



# EBENEZER AVENUE Student Handbook

2024-2025



**Our Vision:** Ebenezer Avenue is where our empowered community of leaders and learners celebrate our growth and successes.

**Our Mission:** Ebenezer Avenue pledges to: Build Strong Relationships, Model & Live the 7 Habits, and create opportunities for all.

*242 Ebenezer Avenue*

*Rock Hill, South Carolina 29730*

*(803) 981-1435*

Dear Eagle Families,

Welcome to the 2024-2025 school year! As we embark on this new academic year together, I am filled with excitement and optimism for the incredible experiences and achievements that lie ahead for our students, staff, and community.

This year, our theme is the "Pursuit of Empowerment." At Ebenezer Avenue Elementary, we believe that empowering our students is the key to unlocking their full potential. Our mission is to empower all students to be passionate about learning, and we have embraced the 7 Habits of Highly Effective People as a cornerstone of our strategic focus. These habits will guide our students in becoming responsible, proactive, and compassionate individuals.

Our goals this year are centered on student achievement and empowering leaders with our students and staff. We are dedicated to helping all our students grow academically, whether they need additional support or enrichment.

Throughout the year, we will maintain open lines of communication to keep you informed about important school events, updates, and your child's progress. Our website will serve as a central hub for information, while our dedicated administrative team and teachers will be readily available to address any questions or concerns you may have. As a school, we will use Class Dojo as a consistent way to communicate across the school. We will also communicate through our weekly school communication folders, which are in bookbags on Wednesdays, as well as our Eagle Gazette newsletter that comes to your email on Friday evenings.

We value the input of all our stakeholders and have used survey data to refine our systems and build a stronger, more inclusive community. Together, we are creating an environment where every stakeholder feels empowered and an integral part of our students' success.

Together, we will make this an exceptional year for every student at Ebenezer Avenue Elementary.

Eagles First,

A handwritten signature in black ink that reads "Sheleea Leonard". The signature is fluid and cursive, with the first name "Sheleea" and the last name "Leonard" clearly distinguishable.

Sheleea Leonard  
Principal

The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in any way during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications. Such changes will be posted on the school's website.

# ***Ebenezer Avenue-School Policies & Procedures***

## **IMPORTANT SCHOOL TIMES**

**7:00-Student Drop-Off Begins**

**7:30- Breakfast Cut-Off**

**7:40- Warning Bell**

**7:42 Drop Off for car line is closed**

**7:45- Tardy Bell**

**1:45-No Early Dismissals After This Time**

**2:10 Dismissal for Students**

## **ARRIVAL**

The car rider line will open at **7:00 am** each morning. Safety Patrol is there to assist with our arrival and dismissal procedures. **The first bell rings at 7:40 and at that time our Safety Patrol will transition to classrooms. Students arriving after 7:42 should be signed in by an adult in the main office and will be marked tardy. After 7:42 students are not able to make it to their classrooms in a timely manner to be in the classroom by 7:45. Students cannot enter the building unaccompanied.**

## **DISMISSAL**

**Car Rider Procedures-**Students will begin transitioning to dismissal locations at 2:10. **ALL** car riders will be dismissed in the back car rider line. Each afternoon we do our best to begin car rider dismissal at 2:10 once our walkers and bus riders have cleared the building. Parents/Guardians will be required to have the car tag assigned to the student(s) being picked up in order for the student to be dismissed. If the driver does not have the required tag he or she will be asked to go to the main office, present their driver's license, and be issued a tag if their name is listed on the student contact information.

**Walker Procedures-**Students who walk will exit from the far gate of the outside breezeway opposite the Montessori wing. Students under the age of nine must be accompanied by an adult when walking home. **Cars are not permitted to park in front of the school to pick up walkers.** You will be asked and required to drive to the car rider pick up line. There is a busy intersection in front of our school and this is a heavy traffic area. Keeping both sides of the street clear protects the safety of everyone. In an effort to assure the safety of all students and adults, please do not bring pets on school grounds when walking to pick up students.

