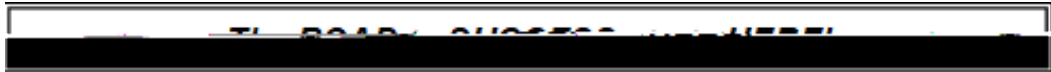


# RAWLINSON ROAD MIDDLE SCHOOL

---

THE Raider Nation

#togetherwelead



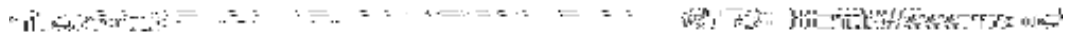
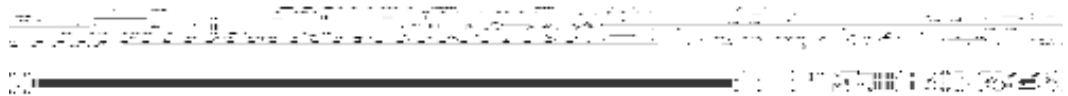
**MASCOT: RAIDER**

**SCHOOL COLORS: GREEN AND GOLD**

**Kia Frazier**

PRINCIPAL

2631 WEST MAIN STREET



**TABLE OF CONTENTS**



## **MESSAGE FROM THE PRINCIPAL**

Welcome to the 2023-2024 school year at Rawlinson Road Middle School. We are looking forward to another great year at RRMS.

Please review the rules and procedures in the handbook with your parent/guardian. It is important that you are very familiar with our behavioral and academic expectations to ensure a successful year.

Have a great year at RRMS!

Kia Frazier  
Principal

---

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Student personnel records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974(FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of the policy is on the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) under the link "District Policies."

Parents have the right to "inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected."

## **MOMENT OF SILENCE**

The South Carolina Legislature passed a law during 1993-94 mandating a full minute of silence to be observed each day in our schools. Rawlinson Road Middle School observes this moment of silence following morning announcements. All students are expected to remain still and quiet during this period.

## **BUSINESS HOURS**

Our office will open Mon-Fri from 7:45 a.m. to 4:30 p.m. Classes begin at 8:15 a.m. and end at 3:15 p.m.

School begins each morning at 8:15 a.m. and is dismissed at 3:15 p.m. each afternoon. We believe it is very important that students attend school for the entire instructional day and request that, except in cases of emergency, you have your child(ren) at school on time and do not sign them out of school before the end of the day.

## **SRO HOTLINE**

This line is for students to call with information they feel the SRO may need. It is a confidential voice mail line only.  
**803-985-7766**

## MISSION STATEMENT

*Rawlinson Road Middle School goes the EXTRA MILE to provide a comprehensive educational experience, so all learners are prepared with the skills needed to be successful in the 21<sup>st</sup> Century.*

## CORE BELIEFS

We believe that ...

All individuals have intrinsic worth.

All individuals can learn.

Learning depends upon basic needs (physical, social, intellectual and emotional) of every individual being met.

Understanding diversity and providing for individual differences enriches learning.

Reading is the foundation for unlimited learning.

Adults can enable students to fulfill their potential by developing positive relationships with them.

An environment where taking risks is encouraged promotes learning.

The home, school, and community are responsible for working interdependently to ensure the welfare of children.

School, home, and community influence and promote lifelong learning.

Good health and fitness enhance academic performance.

A safe and nurturing environment is needed for learning to occur.

***PARENT/COMMUNITY INVOLVEMENT***

Rawlinson Road is proud to have its business partners working to help us provide an enriched school program for our students. If you are interested in forming a partnership with our school, please contact Ms. Frazier.

***Parent Volunteer Group***

This is a volunteer service group composed of parents and teachers who work actively and effectively to strengthen home-school communication and provide

Students who ride in cars are to be dropped off or picked up **ONLY** at the back of the school. The front area can be used for student pick-up/drop-off between the hours of 8:10 a.m. and 2:45 p.m. Students arriving to homebase classes after 8:15 will be tardy.

**Students arriving after 8:15 in the morning need to be dropped off in front of the school. The back doors will be locked at 8:15**





## District-Owned Device

The district may provide students with electronic devices including, but not limited to, tablets or laptop computers in an effort to enhance students' learning experience. The district will determine the device that best suits the needs of the students.

