



# **RICHLAND NORTHEAST HIGH SCHOOL**

## **STUDENT HANDBOOK 2009 – 2010**

### ***Nondiscrimination Policy***

Richland County School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, handicap, or disability in admission to, access to, treatment in, or employment in its programs and activities. Inquiries regarding discrimination should be directed to:

**Director of Personnel  
6831 Brookfield Road  
Columbia, South Carolina 29206  
(803) 787-1910**

### ***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Last year, Richland Northeast implemented a set of Core Values for our students and faculty: Honesty, Community, Respect, Integrity, and Responsibility. By incorporating these five values into everything we do here at RNE, we not only strengthen our Cavalier Family but also set high standards for our students as we prepare them to go out into the world.

**I. Administration and Staff Directory**

<b>Principal</b>	Ralph Schmidt
<b>Assistant Principal</b>	Margaret Schilit
<b>Assistant Principal</b>	Chris Seay
<b>Assistant Principal</b>	Sabrina Suber
<b>Assistant Principal</b>	Joe Watson, EdD
<b>Assistant Administrator</b>	Tracy Footman
<b>Assistant Administrator</b>	Tiffany Ligon
<b>Assistant Administrator</b>	Mike Young
<b>Director of Magnet Programs</b>	Joseph Eberlin

**II. Bell Schedule 2009 – 2010**

<b>Regular</b>		<b>Wednesday</b>		<b>Homeroom</b>	
7:35 – 8:30	EB	No EB		7:35 – 8:30	EB
8:35 – 9:40	1st	9:30 – 10:14	1st	8:35 – 9:36	1st
9:45 – 10:35	2nd	10:19 – 11:03	2nd	9:41 – 10:26	2nd
10:40 – 11:30	3rd	11:08 – 11:52	3rd	10:31 – 10:56	AA
11:35 – 12:25	4th	11:57 – 12:42	4th	11:01 – 11:47	3rd
12:25 – 12:55	Lunch	12:42 – 1:12	Lunch	11:52 – 12:38	4th
1:00 – 1:50	5th	1:17 – 2:01	5th	12:38 – 1:08	Lunch
1:55 – 2:45	6th	2:06 – 2:50	6th	1:13 – 1:59	5th
2:50 – 3:40	7th	2:55 – 3:40	7th	2:04 – 2:50	6th
				2:55 – 3:40	7th

**III. State High School Diploma**

The South Carolina State High School Diploma is regulated by the South Carolina State Board of Education. A State High School Diploma from Richland School District Two is based on the satisfactory completion of 24 Carnegie units. All high school graduates must have passed all sections of the South Carolina High School Assessment Program. To qualify for a State High School Diploma in Richland School District Two, a student must meet the following requirements:

Language Arts	4.0
U.S. History and Constitution	1.0
Economics	0.5
Government	0.5
Other Social Studies	1.0
Mathematics	4.0
Science	3.0
Physical Education or ROTC	1.0
Health Education	0.5
World Language or Career and Technology Education	1.0
Computer Science	1.0
Electives	<u>6.5</u>
<b>Total units for Diploma</b>	<b>24 units</b>

*Note:*

- Many four-year colleges require two or three units of the same world language for admission.
- Freshmen, Sophomores, and Juniors must register for seven instructional periods (one period is equal to 50 minutes). Seniors must register for four instructional periods, not including School-to-Work.

**High School Assessment Program**

Please see Section VIII for information on the HSAP exam.

**IV. Graduation**

**Senior Information**

For a qualified Senior to participate in graduation exercises, the Guidance Office must receive a completed application for graduation by the designated date. This form contains information about the student and graduation requirements as well as a request for the student’s future plans. This form is not necessary for those who plan to graduate in the summer. Students who are qualified to graduate in the spring but do not complete the form will not participate in graduation exercises and will receive their diploma with the summer graduating class. **To participate in graduation exercises, students must have earned all 24 units specified for graduation by the State Department of Education.**

In addition, Seniors who wish to participate in the graduation ceremony must clear all accumulated financial obligations and school debts by **Friday, May 21, 2010, at 3:30 p.m.** The school will issue diplomas and transcripts when all debts are paid. Tickets are required for admission to all high school graduation ceremonies in Richland District Two. Ticket request forms will be distributed to Seniors in March and must be returned by the date indicated on the form. Graduation tickets will be issued in May. Students must clear school debts before picking up their tickets.

## **Graduation Policies**

### **General Information**

- Graduation rehearsal will take place on June 3, 2010, in the District Auditorium. Attendance is mandatory. Participants must attend to take part in the ceremony.
- Graduation participants must purchase a “grad pack” (cap, gown, tassel, and diploma cover) from the school-approved vendor. Seniors will receive order information in the fall.

### **Honor Graduates**

- First Honor Graduate: Student with the highest academic standing based on eight semesters of work will graduate with *Highest Honors*.
- Second Honor Graduate: Student with the second-highest academic standing based on eight semesters of work will graduate with *Highest Honors*.
- Other Honor graduates: Top 10% of graduating class, based on eight semesters of work. Graduating class number, for the purpose of determining Honor graduates, will be set in September.
  - Of the top 10%, students with a grade point average equal to or above 3.75 will graduate with *High Honors*.
  - Of the top 10%, students with a grade point average less than 3.75 will graduate with *Honors*.

### **Marshals**

Marshals will be the top 50 members of the Junior class, based on academic standing through four semesters and a clear discipline record. A candidate for Junior Marshal may not be in a performing group during the graduation ceremony. Marshal sashes will be issued only to those who serve at a marshal function. Sashes cost \$10 to rent, \$35 to purchase.

### **Ceremony**

Seniors will elect two class speakers who have a minimum grade average of 80 for the semester preceding graduation and are eligible to graduate as projected at eight semesters. Each student speaker will be limited to two minutes. The top two honor graduates also will speak. The Senior class president will preside at graduation.

### **Dress**

- All graduates must wear regulation cap and gown.
- Students will not be permitted to carry or wear any signs or slogans.
- All participants must wear dress shoes.
- All young men must wear ties and white dress shirts with a collar.
- The administration reserves the right to prohibit participation in graduation when it deems a student’s attire unsuitable. Graduation attire will be discussed thoroughly during graduation practice.

### **Diplomas**

- A student officially graduates only when he or she receives a diploma.

- The administration will mail diplomas to students during the summer (be sure to keep address current with our registrar).
- Diplomas will not be issued during the graduation exercises.

### **Career Prep Diploma Requirements**

The Career Prep student must:

1. Pass all Career Prep classes and competencies
2. Pass computer and health classes
3. Meet state attendance requirements
4. Complete graduation portfolios
5. Master assigned Work Key scores
6. Be employed on a job and have accumulated at least 200 hours of successful work at that job.

## **V. General Rules and Regulations**

### **Attendance Policies and Laws**

- **High school students who exceed five general and five medical absences in a semester course or ten general and ten medical absences in a year course may not receive credit for that course.** Students may be eligible to pay to make up missed days, up to four make-up days for a semester class and eight for a year class.
- Any student with excessive absences may be retained.
- After an absence, the student must submit a medical or parent note to the school within five days. After five days, the absence may be considered unlawful.

### **Lawful Absences**

- Student illness if attendance would endanger the student's health or the health of others. (If a student's illness causes an absence of more than five days, the parent may request homebound instruction. The parent must submit the proper form from a medical practitioner.)
- Illness or death in the immediate family.
- A recognized religious holiday of the student's faith.
- Medical or dental appointments and court appearances.
- Class suspensions.

### **Unlawful Absences**

- Any absence that is not excused under the listed conditions.

### **Consequences**

- Three consecutive or five total unlawful absences are truancy.
- The school will notify the parent/legal guardian that an **Attendance Improvement Plan** must be implemented.
- If unlawful absences continue, the school may make a referral to the Richland County Family Court.
- Parents convicted of educational neglect may be placed under court order, fined up to \$50 per day, and/or jailed for up to thirty days for each unexcused absence thereafter.

- Students between the ages of 12 and 17 may be sent to the Department of Juvenile Justice for up to ninety days.
- A court order may remain in effect until a child graduates from high school.