**Bus Rider Procedures-**Bus riders will be dismissed to the bus loop at the front of the school. All Pre-K through second grade students must be met at the bus stop by an adult. If there is no adult at the bus stop to receive the student he or she will be brought back to the school and a parent or emergency contact will be required to come to the school for the student.

**Important Note: If a change of dismissal or transportation needs to be made it must take place**

prior to 1:30 pm and be submitted in writing with no exceptions. This is for the safety of our Eagles.

### **EARLY DISMISSAL**

We encourage you to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office first to check your child out. If someone other than the parent signs the child out, that person must provide permission from the parent before the child will be permitted to leave the building. **Proper picture identification will be required for dismissing a child.** **Reminder, students will not be dismissed early after 1:45 pm.**

### **ATTENDANCE** **ELEMENTARY SCHOOLS**

#### **Guidelines for Implementing Student Attendance Regulations**

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical or legal statement. If a written excuse or medical/legal statement is not provided to your school's Attendance Office within three days after the student is back in school, the absence will be unexcused. The maximum number of parent notes accepted and recorded for illness as a lawful/excused absence is five per school year.

**Tardies:** All students who are not in their classroom by 7:45 a.m. will receive an unexcused tardy. The only exceptions are for students who are tardy due to a medical appointment or a late bus. A tardy will only be excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

#### **Students will be considered absent lawfully and excused when:**

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice)
- There is a recognized religious holiday of their faith.
- The student is suspended out of school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school hours.

Students will not be excused or receive a lawful absence for family vacations, non-sponsored school events or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

**Early Dismissal:** Students are not allowed to leave school after 1:45 p.m. UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes will be made AFTER 1:45 p.m.

### **Student Attendance Intervention Plans**

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan.

The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.)

When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5.

*Citation: South Carolina Code of Laws 59-65-50, 60 & 70, and South Carolina Board of Education Regulations.*

### **ADDRESSING YOUR CONCERNS**

At times a parent/guardian may have concerns about his or her child's performance or about a discipline issue. Here are steps you need 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's/guardian's concerns, the parent/guardian should contact school administration and discuss the issue by telephone or in person after making an appointment.

### **BULLYING/HARASSMENT**

The board prohibits the acts of harassment, intimidation or bullying of a student by students, staff and/or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The school board has adopted a policy on harassment, intimidation and bullying. A copy of JICFAA policy can be obtained by contacting the school or by accessing the following website:

[https://boardpolicyonline.com/?b=york3\\_rock\\_hill](https://boardpolicyonline.com/?b=york3_rock_hill)

### **BUS TRANSPORTATION AND CONDUCT**

If you have questions regarding bus transportation, please email the Rock Hill Schools Transportation Department at [BUSHHELP@RHMAIL.ORG](mailto:BUSHHELP@RHMAIL.ORG).

In an effort to cut down on transportation questions, please download the "Traversa Ride 360" app through the Apple App Store or Google Play Store. Once you have downloaded the app, register at the following link: <https://scrockhillsd3.traversaride360.com/>

This app will allow you to access your students' bus number for both morning and afternoon routes, as well as the ETA for both routes.

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Bus transportation

is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises.

### [Full Student Transportation Regulations link](#)

Bus rules include:

- Eating, drinking or using profanity on the bus is prohibited.
- Stay seated in your seat at all times.
- Keep the aisle clear of feet, book bags, etc.
- Use your inside voice.

