2025-2026
Richland District Two

BACK TO SCHOOL

STUDENT HANDBOOK

2025-2026 STUDENT/PARENT HANDBOOK

Richland Two's Communications and Strategic Partnerships Office provides the Student/Parent Handbook as a resource highlighting the most important information about board policies and district practices.

In the handbook you will find the annual notifications we are required by law to share with you every year. These notifications include information on Page 12 about the annual notification of parent/guardian rights under the Family Educational Rights and Privacy Act. On Page 13 you will read about the Telephone Consumer Protection Act. If you wish to restrict our use of your mobile phone number, please follow the directions listed in this section.

The third section provides an overview of board policies and district procedures and rules. The last part of the handbook will provide you with general district information including contact information for our schools and our Board of Trustees.

The 2025-2026 Student/Parent Handbook is not legally binding and is not intended to replace the actual policies and procedures established by the Board of Trustees. Nothing in this handbook, or any Richland Two policy manual, constitutes or creates an expressed or implied contract. The district may amend, modify or discontinue at any time the policies, rules and regulations referred to in this handbook.

The 2025-2026 Student/Parent Handbook is available on the district's website at www.richland2.org/studenthandbook. If you are not able to access the online version, please request a printed copy by calling the Communications Office at 803-738-3306 or sending an email to info@richland2.org. Please be sure to provide your name and mailing address.

RICHLAND
SCHOOL DISTRICT
TWO

STAY CONNECTED

Richland Two uses ParentSquare, a unified communications platform, which allows the district, school administrators, and teachers to more effectively communicate and engage with families and students. Interested to learn more? www.richland2.org/ParentSquare

WHAT IS PARENTSQUARE?

- Receive messages from the district and school via email, text or app notification
- Communicate in your preferred language and more all from your phone or web portal!

A quick video overview of ParentSquare can be found here: https://youtu.be/T4xTUzSg1xw

DOWNLOAD THE APP!

You can use ParentSquare on any device, by downloading the free mobile app for iOS or Android and/or use the desktop version.

Use the camera on your phone to scan the QR codes below, and it will take you directly to the App or Google Play store.

ParentSquare..

ParentSquare Tips for Parents & Guardians

1 Activate Your Account

Click the link in your activation email/ text, or sign up on parentsquare.com or via the ParentSquare app.

2 Download App

It's easy to stay in the loop with the ParentSquare app. Download it now for iOS or Android devices.

3 Set Preferences

Click your name in the top right to set your notification and language preferences.

Get Photos & Files

Click 'Photos & Files' in sidebar to access pictures, forms, and documents that have been shared with you.

Appreciate Posts

Click 'Appreciate' in your email/app or website to thank a teacher or staff member for a post.

6 Comment or Reply

Click 'Comment' in app or website to privately ask a question about the post that your teacher or school sent.

7 Participate

Click 'Sign Ups & RSVPs' in the sidebar to see available opportunities. Click bell on top to check your commitments.

8 Join a Group

Click 'Groups' in the sidebar to join a group or committee at your school to participate or to stay up-to-date.

9 Find People

Click 'Directory' in the sidebar to find contact information for school staff.

10 Get in Touch

Click 'Messages' in the sidebar to privately get in touch with staff and teachers.

ADDRESSING PARENTAL CONCERNS

At times a parent/guardian may have concerns about his/her child's performance or about a discipline issue. Here are the steps to follow to address your concerns.

Step One: The parent/guardian should first discuss the issue with the specific teacher by telephone or in person after making an appointment.

***Step Two:** If this telephone conversation or meeting does not resolve the parent/guardian's concerns, then the parent/guardian should go to the principal and discuss the issue by telephone or in person after making an appointment.
**The principal may appoint a designee to handle the issue. If the issue remains unresolved after speaking with the designee, the parent/guardian would go back to the principal.*

Step Three: If, after speaking with the principal or designee, and the parent/guardian still cannot resolve the problem or concern, the parent/guardian should go to the district's Ombudsman through Let's Talk. Let's Talk is the district's online customer service platform where users can submit messages to the direct point of contact, who works with the area concerned.
www.richland2.org/contactus

For further explanation, please refer to Policy JII.
https://boardpolicyonline.com/?b=richland2&s=268408

RICHLAND SCHOOL DISTRICT TWO

2025-2026 START/STOP TIMES

ELEMENTARY

EARLY DISMISSAL @ 11AM

EARLY PICK-UP ENDS @ 2PM ON REGULAR DAYS

START - 7:40AM

END - 2:30PM

MIDDLE

EARLY DISMISSAL @ 11:45AM

EARLY PICK-UP ENDS @ 2:50PM ON REGULAR DAYS

START - 8:20AM

END - 3:15PM

HIGH

EARLY DISMISSAL @ 12:30PM

EARLY PICK-UP ENDS @ 3:25PM ON REGULAR DAYS

LATE START @ 9:50AM ON MOST WEDNESDAYS

***WESTWOOD HIGH SCHOOL - 9AM-4PM**

START - 8:53AM

END - 3:53PM

Purpose Driven, Future Ready

BOARD OF TRUSTEES

The Richland Two Board of Trustees generally meets twice monthly on the second and fourth Tuesdays at 5:30 p.m.

Occasionally, holidays or other schedule conflicts require a change in board meeting dates. Special meetings are called as needed to take action to meet a deadline, to deal with an emergency or to discuss particularly complex or urgent matters.

Meetings are open to the public and are held in the Board Room of the District Office at R2i2, located at 763 Fashion Drive in Columbia. An agenda is posted on the district's website at least 24 hours prior to each meeting.

School board meetings are videotaped and streamed live at www.richland2.org/livestream. The meetings can also be viewed on the district's YouTube page.

For information on public participation in board meetings, access to the online Board Policy Manual and biographical information on board members, visit the Richland Two website at www.richland2.org.

Angela Nash
Chair

Tamika Washington
Vice Chair

Monica E. Scott, Ed.D.
Secretary

Gary Dennis

Niki Porter

Joe Trapp

Shelley Williams

Contact Us

Angela Nash
Chair
Term: 2022-2026
803.543.4259
angelanash@richland2.org

Tamika Washington
Vice Chair
Term: 2022-2026
803.543.9383
tamikawashington@richland2.org

Monica E. Scott, Ed.D.
Secretary
Terms: 2012-2016; 2016–2020; 2020-2024; 2025-2028
803.543.6190
monicaescott@richland2.org

Gary Dennis
Term: 2025-2028
803.849.5630
garydennis@richland2.org

Niki Porter
Term: 2022-2026
803.543.3998
nikiporter@richland2.org

Joe Trapp
Term: 2022-2026
803.543.4651
joetrapp@richland2.org

Shelley Williams
Term: 2025-2028
803.973.9830
shelleywilliams@richland2.org

RICHLAND SCHOOL DISTRICT TWO

A MESSAGE FROM SUPERINTENDENT DR. KIM MOORE

Dear Richland Two Employees,

Welcome to the 2025-26 School Year. Thank you for choosing to be a part of the Richland Two school community and family, and more importantly, thank you for choosing to bring your unique talents to our district.

As your superintendent, I am honored to have the privilege and honor of leading this remarkable team of administrators, educators and support staff. Together, we will strive for excellence and create a nurturing environment where all our students and staff can thrive.

I want to express my gratitude for your dedication and commitment to our school district and its mission. Your passion for our school district and your unwavering commitment to our students' success are what make Richland Two truly exceptional.

As we begin this new chapter and new school year, I want to assure you that my focus will be on school safety, academic achievement, fiscal responsibility and continuous improvement of all our processes and procedures. I believe that we can achieve great things by working together, sharing ideas, and supporting one another's professional growth and success.

Our students look up to us as role models, and it is our collective responsibility to provide them with a positive and stimulating learning environment. Let us always remember that every interaction, every word, and every action we take can have a profound impact on their lives. As educators and as thought leaders, we possess the power to shape minds and instill a love for learning that will last a lifetime. Let us embrace this opportunity with enthusiasm and a willingness to adapt to the ever-changing landscape of education.

As we face the challenges and opportunities of this new school year, let us remember that we are a team. Together, we can overcome any obstacles and celebrate our victories together, big and small. I want to express my deepest appreciation for your hard work, and I am excited to see the incredible impact we will all have together this school year.

Our district slogan is “Purpose Driven, Future Ready”.

We are purpose driven to make sure all of our students graduate future ready.

Have a great school year!

Sincerely,

Dr. Kim Moore
Superintendent

SENIOR LEADERSHIP

Kim D. Moore, Ed.D., Superintendent
Marshalynn M. Franklin, Ph.D., Deputy Superintendent
Dr. Franklin Foster - Senior Chief Human Resources Officer
Karla M. Hawkins, Esq., General Counsel
Jennifer Morrison, Sr. Chief Academics Officer
Darci Rush, Senior Chief Communications & Strategic Partnerships Officer
Nancy Williams - Senior Chief Finance Officer
Mark Huhtanen - Senior Chief Operations Officer

CHIEF OFFICERS

William F. Anderson, Chief Operations Officer
Tommy Carter, Chief Technology and Innovation Officer
Helen N. Grant, J.D., Chief Family and Community Engagement Officer

DISTRICT INFORMATION

ELEMENTARY (GRADES K–5)

Bethel-Hanberry Elementary
Linard McCloud, Principal
125 Boney Rd., Blythewood 29016
Tel: 803.691.6880

Bookman Road Elementary
Dawn Smith, Principal
1245 Bookman Rd., Elgin 29045
Tel: 803.699.1724

Bridge Creek Elementary
Taurean Robinson, Principal
121 Bombing Range Rd., Elgin 29045
Tel: 803.462.3900

Catawba Trail Elementary
Dr. Tia Jones, Principal
1080 Old National Hwy., Elgin 29045
Tel: 803.699.3501

Center for Achievement (Grades 2–6)
Mikkia Johnson, Principal
1000 Lake Carolina Dr., Columbia 29229
Tel: 803.691.7216

Center for Inquiry
Dr. Emily Whitecotton, Lead Director
200 1/2 Summit Pkwy., Columbia 29229
Tel: 803.699.2969

Center for Knowledge
Jessica Agee, Principal
3006 Appleby Ln., Columbia 29223
Tel: 803.699.2966

Center for Knowledge, North
Jessica Agee, Principal
1041 Muller Rd., Blythewood 29016
Tel: 803.691.4895

Forest Lake Elementary
Benjamin Jackson, Principal
6801 Brookfield Rd., Columbia 29206
Tel: 803.782.0470

Jackson Creek Elementary
Patrina Smith, Principal
7150 Trenholm Road Extension, Columbia 29223
Tel: 803.790.3800

Keels Elementary
Alvera Butler, Principal
7500 Springcrest Dr., Columbia 29223
Tel: 803.736.8754

Killian Elementary
Stacey M. Franklin, Principal
2621 Clemson Rd., Columbia 29229
Tel: 803.699.2981

L.W. Conder Arts Integrated Magnet Elementary
William Whitehurst, Principal
8040 Hunt Club Rd., Columbia 29223
Tel: 803.736.8720

Lake Carolina Elementary Lower Campus
Dr. Jaqueline J. Norton, Principal
1151 Kelly Mill Rd., Blythewood 29016
Tel: 803.714.1300

Lake Carolina Elementary Upper Campus
Dr. Keicha Chandler-Smith, Principal
1261 Kelly Mill Rd., Blythewood 29016
Tel: 803.691.3360

Langford Elementary
Kaseena Jackson, Principal
480 Langford Rd., Blythewood 29016
Tel: 803.691.4091

Lonnie B. Nelson Elementary
Maranda Hayward, Principal
225 N. Brickyard Rd., Columbia 29229
Tel: 803.736.8730

North Springs Elementary
Rashad Adams, Principal
1300 Clemson Rd., Columbia 29229
Tel: 803.736.3183

Polo Road Elementary
Terence Isaac, Principal
1250 Polo Rd., Columbia 29223
Tel: 803.419.2226

Pontiac Elementary
Harold Johnson, Principal
500 Spears Creek Church Rd., Elgin 29045
Tel: 803.699.2700

Rice Creek Elementary
Stacey Gadson, Principal
4751 Hard Scrabble Rd., Columbia 29229
Tel: 803.699.2900

Round Top Elementary
Clarissa Bennett, Principal
449 Rimer Pond Rd., Blythewood 29016
Tel: 803.691.8676

Sandlapper Elementary
Dr. Whitney Prowell, Principal
1001 Longtown Rd., Columbia 29229
Tel: 803.691.4045

Windsor Elementary
DeAnna Savage, Principal
9800 Dunbarton Dr., Columbia 29223
Tel: 803.736.8723

MIDDLE (GRADES 6-8)

Blythewood Middle
Karis Mazyck, Principal
2351 Longtown Rd. East, Blythewood 29016
Tel: 803.691.6850

Dent Middle
Tamala Ashford, Principal
2721 Decker Blvd., Columbia 29206
Tel: 803.699.2750

Kelly Mill Middle
Odora Coleman, Principal
1141 Kelly Mill Rd., Blythewood 29016
Tel: 803.691.7210

Longleaf Middle
Teresa Mingo, Principal
1160 Longreen Pkwy., Columbia 29229
Tel: 803.691.4870

Muller Road Middle
Dr. Brandon Ross, Principal
1041 Muller Rd., Blythewood 29016
Tel: 803.691.6851

Summit Parkway Middle
Mannietea Freeman, Principal
200 Summit Pkwy., Columbia 29229
Tel: 803.699.3580

E.L. Wright Middle
Dr. Scott Floyd, Principal
2740 Alpine Rd., Columbia 29223
Tel: 803.736.8740

CHILD DEVELOPMENT

Center for Child Development (4-5 year olds)
Quinne Evans, Director
7900 Brookmont Lane, Columbia, SC 29203
Tel: 803.699.2536

HIGH (GRADES 9-12)

Blythewood High
Ralph Schmidt, Interim Principal
10901 Wilson Blvd., Blythewood 29016
Tel: 803.691.4090

Richland Northeast High
Dr. Marlon Thomas, Principal
7500 Brookfield Rd., Columbia 29223
Tel: 803.699.2800

Ridge View High
Dr. Brenda Mack, Principal
4801 Hard Scrabble Rd., Columbia 29229
Tel: 803.699.2999

Spring Valley High
Jeff Temoney, Principal
120 Sparkleberry Lane, Columbia 29229
Tel: 803.699.3500

Westwood High
Tameka Nicholson, Principal
180 Turkey Farm Rd., Blythewood 29016
Tel: 803.691.4049

PROGRAMS

Blythewood Academy
Vincent L. McClinton, Principal
501 Main St., Blythewood 29016
Tel: 803.691.6890

Richland Two Institute of Innovation (R2i2)
Alan Wolf, Director
763 Fashion Dr., Columbia SC 29229
Tel: 803.691.4892

W. R. Rogers Adult, Continuing & Technology Education Center
Dr. Bobby Cunningham, Principal
750 Old Clemson Rd., Columbia 29229
Tel: 803.736.8787

R2 Virtual School
Dr. Emily Manigault, Principal
9800 Dunbarton Dr., Columbia, SC 29223
Tel: 803.738.3273

ANNUAL NOTIFICATIONS

PUPILS IN POVERTY MEALS APPLICATION

All families are eligible to apply for the Meal Value Plan (MVP), which may help your child/children receive school meals for free or at a reduced price.

Parents/guardians must complete and submit an application every year even if their students were on the Meal Value Plan during the previous school year.

Meal prices are charged at the full price until an application is approved. Parents/guardians are responsible for paying regular breakfast/lunch prices until benefits are issued.

Applications can be found on the district's website. Look on the Back-to-School page or the Food Services page. Paper applications are also available. Paper applications must be filled out in their entirety and returned to your child's school cafe manager. ALL sections on the application must be completed to prevent delays in the approval process for your child. Please complete only (1) application per household.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS (FERPA)

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99) allows student information that would not generally be considered harmful or an invasion of privacy to be disclosed. FERPA refers to this as "directory information."

In the administrative rule for Board Policy JRA Students Records, Richland Two defines directory information as a student's: name, address, photographs including electronic images (as related to school or district-sponsored events, activities and special recognitions), participation in officially recognized activities and sports, weights and heights of members of athletic teams, diploma or certificate and awards received, and other similar information.

The primary purpose of directory information is to allow Richland Two to include this type of information in certain school and district publications as a way to recognize students and promote their achievements. These publications include but are not limited to the annual yearbook, school/district newsletters, programs for school events, honor rolls or other recognition lists, school or district websites/social media, news releases/media coverage, etc. According to JRA-AR, the district will not release directory information to any person or agency for commercial use.

In addition, federal laws require schools to provide military recruiters and/or institutions of higher education, upon request, with three directory information categories — names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's

- If you completed annual registration for the 2024-2025 school year, you were asked to answer questions about whether or not you wanted to restrict the release of your student's directory information.
- If you did not complete annual registration and you want to restrict the release of your student's directory information, go to www.richland2.org/annualregistration to complete that process and indicate the restrictions.
- If you completed annual registration and now want to change the release of your student's information, please send written notification to the district Chief Communications Officer. A sample opt-out letter is on the district's website. Send the notification to: Senior Chief Communications Officer Darci Rush, Richland School District Two, 124 Risdon Way Columbia, SC 29223.

EDUCATION RECORDS

A student's cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection; however, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. **To inspect and review the student's education records within 45 days of receipt of written request for access,** parents or eligible students should write to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **To request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel).**
Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the school principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
If the district decides not to amend the record as requested by the parent or eligible student, the administration will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. **To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

TELEPHONE CONSUMER PROTECTION ACT (TCPA)

Richland Two uses a mass notification system known as Parent Square. Automated phone calls, emails and text messages keep parents informed of school activities and emergencies. It is imperative to keep your contact information current with your school.

Due to the passage of the Telephone Consumer Protection Act (TCPA) and in accord with Federal Communications Commission (FCC) regulations, automated calling systems may not be used for non-emergency purposes without the expressed consent of individuals. This means that without prior expressed consent, automated calls from Richland School District Two about attendance, tardiness, school closings, or school events may not be made to cellular numbers. As many families no longer have access to landlines but instead rely on cellular devices, this new legislation puts a particular burden on school systems that wish to remain in close contact with parents/guardians.

If you want to deny Richland School District Two from using your cellular number except for emergencies, you must send written notification to the district's Senior Chief Communications Officer. Send the notification to:

Senior Chief Communications Officer Darci Rush
Richland School District Two
124 Risdon Way
Columbia, SC 29223

EVERY STUDENT SUCCEEDS ACT/ELEMENTARY AND SECONDARY EDUCATION ACT

Federal law, "Every Student Succeeds Act," requires school districts to notify parents that they have the right to request and receive information about the qualifications of their child's teachers and paraprofessionals. This information includes:

- Whether the teacher has met state certification requirements for the grade levels and subject areas in which he/she provides instruction.
- Whether the teacher is teaching under provisional or emergency status through which some of the state's requirements have been waived.
- Whether the teacher is teaching in the field of discipline of his/her certification.
- Whether the parent's children receive services from a teaching assistant/paraprofessional and the qualifications of that assistant/paraprofessional.

If you would like information about the credentials of any teacher to whom your child is assigned, please contact the school's principal.

AHERA ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency and the Asbestos Hazard Emergency Response Act (AHERA), in 1989 Richland School District Two performed inspections of each of its schools for asbestos-containing materials. The inspection findings and asbestos Management Plan are on file in the school's administrative office. Per the requirements, qualified personnel have also conducted additional re-inspections and periodic surveillance. All of the above-referenced reports are a matter of public record. As such, any interested party may review the documents by simply contacting or visiting the school office during normal business hours.

SAFETY

STUDENT SAFETY

Your child's safety is our highest concern. The district has established itself as a national leader in safety and security. We were one of the first districts to employ School Resource Officers (SROs), and we are the only district in the state to have a full-time and part-time staff of more than 40 district security officers that work 24/7 shifts, 365 days a year. Each school has an emergency plan which is practiced and reviewed annually. These emergency plans have comprehensive safety measures that include:

- LOCKDOWN and SECURE drills for when there is a safety threat inside or outside of the building
- EVACUATE drills that require everyone to exit the building (fire, bomb threat, etc.), go to designated exits, move away from the building, and report to designated areas;
- SHELTER (severe weather, Hazmat, etc.) drills that require everyone to use the appropriate safety strategy for the hazard.
- Earthquake drills that require everyone to protect their face and head and follow directions given.
- Bus evacuations that require all students, whether they ride a school bus to school or not, to participate in two bus evacuation drills each year. These evacuation drills are conducted at the schools by the Transportation Department using state school buses.

SECURE AND LOCKDOWN

Schools may be placed on SECURE or LOCKDOWN in response to threats to the campus or general area.

SECURE: The Secure Protocol is called when there is a threat or hazard outside of the school building and demands bringing people into the building and locking all outside access points. Where possible, classroom activities would continue uninterrupted. Members of the school's Crisis Response Team will be in the halls and on alert. The Secure Protocol may continue for an extended period of time depending on the condition of the situation.

Parents should know that students are in a secure environment with increased staff and a law enforcement presence.

LOCKDOWN: Lockdown is called when there is a threat or hazard inside the school building.

From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

The Lockdown protocol demands locking individual classroom doors, offices and other

securable areas, moving occupants out of line of sight of corridor windows, turning off lights to

make the room seem unoccupied, and having occupants maintain silence.

Parents wishing to discuss specific concerns or have any questions regarding our safety plans should call the school principal or the Director of Safety & Security, Marq Claxton at 803.736.3774.

SCHEDULE CHANGES

The decision to close or postpone school is taken very seriously and is made with collaborative input from state and local safety officials. In some instances, this decision will be made early in the morning, and notifications will be made by 5 a.m. In other instances, this decision will be made the day before. Additionally, some emergencies will occur during the school day causing schools to dismiss early and send students home. In the case of early dismissals, school buses will transport students who are bus riders home via established routes. Parents of car-riders and walkers must make arrangements for pick-up upon notification.

Parents will receive notification via our mass notification system, Parent Square. It is imperative that your emergency contact information is kept current to receive emergency phone messages. The district will also use Facebook and Twitter to communicate to parents/students. Please visit the district's site, click the Twitter logo and sign up to follow Richland Two. Check the district's website or R2TV for announcements about school closings, delays and early dismissals. Information will also be relayed to local media. Please do not call the school or the District Office.

When schools are opened two hours late, the following will apply:

- Students who ride the bus should report to their bus stops two hours later than usual; Car-riders should report to their schools two hours later than usual.
- Employees who have not been notified otherwise should report to work two hours later than normal. For example, employees who usually start at 8 a.m. will start at 10 a.m. instead.
- If the decision is made to cancel school, the day must be made up later in the school year. By State law, the district is required to schedule three inclement weather make-up days in the school calendar. Potential make-up days are October 18, January 6, and March 21.

SEXUAL HARASSMENT, INTIMIDATION AND BULLYING COMPLAINTS

Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by district employees, substitutes, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly,

disruptive, and/or criminal in nature and will not be tolerated.

Any employee or substitute who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination or permanent removal from the district's active substitute roster. A student who engages in such conduct may be disciplined up to and including expulsion. All school employees including substitute employees, are required to report alleged violations of this policy to the principal or his/her designee immediately.

Sexual harassment may be generally defined as unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature directed towards students will also not be tolerated. For further information regarding the district's policy related to the prohibition of sexual harassment of students or inappropriate conduct of a sexual nature directed towards students, refer to Board Policy JI, Student Rights and Responsibilities, and its accompanying Administrative Rule as well as Board Policy ACA Title IX. Any student who believes he or she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, substitute, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with Board Administrative Rule JI-R. For details and further information, see Board Policy JI. (Contact district's Title IX Coordinator at 803.738.3338 for additional information). All complaints will be investigated promptly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Students who have knowledge that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring should notify the school's principal, a school counselor, or a school administrator immediately.

Harassment, intimidation or bullying of students is prohibited. Harassment, intimidation or bullying is defined as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of the following: harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes he or she has been subjected to harassment, intimidation or bullying, as defined in State law and Board Policy JICFAA (Harassment, Intimidation or Bullying), is encouraged to file a complaint in accordance with Policy JICFAA/JICFAA-R.

Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct towards a student.

Bullying is unfair and one sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Language that is intended to harass, humiliate and intimidate another student is considered serious behavior. This includes racial slurs, sexual harassment and threats of physical harm.

Students shall avoid any conduct, behavior or action that could be characterized as bullying. Bullying may include, but is not limited to the following:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging a student's property
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to play with someone
- Demeaning or systematically excluding any student or group
- Bullying is prohibited against members of the same sex as well as against members of the opposite sex.

Administration will do the following things to help prevent bullying so that students feel safe at school:

- Closely supervise students in all areas of the school
- Watch for signs of bullying behavior and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take parents' concerns seriously about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on school discipline code.
- Provide immediate consequences for anyone who retaliates against students who report bullying.

The school will work to do the following to prevent bullying:

- Provide a copy of the bullying policy to all students and parents.
- Inform all students and parents about the definition of bullying, the procedures for registering a complaint, and the consequences for bullying.
- Designate administrators and bullying coaches (school counselors, school resource officers, teachers, etc.) who are informed of the procedures and understand how to implement them. For example, they should be made aware of the kinds of acts that constitute bullying, the district's commitment to eliminating and avoiding bullying in the schools, the penalties for engaging in bullying behaviors, the procedures for reporting incidents of bullying, and the procedures for coaching the student who was bullied and coaching the student who engaged in bullying.

Students will be encouraged to do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh or join in when someone is being bullied.
- Try to include everyone in activities, especially those who are often left out.
- Report bullying to an adult.

REPORTING AND RESPONSE PROCEDURES

Students who believe they have been bullied are encouraged to immediately inform a teacher, counselor, administrator or other school staff.

Staff, students or volunteers who witness or have reliable information that a student has been harassed or bullied are to report the matter to an administrator, counselor, teacher or other school staff member immediately.

All administrators and/or designated coaches will follow up periodically on any incident of bullying they were involved in investigating to determine whether the student has been subject to any further bullying since the corrective action was taken.

Retaliation against students who report bullying is prohibited. Retaliation against those who participate in an investigation of bullying is prohibited. All incidents of retaliation shall be immediately reported to an administrator and are subject to disciplinary action.

Students making false accusations of bullying as a means of reprisal, retaliation or harassment are subject to disciplinary action.

Engaging in bullying behavior on school property or when under the jurisdiction of the school, including while on a school bus, is considered a violation, is disorderly, disruptive, and/or is an act of criminal nature. Such conduct may result in disciplinary action, including suspension, and/or expulsion in certain instances.

TEACHING AND LEARNING

ENROLLMENT

In Richland Two, all students are required to attend the school in which they are zoned. Students must reside with their parent(s) or legal guardian(s) in order to be eligible for enrollment. Only the parent(s) or legal guardian is allowed to register their student.

Through the online registration process that opens in April of each year, Richland Two verifies the address of all students in the district. All students currently enrolled from Child Development through the 12th grade need to provide their current school with one proof of residence (current electric bill, cable bill, water bill). For students moving from one residence to another, they will need to provide three proofs of residence.

In order to attend a school other than your zoned school, you will need to apply for Choice (Choice and Magnet Programs). Choice is held in November/December of each year for Choice approval the following school year.

TRANSFER OF CREDIT

Richland Two schools comply with state and district policies for transferring grades to the student's record. Students who transfer from in-state and out-of-state public schools accredited by a regional accrediting association (i.e., Cognia) may transfer credit that has been awarded by the previous school attended. Students who transfer from schools must have their course credits and course weighting reviewed and approved by the receiving school.

For homeschool students who enroll in Richland Two, the district will consider a student's transcript along with additional supporting evidence such as course syllabi, lesson plans, schedules, textbooks or other instructional resources to validate course credits.

WITHDRAWAL FROM SCHOOL

Parents should begin the process in the School Counseling Office. Information must clear the fees clerk, the student's teachers, the media center and the textbook clerk before the withdrawal can be confirmed. It may take more than one day to complete the process.

If a student moves from the attendance zone for one Richland Two school to an attendance zone for another school in the district before the 45th day, the student must change schools. It will then be necessary to withdraw the student and enroll the student in the school in the appropriate attendance area. Parents must complete a Withdrawal Form. This form has extremely important information for the new school to facilitate proper grade, reading and math placements.

If a student moves from one Richland Two school to another school in the district after the 45th day, the parent may request the student remain at original school through the end of the school year. The request form may be obtained from the Attendance Secretary in the front office. The request must be approved by the principal. If a student moves outside of the Richland Two area, the student must transfer to the appropriate school district immediately.

WITHDRAWAL FROM A COURSE

The state uniform grading system and district policy define the conditions for withdrawing from courses. Those conditions are as follows:

With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course or 10 days in a 180-day course will do so without penalty.

Students who officially withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course or 10 days in a 180-day course shall be assigned a "WF" (withdraw failing) and the "F" will be calculated in the student's overall grade point ratio as a 50.

The three-, five- and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school.

10-POINT GRADING SCALE

Beginning with the freshman class of 2016–2017 (senior class of 2019–2020), students entered high school under the 10-Point Grading Scale to determine their GPAs.

GRADING SCALE, CONVERSIONS AND CLASS RANK

In compliance with state law, Richland Two will ensure grades for courses that grant a Carnegie unit are calculated according to the statewide grading system.

When transcripts are received from out-of-state (or in-state from other than public high schools) and letter grades are recorded, grades are transferred into the student's record as stated below:

TRANSFER GRADE CLASSIFICATION

All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course taken. The grading scale must be printed on the report card. When transcripts are received from accredited out-of-state schools (or in-state from accredited sources other than the public schools) and numerical averages are provided, those averages must be used in transferring the grades to the student's record. If letter grades with no numerical averages are provided, this conversion will apply:

A = 95
B = 85
C = 75
D = 65
F = Below 50

If the transcript indicates that the student has earned a passing grade in any course in which he or she had a numerical average lower than 60, that average will be converted to a 65 numerical grade on the new scale. If the transcript shows that the student has earned a grade of "P" (passing) or "F" (failing), that grade will be converted to a numerical grade based upon information secured from the sending institution as to the approximate numerical value of the "P." If no numerical average can be obtained from the sending institution, the receiving school will calculate the student's cumulative transfer GPA and the corresponding number equivalent will be assigned to replace the "P."

GRADE POINT RATIOS

Grade Point Ratios (GPR) will be figured uniformly in all schools using the same formula. The formula will yield each student's GPR that can then be ranked from the highest to the lowest rank in class. Computations will not be rounded to a higher number. For specific information on how an individual student's GPR is calculated, please contact your child's school counselor.

HONOR CODE

On my honor, I have neither given nor received unauthorized assistance on this assignment. I understand that any violation of the Richland Two honor code will result in academic and disciplinary action.

STUDENTS:

1. Will tell the truth when dealing with faculty, administrators, staff and student hearing boards where they exist.
2. Will not represent as theirs any work they have not done alone. This is plagiarism and includes any misuse of computers or other technology.
3. Will not cheat. Types of cheating include, but are not limited to, divulging responses to others or allowing others to view responses during any type of examination, looking at others' responses in an attempt to gain an unfair advantage, bringing, or attempting to bring, unauthorized materials to a test that include, but are not limited to written answers on any medium, unauthorized programs on calculators, other unauthorized resources or devices. Other forms of cheating include receiving, stealing, or looking at a test beforehand, using others' words, works or ideas without proper attribution, working in collaboration on work that was to be completed individually, and portraying as their own work that was completed by another.

Consequences: Cheating or Plagiarism

Students who violate the honor code will receive academic and disciplinary consequences that may include but are not limited to receiving a zero on an assignment, parent notification, detention, reduced points on an assignment, and/or removal from co-curricular or extracurricular activities, honor societies or student offices.

PROMOTION AND RETENTION

Richland Two parents/legal guardians, teachers, administrators, and community members have high expectations for student achievement. The South Carolina Curriculum Standards establish challenging standards for curriculum and student performance.

The district affirms academic excellence for all students. Board Policy IKE describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

This policy will be applicable to all students who are in the regular school program. Students functioning in special education programs will be governed by their Individual Education Program (IEP). The district will administer this policy fairly, equitably, and consistently in the schools.

PROMOTION AND RETENTION

The principal will be responsible for the decision to promote or retain a student in grades kindergarten through eight. The principal will take into consideration the academic as well as other relevant educational aspects (social, emotional, and physical maturity) of the student's development and will be responsible for ensuring that parents are adequately apprised of their child's progress and options.

Students in grades six through eight will be required to complete and pass courses in each of the core content areas in language arts, mathematics, science and social studies for promotion each year.

The purpose for promotion or retention is to ensure the success of the student. It is recommended that a child not be retained more than once prior to entering third grade. The decision to retain a K-8 student will be accompanied by a written plan for academic progress.

Students in Grades 9–12 will be awarded units of credit for courses that have been approved by the South Carolina Department of Education. Requirements for promotion to each grade level as follows:

- Promotion from Grade 9 to 10: a total of six units of credit, including one unit of English and one unit of mathematics
- Promotion from Grade 10 to 11: a total of 12 units of credit including one unit of English and one unit of mathematics
- Promotion from Grade 11 to 12: a total of 18 units of credit, including one unit of English and one unit of mathematics
- High school graduation: a total of 24 total units of credit, including four units of English; four units of mathematics; three units of science, including one in which an end-of-course test is administered; one unit of U.S. History; 1/2 unit of Economics; 1/2 unit of Government; one additional social studies; one unit of physical education or Junior ROTC; one unit of computer science; one unit of foreign language or career and technology education; seven electives including a 1/2 unit of health.

PARENT CONFERENCES

By the end of the first nine weeks, the school will notify the parent/legal guardian of each K–8 student performing below grade level in need of a conference. Standardized test results and/or school level assessments will be used to determine which students are performing below grade level. At the conference, the student, parent/legal guardian, and appropriate school personnel will discuss and develop a plan to ensure student success.

At the end of the third nine weeks, the school will notify the parent/legal guardian of each K–8 student who continues to perform below grade level about the student's progress toward performing at grade level and/or meeting the objectives established in the student's plan.

Before the end of the school year, the school will notify the parent/legal guardian of each K–8 student who is still performing below grade level and/or not meeting the objectives established in the student's plan. The parent/legal guardian will be informed that the student will be retained and given an opportunity for a conference.

SCHOOL MULTI-DISCIPLINARY TEAM REVIEW

The school will establish a multi-disciplinary team of school professionals to review all retention decisions and make recommendations to the principal. The team will use this policy and review students' plans to determine a student's readiness to proceed to the next grade level. The principal is responsible for the final decision to promote or retain a student in grades K-8.

APPEALS PROCESS

The district will have an appeals process in place for the parent or student to appeal retention. The parent/legal guardian will submit any appeal for retention decision in writing to the school principal within 10 business days following the distribution of final report cards. The principal will respond in writing within 10 business days of the appeal. The principal may choose to meet further with the parent/legal guardian.

Within 10 days of receipt of the principal's written response, the parent/legal guardian may place in writing an appeal and documentation to the superintendent or his/her designee if he/she feels that there is a compelling reason that the student should not be retained. Upon receipt of an appeal, the superintendent's designee will review the information and respond to the parent/legal guardian within the next 10 business days.

READ TO SUCCEED STATE-MANDATED THIRD GRADE RETENTION

A student will be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the year as indicated by a score at the lowest achievement level on the state summative reading assessment. The parent/legal guardian of each student not demonstrating third grade level reading proficiency will be notified in writing during the second grading period that the student is being considered for retention, and a conference will be held prior to a determination regarding retention.

Students eligible for retention under this requirement may attend a Read-to-Succeed summer reading camp provided by the district in an effort to meet the required reading proficiency level prior to being retained.

Parents/legal guardians may designate another person as an education advocate to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child.

THIRD GRADE RETENTION – GOOD CAUSE EXEMPTION

A student may be exempt for good cause from mandatory retention but will continue to receive support and services and reading intervention appropriate for the student's age and reading level. Students who may qualify for a retention exemption include, but are not limited to those:

- With limited English proficiency (Multi-lingual Learners) and less than two years of instruction in an English as a Second Language Program
- With disabilities whose IEP indicates the use of alternative assessments or alternative reading interventions, and students with disabilities whose IEP or Section 504 Plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency
- Who successfully participate in a summer reading camp at the conclusion of third grade and demonstrate reading proficiency by achieving Approaches Expectations, or at least a level above the lowest level, on the state summative reading assessment
- Who demonstrate third grade reading proficiency by scoring the equivalent of Approaches Expectations, or the level above the lowest level, on the statewide summative assessment or a norm-referenced alternative assessment (MAP) approved by the board for use in summer reading camps; or
- Who have received two years of reading intervention and were previously retained

CAREER READINESS

The state of South Carolina has eleven criteria that define student readiness, nine of which are offered in Richland Two. Students must meet at least one of the nine criteria to be considered career ready.

Two of the most recognizable of the nine criteria are the SAT, and the ACT. Students must score a 1020 on the SAT or a 20 on the ACT to be considered Career Ready. There are two other testing programs that also serve as vehicles to prove college and career readiness. A score of 31 on the Armed Services Vocational Aptitude Battery, also

known as the ASVAB, qualifies a student as college and career ready. Finally, scoring a Level 3 Credential on the WIN SC Career Ready test given to juniors each winter is also a way to be deemed career ready by the state of South Carolina.

Taking an Advanced Placement course which culminates in an AP exam, and scoring a 3 or higher on the AP exam, indicates college and career readiness. Dual Credit courses also will qualify a student as college and career ready if a student takes and passes two 3 hour college courses.

If a student is a Career and Technical Education (CTE) completer and has earned an industry recognized credential that is on the list of state approved credentials, they are career ready. To learn which credentials are recognized by industry and by the state of South Carolina, please ask your CTE teacher or your Work-Based Learning Coordinator. Additionally, if a student has completed an approved Work Based Learning experience through their school, they may be qualified as well. If a student is identified as a student with a disability who successfully completes the South Carolina High School Employability Credential, according to their Individualized Education Plan (IEP), the student also meets the criteria for career ready. Please refer to https://expectmoresc.com/sc-report-card/college-and-career-ready/ for up-to-date information provided by the SC Education Oversight Committee.

ASSESSMENTS

To assess College Readiness, the South Carolina Department of Education requires school districts to offer a free, school-day ACT or SAT to students beginning in the Spring term of their third year of high school. Students are eligible to take either exam, but can only take one or the other. If for some reason a student did not take the free ACT or SAT in their third year of high school the exam can be taken as a fourth year student.

To assess Career Readiness, the South Carolina Department of Education requires school districts to offer ACT WorkKeys to students beginning in the Spring term of their third year of high school. Students who may wish to test again the following year are eligible to do so.

PARENT INVOLVEMENT

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

- Parents of students experiencing academic difficulty will be notified by the school. When applicable, information will be provided regarding workshops and seminars relating to parental assistance and guidance at home.
- Parents of disruptive students will be notified as soon as possible by an administrator. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student, or upon notification of parent, the student will be transported home or to the parent's work site.
- Parents may be given the choice to shadow students for a day in lieu of certain suspensions from school.

This option can be offered by the school administrator for first suspensions only and will not be an option for certain infractions.

- Parents will attend an administrator/parent/student conference before the student is allowed to return to school on probationary status following an expulsion hearing.
- Parents of students assigned to Blythewood Academy will be required to provide transportation.

CLASSROOM VISITS

The Richland Two Board of Trustees and administrators encourage parents and guardians to visit classrooms to observe the work of the school.

Since the 2017-2018 school year, all schools follow the same procedures for parent and guardian visits. While we encourage parents/guardians to schedule a mutually convenient time to visit their child's classroom, they can visit schools at any time without prior notification. If the visit is not scheduled in advance an administrator or counselor may escort the visitor to the classroom and offer to talk with the visitor after the classroom observation regarding any concerns.

Prior to visiting a classroom for the first time, a parent or guardian shall review and sign an acknowledgement form that outlines the expectations for visiting a classroom.

STUDENT FEES/EXPENSES/DEBTS

The district charges a general school fee, as authorized by the South Carolina General Assembly, based on the following fee scale:

Elementary - $15

Middle - $25

High - $35

The general fee is used to purchase consumable instructional materials and supplies and is required of every student. Additionally, some courses and programs may also have associated fees (e.g., culinary arts, band, magnet programs, etc.).

All fees will be reduced or waived for students who qualify for Medicaid, SNAP, TANF or are homeless, transient or in foster care, as well as students who qualify for free or reduced-price meals. Any family experiencing hardship can request a reduction in fees to the school's principal.

DEBTS

Parents/guardians are expected to clear all debts, including payment of school fees, in a timely manner or when withdrawing from school. All educational materials including textbooks, library books, locks, etc., are the responsibility of the student and must be paid for if lost. Parents/guardians will be required to pay for any damage caused by their student to school property, including school buses. Students owing fees will not be allowed to participate in graduation and elective activities, such as pageants and school dances.

ONLINE FEE PAYMENTS

In an effort to reduce time, money and paper waste, parents of returning students can avoid the long lines of school start-up and pay their children's school fees through a secure online website that is accessed through the PowerSchool Parent Portal. With a few simple mouse clicks, parents can view assessed fees, any outstanding balances, and pay for all of their children in a single transaction. Payments can be made by Visa, MasterCard and American Express. For general information about fees, please contact your child's school. Our fee management and online payment system is an easy and secure way to pay school fees from the comfort of your home or office.

PAYING WITH CHECKS

Our school district will also gladly accept checks. Please include a full name, street address and phone number on your check. Richland Two recognizes that occasionally one may inadvertently overdraw the checking account and a check may be returned by the bank. In order to recover these funds in a private and professional manner, the district has contracted with CHECKredi for collection of returned checks. Each person writing a check to a school should write the check on a commercially printed check with a name, address and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account until collected, and that the fees established by law, may be debited from the same account (Fees are currently $30 each time presented for collection). If the check and fee are not collected electronically, then CHECKredi will contact the person by mail and by telephone in order to make arrangements to pay. Payments may be made to CHECKredi by mailing to 4925 Sparkman Drive or to P. O. Box 3829 Huntsville, AL 35810. Payments of the check and fee may be made electronically at checkredi.com by using a credit card, debit card, or electronic check without an additional fee. For a convenience fee, payments may be made over the telephone by credit or debit card or electronic check by calling toll free 877.524.7334.

STATEWIDE UNIFORM GRADING SCALE

The district will follow the statewide uniform grading scale as approved by the State Board of Education. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level. The uniform grading scale is as follows.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

GRADE LEVELS

This section contains grade level specific information. Please read and review individual school handbooks/agenda books for school-specific information.

ELEMENTARY SCHOOL

EARLY DISMISSAL OF STUDENTS

If a parent/guardian wishes to check out his/her child from school during the day because of a doctor/dentist appointment or other valid reason, the parent is requested to come into the main office to properly sign the child out of school. Proper ID will be requested.

Should a parent send another person to pick up his/her child, written authorization from the parent is required and the person authorized by the parent must follow the above mentioned sign-out procedure. This procedure helps to ensure the safety and well-being of our students.

Please note that children will not be called from the classroom until the parent arrives in the front office. Except in the case of an emergency, a student cannot be signed out after 2:00 p.m. at elementary schools.

BIRTHDAYS AND NON-SCHOOL PARTIES

Guidelines on non-school parties help to ensure that birthday and other celebrations remain fun and do not inadvertently result in hurt feelings. With this in mind, parents are required to send party invitations directly to individual children's homes, rather than distributing them in school. An exception can be made to this policy when the entire class is invited. In order to maintain an academically focused environment, we respectfully request no balloons, toys or other gifts to be presented/given at school.

Parties are not allowed at school. Students are allowed to celebrate their birthdays with fellow class members during certain times. Please check with your child's school to find out their procedures and expectations for snacks, treats and goodie bags.

MIDDLE SCHOOL

EARLY DISMISSAL OF STUDENTS

If a parent/guardian wishes to check out his/her child from school during the day because of a doctor/dentist appointment or other valid reason, the parent is requested to come into the main office to properly sign the child out of school. Proper ID will be requested.

Should a parent send another person to pick up his/her child, written authorization from the parent is required and the person authorized by the parent must follow the above mentioned sign-out procedure. This procedure helps to ensure the safety and well-being of our students

Please note that children will not be called from the classroom until the parent arrives in the front office. Schools restrict when students can be signed out before regular dismissal. Check with your child's school for specific early dismissal guidelines.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL (POLICY IKEA)

Students are permitted to earn Carnegie units of credit to be counted toward high school graduation prior to enrollment at the ninth-grade level. The following will govern the granting of units of credit at the middle school level.

A student in the seventh or eighth grade may be awarded credit for high school courses completed at the middle school level. Credits may be awarded in ¼, ½, and 1 unit increments.

A student will be awarded one credit for each high school mathematics course successfully completed during middle school. Such courses will be unweighted unless they follow a course of study that has been approved by the Weighted Credit Committee.

A student will be awarded one credit for the successful completion of English I during middle school.

A student will be awarded one unit of world language credit for the successful completion of the high school level world language sequence.

A student will be awarded one high school credit for successfully completing a computer elective at the middle school level.

Courses for which a student received credit toward his/her school graduation will become part of the student's high school transcript and will be included in calculations of the high school grade point ratio and class rank. During his/her ninth-grade year, a student may retake a high school credit course that he/she initially took during his/her middle school years. In the event a student retakes a course, the higher of the two grades earned for the course will be used to calculate the student's GPA.

A middle school student who completes high school courses at a Richland Two high school will be awarded credit in the same manner as a high school student enrolled in the course.

A student who transfers to Richland Two from an accredited school will be allowed to transfer credits which the student has been awarded. The courses will become part of the student's high school transcript and will be included in calculations of high school grade point ratio and class rank.

Middle schools may only offer credit bearing courses that are approved by the superintendent or his/her designee.

HIGH SCHOOL

EARLY DISMISSAL OF STUDENTS

If a parent/guardian wishes to check out his/her child from school during the day because of a doctor/dentist appointment or other valid reason, the parent is requested to come into the main office to properly sign the child out of school. Proper ID will be requested.

Should a parent send another person to pick up his/her child, written authorization from the parent is required and the person authorized by the parent must follow the above mentioned sign-out procedure. This procedure helps to ensure the safety and well-being of our students. Please note that children will not be called from the classroom until the parent arrives in the front office. Students must be signed out of school by 3:30 each day or they will have to wait for the regular dismissal time.

IDENTIFICATION BADGES

Identification badges are required for all students, faculty, visitors, etc. ID badges are to be visible at all times on campus. To assist with this safety issue, students and staff will be issued wearable ID cards. A student must:

1. wear his/her ID card properly while on school grounds;
2. wear his/her ID card so that it hangs near the middle of the chest;
3. not wear an ID card that belongs to someone else;
4. not alter his/her ID card in any way; and
5. not place unapproved decals or stickers on his/her ID card

Upon entering the school for the first time, a student will be issued an ID card and a lanyard at no charge to the student. The card will identify the student by name and grade level. The card should be kept in good condition. Each student will be issued a new ID card annually. Students may not check out books from the media center, check out textbooks or technology, or obtain lunch without their ID card.

PARKING

Parking at all Richland Two high schools is a privilege. All school fees/debts must be paid before a parking permit may be purchased. Violations of the parking regulations during the previous school year may result in denial of a parking permit.

All student vehicles parking on campus must display a valid driving/parking decal/tag issued by the high school. Decals/tags must be in place by the first day of class. Students may purchase parking decals/tags at orientation prior to the opening of school at a cost of $25.

Students must provide certification of their successful completion of the ALIVE AT 25, a driver's training program, before they can qualify to purchase on-campus parking. The dates and times of training and costs of the program may be obtained from the Alive at 25 website: scaliveat25.org.

The presence of unregistered and uninsured vehicles on campus poses a potential safety hazard to our students, our employees, and our guests. The schedule of parking fines is as follows:

- $40 for not displaying school decal/tag
- $25 for parking in wrong space
- $25 for parking on yellow line or curb
- $100 for parking on red curb
- $200 for illegal use of blue handicap space

***Speeding and reckless driving on school property will result in the loss of the parking decal/tag and parking privileges.

Visitor's parking is for visitors. Students are not to park in these spaces. Guests may not park on the curb. The school will NOT be responsible for the theft of contents, theft of vehicle, damage of vehicle or contents while vehicle is on campus.

A student may not drive a vehicle on campus that is not properly registered to him/her or his/her parent or legal guardian. Students may not drive/park on campus during the school day without registering with the administrator in charge of parking. Vehicles without decals/tags may be booted, ticketed or towed without notice. The towing cost is set by the towing company.

PROMOTION REQUIREMENTS

FRESHMAN	PROMOTION FROM EIGHTH GRADE
SOPHOMORE	5 (INCLUDING ENGLISH I AND 1 MATH UNIT)
JUNIOR	11 (INCLUDING 2 UNITS OF ENGLISH AND 2 UNITS OF MATH)
SENIOR	17 (INCLUDING 3 UNITS OF ENGLISH, 3 UNITS OF MATH, AND PROJECTING GRADUATION)

GRADUATION REQUIREMENTS AND PROCEDURES

To receive a high school diploma students must complete 24 Carnegie Units (see chart on the right) and demonstrate proficiency in computer literacy.

Subject	SC Diploma Requirements 24 units
ENGLISH/LANGUAGE ARTS	4.0
MATHEMATICS	4.0
NATURAL SCIENCE	3.0
U.S. HISTORY AND CONSTITUTION	1.0
ECONOMICS	0.5
U.S. GOVERNMENT	0.5
OTHER SOCIAL STUDIES	1.0
PHYSICAL EDUCATION OR JROTC	1.0
WORLD LANGUAGE OR CAREER & TECHNOLOGY ED *	1.0
ELECTIVES	6.5
HEALTH (DISTRICT)	0.5
COMPUTER SCIENCE	1.0

*For students in a college preparatory program, one unit must be earned in a world language. (Most four-year colleges and universities require at least two units of the same world language).

Personal Finance will have a 0.5 credit requirement beginning with the Class of 2027.

For students in a Tech Prep program, one unit must be earned in Career and Technology Education.

End-of-Course state exams will be administered as prescribed by the State Department of Education and will count 20 percent of the final grade for English 1, Algebra 1/ Intermediate Algebra, US History and Biology 1.

All seniors will receive graduation information throughout the school year. There are multiple required meetings that all seniors must attend. In addition, graduation supply ordering procedures will be publicized in school and on the website.

PARTICIPATION

In order to participate in the graduation ceremony, a senior must have earned all courses required for a diploma by the State Department of Education. The senior must be clear of all debt, must have cleared all attendance issues that impact the receipt of credits, and must have served all discipline hours accrued. There is a summer school graduation ceremony for students who complete these requirements in summer school.

REGALIA

Graduates may wear only official regalia during the graduation ceremony. Regalia obtained through any source other than the high school is not approved for wear during the school ceremony.

JUNIOR MARSHALS

The top 10 percent of the junior class will be invited to serve as junior marshals for graduation. School Board Policy IKC states that marshals "will be selected based on rank at the end of the sophomore year, adjusted as needed for enrollment changes." Potential marshals are subject to additional review.

The marshals organize the senior class members for graduation practice(s) and the graduation ceremonies. The top two juniors at the time marshals are identified serve as stage marshals. Other marshals are assigned duties randomly. Students are given the opportunity to decline this honor. Those accepting the honor are expected to fulfill all of the responsibilities.

GRADUATION SPEAKERS AND SOLOIST

Auditions will be held in the spring for class speakers. One, two or three speakers may be selected. The selection committee reserves the right to deny any or all applicants. Auditions will be held in the spring for a senior soloist. The selection committee reserves the right to deny any or all applicants.

SALUTATORIAN

The graduating senior with the second highest GPR shall be named the Salutatorian. To qualify for this honor, a student must have been enrolled in the school for a minimum of 130 consecutive days prior to the end of the fourth quarter of the senior year and meet the criteria established by the Honors Awards Committee in line with School Board policy.

VALEDICTORIAN

The graduating senior with the highest GPR will be named the Valedictorian. To qualify for this honor, a student must have been enrolled in the school for a minimum of 130 consecutive days prior to the end of the fourth quarter of the senior year.

ALTERNATIVE ACADEMY

PROGRAM REQUIREMENTS FOR BLYTHEWOOD ACADEMY

- Satisfactory academic effort (passing grades in all subjects)
- Satisfactory attendance (no more than 2 unlawful absences)
- Acceptable/appropriate behavior (no more than 1 suspension)
- Satisfactory participation in Building Bridges Program (completion of a minimum of six sessions and continuing to completion)
- Satisfactory participation in Career Exploration/ Development Project

SCHOOL UNIFORMS AT BLYTHEWOOD ACADEMY

Elementary and middle school students are required to wear the school uniform each day.

Bottoms: Khaki (tan only) pants, shorts and or skirts (knee length); solid black belts must be worn daily. Belts should not have designs or glitter. Pants must be the correct waist size. Sagging is prohibited. Any student that violates this requirement will be sent home.

Shirts: Boys are required to wear plain light blue shirts (oxfords) with collars to accommodate (solid navy blue) neckties. White T-shirts without logos must be worn underneath shirts. Girls are required to wear navy blue polo shirts or light blue oxfords. Girls must wear a solid white T-shirt without logos under blue shirts. Shirts must be tucked and neatly fitted.

Outerwear: Coats and jackets must be plain and must be zipped to the third button of the shirt so that the tie is visible at all times. Logos (names of teams, designers, etc.) are not permitted. Hooded jackets, sweatshirts, bandannas, do rags, and hats are not to be worn to school. They will be confiscated.

Footwear: All black rubber soled shoes with black shoe laces must be worn and must be laced and tied. Black or white socks without designs or logos are required for boys and girls. No open-toe shoes.

Book bags: Book bags must be clear or mesh. Trapper keeper binders are not allowed. Handbags must be small and preferably clear.

Jewelry: Jewelry is not permitted for girls or boys. Watches are permitted, but must not have a beeping function. Girls may wear a pair of stud earrings.

HIGH SCHOOL

High school students are required to wear the school uniform each day.

Bottoms: Khaki (tan only) pants, shorts and or skirts (knee length); solid black belts must be worn daily. Belts should not have designs or glitter. Pants must be the correct waist size! Sagging is prohibited. Any student that violates this requirement will be sent home.

Shirts: Boys are required to wear plain white oxford shirts with collars to accommodate solid black neckties. White T-shirts without logos must be worn underneath shirts. Girls are required to wear a white button down shirt or white or black polo shirts. Girls must wear a solid white or black T-shirt without logos under white or black shirts. Shirts must be tucked and neatly fitted.

Outerwear: Coats and jackets must be plain and must be zipped to the third button of the shirt so that the tie is visible at all times. Logos (names of teams, designers, etc.) are not permitted. Hooded jackets, sweatshirts, bandannas, do rags, and hats are not to be worn to school. They will be confiscated.

Footwear: All black rubber soled shoes with black shoe laces must be worn and must be laced and tied. Black or white socks without designs or logos are required for boys and girls. No open-toe shoes.

Book bags: Book bags must be clear or mesh. Trapper keeper binders are not allowed. Handbags must be small and preferably clear.

Jewelry: Jewelry is not permitted for girls or boys. Watches are permitted, but must not have a beeping function. Girls may wear a pair of stud earrings.

STUDENT CONDUCT

The Board of Trustees and district staff believe that a safe, positive learning environment is one of the most important components of a successful school.

All district employees who work with students are aware of their responsibilities to provide them with proper guidance and supervision and to serve as role models for young people. We make every effort to treat each student fairly and consistently at all times.

The district is also committed to preparing students to enter the adult world as productive, responsible citizens. Because the school setting closely reflects society as a whole, it is important for students to understand and respect the need for rules and regulations governing their conduct while they are at school or when they are participating in school-related activities.

The Richland Two School Board recognizes that the Fourth Amendment protects citizens, including students, from unreasonable searches. However, any person entering the premises of any school in the district, including visitors, shall be deemed to have consented to a reasonable search of his/her person and personal property (Act 373 of 1994). See Board Policies JIH and KI for additional information.

Please review these guidelines carefully. Exact regulations are contained in the Board's policies. Please contact the school principal if you have any questions or concerns.

STUDENT CODE OF CONDUCT

Richland Two expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. Students may not disrupt class or become involved in substantial disruptions or invade the rights of others.

The following Board Policies provide detailed information on expectations for students:

- Board Policy JI Student Rights and Responsibilities
- Board Policy JICDA Code of Conduct

RICHLAND SCHOOL DISTRICT TWO DISCIPLINE PHILOSOPHY

Richland School District Two believes learning is the cornerstone of student success, and the purpose of student discipline is to TEACH our students positive behaviors rooted in the district's Four Squares to Success: Learning, Character, Community and Joy. In order to TEACH positive behaviors effectively, ALL Richland School District Two staff members and community partners collectively must:

- believe in ALL students' ability to succeed in pursuit of their pathway to purpose.
- implement Restorative Practices to build, mend and strengthen relationships.
- integrate best practices for academic and behavioral supports for students.
- implement the discipline philosophy, guidelines and recommendations with fidelity within Richland School District Two's Multi-tiered System of Supports (MTSS). Richland School District Two's MTSS framework for behavior is Behavior Education Supports and Training (B.E.S.T.).

SCHOOL SAFETY

When a problem arises:

1. Most discipline problems can be resolved by the teacher, student and parent in a calm and reasonable manner. However, in cases where the student's behavior affects the safety or learning opportunities of other students, additional disciplinary action must be taken.
2. In such cases, the administration is authorized to take necessary disciplinary action in compliance with the policies of Richland Two and local law enforcement agencies.
3. Open channels of communication have been established within the district that permit students and parents to express complaints and offer suggestions for revision of rules.
4. Since most disciplinary problems are of a nonrecurring nature, teachers and administrators have several options for solving behavioral problems within the school.

ACTIONS LEADING TO SUSPENSION AND EXPULSION

Chronic recurrences of offenses may lead to suspension or expulsion when previous disciplinary actions have not proven effective in improving the student's behavior. The administration emphasizes that the circumstances, number of offenses, prior warnings and prior suspensions affect these recommendations.

PROPER CONDUCT

Students are required to conduct themselves in a manner that is in the best interest of the school.

READMITTANCE FOLLOWING EXPULSION

After being expelled, students wishing to return to school the next year or for summer school must petition the Superintendent or his/her designee in writing for permission to be readmitted into the district. Gross misbehavior may result in permanent expulsion.

SUSPENSION/EXPULSION OFFENSES

Students may be suspended or expelled for any of these offenses:

- Theft;
- Use of obscene or profane language or gestures to students, teachers, staff members or administrators;

- An unauthorized walkout from a classroom or school building;
- Assaulting, blackmailing, threatening or intimidating other students, teachers, administrators or staff members;
- Fighting;
- Possession in school of a weapon or any object brandished as a weapon (Administrator must recommend expulsion.);
- Distribution of unauthorized materials;
- Knowingly consuming or being under the influence of drugs or alcohol (Administrator must recommend expulsion.);
- Unlawful possession or use of a personal electronic communications device (including a cellular telephone) in violation of policy JICJ (Use of Electronic Communication Devices in School) and/or IJNDB/IJNDB-R(2) (Electronic Communication and Data Management)
- Use of a personal or district issued electronic communications device (including a cellular telephone) in violation of policy JICJ (Use of Electronic Communication Devices in School) and/or IJNDB/IJNDB-R(2) (Electronic Communication and Data Management);
- Vandalism;
- Trespassing;
- Sexual offenses (inappropriate verbal or physical conduct of a sexual nature);
- Smoking or other tobacco use;

SERIOUS OFFENSES

The use, possession or distribution of weapons, alcohol and drugs will not be tolerated and may result in permanent expulsion in incidences involving drug or alcohol offenses.

Students who are expelled for a drug or alcohol violation must successfully complete a rehabilitation program approved by the district before readmission to school.

In all cases of serious offenses, parents are required to pick up their child at the law enforcement agency, rather than at the school. Local law enforcement policies require school officials to report students who engage in serious offenses. School officials who do not comply with this reporting requirement may be subject to criminal penalties.

WEAPONS

1. A student who brings a gun or destructive device to school or a school activity will be transported to the local law enforcement agency and will be confined. The student will be expelled for at least one calendar year (365 days).
2. A student who brings a knife or other weapon or who causes visible injury to another student will be transported to the local law enforcement agency and may be confined. The student will be recommended for expulsion.

Items approved for use and/or used in relation to normal school activities, i.e., food preparation utensils and project implementation items, should be investigated carefully by school administration for intent to harm before moving to a recommendation for expulsion.

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. If a student is found in possession of a prohibited item before the student reports the unauthorized item, then the student possessing it will go through district disciplinary procedures to resolve the issue.

ALCOHOL AND OTHER CONTROLLED SUBSTANCES

Principals will cooperate fully with police, reporting to them all information that assists with their efforts to stop the sale, possession or use of any controlled substance.

1. A student who brings drugs or alcohol to school or a school activity or who is under the influence of a drug or alcohol will be transported to the local law enforcement agency and will be confined. The Board of Trustees will expel the student and may choose permanent expulsion. Students who unknowingly use alcohol or other controlled substances will not be considered for expulsion dependent on case findings, previous infractions and grade point average.
2. A student who has anything that resembles or is represented to be drugs or alcohol faces the same penalties as if the substance were actually a drug or alcohol.
3. A student who helps another student break these rules faces the same penalties.
4. A student who is expelled because of a violation of these rules must successfully complete a drug/alcohol rehabilitation program approved by the district before readmission to school.

GANGS AND GANG-RELATED ACTIVITY

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

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

1. Gangs that initiate or advocate activities that threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events and are harmful to the educational purposes of the district.
2. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats

and intimidation, fighting, or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students.

3. The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming that is by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school is prohibited. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, the district will maintain, in all of its school offices, an example of potential gang indicators including symbols, hand signals, graffiti and clothing/accessories. In providing these examples for students and parents, the Board acknowledges that not all potential gang indicators actually connote actual membership in a gang.
4. If the district determines that a student has initiated or participated in a gang or a secret society as stipulated previously, that student will be disciplined in a manner that may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory that the district has determined to be a gang indicator.

These regulations cover students during the school day as well as on school buses and during all school-sponsored functions on or off campus.

SUSPENSION AND EXPULSION

In all cases of disciplinary actions taken by the administration of Richland Two, a fair, common-sense approach is maintained. This approach uses specific procedures that ensure that administrators, students and parents are involved at every step to reduce unnecessary conflict.

MAXIMUM SUSPENSION

An administrator may suspend a student from the classroom or from school for a maximum of 10 days for each offense, but not for more than 30 days of the academic year.

SUSPENSION DURING THE LAST 10 DAYS OF SCHOOL

An administrator may not suspend a student from school during the last 10 school days of the school year if the suspension would result in the loss of the course credit unless the School Board approves, or if the student is an actual threat to the class or the school, or a hearing is granted by the end of the next school day following the suspension.

PARENTAL NOTIFICATION

An administrator who suspends a student will notify the student's parents or guardians in writing, and provide the reason for the suspension. The parents or guardians are requested to attend a conference with appropriate school personnel. Following the conference, the parents may appeal the suspension to the school principal and to the district office. This ends the appeals process for suspensions.

PROCEDURE FOR EXPULSION

Authority to Expel

Under Board Policy JKE, expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the Board. The Board delegates to the Board-approved district hearing officers the authority to conduct administrative hearings and take disciplinary action, including expelling students from the district. An expulsion hearing will take place within 10 days of the written notification at a time and place designated by the hearing officer, and a decision will be rendered within 10 days of the hearing. The student may be suspended from school and all activities during the time of expulsion procedures. Pending the expulsion hearing outcome, students are allowed to complete and submit homework through a parent or designated guardian. The decision of the hearing officer may be appealed to the Board. Every expelled student will have the right to petition for readmission for the succeeding school year. Students recommended for permanent expulsion by the district hearing officers shall be referred to the Board.

The authority to permanently expel a student from the school district does rest solely with the Board.

EXPULSION HEARINGS

1. When a student is recommended for expulsion, the parents or legal guardians of the student are notified in writing of the time and place of a hearing before the Board of Trustees or its designee.
2. At this hearing, parents have the right to legal counsel as well as the right to question all witnesses. If the hearing is held before the Board's designee, both the parents and school administrators have the right to appeal the decision to the Board. The Board will generally review appeals in writing, with neither party appearing before them.
3. The hearing will take place within 10 days of issuance of a written notification of a time and place designated by the Board or its designee. A decision will be rendered within 10 days after the hearing.

ABSENCES DURING EXPULSION PROCEDURES

During the time of expulsion procedures, the student is suspended from school and all school activities. If an administrator's recommendation for a student's suspension or expulsion is rejected by the Board, all student absences resulting from proceedings may be excused.

LEGAL APPEALS

Actions of the School Board may be appealed to the proper court. The J Policies address student issues. If a person has questions about any of this information, please contact the child's school or the District Office, 803.787.1910.

All board policies are available online at *www.boardpolicyonline.com*

SEARCHES AND INTERROGATIONS

In order to enhance security in the schools and prevent students from violating Board policies, school rules and state laws, district administrators and other designated school employees are authorized to conduct reasonable searches according to the procedures outlined herein. In conducting such searches, school employees will make every effort to protect the privacy of individuals. Notice will be conspicuously posted on school property at all regular entrances and any other access point on school grounds, advising individuals that searches may be conducted as outlined below. If a properly conducted search yields evidence that a Board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests a violation of law, law enforcement will be notified.

SEARCHES OF A PERSON OR A PERSON'S PERSONAL BELONGINGS

Procedures for searching a person or a person's personal belongings must comply fully with the "reasonableness standard," as adopted by the U.S. Supreme Court in New Jersey v. T.L.O. This standard requires that a search must be "justified at its inception" and "reasonably related in scope." "Justified at its inception" means that a school official must have reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating Board policies, school rules, or federal or state law. "Reasonably related in scope" means that the actual search conducted must be likely to turn up evidence of the specific violation. In addition, the search must take into consideration the age and sex of the individual being searched and the nature of the infraction.

No school personnel will conduct a search, that may be considered a strip search. All searches of students must be conducted or authorized by the principal or his/her designee in the presence of a staff/professional witness.

SEARCHES OF LOCKERS, DESKS AND OTHER SCHOOL PROPERTY

The district provides lockers, desks, and other such school property to students for their use during the academic year. Because the district retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students will be notified at the beginning of each school year that such property may be searched at any time.

School authorities will also inform students of the following locker regulations:

- Students are responsible for the contents of the locker assigned to them.
- Students are to keep their lockers locked.
- Students are not to give other students access to their locker.
- Students are to report damaged, unsecured lockers immediately.

SEARCHES OF AUTOMOBILES ON SCHOOL PROPERTY

Students are permitted to park on school premises as a matter of privilege, not of right. Accordingly, all students desiring to park their automobiles on school premises must first obtain a parking permit from the designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms regarding the use of parking lots as set forth below. Vehicles that do not have a permit in plain view are subject to being towed at the student's expense.

Because parking on school premises is a privilege, the school retains authority to conduct routine searches of automobiles parked on school property. The school may conduct routine searches of the exterior of student automobiles parked on school property at any time. In conducting a search of the exterior of an automobile, school officials may observe those things inside automobiles that are in plain view.

The interiors of student automobiles, including such things as trunks, glove compartments and personal belongings within an automobile, may be searched whenever a school official has reason to believe a student is violating Board policies, school rules or federal or state law, as described in the "reasonableness standard" set forth above. When a school official needs to gain access to the interior of an automobile parked on school premises for purposes of conducting a search in compliance with the "reasonableness standard," he/she will first ask the student to provide such access. If a student refuses to provide the school official with access to the interior of his/her automobile, he/she may be subject to disciplinary action, including loss of all parking privileges.

SEARCHES BY CANINES

The use of trained canines to search for controlled substances, weapons and bombs in schools will be on a random, unannounced basis. At the request of the school principal, a trained canine with its handler may go into schools to sniff lockers, desks, backpacks and the exterior of automobiles. Trained canines will not be used to search students themselves. The canine must be accompanied by a qualified and authorized handler who will be responsible for the dog's actions. Should the dog alert its handler to the presence of any controlled substance, weapon or a bomb, school officials would then have a reasonable basis

to conduct a search in accordance with the procedures set forth above.

INTERROGATIONS BY SCHOOL PERSONNEL

Teachers and administrators may question students about any matter pertaining to the operation of the school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances, which will avoid unnecessary embarrassment to the student being questioned. Any student who answers falsely or evasively or refuses to answer an appropriate question may be disciplined.

INTERROGATIONS BY LAW ENFORCEMENT

When law enforcement officers find it necessary to question students during the school day, the principal or his/her designee will cooperate with law enforcement and request to be present in order to protect the best interests of the student. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee will continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds.

CONTACTING LAW ENFORCEMENT

The principal or his/her designee will contact law enforcement immediately upon notice that a person is engaging in, or has engaged in, activities on school property or school-sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person or another person or his/her property.

METAL DETECTOR

When the school administration has reasonable cause to believe that identified or unidentified students possess weapons, when there has been a pattern of finding weapons at school, when violence involving weapons has occurred at school, or when the administration determines that the safety of the school requires it, a hand-held metal detector will be used in accordance with established procedures. Any search of a student's person as a result of the activation of the detector will be conducted in private.

The purpose of using a metal detector is to enhance security by preventing students from bringing weapons or other dangerous objects to school or school-sponsored events. School district regulations state that a student may not possess, use or transfer dangerous weapons. Any student who violates district regulations will be disciplined in accordance with district policy.

SURVEILLANCE EQUIPMENT

It is the policy of Richland Two to utilize video surveillance equipment to promote and enhance the physical safety of students, faculty and staff.

TRESPASSING

According to state law, a student is subject to arrest for going onto school property other than his/her own without permission. A visitor without a pass granted by an administrator will be asked to leave the campus.

STUDENT ATTENDANCE

The Board believes that attendance is a key factor in student achievement. Any absence represents an educational loss to the student. The Board expects each student to attend his/her designated school every day, all day, for the entire year, except in cases of illness or other reasons specifically stated in this policy.

Please note: A student who fails to attend school when he/she is physically and circumstantially able to do so and has accrued three consecutive unverified absences or a total of five unverified absences is truant. Such a student is in violation of the South Carolina Compulsory Attendance Law that requires school attendance for children who are 5 years of age by September 1 until they become 17 years of age. In accordance with state regulations, students can be absent for no more than 10 days per school year. Documentation from a parent/legal guardian or certified medical practitioner must be submitted to the school immediately upon the return of the student. The school principal must approve absences that exceed the 10. A student with excessive absences may be subject to retention. High school students who exceed five absences in a semester course or 10 absences in a yearlong course may not receive credit for that course. If a student fails to bring valid documentation to school, he/she will automatically be marked as an unverified absence. If a student brings a false (or forged) excuse, he/she must be referred to the school administration for appropriate action and the absence(s) considered unverified.

The district will consider an absence to be verified under the following circumstances:

- The student is ill and their attendance in school would endanger their health and the health of others (If you anticipate that your child may be absent more than eight (8) consecutive days due to a major illness, disease, or accident, your child may be considered for medical homebound instruction. Please contact your child's school attendance office for more information and the application.
- Death or serious illness in their immediate family.
- A recognized religious holiday of their faith.
- Appearances in court or an appointment with a legal officer.
- Appointments with a physician, dentist or other recognized licensed/certified medical practitioner. (Parents are urged to schedule health appointments after school hours. When this is not possible, the days or times of appointments should be alternated so that the student does not always miss the same class or subject.)
- Participation in school-related activities that have received prior approval by the principal or his/her designee.
- Suspension from class or school.

- Prearranged absences for other reasons and/or extreme hardships, determined at the discretion of the principal.

The district will consider an absence to be unverified under the following circumstances:

- The student is absent from school without the knowledge of their parent/legal guardian.
- The student is absent without acceptable cause with the knowledge of the parent/legal guardian.

The parent/legal guardian will be notified that written excuses will be required and expected to provide the school with a written excuse for each absence.

After three consecutive unverified absences or a total of five unverified absences, the student is considered truant. Once a student is determined to be truant and/or otherwise excessively absent, school officials will make every reasonable effort to meet with the parent/guardian. School officials, along with the parent/legal guardian and student (when appropriate) will identify the reasons for the absences and develop an Attendance Intervention Plan (AIP) to improve future attendance.

The AIP will include, but not limited to, the following:

- Reasons for unverified and/or excessive absences.
- Interventions to improve attendance and prevent future absences. Actions to be taken in the event unverified and/or excessive absences continue.
- Signature of the parent/legal guardian or evidence that a reasonable attempt has been made to involve the parent/legal guardian.

Reasonable attempts should be made to contact the parent/legal guardian to invite to the AIP meeting and encourage developing attendance interventions together. Reasonable efforts include telephone calls, home visits, written message, and emails. Should the parent/legal guardian refuse to cooperate with the AIP process or do not participate in the AIP after reasonable attempts have been, and the student accumulates two additional unverified absences, a petition may be filed with family court. A petition may also be filed should the parent/legal guardian develop an AIP and fail to comply with the plan and the child continue to accrue absences. In either situation, the child
is deemed a "habitual truant," according to the state's compulsory school attendance law.

REPORTING VIOLATIONS OF COURT ORDERS

When the school has determined that the student has violated the court order to attend school and/or the child continues to accumulate unverified absences, the student is deemed a "chronic truant" under the state compulsory school attendance law. School officials may, should other community alternatives and referrals fail to remedy the attendance problem, refer the student to family court for a violation of a previous court order.

HIGH SCHOOL CREDIT

High school students who exceed five absences in a semester course or 10 absences in a year long course will not receive credit for that course due to failure to meet the required 120 hours for the Carnegie unit. At the discretion of the school principal, students may be eligible to make up seat time to meet the required 120 hours for the Carnegie unit. All seat time recovery must be completed within 30 days from the last day of the course(s). The Board or its designee may extend the time for student's completion of the requirements due to extenuating circumstances as prescribed by State Board of Education guidelines. Although absences may be lawful and not relative to truancy charges, all absences out of school are counted when considering the awarding of credit. Out of school suspension days, while lawful, count toward the denial of credit.

RE-ENROLLMENT OF STUDENTS

Students residing in the school district who have been dropped from the roll in accordance with the Education Finance Act or for any other reason and subsequently return must be re-enrolled. The only exception will be those who have been placed on long-term suspension or expelled by the Board or the district hearing officer.

STUDENT DRESS CODE (POLICY JICA)

It is the mission of Richland School District Two to develop global citizens of tomorrow who are prepared to lead and excel in their chosen pathways. In support of this mission, it is the policy of the district that students and their parents/guardians hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry and personal items (collectively referred to as attire). Schools are responsible for ensuring that student attire does not interfere with the health or safety of any student, does not contribute to a hostile or intimidating environment for any student and preparing students for college and/or careers.

In relation to student attire, the district believes:

- In our core values of Belonging, Learning, Continuous Improvement and Joy;
- Students should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Enforcement of this policy will not create disparities, reinforce or increase marginalization of any group nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, culture or religious identity, household income, body size/type or body maturity;
- Students are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

The board will review the policy for any changes needed on a periodic basis.

The administration will make the final judgment on the appropriateness of a student's attire.

AR JICA-R STUDENT ATTIRE

As we prepare all students for success by providing meaningful, challenging, and engaging learning experiences including preparing them for college and/or career success, the universal dress code is as follows:

Students must wear:

- Tops (shirt, blouse, sweater, sweatshirt, tank, etc.);with fabric in the front, back and on the sides under the arms; and
- Bottoms (pants, shorts, skirt, dress, etc.) and
- Footwear

Students must not wear attire that:

- Is pornographic, contains threats or that promotes illegal or violent conduct;
- Demonstrates hate group association/affiliation and/or uses hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or other protected groups;
- Shows private parts (nipples, genitals, buttocks). Private parts must be covered by clothing that is opaque (not able to be seen through);
- Shows skin on the student's abdomen;
- Covers the student's face to the extent that the student is not identifiable (except that worn for religious purposes) or covers the student to the point that they cannot be identified from the front or the back (ski masks, etc.);
- Demonstrates gang association or affiliation;
- May be used as a weapon;
- Reveals visible undergarments, except waistbands and visible straps are allowed; or
- Swimsuits, except as required for class or athletic practice or meet

Attire worn in observance of a student's religion is not subject to this Administrative Rule.

Additional provisions may be required by the Superintendent or the designee when necessary to ensure safety or if required for participation in activities such as fine arts, extra-curricular activities/events or sports/athletics.

ENFORCEMENT

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment or poses a hazard to the health and safety of the wearer or others.

Students, at the discretion of the principal or the designee, may be asked to briefly leave the classroom to change clothes or to cover or remove attire that does not comply with Policy JICA or this administrative rule.

Students shall not be referred to as "a distraction" based on their appearance or attire.

All staff will use reasonable efforts to avoid speaking to students about their attire in the presence of other students, staff or other adults unrelated to the student. Discussions with students about violations of the Student Attire policy or this Administrative Rule should be done in a manner that does not cause embarrassment to the student.

Principals are required to ensure that all staff are aware of and understand the guidelines of this Administrative Rule.

UNIFORMS

Any school uniform programs must be gender neutral and inclusive of attire worn for a religious reason.

Schools that adopt a uniform program will poll their faculty and parents/legal guardians regarding the continuation of the program at three-year intervals.

Schools that decide to participate in the student uniform program will follow these guidelines:

- Each school, with input from parents/legal guardians, will determine the designated uniform. The district urges schools to select practical, generic-type uniforms that will be readily available at a modest cost from local retailers.
- The school will give parents/legal guardians at least three months' notice prior to implementation of the student uniform program.
- The school will not consider a student non-compliant when the student wears the uniform of a nationally recognized youth organization such as the Boy Scouts, Girl Scouts, Junior ROTC, etc., on a regular school day.

SCHOOL UNIFORM FINANCIAL ASSISTANCE PLAN

Each school, magnet or program that has a student uniform requirement/program will develop a financial assistance plan.

The school will not deny a student attendance at school or penalize a student for failure to wear a uniform for reason of financial hardship. Each school will have a plan for any parent/legal guardian who cannot afford uniforms. However, the district does not expect the school to incur the parental responsibility of providing school clothing for students.

Any parent/legal guardian who cannot afford uniforms may request financial assistance from the school. The individual must establish financial need to the satisfaction of the principal.

Each school will work with staff, the local school community, and business partners to identify resources for assisting families in the purchase of uniforms.

The school will maintain a list of community agencies, uniform retailers, organizations, and individuals willing to assist families in need of help to purchase uniforms.

The school may ask PTAs or school volunteers to coordinate the effort to provide needed assistance and/or coordinate a

program for buying and selling of previously used or second hand uniforms.

SCHOOL UNIFORM EXEMPTION PROCEDURES

Any parent/legal guardian may exempt his/her child from the student uniform program by following these procedures:

- Request by mail or in person an application for exemption from the student uniform program
- Complete the application and submit the form to the principal
- Meet with a designated school administrator to discuss the uniform program to ensure that the party understands the goals of the program and to determine the nature of the parent/legal guardian's objections

ELECTRONIC COMMUNICATION DEVICES IN SCHOOL (POLICY JICJ)

Possession of an electronic communication device (ECD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.

An "electronic communication device" is a device that emits an audible signal, vibrates, displays a message, image or otherwise summons or delivers a communication to the possessor. The following devices are examples of ECDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Nooks, Kindles, laptops and other e-readers, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

Students may not use ECDs to access and/or view internet websites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity.

Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without expressing prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are prohibited from using ECDs to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of ECDs to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

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 intimidated (see Policy JICFAA, Harassment, Intimidation or Bullying).

Students are also prohibited from using an ECD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using ECDs to receive such information.

Students must use all ECDs in compliance with this policy as well as with Policy IJNDB/IJNDB-R(2) (Electronic Communications and Data Management). This policy is located in Appendix B of this handbook.

Violations of this policy may result in disciplinary action and/or confiscation of the ECD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of the circumstances surrounding a particular violation. If the ECD is confiscated, it will be released/returned to the student's parent/legal guardian only after the student complies with any other disciplinary consequences that are imposed. Any ECD confiscated by district staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/legal guardian. ECDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy JIH (Student Interrogations and Searches). If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for the remainder of the school year.

Students are personally and solely responsible for the care and security of their ECDs. The district and board recommend students not share ECDs unless it is for a specific academic purpose. The district and board assume no responsibility for theft, loss, damages or vandalism to ECDs brought onto its property, or the unauthorized use of such devices.

Parents/legal guardians are advised that the best way to contact their child during the school day is by calling the school office.

Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary action against students consistent with Policy JICDA/JICDA-R regarding student conduct away from school grounds.

ELEMENTARY AND MIDDLE SCHOOL

Elementary and middle school students may not use or display cellular phones, beepers and pagers while on school property during school hours. (The start and end of school will be denoted by the start and end bell.)

HIGH SCHOOL

High school students may use ECDs such as cellular phones, electronic pagers or any other communications devices before and after school, during their lunch break, within "free zones" (as determined by the principal) and as deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes only. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

CONSEQUENCES

- First offense — warning/confiscate device and return to student at the end of the school day
- Second offense — confiscate device/return to parent/legal guardian
- Third offense — confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year
- Fourth offense — confiscate device/return at the end of the school year

Violation of this policy shall result in discipline as outlined in the district's code of conduct (Policy JICDA/JICDA-R).

ACCEPTABLE USE OF TECHNOLOGY (POLICY IJNDB)

The district provides computer, internet and other electronic research and communication resources for certain specified uses by district employees, students and other authorized users.

ADMINISTRATIVE RULE IJNDB-R(2) ELECTRONIC COMMUNICATIONS AND DATA MANAGEMENT (ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS)

This administrative rule governs the use of the district's computers, network, internet and electronic research and communication resources; protects the integrity of district operations and instructional programs; and outlines the rights and responsibilities of students. These rules will be in effect at all times and places whether on or off district property and apply to all district-owned or operated technology resources or systems, which are subscribed to and/or paid for by the district and to all personally owned devices when used on school property or that affect school operations.

Please refer to Appendix B for a full list of infractions and consequences.

CONFIDENTIAL INFORMATION

The district's research, information and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential should not be sent via the district's communication resources except through means deployed for that purpose or approved for that purpose by the Information Technology Department. The district cannot assume responsibility for lost or stolen information sent or received via the district's communication resources.

UNAUTHORIZED TECHNOLOGY USAGE AND ONLINE ACCESS

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without the permission of the school's technology and learning coach
- Loading or attempting to load software or files onto the district network without the permission of the Information Technology Department
- Accessing or modifying data without authorization
- Modifying passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities by minors online
- Unauthorized disclosure, use or dissemination of personal information regarding minors

The district prohibits the use of its network and the internet to intentionally access, view, download, store, transmit or receive any information that contains material that is in violation of any district policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to, the following:

- Obscenity or pornography
- Threats
- Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- Inappropriate use of material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity
- Material that is potentially disruptive of the learning environment

The district reserves the right to monitor and/or review all uses of the district network and the internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted or received.

NETWORK AND INTERNET USAGE

Access to the district network and internet is made available to students for educational and district operational purposes. Students will receive instruction on proper use of the district's network and internet system.

The district will not be liable for students' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, students' mistakes or negligence, or costs incurred by students. The district will not be responsible for ensuring the accuracy or usability of any information found on the internet.

INTERNET AND ONLINE SAFETY

The internet can provide a vast collection of educational resources for students. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the

network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

ACCESSING INAPPROPRIATE SITES

Student internet activities will be monitored by the district to prevent students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The district will use technology protection measures to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its internet safety measures.

REPORTING

District and school computer technicians as well as other district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

ONLINE BEHAVIOR EDUCATION PROGRAM

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, cyberbullying awareness and response, and the safety and security of users when using electronic mail and other forms of direct electronic communications. The superintendent or his/her designee will develop a program to educate students on these issues.

OFF-CAMPUS CONDUCT

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying, regardless of whether the action involved district or personal equipment or the source of access.

ELECTRONIC MAIL (EMAIL) USAGE

The district's email system is made available to district students for educational and district operational purposes. All authorized users will receive instruction on proper use of the district email system.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes to include, but not be limited to, the following:

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual, racist or discriminatory
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business

All electronic messages created, transmitted or received via the district's email system, including those created, transmitted or received for personal use, are the property of the district. The district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted or received on the district's email system.

PERSONAL DEVICE USAGE BY STUDENTS

With the approval of the school's administration, students may bring their personal electronic communication devices (ECDs) from home including, but not limited to, Nooks, Kindles, laptops or other eReaders. Cell phones are permitted only in high schools as specified by the school administration and in accordance with Policy JICJ.

The use of a student's personal ECD is always optional. If a student chooses to bring an ECD to school, he/she is responsible for its safekeeping. The district is not responsible for damage, loss, theft or any cost incurred in using the device.

PERSONAL USE OF DISTRICT RESEARCH, INFORMATION AND COMMUNICATION RESOURCES

Limited personal use of district computers, the district network and the internet, electronic research, and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does disrupt or interfere is prohibited.

APPROPRIATE CARE AND HANDLING OF ELECTRONIC COMMUNICATION DEVICES

Students are expected to handle ECDs with care and to follow school procedures for their use, storage and transport. The school may assess charges for intentional damage to devices or for loss or negligent damage to devices. The district will offer insurance options to cover damages and may require the purchase of insurance if parents/legal guardians opt for their child to take a computer home.

Information about discipline procedures related to device use and about insurance and damage charges will be available for parents/legal guardians and students to view on the district website. A printed copy can be requested from your child's school.

VIOLATIONS

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative rule. District employees who witness, experience or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a

suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience or otherwise learn about a suspected violation should report the matter to a district administrator.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's use privileges
- Disciplinary measures consistent with the district's student discipline code, up to and including expulsion
- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulation

TECHNOLOGY INSURANCE FEE

All students will be assessed a non-refundable technology insurance fee. Up to date coverages, terms, conditions, deadlines and other important information such as Responsible Use Procedures (RUP) are provided during the school registration process and must be acknowledged in order for students to attend school. This information may also be found online via Parent Portal at https://parents.richland2.org or by request to your school administration.

INSTRUCTIONAL SUPPORT SERVICES

SERVICES PROVIDED

Richland Two provides various services for students who are experiencing physical, emotional, behavioral and/or learning difficulties. If a student has a disability that substantially limits his or her ability to learn or participate in school activities, the district offers educational services that can help.

Each school has an Intervention Assistance Team (IAT) that accepts referrals from parents and teachers concerning students with significant educational and/or behavioral issues. All referrals will remain confidential. For more information, the parent should contact the child's teacher, school counselor or administrator or the district's Special Education Services Division at 738.3256.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. Whether an impairment substantially limits major life activity must be determined without reference to the ameliorative effects of mitigating measures or lessening of the impact of the condition by the use of medication, medical supplies, equipment, or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, including limbs and devices, hearing aids and cochlear implants, or other implantable hearing devices, mobility devices, or oxygen therapy equipment supplies. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the school will meet the student's needs while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the child's principal or administrator.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

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

INDIVIDUAL HEALTH CARE PLAN/INDIVIDUAL HEALTH PLAN (IHP)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special healthcare needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with the child's school nurse or the Coordinator for Health Services, Dawn MacAdams.

MEDICAL HOMEBOUND INSTRUCTION

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician, nurse practitioner, in compliance with the requirements of the Nurse Practice Act, or physician assistant in compliance with the requirements of Article 7 of the Medical Practice Act, must certify that the student is unable to attend school but may profit from instruction given in the home or hospital. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health care needs can be met at school. To learn more about medical homebound services, contact the child's school attendance secretary or the child's administrator.

HEALTH ROOMS

Richland School District Two schools have a health room with a registered nurse assigned to each school. Some schools may also have a health room assistant (unlicensed assistive personnel) who works with the registered nurse. The registered nurse on the adjoining middle school campus serves elementary magnet centers. Students who become ill during the school day should obtain a pass from a teacher and report to the health room. In an emergency, and before and after school, students may go directly to an administrator for assistance.

Richland Two follows the South Carolina DPH Exclusion list for communicable diseases. For more information: https://dph.sc.gov/health-wellness/child-teen-health/school-exclusion

The school does not furnish any medication. ***The first dose of any medication cannot be administered at school; a student must have previously taken the medication.*** The Administrative Rule for Policy JLCDR requires the following: ***Prescription, herbal, and homeopathic medications, as well as medications containing aspirin or aspirin derivatives require a prescription. The parent and a healthcare provider with prescriptive authority must sign the medication permission form and provide specific instructions on how to administer the medication. The medication will require a pharmacy labeled prescription bottle.*** Please speak with his or her child's healthcare provider regarding medications that **must** be taken at school. No over-the-counter (OTC) epinephrine asthma medicine inhalers (Primatene Mist) are allowed to be used on campus without a healthcare provider's prescription and a pharmacy-labeled inhaler.

As long as the parent/ guardian's requested dosage falls within the recommended dosage on the instruction label, the over-the-counter medication may be administered with a parent or guardian's signature on the medication permission form. If the parent requests an over- the-counter medication given at a dose greater than the label recommends, a healthcare provider with prescriptive authority must sign the medication permission form and provide specific instructions on how to administer the medication. The medication will require a pharmacy labeled prescription bottle.

A student that needs to self-monitor and self-medicate for medications, which are lifesaving or life preserving such as an inhaler, insulin or epinephrine auto injectors will need the development of an Individualized Healthcare Plan and an Emergency Action Plan. A medication permission form signed by the healthcare provider with prescriptive authority, as well as signatures from the healthcare provider, parent and student stating they are capable of self-medicating and self-monitoring are also required. Please speak with your child's school nurse regarding the necessary paperwork.

Please remember all medications must be brought to school by the parent in the original factory packaging, the original prescription bottle, or the original box (in the case of epinephrine auto-injectors and inhalers). This is for the safety of the child to ensure that the right medication is administered to the right child, at the right time. Parents must provide all medications for their child to take at school, on field studies, or for after-school activities. The registered nurse will send emergency medications provided by the parent on field studies, e.g. inhalers, epinephrine auto-injectors, glucagon, Diastat, etc. in a properly labeled box.

INSURANCE

Richland Two will provide student accident insurance coverage through ADL Risk Services for:

1. Athletes injured while participating in interscholastic sports.
2. Students injured on a Richland Two school campus or off campus while participating in a school-sanctioned and school-supervised activity.
3. 3. The Student Accident Form must be turned in by the parent as soon as possible. This is the parent's responsibility. Forms must be turned in within 90 days of the date of injury or the claim will be denied.

The insurance helps cover the cost of medical care by a physician or healthcare facility. This policy is in excess of the student's primary coverage. The **coverage provided only pays a percentage of the parent's out of pocket costs/ coinsurance**, with limits on physical therapy, ambulance and dental. The district's supplemental coverage becomes the primary coverage if a student or athlete is uninsured. The district does not select medical doctors or medical facilities and has no control over the amount of money they charge for services.

For students injured at school or in a school activity, claim forms can be obtained from the school nurse. For student athletes injured while practicing or participating in interscholastic sports, claim forms can be obtained from the athletic trainer or the middle school athletic director.

SCHOOL SOCIAL WORK SERVICES

As part of Learning Support Services, each school has an assigned school social worker who offers a variety of student and family services, including assessment of student and family needs for community resources, assistance accessing services, attendance interventions, individual and group sessions, advocacy and awareness, crisis management, social-emotional wellness interventions, and services for students identified as homeless under the McKinney Vento provisions. Social workers also provide direct services, such as food, clothing, hygiene items, and school supplies. As part of the Learning Support Services team, school social workers may work with students in their schools. Parents will be contacted regarding any ongoing services. Parents should contact their school for information on specific services available at each site.

Notification of use of public benefits (medicaid) or private insurance to pay for services under the idea

This notification is to inform you of the intent of the Richland School District Two and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third party insurance and receive payment from Medicaid and/or any third party insurer for services, as permitted under the Individuals with Disabilities Education Act (IDEA), and as set forth in your child's individualized education program (IEP). The District and the SCDE may bill Medicaid for diagnostic and psychological evaluation services, behavioral health services, nursing services, and other health-related screenings and treatment services billable to Medicaid or a third-party insurer with or without the requirement of an IEP. The District must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurer once a year for services that the District will provide in the future.

This document also serves as notice that the District and the SCDE will release and exchange medical, psychological, and other personally-identifiable confidential information, as necessary, to the South Carolina Department of Health and Human Services and any applicable third-party insurer regarding services provided to your child.

Medicaid and third-party insurance reimbursement for billable services provided by the District will not affect any other Medicaid services or insurance benefits for which your child is eligible. The District cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waivered programs. You are not responsible for paying any outstanding deductibles, co-payments, or co-insurance related to the District billing Medicaid or your child's insurance program for services provided by the District. Your child will receive the services listed in the IEP regardless of whether your child is covered by public or private insurance programs and regardless of whether you provide consent to access those benefits. Your refusal to provide consent to release personally-identifiable information to Medicaid or any third-party insurer does not relieve the District of its responsibility to ensure that all required services are provided at no cost to you.

Any previous, current, or future consent to bill Medicaid or third-party insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent,

Any previous, current, or future consent to bill Medicaid or third-party insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that occurred after the consent was given and before the consent was revoked).

The District and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of services.

MEALS

BREAKFAST AND LUNCH PROGRAM

Richland School District Two will participate in the National School Breakfast and Lunch Programs for the 2025-2026 school year. The program will allow the district to offer a well balanced, nutritional breakfast and lunch at a reasonable price. Meal cost for the 2025-2026 school year are as follows: Breakfast - $1.75, Elementary Lunch - $3.05, Middle/High Lunch - $3.20. If parents would like to be considered for reduced rate or free meals they can complete a federal meal application. Applications can be found online at *https://linqconnect.com/public/meal-application/new*. Applications usually process within 48 business hours. A student's meal status can be found at *https://linqconnect.com/*. If a family's application is approved for reduced rate meals breakfast will cost $.30 and lunch will cost $.40.

Students may purchase a la carte items (extra milk, snacks, etc) at an additional charge. All students will be allowed to purchase a la carte items unless a parent has opted out for the student. Parents can opt their children out from a la carte purchase on the meal application or by emailing: foodservices@richland2.org. However, charging is not allowed on a la carte items. Students must have funds available on their cafeteria account or cash to purchase the items.

Adults may also purchase meals from the cafeteria. The cost for an adult breakfast is TBD and the cost for an adult lunch is TBD.

MEAL PAYMENT PROCEDURES

Meal payment and charge guidelines for all Richland Two schools are as follows:

Richland School District Two asks parents to please add funds to their child's cafeteria account through their parent portal, https://psapp.richland2.org/public/. Please allow no less than 24 hours for funds to post to the student's cafeteria account.

Parents may also send a personal check made payable to their child's school to add funds to a cafeteria account. The check must include the parents address and phone number.

Cash is strongly discouraged.

CHARGE PROCEDURES

Richland School District Two will not deny any student access to one meal per meal service (one breakfast and one lunch meal) per day However, parents will be responsible for paying for all meals charged by the student in the cafeteria. Richland School District Two will notify parents weekly via email, phone call, and/or text weekly if their child has a negative balance. There will be NO charging of meals for adults. There will be NO charging for a la carte items (additional meals, extra milk, snacks, etc).

TRANSPORTATION

SCHOOL BUS SAFETY

South Carolina state law mandates that school districts provide transportation for students living more than 1.5 miles away from the school attended. In keeping with this law, Richland Two provides bus transportation for its public school students in grades K through 12 and certain programs for four-year old students.

Any carry-on items such as band instruments and book bags must be able to fit on the student's lap.

BEHAVIOR

School buses are considered an extension of the classroom and student behavior on buses is required to mirror behavior in the classroom. Because student safety is the foremost goal of the district, students riding school buses are required to refrain from boisterous activity, inappropriate language or distracting the bus driver. This requirement became a state law in 1979 when legislation was passed prohibiting misbehavior on school buses.

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

Students may ride only the bus they are assigned to ride based on the location of their residence. Students may ride another bus only when space is available and a written request signed by the parent/guardian and signed by a transportation supervisor or manager is provided to the bus driver. **This form is listed in Appendix C in the back of this handbook.** The form must be brought to the main office during homeroom. This allows us to verify the transportation change for that day. This service is based on bus space available. A plan needs to be in place if the bus cannot accommodate an additional student.

Students may use only the bus stop assigned to them. Students may not get on or off the bus at any location other than their assigned stop unless a written request signed by the parent/guardian and a school administrator is provided to the bus driver. Students must be AT THE BUS STOP at least 10 minutes prior to the scheduled arrival of the bus. Buses cannot wait for students to walk to the bus. Buses may be delayed for a very short time during inclement weather. Buses will only stop at a bus stop the first time the bus passes a stop during each route, even if the bus passes the stop again during the route. When boarding the bus at a bus stop or school, students must board the bus in an orderly manner, scan their assigned student identification card (ID) and move immediately to their assigned seat. When departing the bus, students must move in an orderly manner and scan their student ID before departing the bus. Students must sit facing forward and feet and legs must be out of the bus aisle.

Students are strictly forbidden from extending any part of their body outside the bus windows at any time.

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

Students must use all electronic devices in compliance with Policy IJND/IJND-R(2) (Electronic Communications and Data Management). See Appendix B of this handbook for details on discipline procedures for technology infractions.

Students are prohibited from using ECDs to take pictures or record video/audio on school buses or other district vehicles.

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

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

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

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

Students may not operate or tamper with emergency exits or roof hatches unless there is an actual emergency and may not operate the service door. Students should be quiet when the bus stops at railroad crossings. Pens, pencils and other sharp objects must be stored inside book bags or carrying cases to prevent injuries on the bus.

RESPONSIBILITIES AND DISCIPLINARY ACTIONS

1. The school bus driver is responsible at all times for the bus and its occupants. However, in cases involving discipline, the principal of each school assumes responsibility for dealing with all students.
2. Although school bus drivers may not remove a student from a bus for disciplinary reasons without principal approval, drivers are instructed to stop their buses and call their supervisor when a student's behavior is a threat to the safety of other students. School bus drivers must report all violations of safety regulations and any behavioral problems to the school principal. Cameras are installed in school buses to assist drivers and administrators in solving discipline problems.
3. When a problem requiring disciplinary action occurs on a bus, the principal will notify parents of the inappropriate behavior, as well as actions taken. The principal has the obligation and authority to suspend or expel students from the bus for violation of student conduct codes.

Consequences include (multiple consequences may be appropriate):

- Verbal warning from bus driver and forward report to school
- Loss of riding privileges
- In-school detention
- After-school detention
- Out-of-school suspension

Students guilty of major offenses as explained in other sections of this handbook may also be expelled from riding the bus for the remainder of the school year.

Additional information about school bus rules of conduct is available from the school administration. For answers to any questions about bus transportation, please visit the Transportation page on the district website: https://www.richland2.org/Departments/Transportation, or call the transportation office servicing your area. Killian Hub (buses KL50-KL106): 699.2892; Richland Northeast Hub (buses RN01-RN40): 736.8718; and Special Needs (buses SN01-SN41):790.3047.

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

Bus transportation is provided only to residences and day care facilities. Bus stops will not be located at places of business. Students may be picked up and or dropped off at day care facilities located within the attendance zones for their school.

Bus Registration and Kindergarten Escort Registration must be completed through Parent Portal in order to be registered to ride a bus. For those students needing transportation to a Day Care facility or a student needs to ride a different bus requiring a Bus Pass. These forms are located on the district's website

Kindergarten and pre-kindergarten students who have not reached 6 years of age must be met at the bus stop by an authorized adult listed on the kindergarten registration form. If no adult is at the bus stop to take charge of the student, the student will be returned to the school.

Parents desiring to discuss any issue with the bus driver must contact the school administrators or the Transportation Office to arrange a meeting after the bus completes the bus routes. Any parent requesting a meeting with a driver will meet with the supervisor, not the driver. The driver may be present if the supervisor feels it is appropriate. School buses cannot be delayed during the route for parents to talk to the driver.