Students will have no expectation of privacy with respect to any information contained on these devices. District-owned devices may contain tracking software to recover lost or stolen devices. Students are not allowed to erase the history or remove the battery, SIM card, or any other part of the device. Students will abide by the district's acceptable use policy (IJNDB) established for the use of technology resources. Students who violate the acceptable use policy or do not follow instructions for the proper use of the device on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds, will be subject to discipline according to administrative rule JICJ-R.

Students are responsible for the care of the district-owned device. Parents/Legal guardians will cover the cost of damage to or loss of the device. Students will return the device at the end of the school year or when directed by an administrator.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12, 5/23/16, 8/22/16, 6/13/23

### Legal References:

#### A. S.C. Code of Laws, 1976, as amended:

1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

## Cell Phone Consequences

Each time a personal device is confiscated due to a school policy violation Each time a personal device is confiscated due to a school policy violation, a parent will be contacted. A student who refuses to surrender their cell phone to any member of the faculty and/or staff will be considered insubordinate. Rules governing insubordination (defiance) will apply.

1<sup>st</sup> – 3<sup>rd</sup> Offense: warning, confiscation of device, and parent contact

4<sup>th</sup> Offense: confiscation of device, parent contact, 1 day ISS

5<sup>th</sup> Offense: confiscation of device, parent contact, 2 days ISS

6<sup>th</sup> - 8<sup>th</sup> offense: confiscation of device, parent contact, 1 day OSS

9<sup>th</sup> - 12<sup>th</sup> offense: 3 days OSS

Students reported unlawfully recording or taking pictures on campus, in a restroom, locker room, on school district transportation, or at a school-sponsored event will receive 3 days out of school suspension.

Note: Administration reserves the right to implement any level of consequence based on the severity of the incident.

## ***DRESS CODE***

District board policy states that the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and

2. Shirts must have a collar and sleeves. Students must wear golf type or button-down shirts in long or short sleeves. A RRMS t-shirt may be worn in place of a collared shirt.
3. Sweaters, crew neck sweatshirts, and quarter zip pullovers of any solid color MAY BE WORN. Solid color hoodies

call home for appropriate clothing  
 be given the opportunity to change into appropriate clothing provided for the day by the school  
 remain in In School Suspension until appropriate clothing is brought to the school or until the student is  
 taken home to change into appropriate clothing  
 remain in In School Suspension for the entire day  
 suspended from school for continuous acts of defiance in relation to dress code

Absences from school due to dress code violations are unlawful absences.

## ***DRUG DOG***

### **Search and Seizure and the Use of Trained Drug Dogs on School Properties**

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, probable cause, subject to the limitations and requirements of this policy.

Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials. Policy JIH and Administrator Rule JIH-R

## ***EARLY DISMISSAL***

To reduce class interruptions, parents are asked to arrange for early dismissal of students before being picked up. This can be done by sending a written request for early dismissal to school with your child in the morning.

A student may be dismissed from school early with written permission from the parent or legal guardian; or the parent or legal guardian may come to the school IN PERSON for a student. Students will not be excused as requested by telephone calls. **All written excuses will be verified.**

For your student's safety, we require that persons signing out a student **MUST** be on the student's contact list **AND** they must provide identification to the receptionist before the student will be released.

## ***EMERGENCY DRILLS***

Emergency drills are required by law once each month. Drills may occur at any time of the day. Any time a drill signal sounds, everyone in the building should consider it to be a real drill. The main objective is to evacuate the building as rapidly as possible in a safe, orderly manner. Instructions are posted in each classroom as to the exit to use. During such an alarm, you should follow your teacher's instructions very carefully. You are to form a line quickly and go single file to the exit designated by your teacher. Walk, do not run. Remain calm. Move quickly, but do not push or shove. If you are not with your class when the alarm sounds, join a class exiting close to you and remain with this class. An announcement will let you know when it is safe to return to class.

## ***EMERGENCY INFORMATION***

Parents should notify the guidance office of addresses, phone numbers, and alternative phone numbers that can be used in emergency situations. Any time during the school year that you change addresses or phone numbers, please notify guidance of the change. Being able to contact parents is essential in emergency situations.