Consequences of violations:

#### I. Minor Violations

1st, 2nd - Warning

3rd - One day off the bus

4th - One day off the bus

5th - Two days off the bus

6th - Two days off the bus

7th and up - Three days off bus

#### II. Major Violations

1st - Warning

2nd - 1st suspension conditional (1 week)

3rd - 2nd suspension (1 week)

4th - 3rd suspension (2 weeks)

5th - 4th suspension (all year)

Additional bus information can be accessed here: <https://www.rock-hill.k12.sc.us/Domain/303>

### **CLASS PLACEMENT**

Each year our team spends a considerable amount of time preparing for the next year. There are many variables that affect class placement. These variables include learning styles, learner needs, teaching styles, and many other factors. With this we do not take specific teacher requests.

### **CONFERENCES**

Communication is an essential part of the educational program. We feel it is important for parents to keep in close contact with their child's teacher concerning his/her progress. Teachers, parents, or the principal may call for a conference when desired or necessary. Parents may call the school office (803-981-1435) to set up an appointment. We prefer conferences be scheduled after 2:15 p.m. on Mondays, Wednesdays, or Thursdays. However, attempts will be made to arrange a time convenient to all. It is our expectation that at least once during the school year an in-person conference takes place for every student.

## **CODE OF CONDUCT & DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. Failure to comply with school or classroom rules could result in disciplinary actions. Each classroom teacher will establish and communicate all classroom rules to students and families along with any classroom based consequences for the violation of those rules. Classroom teachers will make every attempt to inform a family of a violation of a rule in hopes the family will support the teacher and school in the reinforcement of our rules.

Students whose behaviors break rules continuously, or who are interfering with other students' learning, will be managed by the classroom teacher or referred to a member of the school's administrative team. At that time the administrator will issue consequences. Please note that a teacher does not have the authority to send a student to a Recovery Room or suspend a student. If both administrators are unavailable a student may be sent to work with our Behavior Management Assistant until an administrator is available to conference with the student.

If a student has an office discipline referral, these are possible consequences:

- Student conference with principal
- Parent conference with principal
- Loss of privileges
- In School Suspension
- Suspension from school

**These consequences will be administered by an administrator.**

**Policy:** [JICDA Code of Conduct](#), [AR JICDA-R Code of Conduct](#), [JKD Suspension of Students](#), [AR JKD-R Suspension of Students](#), [JKE Expulsion of Students](#), [JKE-R Expulsion of Students](#), and [JK Students Discipline](#)

Issued 5/16, 5/16, 10/16, 10/16, 6/17, 6/17, and 8/16 respectively

## **Leader in Me & Core Behavior**

At Ebenezer Avenue Elementary School, our behavior expectations are centered around the principles of the Leader in Me program. This year marks our first year of implementing this process, which is built on the 7 Habits of Highly Effective People and aims to empower students to take charge of their learning and personal development.

Our Core Behavior Expectations:

1. Be Proactive: Students are encouraged to take responsibility for their actions and make positive choices.
2. Begin with the End in Mind: Students are guided to set goals and work towards achieving them with a clear vision.

3. Put First Things First: Students learn to prioritize their tasks and manage their time effectively.
4. Think Win-Win: Students are taught to seek mutually beneficial solutions in their interactions with others.
5. Seek First to Understand, Then to Be Understood: Students develop effective communication skills by listening attentively before expressing their thoughts.
6. Synergize: Students are encouraged to collaborate with peers, valuing diverse perspectives and working together to achieve common goals.
7. Sharpen the Saw: Students are guided to take care of their well-being by balancing their physical, emotional, and mental health.

As we embark on this journey, we are excited about the positive impact the Leader in Me systems will have on our school community. These habits will help create a positive school culture where every student is a leader. We believe that by fostering these behaviors, we support the development of lifelong learners who are ready to contribute positively to their communities.





## **DRESS CODE**

In an effort to maintain an atmosphere conducive for learning we have established guidelines for student dress:

- All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures, and/or patches.
- Tank tops, see-through blouses or shirts, and bare midriffs are prohibited.
- Leggings, tights, leotards, etc. should be worn only with the appropriate skirts, dresses, or long shirts.
- Head coverings are not allowed except for religious reasons (scarves, stocking caps, hoods, hats, ears, towels, sunglasses, bandanas, etc.) or for school spirit days (which will be made known to families in advance).
- Shorts/skirts/dresses must be fingertip length without pulling and adjusting.
- Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus. (School spirit days will be made known to families in advance.)

