity or who is under the influence of a drug or alcohol will be transported to the local law enforcement agency and will be confined. The board of trustees will expel the student and may choose permanent expulsion.
2. A student who has anything which looks like or is repre-

mented to be drugs or alcohol faces the same penalties as if the substance were actually a drug or alcohol.

3. A student who helps another student break these rules faces the same penalties.

4. A student who is expelled because of a violation of these rules must successfully complete a drug/alcohol rehabilitation program approved by the district before readmission to school.

### (C) Gangs and gang-related activity

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

The board defines a gang as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of territory or "turf," or any other action which threatens the safety or welfare of others. In prohibiting the presence and activities of gangs, the board makes the following findings:

1. Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purposes of the district.
2. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting, or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students.
3. The use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will

# Student Conduct

maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories. In providing these examples for students and parents, the board acknowledges that not all potential gang indicators actually connote actual membership in a gang.

4. If the district determines that a student has initiated or participated in a gang or a secret society as stipulated above, that student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator.

These regulations cover students during the school day as well as on school buses and during all school-sponsored functions on or off campus.

Title IX federal regulation requires that recipients of federal funds notify elementary and secondary students and their parents of their policy against discrimination based on sex and institute prompt and equitable procedures for resolving sexual discrimination complaints. This is addressed in Policy JI-R Students Rights and Responsibilities. Any student who feels that he/she has been the object of sexual harassment is encouraged to file and may file a complaint with the school's administrative staff. The student's parent(s) or legal guardian(s) may file such a complaint.

## V. Suspension and expulsion

In all cases of disciplinary actions taken by the administration of Richland Two, a fair, common-sense approach is maintained. This approach uses specific procedures which ensure that administrators, students and parents are involved at every step to reduce unnecessary conflict.

### A) Maximum suspension

An administrator may suspend a student from the classroom or from school for a maximum of 10 days for each offense, but not for more than 30 days of the academic year.

### B) Suspension during the last 10 days of school

The administrator may not suspend a student from school during the last 10 days of the academic year if the suspension will cause the student not to receive credit for that year, unless the student is an actual threat to the class or school. In such cases, a hearing will be granted within 24 hours of the suspension.

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### C) Parental notification

An administrator who suspends a student will

notify the student's parents or guardians in writing, giving the reason for the suspension. The parents or guardians are requested to attend a conference with appropriate school personnel. Following the conference, the parents may appeal the suspension to the school principal and to the district office. This ends the appeals process for suspensions.

## VI. Procedure for expulsion

### A) Expulsion hearings

1. When a student is recommended for expulsion, the parents or legal guardians of the student are notified in writing of the time and place of a hearing before the board of trustees or its designee.

2. At this hearing, parents have the right to legal counsel as well as the right to question all witnesses. If the hearing is held before the board's designee, both the parents and school administrators have the right to appeal the decision to the board. The board will generally review appeals in writing, with neither party appearing before them.

3. The hearing will take place within 10 days of issuance of a written notification of a time and place designated by the board or its designee. A decision will be rendered within 10 days after the hearing.

### B) Absences during expulsion procedures

During the time of expulsion procedures, the student is suspended from school and all school activities. If an administrator's recommendation for a student's suspension or expulsion is rejected by the board, all student absences resulting from proceedings may be excused.

### C) Legal Appeals

Actions of the school board may be appealed to the proper court.

# Student Attendance

The Education Improvement Act, passed by the South Carolina State Legislature in 1984, contained several mandates. These mandates are aimed at improving learning in our public schools. One of these provisions requires that students in kindergarten through grade 12 spend more time in school.

Research has shown that these attendance regulations have had a positive impact on student achievement.

## I. District attendance policy

### A) What the law requires

State law requires students in kindergarten through grade 12

# Student Attendance

to attend school a minimum of 170 of the school year's 180 days to receive credit for the academic year. At the high school level, attendance requirements are set for each course.

## B) Exceptions and makeup credit

Students who are absent more than ten (10) days must have a written excuse from a licensed/certified health practitioner (physician, dentist, speech therapist, etc.) and approval from their school principal.

While exceptions are permitted in cases of extended or chronic illness certified by a health practitioner, other excuses requiring official documentation must be approved by the principal of each school. In cases of unexcused absences, parents will be notified.

Clearing of absences and makeup of tests and/or completion of written work which is missed during absences are the responsibility of the student. Only work missed during an excused absence can be made up for credit.

## C) Absences during school-sponsored activities

School principals may allow a student up to five (5) days for participation in school-sponsored activities.

## D) Excessive absences

Students with unacceptable or excessive absences may be reported to Richland County Family Court.

Students must give the school a written excuse from a parent, guardian or health practitioner for ALL absences other than those approved by the principal for school-sponsored activities. This excuse must be submitted within five (5) days.

## II. District attendance regulations

### A) Allowances

Students will be allowed no more than ten (10) absences. All absences must have a note written by the parent/guardian; or be:

- \*Excused in writing by a licensed/certified health practitioner;
- \*Excused by the school principal for the student's participation in approved school-related activities;
- \*Excused for a recognized religious holiday.