## ***EMERGENCY SCHOOL CLOSING***

In case school is closed for bad weather or any other kind of emergency, listen to local radio stations (WRHI 1340 AM and WTYC 1150 AM), download the Rock Hill Schools app, go to the district website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)), or wait for the parent phone notification from the district level. Decisions about opening school or a delayed opening are made by 6:30 a.m. and are relayed to these contacts at that time. Please do not call the radio or television stations directly. In case of a nuclear plan emergency that requires a school evacuation, our students will be transported to Saluda Trail Middle School where they will remain for 4 hours for parent pick-up. After four hours, the students will be turned over to the Red Cross and transported to Lancaster High School in Lancaster, SC.



Report problems immediately

### ***School Activities Expectations the Raider Way***

Keep language and gestures appropriate  
 Respect your team  
 Encourage, do not discourage  
 Demonstrate appropriate behavior for the venue  
 Keep the facilities clean

### ***Media Center the Raider Way***

All students enter through the main double doors across from the guidance.  
 Use a voice level 1  
 Students will walk into the media center.  
 Listen to the instructions of media specialist or teacher.  
 Clean up and put away materials when done

### ***FEES/FINES***

Students owing fees and/or fines for things including but not limited to fundraiser monies, academic fees, textbooks, library books, etc. may be excluded from participating in extracurricular activities until the fine is satisfied. No student is exempt from charges for books, lockers, materials, supplies, technology, and equipment that are lost or damaged (Code JQ).

### ***FIELD STUDIES/FIELD TRIPS***

By law, students who travel with the school to participate in any school-sponsored program are the responsibility of and are under the jurisdiction of the school while at the activity and are governed by the rules and regulations of the school. For any school sponsored trip, each student must bring written permission signed by his parent/guardian.

### ***FOOD***

Due to the rising number of food allergies, parents are asked NOT to bring food for students. Students will not be allowed to share snacks with others due to the possibility of students in the surrounding area being highly allergic to ingredients in the food product.

### ***FUNDRAISING***

All fundraising or sales sponsored by school organizations must be approved in advance by the principal. The district will permit no sale of material items or services of a private nature by any individual or out-of-school organization without specific approval.

### ***GIFTS AT SCHOOL***

Students are discouraged from exchanging gifts between themselves and giving gifts to teachers while at school. There will be no deliveries for students.

### ***GUIDANCE PROGRAM***

The guidance program is an integral part of the total educational process. Focusing on the needs of young adolescents, guidance services include individual and small group counseling, classroom guidance, and crisis intervention.

Rawlinson Road Middle School has grade-level counselors. **Ms. Jenkins** will serve as the school counselor for students in sixth grade. **Ms. Atkinson** will serve as the the

Students must always have a pass to see a counselor. You can see your counselor by filling out an online Guidance Referral Form. Be sure to include your name and a brief description of your reason to see the counselor.

### **HEALTH ROOM**

A student who becomes ill while at school will obtain a permit called a health room pass from his/her teacher or other adult to go to the health room. A health room pass is required to enter the health room so that the teacher and school nurse will know where the student is always. The school nurse will contact the parent of an ill or injured student. **It is extremely important for parents to provide the school with accurate telephone numbers where they may be reached in case of an illness, injury, or emergency.**

Rock Hill School District Three follows DHEC guidelines for excluding students with illness or disease. See also <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExpulsion/> for more information. In the best interests of the students and staff, sick students should not return to school until they are fever free for 24 hours without medication.

Parents should inform the school nurse at the beginning of each school year of **any** health concern including diabetes, severe allergies, asthma, seizure disorder, or anything the parent feels may impact learning at school. This information will be shared with teachers who will be with the student during the day and with coaches who will be with the student in after-school activities. Information should be accurate and updated yearly.

If a student becomes injured at school, he/she should inform a supervising adult who will either send the student to the health room or call for the school nurse or school designee to come to the student.