Students who fail to comply with these standards will receive a warning. Repeated violations will require a parent or guardian to bring an appropriate change of clothing to school.

It is important to note, the faculty and staff at Ebenezer Avenue will work with all individuals to honor and support those with religious or cultural reasons for being exempt from the dress code. If there are any questions or concerns please reach out to our school team.

## **DRUG AND ALCOHOL USE BY STUDENTS**

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or controlled or unauthorized substances including vaping in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds (including any location where an interscholastic athletic contest is taking place)
- en route to or from school, at the bus stop, or during any field trip, or during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage or controlled or unauthorized substances by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled or unauthorized substance or to an alcoholic beverage in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all

information considered pertinent or beneficial in their efforts to stop the sale, possession, and use of alcoholic beverages and controlled or unauthorized substances.

Principal or his/her designee will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds.

### **EMERGENCY DRILLS**

Emergency drills are necessary for the safety of students, staff, and faculty. Everyone is given specific directions for reaching safety points from those areas of the school building in which he/she may be. Specific information for emergency drills is posted in each room. In the event of a radiation disaster, students will be transported by school bus to designated shelter areas. You will receive information about these procedures in another notification.

### **ENTRANCE REQUIREMENTS**

Students entering kindergarten must be five years old on or before September 1. All students entering a South Carolina school for the first time must have a birth certificate, South Carolina Certificate of Immunization, and proof of residence.

### **FIELD STUDIES**

Any chaperones that are traveling with a class on a field study must be approved as a volunteer through Safety and Security prior to the field study date. The process to get approved as a volunteer could take up to 2-4 weeks. Any chaperones that wish to drive their own child to or from the field study must have **prior approval in writing** from administration. Prior approval = at least 24 hours in advance

Note: Chaperones **may not** take any other child to or from the field study.

### **FINANCIAL OBLIGATIONS**

Parents of any student who has a financial obligation to the school/district (lost book, library fines, fees, etc.), should pay the fine within the prescribed time or sanctions will be taken by the school/district to collect the outstanding debt. Montessori tuition will begin being drafted on August 15<sup>th</sup> and continue to be drafted monthly until May 15<sup>th</sup> for all three and four year old students. Three notices of insufficient funds will result in dismissal from the program. For families choosing to make one payment in-full the payment needs to be received on August 15<sup>th</sup>. Families making two installments will need to pay on August 15<sup>th</sup> and January 7<sup>th</sup>.

### **FOOD SERVICES**

This year all students in RHSD will receive breakfast and lunch for free. All menus can be found on our district website.

## GRADING GUIDELINES

### **K-2<sup>nd</sup> Grades**

The Standards-Based Progress Report and Report Card will inform you on how well your child is doing in regards to meeting the goals in each subject area. The standards listed under each subject area are the concepts we expect children to know and be able to do for that grade level.

Students may earn the following in *English Language Arts, Mathematics, Science, and Social Studies*:

- 1 = Beginning:** Limited mastery of standard for this reporting period.
- 2 = Developing:** Partial mastery of the standard for this reporting period.
- 3 = Meeting:** Grade level mastery of the standard for this reporting period. Students demonstrate mastery of subject matter knowledge without support.
- 4 = Exceeding:** Exceeding grade level mastery of standard for this reporting period. Student applies knowledge and skills to develop new understandings and solution

Students may earn the following in *Learning Behaviors*:

- C = Consistently demonstrates expectations.
- S = Sometimes demonstrates expectations.
- R = Rarely demonstrates expectations.

