

# Richland Northeast High School



# Student Handbook 2023-2024

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**While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students and parents remain responsible for knowing and following updates and changes in policy.**

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# CAV Nation Heads

Senior Administration Team

Administration Team

Campus Monitors

# Senior Administration Team

Principal: Mark Sims

## Assistant Principals

- Terrance Alridge, Ph.D.
- Denise Fowler
- Melissa Myers, Ed.D.

## Assistant Administrators

- William Clark
- Monique Flowers, Ed.D.
- Richard Holt

# Administration Team

**IB/Magnet Director:** Sonja Merriwether-Hawkins, Ed.D.

**Student Activities Director:** Regina Garmany-Cherry

**Athletic Director:** Lionel Kennedy, Ed.D.

**School Counseling Director:** Yolanda Smith-Charleston, Ed.D.

**Technology Learning Coach:** Hunter Berley

**AVID Director:** MaryAnn Sansonetti-Wood

**School Resource Officers:** Deputy Dorion & Deputy McCrae

# Campus Monitors

Artrelle Greene

Jason Jones

Jacqueline Kershaw

Charles Palmer

# CAV Nation

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# Our Mission & Vision

**Mission Statement:** Richland Northeast High School, in partnership with the community, will ensure challenging academic opportunities that advance positive individual growth and prepare responsible global citizens for a post-secondary education, military, or career readiness.

**Vision Statement:** Richland Northeast will be the leading high school of excellence in academics, the arts, and athletics by affording each student the opportunity to be enrolled, enlisted, or employed.

# Title IX

The administration of Richland Northeast High School affirms that the school is in compliance with the requirements of Title IX which states, “No person in the United States shall on the basis of sex be excluded from participating in, be denied the benefits of or be subject to discrimination under any education program or activity receiving Federal Finance Assistance...” Further, Richland District Two is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, age, handicap in emission to, access to, treatment in, or employment in its programs and activities. Inquiries concerning application of Title IX or complaints alleging noncompliance should be directed to the District Title IX Coordinator Kelly Larkins, District Title IX/Sexual Harrassment Coordinator. Her email [klarkins@richland2.org](mailto:klarkins@richland2.org). Her mailing address is 124 Risdon Way Columbia, SC 29223 while her physical address is 763 Fashion Dr. Columbia, SC 29229. She can also be reached at 803-738-3338 by phone.

# Richland Two Ethics Code

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

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

# Bell Schedule

## Regular Bell Schedule

Early Bird	7:40 - 8:40	
1st Block	8:50 - 10:30 <i>News Show</i>	
2nd Block	10:36 - 12:06	
<b>3rd Block</b>	<u>Cohort 1</u> A, D, & E-Hall, Gym, Cafe	<u>Cohort 2</u> B, C, & S-Hall
	Class	12:12 - 12:52
	Lunch	12:12 - 12:42      12:52 - 1:22
	Class	12:47 - 2:17      1:27 - 2:17
4th Block	2:23 - 3:53	

Updated  
11/2/22

## Late Start Wed. Bell Schedule

1st Block	9:50 - 11:00	
2nd Block	11:05 - 12:15	
Cavalier Learning Time	12:15 - 12:44 <i>During 2nd Block</i>	
<b>3rd Block</b>	<u>Cohort 1</u> A, D, & E-Hall, Gym, Cafe	<u>Cohort 2</u> B, C, & S-Hall
	Class	12:49 - 1:28
	Lunch	12:49 - 1:23      1:28 - 2:02
	Class	1:28 - 2:38      2:07 - 2:38
4th Block	2:43 - 3:53	

Updated  
11/2/22

# Alma Mater

We stand proud for the Cavaliers;  
We raise thy name for all to hear.  
Together we build a strong foundation  
To pass on to future generations.  
Northeast, we're proud to carry  
Your colors of orange and blue  
And strive each day to remain loyal, faithful, and true.  
We'll work to uphold the school tradition  
And as the years pass by  
Through good and bad we'll bear the name  
Of Richland Northeast High

# Cavalier Fight Song

Mighty Richland Northeast High

Founded in greatness,

Willing to try Spirit on the outside, pride within

Determined to fight, determined to win

**FIGHT, FIGHT, FIGHT!**

Proud of our colors, orange & blue

Fight to the end is what we will do.

In our hearts we hold the key to the glory of Northeast High!

# Safety

Safety Reminders

Emergency Numbers

Campus & Vehicle Security

ID Card Policy

Loitering & Hall Passes

# Safety Reminders

- Wear your student ID card.
- Do not prop doors open.
- Report unusual people, packages, or circumstances to the nearest employee
- Register your vehicle on campus & keep it locked.
- Keep appropriate items locked in lockers.
  - Textbooks are not to be kept in PE or athletic lockers
  - Do not share lockers.
- Do not smoke or vape on campus.
- Know & practice emergency procedures as provided by the school.
- Buildings are supervised from 7:30 AM - 4:00 PM **ONLY**.
- Surveillance video cameras are operational on campus.

# Emergency Numbers

District Security: 803.736.8756

Sheriff's Department: 803.576.3000

Crimeline: 803.736.8756 (anonymous)

SROs: 803.699.2800

Deputy Dorn: ext 79873

Deputy McCrae: ext. 79804

A security guard patrols the campus before, during, and after school hours.

All vehicles entering/parked on RNE campus are subject to search by school administrators, in accordance with

# Campus & Vehicle Security

- A security guard patrols the campus before, during, and after school hours.
- All vehicles entering or parked on RNE campus are subject to search by school administrators, in accordance to with State Act 373 of 1994
- RNE is not responsible for articles stolen from or for damage done to vehicles

# Identification Card Policy

RNE students, staff, substitutes, & volunteers must wear school issued ID cards at all times during the school day

- Allows a quick response to trespassers
- Failure to comply with ID procedures will result in disciplinary actions

Procedures:

- ID cards must be properly displayed on school-approved lanyard, be for the current school year, issued by RNE staff, & visible at all times.
- ID cards are the property of RNE & are provided once free of charge to students. Replacement IDs: \$5; Replacement Lanyards: \$1

# Identification Card Policy

## Procedures (cont):

- ID card cannot be defaced or altered (no stickers)
  - If defaced/altered, ID will be confiscated & new card will be issued at cost of \$5
- Temporary IDs will be worn if student does not have an ID
  - Temporary IDs may be obtained from teacher, if Refocus Room, or in the Cafeteria.
- Students who violate the ID policy will receive one hour of detention.
- ID cards are made before school, during lunch, and after school in the Attendance Office.

# Loitering & Hall Passes

- **Loitering:** Students may not loiter or congregate on or near school grounds, including the gym & in cars.
- Loitering along Brookfield Road, gates off Faraway Drive, behind the school, or in cars will result in disciplinary action, including loss of off campus lunch privileges.
  - Regulation is in effect before school, during lunch, and after school
- **Passes:** Students may only leave class with the teacher's permission
  - Students must request permission using MyHomework App
  - Students who are in the hallway without a pass, do not return to class within the allotted time, or found in an unauthorized area may result in disciplinary action.

# ACADEMICS

School Counseling Services

Coursework & Testing

Graduation Policies

# School Counseling Services

General & Staff Information

Grade Classification

Withdrawal Consequences

Grading Scale

Report Card Dates

Rankings, Transcripts, &

College Apps

Alternative Programs

# School Counseling Office

- Office Hours: 8 AM - 4 PM (school days only)
  - Also available before & after school, during lunch, & by appointment (student seen w/in 24-hour period)
- Counselors assist and advise students about their academic, personal/social, and career needs.
- Parents are responsible for contacting the counselor concerning their child's course curriculum.

