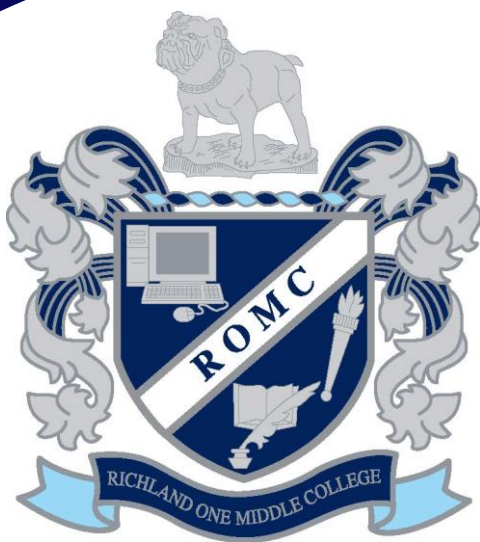


**Richland One Middle College
Parent/Student Handbook
2023-2024**



**316 S. Beltline Blvd.
Richland Hall Room131
Columbia, SC 29205
P: 803-738-7114
F: 803-738-7117
Dr. Carla Brabham, Principal**

About this Handbook

The Richland One Middle College Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools.

In order for our school to operate safely and efficiently, ROMC parents and students must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. The student handbook summarizes school policy and contains general guidelines and information.

In the event of a conflict between this handbook and a Richland County School District One (RCSD1) Board policy or regulation, the RCSD1 policy or regulation takes precedence and control. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and control.

This handbook's content may be changed from time to time throughout the school year. Richland One Middle College will provide notice of changes through writing and other formal communication. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact the building Principal.

VERIFICATION OF RECEIPT OF Richland One Middle College 2023-2024 PARENT/ STUDENT HANDBOOK

Student Name (Last, First) _____ Grade _____

Cell Phone Number _____ Email Address _____

As parent or guardian of the above-named student, I have read the guidelines adopted by Richland One Middle College, as outlined in the 2023-2024 Parent/Student Handbook.

Parent Name _____ Signature _____

Cell Phone Number _____ Email Address _____

Date _____

Attention Parents and Students,

Please read, sign, and return pages 3 and 6 to Mrs. Parrilla no later than August 28, 2023. An additional copy of page 5 can be found in the Appendix.





Richland One Middle College Discipline Code

TARDIES	
1 st Offense: Student Conference 2 nd Offense: Student Conference and Parent Notification 3 rd Offense: Early Morning Detention and Parent Notification 4 th Offense: Double Detention and Parent Notification 5 th Offense: Saturday Detention and Parent Notification 6 th Offense: Suspension Pending Parent Conference 7 th Offense: Suspension NOTE: Unexcused/unverified tardies of 15 minutes or more as well as suspected class cutting may result in automatic Early Morning Detention, Parent Notification and/or Suspension.	
CORPORATE IMAGE/DRESS CODE VIOLATION	
1 st Offense: Student Conference, Parent Notification and Required to change attire. 2 nd Offense: Required to Change Attire; Early Morning Detention and Parent Notification 3 rd Offense: Required to Change Attire; Double Detention and Parent Notification 4 th Offense: Required to Change Attire; Saturday Detention and Parent Notification 5 th Offense: Suspension Pending Parent Conference 6 th Offense: Suspension NOTE: Persistent and severe dress code violations may result in automatic Early Morning Detention, Parent Notification and/or Suspension.	
CLASSROOM DISRUPTIONS (TO INCLUDE UNAUTHORIZED USE OF ELECTRONIC DEVICES)	
1 st Offense: Student Conference and Parent Notification 2 nd Offense: Early Morning Detention and Parent Notification 3 rd Offense: Double Detention and Parent Notification 4 th Offense: Saturday Detention and Parent Notification 5 th Offense: Suspension Pending Parent Conference 6 th Offense: Suspension NOTE: Severe classroom disruptions may result in automatic Early Morning Detention, Parent Notification and/or Suspension.	
OTHER INFRACTIONS	
<ul style="list-style-type: none"> Horseplay/Excessive Hallway Noise Refusal to Obey Disrespectful Language and/or Gestures, Bullying Class Cutting Failure to Identify Self Upon Request Use and/or Possession of Tobacco Use and/or Possession of Unauthorized Electronic Devices 	<ul style="list-style-type: none"> Profanity Missing Detention Inappropriate Touching or Display of Affection Between Students Loitering in Unauthorized Areas Possession of Food or Drink in Unauthorized Areas
Please note that this list is not exhaustive.	

My signature below indicates my full understanding and agreement to adhere to the above stated Richland One Middle College Discipline Code.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____

Updated August 17, 2023

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Greetings from the Principal

Dear Bulldog Family,

It is both a privilege and an honor to greet you as the Principal of Richland One Middle College (ROMC) and to welcome you to the 2023-2024 school year. I trust each of you had a restful summer and that you are ready to embrace the infinite possibilities of a new school year.

Each year, we challenge our students academically, and as always, they rise to our level of expectation. The key to our success has been a productive home-school partnership. As partners we share the responsibility for our students' success, ensuring each student reaches their full potential. This year, I challenge the ROMC family to make our impact on the world **visible** through academic excellence and exceptional community services we aim to make our impact on the world visible, we will have available an abundance of resources provided by our sponsor, Richland County School District 1 (RCSD1) and host, Midlands Technical College. These resources will strengthen our efforts to continuously improve student achievement, professional learning, recruitment, marketing, and other applicable areas.

In preparation for the 2023-2024 school year, our teachers have spent several months perfecting research-based best practices to determine current skill levels of our students to set individual learning goals. Additionally, our support staff has spent most of the summer reviewing and revising policies, procedures, and print material to guarantee effective school-home communication. We are all excited to have students returning to fill our classrooms and hallways with their enthusiasm and energy for learning.

I am honored that you chose ROMC as your place of learning and we are confident that our program will provide the expected level of success.

Sincerely,

Dr. Carla Brabham
Principal

Richland One Middle College

VISION

Preparing innovative leaders of tomorrow by providing quality education today!

MISSION STATEMENT

Richland One Middle College at Midlands Technical College will improve student learning by providing all students with a rigorous and relevant academic program. Richland One Middle College will provide all students with increased learning opportunities that ensure students will develop a strong academic foundation and the technical and personal skills necessary to make a successful transition from high school to their post-secondary pursuits.

Personnel

RICHLAND ONE MIDDLE COLLEGE BOARD OF DIRECTORS

Dr. Erica Fields, Chairwoman
Dr. Tracy Dunn, Vice Chairwoman
Mrs. Inger Ferguson, Secretary
Mrs. Chanique Belton, Treasurer
Mr. Derrah Cassidy, Member
Dr. Rob Gilmer, Member
Mrs. Tracy Dixon, Member

RICHLAND COUNTY SCHOOL DISTRICT ONE (RCSD1) BOARD OF SCHOOL COMMISSIONERS

Mrs. Cheryl Harris, Chairwoman
Dr. Aaron Bishop, Vice Chairman
Ms. Angela Clyburn, Secretary-Treasurer
Mr. Jamie L. Devine, Parliamentarian
Ms. Tamika Myers
Mr. Robert Lominack
Ms. Barbara F. Weston

RCSD1 Administration

Dr. Craig Witherspoon, Superintendent
Dr. MiUndrae Prince, Executive Director of High Schools

ADMINISTRATOR/FACULTY/STAFF

Dr. Carla Brabham, Principal
Mr. Jonathan Dunn, English Instructor
Mrs. Shelia Jones, Student Success Specialist
Ms. Pamela Kimbrough, Special Services
Mr. Sean Livingson, Curriculum Specialist
Mr. Stephen Machuga, Social Studies Instructor
Mrs. Courtney Moody, School Counselor
Ms. Gloria J. Moody, Instructional Assistant
Mrs. Teresa Niles, Executive Assistant
Mrs. Sabrina Parrilla, Student Activities Specialist
Ms. Tiffany Pendleton, Science Instructor
Mr. Zellie Scott, Campus Monitor
Mr. Thomas Stephens, JAG Career Development Specialist
Mr. Fabien Tchomgo, Math Instructor
Ms. Tarita Williams, CSEP Administrative Assistant

CONTACT US

Main Office: (803) 738-7114 (Phone) (803) 738-7117 (Fax)
Midlands Technical College Information Phone: (803) 738-7743