### **3rd - 5th Grades**

- Grading Scale: 100 - 90 A; 89 - 80 B; 79 - 70 C ; 69 - 60 D; 59 - 0 F
- Students will have the opportunity to retest for major assessments after new teaching with one retest/retake in the areas of ELA and Math if a student earns below 75 on the initial assessment. The retest/retake maximum grade is 75.

## HEALTH ROOM

Any medication a child should need at school **must** be brought to school by the parent or legal guardian. Please do not send medication in student book bags. No prescribed medication will be administered at school without the signature of the parent **and** the doctor on the legal form provided by the school district. Over-the-counter medications cannot be administered without parent signature on the legal [form](#) provided by the school district.

If your child becomes ill at school, we will contact you immediately. Please keep your student's contact information current with correct phone numbers so you or your emergency contact can be reached. For any questions or concerns, please see the district's website under [Nursing Services](#).

## HOMEWORK

Homework extends active involvement beyond the classroom. Homework is an excellent way for parents to keep abreast of a child's progress. Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential.

Please check with your child's teacher throughout the year concerning homework. The amount of homework per day from individual teachers may vary. Through the use of technology teachers have a variety of methods to communicate with families. Each teacher has a preferred method(s) and will share those with families.

### **LOST AND FOUND**

We urge parents to put the child's name in coats, jackets, and sweaters in an effort to easily identify who the item belongs to and reduce the collection of clothing in Lost and Found. Our Lost and Found is located in the hall outside of the Media Center. All items will be either hung or folded and placed on a shelf. Students should look in this location first for a missing item. Since storage is limited we cannot keep items for long periods of time. Items not claimed in a timely manner will either be discarded or donated to a charitable organization.

### **McKinney Vento**

- ***The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness, which is defined as children who lack a fixed, regular or adequate nighttime residence. School-age children may qualify for certain rights and protections under the federal McKinney-Vento Act if your family lives in any of the following situations:***
  - ***a motel or campground due to the lack of an alternative adequate accommodations***
  - ***a car, park, abandoned building, or a bus or train station***
  - ***doubled-up with other people due to loss of housing or economic hardship***
  - ***a shelter***
- ***Please contact your child's school counselor for more information and to determine if you might qualify***

### **MEDIA CENTER**

The library will be open at 7:30 a.m. and remain open throughout the day until 2:00 p.m. Students are encouraged to use the library as much as possible. Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for by the student. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded.

### **MONTESSORI-TUITION BASED 3K/4K PROGRAM**

Please note that all students enrolled in our tuition-based 3K and 4K programs must be fully potty trained. This requirement ensures a smooth and comfortable experience for all students. Thank you for your understanding and cooperation.

### **PARTIES**

A Valentine Party will be held in each classroom and you may be asked to assist with donations for this event. This is the only party to be held during the school year.

### **PROMOTION/RETENTION OF STUDENTS**

Students not mastering performance indicators at their grade level will be considered for retention. The first notification of a possible retention is sent at the end of the first semester. If necessary, the second notification is sent at the end of the third grading period. Final decisions concerning retention are made in early May. Students may be retained due to poor academic performance or failure to attend school regularly.

### **PTO**

The Ebenezer Avenue Elementary School Parent-Teacher Organization is open to relatives and teachers of students. The main purpose of the PTO is to work with the school in creating a safe, happy environment where our children can learn and grow.

### **SCHOOL IMPROVEMENT COUNCIL**

Ebenezer Avenue has a School Improvement Council composed of elected parents, teachers, and community members appointed by the principal. If you are interested in being a part of this council, please contact Ms. Leonard.

### **REPORTING TO PARENTS**

Samples of your child's work are sent home periodically. In an effort to improve home/school communication, a special folder will be provided to each student for this purpose. The entire staff will send all notices, work samples, newsletters, etc. on Wednesday of each week. Please expect all communications on this day, review them, and return the folder to the school. You will receive more specific information from your child's teacher.

Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his success and happiness in school. Report cards are issued every nine weeks.