# School Counselors

Counselor	Caseload	Ext.
Rachel Blacker	Last Names A - Da	79824
Tanya Amoako	Last Names De - Jam	79826
Roman Jones	Last Names Jan - Pa	79843
Lonnie Brooks	Last Names Pe - To	79880
Yolanda Smith-Charlestin, Director	Last Names Tr - Z	79825

# College & Career Specialists

Counselor	Position	Extension
Cynthia James	College Information Specialists	79822
Allie Harris	Career Development Facilitator	79821
Tevin Spruill	Career Development Facilitator	
Michael Sumter	Work-based Learning Coordinator	79803

# Grade Classification

Grade	# of Credits Required
Freshmen	Promotion from 8th grade
Sophomore	5 (includes English I & 1 math unit)
Junior	11 (includes 2 English units & 2 Math units)
Senior	17 (includes 3 English units & 3 Math units)
Graduate	24 units (see next slide)



Many four-year colleges require 2 or 3 units of the same World Language for admission.

Freshmen, Sophomores and Juniors must register for minimum of 4 instructional blocks per year. Seniors must register for 2 instructional blocks, not including School-to-Work.

# Withdrawal Consequences

- **No Penalty:** students withdraw from a semester course within 5 days or a year-long course within 10 days of the 1st day of enrollment
- **WF (Withdrawal Failure):** received if student withdraws after No Penalty deadlines
  - Course grade will be replaced with WF
  - Grade of F will be calculated in students' overall grade point average
  - Penalty does not apply if course or course-level changes are initiated by administration.

# Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000

79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

# Report Cards 2023 - 24

## 1st Nine Weeks

August 8 - October 10

### **Report Cards**

October 16 - 20

## 3rd Nine Weeks

January 8 - March 15

### **Report Cards**

March 18 - 22

## 2nd Nine Weeks

October 16 - December 20

### **Report Cards**

January 8 - 12

## 4th Nine Weeks

March 18 - May 30

### **Report Cards Mailed**

Week of June 10

Click [HERE](#) to view the 2023-24 School Calendar

# Class Rankings, Transcripts, & College Apps

- **Class Rankings:** Based on grade point ratios computed for each grade level & at the end of the 10th, 11th, & 12th grades
- **Transcripts:** must be requested & processed through Parchment
  - Unofficial transcripts can not be given to students
- **College Applications:** School Counseling will mail college applications as long as the addressed envelope contains the appropriate postage.

# Alternative Academic Programs

**Career Prep Certification:** Career Prep student **must:**

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

# Alternative Academic Programs

## Virtual High School (Online Courses)

- Classes begin the 1st week of class enrollment
  - Failing to start a class on time or to show progress may be withdrawn by administration.
- Students must complete online courses by the deadline.
- Students who do not finish an online course will receive an F.
- See your School Counselor for course offerings.

# Alternative Academic Programs

## Special Services

- For parents who think that their child has some type of disability and is in need of special education, related services, or accommodations
- Contact their child's school counselor, the school psychologist, or the Intervention Assistance Team (IAT) coordinator
- It is the parent's responsibility to bring to the attention of the school any serious physical handicap their child may have.

# Coursework & Testing

Honors/Advanced Placement (AP)

Late/Makeup Work

Retake/Redo Policy

Examinations Policies & Types

Auditing Courses

Repeated Course Credit

# Honors & Advanced Placement (AP)

- Weighted heavier in determining the grade point average because...
  - Designed to better prepare a student for successful academic achievement in college.
  - Curricula are greater in depth, more difficult, and require more individual work on the part of the student for successful completion
- Enrollment in weighted courses requires teacher's approval.

# Late/Makeup Work

- **Late Work: only** be accepted the next class meeting & only penalized one letter grade
- **Makeup Work:** Only for students with excused absences, field studies, or school events
  - Student is responsible for making arrangements with teacher of course
  - Arrangements **must** be made within **three (3) days** of returning to school.
- **Excused absence on day of assignment is due?** Assignment must be submitted on 1st day student returns

# Late/Makeup Work

- **Excused absence on test day?** Arrangements must be made 1st day student returns
  - Makeup day will be at time convenient to teacher
- **Suspended on date assignment is due?** Student must make arrangements with teachers to make up work within time allowed
  - Failure to do so will result in zero (0) on the assignment(s)
- **Recommended for Expulsion (RFE)?** Students have the right to receive work from their teachers during the Disciplinary Hearing process

# Late/Makeup Work

- **RFE Requirements:**

- Assignments will be posted to Google Classroom.
  - Teachers must email parents & students listing the names of specific assignments students must complete.
- Students are required to access Google Classroom & complete assignments
- **Paper Copies Needed?** Parents will be notified by Discipline Secretary that hard copies of assignments/assessments are at the Front Desk

# Retake/Redo Policy

- Students must initiate the process with the teacher.
- Can retake/redo at least one summative assessment each quarter for each course
  - Students must attend at least one tutoring session with the teacher or after school **Monday - Thursday** from **3:45 - 4:45 PM** in the **Media Center**
- Must retake/redo assignment/assessment within two (2) weeks of the grade being posted in Parent Portal.
  - Retakes/Redos are given before school, after school, or during lunch.
  - Arrangements for before or after school transportation are the responsibility of the students and their parents.

# Retake/Redo Policy

- Alternate assignments may be required at the teacher's discretion as some scenarios are difficult to replicate
  - Examples: computer lab assignments, science lab experiments, projects, formal essays
- **Test Postponement:** Students who have 3 or more major tests assigned on the same day, may request to defer one tests so that no more than two tests are taken on the same day.
  - Students must email the Assistant Principal of Instruction, Mrs. Denise Fowler ([dfowler@richland2.org](mailto:dfowler@richland2.org)) at least one full day before exam is to be taken.

# Examination Policy

- All students **are required** to take exams at the end of the semester/year in every course.
  - **Senior Final Exam Exception:**
    - Teacher approval
    - Must have an C average or above
    - Cannot have more than 8 tardies
  - No student can exempt state-required exams.
- Missed Final Exam?
  - Must have approval from Assistant Principal of Instruction
  - Acceptable reasons to makeup final exams
    - Medical emergencies
    - Religious holiday
    - Death in family
    - Court subpoena

# College Readiness Testing

- **PSAT:** administered in October during the school day to all 9th & 10th, and registered 11th grade students
  - Students who take the PSAT during their Junior year may be eligible for the National Merit Scholarship
- **SAT & ACT:** administered in the Fall and Spring during the school day to registered 3rd or 4th year students
  - 4th Year students can only take these exams if they did not take them during their 3rd year of high school
  - Dates will be communicated throughout the school year. Click [HERE](#) for more information.
- **Test Prep Workshops:** Offered during the school year & focuses on test-taking strategies & tips to improve PSAT/ACT/SAT scores

# College & Career Readiness Testing

- **International Baccalaureate (IB) & Advanced Placement (AP) Exams:** all IB/AP students are required to take these exams
  - Failure to take these exams or leaving testing in the middle of the exam will result in final exam grade of zero & being charged the full price of the exam
  - Dates will be communicated throughout the school year.
- **WIN Career Readiness Test:** administered in the Fall and Spring during the school day to registered 3rd or 4th year students
  - 4th Year students can take the exam twice to improve scores on one or more sections of the WIN test
- **End-of-Course (EOCEP) Exams:** administer to all students enrolled in Algebra 1, Biology 1, English 2, and U.S. History
  - Counts 20% of the final course grade
  - Must be taken by the end of their 3rd year of high school

# Weekend Testing Dates

## SAT

October 7, 2023

November 4, 2023

December 2, 2023

March 9, 2024

May 4, 2024

June 1, 2024

[www.collegeboard.org](http://www.collegeboard.org)

## ACT

October 28, 2023

December 9, 2023

February 10, 2024

April 13, 2024

June 8, 2024

July 13, 2024

[www.actstudent.org](http://www.actstudent.org)

# Auditing Courses

- **Allowed when**
  - students met graduation requirements in content discipline
  - if space is available in the course
  - pre-requisite for course has been met
  - Principal discretion required when auditing course for any reason
- **Not allowed**
  - Auditing courses as a preview or for credit
  - Auditing EOC courses
- To auditing AP/IB courses, payment for corresponding tests required
- Same guidelines for dropping an audited course or adding it as a credit course will apply

# Retaking Courses

- Must retake a course the following school year after the first attempt of course
  - Must be at the same level of difficulty
  - Must be taken before enrolling in next sequential course (unless approval granted by Assistant Principal of Instruction)
  - Must complete entire course, including taking required final/EOC exam
- Carnegie unit courses taken in middle school may be retaken regardless of grade earned & during the 1st year of high school
- Transcript will reflect original course & repeated course & grades earned
  - Only one course attempt & highest grade earned for the course will be calculated in GPA.