Student Responsibility When Absent

When absent from a class for any reason, students are responsible for the following before being readmitted to class:

- Prior to returning to the class or classes missed, the student must go to the Attendance Office (C101) with a written explanation from his or her parent, guardian, or physician.
- If a student does not have proper documentation explaining the absence, it will be recorded as an unlawful absence (cut). The student will have five school days to bring in a proper excuse.

**Tardy Policy and Procedures**

The tardy policy helps ensure a minimum of interruptions in the educational process in each classroom. Students who report more than twenty minutes late to a period-long class or more than forty-five minutes late to a block class will be marked absent.

**Tardy Consequences (renews every nine weeks)**

Tardy 1	No penalty
Tardy 2	Two hours after-school detention (ASD)
Tardy 3	Four hours ASD and Connect-Ed contact
Tardy 4	In-school detention and Connect-Ed contact
Tardy 5	In-school suspension and parent contact
Tardy 6	Out-of-school suspension and parent contact

**Sign-in and Sign-out Procedures**

- Students arriving late to school should report to the appropriate class period. Only students with a medical or dental office note report to the Attendance Office for an excused tardy.
- Students will not be allowed to sign out after 3 p.m.
- To sign out a student, the parent, guardian, or approved individual must present a valid state-issued driver's license or state-issued identification card for a background check via the Lobby Guard system.

### **Students with Special Health-Care Needs**

Many health-care services can be provided for students during the school day to keep them at school where they can learn and participate with other students. It is important that necessary health-care information is shared with the appropriate people — including teachers on lunch duty, bus drivers, and cafeteria employees — to make sure that we can meet the student's needs throughout the school day.

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health-care plans, also called individual health plans, are written for students who have special health-care needs that school staff must meet during the school day. They also are written for students who have been approved by the school district to self-medicate or self-monitor. School nurses who are registered nurses write IHPs, working with the student, the student's parents or legal guardians, the student's health-care provider, and other school staff. Information: the RNE school nurse or the Richland School District Two Director of Learning Support Services, 787-1910.

### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activity. A school team decides if a student is eligible. Once deemed eligible, a team composed of the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability (such as a teacher, a guidance counselor, a school nurse, and other school staff) develops an individual accommodation plan (IAP). The IAP explains how the school will meet the student's needs and may include health services for the student during the school day. Information: the RNE school psychologist.

### **Individual with Disabilities Education Act (IDEA)**

Students ages 3 through 21 years may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team, which includes the student's parent or legal guardian, teachers, and other school staff, develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day, if needed. Information: RNE's school psychologist.

### **Medical Homebound Instruction**

Medical homebound instruction is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction; a physician also must fill out the medical homebound form that the school district provides. The district then decides whether to approve the student for medical homebound services. The district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. Information: Stephanie Catoe, District Two's homebound coordinator for high schools, 699-3500.

**Applications for homebound instruction are available from Gloria Deramus, RNE's homebound coordinator, and should be requested as soon as the parent/student anticipates an extended absence (five consecutive days or more). The application must be completed by a licensed physician (medical doctor) and returned promptly to Ms. Deramus for processing. Upon approval by the district office, the student is eligible for services.** Students are allotted one hour of homebound instruction for each day they are absent from school. If students fail to complete the allotted hours, they will be marked absent even if they return to school early. Course adjustments may be necessary for students absent for an extended period of time. **Approved** homebound days are not counted as absences from school. Information: Ms. Deramus, 699-2800 ext. 2806.

### **Virtual High School (online courses)**

**Students are expected to begin an online class within the first week of enrollment for the class and must complete online courses by the deadline. The administration may withdraw from the course students who fail to start a class in on time or fail to show progress.** Students who do not finish an online course will receive an F. See the Guidance for course offerings.

### **Cheating**

#### **Policy JIC-R Code of Conduct:**

Purpose: To ensure that Richland School District Two schools embody high expectations for academic integrity and maintain an academic environment for all of their constituents that is free from any form of academic dishonesty. This regulation is intended to promote noble character and admirable academic integrity for the district, schools, and individuals. To promote academic integrity:

#### **Students:**

- Will tell the truth when dealing with faculty, administrators, staff, and student hearing boards where they exist

- Will not represent as theirs any work which they have not done alone. This is plagiarism and includes any misuse of computers or other technology
- Will not cheat.

**Cheating is defined as:**

- Divulging responses to others or allowing others to view responses during any type of examination
- Plagiarism
- Submitting work that is not the student's own
- Looking at others' responses in an attempt to gain an unfair advantage
- Bringing, or attempting to bring, unauthorized materials to a test, which includes, but is not limited to:
  - Written answers on any medium
  - Unauthorized programs on calculators
  - Use of other unauthorized resources or devices
- Receiving, stealing, or looking at a test beforehand
- **Research Papers/Long Term Assignments:**
  - Using others' words, works, or ideas without proper attribution
- **Homework, Classwork, and Class Assignments:**
  - Working collaboratively on work that was to be completed individually
  - Portraying as your own work that was completed by another.

**Honor Code: On my honor, I have neither given nor received unauthorized assistance on this assignment. I understand that any violation of the RSD2 Honor Code will result in academic and disciplinary action.**

**Consequences of Cheating or Plagiarism**

Students who violate the Academic Integrity Policy Regulation will receive academic and disciplinary consequences that may include but are not limited to:

- Zero on an assignment
- Parent notification
- Detention
- Suspension
- Reduced points on an assignment
- Removal from co-curricular or extra-curricular activities, honor societies, or student offices

Subsequent offenses will result in not only failure and parental contact but also administrative punishment. Documentation will be made in the students discipline file. Stealing a test or teacher's answer key is a theft and will be dealt with accordingly (see Discipline Code).

**Crimeline**

Crimeline is an anonymous forum where students, faculty, staff, parents, and community members can report criminal actions. We encourage its use. The Crimeline number is 736-8756.

**Discipline Code**

Students who are guilty of repeated breaches of conduct may be suspended or expelled if the offense does not already carry such punishment. Though not specified in this list of violations, any act that is detrimental to the good order, best interest, or physical safety of the school may be punished according to its nature and degree at the discretion of the administration.

<b>Level 1 Offenses</b>	<b>Consequences</b>
Leaving the campus without permission Tardiness to class Failure to attend class Lying to a school employee Cheating  Use of obscene or profane language or gestures Failure to serve detention Forgery Minor theft Littering  Loitering between classes  Class/hall disruption Gambling/playing cards Dress code violation Eating or drinking in an unauthorized area Public display of affection Acting in a manner that interferes with the education process ID card violation Other disruptive acts that the school administration considers inconsistent with School Board Policy	First offense:  Parent conference Detention In-school suspension (ISS) Out-of-school suspension (OSS)  Repeated Level 1 offenses: Additional detention In-school suspension (ISS) Out-of-school suspension (OSS) with possible recommendation for expulsion

<b>Level 2 Offenses</b>	<b>Consequences</b>
Possession or use of tobacco	First offenses:

<p>Possession of drug paraphernalia, including rolling papers, nonprescription drugs, and look-alike drugs</p> <p>Threats toward students</p> <p>Defiance or disrespect toward a school employee or volunteer</p> <p>Refusal to report to office or administrator</p> <p>Refusal to obey an administrator</p> <p>Distribution of unauthorized material</p> <p>Smoking in the building (suspension required)</p> <p>Setting a false alarm</p> <p>Student confrontation</p> <p>Unauthorized visits to another district campus (suspension required)</p> <p>Using, being under the influence of, or in possession of drugs, alcohol, or an intoxicant while on campus or at a school function (<i>expulsion/arrest required</i>)</p> <p>Fighting (<i>suspension/arrest required</i>)</p> <p>Grand theft, robbery, burglary, or possession of stolen property (<i>expulsion/arrest required</i>)</p> <p>Vandalism (minor)</p> <p>Abusive language, obscenity, or profanity toward a school employee or about a school employee</p> <p>Creating or possessing literature of a sexual nature</p> <p>Threats against a school employee</p> <p>Possession of a beeper, cell phone, or pager (confiscation, returned at end of semester)</p> <p>Possession of laser pointer (confiscation)</p> <p>Inappropriate verbal or physical conduct of a sexual nature</p> <p>Possession or use of fireworks</p> <p>Vandalism of technology</p> <p>Disrupting or impeding an administrative investigation</p> <p>Disrupting or impeding an administrator's duties or functions</p> <p>ID card fraud</p> <p>Possession of restricted items</p> <p>Other disruptive acts that the school administration considers inconsistent with School Board Policy</p>	<p>In-school suspension (ISS)</p> <p>Out-of-school suspension (OSS)</p> <p>Recommendation for expulsion</p> <p>Arrest</p> <p>Restitution</p> <p>Repeated Level 2 offenses</p> <p>Out-of-school suspension (OSS)</p> <p>Recommendation for expulsion</p> <p>Arrest</p> <p>Restitution</p>
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<p style="text-align: center;"><b>Level 3 Offenses</b></p> <p>Possession, use of, distribution of, or under the influence of drugs, alcohol, or an intoxicant on school grounds or at any school-sponsored event, trip, or activity (see District Policy JCDAB, p. 11)</p>	<p style="text-align: center;"><b>Consequences</b></p> <p>Recommendation for expulsion</p> <p>Arrest</p> <p>Restitution</p>
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Possession, use of, or transfer of a weapon or look-alike weapon Aggravated battery, with intent of bodily harm Bomb threat Sexual misconduct Lynching (group assault) Use of illegal drugs, alcohol, or intoxicants on campus or at a school function Disturbing school (major) Theft, possession, or sale of stolen property Vandalism (major) Threatening to take the life or inflict bodily harm on school personnel, school volunteers, or members of their family Assault Arson Other disruptive acts that the school administration considers inconsistent with School Board Policy	
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- School administration has jurisdiction off campus when the violation is due to a consequence of disciplinary action, is directed toward a faculty member or his/her family, occurs at a school bus stop, or occurs at a school-sponsored activity.
- A student whose disciplinary offense is also a violation of criminal law must be reported to law enforcement officials and may be subject to punishment by the courts in addition to punishment by the school.
- According to state law and school board policy, school administrators may take disciplinary action against a student whose conduct off school grounds jeopardizes the school process.
- Students who are arrested will incur expenses from Richland County for court costs, etc.

**Harassment, Intimidation, or Bullying: Code JICFAA, issued 12/06**

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying. The School 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. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior,

treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

The Principal has the prerogative of recommending permanent expulsion in lieu of regular expulsion at any time he deems necessary. Any student who is suspended three times may be recommended to the school board for expulsion from Richland Northeast. Students have the right to appeal disciplinary decisions of assistant administrators to Dr. Joe Watson.

**Prohibition of Drug and Alcohol use: School Board Policy JCDAB**

Purpose: To establish the basic structure for the Board's prohibition of student drug and alcohol use. No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or other controlled substances (as defined in the Student Behavior Code-JCDA-R) in the following circumstances:

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

In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance and manner and any statements made by the student may be considered without regard to the amount of alcohol or other controlled substance consumed.

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

No student will possess, market, or distribute any substance that is represented to be or that is substantially similar in color, shape, size, or markings to a controlled 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 pertinent or beneficial in their efforts to stop the sale, possession, and use of controlled substances.

The administration will suspend students who violate this policy and recommend expulsion. **The board has a zero tolerance for alcohol or**

**controlled substances on and around school grounds and at school-sponsored activities. The board intends to expel all students involved in these illegal activities and can, under circumstances it deems appropriate, permanently expel students involved in drug/alcohol offenses.** All students who are expelled for a violation of this policy will be required to enroll in and successfully complete a drug/alcohol rehabilitation program approved by the school district as a condition of their readmission to school.

**Constitutional and Statutory Provisions**

Alcohol:

- South Carolina. Constitution
  - Article XVII, Section 14: Must be over 21 to possess distilled liquors.
- South Carolina Code of Laws, 1976, as amended
  - Section 16-17-530: Students who come to school in an intoxicated condition, or conduct themselves in a disorderly or boisterous manner, could be arrested for a misdemeanor.
  - Section 59-67-150: Drinking alcoholic liquors on a school bus is prohibited.
  - Section 20-7-370: Must be 21 to possess fermented liquors.

**Discipline — Students' Rights**

If a student is accused of an offense, the following procedure will be followed:

- The student must be given oral or written notice of the charges against him; and if he denies them:
  1. He must be given an explanation of the evidence that the authorities have; **and**
  2. He must be given an opportunity to present his version of what happened.

**Dress-Code/Uniform Policy: Student Dress — Code JICA, issued 05/04**

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

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 or 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). Bandanas and du-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.
- 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 are not 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 worn inside the buildings.
- No wallet chains or other chains that may be dangerous or disruptive.

Students may not continue to attend class wearing inappropriate clothing. Neither 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 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 a parent can bring proper clothing to school or the student will be sent to ISD.
- Repeated violations of this dress code shall be treated as disruptive behavior in violation of the Student Code of Conduct.

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 from 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 for a certified teacher to remain and instruct the student. Failure to do so may result in the student having to repeat the course(s).

#### **Ethics Code for Richland District Two**

In an effort to promote a positive environment for learning and living:

- I will respect others' property and heritage while maintaining my self-respect and my integrity.
- I will be responsible for all of my actions and their consequences, repressing violence and exercising self-discipline.
- I will contribute to the positive learning environment for others and myself.

#### **Early Dismissal**

Students with regular early dismissal, as well as students who have signed out in the Attendance Office, **must leave campus immediately after being dismissed**. Students and parents should provide for transportation before attending school. Early-dismissal students who have not secured a ride home will have their privileges revoked, be placed in a class, and receive a disciplinary sanction. Early-dismissal students may not ride the bus home.

#### **Examination Policy**

All students are required to take exams at the end of each semester in every course. There is one exception: at the end of any course, the subject teacher

has the option of allowing any Senior who has a C average or above to exempt the final exam, except for state exams.

**Important!** *Any student missing final examinations must have administrative approval from the Assistant Principal for Curriculum and Instruction to make them up. Acceptable reasons for makeup exams are (1) medical emergency, (2) death in the family, (3) religious holiday, and (4) court subpoena. All students who miss an exam with an unauthorized absence will receive a zero on the exam.*

### **Fees and Debts**

Fees are due at the start of the school year. Money collected for fees is used to finance RNE's instructional programs. You may pay by cash, check, money order, or debit or credit card. Please make checks payable to Richland Northeast and include the student's ID number on the check; all checks also must have the account holder's name, address, and telephone number. **A \$30 charge will be assessed on all returned checks. NSF checks will be turned over for collection.** Information: Renae Coles, ext. 2830.

**Students must pay all fees and debts to participate in any extracurricular activities, including athletics, ROTC Drill Team, Model UN, overnight field trips, Junior/Senior Prom, and graduation.** Students must pay debts before purchasing a parking sticker or yearbook. The school may turn over student fees for collection if not paid in a timely manner. Students may pay all fees and debts before school, during lunch, or after school. Students may not pay fees and debts during class time. The school administration reserves the right to change this procedure at any time during the school year.

### **Food**

Students may not eat or drink in any part of any school building, other than in the cafeteria, at any time. Students must keep food inside the orange-lined areas of the campus. Students allowed to leave campus for lunch may not bring food back on campus.

### **Fraternalities, Sororities, and Other Secret Organizations**

Fraternalities, sororities, and other secret organizations and their activities are strictly forbidden on the campus or during school activities.

### **Gang and Gang-Related Activity**

Richland School District Two Administration will maintain conditions on school property and during school-sponsored events to ensure as safe an environment as possible for students and staff in accordance with 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 *gang* as any non-sponsored group, possibly of secret and/or

exclusive membership, whose purpose or practice includes the commission of illegal acts or that threatens the safety or welfare of others. In prohibiting the presence and activities of gangs, the board makes the following findings:

- Gangs that initiate or advocate activities that 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.
- Gang incidents involving recruitment, initiation, hazing, wearing 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.

**The use of hand signals and the presence of any apparel, jewelry, accessory, book, tattoo, 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 a student is in violation of the prohibition on wearing/displaying a gang-related item, the district will maintain in all its school offices examples 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 connote actual membership in a gang.