### B) High school semester course absences

At the high school level, attendance requirements apply to each course and vary depending on whether a course lasts a quarter, semester, or year. Attendance requirements apply regardless of the reason for the absence. Excessive absences will result in denial of credit for a course. Homebound instruction is available for students who qualify. Parents and students should

consult their high school's student handbook for the attendance requirements for each course in which the student is enrolled.

## C) Unexcused absences and intervention

When students have three (3) consecutive unexcused, or five (5) cumulative unexcused absences, the school will contact parents and develop a plan for improving attendance. Students who accumulate two (2) or more additional unexcused absences will be reported to Family Court. An absence is considered unexcused if the student is absent without parental knowledge or without an acceptable reason, with or without parental knowledge.

## D) Violations

Violations of these regulations may result in non-promotion or noncredit in each course or grade. The school principal will make decisions to grant or deny promotion or credit.

In summary, the attendance regulations limit the total number of student absences for any combination of reasons to a maximum of ten (10) days, which applies to kindergarten through grade 12. Generally, the combined 10-day total can be divided into four (4) types of absences.

## A) General absences

## III. Explanation of terms and categories

These include:

1. Absences for student health concerns that do not require the attention of a health practitioner (a parent note is required);
2. Absences for a more serious health concern or death in the family (a parent/guardian note is required);
3. Absences for non-school-sponsored trips or activities (a parent/guardian note is required);
4. Absences without acceptable cause or without parental permission. Please note that students are NOT allowed absences of this type. Truancy is not permitted under any circumstances. Students who are absent without parental knowledge or for unacceptable reasons will be subject to appropriate disciplinary action, and their parents may be referred to Family Court. (See section II, C, "Unexcused absences intervention," page 9.)

## B) Absences for health concerns requiring the attention of a health practitioner

These are absences for health reasons (illness, health problem or appointment) for which a written excuse from a licensed/certified health practitioner is provided within five (5) days after the student returns to school.

# Student Attendance

Parents are urged to schedule health appointments after school hours. When this is not possible, the days or times of appointments should be alternated so that the student does not always miss the same class or subject.

If you anticipate that your child may be absent more than five (5) consecutive days due to an extended health problem, an application for Homebound Instruction should be completed immediately. This application form may be obtained from the Richland Two Department of Special Services, or from the guidance office at your child's school.

## **C) Absences for school-sponsored activities**

With approval from the principal, students may be absent for a portion of the school day or the entire school day for school-sponsored activities such as field trips, academic

competitions, athletic events or other extracurricular activities. The principal may grant up to five (5) absences for these types of activities. Absences in excess of these five (5) per class must be used from the ten (10) general absence days.

## **D) Recognized religious holidays**

Students will be excused for recognized religious holidays.

**Parents are reminded of the importance of giving the school a written excuse within five (5) days each time your child is absent. In addition, please remember that failure to comply with these regulations could result in your child's being denied promotion or credit and/or referral to Family Court.**

# Complaints of Sexual Harassment, Intimidation and Bullying

Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by district employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Sexual harassment may be generally defined as unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature directed towards students will also not be tolerated. For further information regarding the district's policy related to the prohibition of sexual harassment of students or inappropriate conduct of a sexual nature directed towards students, refer to Board Policy JI, Student Rights and Responsibilities, and its accompanying Administrative Rule.

Any student who believes he or she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with Board Administrative Rule JI-R. For details and further information, see Board Policy JI. All complaints will be investigated promptly.

Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Students who have

knowledge that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring, should notify the school's principal, a school counselor, or a school administrator immediately.

Similarly, harassment, intimidation or bullying of students is prohibited. 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; or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes he or she has been subjected to harassment, intimidation or bullying, as defined in State law and Board Policy JICFAA (Harassment, Intimidation or Bullying), is encouraged to file a complaint in accordance with Policy JICFAA/JICFAA-R. [Specify school's procedures for filing a complaint here] Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct towards a student.

## Board Meeting Schedule

August 25, 2009	Bookman Road Elementary School
September 8, 2009	Dent Middle School
September 22, 2009	Conder Elementary Arts Integrated Magnet School
October 13, 2009	Dent Middle School
October 27, 2009	Sandlapper Elementary School
November 10, 2009	Dent Middle School
December 8, 2009	District Auditorium
January 12, 2010	Dent Middle School
January 26, 2010	Keels Elementary School
February 9, 2010	Dent Middle School
February 23, 2010	Killian Elementary School
March 9, 2010	Dent Middle School
March 23, 2010	Lake Carolina Elementary School
April 13, 2010	Dent Middle School
April 27, 2010	Summit Parkway Middle School
May 11, 2010	Dent Middle School
May 25, 2010	Dent Middle School
June 8, 2010	Dent Middle School
June 22, 2010	Richland Northeast High School

### [ THESE DATES ARE SUBJECT TO CHANGE ]

Meetings are scheduled to begin at 7 p.m. This schedule of meeting times, dates, and locations is e-mailed to the news media at the beginning of the school year. Agendas are posted on the district's Web site [www.richland2.org/schoolboard/](http://www.richland2.org/schoolboard/) at least 24 hours prior to each meeting. Please contact the Public Information Department at 803.738.3306 for confirmation of board meeting logistics.