# Graduation Policies

State High School Diploma

General Information

Senior Information

Highest Honor Graduates

Senior Soloists

Junior Marshals/Ushers

Dress

Ceremony

# SC High School Diploma

- regulated by the SC Board of Education.
- based on the satisfactory completion of 24 Carnegie units.

Language Arts: 4

U.S. History and Constitution: 1

Economics: 0.5

Government: 0.5

Other Social Studies: 1

Mathematics: 4

Science: 3

Physical Education or ROTC 1

Health Education: 0.5

World Language or Career &

Technology Education: 1

Computer Science Electives: 1

# General Information

- Graduation rehearsal will take place on the day of the Senior Assembly.
  - Attending the Senior Assembly is **mandatory** & **required** to participate in Graduation Ceremony.
- Graduation participants must purchase a “grad pack” (cap, gown, tassel, hood, and diploma cover) from the school-approved vendor.
  - Seniors will receive order information in the fall.
- Diplomas will be issued after the graduation exercises.

## General Information (cont)

- To participate in graduation exercises, students must
  - have earned 24 units required by the State Department of Education (see Slide 17).
  - clear all accumulated financial obligations and school debts by 4:00 PM on a specified date.
    - Diplomas & transcripts will be distributed when all debts are paid.
- Cav Cards will be distribute in May only when Seniors once all graduation requirements are met.

## Senior Information

- To participate in graduation exercises, Senior **must** complete Senior Survey by designated date.
  - Seniors who do not complete the survey will not participate in graduation exercises & will receive their diploma with the summer graduating class.
  - Seniors graduating in the summer do NOT have to complete the survey

## Highest Honor Graduates

- Graduating class number & 8 semesters of academic work are used for the purpose of determining Honor graduates
  - **Valedictorian:** Student with the highest academic standing (GPA)
  - **Salutatorian:** Student with the second-highest academic standing
  - **Other High Honor graduates:** Remaining top 10% of graduating class

# Senior Soloists

- Requirements
  - Must have paid all school debts
  - Must not have any Out of School suspensions and/or expulsions for all eight semesters.
  - Must have paid all applications fees for Senior soloists
  - Must audition & be available about one month before graduation.
- Vocalists and instrumentalists are invited to apply.
- Contact the Student Activities Director for more information

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**Junior Marshals:** Top 25 members of the Junior class, based on academic standing through five semesters

- Have a clear discipline record.
- Cannot be in a performing group during the graduation ceremony.
- Marshal sashes will be issued only to those who serve at a marshal function.

**Ushers:** top 10% of the sophomore class, based on academic standing through three semesters & a clear discipline record

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## Dress

- All graduates **MUST** wear regulation cap, gown, stole & dress shoes. Cap, gown, & stole cannot be altered in any way.
- All young men **MUST** wear ties & white dress shirts with a collar.
- Students will not be permitted to carry or wear any signs or slogans.

***The administration reserves the right to prohibit participation in graduation when it deems a student's attire unsuitable.***

# Ceremony

- Class speakers (2)
  - Selected by the Senior Class
  - Qualifications
    - Must have a minimum grade average of 80 for the semester preceding graduation, no school debts, & eligible to graduate as projected at eight semesters
    - Must not have any Out of School suspensions and/or expulsions for all eight semesters.
  - Speeches will be limited to 2 two minutes.
- **Other Speakers:** Valedictorian, Salutatorian, Senior Class President

# Attendance

Policies & Laws

Lawful vs Unlawful Absences

Consequences

Student Responsibility

Tardy Procedures & Consequences

Sign In & Sign Out Procedures

Early Dismissal/Late Arrival

# Policies & Laws

## SC Attendance Laws

- Students cannot miss more than days in a year-long class, 5 days in a semester course, and 3 days in a ½ credit course.
  - Includes absences documented with medical notes, funeral notices, out-of-school (OSS) suspension, or parent excuses (SC Code 59-65-90)
- After any absences, students must submit a medical or parent note within 5 days of the absence
  - After 5 days, the absence may be considered unlawful.

# Lawful vs Unlawful Absences

**Lawful Absences:** include but are not limited to absences

- caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others,
- due to an illness or death in the student's immediate family,
- due to a recognized religious holiday of the student's faith,
- Due to a medical/dental appointment or court appearance
- due to activities that are approved in advance by the principal (suspensions, school-related activities).

**Unlawful Absences:** include but are not limited to absences of a student without

- the knowledge of his or her parents
- acceptable cause with the knowledge of his or her parents.

# Student Responsibility

- When returning from an absence, students must submit all writing notes related to absence to the Attendance Office
  - Written notes can come from a parent/guardian, physician, & court-related official
  - Absence will be coded as SC-EX or SC-MED
  - All written notes **must** be submitted within 5 days of the absence.
- If proper documentation explaining absence is not received, it will be considered an unlawful absence & coded as SC-UNEX.

# Tardy Procedures & Consequences

- Helps ensure a minimum of interruptions in the educational process in each classroom. Student **must** report to
  - the nearest Tardy Station to receive a tardy pass before reporting to class.
  - class within 3 minutes of receiving the tardy pass.

## Consequences:

- Reporting late to school or class more than 30 minutes in a block class or 15 minutes in a ½ credit course will absence for the class.
- Will accrue 1 detention hour for every tardy accrued.
  - More than 10 tardies may result in Saturday School, In-School Suspension (ISS), or Out-of-School Suspension (OSS)

# Sign In/Sign Out Procedures

- Students arriving late to school must report to the Attendance Office & submit any written documentation they may have.
- Students will receive a tardy pass to class and a consequence based on the number of tardies they currently have
  - Only students submitting medical or court documentation will not be assigned a consequence for their tardiness.
- Students may appeal to their administrator within two days if they want to remove the consequence received for the tardy.
- Students may not sign-out after 3:20 PM
  - To sign out a student, parents/guardians must present a valid state/government issued identification card & be listed in PowerSchool as having rights to pick up student.

# Early Dismissal/Late Arrival

Students requesting these privileges must:

- sign an agreement stating they understand the rights & responsibilities of these privileges
- must leave campus immediately after being dismissed
- be on track to graduate or be promoted to the next grade-level
- Have secured their own transportation home
  - Students with Early Dismissal are prohibited from riding the bus home

These privileges will be revoked & students will be assigned to Study Hall if they

- violate one of the requirement above
- remain of campus after early dismissal or return to campus before 3:50

PM

# Discipline

Richland Two District Guidelines  
Offenses Prohibited At All Times

Policy J: Student Issues

Student Rights

Policy JICDA: Code of Conduct  
Harassment, Intimidation, Bullying  
Suspension/Expulsion Policy

# Richland Two Discipline Guidelines

- Ensures the safety of all students
- Essential that parents/guardians and students understand & comply with Richland Two's Discipline Guidelines.
  - **Behavior Misconduct:** activities engaged in by a student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which may disturb the classroom or school.
  - Guidelines apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

# Offenses Prohibited At All Times

Alcohol

Bullying/Intimidation/Harassment

Criminal Activities (Felonies & Misdemeanors)

Drugs/Medication not dispensed by Nurse

Gang Activities

Sexual Activities

Threats

Weapons

# Definition of Prohibited Offenses

- Students may not possess and/or distribute alcohol or drugs.
- All medicines must be dispensed by a school nurse or other designated personnel.
- All kinds of weapons are prohibited.
  - include, but are not limited to: knives; brass knuckles; guns; & tasers.
  - If a student realizes that he/she has an unauthorized item in his/her possession, then that item must be reported to school officials or the school resource officer immediately.
  - Students found in possession of a prohibited item before the student reports the unauthorized item will go through district disciplinary procedures to resolve the issue.

