

*RAINBOW LAKE
MIDDLE SCHOOL
2022-2023*



212° - One Degree Makes A DIFFERENCE



August 15th, 2022

Dear Gators,

Welcome to Rainbow Lake Middle School! We are looking forward to a great year with you and we are excited to welcome you to our family at THE LAKE!

The beginning of each new school year brings excitement as well as a few nerves. It is our hope you are ready for an exciting year as we continue to live “L.A.K.E.” life. Our school staff has prepared all summer for your arrival, and we believe you are in for the best school year ever.

There are many dedicated teachers and staff members at Rainbow Lake Middle School and each of us want your year at our school to be both pleasant and enjoyable. Our faculty will enhance your self-concept and promote the maximum intellectual growth of each of you. The varying aptitudes and maturity levels of middle school students dictate that our faculty use a wide variety of accepted learning theories on instruction to ensure that your needs are met. We want to help you develop your abilities and talents so that you may become as successful as possible.

If you have questions or concerns, please see a member of our school community for assistance. We are here to serve all of our students and parents.

It is going to be a GATORIFIC year!

Sincerely,

Trent Hardee

Mr. Trent Hardee
Principal

INTRODUCTION

This document is organized in alphabetical order. It is a digest of policies and regulations.

For the students to fully understand school policies and regulations, it is imperative that this handbook be read thoroughly by all (parents and students). Students are responsible for knowing and following these policies.

Spartanburg County School District Two does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities or employment opportunities and benefits in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

MISSION STATEMENT

Our mission is to facilitate a safe, personalized learning environment through standards-based and data-driven instruction, rich with technology, resulting in all students being prepared for college and careers.

VISION:

Empowering students to fulfill their potential.

In pursuit of this vision, we are committed to...

***inspiring lifelong learners,
providing a safe environment,
fostering a student-driven culture,
supporting critical thinking,
applying innovative technology,
implementing collaborative learning and
enhancing a global perspective.***

BELIEFS

In pursuit of this vision, we hereby believe:

- *All students can learn*
- *Education is everyone's responsibility*
- *All people are entitled to a safe and supportive environment*
- *Everyone is unique and has value*
- *Individuals must be prepared for a global society*
- *Learning is a life-long process*
- *Decisions must be based on what is best for all students.*

LEARNER STANDARDS

The desired results in student learning for all students who exit Rainbow Lake Middle School at the end of eighth grade are as follows:

- **Students will be competent in basic skills...**
- **Students will be innovative problem solvers...**
- **Students will be able to use technology effectively...**
- **Students will be quality producers and performers...**
- **Students will be self-directed learners able to succeed in a changing society...**
- **Students will take responsibility for their personal well being...**
- **Students will be effective communicators...**
- **Students will possess the ability to get along with others...**
- **Students will be contributing citizens...**

EXTRACURRICULAR ACTIVITIES

Band

Baseball

Basketball

Cheerleading

Cross Country

Chorus

Football

Golf

Junior BETA Club

Lacrosse

Orchestra

Release Time

Soccer

Softball

Student Council

Swim Team

Tennis

Track

Volleyball

Weightlifting

Wrestling

ABSENCES AND EXCUSES

Students are expected to attend school regularly and present a valid **written excuse, signed by a parent/guardian or present a medical excuse for all absences.** A valid excuse must list the date of absence, the reason, and the telephone number and signature of the parent/guardian. The excuse must be presented to the front office within 5 days of the student's return to school.

A. Lawful Absences shall include the following:

1. Students who are ill and whose attendance in school would endanger their health or the health of others.
2. Students who have a serious illness or death in the immediate family.
3. Recognized religious holidays of their faith.

Note: Students who are suspended "in-school" will be counted present.

B. Unlawful/Unexcused Absences shall include:

1. Students who are willfully absent from school **without** the knowledge of their parents.
2. Students who are absent beyond 10 days without a medical excuse. Only 10 parent notes are accepted. **After the 10th absence, medical excuses are required.**

C. Intervention

After three consecutive unlawful absences or a total of five unlawful absences, (for reasons other than suspension) the child is considered truant, and a school official will notify the parent to arrange a conference. The purpose of the conference will be to develop a plan in conjunction with the student and parent/guardian to improve future attendance. The plan shall be written and shall identify the specific reasons for the unlawful absence.

The district plan for improving students' attendance shall include but is not limited to the following:

1. Reasons for unlawful absences.
2. Methods to resolve cause of unlawful absences.
3. Action to be taken in the event unlawful absences continue.
4. Signature of parent/guardian or evidence that an attempt has been made to involve parent or guardian.

TRUANCY – A child ages six to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Students with ten or more unexcused absences can be referred to the Truancy Court.

Parents will be notified as part of the intervention plan prior to being referred. All additional days are subject to approval and may result in credit being denied.

HABITUAL AND CHRONIC TRUANCY

The district may refer habitual and chronic truants to the truancy or family court in accordance with state board of education regulation 43-274. A "**habitual**" truant is a child who fails to comply with the intervention plan developed by the school, the child and the parent(s)/legal guardian(s) and who accumulates two or more additional unlawful absences. A "**chronic**" truant is a child who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to family court and placed on an order to attend school and continues to accumulate unlawful absences

E. Course Credit (Algebra I, English I)

Any student who attends a class fewer than 170 days (85 for Semester classes) may not be eligible to receive credit in the class unless the local school board grants approval for each excessive absence in accordance with local board policy.

