



SCHOOL COLORS

Hunter Green, Orange, White

SCHOOL MASCOT

Generals

RSIA VISION STATEMENT

Robert Smalls International Academy, an award-winning school of excellence, where all students achieve, and others want to emulate.

RSIA MISSION STATEMENT

Every student and teacher achieve by seeing, feeling, teaching, and living the Seven Habits.



LEADER IN ME (LIM)

Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people. The Leader in Me provides our school with the vision and language to lead the school in a way that addresses all areas of development. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best. As the school year unfolds, the children are learning the language and meaning of the 7 Habits. By hearing the same language at home and at school, you send the children a strong message of what you believe is important and that we are all on the same team—the team that wants to help succeed. When parents and our school support one another, the sky is the limit!

Below is a summary of each of the habits:

Habit 1: Be Proactive

-You're in Charge

Habit 2: Begin with the End in Mind

-Have a Plan

Habit 3: Put First Things First

-Work First, Then Play

Habit 4: Think Win-Win

-Everyone Can Win

Habit 5: Seek First to Understand, Then to Be Understood

-Listen Before You Talk

Habit 6: Synergize (Together Is Better)

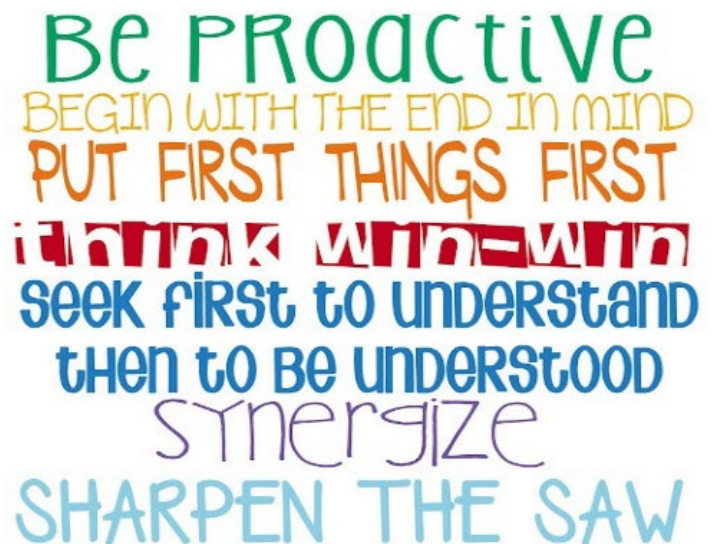
-Balance Feels Best

Habit 8: Find Your Voice and Inspire Others to Find Theirs

-Unique Personal Significance

LIM LEADERSHIP NOTEBOOKS

Each student is provided a Leadership Notebook. Leadership Notebooks are consistently used throughout the school year to empower students in taking ownership of their learning. Students use their notebooks daily to write personal and academic goals, reflect on the progress of goal achievement, and to celebrate those achievements. Leadership Notebooks are shared with parents/guardians during student-led conferences and with peer accountability partners. These relationships and conversations help students stay dedicated in reaching their goals.





ACADEMIC GIFTED AND TALENTED CRITERIA AND OVERVIEW

RSIA Academic Gifted and Talented program is designed to provide gifted students in grades 3-8 with a learning environment that encourages their academic, social, and emotional development. This program offers a differentiated and integrated curriculum that encourages complex, analytical, and critical thinking, while accommodating the speed of each student's learning.

Goals of the Academic Gifted and Talented program

1. To develop independent, self-directed, active learners
2. To develop higher-level thinking, reasoning, and problem-solving skills
3. To develop research process skills
4. To develop communication and technology skills
5. To encourage the development of unique ideas and products
6. To evaluate outcomes using appropriate criteria

Qualifying Procedures

1. All students are screened for possible placement during the second grade.
2. In addition, students in grades 3-8 may qualify based on fall MAP testing, State testing, and/or screening of students new to our school.
3. Students who score at the 96th national age percentile composite score on an individual or group aptitude test are eligible for placement.
4. Other students must meet the criteria in TWO out of THREE dimensions outlined by the State Department of Education to be eligible for placement.
5. Students transferring from other states must be tested (unless they have scored 96% or above on a nationally normed test).
6. Students transferring from other public-school districts in South Carolina automatically qualify.