# Definitions of Prohibited Offenses

- **Felonies** may include, but not limited to, robbery, arson, and physical assault.
- **Gang Activities:** Gang activities or gang related activities may include, but are not limited to: the use of signs or drawings; dress or paraphernalia; beat-ins or beat-outs, and threats or intimidation.
- **Threats:** Threats may include, but are not limited to the use of profanity directed to students, faculty, or staff.

# Policy J: Student Issues

- Policy JI Student Rights and Responsibilities (Sexual Harassment of Students)
- Policy JIC Student Conduct
- Policy JICDA Code of Conduct
- Policy JICF Secret Societies/Gang Activity
- Policy JICFAA Harassment, Intimidation or Bullying
- Policy JICG Tobacco Use By Students
- Policy JICH Drug and Alcohol Use By Students
- Policy JICI Weapons In School
- Policy JK Student Discipline
- Policy JKD Suspension of Students
- Policy JKE Expulsion of Students
- Policy JKEE\* Urinalysis Drug and Alcohol Testing for Certain Expelled Students

# Student Rights

The following procedures are followed for any student accused of violating the Richland Two Code of Conduct (Code AR JICDA-R)

- Students must be given an oral or written notice of the charges against him.
- If student denies allegations
  - He must be given an explanation of the evidence that the authorities have; and
  - He must be given an opportunity to present his version of what happened.

# Policy JICDA - Level 1

- **Behavioral Misconduct:** activities engaged in by student(s) which tend to impede
  - orderly classroom procedures/instructional activities,
  - orderly operation of the school, or
  - the frequency/seriousness of which may disturb classroom/school
- includes conduct on school buses & other school sponsored activities
- Consequences include but are not limited to:
  - Verbal reprimand
  - Withdrawal of privileges
  - Detention
  - Other consequences as approved & communicated by administration

# Policy JICDA - Level 2

- **Disruptive Misconduct:** activities engaged in by student(s) that are directed against persons or property & consequences of which tend to endanger the health/safety of themselves or others in the school
  - May overlap certain criminal offenses, justifying both administrative consequences & court proceedings
  - Administration can reclassify Level 1 misconduct as Level 2 if the student engages in the activity more than 3 documented times
- Consequences include but are not limited to:
  - Temporary removal from class
  - Referral to alternative education program or outside agency
  - Suspension (in-school or out-of-school)
  - Expulsion
  - Restitution of property & damages, where appropriate
  - Other consequences as approved & communicated by administration

# Policy JICDA - Level 3

- **Criminal Conduct:** activities engaged in by student(s) that result in violence to themselves or to another person or property or which pose a direct & serious threat to safety of the student or others in the school
  - Usually require administrative actions which result in the immediate removal of student from school, intervention of school resource officer (SRO) or other law enforcement authorities, and/or action by board
  - Interventions may be used when student returns to school after suspension or strict probation

# Harassment, Intimidation, Bullying

- Richland Two Board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties
  - Cannot 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
  - Includes the 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.

# Harassment, Intimidation, Bullying

- 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 of students by District employees, other students, or third parties associated with schools is prohibited.
  - Employees are also prohibited from engaging in inappropriate conduct of a sexual nature towards students.
  - All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature.
- The District will take prompt, appropriate and responsive action to end sexual harassment or inappropriate conduct of a sexual nature, and to prevent its recurrence.
  - Teachers and school administrators are expected to report any allegation of sexual harassment of a student or inappropriate conduct of a sexual nature directed towards a student.

# Title IX & Sexual Harassment

- Title IX or sexual harassment complaints should be reported to either Dr. Terrance Alridge (ext. 79860 or [talridge@richland2.org](mailto:talridge@richland2.org)) or Dr. Melissa Myers (ext. 79839 or [mmyers@richland2.org](mailto:mmyers@richland2.org))
- Reports may be made anonymously.
- Complaints will be reported to the District Title IX Coordinator, Kelly Larkins (803.738.3338 or [klarkins@richland2.org](mailto:klarkins@richland2.org)) & will be investigated promptly & thoroughly.
- Students who file complaints or individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form.

# Suspensions & Expulsions

**In-School Detention (ISD):** alternative to all-day in-school suspension (ISS) or out-of-school suspension (OSS)

- Holds students accountable for their behavior at school/school functions
- Students given excused absence for class(es) & sent to the Refocus Room
- Students will complete assignments and tests while in the Refocus Room
- They can also participate in extracurricular activities

# Suspensions & Expulsions

**In-School Suspension (ISS):** alternative to out-of-school suspension (OSS)

- Holds students accountable for their behavior at school/school functions
- Students given excused absence for class(es) & sent to the Refocus Room
- Students will complete assignments and tests while in the Refocus Room, but cannot participate in extracurricular activities

# Suspensions & Expulsions

**Recommendation for Expulsion (RFE):** Richland Two policies and rules govern the disciplinary procedures that will be used to resolve any and all Zero Tolerance offenses.

- All school board policies are posted on the Richland Two [website](#).
- The board of trustees intends to provide due process to all students involved in illegal activities.
- Expulsions may be for one academic year, one calendar year, or may be permanent.
- If you have questions about any of this information, please contact your child's school or the District Office, 803.787.1910.

# Athletics

[General Information](#)

[Interscholastic Eligibility](#)

[Academic Eligibility](#)

[Participation Requirements](#)

[Students with Disabilities](#)

[Athletic Code of Conduct](#)

[Athlete Substance Abuse](#)

# General Information

Due to risk of serious injury that may result from athletic participation, RNE will use the following safeguards to inform parents & students of such risk & to make every effort to prevent injury:

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

# Interscholastic Eligibility

- SC State High School League (SCHSL) & Richland Two School Board Policy IDF & IDF-R determine athletic & extracurricular eligibility
- After school tutorial programs are available to help students & may benefit students who are trying to improve their grades to achieve eligibility.

# Academic Eligibility

**7th & 8th graders & 1st semester 9th graders:** eligible to participate in high school teams during the 1st semester

- Must have been promoted academically (not by social promotion)
- 7th & 8th graders must be doing satisfactory work at the end of the 1st semester to be eligible to participate in sports 2nd semester.
- 9th graders must meet SCHLS & district regulations

# Academic Eligibility

**10th - 12th & Repeating 9th Graders:** Must have passed a minimum of 5 Carnegie units applicable to high school diploma during the previous year

- Must have achieved an overall passing grade
- At least 2 units must have been passed during 2nd semester or summer school

**2nd Semester Eligibility:** Must meet one of the following conditions

- **Met 1st Semester Eligibility Requirements:** Must pass the equivalent of four,  $\frac{1}{2}$  units during 1st semester
- **Did Not Met 1st Semester Eligibility Requirements:** Must pass the equivalent of five,  $\frac{1}{2}$  units during 1st semester

# Requirements for Participation

## All documents must be submitted to the Athletic Director

- **Birth Certificate:** must be a certified state, county, or city birth certificate where student was born
  - Only required once
- **Physical Examination:** required yearly
  - Must be on SCHSL physical form & completed by licensed physician, physician assistant, or nurse practitioner
  - Covers all sports through June 30th
  - Examination must occur on or after April 1st of the previous school year