Find us online:

Website: www.richlandone.org/romc

Facebook: <https://www.facebook.com/ROMCBulldogs>

Instagram: <https://www.instagram.com/richlandonemiddlecollege/>

Twitter: <https://twitter.com/romcbulldogs>

Link for ROMC Admissions Application:

<https://www.cognitofrms.com/RichlandOneMiddleCollege2/ROMCApplicationForAdmission>

SCHOOL COLORS

Columbia Blue, Royal Blue and White

MASCOT

Bulldog

ALMA MATER

(Sung to the tune of O'Walley, Walley/J. Leigh Watson)

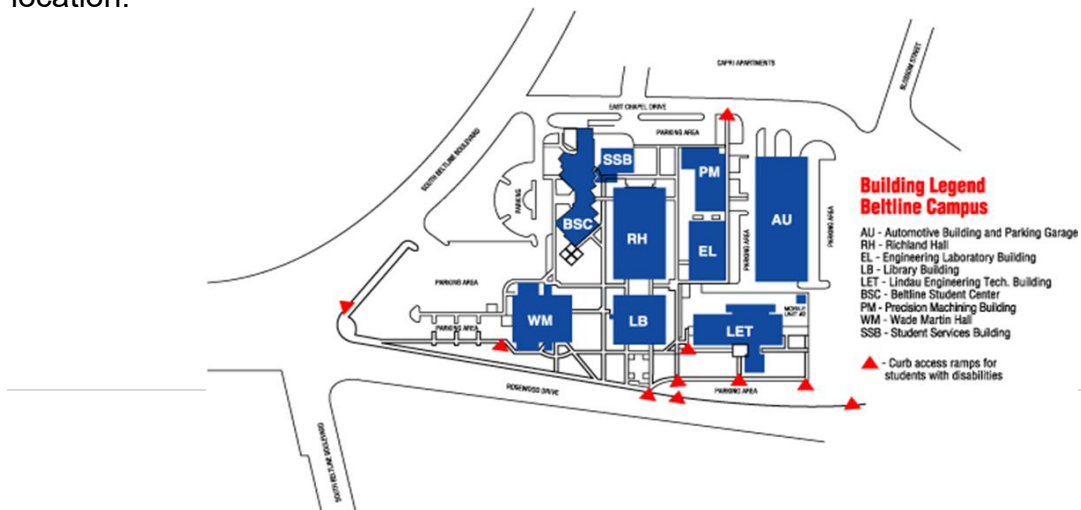
These golden days are fleeing by
Thus with our voices lifted high
We sing thy praise
Shout Victory!
A Bulldog ever, we will be!

We searched for truth
Thy knowledge streamed
And in these halls
We dared to dream

For endless years
We will revere
ROMC, hail thee we cheer!
ROMC, hail thee we cheer!

MAP OF CAMPUS

The East Chapel Drive parking area is the designated student drop-off and pick-up location.





Richland One Middle College



Faculty and Staff Directory 2023-24

Name	Title	Email	Room#	Ext.
Dr. Carla Brabham	Principal	carla.brabham2@richlandone.org	131-A	7124
Mr. Jonathan Dunn	English Instructor	jonathan.dunn2@richlandone.org	123	3460
Mrs. Shelia Jones	Student Success Specialist	shelia.jones2@richlandone.org	139-C	7109
Ms. Pamela Kimbrough	Resource Instructor	pamela.kimbrough2@richlandone.org	129	8462
Mr. Sean Livingson	Curriculum Specialist	sean.livingson2@richlandone.org	118	7118
Mr. Stephen Machuga	Social Studies Instructor	stephen.machuga2@richlandone.org	130	8463
Mrs. Courtney Moody	School Counselor Title IX Coordinator	courtney.moody2@richlandone.org	132	7116
Ms. Gloria Moody	Instructional Assistant	gloriajean.moody2@richlandone.org	139-B	7107
Mrs. Teresa Niles	Executive Assistant	teresa.niles2@richlandone.org	131	7123
Mrs. Sabrina Parrilla	Student Activities Specialist	sabrina.parrilla2@richlandone.org	139-A	7126
Ms. Tiffany Pendleton	Science Instructor	tiffany.pendleton2@richlandone.org	120	8457
Mr. Zellie Scott	Campus Monitor	zellie.scott2@richlandone.org	122	8459
Mr. Thomas Stephens	JAG Career Development Specialist	thomas.stephens2@richlandone.org	125	8461
Mr. Fabien Tchomgo	Math Instructor	fabien.tchomgo2@richlandone.org	133	8464
Ms. Tarita Williams	Administrative Assistant CSEP	tarita.williams2@richlandone.org	135-A	3465

Room	Room#	Ext
Bulldog Lounge	122	8459
Conference Room	135-C	7731
Bulldogs Helping Bulldogs	135-A	3465
Adjunct Classroom	129	8462

Updated August 6, 2023

Schedules and Calendars

Richland One Middle College
Regular Daily Schedule Monday-Friday

8:30am	Faculty/Staff Reports
8:30 am-9:25am	Team Meetings/Collaborative Planning
9:30am-11:00am	First Block
11:05am-12:35pm	Second Block
12:35pm-12:55pm	Lunch
12:55pm-2:25pm	Third Block
2:30pm-4:00pm	Fourth Block

Early Release Schedule

8:30am	Faculty/Staff Reports
8:30 am-9:25am	Team Meetings/Collaborative Planning
9:30am-11:00am	First Block
11:05am-12:35pm	Second Block
12:35pm-1:00pm	Lunch/Student Dismissal

Bulldog Family Meeting Day (Wednesday) Schedule**

8:30am	Faculty/Staff Reports
8:35am-9:25am	Team Meetings
9:30am-10:40am	First Block
10:45 pm-11:15pm	Advisory Meetings
11:20am-12:35pm	Second Block
12:35pm-12:55pm	Lunch
12:55pm-2:25pm	Third Block
2:30pm-4:00pm	Fourth Block

Policies and Procedures for Students

Policies and procedures for Richland One Middle College students are adopted from and aligned with the Richland One Middle College Charter document and Richland County School District One Student Code of Conduct.

ACADEMIC RECOGNITION/AWARDS

ROMC students who excel in their academic and extra-curricular pursuits are recognized at various intervals throughout the academic year. These awards/honors include, but are not limited to the following:

- **ACADEMIC & CAREER EXCELLENCE (ACE) AWARDS NIGHT**—an end of the year celebration which marks the culmination of academic and extracurricular accomplishments of all students.
- **GRADUATE HONOR CORDS**—an end of the year recognition for each academic discipline as well as service learning and other extracurricular activities of graduating seniors.
- **HONOR ROLL**—a quarterly recognition on the ROMC website and in The State Newspaper.
- **NATIONAL HONOR SOCIETY**—a membership organization based on a student's satisfactory fulfillment of the four requirements of scholarship, leadership, service and character and a maintained GPA of 3.5 and higher.
- **PERFECT ATTENDANCE HONOR ROLL**—a semester and end of the year recognition of a student's commitment to attend classes every day of the academic year.
- **VALEDICTORIAN AND SALUTATORIAN AWARDS**—graduation recognition awarded to the top two academic performing students of the senior class.

ACADEMIC DISHONESTY

Richland One Middle College (ROMC) will adhere to a zero-tolerance policy regarding academic dishonesty.

Academic dishonesty includes but is not limited to the following:

- Copying someone else's class work, homework, quizzes or other graded work or tests (or knowingly giving your own work to someone else).
- Plagiarizing
- Using unauthorized testing aids, including electronic or other devices that can be used for communication, timing, or imaging. These devices include, but are not limited to cell phones, headphones, watches, electronic translators, tablets, or any electronic imaging or photographic devices.
- Asking, receiving, or communicating information about the contents of a test.
- Submitting work that is not your own.

Consequences—degree of consequences is subject to case-by-case review.

- Automatic zero on the assignment
- Parent conference
- Discipline referral, which may lead to detention, additional hours of mandatory community service, or suspension.

ATTENDANCE

Attendance requirements are the same as Richland County School District One's requirements.