The board of trustees meets twice monthly on the second and fourth Tuesdays. Special meetings, work sessions and hearings are held when necessary. The public is always welcomed and encouraged to attend the board meetings.



Richland School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or disability in admission to, access to, treatment in or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to: Chief Human Resources Officer; 6831 Brookfield Road, Columbia, S.C. 29206. Telephone: 803.787.1910.

## Board of Trustees

### The Honorable Melinda Anderson, chair

9504 Highgate Drive, Columbia, S.C. 29223

**Terms :** 1990-2010

**Home phone:** 419.1377

**e-mail:** spenand@aol.com

### The Honorable Stephanie Burgess, Ph.D., vice chair

709 East Springs Road, Columbia, S.C. 29223

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**Home phone:** 736.0870; **Fax:** 736.1441

**e-mail:** scburgess@aol.com

### The Honorable Susan Brill, secretary

401 Oak Brook Drive, Columbia, S.C. 29223

**Terms :** 2006-2012

**Home phone:** 788.8516

**e-mail:** sbrill@sc.rr.com

### The Honorable William Flemming, Jr., DMD

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**e-mail:** billflemming@sc.rr.com

### The Honorable Calvin "Chip" Jackson

3 Harvest Ridge Drive, Columbia, S.C. 29229

**Term:** 2008-2012

**Home phone:** 736.3111

**e-mail:** calvin.jackson@bwcar.org

### The Honorable Dan Neal

724 Longtown Road West, Blythewood, S.C. 29016

**Term:** 2009-2010

**Home phone:** 754.6097

**e-mail:** familyneals@aol.com

### The Honorable Barbara Specter

145 Van Der Horst Drive, Columbia, S.C. 29229

**Terms:** 2002-2010

**Home phone:** 429.8084

**e-mail:** bspecter@sc.rr.com

REPORT A CRIME

736-8756

IT'S SAFE 2 TELL

# Electronic Communication Devices in School

—Continued from page 3

- The student is an active member of a volunteer firefighting organization.
- The student is an active member of a volunteer emergency service organization.
- The student needs the electronic communication device for a legitimate medical reason.
- The student needs the electronic communication device for a legitimate reason dealing with security.

Before a student may have an electronic communication device at school, the principal must have written, approved evidence on file of the student's medical need or membership in voluntary firefighting, emergency medical service organization or for a legitimate matter dealing with security.

The principal of each school will decide what constitutes a legitimate medical reason or a legitimate reason dealing with security consistent with any guidelines established by this board and/or by the state Department of Education.

A student who has an electronic communication device without permission as outlined in this policy is subject to discipline as provided by board policy.

A person who finds a student in possession of an electronic communication device without permission must report the student to the school principal or his/her designee. The principal or his/her designee or a law enforcement officer must confiscate the device. Items confiscated during the regular school year will be returned to parents/legal guardians upon request for the first offense. Items confiscated for subsequent offenses will be returned to parents/legal guardians at the end of the year. Items confiscated during summer school will be handled in the same manner. Parents/Legal guardians must sign a contract when the device is returned outlining the conditions of the return.

Adopted 8/27/96; Revised 5/26/98, 6/26/01, 7/1/03, 6/27/06, 6/23/09  
Legal references: S.C. Code of laws, 1976, as amended:  
Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

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# Release of Student Information

Individual student records (grades, test scores, evaluations, etc.) are not available for public inspection. This information is available to the student's parents, legal guardians, or to the individual student of legal age. However, federal law allows student information that would not generally be considered harmful or an invasion of privacy to be disclosed. Federal law refers to this as "directory information," but don't be confused, we are NOT publishing this information in any kind of directory.

The primary purpose of directory information is to allow Richland Two to include this type of information in certain school publications. Examples include a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; school or district Web sites; graduation programs; and school or district plays. It is also very practical in working with the news media, allowing your student to appear in newspaper articles and on television. Student directory information is also used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities.

Directory information includes the student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

[If you object to the release of this information, you should notify the district superintendent in writing within 15 days of receipt of this notice: Superintendent's Office, 6831 Brookfield Road, Columbia, S.C. 29206. If you do not submit a written objection to the superintendent, the district will be free to release this information as appropriate.](#)

Please know that the use of any information by Richland Two is for the promotion of our students' and district's welfare. Any questions concerning student records should be addressed to the guidance office of the individual school.



**Northeast Columbia**  
Time Warner Cable Channel 12

**Statewide**  
On Demand  
Time Warner Cable Channel 1234

**Worldwide**  
[www.richland2.org](http://www.richland2.org)

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**Public Information Department**  
6831 Brookfield Road, Columbia, SC 29206  
803.738.3306