# Requirements for Participation

- **Richland Two Health Form:** must be signed by the student athlete & parent/guardian
  - Includes emergency contact information, parent permission to participate & assumption of risk, release of medical information, concussion acknowledge, & consent for medical treatment
- **Participation Fee:** \$50 yearly participate fee must be paid before student athlete is allowed to compete
  - Covers all sports for the current school year
- **Fees & Debts:** all previous year's fees & debts must be paid prior to participation

# Students with Disabilities

- **In Non-Diploma Program:** Can participate in interscholastic activities if he/she is successfully meeting the requirements of his/her Individual Education Plan (IEP)
- **Program Leads to SC High School Diploma:** Must meet all eligibility requirements previously stated for participation in interscholastic activities

# Code of Conduct

**Purpose:** Firm policy of enforcement necessary to uphold the regulations & standards of the Athletic Department

- Essential in maintaining a sound athletic program
- Welfare of students is a major consideration & transcends any other considerations

# Unacceptable Conduct Rule

Any conduct that results in dishonor to athlete, team, or school will not be tolerated

- Includes any act that involves student-athlete being detained by law enforcement or being charged with any violation of law other than minor traffic violations
- May result in the student athlete being placed on temporary suspension from athletic activities

# Unacceptable Conduct Rule

Additional suspension or or penalty may be assessed pending an investigation

- **Suspension:** athlete may not dress out or participate in athletic contest
  - May also include suspension from practice
    - Student athlete may still be required to attend practice
- **Dismissal from team:** student is no longer a part of the team

# Athlete Substance Abuse

- Health professionals believe that athletes perform best when they follow intelligent training rules
  - Rules include restriction of tobacco, alcohol, & any type of mood-modifying substances that produce harmful effects on the body
- RNE coaches are also concerned with health habits of our student athletes
  - Convinced that athletics & use of these substances are not compatible
- Athletes must understand that they cannot compromise athletics with substance abuse

# Athlete Substance Abuse Rule

- Any athlete using, buying, possessing, or selling alcohol , tobacco, or any illegal controlled substances may be denied participation in interscholastic athletics or face suspension from games/contests
- Enforced 12 months of the year
- Richland Two's Zero Tolerance Policy applies to any instance in which the athlete is representing Richland Northeast HS or Richland Two.

# Student Activities

General Information

Eligibility Requirements

Other Information

Fraternities, Sororities, & Political Campaigns

Solicitation & Advertising

# General Information

- RNE Student Government Association consists of 2 groups – Student Senate & House of Representatives
- Director of Student Activities handles all activities (assemblies, club meetings, fundraisers, dances, special events, & performances) & their scheduling
- Also publishes master calendar at beginning of each month
- Student Government Constitution prohibits student from serving as president (presiding officer) of more than one school organization/activity

# Other Information

- RNE clubs are open to students meet organization's academic &/or other requirements
- Administration encourages formation of new clubs/organizations not already available through the activities program
  - See Director of Student Activities for charter applications & other information
- The Student Activities Director must approve and sign **ALL** posters &/or advertisements displayed anywhere on campus.

# Eligibility Requirements

Candidates running for Student Government Office,

- exemplify RNE's Core Values
- have minimum grade point average of 70 for semester preceding election
- have no suspension from school during current year prior to election
- was not dismissed from Student Government Office during current year
- paid all school debts from previous years & school fees for the current year

# Elections

- President & Vice President will be elected on the same ballot
- Selection shall be made by plurality vote on the 1st ballot, providing that no more than four candidates offer for the position
  - If there are more than 4 candidates, there will be a 2nd ballot containing the names of the candidates in the top half according to the number of votes
  - 2nd ballot shall be decided by plurality vote
- Information about elections can be found in the Student Activities Room (E109)

# Fraternities/Sororities/Secret Organizations & Political Campaigns

- Fraternities/Sororities/Secret Organizations are strictly forbidden on campus or during school activities
- School personnel & students may not participate in out-of-school political campaign activities or distribute campaign materials while on school property during school hours
  - Restriction does not apply to school government campaigns & election activities

# Solicitation, Advertising, Fundraising

- No handbills, underground papers, flyers, & other handouts are permitted at school
  - Must receive permission from administration
- Any other form of solicitation & advertising is prohibited unless approved by Student Activities Director
- Only official groups chartered & sanctioned by RNE may engage in fundraising on campus
  - Director of Student Activities must approve all student fundraising projects in advance
  - Any student who engages in selling/fundraising without authorization is subject to disciplinary action.

# For Your Information

Technology

Students

Parents/Guardians

Health Services

# Technology

Electronic Communication Devices

ECD Violations & Consequences

1TWO1 Computing

Personal Devices

Media & Technology Center

# Electronic Communications Devices

- **Richland Two School Board Policy JICI**: Possession of electronic communication device (ECD) by student is privilege that may be forfeited by any student who fails to abide by terms & provisions of this policy, or otherwise engages in misuse of this privilege
- ECD: device that emits audible signal, vibrates, displays message/image or summons/delivers communication to possessor
  - Examples: cellular/wireless devices, pagers/beepers, personal digital assistants (PDAs), Blackberries/smartphones, Nooks, Kindles, laptops, & other e-readers, wifi-enable/broadband access devices, 2-way radios, video-broadcasting devices, & other devices that allow person to record/transmit on either real time/delayed basis, sound, video/still images, text, or other information.
  - **Earbuds worn to play music must only be used in one ear at time.**

# Electronic Communications Devices

- High school students may use ECDs before & after school, during lunch break, within “free zones” (as determined by principal), & as deemed appropriate by teacher & approved by principal for educational &/or instructional purposes ONLY
  - Any other use of wireless communications is considered misuse
  - Violation of this policy shall result in discipline as outlined in District Code of Conduct (Policy JICDA/JICDA-R).
- Student may not use ECDs to
  - access &/or view internet websites that are inappropriate or other blocked to students at school while on school property or at school-sponsored activity
  - Take pictures or record video/audio in locker rooms, restrooms, on school buses, or other district vehicles.
    - Classrooms are also included, unless deemed appropriate by teacher & used for educational/instructional purposes ONLY

# Electronic Communications Devices

- Student may not use ECDs to Capture &/or transmit test information or any other information in manner constituting fraud, theft, cheating or academic dishonesty
  - Likewise, students are prohibited for using ECDs to receive such information
- Students are prohibited from using ECDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidate (see **Policy JICFAA, Harassment, Intimidation, or Bullying**)
- **Students must use ALL ECDs in compliance with this policy as well as with Policy IJND/IJND-RS (Electronic Communication & Data Management).**

# ECD Violations

- Violations may result in disciplinary action &/or confiscation of ECD
  - Principal may allow refer matter to law enforcement if violation involves illegal activity (i.e. child pornography)
  - Discipline imposed in progressive manner based on number of previous violations &/or nature or or circumstances surrounding particular violation.
- Students, parents/guardians, teachers, & staff should be aware that district may take disciplinary actions against students consistent with **Policy JICDA/JICDA-R** regarding student conduct away from school grounds

# ECD Consequences

**1st Offense:** warning/confiscate device

- returned to student at end of school day

**2nd Offense:** confiscate device & returned to parent/guardian

**3rd Offense:** confiscate device & returned to parent/guardian

- Privilege to have device is revoked for remainder of school year

**4th Offense:** confiscate device & returned at end of school year

- Violation of policy shall result in discipline as outlined in Richland Two Code of Conduct (**Policy JICDA/JICDA-R**)

# ECD Consequences

- If ECD is confiscated, it will be released/returned to student's parent/guardian only after student complies with any other disciplinary consequences that are imposed
  - ECD will be marked in a removal manner with student's name & held in a secure location in the Discipline Secretary's office until retrieved by parent/guardian
  - Will not be searched or otherwise tampered with unless school officials reasonably suspect that search is required to discover evidence of violation of law/school rules
    - Search will be conducted in accordance with **Policy JIH, Student Interrogations & Searches**