1. The following are **lawful absences**:

- Cases of extended or chronic illnesses certified by a physician
- Absences due to health-related conditions, approved by the Principal or their designee (i.e. medical, dental, or clinic appointments, or short-term illnesses that do not require the services of a medical practitioner)
- Cases in which attendance at school would endanger the health of the student or the health of others as determined by the Principal (e.g., prevention of a flu epidemic)
- Serious illness or death in the student's family, which includes parents, siblings, children, grandparents, uncles, aunts, cousins, nieces, nephews and any relative who lives in the student's home or for whom the parent has a bona fide responsibility. These absences are limited to three days unless approved by the Principal or designee
- Absences due to recognized religious holidays

- School-related activities approved by the Principal or Principal's designee
 - Short-term suspension from school
 - Other absences that are approved in advance by the Principal or Principal's proxy
2. In all cases of lawful (excused) absences, the student shall be given an opportunity to make up the schoolwork missed. Make-up assignments for excused absences must be completed and submitted to the instructor within three school days after the student returns to class. In cases of extended illness, instructors may provide additional time for students to complete assignments. Instructors also may schedule make-up examinations beyond five days.
 3. The following are considered **unlawful absences**: any absence from school without acceptable cause (acceptable cause is what is considered to be lawful according to the section above), with or without the knowledge of the student's parents.

RICHLAND ONE MIDDLE COLLEGE ATTENDANCE INFORMATION AND PROCEDURES

1. Students must attend every class every day. Students are allotted **5** total absences (whether excused or unexcused) in a 1/2 credit course and **10** total absences (whether excused or unexcused) in a 1 credit course before losing credit.
2. For every absence from school or class, including those that occur because of early dismissal, a written reason for the student's absence must be submitted by the parent or guardian to the main office no later than TWO days after the student returns to school. Should a student be absent more than two consecutive days, the parent should notify the attendance office on the morning of the third day with the reason for the extended period of absence?
3. Students may receive early dismissal for the following reasons: medical or dental appointments, family emergencies (determined by a school administrator), legal or court appointments, death in a family, or illness. If a student becomes ill during the school day, the student **MUST** report to the attendance office to sign out.
4. The parent or guardian must grant permission to the attendance office's personnel before the student is allowed to leave/sign out for early dismissal.
5. Students who arrive late to school should report directly to the attendance office or designated area.
6. Students who suffer from chronic illness should obtain a physician's note at the beginning of the school year to place in the attendance file. Parents should contact the guidance department concerning the guidelines for homebound instruction.
7. Student attendance at approved school-sponsored events during the school day will not be considered as an absence from class. Students participating in a school-sponsored event should file the appropriate form with the sponsoring instructor prior to the event. The instructor will document the attendance of the student at the event with the main office.
8. Any student who has 5 consecutive unexcused absences or 10 cumulative unexcused absences at any point during the school year is considered truant and a truancy petition will be filed with the Richland County Family Court. The parent/guardian will be notified by certified mail.
9. Tardies: Students missing more than 40 minutes of instructional time will be considered absent for that class period. Students will need to report to the main office for a tardy pass.

PARENT NOTIFICATION ABOUT ATTENDANCE

The following information pertains to all day absences, whether consecutive or accumulative:

Parents will receive a non-certified letter for every third (all day) unexcused absence a student accumulates. This letter requests that the parents come into the main office to complete an Attendance Improvement Plan (AIP) for the student. If the parent does not schedule and complete an AIP within ten (10) days, the information is forwarded to the school's administration, which will make an attempt to locate the parents.

Once a student has a total of five consecutive, unexcused absences at any point in the school year, or a total of at least ten cumulative absences at any point in the school year, petition papers are sent via certified mail to the parents and a petition is filed in Family Court. Family Court will contact the parents regarding a court date.

AUTOMOBILES

Students that have their driver's license may drive to school provided the student is doing so in accordance with the student parking policies Midlands Technical College.

1. Students must park in the areas designated for students by Midlands Technical College and ROMC.
2. Students will not be allowed to sit in their cars when they are parked in the parking lot before school or during lunch.
3. It is understood that vehicles parked on school grounds are subject to search by Midlands Technical College and ROMC school officials, based on reasonable suspicion of drugs, alcohol or weapons. Students refusing to allow vehicle search will forfeit driving privileges the remainder of the year.
4. The school IS NOT liable for damage caused by weather or other sources.
5. Students who drive to ROMC are not permitted to transport students off campus without written permission from both sets of parents to do so. This permission must be on file in the office.

BEFORE AND AFTER SCHOOL POLICY

The hours of operation for Richland One Middle College are from 8:30am-4:00pm Monday through Friday. It is highly recommended that students are only on campus during our regular hours of operation.

CELLULAR TELEPHONE AND ELECTRONIC DEVICE USAGE

Cellular phones, headphones/ear buds, are **prohibited** during instructional time. Cell phones are not to be seen or heard and should remain in the OFF mode. If any phone or electronic device is visible or audible for ANY unauthorized reason, it may be confiscated and returned only to a parent. In accordance with the Richland District One Discipline Code, the school is not responsible for any loss or damage of these items.

Should your student need to contact you, they will be granted access to the phone located in the main office. Likewise, if you should need to contact your child in case of an emergency, you may call the main office at 803.738.7114, and the office will get a message to your child.

Electronic cigarettes and any other vaping devices are prohibited.

CODE OF CONDUCT/DISCIPLINE

Richland One Middle College's disciplinary procedures are governed by Richland One Discipline Code of Conduct, the Midlands Technical College safety procedures, and South Carolina Laws. Our goal at ROMC is to provide a welcoming and safe learning environment where honor and respect for self and others is number one. Following the rules, regulations, safety plans, and laws put in place for a healthy learning environment are key to achieving our goal. Each student will receive a copy of the Richland One Discipline Code of Conduct Handbook. Please refer to this handbook for complete details of disciplinary procedures and policies. Parents are asked to read, review with their students, and acknowledge understanding and consent to the responsibilities outlined therein by returning the signed form in the Discipline Code handbook to the ROMC Student Activities Coordinator. Additionally, an ROMC addendum to the Discipline Code handbook may be found in **Appendix -- B**.

DRESS CODE: DAILY AND CORPORATE ATTIRE

Students are expected to wear clothing that is appropriate as dictated by the scholarly culture of ROMC. Should a student's dress fall outside the boundaries of what the administration, faculty, or staff deem to be appropriate, the administration will have the right to send a student home to change his/her clothes. Any missed school time and assignments will be the responsibility of the student. Repeat offenses may lead to additional disciplinary actions up to and including suspensions.

Any attire that the administration deems unsafe or detrimental to the learning environment will be considered

inappropriate. The following guidelines should be adhered to:

- 1) Shoes must be worn at all times.
- 2) Clothing with tobacco products, obscenities, alcoholic beverages, illegal substances, inflammatory, or gang-related material will not be allowed.
- 3) Sunglasses may not be worn in any inside area.
- 4) Tube tops, spaghetti straps, halter-tops, or other attire which expose the midsection, cleavage, or back will not be allowed.
- 5) Shorts and skirts should be of appropriate length. Rule of thumb: When standing with feet together and arms at your side, shorts or skirts should extend to or lower than fingertips.
- 6) All clothing should fit appropriately. Avoid excessive tightness and/or bagginess.
- 7) NO HEADWEAR may be worn in any inside area – this includes baseball hats and caps, bandannas, sweatbands, do-rags, hairnets, scarves, wrap caps, etc. (exception for religious beliefs)
- 8) NO UNDERGARMENTS SHOWING.

CORPORATE IMAGE/PROFESSIONAL DRESS CODE

The Richland One Middle College Corporate Image Uniform Dress Code cultivates an atmosphere of structure and order, contributing to a quality learning environment for all students. This dress code is an inexpensive way to clothe students and put the focus on learning and academic success. ROMC observes Corporate Image Day every Wednesday.

The Corporate Image Uniform Dress Code applies to all students every Wednesday, excluding exam days. The only exception will be on days that are announced in advance. All of the items listed below may be purchased at major department stores, Burlington Coat Factory, TJ Maxx, Marshalls, Ross, Walmart, Citi Trends, Goodwill and other discount stores.

Having a separate day designated for corporate attire is not an indication that anything less than appropriate dress is acceptable on other school days. A designated day to monitor students' dress allows for practice in the discipline of corporate dress, as well as, provides an opportunity for individual coaching. **All clothes must be clean, ironed/pressed and in good repair.**

NO HEADWEAR may be worn in any inside area – this includes baseball hats and caps, bandannas, sweatbands, do-rags, hairnets, scarves, wrap caps, etc. (exception for religious beliefs)

WHAT TO WEAR	
<ul style="list-style-type: none"> ◊ Oxford long, three-quarter or short sleeved shirt or blouse ◊ Skirt ◊ Slacks ◊ Dress ◊ Any dress shoe that is secure on the foot ◊ Sweaters (cardigan or pull over), blazers/ jackets or coats 	<ul style="list-style-type: none"> ◊ Oxford short or long-sleeved shirt ◊ Tie required ◊ Waist-fitted slacks with belt ◊ Any closed-toe, closed-heel dress shoe that is secure on the foot ◊ Solid black, brown or navy ◊ Sweaters (cardigan or pull over), blazers/ jackets or coats
KEEP IN MIND	
<ul style="list-style-type: none"> ◊ No exposure of cleavage, midribs, belly, lower back or under garments when the student is sitting, standing, bending or moving. ◊ No visible piercings or tattoos. ◊ Skirts should not be shorter than 2 inches above the top of the kneecap. ◊ Shirrtails must be completely tucked in, all the way around, at No all times. ◊ Pants should not fall below the waistline. 	
WHAT NOT TO WEAR	
<ul style="list-style-type: none"> ◊ Jeans, joggers or cargo pants ◊ T-shirts ◊ Athletic Wear ◊ Shorts/Skorts ◊ Beach or street wear shoes (i.e. flip flops, sneakers, etc.) 	<ul style="list-style-type: none"> ◊ Hoodies ◊ Hats/bandannas ◊ Hip-huggers, jeggin gs/footless tights ◊ Halters, spaghetti straps, tube tops ◊ Stiletto or spiked heels

FIELD STUDY PERMISSION FORM

Field studies are a part of the educational experience at ROMC. Behavior is expected to be consistent with the culture and values of ROMC on all field studies. Corporate Image Attire is expected, unless otherwise instructed. A student's failure to attend a scheduled field study counts as an absence. Please detach, complete, and return the blanket field study permission form provided in **Appendix – B**.

GRADES

The Richland One Middle College will follow the South Carolina Department of Education's uniform grading scale as outlined below:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69*
F = 51– 59*

* ROMC has HIGH expectations for all students. Any student participating in our dual enrollment program and other special activities must maintain at least a "C" average in all classes.

**LATE WORK/MAKE-UP POLICY:

Late Assignments Ten points will be deducted from the grade of any assignment that is late. An additional ten points will be deducted per day that the assignment is not submitted. After three class days, the assignment will no longer be eligible for grading.

Make-up Assignments If a student is absent, he/she is responsible for all the notes and assignments on the day(s) he/she is absent. A student has three days to make up any missed work. Students must schedule an appointment with the teacher to make up a test. Announced tests must be made up as soon as possible.

Please see Mrs. Niles, the attendance secretary, for a re-admittance slip prior to returning to class after an absence.

GRADUATION INFORMATION AND REQUIREMENTS

ROMC awards SC high school diplomas upon successful completion of the required course work as prescribed by the State Department of Education. To receive a state high school diploma, the student who entered high school after 1997 shall earn a minimum of 24 units.

<i>English</i>	4 units
<i>Mathematics</i>	4 units
<i>Laboratory Sciences</i>	3 units
<i>Other Social Studies</i>	1 unit
<i>U.S. History</i>	1 unit
<i>Economics</i>	½ unit
<i>Government</i>	½ unit
<i>Physical Education or ROTC</i>	1 unit
<i>Computer Science</i>	1 unit
<i>Foreign Language/CATE</i>	1 unit
<i>Electives*</i>	7 units

* At ROMC all students must take **personal health**.

SCHOOL COUNSELING SERVICES

The school counselor provides comprehensive guidance services, including Richland County School District's model to encourage continuous student growth in three broad dimensions: Learning to Live (Personal/Social Development); Learning to Learn (Academic Development); and Learning to Work (Career Development). For detailed information regarding the school counseling, please reference the Richland One Middle College Guidance Handbook located in **Appendix – A**.

HEALTH SERVICES

No nurse will be on duty for ROMC. Any student feeling ill must report to the attendance office and must be picked up by a parent or guardian. Medication will **NOT** be administered by ROMC faculty or staff at any time for any reason. In the event of an emergency, 911 will be contacted and students will be transported, at the discretion of first responders, to the nearest available medical facility. ROMC does not assume any responsibility for emergency transport or treatment.

IDENTIFICATION CARDS

Identification cards are issued to students free of charge. Students must pay a \$5 fee for each replacement ID card. In addition, MTC Campus Security routinely checks identification in support of monitoring and maintaining campus security. Therefore, students are required to carry their ID cards at all times.

INCLEMENT WEATHER

RICHLAND ONE MIDDLE COLLEGE WILL FOLLOW THE EMERGENCY PROCEDURES OF RICHLAND SCHOOL DISTRICT ONE AND MIDLANDS TECHNICAL COLLEGE-BELTLINE CAMPUS. THEREFORE, IF MTC IS CLOSING EARLY OR CLOSES FOR THE ENTIRE DAY DUE TO WEATHER OR OTHER EMERGENCIES, ROMC WILL BE CLOSED AS WELL. SHOULD A CONFLICT ARISE BETWEEN THOSE ENTITIES REGARDING SCHOOL CLOSURES, ANNOUNCEMENTS WILL BE POSTED THROUGH SCHOOL MESSENGER, THE SCHOOL WEBSITE AND/OR SOCIAL MEDIA.

FUNDRAISING

Throughout the school year, it may become necessary to conduct fundraising campaigns on behalf of Richland One Middle College for the purpose of giving to other charitable organizations or to fund special programs and events. Any individual or group who intends to generate a fundraising campaign on behalf of Richland One Middle College must obtain prior written approval from the Principal.

LUNCH SERVICES

A free lunch option will be available to all students who wish to participate. Additional options may be available at a nominal cost; however, purchased items will be on a cash only basis (no credit).

KEYSTONE / CAPSTONE PROJECT

The Keystone and Capstone Projects are semester-long, junior and senior research projects respectively. Generally Keystone and Capstone Projects are conducted while students are enrolled in English III and English IV classes; however, students who are not enrolled in English for the academic year are required to complete the project independently.

Keystone (Grade 11)	Capstone (Grade 12)
<ul style="list-style-type: none"> ◇ Development of an e-portfolio ◇ Development of a career exploration research paper ◇ Presentation of findings 	<ul style="list-style-type: none"> ◇ Development of research paper of an issue that involve student's career choice ◇ Development of a product or proposal that will address the issue ◇ Presentation of findings

PARENTAL ENGAGEMENT:

Richland One Middle College expects each parent/guardian to play an integral role in the academic/career success and personal development of his/her student. Because of the unique setting of Richland One Middle College, a strong commitment is necessary to make this partnership a success.

Parents/Guardians agree to the following:

- Volunteer two hours per month to support school and student activities. (If parents are unable to maintain this commitment, they will be asked to identify an adult advocate who provides a positive influence in the student's life to volunteer time with the school to fulfill this commitment.) **See Appendix – B for Parent Volunteer Form.**
- Participate in parent/teacher progress conferences.
- Participate in student events or activities related to the Individualized Graduation Plan (IGP) and Junior/Senior Keystone/Capstone Projects.
- Attend designated school meetings.
- Maintain awareness of the student's attendance.
- Read and discuss the student/parent handbook with the student.
- Support fully the code of conduct and discipline policies of the school.
- Communicate with the school about any suggestions/observations that you feel will improve the school.
- Serve as a community liaison/representative when needed.

PARENT AND STUDENT E-COMMUNICATION:

PARENT PORTAL – Parent Portal is student academic and attendance information gateway for parents to keep abreast of daily progress, quiz information, test scores, classwork, homework, and missed assignments. Parents may also set up options on their computer to receive daily or weekly updates. Portal usernames and passwords are sent home with student at the first interim reporting period.

SCHOOL MESSENGER- Richland One Middle College utilizes a communication system called **School Messenger**. When you register your child to attend school, you consent to receive these communications. Your contact information, including phone number, email address, cell phone, etc., are obtained from Student Records and used to send messages from schools through phone calls, emails, and text messages. You will receive messages from the School & District that may include:

- School closures
- Emergency Information
- Attendance reports
- General announcements

PTSO (Parent, Teacher, Student Organization):

The PTSO is a very vital part of the Richland One Middle College. We rely on the involvement of all stakeholders to make sure that it is fully functional. As with all parental engagement, your participation is essential.

Additionally, the involvement of students and teachers is needed to insure the organization's success. Membership fees for the PTSO are \$10 for parents, \$5 for teachers, and \$2 for students.

PARENTAL PERMISSION TO LEAVE CAMPUS

Students are not permitted to leave campus during lunch and/or **any** free period without the written authorization of their parent/guardian. This authorization must be in the form of a signed Richland One Middle College "PERMISSION TO LEAVE CAMPUS" document. This document will be issued at the time of enrollment and is renewable per semester. No handwritten notes or verbal communications will be accepted in lieu of this document. Additionally, parents are still required to sign students in and out for absences occurring during instruction time. (**See document for terms and conditions of agreement.**)

REPORT CARDS

First through third quarter report cards will be sent home with students. Fourth quarter report cards will be mailed to the home address on file via U.S. mail.

REQUESTS FOR STUDENT INFORMATION

Any requests for student information (i.e. verification of enrollment, transcripts, etc.) must be submitted in writing. Please allow 72 hours for completion of forms. Any requests submitted after 2:00pm will not be processed until the following business day.

SPECIAL EDUCATION SERVICES

Richland One Middle College offers Special Education support services to students with Specific Learning Disabilities. These services are provided in a resource classroom setting where students receive additional support in the areas of reading, math, and writing. The Richland One Middle College Special Education Case Manager in collaboration with the Teachers, Guidance Counselor, and Administrators work diligently to ensure that all students with disabilities have access to the general education curriculum as well as fully participate in the regular education environment.

STUDENT FEES

A ROMC student fee schedule agreement can be found in **Appendix - B**. All ROMC student fees are due no later than **December 31**. Please be aware that additional fees may be assessed from student nutrition services and/or previous schools that students have attended. Graduating seniors will not be allowed to participate in ROMC's graduation ceremony until **ALL** fees and debts have been paid in full.

STUDENT SUCCESS COMMUNITY SERVICE PROGRAM

Students are required to perform community service throughout the year, special recognition will be given to students who meet community service benchmarks.

- Complete a minimum of 45 hours per academic year. (*These are hours of service inclusive of those completed in school through school-wide days of service.*) Students wishing to graduate with Community Service Learning Honors must successfully complete an additional 45 or more hours of service. (*Reference **Appendix - C** for complete details*)
- Complete community service journal as assigned – (*Reference **Appendix - C** for Service Learning Journal Criteria*)
- Complete an interest inventory and learning style inventory to begin to develop ideas regarding life beyond high school. This will be completed in SCOIS.
- Attend Student Success Seminars in which students receive professional development and coaching in workplace competencies and life skills.
- Participate in Internships/Mentorships and Workplace Shadowing whenever possible as identified by the Student Success Coordinator in cooperation with local business and industry.

TRANSPORTATION

Parents/Guardians are responsible for ensuring students are transported to and from school in a timely manner. Student transportation will NOT be provided Richland One Middle College.

VISITORS

All visitors must report directly to and sign in at ROMC main office (Richland Hall 131), where they will be required to present state issued identification.

WITHDRAWAL OF STUDENTS

If a student voluntarily or involuntarily withdraws from Richland One Middle College, he/she must notify the attendance office, make an appointment to withdraw, and secure proper forms. These forms must be completed in their entirety before students can be properly released. All books and technology (with accessories) must be returned in good condition. Debt slips must be issued for any outstanding debts. Permanent record information will NOT be sent to schools or agencies until all obligations are clear.

Appendices

RICHLAND ONE MIDDLE COLLEGE SCHOOL COUNSELING HANDBOOK

(Facts, Tips, and Reminders)

Mrs. Courtney Moody,
SCHOOL COUNSELOR

316 S. Beltline Boulevard ~ Richland Hall, Room 132
Columbia, SC 29205
Phone: 803.738.7116
Fax: 803.738.7117



INDIVIDUAL GRADUATION (IGP) PLAN

An Individual Graduation Plan (IGP) is a road map that guides students toward their education, career, and employment goals. IGPs include general graduation requirements, as well as coursework and out-of-classroom learning opportunities related to a student's chosen cluster of study. IGPs also help students align high school courses with college entrance requirements. Still, these plans are flexible and can change based on a student's aspirations, abilities, and interests.

At Richland One Middle College, the IGP conference is designed to document and monitor student and parent/guardian involvement in student course selections, post-secondary plans, and educational career goals. Our IGP process ensures that all students, including students with disabilities, English Learners, and Standard English Learners, have access to a rigorous curriculum and opportunities to support, enrich, and challenge their educational experiences. The conference also addresses data-driven decisions, mastery of content standards, and individual goal setting. The plan is reviewed and revised by the counselor, student, and parent/guardian annually.

SOUTH CAROLINA GRADUATION REQUIREMENTS

The state of South Carolina requires all students to successfully complete 24 credits in pursuit of a high school diploma. The 24 credit requirement is as follows:

4 credits	English	½ credit	American Government
4 credits	Math	½ credit	Economics
3 credits	Science	1 credit	Computer Science
1 credit	PE/JROTC	1 credit	Foreign Language or Vocational Credit
1 credit	Social Studies	7 credit	Electives
1 credit	United States History		

FUTURE PLANS

Each year the members of the upcoming graduating class begin to make plans for the future. Some of the members of that class know exactly what they will be doing after graduation and some are not sure. Listed below are the options each student may consider. The rest of this handbook is designed to help students choose one of these options and the steps on how to get there.

MILITARY

Recruiters for the service branches visit the Richland One Middle College campus throughout the school year. Students interested in military are able to meet recruiters. Students interested in joining the military need to take the ASVAB (Armed Services Vocational Aptitude Battery). The ASVAB is a career assessment inventory provided by the United States Armed Forces free of charge. While this test is used in the placement of military recruits, any student may take this assessment inventory without making any commitment to join the service.

SPECIALTY TRAINING SCHOOLS

There are many private training schools in South Carolina and the nation. Some training programs provided by private training schools are listed below:

Auctioneering	Massage and related Therapies	Real Estate
Aviation Mechanics	Medical Office Assistant	Tax Preparation
Cosmetology	Modeling	Travel Agent
Dog Grooming	Nursing Assistant	Website Development
Golf Course Management	Pilot	

Names and addresses of these private schools can be found online

EMPLOYMENT

When looking for full-time or part-time employment, some resources that will be very helpful for you to consider are listed below:

- Family / Friends
- School Personnel
- Public Employment Agencies (One Stop Job Service)
- Private Employment Agencies
- Job Lines / Job Fairs
- Websites (Monster, Indeed, etc.)
- Public Library

TWO-YEAR COLLEGE / TECHNICAL SCHOOL

Two-year colleges and technical schools vary greatly in admission requirements. Please check with your selected school(s) regarding the school's admission requirement. Some schools require college entrance examinations (SAT and ACT); others may require different placement tests, such as the Accuplacer. Listed below are the two-year colleges/technical schools located in South Carolina

- Aiken Technical College
- Central Carolina Technical College, Sumter
- Denmark Technical College
- Florence-Darlington Technical College
- Greenville Technical College
- Horry-Technical College, Conway
- Midlands Technical College, Columbia
- Northeastern Technical College, Cheraw
- Orangeburg-Calhoun Technical College
- Piedmont Technical College, Greenwood
- U of SC- Lancaster
- U of SC -Salkehatchie
- U of SC - Sumter
- U of SC - Union
- Spartanburg Community College
- Spartanburg Methodist College
- Technical College of the Low Country, Beaufort
- Trident Technical College, Charleston
- Williamsburg Technical College, Kingstree
- York Technical College, Rock Hill

FOUR- YEAR COLLEGE/UNIVERSITY

Any student planning to enroll in a four-year college after graduating high school should consider several factors when selecting and applying to colleges. It is advised that students apply to their first three college choices. Students should consider in- state schools even if the preference is to go out-of-state. Listed below are the four-year colleges/universities located in South Carolina.