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

BUS STOP SAFETY

Students should stand away from the roadway and clear of traffic at bus stops. Students must not stand or play in the roadway. Students should stand no closer than 10 to 15 feet from the bus and wait until the driver opens the door before moving toward the bus. Students must remain seated until the bus has come to a complete stop and the driver opens the bus door before exiting the bus. Students who must cross the roadway to enter the bus or must cross the roadway after exiting the bus should cross the road ONLY after being signaled to cross by the bus driver. Students should also look both ways before crossing the roadway.

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

STUDENT ACTIVITIES

The Board regards student activities at the elementary and secondary school level as a vital part of the total educational program as long as the schools safeguard the development and well-being of the students. Schools should use these activities as a means of developing wholesome attitudes and good human relations as well as knowledge and skills.

The Board sanctions student activities that traditionally have been a part of the overall school program provided school personnel properly supervise and operate the activities in accordance with school policies and regulations.

The Board considers student activities to be learning experiences. The administration must develop, manage and evaluate these activities with this purpose in mind. The Board considers student activities part of the total school curriculum. The administration should be included in regular curriculum planning, review and evaluation processes regarding these activities.

The principal will be responsible for the organization of all student activities. He/She will provide adequate supervision, administer student finances and approve all student activities with the assistance of delegated members of the faculty.

INTERSCHOLASTIC ACTIVITIES (HIGH SCHOOL)

Interscholastic activities include school-sponsored activities for which preparation occurs outside of the regular school day. Individuals or members of groups involved in activities that include out-of-school practice on more than two hours per week must meet eligibility requirements.

The Board is responsible for the monitoring of all interscholastic activities other than those under the jurisdiction of the South Carolina High School League (SCHSL). Rules of the SCHSL govern interscholastic athletics.

Schools will determine academic eligibility at the beginning of each semester. Eligibility will be based on the previous semester's record of courses taken and grades achieved.

To be eligible to participate in interscholastic activities, the student must achieve an overall 1.5 GPR as a freshman, a 1.75 GPR as a sophomore and a 2.0 GPR ("C" average) as a junior and senior in addition to the following.

- To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
- To be eligible during the second semester, the student must meet the following conditions.
  - If the student met first semester eligibility requirements, then he/she must pass the equivalent of four, ½ units during the first semester.
  - If the student did not meet first semester eligibility requirements, then he/she must pass the equivalent of five, ½ units during the first semester.

Academic courses are those courses of instruction for which credit toward high school graduation is given. These may be required or approved electives.

If the interscholastic activity occurs completely within one semester, a student must satisfy these conditions in the semester preceding participation in the interscholastic activity. If the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the SCHSL, the student must satisfy these conditions in the semester preceding the first semester of participation.

INTERSCHOLASTIC ACTIVITIES (MIDDLE SCHOOL)

Participation in athletics requires all students to maintain an overall 2.0 GPA (grade point average) or above. Academic requirements for students enrolled in the seventh and eighth grades, including first semester ninth-graders are clear:

Students passing the sixth, seventh and eighth grades by academic promotion pursuant to district policy are considered as having met the requirements for academic eligibility for first semester.

Students in grades seven and eight must meet the school district promotion policy at the end of the first semester in order to be eligible second semester. (Second semester ninth-grade students must meet SCHSL academic regulations.)

A seventh- or eighth- grade repeater shall not be eligible during a school year if academic requirements for promotion were met during the previous year.

A student who previously failed the seventh or eighth grade is eligible during the second semester if he/she has satisfactorily passed first semester work. Second semester eligibility begins when first semester ends and the student is added to the certificate of eligibility form signed by the principal.

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

Additional rules and regulations concerning athletics are governed by Richland Two Policies and the SCHSL. All students must have an annual physical and proof of insurance.

CHARTER SCHOOL STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

A charter school student is eligible to compete for, and if chosen, participate in any extracurricular activities not offered by the student's charter school that are offered at the resident public school he/she would otherwise attend, as well as any activities governed by the SCHSL not offered

at the charter school. Eligibility requirements and fees for these activities will be the same as those applied to full-time students of the resident school, and the district may not impose any additional requirements for participation on charter school students that are not imposed on full time students.

HOME SCHOOL STUDENT PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES

A student residing in the district and eligible to attend schools of the district who has been taught in accordance with state law governing home schooling requirements for a full academic year prior to participating in an interscholastic activity may be eligible to participate in the interscholastic activities of the school where he/she is zoned to attend.

For purposes of this section, interscholastic activities are those extracurricular activities of the district involving participation or competition among or between schools, including interscholastic extracurricular music, speech, athletic and other such extracurricular activities.

ADDITIONAL INFORMATION

The district will not allow an ineligible student to participate in any interscholastic activity.

Students diagnosed as disabled under the criteria established by the state Board of Education and satisfying the requirements of their Individualized Education Plan (IEP) as required may be eligible to participate in interscholastic and/or extracurricular activities.

Any challenge to a charter school or home school student's approval, denial or revocation of the privilege to participate in an interscholastic or extracurricular activity will be subject to the review and appeal procedures, if any, pertaining to the activity involved. Additional information can be found in Board Policy JJ and Administrative Rule JJ-R posted on the district's website.

APPENDIX A — SOUTH CAROLINA UNIFORM GRADING SCALE CONVERSIONS

NUMERICAL AVERAGE	LETTER GRADE	COLLEGE PREP	HONORS	AP/IB/DUAL CREDIT
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	.900	1.400	1.900
58	F	.800	1.300	1.800
57	F	.700	1.200	1.700
56	F	.600	1.100	1.600
55	F	.500	1.000	1.500
54	F	.400	.900	1.400
53	F	.300	.800	1.300
52	F	.200	.700	1.200
51	F	.100	.600	1.100
0-50	F	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

APPENDIX B

DISCIPLINE PROCEDURES FOR TECHNOLOGY INFRACTIONS

This is a companion document for Electronic Communications and Data Management Administrative Rule IJND-R(2). Refer to the Board Policy and the School Device Management Plan for additional information.

The school administration reserves the right to handle any actions mentioned in this document or any other actions in the misuse of technology in the manner they feel is the most appropriate. Technology discipline offenses will also result in the restricted use of personal mobile computing devices while on school grounds.

INFRACTION LEVEL ONE

- Unauthorized or inappropriate written/oral communication, use of email, websites, or apps
- Unauthorized use of Internet or computer games
- Unauthorized non-school related activity
- Use of profane, inflammatory or abusive language
- Unauthorized participation in chat rooms/chatting/ messaging services
- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Loading/storing/creating unauthorized files, images, video, music, apps, data, or programs
- Negligent care of device
- Unauthorized transmission of personal information over the Internet
- Activities that may be disruptive to the school environment

LEVEL 1 CONSEQUENCES (MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING):

- Classroom warning
- Parent contact
- Referral to administrator
- After school detention
- In school detention

INFRACTION LEVEL 2

- Sharing, using or modifying someone else's username and password
- Negligent care of device resulting in damage
- Changing Software/Hardware Configuration
- Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses
- Taking pictures, audio, video without subject's or school's permission
- Use of unauthorized anonymous and/or false communications such as, but not limited to Google Chat, MSN Messenger, Yahoo Messenger
- Unauthorized change of program setting or any behavior or activity that damages or disrupts network performance on school devices
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, or threatening materials
- Deletion, examination, copying, or modifying of files/data/ device settings belonging to other users, including staff, students and district
- Spamming- sending mass or inappropriate emails
- Vandalism (minor) such as malicious attempt to harm or destroy RSD2-owned device
- By-passing the RSD2 Web filter through a Web Proxy
- Activities that may be disruptive to the school environment
- Action violating existing board policy

LEVEL 2 CONSEQUENCES MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Parent contact
- Referral to administrator
- After school detention
- In school detention
- In school suspension
- Out of school suspension
- Referral to law enforcement
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution and/or reimbursement to RSD2 for actual loss, vandalism, damage or repair
- Indemnification- RSD2 may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the Acceptable Use Policy
- Temporary loss of device and/or access to district network

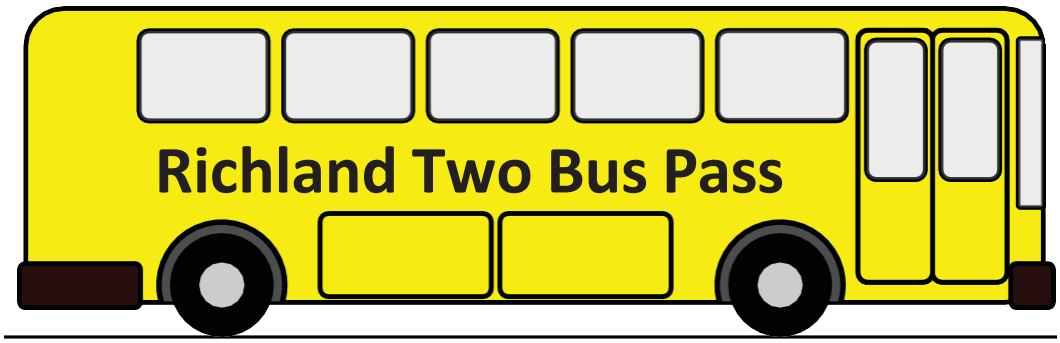
INFRACTION LEVEL 3

- Any activity that voids the device, service agreement, software license or warranty such as, but not limited to
- Jailbreaking or rooting (process of hacking a device to bypass digital rights management software)
- Unauthorized entry to program files/hacking
- Pornography (sexually explicit materials)
- Cyberbullying
- Vandalism (major) such as any malicious attempt to harm or destroy RSD2-owned device or Theft
- Sending, transmitting, accessing, uploading, downloading, distributing or publishing obscene, offensive, profane, or threatening materials including cyberbullying and anything of a pornographic nature.
- Deleting district system applications and unauthorized changing of device settings
- Use of the school/district's Internet or email accounts for financial gain or personal gain, or any illegal activity
- Activities that may be disruptive to the school environment
- Any use that violates local, state and/or federal laws or regulations
- Repeated Level 1 and/or Level 2 Infractions

LEVEL 3 CONSEQUENCES MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Loss of device and/or access to district network
- Out of school suspension
- Referral to law enforcement
- Suspension and/or recommendation for expulsion
- Restitution and/or reimbursement to RSD2 for actual loss, vandalism, damage or repair
- Indemnification—RSD2 may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the Acceptable Use Policy

APPENDIX C



RICHLAND SCHOOL DISTRICT TWO

School: _____

This is a **one-time** permission slip for students riding buses other than their regularly assigned bus, going to an alternate stop or both.

Students Name: _____ Assigned Bus # _____

Address: _____

Phone Number: _____

Assigned Stop: _____

Alternate Bus Information:

Bus # _____

Begin Date: _____ End Date: _____

Bus stop drop off location: _____

Name of student going home with (if applicable): _____

Parent daytime phone number: _____

_____ _____

Parent Signature Date

_____ _____

Signature of Administrator Date

IN AN EMERGENCY

TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

RICHLAND SCHOOL DISTRICT TWO

2025-2026

SCHOOL CALENDAR

JULY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	(8)	9	◖10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	(18)	(19)	20
21	22	23	24	25	26	27
28	29	30	31			

IMPORTANT DATES

JULY 2025
- JUL. 30-31 - STAFF WORKDAY/DISTRICT INSERVICE

AUGUST 2025
- AUG. 1-5 - STAFF WORKDAY/DISTRICT INSERVICE
- AUG. 6 - FIRST DAY OF SCHOOL FOR STUDENTS

SEPTEMBER 2025
- SEPT. 1 - LABOR DAY HOLIDAY
- SEPT. 12 - EARLY DISMISSAL FOR MIDDLE & ELEMENTARY SCHOOLS

OCTOBER 2025
- OCT. 8 - END OF THE FIRST NINE WEEKS
- OCT. 10 - STAFF WORKDAY/ STUDENT HOLIDAY
  WEATHER MAKE-UP DAY
- OCT. 13 - SCHOOL HOLIDAY

NOVEMBER 2025
- NOV. 24-28 - THANKSGIVING BREAK

DECEMBER 2025
- DEC. 18 - HALF-DAY FOR HIGH SCHOOLS
- DEC. 19 - HALF DAY FOR ALL STUDENTS
  END OF THE SECOND NINE WEEKS
- DEC. 22-31 - WINTER BREAK

JANUARY 2026
- JAN. 1-2 - WINTER BREAK (CONT.)
- JAN. 5 - STAFF WORKDAY / STUDENT HOLIDAY
- JAN. 19 - MARTIN LUTHER KING JR. HOLIDAY

FEBRUARY 2026
- FEB. 16 - PRESIDENTS DAY HOLIDAY

MARCH 2026
- MAR. 11 - END OF THE THIRD NINE WEEKS
- MAR. 13 - STAFF WORKDAY/ STUDENT HOLIDAY
  WEATHER MAKE-UP DAY

APRIL 2026
- APR. 3 - STAFF WORKDAY / STUDENT HOLIDAY
  WEATHER MAKE-UP DAY
- APR. 6-10 - SPRING BREAK

MAY 2026
- MAY 22 - END OF THE FOURTH NINE WEEKS
  HALF DAY FOR ALL STUDENTS
  LAST DAY OF SCHOOL FOR STUDENTS
- MAY 25 - MEMORIAL DAY HOLIDAY
- MAY 26 - STAFF WORKDAY/DISTRICT INSERVICE

JANUARY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	(11)	12	◖13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	◖3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	(22)	23
24	25	26	27	28	29	30
31						

JUNE 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CALENDAR KEY

- STUDENTS IN SCHOOL
- SCHOOL HOLIDAY
- STAFF WORKDAY/INSERVICE
- END OF QUARTER
- HALF-DAY FOR HIGH SCHOOLS EARLY DISMISSAL @ 12:30PM
- EARLY DISMISSAL FOR MIDDLE & ELEMENTARY SCHOOLS
  FOR TEACHER COLLABORATIVE PLANNING
  EARLY DISMISSAL: ES-11AM / MS-11:45AM
- HALF-DAY FOR ALL STUDENTS
  EARLY DISMISSAL: ES-11AM / MS-11:45AM / HS-12:30PM
- WEATHER MAKE-UP DAY

Purpose Driven, Future Ready

Richland Two is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. These days are for emergency situations, such as inclement weather or utility interruptions. They are not planned days on the calendar.

WWW.RICHLAND2.ORG

MODIFIED YEAR-ROUND
UPDATED: 7/23/2025

RICHLAND
SCHOOL DISTRICT
TWO
SM