Constitutional and Statutory Provisions:

1. S.C. Code, 1976, as amended:
 - Section 59-65-90-State Board to establish rules and regulations defining lawful and unlawful absences.
2. State Board of Education Regulations:
 - Regulations for immediate implementation-Student Attendance, Lawful and Unlawful Absences, August 1, 1984.

ACCIDENT INSURANCE

School accident insurance is provided for all students in District 2. This insurance is secondary and will pick up (not necessarily entirely) when the primary insurance has finished paying. ALL CLAIMS MUST BE FILED WITHIN 90 DAYS OF AN ACCIDENT.

ATHLETICS

Our purpose is to win honorably, display good sportsmanship, and create a competitive situation which will help our participants to become better citizens in the society in which they live.

The following sports are sponsored by the Boiling Springs Athletic Department for grades 7 through 12: golf, football, baseball, basketball, soccer, tennis, track, wrestling, swimming, cheerleading, girls' softball, girls' volleyball and lacrosse.

All students are urged to participate in the sports that best meet their interest and qualifications. As in all other schools involving competitive sports, coaches select those who best qualify in tryouts. The coaches will determine playing time of all athletes.

BETA CLUB

The purpose of the Junior Beta Club is to promote the ideals of academic achievement, character, service and leadership among students. Requirements for membership are as follows:

1. Students must have a 90 or above yearly average in each subject from the previous school year in order to be considered for membership.
2. Students with a poor conduct record will not be considered for membership.

BOOKS

All students are expected to have books and supplementary materials when classes begin. All textbooks are free to students. Fees will be charged if textbooks are damaged or lost. Individual textbooks are issued to Algebra 1 students (8th grade only). Math "consumable" books are issued to all students, and will NOT be collected at the end of the school year. All other subject area textbooks are issued as a classroom set to teachers. Students may not take these books home.

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. harming a student physically or emotionally, damaging a student's property, or placing a student in a reasonable fear of personal harm or property damage; or

2. insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

Consequences for students who engage in harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school suspension, or expulsion from school, based on the severity of the incident.

BUSES

Director of Transportation – Jan Johnson

Late Bus - To aid parents in obtaining information concerning interruptions in bus schedules, the district has implemented a voice mail telephone service. **The bus information number is 342-2046.** To speak directly to the transportation office, the number is 599-9564.

Spartanburg County School District Two School Bus Discipline Policy

If you have any concerns about the buses, the bus drivers, or departure and arrival times for buses, please call 599-9564.

The School Board of Spartanburg County School District Two, the Superintendent and District Administrators are concerned about the health and safety of all students in the district. Therefore, we are certainly concerned about student passengers and driver safety where buses are concerned. Although riding a bus is a *privilege* afforded our students, the Board and District Administration feel that the privilege should not be abused. Necessary action will be taken promptly at all times. Where there is evidence of misconduct by either the passengers or drivers on our buses, immediate action will be taken to correct the situation and/or remove the passenger(s) or driver(s) from the bus(es).

The Director of Transportation will have the responsibility of supervising the drivers, and respective school principals and/or assistant principals will investigate and enforce the bus discipline code of the district in dealing with passengers.

The topic of conduct where bus passengers are concerned is addressed in the South Carolina Code of Laws in the following section:

SECTION 59-67-240. Duties of Driver and Discipline of Pupils for Misconduct

The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all pupils are dismissed by the school faculty and safely aboard the bus. The driver also shall take notice along his route in the bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to governing head of the school, to or from which the pupils are transported, any misconduct or violation of the driver's instructions by any person riding his bus.

District boards of trustees in this State may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or violating instruction of the driver.

This section, and others which are applicable to buses and pupil transportation, will be used to enforce appropriate student conduct on all District Two buses. The Board of Trustees, Superintendent, nor the District Two Administrators will tolerate behavior that might lead to an accident or injury on our buses. The privilege of riding a bus will, when necessary, be denied as the safety of students is of utmost importance. The state law states that the school bus driver shall be responsible for the conduct of passengers while riding in the bus under his control, and that the driver shall report to school authorities, to or from which the students are transported, any offenses committed by the student on the bus.

Each bus driver should know the students who are to ride his or her bus. If a bus driver permits an unauthorized student to ride his/her bus, he/she will be subject to a possible suspension.

Realizing that the maintenance of good discipline on a school bus is a very difficult task, our drivers need all the help which the principals can render to them. Each school bus incident report is to be mailed to parents.

All existing regulations and laws in the state of South Carolina, as they apply to pupil transportation, will be enforced by the appropriate school officials and/or other authorities. These regulations/laws will be applied to any reported misconduct and subsequent disposition of cases of misconduct.

Should there be misconduct reported that is not addressed in the levels presented here, the individual principals will use their discretion in dealing with the matters. The Director of Transportation is always available for conferences and/or consultation where misconduct referrals are concerned.

When incidences occur involving students from two or more schools, the administrators in charge of buses at each school shall consult with each other as to the disposition of the problem.

When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension. Should a student ride another bus while under suspension from his/her regular bus, he/she will be subjected to further disciplinary action by his/her school authorities and a parental conference will be required.

Any student who has been referred in any previous year beginning in grade 6 and has reached the point where he/she has been removed from the bus for the remainder of the school year, can be removed from the bus for the remainder of any new school year if he/she is referred due to any misconduct on the buses of School District Two. All records (bus referrals) of those students who have been removed from the bus for a school year will be forwarded to the next school principal so that appropriate decisions can be made regarding student misconduct. Care should be taken to see that the Director of Transportation will also monitor those students who have been chronic problems on the district buses.

BUS RULES

1. Book bags and other items must be held in lap.
2. No eating, drinking.
3. Keep all body parts inside the bus.
4. No profanity.
5. Do not distract the driver.
6. Remain seated while the bus is in motion.
7. Students must have a bus pass to ride a bus to a different stop.
8. The driver or monitor may assign seats.
9. Do not spray anything while on the bus.
10. Vandalism (cut seats, graffiti, etc.) will not be tolerated.

Due to most buses being at or near capacity, parent notes authorizing students to ride on an unassigned bus can no longer be honored. Permission to ride a different bus cannot be granted except in critical circumstances that should be discussed with the student's principal in advance. Unexpected riders can result in overcrowded buses or extra routes. With parent authorization, students have in the past been allowed to ride home with a friend on the friend's bus. To keep numbers within capacity, only students assigned to a bus will be allowed to ride that bus unless an exception is granted for an unusual situation that can be accommodated.

We appreciate your understanding as we implement this change with student safety in mind.

LEVEL I-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES

LEVELS OF MISCONDUCT

1. Disorderly conduct
2. Misconduct at a bus stop (depending on severity)
3. Disembarking from the bus at an authorized stop without permission
4. Entering or leaving the bus by way of the emergency door
5. Consuming bottled or canned drinks or food on the bus
6. Littering the bus
7. Standing while the bus is moving or violating other safety procedures
8. Riding the wrong bus
9. Continually making loud noises, yelling, etc.
10. Pushing, tripping, general horseplay
11. Rude behavior directed at passengers
12. Spraying of chemicals, i.e., hair spray, cologne, etc.
13. Screaming or shouting out of the windows
14. Not maintaining the same dress code as required at school

Enforcement Procedures

FIRST OFFENSE-Probation/warning given by school administrator. The probation shall remain in effect for the school year in progress. Parental contact made concerning the misconduct.

SECOND OFFENSE-Bus privilege may be denied for up to 10 (ten) school days. Parental contact made concerning the misconduct.

THIRD OFFENSE-Bus privilege may be denied for the remainder of the school year in progress. Parental contact made concerning the misconduct.

LEVEL II-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES

LEVELS OF MISCONDUCT

1. Disruptive conduct
2. Misconduct at a bus stop (depending on severity)
3. Smoking on the bus
4. Throwing object(s) out of the bus
5. Throwing object(s) on the bus
6. Refusing to sit in assigned seat
7. Use of profanity or any abusive language among or between students
8. Having hands, arms, head, etc. out of windows and/or doors
9. Any rude, discourteous behavior directed toward the driver and/or monitor
10. Defacing property (writing or marking on the bus)
11. Rude behavior directed at other passengers (threats, stealing, etc.)
12. Fighting on the bus

Enforcement Procedures

FIRST OFFENSE-Bus privilege may be denied for up to ten (10) school days. Parental contact made concerning the misconduct.

SECOND OFFENSE-Bus privilege may be denied for the remainder of the school year. Parental contact made concerning misconduct. Level II behaviors may also require out-of-school suspension, in-school suspension, referral to supporting agencies, and/or restitution of property as stipulated in the discipline codes of individual schools.

LEVEL III-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES

LEVELS OF MISCONDUCT

1. Criminal conduct
2. Misconduct at bus stop (depending on severity)
3. Carrying weapons, explosives, fireworks on the bus
4. Carrying any object that may be used as a weapon on the bus
5. Persistent uncontrollable conduct
6. Possession, use, or distribution of alcohol, drugs or any controlled or unauthorized substance on the bus
7. Any pushing or tripping that leads to injury
8. Vandalism -- destruction of seats or interior and/or exterior parts of the bus
9. Criminal behavior directed at passengers (sexual offenses, extortion, assaults, theft, arson, etc.)

Enforcement Procedures

ANY OFFENSE-Bus privilege may be denied for the remainder of the school year in progress. Level III behaviors may also require out-of-school suspension, expulsion, restitution of property and damage, referral to supporting agencies, notification of law enforcement agencies, and/or enforcement of the district drug policy.

Cell Phone Policy:

Students in grades 6-12 are permitted to have cell phones at school. The cell phones are not to be visible or used during the school day (from arrival through departure). Students are not to make or receive cell phone calls or texts during the school day. A violation of these rules will have the following consequences. These punishments are minimum consequences. Additional punishment could result if for instance a student disrupted class as a result of using his/her cell phone.

- 1. **1st Offense:** The phone should be turned off and given to a teacher.
- 2. **2nd Offense:** 1 day ISS
- 3. **3rd Offense:** 1 day OSS
- 4. **4th Offense:** 2 days OSS
- 5. **5th Offense:** 3 days OSS and so on

*In all cases, a parent will be contacted to come and pick up the phone. Cell phones will not be returned to students.

CHANGE OF ADDRESS

Students are required to inform the office of any changes in address or telephone numbers and must provide proof of residence (utility bill [water, power, cable, land-line telephone], deed, or tax receipt on real estate property).

CHROMEBOOK EXPECTATIONS: Students will be expected to have their Chromebook at school each day. Students are expected to have their Chromebook fully charged each day. Students will not be allowed to use their Chromebook during the class change or while walking around the building. For more information on Spartanburg School District Two iPad information, see the online EXCEL handbook.

CLASSROOM OR SCHOOL DISTURBANCES

No toys, baseball cards, trading cards, playing cards, or any items that would prove disruptive or harmful to another are permitted at school or on the bus.

COURSES/CLASSES

Due to the large number of requests, we are unable to accept requests for individual teachers, for groups of teachers, or for students to be placed with friends. Thanks in advance for your understanding and cooperation in this matter.

The following classes are required for all students: English Language Arts, math, science, social studies, and physical education/health. Students may be placed in differing levels of math and English Language Arts classes based on information from the end of the previous school year, including: grades in each subject, iReady scores, and the spring standardized test scores in math and reading. Students enrolling from schools outside of District 2 must supply guidance with a copy of their last report card and standardized test scores from the previous spring in order to be screened for eligibility in advanced and honors level classes.

Algebra I students are required to take the state-mandated, End-of-Course Examination Program test (EOCEP test) which counts 20% of the students' yearly average for that class. The Algebra I classes count towards a student's cumulative high school grade point average. Since the Algebra I classes carry high school credit, students may not enter Algebra I after the first five (5) school days as this would interfere with students receiving credit for the classes.

DELIVERIES TO SCHOOL

No flowers, balloons, etc. are to be delivered to students.

DISTRICT TWO ALCOHOL AND DRUG ABUSE POLICY

The Board adopts the stipulations of the Drug Act passed by South Carolina Legislature. This act states that it is unlawful for a person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner. Any students who violate this act are subject to suspension and/or expulsion from school and prosecution by law enforcement officers. In addition, students are to be notified that any person over 18 years of age who distributes a controlled substance to a person under 18 years of age shall be deemed guilty of a felony and sentenced to not more than 20 years in prison with no suspension and no probation as provided for in the Drug Act. Students are not allowed to knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

1. on the school grounds during and immediately before or immediately after school hours.
2. on the school grounds at any other time when the school is being used by any school group
3. off the school grounds at a school activity, function or event.

Students using a drug authorized especially for them by a medical prescription from a registered physician are not considered violators of this policy.

VIOLATION CONSEQUENCES:

- A. *POSSESSION, USE and/or under the influence:
 - 1. If possible, the drugs are confiscated.
 - 2. Parents or guardians are notified and asked to come to the school.
 - 3. The violation and accompanying evidence are reported to the police.
 - 4. The first offense may result in expulsion for the remainder of the school year. A second offense may result in permanent expulsion.
- B. **SELLING, TRANSMITTING (Pushing)
 - 1. If possible, the drugs are confiscated.
 - 2. Parents or guardians are notified and asked to come to school.
 - 3. The violation and accompanying evidence are reported to the police.
 - 4. The student may be permanently expelled from school.
- C. Students guilty of a combination of offenses (possession, use, under the influence, transmission) are to be disciplined in accordance with the penalty prescribed for the most serious of the multiple offenses.

* Possession is construed to mean on the person himself, in his locker, bookbag, desk, automobile, or any other student property which at the time is or was on school property.

** Distinction is to be made between the casual distribution or transfer of drugs and the so-called “pusher”.

A student guilty of the casual sharing of drugs is considered as being in “possession”.

Adopted March 23, 1982

DISTRICT TWO DRESS POLICY

The dress code described in this administrative rule applies to all students enrolled in Spartanburg County School District Two schools.

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

Wearing accessories or clothing that could pose a safety threat to one’s self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment, will not be allowed.

Attire must not evidence membership or affiliation with a “gang” in any negative sense of the term. Bandannas and do-rags are not allowed on campus and will be confiscated. Hats are not allowed in school buildings. Picks or combs are not allowed in hair. Hair items such as plastic headbands, barrettes and ribbons are permitted. School administrators will not be held liable for confiscated items.

Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes and bedroom slippers are not permitted.

Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Attire cannot reference or depict alcoholic beverages or illegal drugs or paraphernalia.

Lower garments (skirts, dresses) should be of adequate length to assure modesty when the student is seated or engaged in school activities. Shorts/skirts/dresses must be at least finger-tip length (meaning that when a student stands straight and puts their hands by their side they are touching fabric and not skin). Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place. Students are not allowed to wear pants with holes above the knee cap.

Blouses/tops must extend at least to the waistline, but not hang excessively below the waistline so as to create a safety risk. Shirts cannot be tight, low cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter-tops, shirts with spaghetti straps, and see through shirts will not be allowed.

Clothing must cover the waist, shoulders and back with no skin showing between the top and bottom garments.

Pants and slacks must not touch the floor (no bagging, sagging or dragging clothing). No exposed undergarments.

No transparent or mesh clothing without an appropriate shirt underneath.

No sunglasses may be worn inside the buildings. No wallet chains or other type chains that may be dangerous or disruptive.

Students may not continue to attend class wearing inappropriate clothing. Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/Legal guardians and students are expected to comply with this regulation to ensure that a comfortable, safe and non-confrontational environment is provided for all students. Administrators and faculty members are expected to strictly enforce the dress code at all times.

Violations of the dress code will result in the following: Student(s) will be required to return home and change into appropriate attire or parent/legal guardian can bring proper clothing to school or the student will be given sweats and an appropriate shirt to wear during the school day.

Repeated violations of this dress code will be treated as disruptive behavior in violation of the student code of conduct. However, dress code violations will not carry over on the student's discipline record to subsequent years.

DRUG DOGS

Spartanburg School District Two has contracted the services of an outside agency to conduct random drug dog searches to assist us in maintaining a safe, drug-free environment.

EARLY DISMISSAL

RLMS prefers not to dismiss students during the last period of the day unless there is an emergency. Seventh period classes are interrupted more frequently for dismissing students. Therefore, all students leaving early during 7th period will be marked absent for that period no matter what time they are signed out.

Any absence from class counts as one day's absence from that subject(s), and the student is responsible for any missed work. After 10 non-medical absences from school, the student

will be counted as unexcused if any additional absences occur without a medical excuse. This includes early departures at the end of the day.

ELECTION FOR STUDENT COUNCIL

The Rainbow Lake Middle School Student Council will have four officers. The President will be elected from the 8th grade. There will be one 8th grade Vice President, one 7th grade Vice President, and one 6th grade Vice President. Students wishing to run for election shall declare their intentions and scholastic qualifications (85 or above average in each subject for the preceding year) in writing to the sponsor two weeks prior to the day of election. Students are allowed to have 10 posters, 15 x 24 inches. All candidates should be prepared to record a short campaign video to be watched by the student population before elections.

Requirements to hold office

1. Scholastic average of at least 85 in each subject area for preceding year.
2. Shall maintain a scholastic average of 85 while in office.
3. Maintain satisfactory conduct towards administration and staff.
4. Uphold all duties associated with the office.
5. May hold no more than one major office.
6. Must have appropriate approval from election committee.

FEES

There is a \$10 instructional fee collected from all students at the beginning of each school year to cover consumable products used by the students during the school year. There is also a \$35.00 technology fee for the ChromeBook. Other fees in connection with consumable supplies, breakage, and equipment may be charged in some areas.

FIELD TRIPS

In order to go on field trips, a student must submit a written permission slip signed by his parent or guardian. A student must be in good standing with the school in order to participate in field trips. Good standing is defined as:

- A. Students may not have more than 2 ISS incidents or 1 OSS incident per semester.
- B. Students may not be failing any core subject (ELA, Math, Science, Social Studies)
- C. Students may not have 5 or more unexcused absences.

FLAG

The American flag will fly from the school flagpole. The Student Council will conduct the daily flag raising and lowering.

FUND RAISING

NO SALES OF ANY KIND WILL BE PERMITTED UNLESS APPROVED THROUGH THE SPONSOR AND THE PRINCIPAL'S OFFICE. All proceeds will go to the school. There will be no door-to-door sales of any school sale items.

GUIDANCE

The counselor gives professional advice on courses of study. Adjusting class schedules is another task of the guidance department. The counselor is available for conferences with parents and students. Students are not to go to counselors during regular class periods. Students must have a signed pass from an exploratory teacher to see an advisor. If a counselor is not available at that time, students should return to class. The counselor will schedule a time to meet with the student, typically within one to two days. These procedures are intended to minimize class absences. Cooperation is greatly appreciated.

HALLS

Students are only to be on the hall where they are assigned classes. Students are not to run in the halls. Loitering anywhere in halls is not permissible. Students are not to block the doorways or hallways. STUDENTS IN THE HALL DURING CLASS TIME MUST HAVE A HALL PASS.

ILLNESS

No student is to depart school at any time for any reason until the parent or guardian first approves this with the office. If a student becomes sick at school, and is too sick to remain in class, he/she may request a pass to the nurse's office. The nurse will notify parents if a child needs to be picked up early from school. Upon return to school, the student should bring a note explaining their absence and turn it in to the office.

INTERNET SAFETY

Our school utilizes GAGGLE and HARPORA software to monitor Chromebooks used by our students.

LIBRARY / MEDIA CENTER

The library offers to all students a collection of books, eBooks, magazines, newspapers, for use in preparation of class assignments, research, and reading. The librarian and library assistant are available to assist students with locating information resources to meet their needs.

Entering the Library- Students will need a pass from their teacher to visit the library unless their entire class is scheduled to the library. Students who are coming to the library without their teacher will need to show their pass to the librarian or library assistant when entering the library and sign the sign-in sheet at the circulation desk. Students are expected to enter the library in a quiet and orderly fashion and to work quietly while in the library. Students without a teacher may be limited to 10-15 minute time increments in the library which will provide them with the necessary time to locate information resources to meet their needs.

Exiting the Library- Students, who are not accompanied by a teacher, will need permission and a pass from the librarian or library assistant to leave the library in the middle of a class period. Students may exit the library at the end of a class period when the bell rings. Students are expected to leave the library in a quiet and orderly fashion. Students are encouraged to use the restroom and visit their lockers if necessary before coming to the library since these facilities are not in close proximity to the library.

Library Use- Students are encouraged to come to the library during the school day with their teacher's permission in order to use the library's resources. Students are expected to actively use library resources such as books and/or computers and to be productive while in the library. The library is not intended to be a place to socialize or to be viewed as an alternative to attending scheduled classes, but rather it is as a place of learning intended to support and enhance our students' educational experiences. The library is open 30 minutes before school and 30 minutes after school. Students should seek permission from their parents and make necessary transportation arrangements ahead of time if they will be coming to the library after school.

Loan Period- All fiction and most non-fiction books in the library may be checked out for a one-week period and may be renewed one time, unless there are students or teachers waiting for a particular title. Certain books may be reserved by teachers for projects and these books

may be temporarily restricted from check out by students. Such books would be available for use in the library or classroom only to ensure that many students can have access to the needed materials. Oversized books and reference books will be available for in-library use only.

Overnight Materials – Magazines may be checked out for overnight use only. They must be returned by 8:00 a.m. the following morning.

Library Fines – Overdue fines are charged for days when school is in session. Fines are assessed according to the following plan: Ten (10) cents per day for overdue overnight material and 5 cents per day for all other overdue materials.

Lost and Damaged Library Book Fees- Fees will be charged for books that are lost or damaged. Fees for lost library books will be determined based on the replacement cost of the book, and fees for damaged library books will be determined based on the severity of the damage not to exceed the replacement cost of the book. Students are expected to return library books clean and in good condition. Library books should not be stored or kept for long-term periods in backpacks as they tend to be damaged by heavier and larger textbooks. Students are asked to bring damaged books directly to the librarian's attention rather than placing them in the book drop. Students are encouraged to see the librarian if they have lost a library book in order to obtain the replacement cost of the book and to make payment arrangements.

LOST BOOKS (Library or Textbooks)

If a book is lost, the price of the book will be charged to the student. If the book is found after it has been paid for, the student will be given a refund (minus the fine, if a library book, which accumulated from the time the book was due until it was found).

LOCKS

All students are to keep lockers locked. A school issued lock must be kept on lockers at all times. If this lock is lost, it must be replaced at the student's expense. The cost of replacing a lost lock is \$5.00.

LOCKERS

Each student *REQUESTING* a locker will be assigned a locker. Lockers will be used before school, during class change, and after school. Each student remains responsible for any books or possessions wherever he puts them. No books or materials are to be left anywhere except locked in lockers. Students are not to share lockers with other students.

Lockers are under the jurisdiction of school authorities, and failure to keep the locker locked is a violation that can result in the loss of a locker. Fourth period teachers have initial responsibility regarding locker supervision.

LOST AND FOUND

Any item lost on the school grounds should be reported to the office. Clothing will be kept in the lost and found bin located next to the stage in the cafeteria. Other items should be turned into the office. Any items not claimed by the end of each semester will be donated to needy families.

LUNCH PROCEDURES

Each student eating lunch should use their lunch code in the cafeteria. Lunch fees can be paid online at www.paypams.com. One of the aims and purposes of the cafeteria is to promote good lunch habits. If a plate of food or any paper products are dropped, the student is expected to clean it up. Students should never break in line. Holding places in line for friends is not permitted.

MEDICATION AT SCHOOL

Students are not allowed to bring medications to school except as directed below:

1. Before the principal, nurse, or his designee will administer medication, the student must submit a dated request, signed by his/her parent or guardian to the school nurse. It should include: *child's name, physician's name, name of the medication, and time to be administered.*
2. One Permission Request Form per year is required for each new or different medication.
3. Parents may reclaim any unused medications within one week of the termination of the treatment or at the end of the school year. The school will dispose of the unused portion not claimed.
4. The district will not be responsible for any adverse drug reaction when the medication has been given in the manner prescribed.
5. The district retains the discretion to reject requests for administration of medicine.
6. Medications must be brought to school in a current, individual, pharmacy-labeled container. Medications will be kept in a locked cabinet. Parent/guardian should deliver the medication to the school when possible.
7. School personnel, under no circumstances, will supply students with medication not brought by the student.
8. Injections will not be administered to staff or students except in life threatening situations.
9. Changes in dosages will require notification from student's doctor. This can be faxed to school.
10. Students may keep inhalers and epi-pens in their possession, if stated on doctor's orders.
11. The same regulations and rules apply to students going on field trips.

PERSONAL BELONGINGS

These are the personal and direct responsibility of each student. Students are discouraged from having large sums of money while at school.

PICK UP AFTER SCHOOL AND EXTRA CURRICULAR ACTIVITIES

- Students should be picked up in the car line by 4:00 each day.
 - If your student is not picked up by 4:00, you will have to come in the front office and sign your student out.
 - Students staying after school for practices, club meetings, or attending athletic events should be picked up within 10 minutes of the event ending.
 - If student is not picked up within 10 minutes, the student may not be allowed to attend the next after school event.

PHYSICAL EDUCATION

All middle school students are required to take physical education. Students are asked to provide their own gym shoes. Students are expected to participate daily unless under doctor's care with written notification.