The evaluation of student achievement is one of the important functions of the teacher. Each student is evaluated with reference to his or her own instructional level.

### **SCHOOL CLOSINGS and DELAYS**

Announcements concerning school closings or delayed openings will be provided to parents through the parent notification phone system and will be broadcasted on all local radio and TV stations and on the district website as soon as the decision is made. When schools operate on a delayed opening due to bad weather, do not bring your child at the regular time. There will be no one available to supervise your child. The breakfast program does not operate on delayed start days.

If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system, on all local radio and TV stations, and on the

district website. Please have a plan for this situation and discuss this plan with your child.

### **SEARCH and SEIZURE**

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, book bags, wallets, and satchels, with or without 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 Student Interrogations, Searches and Arrests](#), [Administrator Rule JIH-R Student Interrogations, Searches and Arrests](#), [JIHC Weapons Screenings/Use of Metal Detectors](#), and [AR JIHC-R Weapons Screenings/Use of Metal Detectors](#)

Issued 8/16, 8/16, 6/19 and 6/19 respectively

### **Snacks and Outside Food**

Families may not send snacks for the entire class unless they have been pre-approved by the classroom teacher and comply with our district's Health and Wellness Policy. No homemade snacks or food items will be permitted. Only store bought items with labels can be brought into the school. This is to protect our students with allergies. Again, families need to coordinate class-wide snacks with the teacher. Bringing pizza for an entire class is an example of what is no longer permitted.

#### **Early Childhood Classes:**

- Only early childhood classes (Pre-K, Early Childhood Montessori, and Kindergarten) have designated snack times during the school day.

#### **Other Grades:**

- For all other grades, students are not provided with a separate snack time.
- Students who bring a snack from home are welcome to eat it during their lunch period or recess time.

This helps ensure that classroom instruction time remains uninterrupted and that students have the opportunity to enjoy their snacks during appropriate breaks.

### **STUDENT INFORMATION**

Please make sure all telephone numbers and addresses are accurate, clearly written, and updated when there are changes. Remember to always update the name and telephone number of a local person who can be contacted in case you cannot be reached. It is very important that our records are kept up to date.

### **SUPERVISION OF STUDENTS**

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes. Supervision will be provided for students who ride a bus upon

their arrival and until such time as the bus departs after classes are dismissed. All other students will be provided supervision no earlier than **7:00 a.m. and up to 15 minutes after classes are dismissed.**

#### **TARDINESS**

Students not in the classroom by 7:45am are considered tardy. Chronic tardiness will require a Student Attendance Intervention Plan. Students arriving after 7:42am will need to come by the main office to enter the building and be signed in by an adult at the time of drop off.

#### **TEXTBOOKS**

Students will be issued textbooks that are on loan from the South Carolina State Department. It is your child's responsibility to take care of the textbook throughout the year. Fines for missing or damaged textbooks are the responsibility of the parent. Failure to pay any accrued fines may result in your child not receiving his/her final report card.

#### **TELEPHONE**

There are limited telephone lines in the school. The school phone is a business phone and is not to be used by students. All arrangements for end-of-the-day transportation **should be communicated in writing.**

#### **TOBACCO FREE ENVIRONMENT**

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 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 being used.

#### **TRANSPORTATION CHANGE**

Please notify the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home. If a situation arises after the start of school and you need to call to make a change in your child's transportation home, please do so by 1:30 p.m. We can no longer make transportation changes over the phone. It must be in writing.

#### **VISITORS**

Visitors who are on school business are welcomed at school; however, immediately upon entering the school grounds, all visitors must sign-in at the school office **with a state-issued ID or driver's license** and state the nature of their visit. In-district students will not be allowed to visit between schools of the district. Out-of-town student visitors or relatives must obtain prior permission or special invitation to visit the school. Anyone failing to comply with the check-in procedure will be asked to leave the campus. **All classroom visits must be scheduled with the principal and teacher.**

**Policy: KI Visitors, AR KI-R School Visitors Code, KGBA Student Mentoring Program**  
Issued: 10/20, 9/13, and 10/20 respectively

### **VOLUNTEERS**

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. Volunteers are used in the teacher work room, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. All volunteers must be approved by completing the volunteer application located on the district web page (<https://bib.com/SecureVolunteer/Rock-Hill-School-District/>). A volunteer ID card will be issued upon approval and must be presented along with a photo ID to serve as a volunteer.