If the district determines that a student has been initiated into or is participating in a gang or secret society as stipulated above, that student will be disciplined in a manner that may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, depending on 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 that the district has determined to be a gang indicator.**

#### **Grievances and Complaints**

- Students or their parents shall have the opportunity to discuss with their teacher a situation that they consider unjust or unfair.
- If the incident remains unresolved, students, their parents, or the teacher may bring the matter to the principal’s attention for his/her consideration and action.
- If the matter is still unresolved after the procedure outlined above, it may be brought to the district superintendent or his designee for his consideration and action.

- Complaints that remain unresolved following any action of the district superintendent may be referred in writing to the board for review.
- Students who believe that they have been discriminated against on the basis of sex, handicap, race, color, or national origin have the right to process their complaints in accordance with the procedures above. In addition, when a formal grievance is filed relating to sex discrimination, the Title IX coordinator (director of personnel) shall be consulted. The coordinator for Section 504 and Titles I and II grievances (director of special needs and disabilities) shall be consulted in cases relating to handicapping conditions and disabilities. The Title VI coordinator (director of community relations) will be consulted in cases relating to race discrimination.

*Note:* It may be appropriate for concerns affecting a group of students to be brought to the attention of class officers and/or student council members for consideration and recommendation to the principal.

#### **Identification Card Policy**

Richland Northeast students and staff must wear ID cards at all times during the school day. The purpose of the ID card is to allow a quick response to trespassers. We do not wish the ID card to bring about punitive measures for the student, but failure to comply with ID procedures will result in disciplinary action. The procedures are as follows:

- ID cards must be properly displayed on a school-approved safety lanyard and visible at all times. Students must display their own current school year Richland Northeast ID **only!**
- ID cards are the property of RNE and are provided once free of charge to all students. Replacement IDs are \$5; replacement lanyards (loops) are \$1.
- ID cards must not be defaced or altered (no stickers). ID cards that are defaced or altered will be confiscated and a new card will be issued to the student for a cost to the student of \$5.
- Students who forget their ID can get a one-day ID at no cost from their teacher. After the third one-day sticker, the student will be charged \$5 for the replacement ID. One-day IDs must be worn on the upper-left chest.
- Teachers and administrators will check IDs during the school day to ensure students have an ID and that it is correctly displayed. Student without an ID will be subject to disciplinary action and receive a temporary sticker.
- IDs will be made before school and during lunch.
- Students will not be allowed in class without an ID.
- Students may wear only their own RNE-issued ID. Other IDs will be confiscated, and the student will receive a disciplinary consequence.
- All persons on the RNE campus must have an ID card. Substitutes and volunteers also will receive ID cards.

### **Illness**

A student who becomes ill at school must get a pass from the teacher before reporting to the Health Room unless an extreme emergency exists. If it is necessary to leave school, he/she must report to the Attendance Office. Under no circumstances may a student go to the restroom to stay. Before any student can leave school, his/her parent must be contacted.

**Remember: being in the Health Room for more than 20 minutes in a class period (45 minutes for a block class) counts as an absence.**

### **In-School Suspension (ISS)**

In-school suspension, part of our school's total disciplinary program, is an alternative to out-of-school suspension that still holds students accountable for their behavior both at school and at school functions. The suspended student is given an excused general absence, removed from regular classes, and detained in a separate location. Students in ISS may take tests, make up missed work, and participate in extracurricular activities.

### **Late Assignments**

Each teacher determines the grade penalty for submitting assignments late. The teacher should have and distribute a written policy concerning late work. In the absence of a written policy, late work must be accepted without penalty until the end of the grading period.

### **Loitering**

Students may not loiter or congregate on or near school grounds, including in cars. Students who loiter or congregate along Brookfield Road, gates off Faraway Drive, behind the school, or in cars will face disciplinary action, including being restricted to campus at lunch or other punishments for intermediate violations. This regulation is in effect before school, during lunch, and after school.

### **Lunch Privileges**

Richland Northeast is a closed campus. The privilege of leaving campus during lunch is available to Seniors and to qualified second-semester Juniors. An administrator who determines that a student has abused the privilege may revoke the privilege. If parents desire that their child remain on campus, they must establish this understanding with the child. Seniors may leave the campus via the walkway between the Gym and A Building.

All underclassmen must stay on campus during lunch. Violation of this policy will result in disciplinary action at the discretion of the administrator. Seniors who violate this privilege by helping underclassmen leave campus at lunch will lose their off-campus privilege for a minimum of one month. Repeat violators will lose their privilege for the entire year.

### **Cafeteria Regulations**

- Students will not be allowed to carry book sacks, coats, or heavy sweaters in the lunch line or at the food bar.

- Students must wear an ID to receive lunch.
- Students must clear trays and food from tables after eating, or disciplinary action will be taken.
- Disciplinary action will be taken for students who eat food before purchasing it, steal food, or cut in line.
- Students must stay in the inner courtyard during lunch periods.
- In emergencies, students may charge a cafeteria lunch for one day.

**Free and Reduced-Price Meal Program**

To apply for the free and reduced-price lunch program, students must complete an application and return it to the cafeteria manager at the start of school. Applications are distributed to every student in homeroom when the school year begins. Students entering school after the opening will receive an application when they register. The application will be evaluated based on a family income chart. Students will be notified in writing of eligibility and whether they qualify for free or reduced-price lunch.

**Meal Prices**

Breakfast: full pay—\$1.00, reduced—\$.30; lunch: full pay—\$2.40, reduced—\$.40

**Make-up Work**

A student who has an excused absence, including one for participation in field studies or school events, can make up missed class work and homework, but the student is responsible for making arrangements with the teacher within three days of returning to school. If a student is absent with an excuse on a day that a previously announced assignment is due, the assignment is considered due on the first day the student returns. If a student misses a test, arrangements must be made the first day the student returns to make up the test at a time convenient for the teacher.

Students who receive a suspension may not make up work if the suspension is due to an academic infraction. Students who receive a suspension for other infractions must arrange with their teachers to make up the work within the time allowed. Failure to do so will result in a zero for that work.

**Medicines**

All medicines must be left with and dispensed through the school nurse.

**Money**

We encourage students to bring only the money they will need during the school day.

**Passes**

All hall passes must have teacher signature, time, date, and destination.

### **Physical Conflicts**

A student must be careful not to become aggressive in a situation where another person initiates the wrongful conduct. In this situation, if the student overreacts to the initial provocation, he then becomes the aggressor and will be subsequently liable for disciplinary action and arrest, even though he was attacked first.

Students who are arrested are charged with Disturbing Schools (at minimum) and face a court hearing. Please note that Richland County charges fees to cover court hearings as well as Pre-Trial Intervention programs. Students who congregate around fights or disturbances will be subject to disciplinary action. Fight promoters (those students who encourage fighting by gossiping, etc.) will be severely disciplined. For the well being of the RNE school community, students who have been involved in a boisterous or confrontational situation may have their before-school, during-school, and after-school schedules restricted.

### **Political Campaign Materials**

School personnel and students may not participate in out-of-school political campaign activities or distribute campaign materials while on school property during school hours. This restriction does not apply to school government campaigns and election activities.

### **Restricted Items**

Radios, CD players, skateboards, tape players, laser pointers, playing cards, dice, water guns, electronic communications devices, and electronic toys are prohibited on the school campus at any time. If found, they will be confiscated. The school will return electronic equipment other than electronic communications devices only to parents. Large and/or two- or three-fingered rings may not be worn at RNE. Du-rags, bandanas, sweatbands, heavy chains, "mouth grills," gang-related beads and earrings, etc., are restricted items — *as are any other item that the school administration considers to be inappropriate or a disruption to the learning environment*. They will be confiscated and not returned. The school will not assume responsibility for the security of confiscated items.

### **Electronic Communications Devices**

**Electronic communications devices will be confiscated and will be returned to parents once.** The school will return electronic communications devices to parents only on Friday of each week from 1 – 4 p.m. If an electronic communications device is confiscated on Wednesday or Thursday, it will be returned the Friday of the following week. **If an electronic communications device is confiscated a second time, it will be returned on the last day of school;** a student must serve all detention hours before it is returned. A parent retrieving an electronic communications device must sign a contract stating that:

*I am aware of the laws and policies regarding paging devices cell phones on school campuses. My student's electronic communications device is being returned one time and one time only. Any further confiscation of a paging device from this student will result in the device being held until the last day of school.*

**A student who refuses to give up an electronic communications device will receive a three-day OSS — no exceptions. Dr. Watson conducts all appeals for electronic communications devices, and his decision is final. In addition, the student will be subject to disciplinary action at the school level for repeat offenses. This contract remains in effect for as long as the student remains in Richland School District Two.**

### **Security Policy**

A number of procedures and regulations have been established for the safety of students and property. A security guard patrols the campus. After 4 p.m., students may not be on campus unless supervised by a teacher or coach.

### **Sexual Harassment**

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 thinks 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 one 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. At RNE, Margaret Schilit (ext. 2813, [maschilit@richland2.org](mailto:maschilit@richland2.org)) and Dr. Joe Watson (ext. 2860, [jwatson@richland2.org](mailto:jwatson@richland2.org)) are the designees for sexual harassment complaints. Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or 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 toward a student.

#### **Smoking/Tobacco Products**

**Smoking is prohibited on or around campus!** Please note that this includes the area between Brookfield Road and the campus's front fence and between Faraway Drive and the back gates. **Students caught with or using tobacco products inside a building and/or within the perimeter will be suspended and reported to the school resource officer.**

#### **Solicitation and Advertising**

No handbills, underground papers, flyers, and other handouts are permitted at school unless permitted by the administration. Any other form of solicitation and advertising is prohibited unless approved by the student activities director.

#### **Substitute Teachers**

A substitute teacher has the same authority as a regular classroom teacher.

#### **Student Messages**

**Only messages of an emergency nature will be given to students and only those from a parent or guardian. RNE is not to be used as a personal address. Please inform your parents of this policy.**

### **Test Postponement**

Students who have three or more major tests assigned on the same day may, by completing a Student Test Deferment Form, have all but two postponed. This form may be obtained from Sabrina Suber in the Main Office and returned to her when completed (at least a full day in advance).

### **Textbooks**

Teachers issue textbooks and collect the books at the end of the courses of study. The teacher and/or administrator will determine damages to textbooks beyond normal use and will assess charges. It is the student's responsibility to work with the teacher to establish the fair condition of the textbook when issued. This will be the baseline condition of the book and the basis for any end-of-course damage assessment. Fees are charged at the discretion of the administration.

**Students will be charged full price for books not turned in by June 30 of the current school year.** Students will not be given credit for books left in lockers at the end of the school year. Students must maintain the security of their textbooks and protect them from abuse or loss. Do not leave books or book bags lying around campus. Books recovered by school personnel will be given to Mike Young. Students may check with him regarding lost/found books. If a book is lost during the school year, the student will be charged for it before another book is issued. A refund will be given for a recovered book. RNE uses the state barcode system to account for textbook issue and collection. A student who returns a textbook with a missing or damaged state barcode must pay the full price for the book, in accordance the state Department of Education.

### **Visitors**

Anyone visitor to this campus must report to the Main Office or the Attendance Office with a valid state-issued driver's license or state-issued identification card for a background check via the Lobby Guard system. Upon approval, the visitor will receive a visitor's pass. Parents who wish to visit a classroom must have approval from the school administration.

### **Weapons**

All handguns, including stun guns, starting pistols, and fake guns, are weapons, and all pocket knives and razor blades, regardless of size, are considered weapons. Brass knuckles and other items used in combat are weapons. Any items that are used to injure or are brandished in an attempt to injure or intimidate, such as baseball bats, ballpoint pens, and other items of otherwise common usage, are weapons. District Policy mandates that students who are in possession of a handgun must be expelled for one calendar year.

## VI. Suspension/Expulsion Policy

Richland Northeast adheres to the Student Behavior Code as outlined in Richland School District Two Policy JCDA and JCDA-R issued in August 1996.

## VII. Guidance and Counseling Services

### General Information

Counselors are available to assist and advise students about career choices, schoolwork, course selection, personal problems, and college. The Guidance Office is open 8 a.m. – 4 p.m. on school days. Students may see a counselor before or after school, during lunchtime, or with a scheduled appointment. An appointment system guarantees that a counselor will see a student within a 24-hour period. Parents are responsible for contacting the counselor concerning their student's course curriculum.

With the first day of enrollment as the base line, students who withdraw from a course within 5 days in a 90-day course or 10 days in a 180-day course will do so without penalty. Students who withdraw from a course after the specified time (5 days in a 90-day course or 10 days in a 180-day course) shall be assigned a WF, and the F will be calculated in the student's overall grade point average. The 5- and 10-day limitations for withdrawing from a course without penalty do not apply to course or course-level changes initiated by the administration.

### Guidance Department

Counselors	
Pat Blake	Tanya Floyd
Nancy Hammerbeck	Kathy Handel
Jan Post (director)	Zelder Pressley
Staff	
Work-Based Learning Coordinator	Michael Sumter
Career Information Specialist	Kim Sanders
Career Development Facilitator	Keith Hoyle
Career Development Facilitator	Linda Thompson

### Grade Classification

Class	Number of Credits Required
Freshman	Promotion from eighth grade
Sophomore	5 (including English I & 1 math unit)
Junior	12 (including 2 units of English and 2 units of math)
Senior	18 (including 3 units of English, 3 units of math, and projecting graduation)

**Numerical breaks for letter grades, weightings for specified courses**

<b>Average</b>	<b>Grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP / IB</b>
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000

68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0 – 61	F	0.000	0.000	0.000

Honors and Advanced Placement courses are designed to better prepare a student for successful academic achievement in college. Their curricula are greater in depth, more difficult, and require more individual work on the part of the student for successful completion. For these reasons, these higher-level courses are weighted heavier in determining the grade point average. **Enrollment in weighted courses requires teacher's approval.**

#### **Special Services**

Parents who think that their child has some type of disability and is in need of special education, related services, or accommodations should contact their child's Guidance Counselor as soon as possible. It is the parent's responsibility to bring to the attention of the school any serious physical handicap their child may have.

#### **Transcripts**

Official transcripts **must be mailed by our Guidance Department**. All other transcripts are unofficial. It is the student's responsibility to request transcripts and to pay for them before their being mailed.

#### **College Applications**

Seniors who want their college applications mailed by the Guidance Department must turn in the applications along with addressed envelopes containing appropriate postage. The fee for each transcript is \$3 and must be paid to the bookkeeper.

#### **Credit for a Repeated Course**

- A student may retake the course in which a D or F was earned only in the current academic year or no later than the next academic school year.

The student's record will reflect all courses taken and the grade earned, with the following exception:

- Students taking a course for a Carnegie unit before their Freshman year may retake the course during their Freshman year. In this case, only the Freshman grade will be used to figure the student's GPA and only the Freshman attempt will show on the transcript. This rule applies whether the grade is higher or lower than the pre-ninth-grade attempt.

**Class Rankings**

Class rankings (based on grade point ratios) are computed for each class at the end of the tenth grade, the eleventh grade, and the twelfth grade

**VIII. Testing**

**College Board Examinations — PSAT & SAT**

Many colleges require College Board ([www.collegeboard.com/](http://www.collegeboard.com/)) Exam scores. The Scholastic Aptitude Test (SAT) measures a student's basic verbal and mathematical abilities. The Preliminary Scholastic Aptitude Test (PSAT) is open to all students who would like to take a nationwide test similar to the SAT. Taken in the Junior (eleventh-grade) year, the PSAT is the test whose score determines eligibility for a National Merit Scholarship. Check with your counselor for the location of the test.

**Tentative dates for the 2009 – 2010 SAT:**

October 10 (Sunday test: 10/18)	November 7	December 5
January 23	March 6	May 1
June 5		

The PSAT will be administered on October 14 and October 17.

**PSAT/ SAT Workshops**

During the year, Richland Northeast brings in a test-preparation tutor to work with our students on test-taking strategies and tips to improve their PSAT and SAT scores. There usually is a fee for these workshops.

**American College Testing — ACT**

Most colleges and universities accept the ACT exam scores for admission. The ACT ([www.actstudent.org/](http://www.actstudent.org/)) measures a student's educational development in English, mathematics, social studies, and natural sciences.

**Dates for the 2009 – 2010 ACT:**

September 12	October 24	December 12
February 6	April 10	June 12

**Advanced Placement Examinations**

Advanced Placement (AP) Examinations will take place May 3 – 14. Only students who are enrolled in an AP class may take that particular exam. All AP students are required to take the AP Exam. Failure to do so will result in a final exam grade of zero, and the student will be charged the full price of the exam. Students who leave the test in the middle of the exam will incur the same penalty.

### **State Testing Program**

All students who are in a tenth-grade homeroom or are repeat ninth graders must take the South Carolina High School Assessment Program (HSAP) exit exam, given October 20 – 22. Students who do not pass one or more of the subtests in reading, writing, and mathematics will be enrolled in remedial instruction in the subtest area that they failed. Students who fail any subtest must retake the test in the eleventh and/or twelfth grade. Students must pass the Exit Examination to receive a South Carolina High School Diploma. Three sections of the HSAP exit exam will be administered April 20 – 22 to students in tenth-grade homerooms and to eleventh- and twelfth-grade students who previously failed a section of the exam. Information: Margaret Schilit, maschilit@richland2.org

	ELA I	ELA II	Math	Make-up tests
Fall 2009	10/20	10/21	10/22	through 10/30
Spring 2009	4/20	4/21	4/22	through 4/20

End-of-course tests will be administered to all students enrolled in Algebra I part 2, Algebra I CP, English I, U.S. History, Biology, and Physical Science. The test is 20% of the final course grade. Students in Business Education courses will take an accountability test, which also will count as 20% of their final course grade.

## **IX. Information and Technology Center**

### **General Information**

The Information and Technology Center is open for use by students 30 minutes before the start of school and 30 minutes after school. Extended day and evening hours are posted in the ITC. Students come to the ITC to:

- Check out books
- Do research
- Quietly read magazines and newspapers that are provided
- Use computers according to the rules that have been developed for their use. All students have access to the Internet, unless a parent/guardian limits their use. Parents must contact the principal to limit this access for their child.

Socially acceptable behavior is expected at all times. Students who talk loudly or otherwise create a disturbance will be asked to leave the ITC.

### **Use of the Information and Technology Center**

- Students may use the ITC before the start of school, during lunchtime, and at the close of the school day without showing hall passes for admittance.
- When students come to the ITC from a classroom, they must have a pass and work on an assignment from the teacher who sent them. A teacher must accompany more than five students from any one class.

- Each student must have an individual pass to enter the ITC during class periods. Students must sign in at the circulation desk. ITC personnel will sign the pass before the student leaves. Group passes will not be accepted.
- Student aides to teachers may go to the ITC once a week to do recreational reading. With a pass from an assigned teacher, they may do library-related research. Students must wear a Richland Northeast ID when in the ITC. Students without proper ID will not be admitted.
- Students must show their current school ID each time they check out books or other materials. Materials will be held for students who do not have an ID.
- Books on the circulating shelves will be charged for a two-week period. Unless requested by another person, books may be renewed for another two-week period. Books must be presented for renewal.
- Students may borrow reference books, reserve books, and magazines overnight. These will be signed out during the last hour of the school day and must be returned before first period the following school day.
- At times when they have heavy use, some books will have special loan periods with fines adjusted to encourage prompt return.

#### **Security Procedures**

With the high cost of media and the ever-increasing difficulty of replacing materials for classroom and student use, the ITC installed a security system to help to control the movement of books and audiovisual materials with greater accuracy. It should ensure that materials in the ITC are available when needed. To make the system work, the following procedures must be observed:

- All students will use the C doorway when they enter or exit the ITC.
- All materials must be properly charged from the circulation desk.
- All materials must be carried through the exit. If materials are not properly checked out, an alarm will sound. Students must return to the circulation desk and properly check out materials.
- Mischievous behavior by students who cause the alarm system to be triggered may face disciplinary action from an administrator.
- All students and others using the ITC are subject to book checks.

#### **Access to Off-Site Resources**

The ITC provides access to materials through the Internet to all students unless their parent/guardian has signed a written statement with the principal. Procedures for access to the Internet are posted in the ITC. Students who violate this agreement face disciplinary action.

### **Debts and Obligations to the ITC**

- Students pay \$.10 per day for each overdue general-circulation book and \$.50 per day for each overdue reference book, reserve book, or magazine.
- Students are responsible for any books that they have out. Two times every month, students are notified through their 1st period teacher of items that are overdue or fines incurred from late return of materials.
- Students must pay the current replacement cost of any book they lose, plus a \$5 reprocessing fee. A student who borrows but does not return non-print media and equipment must pay to replace each item at its current cost.
- Students who have debts of any kind for more than 60 days may have borrowing privileges limited until they clear debts.
- Students who do not return books or pay debts before the end of the school year will have debt sheets placed in their records. Students are responsible for clearing their own debts.

### **Equipment Circulation**

On the recommendation of the classroom teacher, the approval of the principal, and with the knowledge of the student's parent/guardian, students may check out selected types of equipment to complete assignments. Every circulation requires a new form. Circulation is limited to overnight or weekend use. Students who do not comply with these guidelines will be reported to the assistant principal for disciplinary consequences. Permission forms are available in the ITC office.

## **X. Locks and Lockers**

### **General Information**

Students who desire to secure a locker for the school year are required to pay a \$5 rental fee. If the lock is not on the locker after the last day of the school year, the student will be charged an additional \$5 (the cost to replace the lock). Anything left in the locker will become the property of RNE. Locks not issued by RNE will be removed from lockers. Students may not share lockers nor use a PE or athletic locker in place of a regular academic hall locker. **All lockers are the property of RNE and are subject to search by the administration. The student to whom the locker is assigned is responsible for everything kept in it.**

## **XI. Parking Regulations**

### **Student Parking**

Parking decals are available for \$25.

### **Special Rewards for Eligible Students**

- Students making all As for courses taken during the previous semester receive a sticker at no charge.

- Students making all As are eligible to park in a section of the lot designated for academic excellence.
- Students making all As and Bs for courses the previous semester have the cost of the parking sticker reduced by \$10.

**General Guidelines**

*Cars violating parking or traffic regulations are subject to loss of permit, disciplinary action, and parking fines. Cars may be towed at the owner's expense. Cars parked illegally or without a decal are subject to a wheel lock (boot). In addition, the school administration may revoke parking privileges due to disciplinary infractions.*

**Parking Fines**

Parking on yellow line/curb	\$5.00
Parking in a Senior space	\$5.00
Parking in restricted areas	\$5.00
Parking in unlined areas	\$5.00
Parking improperly	\$5.00
Sticker improperly displayed	\$5.00
Parking in teacher parking lots	\$10.00
No sticker	\$10.00
Parking in Handicap Zone	\$25.00
Removing wheel lock (boot)	\$25.00

**Traffic Fines**

**Speeding on school property or reckless driving will result in immediate loss of permit and in disciplinary action.**

Fines must be paid in the Fees Office. Once a student has accumulated \$20 in parking fines, the student's parking privilege will be suspended until the debt is paid. *Note:* Students who insist on violating parking regulations are subject to disciplinary action and possible loss of parking privileges.

**Parking Rules**

Students are to observe the following:

- Speed limit in parking lot: 5 MPH
- Underclassmen are to park only in white-lined spaces.
- Seniors may park in orange-lined spaces. Once these spaces are full, Seniors park in spaces outlined by white lines.
- All parking spaces in the lots adjacent to C Building, E Building, and the Gym are for faculty only.
- Students parking in faculty areas will have their parking privileges revoked and receive other disciplinary consequences.
- After properly parking and securing your vehicle, you must leave the parking area. Parking lots are off limits to students during the day, except during lunch for Seniors only or after dismissal from school.
- **Students are not allowed to use vehicles as lockers.**

- Parking decals are to be displayed properly.
- Senior parking decals are to be used only by Seniors on a car that is owned by that Senior or the Senior's immediate family. Underclassmen may not use a Senior decal, even if a Senior rides in that car. Seniors will forfeit their decal if it is used by an underclassman.

### **Security**

All vehicles entering or parked on the RNE campus are subject to search by the school administration, in accordance with State Act 373 of 1994. RNE is not responsible for articles stolen from or for damage done to vehicles.

## **XII. Student Activities**

### **Eligibility Requirements for Participation in Activities**

Students are not eligible to participate in athletics and other co-curricular activities if they have school debts from previous school years. In addition, school fees must be paid for the current year. Eligibility will be determined at the beginning of each semester.

### **Activities**

Janet Bush, the director of student activities, handles all activities (such as assemblies, club meetings, fund raising, dances, special events, and drama presentations) and their scheduling. She publishes a master calendar published at the beginning of each month. Please also check our online calendar at <http://tech.richland2.org:82/rnh/pub>.

### **Clubs and Organizations**

All RNE clubs are open to students who meet the organization's academic and/or other requirements. Please check with Student Activities for a complete listing and description.

### **Dual Office Holding**

The Student Government Constitution prohibits a student from serving as president (presiding officer) of more than one school organization or activity.

### **Chartering New Organizations**

The administration encourages the formation of new clubs and organizations not already available through the activities program. See Ms. Bush for charter applications and other information.

### **Poster/Advertisements**

Ms. Bush must approve and sign all posters and/or advertisements displayed anywhere on campus.

### **Fund Raising**

Only official groups chartered and sanctioned by Richland Northeast may engage in fund raising on campus. The director of student activities must approve all fund-raising projects in advance. Any student who engages in selling/fund-raising without authorization is subject to disciplinary action.

## **XIII. Student Government / Activities**

### **General Information**

The Richland Northeast Student Government Association consists of two groups: the Student Senate and the House of Representatives.

### **Criteria for Student Government Office**

Each candidate must exemplify RNE's Core Values and have a minimum grade average of 80 for the semester preceding the election. In addition, any suspension from school during the current year prior to the election, dismissal from any Student Government position during the current year, or outstanding school debts will disqualify the candidate.

### **Elections**

President and Vice President will be elected on the same ballot, with the top candidate being named President and the second highest being named Vice President. The selection shall be made by plurality vote on the first ballot, providing that no more than four candidates offer for the position. If there are more than four candidates, there shall be a second ballot containing the names of candidates in the top half according to the number of votes. In this case, the second ballot shall be decided by plurality vote. Information: Ms. Bush in the Student Activities Office.

### **Junior-Senior Prom**

Attendance at the Junior-Senior Prom is a privilege, not a right. The prom will take place on **April 24, 2010**. An RNE student who as a Junior purchased an RNE prom ticket may as a Senior attend the prom at no charge (certain restrictions and conditions apply — please see Ms. Bush). Sponsored by the Junior Class, the event is funded solely through the sale of prom tickets. RNE Juniors and Seniors who are debt free and in good standing with discipline may attend. RNE Juniors and Seniors who plan to bring a guest to the prom must complete a guest application for approval; applications are available in the Fees Office and must be submitted with payment for the guest ticket. **Last day to purchase prom tickets and submit your guest application is Friday, April 16, 2010.**

#### **Prices for Prom Tickets:**

August - January	\$45 per person
February	\$55 per person
March	\$65 per person
April	\$75 per person

Name(s) of ticket holders will be placed on a master list for entrance to the prom. All RNE students and guests must have a picture ID to enter. Questions about prom plans should be directed to the Junior Class Sponsor.

**Criteria for Miss Cavalier, Miss Richland Northeast, and Mr. Richland Northeast**

Each candidate must have a minimum grade average of 80 for the semester preceding the election. In addition, any suspension from school during the current year prior to the election or outstanding debts will disqualify the candidate. School policy requires that current fees and past debts be paid.

**Graduation Senior Soloists**

Applications for Senior Soloists will be available approximately one month before graduation. Both vocalists and instrumentalists are invited to apply. Information: Ms. Bush, in Student Activities.

**XIV. Parental Accountability**

The Board of Trustees of Richland School District Two encourages parental involvement in all areas of student life. Parental involvement is essential to student success. Richland School District Two deems mutual respect, trust, and effective communication between school and home to be fundamental to that success. The district will observe the following guidelines:

- Parents of students who have not yet reached the age of 18 are required to accompany students each year to pick up registration materials and sign a contract stating their awareness and support of school policies.
- The school will notify parents of students experiencing academic difficulty. When applicable, information will be provided regarding workshops and seminars relating to parental assistance and guidance at home.
- An administrator will notify the parent of a disruptive student as soon as possible. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student or, upon notification of parent, the student will be transported home or to the parent's worksite.
- Parents may be given the choice to shadow students for a day in lieu of certain suspension from school. This option may be offered by the school administrator for first suspensions only, and certain infractions will not be applicable.
- Parents will attend an administrator/parent/student conference with teacher(s) before the student is allowed to return to school on probationary status following an expulsion hearing.
- Parents of a student assigned to Blythewood Academy will be required to provide transportation to and from the academy.

### **How To Reach Us**

You can reach all faculty and staff through the school's main number: 699-2800. The automated directory helps you to reach each employee's extension. In addition, you can reach faculty and staff by e-mail using the school's Web page. We encourage all parents/guardians to sign up for Parent Portal to access student's grades and attendance. Information: Sharon Owens, [sowens@richland2.org](mailto:sowens@richland2.org) or ext. 2774.

## **XV. Student Athletic Policy Handbook**

### **Introduction**

#### **Interscholastic Eligibility Requirements**

The South Carolina State High School League and School Board Policy IDF & IDF-R of Richland School District Two determine athletic and extracurricular eligibility. An after-school tutorial program is available to help all students and may benefit students who are trying to improve their grades to achieve eligibility.

#### **Requirements for Participation**

**Birth certificate:** Each student must submit a copy of a certified state or local birth certificate to the athletic director. This is only required one time in high school.

**Physical examination:** A yearly physical examination is required. The physical exam form must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year provided the examination occurred on or after April 1 of the previous school year.

**Parent's permission:** The reverse side of the physical exam form is a parent's permission form. It includes some of the basic rules of the South Carolina High School League and appropriate boxes for sports you will play. This form must be signed by a parent or guardian and filed with the coach.

**Fees and debts:** All previous year's fees and debts must be paid prior to participation.

**Academic eligibility:** Middle school students (seventh and eighth graders) and first-semester ninth graders are eligible to participate on high school teams during the first semester if they were promoted academically (not by social promotion). Students in the seventh and eighth grades must be doing satisfactory work at the end of the first semester to be eligible second semester. (Second-semester ninth graders must meet League and District academic regulations). For students in grades ten – twelve (including repeat ninth graders) to be eligible by High School League regulations in the first semester, they must have passed a minimum of five Carnegie units applicable toward a high school diploma during the previous year and achieved an overall passing average. At least two units must have been passed during the second semester or summer school.

To be eligible during the second semester, the student must meet one of the following two conditions:

- If the student met first-semester eligibility requirements, then he/she must pass the equivalent of four and one-half units during the first semester.
- If the student did not meet first-semester eligibility requirements, then he/she must pass the equivalent of five and one-half units during the first semester.

In addition to these High School League requirements, all students must meet academic standards set forth by Richland County School District Two.

**Athletic tryout/participation fee:** Each student who tries out for a team must pay a \$25 tryout fee. If selected, the student must also pay a \$25 participation fee before being allowed to compete. This one-time-a-year athletic tryout/participation fee covers all sports.

**Risk of participation/warning:** All athletes and parents/guardians must realize the risk of serious injury that may be a result of athletic participation. Richland Northeast will use the following safeguards to make every effort to prevent injury:

- Conduct a parent-athlete meeting prior to the start of the student's athletic participation to explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
- Instruct all athletes of the dangers of participation in the particular sport.

#### **Athletic Code of Conduct**

A firm policy of enforcement is necessary to uphold the regulations and standards of the Athletic Department. The community, school administrators, and coaching staff believe strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

**Conduct of athletes:** Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct including, but not limited to, theft, vandalism, disrespect, immorality, or violations of law tarnish the reputation of everyone associated with the athletic programs and will not be tolerated. This rule is The Unacceptable Conduct Rule.

**Penalty for unacceptable conduct:** Due to the serious nature of this rule, the coach involved, the athletic director, and the principal or his designee shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of one game/contest suspension in the season or succeeding season to a maximum of permanent denial of participation. Violations of The Unacceptable Conduct Rule that involve breaking civil law are handled as follows:

- Temporary suspension from athletic activities. An additional suspension or penalty may be assessed pending an investigation.

- For any student-athlete found guilty of a felony, dismissal from the athletic program and possible expulsion.

*Note:* Suspension means that the athlete may not dress out or participate in an athletic contest. It may also include suspension from practice. However, the athlete may be required to continue to practice with his/her team. Dismissal from a team means that the student is no longer a part of the team.

**Athlete Substance Abuse:** Any athlete using or possessing alcohol or tobacco or using, possessing, buying, or selling illegal controlled substances may be denied participation in interscholastic athletics or face suspension from games or contests. This rule, The Athlete Substance Abuse Rule, is enforced twelve months of the year. Richland School District Two’s Zero Tolerance Policy applies to any instance in which the athlete is representing Richland Northeast or Richland District Two.

It is the overwhelming opinion of health professionals that athletes perform best when they follow intelligent training rules, which include restrictions of tobacco, alcohol, and any type of mood-modifying substances that produce harmful effects on the body. The RNE coaches, concerned with the health habits of the student-athletes of this community, are convinced that athletics and the use of these substances are not compatible. Athletes must understand that they cannot compromise athletics with substance abuse.

**Richland Northeast Alma Mater**

**Cavalier Fight Song**

<p>We stand proud for the Cavaliers;          We raise thy name for all to hear.          Together we build a strong          foundation          To pass on to future generations.          Northeast, we're proud to carry          Your colors of orange and blue          And strive each day to remain          loyal, faithful, and true          We'll work to uphold the school          tradition          And as the years pass by          Through good and bad we'll bear          the name          Of Richland Northeast High.</p>	<p>Mighty Richland Northeast High          Founded in greatness, willing to try          Spirit on the outside, pride within          Determined to fight, determined to          win.  <b>FIGHT, FIGHT, FIGHT!</b>          Proud of our colors, orange &amp; blue,          Fight to the end is what we will do.          In our hearts we hold the key          To the glory of Northeast High!</p>
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## XVI. School Bus

### Richland School District Two Transportation Department

#### General Information

**Riding the school bus is a privilege, not a right.** School bus transportation in Richland School District Two is a shared responsibility of the State Department of Education (SDE) and the school district. This shared responsibility provides a transportation system that is safe, economical, and efficient. The SDE furnishes and maintains the bus fleet and the school district recruits, trains, and assigns bus drivers. The district develops the bus routes, and the SDE approves them.

Students who live within 1½ miles of their school are not eligible for school bus transportation. The distance is usually measured from the edge of the property or driveway where the student lives to the nearest entry point of the school property.

School bus stops must be at least two-tenths of a mile apart. School bus routes cannot be altered to add a bus stop or move a bus stop unless a student lives farther than a half-mile from an existing stop.

A student attending a school through the Expanded Choice Program is not eligible for school bus transportation. Students attending a Magnet Program outside their school attendance zone are not authorized transportation.

Parents are responsible for student conduct and safety at bus stops until the bus arrives in the morning and after the bus departs in the afternoon.

**A copy of the fiscal year 2005 parental responsibility proviso follows for your review:**

*1.35. (SDE: Parent and Guardian Responsibility) To protect the unwarranted expenditure of funds provided in Part IA, Section 1, VII.C., the parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.*

Most buses in Richland School District Two are equipped with video cameras. School administrators may authorize parents to review tapes only in limited circumstances. All requests to review a tape must be made through school administrators; the Transportation Department cannot authorize any review.

- Bus transportation is provided only to residences and day-care facilities. Bus stops will not be located at places of business.

- Students may ride only the bus they are assigned to ride. A student may be picked up and/or dropped off at a day-care facility within the attendance zone for the school if space is available.
- School closings and delays will be announced through the local news media.
- Each student riding a school bus must complete a rider data card and return the card to the driver. The bus driver will furnish blank cards, which must be returned promptly.
- Kindergarten and pre-kindergarten students who have not reached six years of age must be met at the bus stop by a responsible adult. If no adult is at the bus stop to take charge of the student, the student will be returned to the school.

Parents desiring to discuss any issue with the bus driver must contact the school administrators or the Transportation Department to arrange a meeting after the bus completes the bus routes. School buses cannot be delayed during the route for parents to talk to the driver.

#### **Rules of Conduct for School Bus Transportation**

School buses are considered an extension of the classroom, and we require that student behavior on buses mirror behavior in the classroom. School administrators are responsible for school bus discipline. Students are required to obey bus driver instructions, and bus drivers report conduct issues to school administrators. Only school administrators assign consequences for student conduct issues.

Quiet conversation is usually allowed on school buses. However, students may not shout or talk loudly. Bus drivers may forbid talking when the volume of conversation creates an unsafe condition where students cannot hear safety instructions.

Students may ride only the bus they are assigned to ride, based on the location of their residence. Students may ride another bus only when space is available and a written request signed by the parent/guardian and a school administrator is provided to the bus driver.

Students may use only the bus stop assigned to them. Students may not get on or off the bus at any location other than their assigned stop unless a written request signed by the parent/guardian and a school administrator is provided to the bus driver.

Students must be at the bus stop prior to the scheduled arrival of the bus. Buses cannot wait for students to walk to the bus. Buses may delay for a very short time during inclement weather. Buses will stop only at a bus stop the first time the bus passes a stop during each route, even if the bus passes that stop again during the route.

When boarding the bus at a bus stop or school, students must board the bus in an orderly manner and move immediately to their assigned seat. When departing the bus, students must move in an orderly manner.

Students must sit facing forward and feet and legs must be out of the bus aisle. Students are strictly forbidden from extending any part of their body outside the bus windows at any time.

Students may not transport any item on a school bus that cannot be safely secured in the student's lap. This includes band instruments, lunch boxes, science projects, sports equipment, balloons, and fund-raising items. All items brought on the bus must be secured in the student's lap for the duration of the trip. No item may be placed in the aisles, under a seat, in another seat or on the engine compartment cover. Book bags with handles that extend must have the handle fully retracted. Students may not sit on any item nor place any item behind them in the seat.

Students must not signal or communicate with people outside the bus and must not be disrespectful to motorists or pedestrians around the bus.

The use of cell phones and other electronic devices is forbidden on school buses.

Students may not bring open food or beverage containers on school buses except when approved by school administrators.

Students may not bring animals on school buses. Any item forbidden at school is also forbidden on school buses.

Students are not allowed to stand while the bus is in motion. Limited numbers of students may be allowed to stand for the first 20 days of each school year until routes can be adjusted to eliminate overcrowding. The maximum number of students in a seat is three.

Students must not damage or deface any part of the bus and must assist the driver in keeping the bus clean. Students may be required to close windows at the end of the day and during inclement weather.

Students may not operate or tamper with emergency exits or roof hatches and may not operate the service door.

Students should be quiet when the bus stops at railroad crossings.

Pens, pencils, and other sharp objects must be stored inside book bags or carrying cases to prevent injuries on the bus.

### **Bus Stop Safety Rules**

- Students should stand away from the roadway and clear of traffic at bus stops. Students must not stand or play in the roadway.
- Students should stand no closer than five feet from the bus and wait until the driver opens the door before moving toward the bus.
- Students must remain seated until the bus has come to a complete stop and the driver opens the bus door.
- Students who must cross the roadway to enter the bus or must cross the roadway after exiting the bus should cross the road only after the bus driver signals them to cross. Students should also look both ways before crossing the roadway.
- Horseplay at bus stops is forbidden. Students must respect the property of others.

- Students should report any suspicious persons to the bus driver immediately upon entering the bus.
- Students riding a bus home after school must move quickly to the bus after school is dismissed. When a school administrator signals the buses to depart and the bus doors close, no additional student loading is permitted. Students who miss the bus must report to the school administrator or teacher in the bus loading area to contact someone to take them home. Buses will not return to schools to pick up students who miss the bus.

### Consequences

Consequences for violations of conduct or safety rules are assigned by school administrators. Consequences for first time offenses range from verbal warnings to suspension from the bus. Serious offenses may also result in suspension or expulsion from school. Repeated minor violations may also result in bus suspensions varying in length from one day to the remainder of the school year.

When student conduct creates an unsafe condition, bus drivers are required to stop the bus in a safe location and restore order. In the event the driver is unable to restore order, law enforcement officers will be called for assistance.

Students who create disturbances, bring contraband on buses, fight, assault others, or threaten violence will be subject to arrest by law enforcement officers. Students must resolve disputes peacefully and should request assistance from the driver or a school administrator if needed.