# ECD Consequences

- Students are personally & solely responsible for care & security of their ECDs.
  - Richland Two & RNE recommend students not share ECDS unless it is for specific academic purposes
  - Richland Two & RNE assumes no responsibility for theft, loss, damages, or vandalism to ECDs brought onto its property or unauthorized use of such devices
- Review **Board Policy JICI: Use of Electronic Communication Devices in School**

# 1TWO1 Computing

- Goals
  - Improve student learning
  - Provide meaningful student engagement
  - Incorporate 21st Century Skills
  - Offer Project & Problem-based learning opportunities
  - Provide equity of access
  - Ensure privacy & safety of students
- **Richland Two Responsible Use Terms & Agreement** located in [Parent Portal](#)
- Technology infractions & consequences are located in [Policy AR - JICDA-R Code of Conduct](#)
  - Updated information about Chromebook technology, insurances, & resources can be found on [RNE Technology website](#)

# Personal Devices

- Students & parents/guardians are given opportunity to decline use of school-issued Chromebook
- Certain personal devices may not connect to district wifi
  - RNE & Richland Two assumes no responsibility in connecting these devices to RSD2-secure wifi account
  - Use of student's personal ECD is always optional
    - If student chooses to bring personal ECD to school, he/she is responsible for safekeeping
    - District & RNE are not responsible for damage, loss, theft, or any cost incurred in using personal ECD

# Media & Technology Center (MTC)

- MTC Hours: 8:20 AM - 4:00 PM
- Social acceptable behavior is expected at all times
  - Students who eat, drink, are loud, or otherwise create disturbances will be asked to leave MTC
- Students may use MTC before school, during lunch, & at close of school day without showing hall pass for admittance
- Students entering MTC during class time, must have pass
  - Groups of 5 or less students must have a pass listing all students' names on pass
    - Students not listed on pass will be sent back to class
- Students must sign in and out at Entrance computer

# Media & Technology Center (MTC)

- Student Aides may go to MTC once a week to do recreational reading
  - Must have pass from assigned teacher
  - May do library-related research
- Must show current school ID each time they check out books or other materials
  - Materials will be held for students who do not have ID
- Students can check out books for 2-week period
  - Unless requested by another person, books may be renewed for another 2-week period
- Students may borrow reference books & books on reserve

# Media & Technology Center (MTC)

- All students have access to Off-Site resources available on the Internet unless parent/guardian provides written statement to the principal
  - Procedures to access Internet are posted in MTC
  - Students who violate this agreement face disciplinary action
- Based on teacher recommendation, media director and principal approval, & completion of parent/guardian permission form, students may checkout selected types of equipment to complete assignments
  - Permission forms are available in MTC Office
  - Every new equipment checkout requires new permission form
  - Limited to overnight or weekend access ONLY
  - Students who do not comply with guidelines will be reported to administration for disciplinary consequence

# MTC Charges

- Students are responsible for clearing their debt
- Students with debts of any kind for more than 60 days may have borrowing privileges limited until debt is cleared
- Students who do not return items or pay debts before end of school year will have debt sheets placed in their records

**Overdue Fees: Books:** \$0.10 per day; **Reference Books:** \$0.50 per day

- Each week students are notified by email of overdue items/fines

**Lost Book Fee:** Current replacement cost of book plus \$5 reprocessing fee

**Lost Non-print media/equipment:** Cost to replace item at its current cost

# Technology Security Procedures

- There are installed security cameras in MTC to help control movement of books & audiovisual materials with greater accuracy
  - Ensures MTC materials are available when needed
- Security Procedures
  - All students must enter & exit MTC through doors facing Courtyard.
  - All materials must be properly checked out from Circulation Desk.
    - If materials are not properly checked out, alarm will sound
    - Students who triggers alarm due to inappropriate behaviors may face disciplinary action from administration
  - All students & staff using MTC are subject to book checks

# RNE Students

Cafeteria & Lunch Privileges

Locks & Lockers

Parking Regulations & Violations

Restricted Devices

Dress Code

# Cafeteria & Lunch Privileges

- RNE is closed campus
- Privilege of leaving campus during lunch is available to qualified Seniors & 2nd semester Juniors
  - Juniors qualifications based on academics, discipline, & attendance
  - Must leave campus via Senior Walk (walkway between Auditorium & Main Building) & return to campus on time for 3rd block
  - Must finish food in entirety before returning to campus
    - No off-campus food may be brought onto campus.

# Cafeteria & Lunch Privileges

- If student abuses privilege, administration may revoke off-campus lunch privileges
  - Parents who want their child to remain on campus during lunch, must establish this understanding with their child
- Students may not eat/drink in any part of school building, other than cafeteria, at any time
  - Students will be responsible for cleaning up after themselves
- All underclassmen must stay on campus during lunch
  - Violations of this policy will result in disciplinary action at discretion of administration
    - Seniors who help underclassmen leave campus for lunch will lose off-campus lunch privileges for minimum of one month
    - Repeated violators will lose these privileges for entire school year

# Cafeteria Regulations

1. Students must wear ID to receive lunch
2. Students must clear trays & food from tables after eating or disciplinary action will be taken
3. Disciplinary action will be taken for students who eat food before purchasing it, steal food, or cut in line.
4. Students must stay in courtyard area during lunch period.
5. Students may not loiter in hallways & gym areas.

# Locks & Lockers

- Students may not share lockers
- Locker Rental Fee: \$5
  - Additional \$5 fee charged to student account for lost locks
  - Locks not issued by RNE will be removed from lockers
- PE/Athletic lockers should not be used in place of regular academic lockers (i.e. no textbooks in these lockers)
  - Locks will be assigned by PE teacher
  - Students are encouraged to lock lockers using school issued lock while participating in PE class
- All lockers are the property of RNE & are subjected to search by administration
  - Anything left in lockers will be the property of RNE
- RNE will not assume responsibility for items taken from lockers

# Student Parking Regulations

- All students wishing to park on RNE campus must successfully complete Alive@25 before being issued parking decal. Also,
  - All school fees must be paid.
  - All textbooks must be returned or paid
- Parking decals cost \$25 & can be paid through parents' Parent Portal account or in the Fees Office (Rm A123 in the Main Building)
  - Parking Decals can also be picked up in the Fees Office
- **Academic Reward Parking Stickers:** Students earning all As or all As & Bs for previous school year qualify for special academic parking decal sticker
  - Cost: FREE (all As); \$10 (all As & Bs)
  - Students will park in areas labeled "All As" or "All As & Bs"

# Parking Rules

Students are to observe following:

- Speed limit in parking lot: 5 MPH
- Underclassmen are to park only in white-lined spaces not designated for faculty parking
- Seniors may park in orange-lined spaces
  - Once spaces are full, seniors will be required to park in spaces outlined by white spaces
- All parking spaces in lots adjacent to C & E buildings & the Gym are for faculty **ONLY**
- Students parking in faculty areas will have their parking privileges revoked & receive other disciplinary consequences

# Parking Rules

- After properly parking & securing their vehicle, students must leave the parking area
- Parking lots are off limits to students during the day, except during lunch for senior only or after dismissal from school
- Students are not allowed to use vehicles for lockers.
- **Senior parking decals are to be used for car owned by senior or senior's immediate family**
  - Underclassmen may not use senior decal, even if senior rides in their car
  - Seniors will forfeit their decal if it is used by underclassmen
- Parking decals are privilege & may be suspended as consequence for disciplinary infractions
  - Students with 8 or more tardies will have parking privileges suspended for quarter.