PROGRESS REPORT (Interims)

Progress reports will be sent to the parents of each student on the 24th day of each nine-week period.

REPORT CARDS

Following each nine weeks' grading period, all students will be issued report cards reflecting their academic progress. The following grading system will be used: A-(90-100), B-(80-89), C-(70-79), D-(60-69), and F-(0-59).

SAFETY

Any student who is aware of any dangerous situation should inform a teacher, an administrator, or office personnel immediately.

SCREENINGS

7th grade – Dental, Hearing, Vision

STUDENT DISCIPLINE POLICY

A positive learning environment is safe, drug free, and without disruption. Good student conduct is essential to the achievement of the school's goals and objectives. This Code of Student Conduct establishes guidelines for students, parents, teachers, and administrators to maintain an appropriate school environment. The provisions in this Code of Student Conduct provide for firm but fair administration of disciplinary measures with an appropriate range of discretion for the application of consequences for behavioral needs, based upon individual assessments of every case, and in compliance with the philosophy set forth below.

Disciplinary action is best resolved among teacher, student, and parent in a calm, reasonable manner. However, serious violations of the Code must be handled quickly and effectively by the Administration. The objective of disciplinary action is to encourage good choices and acceptable behavior by the students with every reasonable effort being made to keep students within the school's influence, to rehabilitate and redirect inappropriate behaviors and to offer effective strategies for changing such behaviors and opportunities to do so except in very serious circumstances. Insuring the welfare of the greatest number of students can, in certain circumstances, and in accordance with state law, result in the dismissal of students who consistently fail to observe the required standards, or become involved in criminal or other egregious misconduct. Although this Code of Student Conduct provides for an initial recommendation of expulsion for certain Level 3 offenses listed in this Code, the Hearing Officer reserves discretion to consider the merits of each case presented with particular regard to extenuating, mitigating, or aggravating circumstances. Whenever alternatives to expulsion are under consideration, such matters including (but not limited to) prior conduct (disciplinary record), academic achievement, citizenship, and contributions to the regular and extra-curricular school programs by the student may be considered. Preferential treatment for the purpose of maintaining athletic or extra-curricular eligibility is not allowed. This District's

disciplinary code is not considered, nor is it to be interpreted as, a *zero tolerance* policy, even though certain misconduct may be serious or disruptive enough to warrant dismissal from school.

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CATEGORIES OF OFFENSES AND DISCIPLINARY PROCEDURES Spartanburg School District 2 MIDDLE SCHOOL CODE OF CONDUCT

Though not specifically mentioned in the list of behaviors, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.

Levels of Offenses

The disciplinary code is divided into three levels as defined in state law. The provisions of this code apply not only to within school activities, but also to student conduct at any school sponsored or sanctioned event and on school buses, activity buses, or vehicles rented or leased to support school activities. The three levels of offenses are as follows:

1. **Level I**--Disorderly conduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school.
2. **Level II**--Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses justifying both administrative sanctions and court proceedings. Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times.
3. **Level III**--Criminal conduct is defined as those activities engaged in by student(s) which result in violence against oneself or another person or property or which pose a direct and serious threat to the safety of oneself or others in the school. These actions usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board.

Students can be punished for multiple offenses under this regulation. For example, a student cuts the last three periods and has lunch at a local restaurant. That student will be punished for cutting classes and leaving campus without permission.

****Please consult the District Middle School Code of Conduct for specific Level infractions.**

TARDINESS - TO SCHOOL OR TO INDIVIDUAL CLASSES

Students not in their first period by 8:00 or in any scheduled class on time are considered tardy. Any student arriving after the tardy bell rings at 8:00 must report to the office.

LATE TO SCHOOL:

1-5 - Warning
6-9 - ISS
10 or more - OSS

LATE TO CLASS:

1-3 Tardies – Handled by teacher
4-6 Tardies – 1 to 3 periods of ISS
7 or more Tardies – 1 to 2 days of OSS

TELEPHONE

The phone in the office is reserved for official use. Students should use a phone in his/her classroom with the teacher's permission.

TRANSFER OF STUDENT

If a student plans to transfer to another school, he should report this to the front office, the guidance counselor and his teachers. A parent/guardian must complete a withdrawal form prior to withdrawing their child from school. No records will be forwarded to a new school until a withdrawal form has been signed. All books, iPad, and charger should be returned.

VISITORS / CONFERENCES

To insure an uninterrupted instructional program, visits by students from other schools are prohibited. Students are requested not to bring guests to school. Only Rainbow Lake Middle School students will be permitted in class. Any visitor must report to the office.

Parents of students are always welcome to visit the school campus. Parents are encouraged to arrange conferences with individual teachers by appointment. They should report to the office to be signed in and to obtain a visitor's pass.

MEDIA PROCEDURES FOR SCHOOLS RELEASE OF STUDENT/EMPLOYEE INFORMATION

Media on Campus

All media representatives are to contact the District Office of Public Relations when interested in videoing or conducting interviews at any District 2 schools. The PR office will coordinate with the administration at the school that will be the focus of the story to try and accommodate media requests. If a principal or other staff member is contacted by the media they should be courteous and relay the request to the PR office in a timely manner. Media representatives should be accompanied by the principal or their designee the entire time they are present on campus. When finished, they then should be escorted out and their departure visually confirmed. This prevents "spontaneous contact" and inappropriate release of information. The media are free to interview anyone at any time when not physically on school property, unless you are on a school-sponsored field trip or event. Once students leave your school grounds/jurisdiction, you cannot be held responsible for media contact.