Since our athletes represent our school, we feel that they should set a standard of excellence that can be emulated by their peers. The athletic department at Robert Smalls International Academy expects these students to excel in the classroom, as well as in sports. Students are expected to exemplify good community citizenship. The athlete's weekly progress report as well as discipline referrals resulting in In School Suspension (ISS) or Out of School suspension (OSS) will affect eligibility status for all sports. The athletic director will conduct weekly evaluations. Students who owe fees will not be allowed to participate in athletics.

Eligibility Requirements

RSIA will follow the High School League Rules for athletic eligibility. Per district regulations, all students participating in sports will be required to maintain a 2.0 GPA. Being assigned to ISS or OSS will affect a student's eligibility status for any sport. In addition, the students must complete the requirements listed below:

- **Physical - All athletes must have a physical before practice begins. Physicals are good for one year from the date of issue.**
- **Beaufort County School Athletics Packet- Packet must be filled out completely to compete.**

The school will provide all forms. Students are ineligible if their 15th birthday falls before July 1st. A student who has failed the 7th or 8th grade may become eligible during the second semester if he/she has satisfactorily passed the first semester work. Only 7th & 8th grade students enrolled at RSIA are eligible to participate. This is a High School League rule that all middle schools in our state follow. Students may try out for a varsity or a junior varsity sport at their zoned High School. Our school and district offer a wide variety of sports for all students at RSIA. Our coaches have the experience, knowledge and understanding to help children grow not only physically, but also emotionally and socially through responsibility, sportsmanship and citizenship.



ATTENDANCE

Arrival

Staff supervision begins at 8:20 a.m. Students may not arrive until that time. Once students have arrived on school grounds they are not permitted to leave unless an authorized adult signs them out from the main office. You must be on the emergency card or be on the pick-up list to sign a student out. That includes siblings, grandparents, neighbors, and friends. Please, have a valid ID available.

Absence

If your child is absent from school for any reason, please send a note or medical excuse with your child upon their return. More than 10 unexcused absences can result in retention. Please do not schedule vacation time during the school year. If a child has three (3) consecutive, or five (5) total unlawful absences they are considered truant. A student attendance contract must be developed and signed by the parent and school social worker. If additional unlawful absences occur, a Truancy Hearing may be required.

BEFORE SCHOOL CARE

Hours: 7:00 – 8:15 AM
Registration Fee - \$20.00 per family
Weekly Fee - \$5.00 per child
Registration Forms are available in the front office.

BOOKS AND EQUIPMENT

All books and equipment loaned to the student during the school year are the property of Beaufort County School District. Misuse and/or missing materials will result in a monetary fine. Any student who defaces school property will pay for damages.

BREAKFAST & LUNCH

Breakfast and lunch are free for all RSIA students. Menus will be sent home monthly. When sending a packed lunch from home please make the lunch nutritious. Please do not send chips, candy and/or soda. If water fountains are not operational students may bring a bottle of water to school. Please do not bring lunches to school for your child from “Fast Food” restaurants as a special treat. These will not be delivered to the child. We are trying to promote healthy eating habits.

EARLY DISMISSAL

Students must turn a note into their homeroom teacher if they know in advance that they will need to be dismissed early. A parent, guardian or designated person must come to the main office to sign the child out. We will only release students to the parent, guardian or someone designated in writing by the custodial parent/guardian. The student may be released to persons listed on the emergency card in the case of an emergency. It is the responsibility of the parent/guardian to keep the emergency information current. We ask that you not sign your child out after 3:00 p.m. except in the case of an emergency. If your child is a car rider, please remain in the car rider line to pick up your child instead of parking and coming in the building. This is important for morning drop off and pick up. Do not send your student across the traffic during morning drop off. Please turn off your cell phone when dropping off or picking up students.

ELECTRONIC DEVICES/TOYS

Students may not have non-school issued electronic devices in school including phones. They also may not bring any toys or trading cards such as Yu-Gi-Oh, Pokémon, or baseball trading cards. If a student is found with any of these items, it may be taken away and returned to a parent at a later date. The school is not responsible for electronic devices that are stolen or broken.