# Parking Violations & Fees

- Students violating parking/traffic regulations are subject to boot, loss of parking decal, disciplinary action, parking fines, &/or towing
  - Boot Removal Fee: \$25
  - Cars may be towed at owner's expense
- Any vehicles parking on campus illegally or without RNE parking decal will be booted
  - \$50 fine (\$25 boot removal fee & \$25 parking decal fee) will be required before boot is removed
- Replacement cost for lost/stolen parking decal: \$25

# Restricted Devices

- Items including but not limited to radios, CD players, skateboards, laser pointers, playing cards, dice, water guns, ECDs & electronic toys
  - Will be confiscated & returned at end of school day
- Large & 2- or 3-fingered rings, du-rags, bandanas, sweatbands, heavy chains, “mouth grills”, gang-related beads, earrings, & an other items that administration deems inappropriate or disruptive to learning environment
  - Will be confiscated & not returned
  - School will not assume responsibility for security of confiscated items

# Dress Code: Policy JICA-R

- Purpose: to establish basic structure for appropriate dress standards for students in Richland Two which will provide safe, orderly learning environment
- Students expected to dress, be groomed, & otherwise conduct themselves in such a manner that does not distract/cause disruption in educational program or orderly operation of school
  - Personal appearance & conduct of students should promote health & safety, contribute to climate conducive to teaching & learning, & protect positive image of district to community

# Dress Code: Policy JICA-R

- Administrators responsible for determining violations of this policy
  - Principal reserves right to amend any provisions that he/she deems to be in best interest of student or educational process
  - Board will review policy for any changes needed on periodic basis
- Administration will make final judgement on appropriateness of student's clothing, appearance, &/or display of symbols, messages, or statements on school grounds & reserves the right to prohibit students from wearing such items which lead to or may foreseeably result in disruption of or interference with school environment
- For specifics about dress code, see Policy JICA-R Student Dress

# Dress Code Violations

Violations of dress code will result in following:

- Administration will require student to remove articles/items, turn inappropriate clothing inside out, or change inappropriate clothing & make alternate clothing available for student to wear
- If, upon request, student refuses to follow administration's directive in accordance with Policy JICA-R, student will be sent to Refocus Room & parent/guardian will be contacted

# Dress Code Violations

- Repeated violations of Policy JICA-R will be treated as disruptive behavior in violation of student Code of Conduct
  - Violations of this policy will not carry over on student's discipline record to subsequent years
- Administration will determine amount of loss instructional time student must make up due to being out of class for dress code violations
  - Instructional time will be made up after school & at financial expense of student's parent/guardian so that teacher can remain & instruct student
  - Failure to do so may result in student repeating course(s)

# RNE Parents/Guardians

Parental Accountability

FERPA

Release of Student Info

Grievances & Complaints

Free/Reduced Meal Program

Fees & Debts

Bus Transportation

Bus Stop Safety Rules

Student Messaging

Visitors

# Parent Accountability

Richland Two Board encourages parental involvement in all areas of student life

- Parental involvement is essential to student success
- Deems mutual respect, trust, & effective communication between school & home to be fundamental to that success

# Parent Accountability Guidelines

Richland Two will observe the following guidelines

- Parents of students who have not reached 18 years old are required to accompany students each year to pick up registration materials & sign a contract stating their awareness & support of school policies
- School will notify parents/guardians of students experiencing academic difficulties
  - When applicable, information will be provided regarding workshops/seminars on parental assistance & guidance at home

# Parent Accountability Guidelines

- Administrators will notify parents/guardians of a disruptive student as soon as possible
  - In case of severe classroom disruptions, parents/guardians may be asked to come to the school to remove student or upon notification of parent, student will be transported home or to parent's worksite
- Parents will be given the choice to shadow students for a day in lieu of certain suspensions from school
  - Option only offered by administration for 1st suspension from school ONLY, & certain infractions will not be applicable.

# Parent Accountability Guidelines

- Parents/Guardians will attend a conference with administration & teacher(s) before the student is allowed to return to school on probationary status following an expulsion hearing.
- Parents/Guardians of student assigned to Blythewood Academy will be required to provide transportation to and from the Academy

# Family Education Rights & Privacy Act

## (FERPA)

- Affords parents & students over 18 years of age certain rights with respect to student's education records. Rights are:
  1. To inspect & review student's education records within 45 days of school receiving request for access
    - Parents/eligible students must submit written request to principal that identifies record(s) they wish to inspect
    - School official will make arrangements for access & notify parent/eligible student of time & place where records may be inspected.

## FERPA Rights (cont)

2. To request amendment of student's education records that parent or eligible student believes are inaccurate, misleading, or otherwise in violation of student's privacy right under FERPA
  - Parents/eligible students who wish to ask school to amend record should write to the principal (or appropriate school official), clearly identify part of record they want changed, & specify what it should be changed
  - If school decides not to amend the record as requested, school will notify parent/eligible student of decision & advised them of their right to hearing regarding amendment request.

## FERPA Rights (cont)

- Additional information regarding hearing procedures will be provided to parent/eligible student when notified of right to hearing
3. To privacy of personally identifiable information in student's education records, except to extent that FERPA authorizes disclosure without consent
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests
  - School official is person employed by school as administrator, supervisor, instructor, or support staff (including health or medical staff or law enforcement, school board member, person/company with whom school has outsourced services/functions it would otherwise use its own employees, parent/student serving on official committee (discipline/grievance) or parent/student/volunteer assisting another school official in performing his/her tasks.

# FERPA Rights (cont)

- School official has legitimate educational interest if official needs to review education record in order to fulfill his/her professional responsibility.
    - Upon request, school discloses education records without consent to officials of another school district in which student seeks/intends to enroll/already enrolled if disclosure is for purposes of student's enrollment/transfer
4. To file complaint with U.S. Dept of Education concerning alleged failures by school to complete FERPA requirements. Name & address of Office that administers FERPA are

**Family Policy Compliance Office**

**U.S. Dept of Education**

**200 Maryland Avenue SW**

**Washington, DC 20202-8520**

# Release of Student Information

- Individual student records are unavailable for public inspection
  - Information is available to student's parent/guardian or individual student of legal age
    - Federal allows disclosure of student information that would not generally be considered harmful or invasion of privacy
      - Considered "Directory Information" but it is not published in any kind of directory
- Directory Information includes student's name, address, telephone number, photograph, date & place of birth, major field of study, participation in officially recognized extracurricular activities & sports, weight/height of athletic team members, dates of attendance, degrees/awards received, & most recent school attended

# Release of Student Information

- Directory Information also allows Richland Two to include this type of information in certain school publications (i.e. yearbook, honor roll, school/district website, graduation programs, school/district plays, news media, armed services recruiting, scholarship opportunities
  - If parent/guardian or student of legal age objects to release of this information, they must notify the District Superintendent in writing within 15 days of receipt of notice
  - If no written notification of objection is received, district is free to release information as appropriate
- Use of any information by Richland Two is for promotion of our students' & district welfare
  - Any questions concerning student records should be directed to School Counseling Office

# Grievances & Complaints

- Students or their parents/guardians shall have opportunity to discuss with their teachers situations they consider unjust/unfair.
  - If incident remains unresolved, student/parent/teacher may bring matter to Principal's (or his designee) for his/her consideration & action
- If matter is still unresolved after procedure outlined above, it may be brought to Assistant Superintendent (or his/her designee) for consideration & action
- Any complaints that remain unresolved following action of district may be referred in writing to Richland Two School Board for review

# Grievances & Complaints

- Students who believe that they have been discriminated against on basis of sex, handicap, race, color, or national origin have right to process their complaints in accordance with procedures on previous slide
  - Additionally, when formal grievance is filed relating to sex & race discrimination, Title IX coordinator shall be consulted
  - Coordinator of Section 504 & Title I & II grievances (director of special needs & disabilities) shall be consulted in cases related to handicapping conditions & disabilities
- May be appropriate for concerns affecting group of students to be brought to attention of class officers &/or student council members for consideration & recommendation to Principal

# Free/Reduced-Price Meal Program

- Must complete application & return it to Cafeteria Manager at the beginning of every school year
- Applications are distributed to every student in 1st block during 1st week of school
  - Parents/guardians can also complete online application during Orientation
  - Students enrolling into RNE after school year begins, will receive application during enrollment
- Applications are evaluated based on family income chart
- Parents will receive written notification of eligibility & whether they qualify for Free or Reduced price meals

# Meal Prices

	<b>Full Price</b>	<b>Reduced Price</b>
<b>Breakfast</b>	\$1.25	\$0.30
<b>Lunch</b>	\$2.85	\$0.40

# Fees & Debts

- Fees Office (Rm A123; ext. 79806) is located in the Main Building
- Due at start of school year
- Money collected is used to finance RNE's instructional programs
- May pay by cash, check, money order, or credit/debit card
  - All checks should be made out to Richland Northeast High School & include student's ID number
  - All checks must have account holder's name, address, & telephone number
  - All returned checks will incur \$30 charge & will be turned over for collection

# Fees & Debts

- Student fees must be paid in full to participate in any extracurricular activities, including athletics, ROTC Drill Team, Model UN, overnight field studies, Junior/Senior Prom, & graduation
- Must also pay debts before purchasing parking decals or yearbook
- Fees/Debts can be paid before school, during lunch or after school
  - May not pay fees/debts during class time
- Students fees may be turned over for collection if not paid in timely manner
- Administration reserves the right to change this procedure at any time during school year

# Bus Transportation

- Ricing school bus is a privilege, not a right
- Shared responsibility of SC Dept of Education & school board to provide transportation system that is safe, economical & efficient
  - SDE furnishes & maintains bus fleet & approves bus routes
  - Richland Two School Board recruits, trains, & assigns bus drivers
  - Richland Two develops bus routes

# Bus Transportation

- Students who live within 1.5 miles of their school are not eligible for school bus transportation
  - Distance usually measures from edge of property/driveway where student lives to nearest entry point of school property
- School bus stops must be at least  $\frac{2}{10}$  of a mile apart
  - Routes cannot be altered to add bus stop or move bus stop unless student lives farther than  $\frac{1}{3}$  mile from existing stop
- Students attending school through Expanded Choice Program or a Magnet Program outside their school attendance zone not eligible for school bus transportation

# Bus Transportation Rules of Conduct

- School buses are extension of classroom
  - Require that student behavior on buses mirror behavior in classroom
- Students are required to obey bus driver instructions
  - Administrators are responsible for school bus discipline reported by bus drivers
    - Also responsible for assigning consequences for student conduct issues on buses

# Bus Transportation Rules of Conduct

- Students can only ride bus they are assigned to ride, based on location of their residence
- Students may ride another bus only when space is available & written request signed by parent/guardian & administrator is provided to bus driver
- Students may use only bus stop assigned to them
  - May not get on or off bus at any location other than their assigned stop unless written request signed by parent/guardian & administrator is provided to bus driver

# Bus Transportation Rules of Conduct

- Students must not signal/communicate with people outside of bus & must not be disrespectful to motorists/pedestrians around bus
- Students must be at bus stop prior to scheduled arrival of bus
  - Buses cannot wait for students to walk to bus but may delay for very short time due to inclement weather
  - Buses will stop only at bus stop 1st time bus passes stop during each route, even if bus passes stop again during route

# Bus Transportation Rules of Conduct

- When boarding at bus stop/school, students must board bus in orderly manner & move immediately to assigned seat
  - When departing bus, students must move in orderly fashion
- Students must sit facing forward & feet & legs must be out of bus aisle
  - Students are strictly forbidden from extending any part of their bod outside bus window at any time

# Bus Transportation Rules of Conduct

- Students may not transport any item on bus that cannot be safely secured in student's lap
  - Includes band instruments, lunch boxes, science projects, sports equipment, balloons, & fundraising items
    - All items brought on bus must be secured in student's lap for duration of trip
    - No item may be placed in aisles, under seat, in another seat, or on engine compartment cover

# Bus Transportation Rules of Conduct

- Book bags with handles that extend must have handle fully retracted
- Students may not sit on any item nor place any item behind them in seat
- Students may not bring open food/beverage containers on buses except when approved by administration
- Student may not bring animals on buses
  - Any time forbidden at school is also forbidden on buses

# Bus Transportation Rules of Conduct

- Students are not allowed to stand while bus is in motion
  - Limited numbers of students may be allowed to stand for first 20 days of each school year until routes can be adjusted to eliminate overcrowding
    - Maximum number of students in seat is 3.
- Students must not damage/deface any part of bus & must assist driver in keeping bus clean
  - Students may be required to close windows at end of day & during inclement weather

# Bus Transportation Rules of Conduct

- Students may not operate/tamper with emergency exits or roof hatches & may not operate service door
- Students should be quiet when bus stops at railroad crossings
- Pens, pencils, & other sharp objects must be stored inside book bags or carrying cases to prevent injuries on bus

# Bus Stop Safety Rules

- Students should stand away from roadway & clear of traffic at bus stops
  - Students must not stand/play in roadway
- Students should stand no closer than 5 ft from bus & wait until driver opens door before moving toward bus
-

# Student Messages/Contact

- Best way to get in touch with child: Call the school office (803.699.2800)
- Only messages of an emergency nature will be given to students
  - These messages can only those from a parent/guardian
- Students may use school phones to contact parents/guardians during school day with permission from administration.

# Visitors

- Must report to the Main Office
- Must provide a valid state-issued driver's license or identification card
  - Necessary for background check via Ident-a-Kid system
- Upon approval, visitor will receive visitor's pass
- Parents who wish to visit their child's classroom must request approval from school administration
  - Request must be received at least 24 hours before visit

# Health Services

Illness

Special Healthcare Needs

Medical Homebound Instruction

IHPs

504/IDEA

Medication

# Illness

- Students who become ill at school must get a pass from the teacher before reporting to the Health Room unless there is an extreme emergency
- If it is necessary to leave school, student must report to the Main Office
  - Before leaving school, parent/guardian must be contacted & student must sign out
- Under no circumstances may a student remain in the restroom
- Remaining in the Health Room for more than 30 minutes of a class block (or 15 minutes in a ½ credit course) will result in an absence

# Special Healthcare Needs

- Important that necessary healthcare information is shared with the appropriate district staff, including teachers on lunch duty, bus drivers, & cafeteria employees
  - Ensures healthcare services are provided so that students can remain at school during the school day & RNE can meet students' needs throughout the school day

# Medical Homebound Instruction

- Available for students who cannot attend school for a medical reason even with aid of transportation
- Physician must complete the Richland Two Medical Homebound form certifying that student has such a medical condition but may benefit from instruction
- **Homebound Coordinator:** Stephanie Catoe ([scatoe@richland2.org](mailto:scatoe@richland2.org) or 803.699.3500 ext. 69022) will decide whether or not to approve student from Medical Homebound services
  - Considers severity of student's illness/injury, length of time student will be out of school, impact that long period away from school will have on student's academic success, & whether student's health needs can be met at school

# Medication

- Must be left with and dispensed through the school nurse
- **SC Nurse Practitioner Act & Medical Practice Act:** healthcare provider's original signature (not a stamped signature) is required for **ALL** medication administration in Richland Two schools
  - Includes prescription, non-prescription/over-the-counter, topical, & herbal medications, eye drops, & cough drops
- Please talk to healthcare provider regarding medications that must be taken at school
  - Most routine medications can be administered before/after school hours
  - If required "as needed", healthcare provider must write the specific parameters for use of medication (i.e. Tylenol, Ibuprofen, rescue inhaler, etc)

# Medication

- All medications **MUST** be brought to school by parent/guardian in original factory packaging, prescription bottle/box
- Medications will NOT be administered at school without written permission from parent/guardian AND signature from healthcare provider
  - Parent/guardian is responsible for obtaining the physician's signature for medication to be administered at school
    - This is not the school nurse's responsibility
- For more information, please visit the Community & Parents tab on Richland Two website ([www.richland2.org](http://www.richland2.org))