Any media requests concerning the entire district should be directed to the PR office or the Superintendent. Principals or school staff should notify the District Office immediately if members of the media arrive on campus without notice.

Guidelines for Student Interviews

Student interviews must be **approved by the principal**, and the **student must be willing** to be interviewed. The principal should use discretion regarding the selection of students, the topic of the interview, and the student's schedule. The principal or his/her designee should remain with the media during all interviews with students on campus or at any school-sponsored activity. (Please note that the media can interview students when they are not on school property or under school jurisdiction without school approval.)

“Special” students, if identifiable as such, cannot be interviewed or photographed without written parental permission. The *Individual/Specific Media Release Consent Form* may be used as needed for these students.

Interview questions cannot invade the privacy of the family, and students cannot answer questions about religion, rules in the household, divorce, sex, or other “sensitive” issues unless the parent is present or the parent/guardian has given specific written permission to discuss those topics with the media.

Media coverage cannot interfere with classroom instruction, as outlined by the EIA. Assembly programs and other activities not involving direct student instruction may be exempt from these guidelines.

Student spokespersons may be identified at the beginning of the school year, with parental permission obtained using the *Individual/Specific Media Release Consent Form*, for the students to be interviewed by the media when “general” interviews about student life, activities, etc. are requested. Selected students usually hold office in a student organization such as Student Council, or they are leaders in the school.

Guidelines for Staff Interviews

The principal is considered the “official” spokesperson for the school. You may designate a staff person to provide information to the media; however, you cannot require any employee to be interviewed.

Employees have the right to freedom of speech, and a request from the media to interview an employee should be communicated to that employee. The employee then has the option of returning the call. If the person is representing the school/office, the interview can be scheduled at the discretion of the supervisor at the school/office site. If the interview is not “official,” it should be conducted on the employee's own time at a site away from the school/office. “Unofficial” phone or videotaped interviews should not be conducted during the employee's work time.

Release of Employee Information

You may release the following information about employees:

1. Name
2. Assignment (school or office and position)
3. Date of hire

4. Employment end date

Release of Student Information

Both state and federal laws protect the release of personal information about students who are minors. No personally identifiable information about a student should be released without parental consent.

Directory-type student information—information about a student that would not generally be considered harmful or an invasion of privacy if disclosed—may be used judiciously for positive purposes, as stated in the *Directory Information Notice*, if the parents have not notified you to the contrary. Refer to *Board Policy JRA-R—Student Records* for details.

Notification of Rights under FERPA

The *Directory Information* notice gives parents the opportunity to exclude their children from publicity and protects the school/district in the appropriate use of general student information, including photographs. *Directory Information* and *Education Records* (concerning access to student records) notices are required annually by the Family Educational Rights and Privacy Act.

Individual/Specific Media Release Consent Form

This form may be used in the following cases:

1. To obtain permission to release Special Education/other special program student information/photo-graphs
2. For one-on-one interviews with students
3. For student spokespersons
4. To include in a particular promotional piece students whose parents otherwise have objected to release of directory information
5. *As an extra measure of precaution*

FAMILY EDUCATIONAL RIGHTS/PRIVACY NOTICE

DIRECTORY INFORMATION

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web, or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, websites, etc.).

The Family Educational Rights and Privacy Act allows schools to release “directory information.” The District considers the following as directory information: age,

name, the most recent school attended, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, and photographs.

With the exception of electronic images related to school-sponsored or district-sponsored events, activities, and special recognitions, the District will treat all video recorded of students through surveillance videos on District property or school buses as student records entitled to confidentiality pursuant to the Family Educational Rights and Privacy Act and other applicable federal and State laws. In addition, federal laws require schools to provide military recruiters, 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 information disclosed. **If for some reason you object to your child's inclusion/identification in publicized school recognitions/events/activities, including a school or District- maintained website/social media page, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.**

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 Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district 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 US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA

Contact information for the office that administers FERPA is:

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

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The following letter to parents was written by Jerry Gibson, MD, Chief, Bureau of Disease Control

SCHOOL EXCLUSION LIST 1st-12th grades

Dear Parent/Guardian:

We are asking for your help to keep your child's school a healthy place to learn. **We request that you keep your child out of school, including before- and after-school childcare, when he or she has an illness that can be spread to others.**

DHEC has developed Exclusion Lists to help parents decide when children are too ill to go to school. The School Exclusion List applies to all students in grades 1-12, except those students identified as Medically Fragile. The School Exclusion List describes conditions and illnesses that keep students out of school, and the types of notes needed for students to return to school when they have been sick.

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child's immunizations are up-to-date, and by teaching your child to wash his or her hands often.

If you have any questions about the School Exclusion List or about ways to help your child stay healthy, please call your school nurse or your local health department.

Thank you for helping us to keep South Carolina's schools' healthy places to learn.

You can find more information about the **School Exclusion List** on the Internet at: www.scdhec.gov/health/disease/exclusion.htm