**Policy: IJOB/IJOC and IJOB/IJOC-R Resource Persons/School Volunteers**  
Issued 5/15 and 4/15 respectively

### **WITHDRAWAL OF STUDENTS**

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. Your cooperation is always greatly appreciated.

## **DISTRICT POLICIES**

### **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 to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which



permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another 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.

4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

### **Directory Information**

The following information is releasable upon request at the discretion of the principal of each school: the student's name, address, telephone number, date and place of birth, photo, subjects' study, participation in officially recognized activities and sports, weight, and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

**Policy:** [JRA Student Records](#), [AR JRA-R Student Records](#), File [JRA-E\(2\)](#), File [JRA-E\(1\)](#)

Issued 4/17 and 4/17

[2024-2025 Directory Opt Out Form](#)

Additional District Policies:

**IDE Extracurricular Activities (Eligibility Requirements)**

Issued 4/15

To be eligible for participation in any co-curricular activity, students must be considered present or in attendance at school on the day of the contest if the contest is held on a regular school day. It does not require that they attend all classes, but must be considered in attendance for accounting purposes. Schools are encouraged to sponsor and hold extracurricular activities on weekdays, thereby allowing students time on weekends for home and family. Any school-sponsored extracurricular activities to be held on Sunday must have special permission by the principal or his/her designee. This includes practices and rehearsals.

Adopted 8/90; Revised 4/23/07, 4/27/15 York 3/Rock Hill School District

## **JICJ POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES OR DISTRICT-OWNED DEVICES**

Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices 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.

### **ELECTRONICS/TECHNOLOGY (CELL PHONES, PERSONAL DEVICES)**

Cell phones and other devices are permitted, but not encouraged. These devices should remain turned off and in the student's book bag when on school grounds. The first violation will result in a warning, the second will require a parent conference, and further violations as a result of any inappropriate messages or posts via text or social media accounts from a personal device during school hours will result in consequences outlined in our district's Acceptable Use Policy. [Cell phone district policy link](#)

Students are to use provided technology devices/network and internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook and/or civil or criminal liability. If a district device is lost or not returned, a report will be filed with the Rock Hill Police Department.

### **Personal Electronic Device**

For purposes of this policy, *personal electronic device* includes, but is not limited to, cell phones; pagers; smart watches; gaming devices; or other devices that emit an audible signal; vibrate; display a message; display or record an image; or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times, or use for unlawful activities.

A student in possession of a personal electronic device in conflict with this policy will be subject to discipline as provided under administrative rule JICJ-R.

Violations of this policy may result in the confiscation of the device and all its components. Students are not allowed to erase the history or remove the battery, SIM card or any other part of the device before giving it to the school official. Students will receive the phones at the end of the school day.

The district is not responsible for the loss or damage of any personal electronic device brought 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.

### **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

### **JII Student Concerns, Complaints and Grievances**

Issued 8/16

Purpose: To establish the basic structure for a student grievance procedure.

The district provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by district personnel. These grievances may arise from allegations of violations of student legal rights or district policy. In addition, the board recognizes there may be conditions in the school system that the district could improve and that students should have some means by which they can effectively express their concerns.

The district will resolve student complaints and grievances through orderly processes and at the lowest possible level:

- A teacher will provide any student or his/her parent/legal guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.
- If the incident remains unresolved, the student, his/her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action.
- The student may also bring the matter to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
- If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his/her designee for consideration.
- If the matter is still unresolved, the complaining party may bring it in writing to the board for review.