Electronic Device Policy

Student electronic devices must be checked in upon arrival with their homeroom teacher. If a student does not follow the electronic devices policy, the following actions will be taken:



- First Offense: Teacher will document in Educator’s Handbook as a minor incident. Student electronic devices will be confiscated and returned to their homeroom teacher. Student will be able to retrieve their electronic device at the end of the day.
- Second Offense: Teacher will document as an office referral. Student electronic device will be confiscated and placed in the front office. Parent will be required to pick up the electronic device.
- Third Offense & Subsequent Offense: Teacher will document in Educators Handbook as an office referral. Student electronic device will be confiscated and placed in the front office. The electronic device will be returned to the parent after a scheduled administrative conference.

ESOL

The goal of the English as a Second Language Program is to provide equal educational opportunities to students who have a primary or home language other than English and who are Limited English Proficient (LEP). The main objective of ESOL instruction is to help students learn to read, write, speak, and listen to English. The primary focus is to provide an English-rich environment, so those students will become proficient in English as soon as possible. We enable students to use English to communicate in social settings, to use English to achieve academically in all content areas, and to use English in socially and culturally appropriate ways.

FAMILY EMERGENCY INFORMATION

Prior to the start of each new school year, parents are required to update information regarding their child, including address, telephone numbers, emergency contacts, medical information, etc. It is imperative that parents keep the school informed regarding any changes in this information throughout the school year.

FIELD TRIPS

At various times during the school year, different classes will be going on educational field trips. Students must be in school to participate in school related activities. A school bus is the normal means of transportation. Students are required to ride to and from school field trips on school provided transportation. Students may be expected to pay admission fees and transportation costs. Scholarships are

available; please contact your child’s teacher for information. Parents/guardians will be required to sign a permission slip and pay in advance for all trips. Inappropriate behavior on field trips will be subject to the same consequences as in school. **A SLED check is required for all chaperones prior to the field trip.**

HOMEWORK

Homework is a way to help students review and reinforce lessons taught in school. It also helps students develop work and study habits that will assist them throughout the years spent in school. Each student is expected to read nightly and **complete the assigned homework daily**. Time spent on homework will depend on a student’s learning style and time needed to complete the task.

South Carolina Uniform Grading Scale:

1st - 2nd Grade		3- 8- Grade	
<u>Letter Grade</u>	<u>Performance Rating</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>
E	Excellent	A	90-100
G	Good	B	80-89
S	Satisfactory	C	79-79
N	Needs Improvement	D	60-69
U	Unsatisfactory	F	59 and below

LOST and FOUND

We strongly urge parents to label students’ clothing, book bags, lunch boxes, agenda books, etc. with permanent marker. During the school year, many items are left behind and/or lost. Students are advised to check the Lost & Found promptly and often if they have lost an item. Periodically, throughout the year, unclaimed items are donated to charitable organizations. Lost textbooks are in each classroom or in the front office. Students are responsible to find or pay for any lost books.

MAIN OFFICE

The main office is located at the front of the school building. Office hours are from 8:00 a.m. – 4:15 p.m. Parents/visitors must use the front door and are required to sign in at the office before going to any other areas of the building. Please do not use side or rear doors. Our goal is to ensure the safety of all our students and staff.

PARENT CONFERENCES

The key to student success is the connection between parents and teachers. Parents are encouraged to follow their child's academic progress through **PowerSchool's Parent Portal**. This information can be provided by the school at any time. We encourage parents to contact the school and schedule an appointment whenever they see a need to discuss their child's educational, social, and/or intellectual development. There is a scheduled conference date in the Fall. Please check your calendar and call your child's teacher to schedule a time to meet.

PURSES/BOOKBAG POLICY

Purses and bookbags are not allowed on campus for 5th – 8th grades. Athletic bags are to be checked in with the Athletic Director prior to reporting to class. If purses/bookbags are brought to campus they will be confiscated and stored until the end of the day.

SAFETY DRILLS

Fire drills and other safety drills will be conducted monthly. For this reason, all students are expected to wear shoes at all times while in school. Open toed shoes, crocs and Heelys are not allowed at school. Staff and students are expected to take all drills whether "real" or "practice" seriously.

SCHOOL COMMUNICATION AND INVOLVEMENT

RSIA is committed to open and clear communication. All parents are encouraged to participate in their child's education in the following ways:

Family Community Lighthouse Team

The Family & Community Lighthouse Team is a combination of School Improvement Council and Parent Teacher Organization.

