

Dear Students:

Welcome to Summit Parkway Middle School. This assignment book will be your guide to a rewarding year at Summit Parkway. It explains many of the rules and procedures you need to know and provides a guide for academic success.

Study the rules, share the information with your parents, and keep this notebook with your school supplies for daily reference.

If you follow the rules described in this handbook and use the organizational plan provided, you should have an enjoyable and successful year.

Sincerely,  
S. E. Tanner  
Principal

### MISSION STATEMENT

Summit Parkway Middle School, with the support of parents, families, and community, will provide each student the opportunity for a quality education by offering challenging and diverse learning experiences in a safe and nurturing environment.

### STRATEGIC GOALS

- ◆ Each student will achieve academic excellence in an appropriate core curriculum.
- ◆ Each student will acquire the knowledge, skills, and attitudes for responsible leadership, cooperation, effective communication and respect for individual differences.
- ◆ Each student will acquire the knowledge, skills, and attitudes to develop a positive self-concept and healthy lifestyle.
- ◆ Each student will acquire the knowledge, skills, and attitudes to demonstrate responsible behavior and good citizenship.

### ACADEMIC REQUIREMENTS

Summit Parkway Middle School serves students in grades six through eight. The general educational program provided includes the following:

Sixth grade students will take daily classes in English/language arts, mathematics, science, and social studies. Honors courses are offered in English/language arts, science, and social studies (Ancient Civilizations). Placement in the honors courses is determined by district criteria. Advanced math courses such as advanced pre-algebra and honors pre-algebra are offered in sixth grade for those students who meet the criteria for placement.

Seventh grade students will take daily classes in English/language arts, mathematics, science, and social studies. Honors courses are offered in English/language arts, science, and social studies (Contemporary Cultures). Placement in these honors courses is determined by district criteria. Algebra, an advanced math course, is also offered in seventh grade to those students who meet the criteria for placement.

Eighth grade students will take daily classes in English/language arts, mathematics, science, and social studies (SC History). Honors courses in the eighth grade include Honors English/language arts, honors science, and social studies. Students who meet the district criteria for honors classes are placed in such classes that match their ability. Advanced math courses such as Algebra I and Geometry are also offered to students who qualify.

In addition to the core academics, students will participate in two to four elective courses per year. These elective courses offer a variety of activities to meet the students' needs and interests. Elective courses such as keyboarding, Ji Ji academic computer program, P.E., T.E.A.M.S., chorus, introduction to foreign language (grades 6 and 8), and art are taken in semester intervals. Year-long electives include band, orchestra, Spanish I, French I and AVID.

Richland School District Two uses the Six-Trait Model of Writing for classroom instruction and for district level assessment. Six-Trait Writing includes:

**Ideas:** Using details that make sense of the topic; having knowledge about the writing topic.

**Word Choice:** Using words correctly; using the right words for the writing.

**Organization:** Information has some sense of order; perhaps includes a 'hook' to get the reader interested in the writing.

**Voice:** Individual expression is apparent in the writing; sense of tone, texture, and flavor to the writing.

**Sentence Fluency:** Using a variety of well-built sentences; using correct sentence structure.

**Conventions:** Editing for capitalization, spelling, punctuation, grammar, and usage.

Students who have been identified previously as academically gifted will be served in at least one honors class at the middle school.

Students are continuously screened for the gifted program as each new set of test data arrives. We consider both PACT and MAP scores in the achievement dimension. Also, we look at a cumulative grade average of 3.75 in core courses (including foreign language) in the performance dimension at the end of grades 6 and 7. Re-testing in the aptitude dimension may occur also. Please visit the Richland 2 website and find department/academics/gifted and talented to see qualifying dimensions. Students must qualify in two of the three dimensions to qualify as academically gifted according to state criteria.

At a minimum, GT students will be placed in at least on honors class. There are honors courses with differentiated curriculum in math (acceleration), language arts, social studies, and science.

Teachers in these classes are expected to have unique preparation in their content teaching areas along with training in advanced pedagogical techniques for teaching gifted and other high performing students.

### The Academy of Exercise Physiology and Sports Medicine Magnet

The Academy of Exercise Physiology and Sports Medicine Magnet is a program designed to provide students, parents, and the community with an increased understanding of life-long cardiovascular fitness that will offer various opportunities to participate in a personalized exercise program through the school, the after-school program, and monthly family seminars. This new magnet program is available to sixth grade students who have gone through the application and selection process. Students selected for The Academy of Exercise Physiology and Sports Medicine Magnet will participate in single-gender classes throughout the day. Their coursework will not only meet the curriculum standards in all core content areas but will also include the integration of health and wellness as it relates to the standards.

#### A. Grading Systems:

The following grading system has been adopted by schools in Richland School District Two:

- A – 93-100 ..... Excellent
- B – 85-92 ..... Above Average
- C – 77-84 ..... Average
- D – 70-76 ..... Below Average
- F – below 70 ..... Failing

#### B. Promotion/Retention/Graduation:

All students must pass all academic classes (math, English/language arts, social studies, and science) to be promoted to the next grade. Summer school will be offered to students who fail up to two of these classes. Successful completion of the necessary course(s) in summer school will result in promotion to the next grade. **No student will be retained if he/she has met the requirements for promotion to the next grade.** Eighth grade students must meet all criteria for promotion and pay all debts to be eligible for participation in the graduation ceremony.

## GENERAL INFORMATION

### A. Communication:

Report cards are sent home every nine weeks. Report card envelopes must be signed by the parent/guardian and returned to the homeroom teacher. Interim reports will be issued to students the third and sixth week of each nine weeks grading period. The student is responsible for delivering interims to their parents. Students will not be required to return signed interims. Should a parent have any concerns regarding interims or grades please contact the guidance department at 699-3580 ext. 3420 to schedule an appointment with the appropriate counselor or teachers. Parents are encouraged to call or e-mail teachers to check on their child's progress on a regular basis.

### B. Media Center:

The Summit Parkway Media Center is open from 7:15 a.m. until 2:55 p.m. daily. Flexible scheduling is used in the media center. Entire classes, small groups, and individuals may use the media center on an as-needed basis. A pass signed by a teacher is required for an individual student to use the media center before or after school, during lunch, or during class(es).

### C. Textbooks:

Textbooks are furnished free to all students. Students are responsible for payment if books are lost, stolen, or damaged. No replacement books will be issued until payment is received for the lost or damaged book(s).

#### Textbook Prices: 2009-2010

##### Math:

Glencoe Course 1 (Grade 6)	\$44.10
Glencoe Course 1 (Grade 7)	\$44.78
Glencoe Course 1 (Grade 8)	\$44.78
Glencoe Pre-Algebra (grade 6 Honors)	\$47.99
McDougal Littell Pre- Algebra (Grade 7 Advanced)	\$49.95
Holt McDougal Course 2 (Grade 6 Advanced)	\$48.76
Algebra	\$52.41
Geometry	\$54.06
All Mathematics Workbooks	\$11.00

##### Science:

Glencoe Grs. 6-7-8	\$68.97
All Science workbooks	\$11.00

##### ELA:

Elements of Literature 6-7-8	\$62.95
Adaptive Reader or Holt Reader	\$11.00
All ELA workbooks	\$11.00

##### Social Studies:

6 <sup>th</sup> grade The World (regular)	\$57.70
6 <sup>th</sup> grade Holt World History (honors)	\$58.95
7 <sup>th</sup> Grade (Journey Across Time)	\$60.48
SC: History of an American State	\$49.95
All Social Studies workbooks	\$11.00

##### Health:

Teen Health Course 1 (6 <sup>th</sup> grade)	\$43.98
Teen Health Course 2 (7 <sup>th</sup> grade)	\$45.99
Teen Health Course 3 (8 <sup>th</sup> grade)	\$49.98

##### Foreign Language:

Spanish	\$63.97
French	\$64.05
All Foreign Language workbooks	\$11.00

##### Foreign Language:

Spanish	\$63.97
French	\$64.05

### D. ID's:

All students will be required to wear the Summit Parkway ID and lanyard at all times. Substitute lanyards are not allowed due to liability issues. The replacement cost for an ID and lanyard is \$6.00. ID's are school property and are not to be written on or defaced in any manner. Students not wearing ID's are subject to disciplinary action to include after-school detention (ASD) and/or suspension. Temporary stickers will be issued to students not wearing their ID's. Temporary ID cost is \$1.00, and will be issued in the gym or cafeteria before the start of school each day. Students will not be permitted into class without an ID or temporary sticker.

### E. Fees:

A school fee of \$15 is required for consumable supplies such as newspapers, workbooks, student handbooks, and science materials.

All students will be required to pay a \$3.00 fee each semester for each elective class except T.E.A.M.S., which is \$6.50. Fees for year-long electives are as follows: band (\$20), orchestra (\$20), chorus (\$15), and French I or Spanish I (\$10).

Fees for academic classes are as follows:

Grades 6, 7, and 8: Honors Science, Honors Social Studies, Honors Language Arts (\$10 each); Algebra I or Geometry (\$5).

### F. Student Records:

The principal of each school is the legal custodian of all student records for that school. Students and parents/guardians will have access to their student's school records. School records include all materials directly related to a student, which a school maintains. Records and notes (not available to others) maintained by a teacher, administrator, school physician, guidance counselor, or school psychologist are exempt from the definition of school records.

The school district will maintain student records on a confidential manner, and will comply with all state and federal laws, including the Family Educational Rights and Privacy act, concerning the publication and dissemination of student records.

A student's "educational records" are those records directly related to a student and maintained by the school district.

"Parent" refers to a parent, legal guardian, or a surrogate appointed in accordance with laws governing programs for disabled students.

Whenever a student is 18 or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student will thereafter only be accorded to and required of the eligible student unless the school district has received official notice that a court has awarded legal guardianship beyond the age of majority.

### Location of student records:

The principal of each school is the legal custodian of all student records for that school. School records for each student shall include, at a minimum, the Cumulative/Permanent Pupil Record and the Student Discipline Record.

The school or the district records office (if a student is no longer enrolled) will maintain a cumulative student record folder, which contains directory information, scholastic information, standardized test data, health records, and other similar information. This cumulative record will include, but may not be limited to, the following information:

- ◆ Name (last, first, and middle)
- ◆ Date of birth (verified)
- ◆ Gender
- ◆ Ethnic background
- ◆ Address and telephone number
- ◆ Names of parents and/or legal guardians
- ◆ Health records, including surveys for vision, speech, and hearing
- ◆ Standardized test scores
- ◆ Attendance and scholarship report card
- ◆ Special services contact report
- ◆ Reading and mathematics continual record
- ◆ Criminal record (if convicted of certain crimes in accordance with state law – 1997 School Safety Act)

No information related to a student's discipline will be kept in the cumulative/permanent pupil record. Information pertaining to all student discipline, including suspension and expulsion, and all correspondence related to suspension and expulsion, will be included in the student's discipline record; not the permanent pupil record. Discipline records from previous school years may be maintained on back-up diskettes. The special education records of students shall be maintained pursuant to state and federal law.

The retention of student records shall be in accordance with the requirements set forth in Title 30, Public Records, and S.C. Code Ann. ~ 30-1-10 et seq. (1991 & Supp.) and S.C. code of Regulations ~ 12-906.1 et seq. (1996 & Supp.) and federal law, where applicable.

#### **Management of records:**

The district will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure, and destruction of school records.

School district personnel, school psychologists under contract with the school district, and other eligible state and federal employees who need school records to carry out their assigned duties and who have a legitimate educational interest will have access to or may receive information from educational records. These employees will be directed to maintain this data in a confidential manner.

#### **Release of school records:**

The district will treat each student's educational records as confidential and primarily for school use. The district will generally not release school records to any person or agency outside the school district without prior written consent from a student's parent/legal guardian. If the student is 18 years of age or older, he/she may sign for the release of his/her records.

The district will require a written request or consent from a parent/legal guardian or eligible student for all requests for the release of information. Written requests or consents must include the types of information to be released, the purpose(s) for the disclosure, the parties or class of parties to whom the disclosure is to be made, the date signed, and the signature of the parent/legal guardian of the eligible student.

#### **Directory information:**

Directory information is designated as the following student information:

- ◆ Name
- ◆ Address
- ◆ Telephone number
- ◆ Date and place of birth
- ◆ Participation in officially recognized activities and sports
- ◆ Weight and height of members of athletic teams, dates of attendance
- ◆ Diploma or certificate and awards received
- ◆ The most recent previous educational institution attended by the student

Directory information may be released to the public without prior consent of the parent/legal guardian, as long as the parent/legal guardian has been provided the right to refuse to permit the release of any or all of the categories of personally identifiable information in the directory information. The parent/eligible student's notification must be in writing. The written notification will become part of the student's educational record.

Refusal requests must be received within 15 days of the written notification. The principal of the school the student is attending is responsible for notifying appropriate personnel of any refusal so those proper steps are taken to ensure that the information is withheld.

The district directs its employees to use good judgment in releasing directory information upon request so as to serve the best interest of students. The district will not release directory information to any person or agency for commercial use.

#### **Other disclosures not requiring prior consent:**

The district will not require prior consent when releasing school records to officials of other educational institutions where the student seeks or intends to enroll.

The district will disclose personally identifiable information for the medication records of a student to appropriate parties in connection with an emergency, if knowledge is immediately necessary to protect the health or safety of the student or other individuals.

The district will not require prior written consent for disclosure when state and federal officials' request the information as authorized by state or federal statute or regulation.

The district will not require prior written consent to disclose information to organizations conducting studies for, or on behalf of the district to the purpose of developing, validating, or administering instruction as long as students and/or their parents are not personally identified and the records are destroyed when no longer needed for the prescribed purpose.

The district will not require prior consent when disclosing information to accrediting organizations for the purpose of accreditation.

The district will not require prior consent when disclosing information in order for the school district to comply with a request arising from a judicial order or lawfully issued subpoena. In cases where the district receives such requests, the school will make a reasonable effort to notify the parent/legal guardian of the order/subpoena in advance of compliance so that the parent/guardian may seek protective action.

#### **Annual notification of rights:**

Each school will distribute an annual notice of rights under state and federal law, as they relate to the publication and dissemination of student records, to parents/legal guardians and eligible students in attendance at the time of notification.

#### **Request for inspection:**

Anyone who wants to inspect school records must make the request for inspection of a student's record to the principal of the school in which the student is enrolled or to a designated administrator where the record is housed.

Principals or designated district office administrators will set a time and place for the inspection of such records within a reasonable period of time, but not more than 45 days after the request has been made. If a hearing concerning the student is pending, the employee will honor the request for inspection of the student's record prior to the hearing.

If the parent/legal guardian or eligible student believes that the information contained in the educational record is inaccurate, misleading, or violates the privacy or other rights of the student, he/she can request an amendment to the record. The school official receiving the request will either amend the record, if appropriate, or notify the parent or eligible student (in writing) within 15 working days that the request is denied, and that he/she has the right to request a hearing as provided below.

Each parent of a child has the right to inspect and review the child's records unless the school district has been provided with a court order governing such matters as divorce, separation, or custody, which provides to the contrary. The same applies to parental requests for disclosure to other individuals or organizations.

A parent or an eligible student may give prior written authorization for a representative to inspect and review the educational records of the student.

#### **Hearings to challenge information in students' records:**

Parents or eligible students may make a hearing request to the principal or designated district office administrator where the record is housed. A school district official who does not have a direct interest in the outcome will conduct the hearing. The hearing, which will be informal, will be scheduled within ten school days after the request is received.

## Student Services

### A. Buses:

#### General Information

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. Bus routes are developed by the district and approved by the SDE.

Students who live within 1 ½ miles of their school are not eligible for school bus transportation. The distance is normally 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 cannot be placed closer together than two-tenths of a mile. School bus routes cannot be altered to add a bus stop or move a bus stop unless a student lives further than ½ mile from an existing stop.

Students attending a school by a school-choice program are not eligible for school bus transportation. Students attending magnet programs outside their school attendance zone are not eligible for school bus 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 is provided below for your review:

*1.35. (SDE: Parent and Guardian Responsibility) To protect the unwarranted expenditure of funds provided in Part IA, Section I, 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 to 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 be picked up and or dropped off at day care facilities located within the attendance zones for their school.

School closings and delays will be announced through the local news media.

Each student riding a school bus will complete a rider data card. The bus driver will hand out these cards, and will collect completed ones.

Kindergarten and pre-kindergarten students who have not reached 6 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 office to arrange a meeting after the bus completes its routes. School buses cannot be delayed during the route for parents to talk to the driver.

### B. Cafeteria:

Conduct in the cafeteria is to be the same as that expected in any other eating establishment. Lunch period is a chance to enjoy the company of friends and to relax a bit, but it is also a time when courtesy and consideration become especially important.

If, as a result of the hearing, the school district decides that the information contained in the student record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the parent or eligible student in writing that corrective action has been taken.

Alternatively, the parent may be allowed to place a statement in the record commenting upon the information in the record or setting forth any reasons for disagreeing with a decision related to the record. Any such statements will remain in the record as long as the contested portion remains with the record. The statement must also be included with any disclosure of the contested portion of the record.

The school district will send its decision in writing to the parent or eligible student within five school days after the conclusion of the hearing.

### Destruction of education records:

The school district may destroy data, which is no longer needed for providing direct educational services as long as the following conditions apply:

- ◆ There is no outstanding request to inspect and review the educational records.
- ◆ The district keeps a record of disclosures as long as it maintains the educational record to which it relates.
- ◆ The data do not concern the referral, evaluation, staffing, and placement of a disabled student or a student suspected at one time of having a disability. Such data will be sent to the official programs for the disabled when no longer needed for providing direct educational services to a student.

No one may remove the following items from a student's cumulative records at any time:

- ◆ Name (last, first, middle)
- ◆ Date of birth (verified)
- ◆ Gender
- ◆ Ethnic background
- ◆ Address and telephone number
- ◆ Health record, including surveys for vision, speech, and hearing
- ◆ Standardized test scores
- ◆ Attendance and scholarship record card

### Fingerprint records:

In accordance with state law, the county will provide each school in the county with the form and inkpads necessary to record each pupil's fingerprints in kindergarten through grade twelve.

The district schools with the assistance of the State Law Enforcement Division and/or local law enforcement agencies will fingerprint school children in kindergarten and grade one through 12 when the parent of a child requests in writing that his/her child be fingerprinted for identification purposes for the child's protection. The school will give the fingerprints to the student's parents/guardians.

### The Family Educational Rights and Privacy Act Office:

Parents and eligible students have the right to file written complaints concerning alleged violations of the Family Educational Rights and Privacy Act. Written complaints should be sent to the following address:

The Family Educational Rights and Privacy Act Office  
Department of Education  
330 Independence Avenue, SW  
Washington, DC 20201

This office has the responsibility for investigating, processing, and reviewing alleged violations. This office will refer appropriate cases to a review board for adjudication.

Each group using the cafeteria is responsible for leaving the tables neat and clean for those who follow. All students should report to the cafeteria immediately at the beginning of their lunch period. Loitering in the cafeteria and hallways is strictly prohibited. Conduct in the cafeteria will determine the extent of privileges afforded students. Students not wearing ID's will be sent to the back of the line and served last.

Breakfast and lunch are served daily. Breakfast is served from 7:00 until 7:25 a.m. Students arriving at school after 7:25 will be served breakfast with the approval of an administrator. Meals should be paid for in the cafeteria during breakfast or lunch on the first school day of each week.

The cafeteria will offer breakfast and three lunch choices daily. Lunch choices include a regular hot lunch line, sandwich or other fast food line, and a salad, potato, or taco bar. Each line will offer all food groups so that a balanced meal may be selected from each line. Milk is available on all lines. Extra food items may be purchased on an a la carte basis.

### **Food Service Debt Collection Policy**

#### **General Policy**

The purpose of this administrative rule is to establish guidelines for method of payment, charging, and debt collection. This policy is applicable to all Richland School District Two cafeterias and administrations.

#### **Student Charging Policies**

**Middle Schools:** Students will be allowed to charge for up to three days. The Cafeteria Manager will provide the student with a charge form before any additional meals are purchased. The cashier will retain the original charge form and a copy will be sent home with the student detailing the total amount due. If payment is not received by the following Monday then the Districts Debt Collection Policy should be followed.

**ALTERNATIVE MEAL PLAN:** Once a student has charged the maximum allowable meals under the Student Charging Policy of Richland School District Two, the student loses the privilege as to which meal he will choose and will only be offered the designated alternate meal. All Richland School District Two students who are placed on and receive the alternate meal will be charged \$1.00 and will not be allowed to purchase additional items or snacks until their debt is settled. The District's alternate meal will consist of peanut butter and jelly sandwich or tuna fish sandwich and milk.

#### **Debt Collection Policy**

The manager/cashier and principal make collection attempts. If no response is received, the student's names are submitted to the Food Service Office. The Food Service Office will forward these accounts to the Controller at the District Office who will then send a letter to inform the parents that unless the account is paid within 10 days it will be turned over to RMC Agency for further collections.

#### **C. Extracurricular Activities and Sports:**

Throughout the school year special activities will be planned for students. For after-school functions (ball games, dances, practices, field trips, etc.) parents should make all transportation arrangements prior to the event. Times for school functions are usually noted in the newsletter or on daily announcements. It is imperative for the safety of the students that they are picked up promptly.

Dances are for Summit Parkway students only. No visitors are allowed. Dances are from 6:00 p.m. until 7:30 p.m. (Students not picked up on time are subject to loss of participation privileges).

**Student Government:** Students are required to have at least a "C" average in all classes in order to run for any student government position. Students that have any major disciplinary infractions resulting in "out of school" suspension will be ineligible to run for or continue in their elected position. Applications and information will be distributed during the first nine weeks of school to interested and qualifying students.

**Participation Policy:** Students are required to be present on the days that they practice, play, or perform in any after-school activity. To be considered present, a student must attend a minimum of one half of the school day in which he/she is practicing, playing, or performing. Students serving in-school or out-of-school suspension will not be allowed to practice or participate. **All current debts and previous school year debts must be paid prior to students participating in extra curricular activities.**

**Athletic Eligibility Requirements:** To participate in athletics at the middle level, students must have a 2.0 GPA during a specified grading period. Refer to the following sports below to see qualifications

**Football and volleyball** – 2.0 GPA from the previous years fourth quarter grading period plus promotion to the seventh or eighth grade.

**Basketball** – 2.0 GPA from the first quarter grading period of the current school year.

**Soccer** – 2.0 GPA from the second quarter grading period of the current school year.

**Cheerleading** – 2.0 GPA maintained for the entire cheering season.

Summer school grades replace yearly average for promotion only (does not replace fourth nine weeks grades).

In order to participate in the above sports the following items must be on file on order for any student to participate.

- ✦ Completed Physical Form
- ✦ Birth Certificate (copy)
- ✦ Parent Permission Form
- ✦ Proof of Insurance

Limited campus supervision is maintained from 7:00 a.m. until 7:25 a.m. and from 2:25 p.m. until 3:00 p.m. Students who cannot obtain transportation for after-school activities at the designated pick-up times cannot participate.

#### **D. Guidance**

The guidance counselors are specially trained to help students grow socially, personally, and academically. Orientation programs, individual or group counseling, career education and classroom guidance programs are provided. Students, parents, or teachers may request guidance services. Parent/teacher conferences are scheduled by contacting the guidance office. Permanent records and standardized test results are available in the guidance office and may be reviewed by parents.

**Child Find:** "If you feel that your child has some type of disability and is in need of special education, related services, or accommodations, please let the school administration know as soon as possible so that the school can provide appropriate educational opportunities to your child."

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

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

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

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school.

The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the Richland School District Two Director of Learning Support Services at 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 activities. A school team decides if a student is eligible. Once deemed eligible, a team composed of the student's parent/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. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your student's school principal or the Richland School District Two Special Services Director at 787-1910.

### **Individuals 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 includes the student's parent or legal guardian, teachers, and other school staff. The team 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. Contact your student's school principal or the Richland School District Two Special Services Director at 787-1910 to learn more about the IDEA.

### **Medical Homebound Instruction**

Medical homebound instruction is a service that 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, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school 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. To learn more about medical homebound services, contact the Richland School District Two Instructional Technology Coordinator at 787-1910.

### **E. Health Room:**

Summit Parkway has a fully equipped health room with a full-time registered nurse and a health room assistant. The health room is open from 7:30 a.m. – 2:30 p.m. Students who become ill during the school day must obtain a pass from a teacher or administrator and report to the health room. The school does not furnish any medication for students, including Tylenol. Students who need to take medication during the school day must bring the medication to the health room first thing in the morning in the original container with a note from the parent. Medication sent without a parent note, or not properly labeled, will not be administered.

All prescription medication, including inhalers, must come in the original prescription bottle or box, with the most recent prescription date on the label. Medication containing aspirin or narcotics will not be administered in the health room. For field trips and after-school activities, parents must provide medications for students. Health room personnel **will** send emergency medications such as inhalers and Epi-pens. All medications for field studies should be sent to the homeroom teacher. Students may not have responsibility for their own prescription and/or non-prescription medication for field studies. Please direct any questions to the school nurse, Mrs. Elaine Arnold, at 699-3580 ext. 3426.

### **F. Insurance:**

Insurance policies applications will be available at orientation or may be picked up from the main office.

### **G. Lockers:**

All Summit Parkway students are assigned lockers. The school provides all locks. Lost or damaged locks will be replaced for a \$5.00 charge. Students are responsible for all items in their lockers. Students should not share their lockers or lock combinations with other students. The administration has the authority to inspect lockers at any time. The grade level administrator will establish the use of book bags and locker times.

### **H. Lost & Found:**

A lost and found clothing service is offered in the gymnasium. Students should check for misplaced belongings on a regular basis. Please place name tags on book bags and instruments so they may be identified and returned promptly. Lost glasses, keys, jewelry items, and pocketbooks are kept in the main office.

### **I. Restricted Items:**

**Gift Policy:** Gifts of any kind will not be delivered to students during the school day. The school is not responsible for any gift items left to be picked up after school.

Students are encouraged to bring only needed items to school. Large sums of money and personal items such as hats, toys, games, radios, stereo equipment, trading cards, pogs, etc. should not be brought to school and will be confiscated by school personnel.

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

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

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

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

A student under age 18 may possess an electronic communication device if the student needs the electronic communication device

- ☞ For a legitimate medical reason or for a legitimate matter dealing with security.
- ☞ A student age 18 or over may possess an electronic communication device under any of the following circumstances.
- ☞ The student is an active member of a volunteer firefighting organization.
- ☞ The student is an active member of a volunteer emergency service organization.
- ☞ The student needs the electronic communication device for a legitimate medical reason.
- ☞ The student needs the electronic communication device for a legitimate reason dealing with security.

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

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

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

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

Adopted 8/27/96; Revised 5/26/98, 6/26/01, 7/1/03

#### Legal references:

##### A. S.C. Code:

1. Section 59-63-280 - Possession of electronic communication devices by public school students under age 18 prohibited.

#### J. Telephone:

Only emergency calls will be permitted from the office phone. The clinic aide or school nurse will make all phone calls pertaining to student illness or injury. Parent calls to students should only be for emergencies. Classes will not be interrupted to deliver personal messages. The grade level administrator must clear all parent requests for messages.

S. C. Statutes Section 59-1-440, Minimum Hours and Use of School Day states: **"Priority during the instructional day must be given to teaching and learning tasks. Class interruptions must be limited only to emergencies."**

## RULES AND PROCEDURES

### A. Arrival and Departure from School:

Regular school hours are from 7:25 a.m. until 2:25 p.m. Students arriving at school prior to 7:25 a.m. must report to the gymnasium area. The bell to report to homeroom rings at 7:25 a.m. Students arriving after 7:30 a.m. must report to the cafeteria to be signed in and marked tardy. Because tardiness to school results in a loss of instructional time, a parent conference and/or disciplinary action will be required when students are repeatedly tardy. (Late bus passes will be issued to students when needed).

Students should not arrive prior to 7:00 a.m. School dismissal is at 2:25 p.m. All students must be picked up by 3:00 p.m. unless attending an after-school activity with teacher supervision.

### B. Attendance Policy and Laws

School attendance and success in school are directly related. When students are absent from school, academic performance may suffer.

- Students can miss up to ten days of lawful absences. All days past ten must be approved by the principal.
- Any student with more than ten absences may be retained.
- High School students who exceed five absences in a semester course or ten absences in a year-long course may not receive credit for that course. However, students may be eligible to pay make up missed days, not to exceed four make up days.
- After an absences, medical or parent notes must be submitted to school within five days.
- If notes are submitted after five days, the absences may be considered as unlawful.

### Lawful Absences:

- Student illness if attendance would endanger his health or the health of others (If your child has an illness that causes an absence to be more than five days, you may make a request for homebound instruction. You must have the proper form submitted from a medical practitioner)
- Illness or death in the immediate family.
- A recognized religious holiday of the students' faith.
- Medical or dental appointments; court appearances.
- Class suspensions.

### Unlawful Absences:

- An unlawful absence is any absence that is not excused under the conditions mentioned above.

### Consequences:

- Three consecutive or five total unlawful absences are considered to be truancy.
- Parent/legal guardian will be notified that an *Attendance Improvement Plan* must be implemented.
- If unlawful absences continue, a referral may be made to the Richland County family Court.
- Parents convicted for educational neglect may be placed under court order, fined up to \$50.00 a day and/or jailed for up to thirty days for each unexcused absence thereafter.
- A court order may remain in effect until a child graduates from high school

**Field Studies:** Students not going on field trips should attend school or it will be counted as an absence. **No refunds will be given for initial deposit on field trips. Refunds for additional monies will be allowed up to four weeks prior to the trip. All school fees must be paid prior to students participating in field studies.**

### C. Debts:

Students are expected to clear all debts, including payment of school fees, before the end of the school year or when withdrawing from school. All educational materials including textbooks, library books, locks, etc. are the responsibility of the student and must be paid for if lost or damaged. Students will be required to pay for any damage they cause to school property, including school buses. Report cards will be held for student debts owed to the school.

Our school will gladly accept your checks. Please include your full name, street address, and phone number on your check. When you provide a check as payment, you authorize us either to use the information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If your payment is returned unpaid, you authorize us to collect a fee, currently \$30.00, through an electronic fund transfer from your account.

### D. Dress Code: As defined in the Dress Code/Uniform Policy Code – JICA – 07/03

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.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive, or otherwise disruptive shall not be permitted.

- Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment will not be allowed.
- Attire must not evidence membership of affiliation with a "gang" in any negative sense of the term. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories (as stated in Policy JICF – Secret Societies/Gang Activity). Bandannas and do rags are not allowed on campus and will be confiscated. Hats are not allowed in school buildings. Picks or combs are not allowed in hair. Hair items such as plastic headbands, barrettes, and ribbons are permitted. School administrators will not be held liable for confiscated items.
- Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes, beachwear 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 and waistbands are clearly visible at all times.
- Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low cut, or show cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter-tops, shirts with spaghetti straps, and see-through shirts will not be allowed.
- Clothing must cover waist, shoulders, and back with no skin showing between the top garment and bottom garment.
- Pants and slacks must not touch the floor (no bagging, sagging, or dragging clothing).
- No exposed undergarments.
- No transparent or mesh clothing without the appropriate shirt underneath.
- No apparel that is too revealing.
- No clothing that is excessively form-fitting (i.e. spandex).
- No sunglasses may be worn inside the building.
- No wallet chains or other type chains that may be dangerous or disruptive.

Students will not 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 strictly enforce the dress code at all times.**

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

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

**E. Evacuation Plan:**

Fire drills are held monthly to keep students familiar with the correct procedures. Fire drill exit plans are posted in each room. Students are to line up quickly, quietly, and are to follow the teacher's directions. Tornado evacuation is practiced during the year. During a tornado evacuation students move to the designated areas against the walls, but away from the windows and doors, and place themselves in a crouched position with their heads covered. Other evacuation drills will be held periodically.

**F. Food Policy:**

Food in classrooms, hallways, and restrooms is prohibited. All cafeteria food and bag lunches will be eaten in the cafeteria. Chewing gum in the building or on campus is prohibited.

**G. Off-Limits and Designated Areas:**

The following areas are off limit to students:

1. Faculty parking lot
2. The rear bus loading/parking area
3. Portable units in the bus circle area
4. The cafeteria loading dock
5. The ropes course

**H. Tardy to School and Classes:**

Students who report to school after 7:30 a.m. are marked tardy and must report to the cafeteria for a pass to class. Listed below are the consequences for excessive tardiness to school for each nine weeks.

1 <sup>st</sup> through 3 <sup>rd</sup> Tardy .....	*Warning
4 <sup>th</sup> Tardy .....	In school detention – 1 <sup>st</sup> block Parent contacted
5 <sup>th</sup> Tardy .....	In school detention – 1 <sup>st</sup> block
6 <sup>th</sup> Tardy .....	In school detention – All day Parent contacted
7 <sup>th</sup> Tardy .....	In school detention – All day
8 <sup>th</sup> Tardy .....	In school suspension – All day Parent contacted
9 <sup>th</sup> Tardy .....	In school suspension – All day Parent contacted
10 <sup>th</sup> Tardy .....	Out of school suspension

Excessive tardiness to school may also result in a referral to the School district truancy intervention social worker.

**Be responsible – Be on time!!**

**8<sup>th</sup> Grade Tardy Policy Exception**

Eighth grade students will be assigned after-school detention on their 3<sup>rd</sup> tardy to academic classes. This will help prepare 8<sup>th</sup> grade students for the transition to high school.

**I. Traffic:**

Automobile traffic from the Clemson Road and Rhame Road areas should enter the school property from the first Summit Parkway entrance. Parents dropping students off at the rear entrance should use extreme caution when passing moving or stopped school buses. The loading dock area should not be used for drop off; only the bus circle should be used.

The first driveway for Summit Parkway is one-way traffic. When loading/unloading students along the curbside of the driveway, cars must move as far down as the traffic will allow in order to prevent a traffic jam on the parkway. Students should enter through the 7<sup>th</sup> grade hallway door. Students riding bicycles should enter from the Rhame Road or Summit Parkway side, moving carefully with the flow of traffic. A bicycle rack is provided near the gym entrance. All bicycle riders must provide their own locks to secure bicycles.

**J. Visitors:**

Students from other schools are not permitted on campus. All adult visitors must report to the front lobby receptionist to receive a visitor's pass. Parent visitations to highlight certain programs will be planned, and individual parent visitations are encouraged. All visitors that wish to observe a class or enter the building must be approved through Lobby Guard.

**DISCIPLINE**

Students are to behave at all times in a manner, which will allow the teacher to fulfill all teaching duties. Due to the possibility of injury, students should not run, throw objects, wrestle, or in any way annoy other students while on school grounds or on the bus. It is also important to keep to the right side of hallways when moving throughout the school. Respect for parents, teachers, substitute teachers, and other students is expected. Good sportsmanship by athletes and spectators is expected. Violators will be removed from the activity.

Improper student behavior is considered to be anything that interferes with the learning environment, safety of others, or the orderly function of the school.

Student discipline records are confidential and can only be shared with school personnel and parents/guardians.

Disciplinary action for improper behavior will be carried out in a positive and effective manner.

**The following procedures will be used in correcting improper school behavior:**

- \* Teacher/student conference
- \* Teacher/parent conference/phone call
- \* Lunch detention/after school detention
- \* Referral to guidance counselor
- \* Referral to administrator
- \* Administrator/parent conference
- \* In-school detention
- \* In-school suspension
- \* Parent shadowing

**These offences will result in disciplinary action:**

- \* Smoking or possession of tobacco or matches
- \* Tampering with fire alarm or fire equipment
- \* Leaving campus or class without permission; failure to report to a class, truancy, and tardies
- \* Threatening, intimidating, or verbal abuse toward other students
- \* Fighting or any physical contact, which may result in injury
- \* Damaging/destroying public property
- \* Theft/possession of stolen items
- \* Cheating
- \* Obscene language, gestures, or inappropriate physical actions
- \* Disobedience or disrespect to a teacher, substitute teacher, student teacher, or staff member
- \* Uncooperative behavior
- \* Repeated failure to attend a detention assignment
- \* Repeated violation of dress requirements
- \* Repeated violation of school rules
- \* Use of chewing gum
- \* Riding In unauthorized school transportation
- \* Selling or distributing materials unauthorized by school officials (candy, gum, toys, etc.)
- \* Creating a major disturbance in the school/classroom that interferes with the instructional process
- \* Possessing explosives including fireworks, firecrackers, and stink bombs
- \* Being in unauthorized areas
- \* Other similar violations or disorderly acts as determined by local school officials
- \* Failure to wear I.D.

**Cheating:**

Students found guilty of cheating will be dealt with as follows:

1. First Offense
  - a) Parents will be contacted by the teacher. A discipline notice will be forwarded to the grade level administrator. Student will be given in-school detention.
  - b) The student will retake the test.
2. Second Offense
  - a) The student will be referred to the grade level administrator, parent contacted, and the student will receive in-school suspension.
  - b) The student will be re-tested.

**A. Detention:**

Administrators may assign students to administrative lunch detention. After-school detention is assigned by teachers and administrators for all grade levels.

**B. Suspension:**

Students may be suspended by an administrator for up to ten (10) days. Parents will receive written notification of all suspensions. Summit Parkway will use an in-school suspension program for some offenses. It is the policy of the school district that students suspended three (3) times during the school year will be recommended for expulsion.

**C. Expulsion:**

The principal may recommend students for expulsive action for persistent disobedience or for a serious violation of the rules. Students will be suspended from school during the time of the expulsion proceedings. An automatic recommendation for expulsion will result for the following:

1. Carrying or using weapons or instruments designed to threaten bodily harm including all handguns, "stun guns", "starting pistols", "fake guns", pocket knives, razor blades regardless of size, brass knuckles and other items used in combat, protective sprays such as MACE, and any items used to injure or are brandished in an attempt to injure such as baseball bats, ballpoint pens, and other items of otherwise common usage.
2. Using, possessing, distributing, or selling alcohol, drugs, or drug paraphernalia.
3. Physical abuse of a student, teacher, or staff member.

The following state laws will be enforced:

1. The Richland County Board of Trustees will expel any student who brings a weapon to school or any school-sponsored activity. For purposes of this policy, a weapon is defined as a firearm. The term firearm is defined extensively by federal law, but generally means an operable weapon (gun) or destructive device (explosive, incendiary). The period of expulsion will last for no less than one calendar year.
2. No student may possess a paging device while on school property (**See I – Restricted Items**).

Activities, which violate state law, will be handled by law enforcement as well as school authorities.

**D. GANGS AND GANG-RELATED ACTIVITY**

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

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

1. Gangs, which initiate or advocate activities which threaten the safety and well being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purpose of the district.
2. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting, or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation, or disgrace resulting in physical and mental harm to students.

3. The use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its colors, 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 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. In providing these examples for the students and parents, the school board acknowledges that not all-potential gang indicators actually connote actual membership in a gang.
4. If the district determines that a student has initiated or participated in a gang or a secret society as stipulated above, the student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension, and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory, which the district has determined to be a gang indicator.

### PARENTAL ACCOUNTABILITY ACT

The Board of Trustees of Richland School District Two encourages parental involvement in all areas of student life. Parental involvement is essential to a student's 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 of and support for school policies.
- ◆ Parents of students experiencing academic difficulty will be notified by the school. When applicable, information will be provided regarding workshops and seminars relating to parental assistance and guidance at home.
- ◆ Parents of disruptive students will be notified as soon as possible by an administrator. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student, or upon notification by the 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 suspensions from school. This option can 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 students assigned to Blythewood Academy will be required to provide transportation to and from the academy, beginning with the 1999-2000 school year.

*Adopted 2/9/99*

### DRUG AND ALCOHOL USE BY STUDENTS

**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, 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 and 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, manner, and any statements made by the student may be considered without regard to the amount of alcohol/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, which is represented to be or which 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 considered pertinent to 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 will recommend expulsion. **The board has a zero tolerance for alcohol or controlled substance on and around school grounds and at school-sponsored activities. The board intends to expel all students involved in these illegal activities and may, under circumstances it deems appropriate, permanently expel students involved in drug/alcohol offences.** 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. *Adopted 7/22/97*

#### Constitutional and Statutory Provisions:

1. Alcohol
  - A. S.C. Constitution
    1. Article XVII, Section 14 – Must be over 21 to possess distilled liquors.
  - B. S.C. Code of Laws, 1976, as amended:
    1. 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.
    2. Section 59-67-150 – Drinking alcoholic liquors on a school bus is prohibited.
    3. Section 20-7-370 – Must be 21 to possess fermented liquors.
2. Physical abuse of a student, student teacher, teacher, or staff member.
3. Other similar extreme violations

Law enforcement as well as school authorities will handle activities, which violate state law.

The following state laws will be enforced:

1. The Richland County Board of Trustees will expel any student who brings a weapon to school or any school-sponsored activity. For purpose of this policy, a weapon is defined as a firearm. The term firearm is defined extensively by federal law, but generally means an operable weapon (gun) or destructive device (explosive, incendiary). The period of expulsion will last for no less than one calendar year.
2. No student may possess a paging device while:
  - ◆ On school property
  - ◆ Attending a school-sponsored or school-related activity on or off school property.

## **RULES OF CONDUCT FOR SCHOOL BUS TRANSPORTATION**

*You and your child can help by reading these regulations.*

### **Riding the School Bus Is a Privilege, Not a Right**

#### **GENERAL RULES, REGULATIONS AND INSTRUCTIONS:**

- School buses are considered an extension of the classroom and student behavior on buses is required to mirror behavior in the classroom. School administrators are responsible for school bus discipline. Students are required to obey bus driver instructions and bus drivers will report conduct issues to school administrators. Only school administrators will assign consequences for student conduct issues.
- Quiet conversation is normally 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 residences. Students may ride another bus only when space is available and a written request 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 stop. Buses may be delayed for a very short time during inclement weather.
- Buses will only stop the first time the bus passes a stop during each route, even if the bus passes the stop again during the route.
- When boarding the bus at the bus stop or school, students must board the bus in an orderly manner and move immediately to their assigned seats. When departing the bus, students must move in an orderly manner.
- Students must sit facing forward with their feet and legs out of the bus aisle. Students are strictly forbidden from extending any part of their bodies outside the bus windows at any time.
- A student 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, and fundraising items. All items brought on the bus must be secured on 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 5 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 being signaled to cross by the bus driver. Students should also look both ways before crossing the roadway.
- Horseplay at bus stops is forbidden, and 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 come to school to pick them up. 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 suspension varying 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.

Richland School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or disability in admission to, access to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to Director of Personnel, 6831 Brookfield Road, Columbia, South Carolina 29206; (803) 787-1910.

#### **COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Teachers will communicate with parents during the school year as often as possible. These contacts will be made to inform parents of achievements, student improvement, and possible problem areas.

Contacts will be made by phone, letter, conferences, e-mail, agenda books, or any combination of these. Interim reports and report cards are also important ways of communicating information to parents.

We urge parents to note their comments and observations on these reports. Please write your feedback in the space provided or on another sheet of paper.

Parents may make appointments for conferences with teachers and counselors by calling the grade level guidance office. To arrange a conference with an administrator, please call the main office at 699-3580 and follow directory information to leave a message for the grade level administrator.

If a problem arises, please make your first contact with the teacher. If this contact is unsatisfactory, then contact the appropriate grade level administrator. Often students misunderstand situations and simple communications between a teacher and a parent will solve a problem.

## **TECHNOLOGY**

Students will have many opportunities to participate in Richland Two's electronic communication systems. Computers are used throughout the curriculum to support and enhance learning in all areas. The Internet is one of the electronic resources available to students. Parents who **do not** want their children to use the Internet at school must write a letter to the principal to inform him of that decision.

Along with these opportunities also comes responsibility. It is important that students and parents read the acceptable use policy and discuss these requirements together. Inappropriate use will result in disciplinary action including permanent removal from computer use. The acceptable use policy:

1. Never share your ID and password with anyone.
2. Never log on to the computer using another person's password.
3. Do not move any computer or peripherals without permission.
4. Do not tamper with or alter any existing computer settings, software configurations, or intentionally damage the hardware.
5. Do not add or delete software without permission from the school technology committee.
6. Wasteful use of resources such as paper, data storage space, time online, etc. is unacceptable.
7. Use appropriate language.
8. Do not plagiarize works that you find on the Internet or any other resources, such as CD-ROM based information. (Plagiarism is taking the ideas or writings of others and presenting them as if they were yours).
9. Do not intentionally search for, view, and/or distribute inappropriate materials on the Internet.
10. Be aware that giving out personal information on the Internet can be dangerous.
11. Teachers will preview any sites used for classroom instruction.
12. Log out before leaving a workstation.
13. Students that violate acceptable use policy will face disciplinary action.

### **Discipline for Acceptable Use Policy Infractions**

- 1<sup>st</sup> Offense – in-school detention
- 2<sup>nd</sup> Offense – in-school suspension
- 3<sup>rd</sup> Offense – out-of-school suspension

Repeated violations may also include loss of computer access, log-in privileges and/or loss of personal log-in privileges.

## **HARASSMENT, INTIMIDATION OR BULLYING**

(Code JICFAA Issued 12/06)

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

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

## **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, *Students Rights and Responsibilities*, and its accompanying Administrative Rule.

Any student who believes he/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 complaint will not be subject to retaliation or reprisal in any form. Students who have knowledge that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring, should notify the school's principal, a school counselor, or a school administrator *immediately*.

Similarly, harassment, intimidation or bullying of students is prohibited. Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear or personal harm or property damage; or insulting or demeaning a student or group of students causing substantial disruption on, 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. Students wishing to file a sexual harassment complaint need to fill out the appropriate paperwork located in the guidance department. Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal on any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct toward a student.

**Summit Parkway Middle School  
200 Summit Parkway  
Columbia, SC 29229**

**Field Trip Permission Form**

\_\_\_\_\_ has my permission to participate in Summit Parkway Middle  
Student's name  
School, (SPMS) field trips with appointed SPMS staff. I, \_\_\_\_\_,  
Parent/Guardian's name  
hereby grant to the SPMS staff the right to act in my behalf in case of emergency to take any  
necessary action to secure the safety and well-being of my child.

\_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian's Signature

STATE OF SOUTH CAROLINA, COUNTY OF \_\_\_\_\_

I, being duly sworn, do depose and affirm that I am the parent/legal guardian of the named-  
above student, and therefore, have the right to delegate the aforementioned rights to the  
SPMS staff for the period beginning this day and ending with the school year 2010.

\_\_\_\_\_ Parent/Guardian's Signature

Subscribed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_ Notary Public of South Carolina

My Commission expires \_\_\_\_\_

***All school fees must be paid prior to participating in field studies.***

**Summit Parkway Middle School**  
**Emergency Information Form**

**Student's Name** \_\_\_\_\_ **SS#** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Full Address** \_\_\_\_\_

**Mother's Name (or Guardian)** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Father's Name** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Mother's Place of Employment** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Cell phone, beeper, etc.** \_\_\_\_\_

**Father's Place of Employment** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Cell phone, beeper, etc.** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**In case of emergency, please provide the name of the insurance company which covers the above student for medical services. Also, please provide any identification or serial number necessary and the name of the person who holds the policy if it is a group/family policy.**

**Name of Insurance Company** \_\_\_\_\_ **Policy Number** \_\_\_\_\_

**Policy Holder** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Doctor's Name (family physician)** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**The above student has the following allergies and/or medical condition for which he/she is taking medication - please state condition and medication:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The above student is allergic to the following drugs/medications:** \_\_\_\_\_

**Unless precluded by any information provided above, SPMS staff and/or chaperones will dispense simple medications such as Tylenol, cough medicine, etc. for simple headaches, minor cold symptoms, and other minor aches, pains, and discomforts. Basic first aid medication will also be available. Please indicate any unusual circumstances or information that the staff or chaperones should be aware of:**

**1. Date of LAST tetanus shot:** \_\_\_\_\_

**2. In case of emergency, if unable to notify the parent, please notify (neighbor, relative, etc.):**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Telephone, including area code** \_\_\_\_\_

**The above information is accurate for the best of my knowledge.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**RICHLAND SCHOOL DISTRICT TWO  
HEALTH UPDATE AND P.E. PERMISSION FORM  
2009-2010**

<b>Child's Name</b> _____			<b>Date of Birth</b> _____		
<i>First</i>	<i>Middle</i>		<i>Last</i>		
<b>School</b>	<b>Grade</b>	<b>Homeroom teacher</b>		<b>Email Address</b>	
<b>Mother's Name</b>	<b>Home phone</b>	<b>Cell phone</b>		<b>Work phone</b>	
<b>Father's Name</b>	<b>Home phone</b>	<b>Cell phone</b>		<b>Work phone</b>	
<b>Emergency contact Name</b>	<b>Home phone</b>	<b>Cell phone</b>		<b>Work phone</b>	
<b>Emergency contact Name</b>	<b>Home phone</b>	<b>Cell phone</b>		<b>Work phone</b>	
<b>What type of health insurance coverage does your child have?</b> <input type="checkbox"/> Medicaid/Healthy Connections Choices <input type="checkbox"/> Healthy Connections Kids <input type="checkbox"/> Other Private Health Insurance <input type="checkbox"/> None Please list ID#: _____ Please list insurance provider name: _____ Does your child's health insurance pay for: Vision Exams? <input type="checkbox"/> Yes <input type="checkbox"/> No            Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No            Prescriptions? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Does your child have a regular doctor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list doctor's name _____			<b>Hospital preference</b> _____		
Does your child have any severe allergies to food, medications, insects, etc <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Please list severe allergies</b> _____ _____		<b>What medications does your child take for the allergic reaction?</b> _____ _____	
<b>Is your child taking any medications?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If so please list: _____ Will they need to be taken at school? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Has your child had any surgeries?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If so, please list:</b> _____ _____		<b>Does your child have any identifying marks?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list: _____ _____	
<b>Does your child have any of the following health conditions?</b>			<b>Does your child have any activity restrictions for PE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please explain _____		
	<b>Yes</b>		<b>Yes</b>	<b>Other conditions not listed:</b> _____ _____ _____ _____	
Allergies		Hearing			
Asthma		Heart Problems			
ADD/ADHD		High Blood Pressure			
Behavioral		Latex Allergy			
Dental/Oral Health		Overweight/Obesity			
Depression		Seizure Disorders			
Diabetes		Sickle Cell			
Disability		Anemia/Trait			
Food Allergies		Skin Concerns			
Headaches		Stomach/Digestive			
		Vision			

**District Medication Policy:** If a child is required to take medication during school hours, medication must be in the **original** container, properly labeled. This includes prescription and over the counter medication. A completed school Medication Permission Form is required for all medications and must be signed by parent/guardian. Prescription medications must have the physician signature. **Medication will not be given without the above requirements being met.**

**THIS INFORMATION WILL BE KNOWN ONLY TO THE SCHOOL NURSE AND TO HEALTH ROOM PERSONNEL. FOR YOUR CHILD'S SAFETY, HIS/HER TEACHERS AND OTHER PERTINENT SCHOOL PERSONNEL MAY BE NOTIFIED. IF YOU DISAGREE WITH THIS OR HAVE QUESTIONS, PLEASE LET THE SCHOOL NURSE KNOW.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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