A student/parent/legal guardian should expect an initial contact from a teacher, administrator, or district office personnel acknowledging the concern, complaint, or grievance within 24 hrs. If further investigation is warranted to resolve the concern, complaint, or grievance, the student/parent/legal guardian should expect resolution within five business days.

The district will not discriminate on the basis of race, religion, color, creed, sex, sexual orientation, immigrant status, English speaking status, national origin, or disabling condition. Title VI Students who believe that they have been discriminated against on the basis of their race, color, immigrant status, English Speaking status, or national origin have the right to appeal to their principals.

Title IX Complaints: Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Title IX coordinator/superintendent and then to the board.

Section 504 Complaints: Students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Section 504 coordinator or superintendent and then to the board. The superintendent will schedule appeals to the board.

Adopted 7/23/79; Revised 5/28/90, 11/25/02, 2/25/08, 8/22/16

Legal references: Federal Law: Rehabilitation Act of 1973, Section 504, 29 U.S.C.A. Section 794 - Prohibits discrimination against "otherwise qualified" disabled persons by federal grantees. Title IV of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000c - Prohibits discrimination on the basis of race, color or national origin, among other factors, by public elementary and

secondary schools. Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000d - Prohibits discrimination on the basis of race, color, national origin or immigration status, among other factors, in programs receiving federal financial assistance. Title IX of the Educational Amendments of 1972, 20 U.S.C. Section 1681, et seq. - Prohibits sex discrimination by federal education grantees. JII JII 1 of 2 Federal Cases: Plyler v. Doe, 457 U.S. 202 (1982). York 3/Rock Hill School District

### JLDBB Self-Esteem Promotion/Suicide Prevention

Issued 4/17

Purpose: To establish the board's vision for the district's suicide awareness and prevention program. The board recognizes that suicide is a major killer of young people between the ages of 10 and 24. The district staff, students, and parents/legal guardians all can contribute significantly towards the prevention of adolescent suicide. Therefore, the board directs the superintendent to consider each of these segments of the school community when developing appropriate awareness and prevention programs in the district. Local mental health agencies and training guidelines from the South Carolina Department of Education are resources that can provide the necessary assistance that will help the district staff, parents/legal guardians and students to do the following:

- Understand the developmental stages of adolescence.
- Understand how feelings of depression and despair can lead to suicide.
- Recognize the early warning signs of suicide.
- Learn how to help in a suicidal crisis.
- Identify community resources where students can obtain help.
- Address the impact of such a tragedy.

The superintendent will ensure implementation of the required training in this area for the renewal of credentials for individuals employed in an elementary, middle, or high school.

Adopted 4/24/17

Legal References: S.C. Code, 1976, as amended: Section 59-26-110 - Youth suicide prevention teacher training. York 3/Rock Hill School District

### **Common Disallowed items on School Buses**

Carry-on items: Compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are large, wooden, etc.-**none of these** are to be carried on busses by drivers, teachers or students. Up to 22x28 paper posters are allowed if driver vision is not obstructed. Band instruments or other items carried on the bus must be of such size that all must be carried in the students lap and cannot be above the seat top. Items on the seats, floor- (projectiles) or

obstructing the isles endanger all passengers on the bus. Class projects and large band instruments must be transported to/from school via private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

School bus drivers are instructed to stop such items from being brought onto the bus. Every item/object must be scrutinized. Students/parents must present items to the school principal for a principal's signature-note, which must be given to the bus driver prior to approaching the bus.

Some examples of disallowed items are:

Over Sized band Instruments



Pressurized/Flammable Items



Possible Projectiles



All Glass Items



Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items



***Thank you for accessing your Parent/Student Handbook. Please verify in the Parent Portal by completing the eCollect Handbook Verification in Form that you have read and understand student expectations.***

***Parents' Right to Know: A school that receives Title I funds must provide each individual parent a timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.***