RSIA's Family & Community Lighthouse Team will provide outreach to engage parents and the community in the Leader in Me process. Each meeting will focus on a Habit by providing an activity our families and community can participate in with our youth. Parents who attend will be given a free Leader in Me Parent Guide.

This group will also connect with students, staff, community members, and other parents to provide critical input into ensuring RSIA reaches its vision and mission. This is your opportunity to be involved in providing feedback regarding the school's strategic and Title I planning. The team will be responsible for fundraisers, school beautification, positive climate, and school spirit. In addition, the team will provide an opportunity for all stakeholders to take an active role in improving the overall school experience.

SCHOOL SPIRIT FRIDAYS

Each Friday, the school will allow students to dress down. Jeans, with no rips or holes, may only be worn with school issued spirit wear. If a student wears jeans and does not have on a spirit shirt or spirit outwear, they will be considered out of dress code and the uniform policy will be applied.

SCHOOL STORE & SPIRIT ITEMS



Spirit items available in the school store include t-shirts, crew neck sweatshirts, water bottles, headphones and more. Students may purchase items from the front office before school from 8:20 AM to 8:40 AM and during their scheduled lunch.

STUDENT CODE OF CONDUCT

You can locate a copy of the Beaufort County Public Schools Student Code of Conduct Book on the District's website https://www.beaufortschools.net/parents/district_discipline_policies_code_of_conduct. A copy of RSIA's school-wide behavior support plan will be sent home with all students. Once you receive these items, please read them thoroughly and go over with your child. The severity of the action, the number of times the student has been referred for behavior issues in the past, and other factors has an impact upon the consequences.

Actions which are violations of the Safe School Act (Mandatory out-of-school suspension and report to the police)

- Carrying a weapon (including toy guns)
- Possession of drugs
- Assault
- Possession of alcohol
- Certain theft
- Disrupting school (defined as an outburst that causes the educational process to stop.)

If a student violates the Safe Schools Act, a hearing will be set to determine if the student will be allowed to continue to attend RSIA and what other consequences the student might face.

STUDENT INFORMATION

Student Information is kept electronically. This information is used to locate parents in case of an emergency. The information must be completed each year so that the information is current. In addition, for your child's safety, please notify the school of any change of address, home and work telephone numbers that occur during the year.

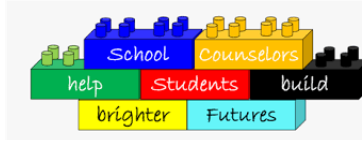
Accurate information is needed so that a teacher, principal, nurse or other school employee can notify without delay a parent or other designated responsible adult in case a child becomes ill or is injured at school. If a major fire, earthquake or other disaster should occur during school hours, children will be kept at school in a safe area until an authorized adult comes to pick them up.

If you move to another school enrollment area within the Beaufort County School District and wish to have your child continue at this school for the remainder of the term, he/she may be eligible to do so. Check with the school office to obtain detailed district regulations regarding permit requirements. If it is discovered that you have failed to report a change of address to another school attendance area, your child will not be eligible for a permit to continue at this school.

STUDENT SERVICES

School Counselors

The main function of the school counselors is to advocate for the students. Students can be assisted directly or in conjunction with parents and staff. The counselor is available for meetings with students, staff, and parents. Students can be seen individually, in small



groups, or developmentally in the classroom. The school counselor also serves as a resource for students,

parents, and the community by making referrals to outside agencies that may be more appropriate for the individuals' needs.

School Nurse

The nurse assists students who are ill or in need of medical attention. The nurse will assist students and determine what nursing treatment and/or medical treatment, if any, is necessary.



Students who need to take medication prescribed by their physicians must store the medication with the nurse. It must be in the original prescription bottle with the directions and pharmacy label on it. Most pharmacies are happy to provide an additional "school bottle" upon request. A Medication Authorization form provided by the nurse must be signed by the parent/guardian and physician for the nurse to dispense this medication. **Students are not allowed to carry any type of medication and/or take medication on their own unless written authorization is provided for life threatening situations.**

The nurse is available to students with health questions and/or issues and will act as an advocate for students and parents. The nurse can provide assistance in using other health services in the community.

School Social Worker

The school social worker acts as a liaison between students, parents, teachers, and the community. Students are assisted in a variety of ways: attendance, school supplies, school uniforms and transportation. Social workers also make home visits to verify residency. Outside agencies are accessed as well as community organizations to assist students and their families.



TARDY POLICY

Punctuality is a habit that we strive to develop in our students. If a child develops this habit early in life, he/she is more likely to be a punctual adult. Students arriving at school on time not only receive the maximum amount of instruction but are also more likely to start their day feeling relaxed and ready to learn. Frequent tardies rob your child of instructional time. Students arriving late to school often feel anxious and as if they are trying to “catch up” all day long. We need your help in developing responsible students. School and home must work together to instill punctual habits. To do this, we will be enforcing the following Tardy Policy. All students are expected to arrive by 8:45 a.m. Students arriving after 8:45 must report to the front office to be signed in by an adult and to receive a late pass prior to going to class. Please be on time! Continued tardiness will be recommended for a truancy referral. Truancy is handled by the school social worker and District Office Staff.



TEXTBOOKS

The South Carolina Department of Education provides free textbooks for students in grades K-12. If a student loses a textbook, a replacement fee will be determined by the South Carolina Board of Education with recommendations from the South Carolina Department of Education. If textbooks are damaged while issued to a student, damage fees will be assessed. Failure to pay fees for lost or damaged textbooks may result in a student being denied further benefits of the Free Instructional Materials Program, as well participation in certain school activities.

Please remind your children that they are to take care of the textbooks issued to them. It is part of being respectful, responsible and ready to learn at school.



TRANSPORTATION

Beaufort: 843-322-0770

Beaufort County School Schools Bus Rules

- Students are to remain well out of the road while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students must remain seated while the bus is in motion.
- Fighting on the bus is forbidden.
- Permission to ride a bus other than the one assigned must be obtained by an adult from the office. Parents should send a note requesting this.
- Conversations must be quiet.
- No part of the body should ever be extended outside the bus.
- Eating and drinking is forbidden on the bus.
- Marking or vandalizing the bus will result in the students' family paying for repairs.
- Bus drivers will be treated with respect.
- Inappropriate language will not be tolerated.
- Matches, lighters, tobacco, cigarettes, e-cigarettes, medicine, guns, knives, or weapons of any kind, fireworks, pets, drugs, electronic equipment, games, toys, and inappropriate magazines and books are not allowed on the bus or at school at any time.

When a student receives a bus referral that is found to be accurate, he/she will receive a disciplinary consequence. The severity of the consequences can be changed depending on the nature of the misbehavior. Maintaining safety is a main goal, therefore, behavior that jeopardizes safety may be handled differently. Please remember if a child loses his/her bus privileges, it is the parent's responsibility to transport the child to and from school.

UNIFORM POLICY

All students will be required to wear a school uniform as mandated by Beaufort County Public Schools. The uniform shirt worn daily will be a white, hunter green, orange, black, or grey



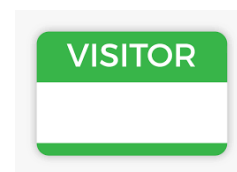
collared shirt, turtleneck. RSIA Spirit Shirts may be worn Monday-Friday. All students will wear khaki, navy, or black shorts, skirts, pants, jumpers, overalls, or skorts. Jeans, with no holes, may only be worn on Fridays and any other administrative approved day. Appropriate length is expected for girls and boys (their shorts or skorts should extend at least to the outstretched end of the fingertips). A polo type dress in a school uniform color and name brand shirts are acceptable. **Sweaters, sweatshirts, jackets and coats that are worn in the building must be school color - -solid white, hunter green, black, orange, gray or spirit wear - and can NOT have a hood.** Logos are allowed on outerwear but should not be bigger than a 3x5 index card. To be clear, the only additional colors or graphics that can be included on outerwear is a logo that is no larger than a 3X5 index card. It is very important that students wear appropriate shoes when arriving to school and throughout the day. **No opened toed shoes, heels, Heelys, or Crocs.** Tennis shoes are best. If you need uniform assistance, contact the School Social Worker. If students come to school out of uniform, if available one will be provided. If a student has an accident at school, parents will be called, and a uniform will be provided if available. We are very proud of our school colors and the image we project in the community, on field trips and in our building. Students' behavior, school pride and academic performance are influenced by what is worn to school each day. We hope to maintain school cohesiveness and sense of belonging and unity with our uniform policies and are counting on your support.

Uniforms do not include the following:

Crocs, flip flops, sandals, jeans, shirts without collars, hats, and bandanas. Any outerwear without a hood may be worn in the building. **Hoodies may not be worn in the building.** When in doubt, if something is appropriate uniform wear please call the school for clarification.

If a student does not follow the uniform guidelines, the following actions should be taken:

- **First Offense:** Teacher will contact the parent to request a uniform be brought to the school. The teacher will document the incident as a classroom managed incident in Educator's Handbook. If **outwear violation**, the outwear will be confiscated and remain with the teacher until the end of the day.
- **Second Offense:** Teacher will contact the parent and send the uniform violation letter home. The teacher will document the incident as a classroom managed incident in Educator's Handbook. If **outwear violation**, the outwear will be confiscated and remain at the front office until parent pick up. After two weeks, if item is not picked up, it will be donated to a charitable organization.
- **Third:** The teacher will notify the Social Worker of the incident and the Social Worker will contact the parent directly. The teacher will send another uniform violation letter home and document the incident as a classroom managed incident in Educator's Handbook. After two weeks, if item is not picked up, it will be donated to a charitable organization. If **outwear violation**, the outwear will be confiscated and remain at the front office until parent pick up. After two weeks, if item is not picked up, it will be donated to a charitable organization.
- **Fourth and Subsequent Offenses:** The teacher will write an office referral. After two weeks, if item is not picked up, it will be donated to a charitable organization. If **outwear violation**, the outwear will be confiscated and remain at the front office until parent pick up. After two weeks, if item is not picked up, it will be donated to a charitable organization.



VISITORS

All visitors must check in at the main office upon arrival. Visitors are always welcome at RSIA. We are proud to share our great school! All visitors and volunteers are required to sign in first and wear a visitor or volunteer badge. All visitors and volunteers who interact with students must complete a SLED check. This is a smoke free campus. **Please do not smoke anywhere on our school grounds or throw trash on the grounds.**

Parent Observation Expectations Agreement

RSIA administration welcomes parent observations. We appreciate and encourage parent involvement. Parents are asked to meet the following criteria while observing classrooms:

- Report directly to the designated classroom.
- Please respect the agreed upon observation time.
- Only use restrooms located in the front office.
- Enter the classroom quietly and sit in the area designated by the teacher.
- Do not engage the teacher with questions during the school day. You may take notes and speak with the teacher at another time.
- Do not address or engage any other students.
- If you have any immediate concerns, please address our Office Manager, Patsy Bishop. She will relay your information to administrators.

RSIA Volunteer Expectations

Volunteering is a great way for parents to show their students they take interest in



their education. Parent volunteers offer a huge resource and support base for the school community while showing their kids the importance of participating in the larger community. If you are a parent that hasn't been involved in the past, no worries you can start now!

Suggestions

- Help in your child's classroom.
- Have goal setting talks with child/teacher.
- Mentor or tutor students.
- Participate in Leadership Notebook conferencing.
- Help organize, cater, or work at fundraising activities.
- Help to plan and chaperone field trips.
- Organize or assist with a specific club or interest group.
- Have regular personalized communication with teacher/school.
- Sew costumes or build sets for theatrical and musical productions.

- Volunteer to speak in the classroom or at a career day.
- Supervise or judge experiments at a science fair.
- Be at parent training events.
- Invite school visits to your home.
- Be involved in interactive homework, tips, and tools for home learning.

Please read and follow the following guidelines for school volunteers

- All volunteers are under the direct supervision of and accountable to the principal or his/her designee.
- Volunteers must work with only their prearranged student or group of students.
- Volunteers are helpers and that only. The direction of students, particularly in strictly teaching areas, is the responsibility of the teacher and cannot be turned over to a volunteer.
- No school personnel may provide volunteers the authority to have access to student records. Volunteers may only see those records which pertain to their own children.
- BCSD employees/volunteers assigned to schools are encouraged to participate in and model their school's student dress code, as set forth in BCSD Administrative Regulation.
- Volunteers are not allowed to take photographs of students taken during school events.
- Volunteers may only use the restroom located outside the teacher mail room, accessible through the front office.
- Volunteers must keep all information about a student completely confidential. Discussion of a student is restricted to the student's teacher, counselor, or appropriate member of the school's administration. A misplaced comment can be devastating to a student, a family, and the volunteer program. Volunteers who breach confidentiality will be dismissed.