- Allen University, Columbia
- Anderson College, Anderson
- Benedict College, Columbia
- Bob Jones University, Greenville
- College of Charleston
- Charleston Southern University
- Citadel, Charleston
- Claflin University, Orangeburg
- Clemson University
- Coastal Carolina University, Conway
- Coker College, Hartsville
- Columbia College
- Columbia International University
- Converse College, Spartanburg
- Erskine College, Due West
- Francis Marion University, Florence
- Furman University, Greenville
- Lander University, Greenwood
- Limestone College, Gaffney
- Medical University of South Carolina, Charleston
- Morris College, Sumter
- Newberry College
- North Greenville College, Tigerville

- Presbyterian College, Clinton
- South Carolina State University, Orangeburg
- Southern Methodist College, Spartanburg
- Southern Wesleyan University, Central
- USC, Aiken
- USC, Beaufort
- USC, Columbia
- USC Upstate, Spartanburg
- Voorhees College, Denmark
- Winthrop College, Rock Hill
- Wofford College, Spartanburg

GETTING INTO COLLEGE

Most colleges evaluate freshman applications on an individual basis using the following factors:

- High School Courses Taken
- Rank In Class
- Counselor / Teacher Recommendations
- Activities Outside the Classroom
- Community Service Involvement
- Grade Point Average
- SAT / ACT Scores
- Application Questions and Essays
- Special Talents, Skills, and Interests
- Personal Interview (if requested)

FOUR- YEAR COLLEGE ADMISSIONS REQUIREMENTS

Students must complete the following high school course requirements to be considered for a four-year college/university in the state of South Carolina:

English - 4 Units: At least two units must have a strong grammar and composition component at least one must be in English Literature, and at least one must be in American Literature. Completion of college preparatory English I, II, III, and IV will meet this criteria.

Mathematics - 3 Units: Algebra I and II and Geometry. A fourth, higher-level mathematics course is strongly recommended (Le. Algebra III/Trigonometry, Pre- calculus, or Calculus).

Laboratory Science - 3 Units: Two units must be taken in two different fields and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement.

Social Science - 3 Units: Including one unit of U.S. History; one-half unit of Economics and one-half unit of Government.

Foreign Language - 2-3 Units: These units must be in the same language (depending on the college.)

Academic Electives - 4 Units: Four additional college-preparatory units must be taken from at least three different fields selected from computer science, English, fine arts, foreign language, humanities, laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite), mathematics above the level of Algebra II, or social sciences. It is suggested that one unit be in computer science, which includes programming (i.e. not just keyboarding) and one unit in fine arts (appreciation of, history of, or performance).

Physical Education - 1 Unit: one (1) unit of physical education or JROTC is required.

Fine Arts - 1 Unit: one (1) unit in Appreciation of, History of, or Performance in one of the fine arts is required.

IMPORTANT NOTE; Students should always check with the individual college to confirm freshman entrance requirements.

COLLEGE APPLICATIONS

Most colleges prefer that students apply on-line. Check with individual colleges to make this determination. Transcripts will be available at no cost to our students. Be sure you have at least two (2) letters of recommendation from teachers and or administration. This is especially necessary if you are applying to colleges and for scholarships.

APPLICATION PROCEDURE

1. If you apply on-line: Online applications should be completed through the "college/university website."
2. If you are completing a paper application:
 - Return the completed application to the college/university on or before the posted deadline. Please be aware of
 - REMEMBER to follow are the required guidelines to ensure your application is complete

IMPORTANT NOTE: It is highly recommended that you get your application in by the December. It is the responsibility of the student to request that a FINAL transcript be mailed to the college that you will be attending. Requested forms will be available by the school counselor upon completion of courses.

SCHOLARSHIPS

If you are interested in a scholarship and meet the eligibility requirements:

1. Pick up an application in the school counselor office, apply on-line, or write to the college to request a scholarship application.
2. Completely and carefully fill in all information requested.
3. If transcripts and/or counselor information is required, request these from school counselor.
4. Use the deadline dates posted on the Website - **NOT THE DATE ON THE APPLICATION.** The school counselor needs time to process your application and return it to the designated representative.
 - Bring a copy of ALL scholarships received (even the ones you do not plan -to accept) to the school counselor so that you will be recognized at Awards Night and graduation.
 - Please prepare a resume outlining your volunteer service, awards, activities, etc. Having a resume on file will help us nominate you for scholarships.

SOUTH CAROLINA STATE SCHOLARSHIPS

- PALMETTO FELLOWS SCHOLARSHIP
- LIFE SCHOLARSHIP
- HOPE SCHOLARSHIP
- South Carolina Need-based Grant
- Lotter Tuition Assistance
- South Carolina National Guard College Assistance Program (SC NG CAP)
- South Carolina Workforce & Industry Needs Scholarship (SC WINS)

Information about the SC State Scholarships can be found on South Carolina Commission on Higher Education website (che.sc.gov).

NCAA CLEARINGHOUSE

If you plan to play sports in college, you must submit an NCAA Clearinghouse form.

COLLEGE PLACEMENT EXAMS

SAT/ACT

- It is recommended that you check with your counselor to determine which test would be most beneficial for you to take. All colleges accept scores from either test, so determining the most appropriate test, is of great importance. Midlands Tech DOES NOT require either test. (Except for Nursing Placement)

ACCUPLACER

- The ACCUPLACER® is a computer-adaptive college placement test that helps educators evaluate incoming students' skills levels in reading, writing skills, writing essay, math, and English as a second language. This test is used as the entry exam for most technical schools.

GENERAL INTERNET GUIDES

The College Board

www.collegeboard.com

- Information about campus visits, interviews, and other parts of the college search. Downloadable applications for more than 800 colleges and information about the SAT

The American College Testing Program (ACT)

www.act.org

- Information about the ACT and requirements for admission into college - Information about other ACT resources for college planning is included.
- College rankings and articles with advice from financial aid experts.

Independent Colleges in SC-SC Independent Colleges/Universities

www.scicu.org

Information about the independent colleges/universities in South Carolina, admission requirements, and links to the individual colleges/universities.

SC Colleges and Universities

<https://www.sciway.net>

Information about the technical colleges in South Carolina, admission requirements and links to the individual technical colleges.

ON- LINE RESOURCES FOR COLLEGE AND FINANCIAL AID INFORMATION

Applying to college can be a stressful experience for a young person and his/her family. The Web offers several general guides, search engines, and financial aid sites. The following are some of the most helpful resources online:

Fast WEB

www.fastweb.com

Searchable scholarship database that allows users to locate appropriate sources of financial aid

Financial Aid Information Page

Scan alert and scholarship search features

www.finaid.org

The Student Guide to FASFA on the web

www.fafsa.ed.gov

Financial aid primer from the US Department of Education, plus FAFSA links

MTC Accuplacer Testing Dates and Time

Beltline Campus

Wade Martin Hall - Room 249

DAYS TESTING	BEGINNING TIME	LATEST START TIME	END TIME
TUESDAY	9:00 a.m.	1:30 p.m.	4:30 p.m.
WED., THURS	9:00 a.m.	5:30 p.m.	8:30 p.m.
FRIDAY	9:00 a.m.	10:00 a.m.	1:00 p.m.
SATURDAY	9:00 a.m.	9:30 a.m.	12:30 p.m.

2023-24 Anticipated SAT Test Dates & Registration Deadlines

Test Date	Est. Registration Deadline	Est. Online Score Release	Format
June 3, 2023	May 4, 2023	June 16, 2023	Paper
August 26, 2023	July 28, 2023	September 8, 2023	Paper
October 7, 2023	September 7, 2023	October 20, 2023	Paper
November 4, 2023	October 5, 2023	November 17, 2023	Paper
December 2, 2023	November 2, 2023	December 15, 2023	Paper
March 9, 2024	February 23, 2024	March 22 - March 29, 2024	Digital
May 4, 2024	April 19, 2024	May 17 - May 24, 2024	Digital
June 1, 2024	May 17, 2024	June 14 - June 21, 2024	Digital

Junior Year: College Planning Calendar

All Year

- ✓ Keep up your grades! Colleges look at your junior grades. This is no time to slack off after so much hard work.
- ✓ Focus on becoming a leader in a few extracurricular activities - run for an office, lead a team, or start your own community service project.
- ✓ Continue to compete in contests and competitions.
- ✓ Take advantage of after-school tutoring and career help.
- ✓ Get to know your favorite teachers well. Start thinking about who you might ask to write a letter of recommendation for you.

January

- ✓ If you took the PSAT in October, review your PSAT test results with your counselor.
- ✓ Sign up for the ACT or SAT.
- ✓ Write to colleges on your list to inquire about admissions requirements and financial aid procedures.
- ✓ Attend your Junior Registration conference with your counselor and make plans for the courses you will take during your senior year. Be sure to include challenging Dual Enrollment courses.

May

- ✓ Sign up for the ACT or SAT (Discuss with your counselor which test may be best for you).
- ✓ Register for summer school, if needed.

June

- ✓ Take the ACT or SAT (Discuss with your counselor which test may be best for you).

Summer

- ✓ Find a summer job, do volunteer work, or attend a summer program.
- ✓ Try to narrow your list of colleges to four or five. Consider visiting each campus.
- ✓ Save for college expenses.

Note: College Planning

A common mistake that students make in planning for college is not starting soon enough. Don't wait until your senior year to take tough classes. Don't wait until your senior year to become concerned about your grade point average.

Don't wait until your senior year to get to know your high school counselor. Don't wait until your senior year to decide to go to college. Don't wait until your senior year to become aware of the resources in the Guidance Office. Carpe Diem!

Senior Year: College Planning Calendar

All Year

- ✓ Read the newsletters; listen to announcements; attend school-sponsored workshops; and visit the Guidance Office for important information about post-secondary opportunities, scholarships, financial aid, and careers. Follow up and follow through on all opportunities, making sure that you meet all deadlines.

August

- ✓ Concentrate on your schoolwork. Remember that the first semester of your senior year is seen by many colleges as the most current and best indicator of the type of student you are and will be in college.
- ✓ Review your college files.
- ✓ Attend meetings with college representatives who visit Richland One Middle College or informational sessions conducted by colleges who visit the Columbia area.
- ✓ Send for admission applications, financial aid forms, and scholarship applications for your top three college choices. You might check the Guidance Office first to see if this information is available there.
- ✓ Update your resume, or, if you have not prepared one, you can use the Resume Builder in SCOIS.
- ✓ Secure letters of recommendation from a minimum of two teachers. Copy the letters and place them in SCOIS.
- ✓ Review or begin writing your application essay. This will be an opportunity for you to let colleges see who you really are. Make sure that your essay is well-organized and well-written.
- ✓ As soon as you receive your applications, photocopy them, fill them out, and have someone review them before you transfer the information to the original application that you will submit. Final applications must be complete and neat. Although it is preferable that they be typed, they may be neatly printed in ink.
- ✓ Be sure to make copies of all application materials before it is submitted for mailing.

September

- ✓ Review and continue working on the items mentioned under the August section of this calendar.
- ✓ Early in September, register for the October and November Scholastic Aptitude Test (SAT), American College Test (ACT), and/or subject tests, if required by the college or university to which you are applying. See your counselor for test registration forms and information about fee waivers.
- ✓ Make final college visits to assist you in deciding which colleges are best for you.
- ✓ Attend the College Fair at your high school.

October

- ✓ Take appropriate admissions tests (SAT, ACT, ACCUPLACER, and/or subject tests).
- ✓ Continue reading the newsletters and listen for important announcements.

November

- ✓ Take appropriate admissions tests (SAT, ACT, ACCUPLACER, and/or subject tests).
- ✓ Determine which financial aid forms are required by the college(s) to which you are applying. Catalogues and college guides available in the Guidance Office will have this information. Federal financial aid forms (FAFSA) may be secured beginning in December.
- ✓ Make plans to attend the financial aid workshop scheduled in January/February.

December

- ✓ Ask your parents to begin preparing current tax information for use in completing financial aid forms. Tax forms should be completed as soon as possible.
- ✓ Secure the other necessary financial aid forms from the Guidance Office.
- ✓ Take the **ACT or SAT**.

January

- ✓ Attend the financial aid workshop (January/February).
- ✓ Complete and mail all financial aid forms in January/February. Remember that you should receive an acknowledgment and verification of your application in 4-6 weeks.
- ✓ If a mid-year report is required by the college(s) you have selected, notify your counselor.

February/March/April/May

- ✓ Notify the Guidance Department of any scholarships that you receive whether or not you plan to accept them.
- ✓ Consider all admissions and financial aid packages you receive. Make your final decision and notify the Guidance Department of your choice so that we can mail your final transcript to the college you will be attending.
- ✓ Mail in your acceptance reply form and deposit check before the deadline stated in your acceptance letter. This is especially important if you plan to live in a residence hall on campus.
- ✓ Mail in your acceptance of the financial aid award.
- ✓ Write to all of the colleges to which you were admitted thanking them for their invitation and notifying them of your decision to attend another college.
- ✓ Search for second-semester scholarship opportunities.

May/June

- ✓ In preparation for graduation, make a list of items you will need to take to college and include these in your graduation gift wish list.
- ✓ If you are enrolled in AP courses, take the exams as scheduled.
- ✓ Notify the Guidance Office to mail your final transcript to the college you will be attending.
- ✓ Participate in graduation and enjoy this special time in your life!

APPENDIX B

REGISTRATION FORMS and DOCUMENTS

Emergency Release and Contact Form

Parent Partnership Agreement

Parental Permission to Leave Campus

2023-2024 Discipline Code

Bulldogs LEAD

Golden Rules

Corporate Image



Richland One Middle College
Emergency Release and Contact Form
(Please print clearly.)

Student Contact Information

Student's Name	Date
Student Cell #	Student Email

Parent Contact Information

Mother's Name/Legal Guardian	Father's Name/Legal Guardian
Street Address	Street Address
City, State and ZIP	City, State and ZIP
Home Phone #	Home Phone #
Cell Phone #	Cell Phone #
Work Phone#	Work Phone#
Email Address	Email Address

Emergency Contact Information

#1 Name	Home Phone #	Cell Phone#
Street Address	City, State, and ZIP	Relationship to Student
#2 Name	Home Phone #	Cell Phone#
Street Address	City, State, and ZIP	Relationship to Student
#3 Name	Home Phone #	Cell Phone#
Street Address	City, State, and ZIP	Relationship to Student

Signature of Parent/Guardian

Date



Richland One Middle College Parent / Partnership Agreement

Richland one Middle College expects that each parent/guardian plays an integral role in the Academic/Career success and personal development of his/her student. Because of the unique setting of the Richland one Middle College, your participation in your student’s education will take many forms and require strong commitment on your part to make this partnership a success.

By signing this partnership agreement, the Richland One Middle College staff will be able to support your student(s) as they prepare for the future. We are all counting on you and ask that you read the following commitments carefully and thoughtfully and sign below.

Parents / Guardians agreed to do the following:

- Volunteer to support school and Student Activities. **If the parent / guardians is unable to make or maintain the commitment, they will be asked to identify another adult advocate who is willing to be a positive role model for the student and volunteer their time through PTSO (Parent –Teacher–Student organization) participation.**
- Participate in parent/teacher progress conferences.
- Participate in student events or activities related to the Individualized Graduation
- Plan (IGP) and Senior Capstone project.
- Attend school meetings.
- Maintain awareness of the student’s attendance.
- Read and discuss the parent/student handbook with the student.
- Support fully the code of conduct and discipline policies of the school.
- Communicate with the school about any suggestion/observations that you feel will improve the school.
- Serve as Community liaison / representative when needed.

Student Name

Grade

Signature of Parent/Guardian

Date

 **Richland One Middle College**
Parental Permission to Leave Campus

Student Name _____ **Jr.** [] **Sr.** [] **Cell Phone** _____
Mother's Phone _____ **Father's Phone** _____

PARENTS OF RICHLAND ONE MIDDLE COLLEGE (ROMC) STUDENTS:

Permission to leave the school campus for lunch or during a free period is a **PRIVILEGE** that may be extended to students as long as they exercise good school citizenship and judgment. Richland One Middle College policy allows for a student with parental permission and **ADMINISTRATIVE APPROVAL** to leave the school campus **ONLY** during a **SCHEDULED** lunch period and/or an **UNSCHEDULED INSTRUCTIONAL** period.

BEFORE GRANTING PERMISSION, GIVE CAREFUL CONSIDERATION TO THE FOLLOWING:

1. Parents are responsible for their child's whereabouts, conduct, and welfare while away from campus.
2. Students are supervised while on school premises.
3. Nutritionally balanced lunches are available in school.
4. Tutorial areas, guidance and counseling services, and study areas are available to the student during lunch and unscheduled instructional periods.

PERMISSION TO LEAVE CAMPUS IS A PRIVILEGE. NOT A RIGHT! IT MAY BE REVOKED BY THE STUDENT'S PARENT OR ROMC ADMINISTRATOR AT ANY TIME. Listed below are **SOME** examples of why off-campus permission may be revoked:

1. Failure to demonstrate overall good school citizenship.
2. Any misconduct or attendance issues.
3. Presence at another school without permission while off-campus.
4. Any reason which leads the student's parent or ROMC Administrator to feel that it is not in the student's best interest to retain this privilege.
5. Poor or incomplete academic performance.

Parents may revoke permission to leave campus by contacting an Administrator. While parental permission may only be granted at the beginning of each semester, it may be revoked at any time. Once revoked, permission may not be reinstated until the following semester.

AS A PARENT OR GUARDIAN, I HAVE CAREFULLY READ THE CONDITIONS ABOVE AND GIVE MY PERMISSION FOR MY STUDENT TO LEAVE CAMPUS DURING THE FOLLOWING PERIODS:

- [] Block 1 9:30-11:00 (*Please specify reason.*) _____
[] Block 2 11:05-12:35 (*Please specify reason.*) _____
[] Lunch 12:35-12:55 (*Please specify reason.*) _____
[] Block 3 12:55-2:25 (*Please specify reason.*) _____
[] Block 4 2:30-4:00 (*Please specify reason.*) _____

Parent/Guardian Name (Print) _____ Signature _____ Date _____

AS THE STUDENT, I HAVE READ THE ABOVE AND AGREE TO ACT RESPONSIBLY AND IN ACCORDANCE WITH THE AFOREMENTIONED GUIDELINES.

Student Signature _____ Date _____

Administrative Approval _____ Date _____

Richland One Middle College Discipline Code

TARDIES	
1 st Offense: Student Conference 2 nd Offense: Student Conference and Parent Notification 3 rd Offense: Early Morning Detention and Parent Notification 4 th Offense: Double Detention and Parent Notification 5 th Offense: Saturday Detention and Parent Notification 6 th Offense: Suspension Pending Parent Conference 7 th Offense: Suspension NOTE: Unexcused/unverified tardies of 15 minutes or more as well as suspected class cutting may result in automatic Early Morning Detention, Parent Notification and/or Suspension.	
CORPORATE IMAGE/DRESS CODE VIOLATION	
1 st Offense: Student Conference, Parent Notification and Required to change attire. 2 nd Offense: Required to Change Attire; Early Morning Detention and Parent Notification 3 rd Offense: Required to Change Attire; Double Detention and Parent Notification 4 th Offense: Required to Change Attire; Saturday Detention and Parent Notification 5 th Offense: Suspension Pending Parent Conference 6 th Offense: Suspension NOTE: Persistent and severe dress code violations may result in automatic Early Morning Detention, Parent Notification and/or Suspension.	
CLASSROOM DISRUPTIONS (TO INCLUDE UNAUTHORIZED USE OF ELECTRONIC DEVICES)	
1 st Offense: Student Conference and Parent Notification 2 nd Offense: Early Morning Detention and Parent Notification 3 rd Offense: Double Detention and Parent Notification 4 th Offense: Saturday Detention and Parent Notification 5 th Offense: Suspension Pending Parent Conference 6 th Offense: Suspension NOTE: Severe classroom disruptions may result in automatic Early Morning Detention, Parent Notification and/or Suspension.	
OTHER INFRACTIONS	
<ul style="list-style-type: none"> Horseplay/Excessive Hallway Noise Refusal to Obey Disrespectful Language and/or Gestures, Bullying Class Cutting Failure to Identify Self Upon Request Use and/or Possession of Tobacco Use and/or Possession of Unauthorized Electronic Devices 	<ul style="list-style-type: none"> Profanity Missing Detention Inappropriate Touching or Display of Affection Between Students Loitering in Unauthorized Areas Possession of Food or Drink in Unauthorized Areas
Please note that this list is not exhaustive.	

My signature below indicates my full understanding and agreement to adhere to the above stated Richland One Middle College Discipline Code.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____

Updated August 17, 2023

BULLDOG GOLDEN RULES

- **Bulldogs are always prompt and prepared.**
Arrive to each class or activity on time with the required assignments and materials.
- **Bulldogs are always dressed appropriately.**
Avoid wearing clothing that distracts from the learning environment and always dress in corporate image when required.
- **Bulldogs always use language that uplifts, educates, and inspires.**
Avoid using language that bullies, insults, or disrespects others.
- **Bulldogs always resolve conflict in a respectful manner.**
Should a conflict arise, avoid physical and verbal altercations, always consult an ROMC staff member, and do not be afraid to apologize.

See the ROMC Student Handbook for more specific details.

BULLDOGS LEAD!



Lead and learn from all positions

Engage in school and community activities

Account for college and career readiness

Dedicate effort to character development





Corporate **IMAGE**

**EVERY WEDNESDAY UNLESS
OTHERWISE COMMUNICATED**

Dress to Impress!

No jeans, joggers, cargo pants, athletic wear/shoes, shorts, skirts, beach wear/shoes, sleep wear/shoes, hoodies, hats, bandanas, leggings, jeggings, halter tops, etc. See the ROMC student handbook for more details.



APPENDIX C

Student Success FORMS and DOCUMENTS

**ROMC Serves Flyer
Independent Community Service Application
Service Learning Hours Log**

ROMC Serves

Bulldog Level (45-64 hours)

10 hours through active participation in ROMC clubs and organizations

20 hours through school-wide days of service

At least 15 hours of career-focused community-service

Columbia Blue Level (65-89 hours)

10 hours through active participation in ROMC clubs and organizations

20 hours through school-wide days of service

At least 35 hours of career-focused community-service

Royal Blue Level (90+ hours)

10 hours through active participation in ROMC clubs and organizations

20 hours through school-wide days of service

At least 60 hours of career-focused community-service

All ROMC students are required to serve at the Bulldog level or beyond for the 2021-22 school year. See our Communities in Schools Site Coordinator for more details.

#ROMCServes



Richland One Middle College

Community Service Plan

Due: September 1, 2023

Student Name	Grade
Personal Email Address	Cell Phone Number
Post Secondary Plans (Circle One) Enrollment Enlistment Employment	Career Interest

Please respond to the following:

- Which community service level do you plan to achieve for the 2023-24 School Year?
 Royal Blue (90+ Hours) Columbia Blue (65-89 Hours) Bulldog Level (45-64 Hours)
- If you were enrolled in ROMC during the previous school year, have you completed at least 45 hours of community service? yes no (If you selected no, please contact the Success Specialist immediately.)

Dates	Proposed Activity		Estimated Number of Hours
	Site	Supervisor Activity	
Summer Hours May 27-August 17 (Summer hours must be approved by the Success Specialist before they are considered official. 30-hour limit)	1. 2. 3.		
Semester 1 Hours August 18-January 12	1. 2. 3.		
Semester 2 Hours January 13-May 5	1. 2. 3.		
Total			



Richland One Middle College

Independent Community Service Application

Attention Students: This form must be completed and turned in to the Student Success Specialist for approval before a student may begin outside community service hours.

Student Name		Grade
Cell Number	Email	
Proposed Service Site		
Proposed Service Site Address		
Proposed Service Site Phone Number	Proposed Service Site Website	
Proposed Service Site Supervisor's Name	Proposed Start Date	
Is the above-named supervisor related to you? <input type="checkbox"/> Yes or <input type="checkbox"/> No. If yes, explain?		
Brief Description of Proposed Service Duties:		

Parent Permission: By signing below, I have given my child consent to perform community service for the site and supervisor as stated above per approval by the ROMC administration. I also acknowledge that it is my responsibility to arrange transportation to and from the site.

Approval: The signature of the Success Coordinator's below constitutes approval for above outlined community service. If at any point after approval has been given and the student elects not to perform the service, the student agrees to immediately notify the Success Specialist of his/her intentions.

Parent/ Guardian Name Signature Date

Student Name Signature Date

Success Specialist's Name Signature Date