The school does not supply medicine and no student is allowed to carry medication in middle school unless permission forms are signed by the prescribing physician, the parent/guardian, and the student. All medication must be in the original container and properly labeled and no medication will be given to the student unless it is brought by the parent/guardian. Before the school nurse or school designee can give any medication, the parent/guardian must submit the proper permission form. **Prescription** medication at school requires both the prescriber's signature along with the parent/guardian's signature. **Nonprescription** medication requires the parent/guardian's signature. These permission forms for medication administration at school are found on the school district's website. You may also



## **LIBRARY/ MEDIA CENTER**

The Rawlinson Road Middle School Library Media Center is maintained for the use of all students and staff of RRMS. Library hours are 7:50am-3:30pm weekdays. During the first weeks of school all students will participate in library orientation which includes information on our one-to-one device expectations and library circulation policies. All content areas use the library as an extended classroom, but most language arts teachers bring their students every two weeks for book exchange. Staff members will provide students a pass to visit the library from class during the day.

With over 7000 print and e- books in circulation the library has something to offer all readers! Students have access to the Follett Destiny app via Launchpad where they can explore the collection, check their account, write reviews and even borrow ebooks. All books are loaned out for 14 days with one time renewal, and students may reserve their next read by placing books on hold using the Follett Destiny app in Launchpad.

Mrs. Polk has been the School Library Media Specialist at RRMS since 2006 and can be reached at 803-981-1508 or by email at [rpolk@rhmail.org](mailto:rpolk@rhmail.org). Visit the RRMS Media Center website here: <https://bit.ly/LibraryRRMS>.

## **LOCKERS**

Each student will be issued a locker during the opening days of school. Students will be given a combination lock in homebase. Students will be required to keep lockers always closed and locked with the lock engaged and spun. Students must not give their locker combination to others or share lockers with other students. The school cannot assume responsibility for the loss of student property left in the locker. The school can inspect student lockers at any time. A replacement lock will cost \$10.

## **LOST AND FOUND DEPARTMENT**

Students with lost clothing, books, etc., should check in the media center. Parents are encouraged to label coats, sweaters, and other materials with your child's name. All unclaimed items will be given to a worthy organization once a month.

## **MEAL PROGRAM**

Both breakfast and lunch are provided to all Rawlinson Road students at no cost in the school cafeteria. All school meals meet the Federal Guidelines for the school meal program. A student's PIN is still necessary to keep account of which students are getting breakfast and lunch. Any misuse of the free meal program is fraud and is subject to disciplinary action for theft.

## **PHYSICAL EDUCATION AND DANCE**

To benefit fully from physical education and dance classes, students must bring proper attire to class and participate in class activities. All students are required to bring their own workout clothes to change into for PE and/or Dance. Additional guidelines will be shared by Coach Browning, Coach Bryant, and Ms. Miller.

## **SCHOOL ORGANIZATIONS/ CLUBS/ ACTIVITIES**

Students are encouraged to join and participate in clubs and organizations. Students who participate in extracurricular activities have fun, enjoy a feeling of belonging, school pride, and unity. Involvement is a key to a successful school experience.

## **SMOKE-FREE, TOBACCO-FREE CAMPUS**

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco (juuls and vapes) and snuff by all students, staff, and visitors. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities, vehicles, and grounds and at all district-sponsored events or when district facilities are used.











This includes sports, band, strings, dance, drama, and chorus. They may not ride a bus, enter the school, attend any day/night functions, or enter the campus without previous permission from the principal.

### ***Student Behavior Contract***

Students who have had severe behavioral problems may be placed on a behavior contract by an Administrator. A meeting should be attended by the student, parents/guardians, and school officials. The purpose of this meeting is to determine goals and interventions under which the student may be allowed to remain in school. If the contract is not upheld by the students, the student may be recommended for Raven Academy or expulsion from school.

### ***Raven Academy***

Raven Academy is an alternative school placement for at-risk youth ages 11-15. When the school believes it is in the best interest of the student and the school to remove the student from the regular school environment for a period of time, then





The administrator will maintain a complete record of the procedures.

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

### **Level II - Disruptive Conduct**

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and





When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.

If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.

The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school.



Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions.

Issued 5/28/90; Revised 8/26/91, 5/29/07, 4/15/11, 2/27/12, 5/23/16, 6/13/23

### ***Notification of Rights under FERPA for Elementary and Secondary Schools***

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate



