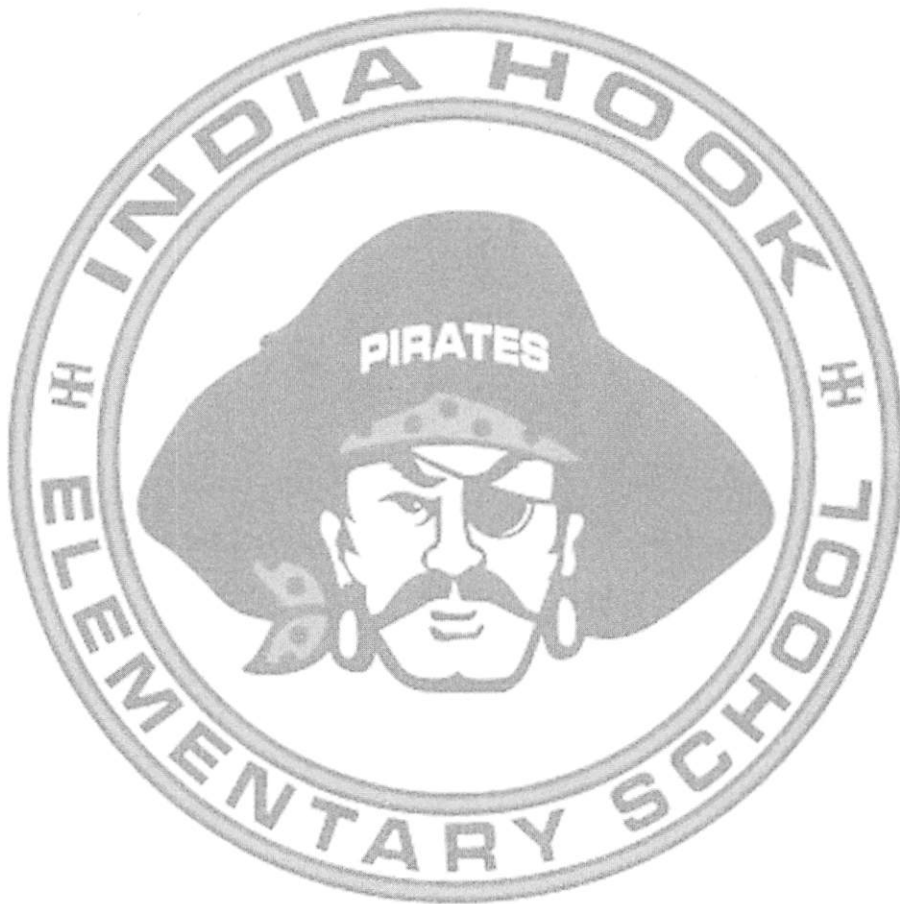


**India Hook Elementary School**  
**Parent and Student Handbook**  
**2023-2024**



**“All Pirates, All Tools, All Ways.”**

**2068 Yukon Drive**

**Rock Hill, SC 29732**

**Phone: (803) 985-1600**

# India Hook Elementary School

Home of the Pirates

**“All Pirates, All Tools, All Ways.”**

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Christopher Roorda, Principal  
2068 Yukon Drive  
Rock Hill, SC 29732

Daniel Fielder, Assistant Principal  
Telephone 803-985-1600  
Fax 803-985-1620

Dear Parents,

Welcome to the 2023-2024 school year! We are looking forward to a great school year with you and your child! Our faculty and staff will strive to do the best job in meeting the current needs of your child while preparing him/her for a changing world.

Our vision of “All Pirates, All Tools, All Ways” is the driving force behind every decision we make. This is an intentional approach to instruction beginning with knowing our students’ social, emotional, and academic needs. We believe education is not a standardized procedure but rather an individualized process focused on meeting students where they are and preparing them for success in the 21<sup>st</sup> century through collaboration, engagement, and reflective teaching practices.

This handbook is provided for each child so that you will have a convenient reference regarding the operation of our school. Please read the handbook and use it during the school year to check important dates and review school rules, policies and procedures. As your child’s principal, I want to make sure you are well-informed about school events and the progress of your child. Each Tuesday, your child will bring home a folder filled with school papers and announcements. You will also receive calls regarding reminders for events or important changes to our school schedule. You will also receive emails and a weekly electronic newsletter. Please follow us on social media for updates as well. If at any time you feel the need to speak with me personally, please do not hesitate to give me a call.

We look forward to a great year!  
Christopher Roorda, Principal

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# SCHOOL/DISTRICT POLICIES and PROCEDURES

## ARRIVAL/DISMISSAL

Classes will begin at 7:45 a.m. Students are tardy after 7:45 a.m. **Any student arriving after 7:45 a.m. is required to be signed in by a parent.** For those students who ride with parents, we ask that they arrive at school **no earlier than 7:00 a.m.** **Students will NOT be allowed to enter the school until 7:00 AM.** If you drop your children off in the morning, please remember not to block the lanes of traffic in front of the school. If you need to come inside the school, please park in a parking space. The school day ends at 2:10 p.m. Car riders are picked up in front of the school. Bus students are dismissed at the bus lot located at the rear of the building. **Supervision will be provided for students for no more than 15 minutes after dismissal.**

**NO CHANGES WILL BE MADE TO A CHILD'S TRANSPORTATION OVER THE PHONE.** All arrangements for changes in end-of-the-day transportation should be communicated in writing, per the Policy *Student Dismissal Precautions* (Code JL1B; *For general dismissal...ensure each student is released only in the option and manner prescribed and authorized in writing by the parent(s) or legal guardian(s). The parent/legal guardian must request all...dismissals in writing prior to the time of the requested dismissal.* **We are unable to verify identities over the phone. We know this may be an inconvenience; however this is for your child's safety.**

The school will only accept handwritten notes for any non-emergency changes to dismissal. The District understands that emergencies take place. Therefore, when these extreme situations occur, the parent/legal guardian will need to call the school. The school must be able to verify the parent/legal guardian's information before accepting a change to transportation for emergencies. When the school is not able to verify emergency changes to transportation the school will keep the student until the parent/legal guardian, or an authorized person on the student's information card can pick the student up. The decision to allow the emergency transportation change is at the sole discretion of the principal or his/her designee.

## ATTENDANCE

Students are expected to attend school on a regular basis. Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within THREE days after the student returns to school, the absence will be UNLAWFUL. Students will be considered lawfully absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family
- c. There is a recognized religious holiday of their faith.
- d. Activities are approved in advance by the principal.
- e. The student is suspended from school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

The maximum number of days that will be recorded as lawful absences with parent notes will be FIVE. The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful).

### **BLACKBOARD (COMMUNICATION)**

Blackboard is the automated call system used to communicate from Rock Hill Schools to students, their families and our faculty and staff. The call system notifies of student absences, community events, emergency situations and more. It is also the system the school uses to send texts, emails, and phone calls to keep you updated of events, changes in plans due to weather, weekly newsletters, etc. **It is important that we have a correct telephone number and email address at all times in order for you to receive these messages.**

### **BULLYING/INTIMIDATION/HARASSMENT**

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and 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 policy JICFAA on harassment, intimidation and bullying. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request.

### **CONFERENCES**

Communication is an essential part of the educational program. Roland Barth, in his book Improving Schools from Within, said: **"The nature of the relationships among the adults who inhabit the school has more to do with the accomplishments of its pupils than any other factor"**. We feel it is very 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. We prefer conferences to be scheduled after 2:30 p.m. on Mondays, Wednesdays or Thursdays. However, attempts will be made to arrange a time convenient to all.

### **CODE OF CONDUCT (DISCIPLINE)**

The school board has adopted policy JICDA on the code of conduct for students. A copy of this policy and the accompanying administrative rule is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request. India Hook will follow this policy and administrative rule.

### **DISCRIMINATION**

The school board has adopted policy JIAA on student sex/gender discrimination and harassment. A copy of this policy and the accompanying administrative rule is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request of the student's principal or the districts' Office of Public Information. India Hook will follow this policy and administrative rule.

### **DRESS CODE**

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

1. 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.
2. Tank tops, see-through blouses or shirts, and bare midriffs are prohibited.
3. Hats and caps may not be worn inside the building. Bandannas are to be left at home.
4. Appropriate shoes must be worn at all times. "House slippers" and shoes with wheels are prohibited. To ensure the safety of our students during Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoe laces tied when participating in physical education activities. Clogs, flip-flops, crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in Physical Education classes and may be given an alternate assignment for that day.
5. Students' hair should be well groomed.
6. Shorts (excluding bicycle shorts) may be worn by students, but should be no shorter than the fingertips when the student's arms are by his/her side.

### **EARLY DISMISSAL**

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, please send a note with your child in the morning. The note should include the date of early release, the time of pick-up and a contact number. The parent/guardian must come to the main office to sign his/her child out. If someone other than the parent/guardian 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. Upon completion of all forms, the receptionist/secretary will contact the classroom teacher to dismiss the student. **NO EARLY DISMISSALS WILL BE ALLOWED AFTER 2:00 PM**

### **EMERGENCY DRILLS**

Emergency drills are necessary for the safety of students, staff, and faculty. The District has moved to a Standard Response Protocol. We will be practicing these drills throughout the year. 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. India Hook students will be transported to Mount Holly Elementary School. Students will remain at the above shelter for four hours, and then, if a state of emergency still exists and they have not been picked up, will be moved to Lancaster High School. You should have received this information in an Emergency Planning Information booklet which is provided by the Catawba Nuclear Station, Rock Hill Schools, and the York County Emergency Preparedness Office.

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

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 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.

**FOOD SERVICES**

Every student will be provided a FREE breakfast and lunch this school.

**HEALTH ROOM (NURSE)**

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **We cannot keep ill children at school.**

**Non-prescription medicine cannot be administered by the school.**

**Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school.** The medication and form must be left in the office. All prescription medications must be in the original container provided at the pharmacy.

**HOMEWORK**

Homework is important in the learning process in that it extends the active involvement beyond the classroom. Homework is an excellent way for parents to keep informed of a child's progress.

Good communication and cooperation between home and school 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. The following guidelines are based on an average child who works consistently. It does not take into consideration time spent on long-range projects or the student who wastes time while completing assignments. Homework assignments will not



be given on Fridays and on the last day before a holiday.

### **How Much Homework?**

- Grades K - 2: 20 minutes max per the district's Grading and Reporting Guidelines.
- Grades 3 – 5: 30 minutes max per the district's Grading and Reporting Guidelines.

### **Students' Responsibility:**

1. To bring home assignments and materials.
2. To return completed assignments on time.

### **Teachers' Responsibility:**

1. To provide appropriate and meaningful assignments to reinforce skills taught in class.
2. To explain homework policy and procedures to students and parents at the beginning of the year.
3. To place value on completed work by reviewing, discussing, etc.

### **Parents' Responsibility:**

1. Set aside a regular time and place for completing homework assignments without distractions.
2. To provide necessary materials for completing homework assignments.

## **LOST AND FOUND**

All items which are lost at school may be claimed in the Atrium. **We urge parents to put the child's name in coats and sweaters to help us return lost items.** Since storage space is a problem, we urge students to inquire about lost items as soon as they are discovered to be lost.

## **PARTIES**

A Valentine's Day 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 day. Other times of celebration will be held during the designated lunch times.

**\*Invitations for private parties will not be distributed in class.**

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

The School District has adopted the policy JICJ – Possession/Use of Personal Electronic Device or District-Owned Devices. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request.

## **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.

## PTO

The India Hook Elementary School Parent Teacher Organization is open to any relative of a current student. 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. For more information, please contact our PTO President, Jerry LaMonica [indiahookpto@gmail.com](mailto:indiahookpto@gmail.com).

## REPORTING TO PARENTS

Samples of your child's work are sent home periodically, however you will be able to stay updated almost instantly regarding your student's grades through Parent Portal. 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/her success and happiness in school. **Report cards are issued every nine weeks.** You are encouraged to request conferences as needed.

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.

**The accepted marking system for K-2 is as follows:**

**1-Beginning:** Limited mastery of standard. Requires assistance and extended time in applying knowledge & skills.

**2-Developing:** Partial mastery of standard. Demonstrates partial success in tasks using this knowledge or skill.

**3-Meeting:** Mastery of the standard. Demonstrates competency of subject matter knowledge.

**4-Exceeding:** Performs above standard. Applies knowledge and skills to develop new understandings & solutions.

**For grades 3-5,** grades will be reported using letter grades A, B, C, D, and F and can be viewed in Parent Portal.

## RIGHTS OF PARENTS

Questions regarding parental rights often arise regarding children of divorced parents. The following information describes the rights of parents according to the law of South Carolina:

**Section 20-7-100. Rights and duties of parents in regard to their minor children.**

The mother and father are the joint natural guardians of their minor children and are equally charged with the welfare and education of their minor children and the care and management of the estates of their minor children; and the mother and father have equal power, rights, and duties, and neither parent has any right paramount to the right of the other concerning the custody of the minor or the control of the services or the earnings of the minor or any other matter affecting the minor. Each parent, **whether the custodial or noncustodial parent of the child**, has equal access and the same right to obtain all educational records and medical records of their minor children and the right to participate in their children's school activities unless prohibited by order of the court. Neither parent shall forcibly take a child from the guardianship of the parent legally entitled to custody of the child.

### **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 as well as Social Media outlets 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.** In ALL delayed openings, the morning sessions of four year old early childhood kindergarten classes do not convene and the breakfast program does NOT operate.

If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system and on all local radio and TV stations. Please have a plan for this situation and discuss this plan with your child. Announcements about school openings or delays may be heard on these stations:

**RADIO: WBT 110, WXLF 1150, WRHI 1340, WRHM FM 107.1, WSOC FM 103.7**

**TELEVISION: WBTW, WSOC, WCMC, WSPA, CN 2**

The school district will also post information online on the district website.

### **SCHOOL IMPROVEMENT COUNCIL**

India Hook has a School Improvement Council composed of at least two elected parents, two teachers, and two members appointed by the principal. School Improvement Council elections are held at the beginning of the school year during the district-wide Open House. If you are interested in being a part of this council, please contact the principal.

### **STUDENT INFORMATION FORM**

**During the first week of school your child's teacher will be sending home an information card for you to complete. This information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a local person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date, especially in case of an emergency.**

### **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 should arrive no earlier than **7:00 a.m.** and be picked up no later than **15 minutes after classes are dismissed at 2:10 pm.**

### **TOBACCO-FREE, SMOKE-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 use.

### **TRANSPORTATION – WALKERS, CAR RIDERS, BUS RIDERS**

In accordance with State Law 59-67-420, “the State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three-tenths of a mile walking distance of the residence of any student.” If a student resides in a no transportation zone, the parent or guardian is responsible for providing transportation to and from school.

#### **Walkers/Bike Riders**

We want to emphasize the importance of student safety, especially with our walkers and bike riders. It is each parent/legal guardian’s responsibility to instill the importance of safety and appropriate behavior for students as they travel to and from school. In the event of an emergency that takes place off campus, please call 911 to alert authorities.

Students in grades Kindergarten through first grade will not be allowed to walk home without a parent/legal guardian, older sibling, or an approved person on the student’s emergency card meeting them at the school. Anyone other than an older sibling meeting a Kindergarten through first grader will need to have the student’s walker pass to receive the walker.

On severe weather days, it is at the discretion of Administration as to whether the students will be released or held at school. In the event of lightning, hail, tornado warnings, students will be held on campus, and parents will be contacted with specific information regarding release or pickup of students.

#### **Car Riders**

All car riders are to only be picked up and dropped off from the designated school pick up area – which is the front of the school. Students should not be encouraged to be picked up from areas outside of the school drop off and pick up areas. Students will only be released to individuals that have the student’s car pass. Car passes will only be issued to those individuals that the parent/legal guardian has included on their student information card as being able to pick up their student. If a student is to be picked up by someone without a car pass, then he/she must park and sign the student out from the main office.

#### **Bus Riders**

Students will not be released off the bus for grades Kindergarten and first unless an authorized adult is present at the bus stop. Any student that is not dropped off will be returned to their home school. If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-9022.

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. Cameras have been installed on every bus to monitor student behavior. You can also track your child's bus through the "My Stop App". Student Transportation Regulations and Information is attached to this document and is available upon request.

## **VISITORS**

Visitors who are on school business are welcome at school; however, immediately upon entering the school building, all visitors must sign-in at the school office 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. This policy is subject to change based on the School Board's discretion.

**From School Board Policy Administrative Rule AR KI-R School Visitors Code**, to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's Visitor Management System.

Definition: A visitor is any person who visits on the premises of district property.

### **Procedures:**

1. Upon entering the school and signing in, an offender check is conducted by the Visitor Management System on all visitors.
2. All visitors are required to present a valid State Issued Driver's License or Government Issued Photo Identification card to sign into the Visitor Management System.

Exceptions to this rule are:

- a. Children of minor age may be allowed to enter the school without photo identification if directly escorted by a parent, legal guardian or responsible adult at all times.
  - b. International visitors, who may use a valid visa or passport as identification.
  - c. Private visitor tour groups, whose entry into the school is arranged by the school or district ahead of time, and who would normally be escorted on campus.
3. In the event that a visitor does not possess a valid State Issued Driver's License or Government Issued Photo Identification card, or does not meet one of the exceptions above, front office personnel will notify a building level administrator immediately. The building level administrator will determine if access to the school facility will be granted. If granted access, such undocumented visitors will be under the immediate and escorted supervision of the Principal or his/her designee at all times during the visit.
  4. The printed visitor/volunteer badge will serve as verification of approval for the visitor to enter the building/event. The visitor/volunteer badge should include a name, date, time, and purpose of the visit to the school or event. Each visitor/volunteer should always wear his/her badge.
  5. In the case of large groups visiting for the purpose of meetings, trainings, school arts performances, athletic events or other public assemblies, the principal may suspend the requirement for all visitors to sign in using the Visitor Management System. Such groups are expected to be supervised by an administrator of the school and to provide adequate security in accordance with Board Policy and, Community Use of School Facilities.
  6. If a visitor's identification is matched against the National SexOffender Registry, front office personnel will notify a school administrator immediately. The school administration will deny entry to the

school/event. Under the immediate and escorted supervision of the principal, parental offenders will be permitted to enter the school and conduct business related to his or her child.

7. Random audits will be conducted and documented by district level administrators to monitor the frequency of offender checks and to ensure that volunteer name badges are visible at school related activities.

### **Classroom Visits and Observations**

1. Parent/guardian may either visit their student's classroom at the teacher's/school's invitation or make a request to the school principal to have a formal observation of the classroom.
2. Classroom visits and/or conferences by parent/guardian must be arranged in advance.
3. Classroom observations are at the discretion of the school principal.
4. Building level administrator or designee may remain with parent/guardian during a classroom observation, and the administrator may conduct a post observation conference with parent/guardian.
5. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
6. Classroom observations should be scheduled for no longer than 45 minutes to an hour.

### **VOLUNTEERS**

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. **All volunteers must be approved by completing a volunteer application form. The online application is located on the district website. Click on "Parent", scroll to the bottom of the page and the link will be on the left side of the screen.** Volunteers are used in the teacher work room, the reading program, the math program, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. Volunteers should sign in using the volunteer computer in the main office and wear a name tag. This policy is subject to change based on the School Board's discretion.

### **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.

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 anyway 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.

## 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, this 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 be receive an unexcused tardy. The only exceptions are for students who are tardy are 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 excuse or receive a lawfully absent for family vacations, non-sponsored school event 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 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.*

## **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 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.



# CODE OF CONDUCT

*Code JICDA-R Issued 6/23*

## **Level I – Disorderly Conduct**

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should apply the appropriate disciplinary action.
- 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 court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- temporary removal from class
- temporary or permanent removal from bus
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

### **Level III - Criminal Conduct**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities 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 board.

Acts of criminal conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms
- fighting – Middle and High Schools
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- sextortion
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- The administrator will contact law enforcement.
- 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.

## PAGE 4 - JICDA-R - CODE OF CONDUCT

- 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.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

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

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)

### **Extenuating, Mitigating, or Aggravating Circumstances**

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school

- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

### **Discipline of Students with Disabilities**

#### *Disciplinary process*

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

#### *Program prescriptions*

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student with disabilities' individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

#### *Suspensions*

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function, or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

#### *Expulsions*

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP.

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The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

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

# EXPULSION OF STUDENTS

*Code JKE Issued 6/23*

Purpose: To establish the board's vision for the expulsion of students.

A student may be expelled for any reason listed in the Student Code of Conduct (policy JICDA) or for the commission of any crime, gross immorality, gross misbehavior, or the violation of any other written policies, rules, or regulations established by the board or the State Board of Education; or when the presence of the student is deemed to be detrimental to the best interest of the school. The Board of Trustees believe in a safe and secure learning environment, thus consider that all students repeatedly engaging in level three criminal conduct shall be better served in an alternative learning setting.

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified using multiple methods of communication (by phone and in writing) of the time and the place of a hearing before the district hearing officer. The hearing will take place within five school days of the incident barring unforeseen circumstances, such as incarceration, illness, etc., at a time and place designated by the school, unless the parent/legal guardian has requested to delay or if a manifestation determination must be held. A decision will be rendered within three school days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures. It is the district's intention to process hearings and appeals in a timely manner in an effort to limit the number of school days missed by the student.

At the hearing, the parents/legal guardian will have the right to legal counsel and to all other regular legal rights, including the right to question witnesses in a manner determined by the district hearing officer. The student and/or parent/legal guardian has the right to appeal the decision of the district hearing officer. The first line of appeal is to the superintendent or his/her designee. The superintendent or his/her designee may provide an opportunity for the expelled student to re-enroll and attend classes at an alternative educational setting. The decision of the superintendent or his/her designee may be appealed to the Rock Hill School District Three of York County Board of Trustees.

Within three school days of the hearing, the hearing officer will notify the student and parent/legal guardian of the decision as to whether the student committed the alleged rule violation(s) or misconduct, based upon the evidence presented at the hearing, and the appropriate consequence. If the hearing officer determines that grounds for expulsion exist, he/she may expel the student for the remainder of the first semester, for the remainder of the current school year, or permanently. With a decision to expel, the hearing officer or the superintendent's designee, may make a recommendation that the student receive an application to attend an alternative program.

The hearing officer will report his/her decision in writing to the student, the parent/legal guardian, the superintendent, and the school. If the hearing officer determines that grounds for expulsion do not exist, absences resulting from the suspension may be excused if appropriate, and the student's record will reflect the decision of the hearing officer. The student will be allowed to make up missed work as appropriate.

A student who has been expelled is not permitted on the grounds of any of the district's schools; not permitted to attend school activities, functions, or events on or off school grounds, except for a prearranged conference with an administrator; and not permitted to board school buses. A student found on school grounds; at school activities, functions or events; or on a school bus, without permission from an administrator, while expelled will be subject to further discipline.

Acts of criminal conduct that may prohibit an expelled student from applying to the alternative program include but are not limited to the following:

## PAGE 2 - JKE - EXPULSION OF STUDENTS

- firearm on campus
- selling/distributing drugs on school property or within one-half mile of school grounds
- brandishing a weapon
- threats to take life or inflict bodily harm upon a teacher, principal, or members of their family
- serious crimes in the community

Adopted 10/23/89; Revised 5/28/90, 7/28/03, 9/22/08, 10/24/16, 6/22/17, 6/13/23

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### Legal References:

- A. S.C. Code of Laws, 1976, as amended:
  1. Section 59-19-90(3) - Authority of board to regulate student conduct.
  2. Section 59-63-210 - Grounds for suspension, expulsion, or transfer.
  3. Section 59-63-235 - Expulsion of student determined to have brought a firearm to school.
  4. Section 59-63-240 - Expulsion hearings.
- B. S.C. Cases:
  1. *Davis v. School District of Greenville County*, 374 S.C. 39, 647 S.E.2d 219 (2007).



## **Policy JICFAA Harassment, Intimidation or Bullying**

Issued 1/16

**Purpose:** To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and 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.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community,

including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JIC, JICDA

Adopted 1/22/07; Revised 11/28/11, 1/25/16

Legal references:

S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions).

Section 59-19-90 - General powers and duties of school trustees.

Section 59-63-110, et seq. - Safe School Climate Act.

Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

Section 59-63-275 - Student hazing prohibited.

Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases:

*Kolwalski v. Berkeley County Schools*, 652 F.3d 565 (4th Cir. 2011).

State Board of Education Regulations:

R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

**York 3/Rock Hill School District**

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

*Code JICJ 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.

## **Personal Electronic Device**

For purposes of this policy, "*personal electronic device*" includes, but is not limited to, cell phones, pagers, 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 phone 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

Legal References:

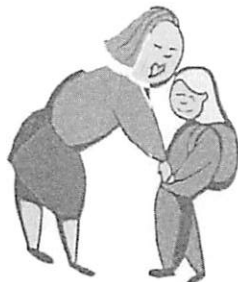
- A. S.C. Code of Laws, 1976, as amended:
  - 1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

## CARRY OVER POLICIES

1. Any student who earns a suspension during the last day of the school year will be subject to serving the remainder of such suspension the following school year.
2. When in the judgment of the Director of Transportation, any bus student's behavior endangers the lives of bus students; the Director of Transportation may expel that student immediately for the remainder of that school year.
3. Misbehavior on the last day of school on the home trip will be addressed the following year and/or by legal actions.
4. A student shall be subject to transportation laws, rules, and regulations from the time that he (she) steps onto a school bus until the school bus route is completed or until the student arrives at his normal destination. Normal destinations shall either be home or school unless otherwise specified by the Asst. Director or the Director of Transportation.
5. All appeals must be made to the Director of Transportation.
6. The Director of Transportation may delegate his authority to any administrator.
7. Riding any bus when under bus suspension can result in indefinite bus suspension.

## RESPONSIBILITY OF PARENTS

1. Parents should report all misconduct on school busses to the principal.
2. Parents should report all traffic hazards, carelessness on the part of the bus driver, etc., to the principal or Director of Transportation (980-2022).
3. Parents should encourage students to observe all safety and conduct regulations established for the efficient operation of the school bus.
4. Parents should observe extreme caution when approaching bus stops, moving busses, or stopped busses.
5. Parents should help supervise large numbers of students at bus stops.
6. Parents should see that their children are at the bus stop at the appropriate time.
7. The Transportation Department has the power to deny students the privilege of school bus transportation whose parents refuse to cooperate and comply with SC State Laws and Regulations or Rock Hill School District Three regulations.



# SUSPENSIONS

The proper conduct of students will govern their success or failure in life. With the great potential dangers involved in school bus transportation, behavior on the bus must be the best possible. The following procedures have been adopted to both instill and maintain acceptable behavior at its optimum while students are riding our school busses. It is the responsibility of each student riding a school bus to learn quickly and follow effective behavior guidelines.

## ELIGIBILITY STATUS

### I. Minor Violations

- 1<sup>st</sup>, 2<sup>nd</sup> - Warning
- 3<sup>rd</sup> - One day off bus
- 4<sup>th</sup> - One day off bus
- 5<sup>th</sup> - Two days off bus
- 6<sup>th</sup> - Two days off bus
- 7<sup>th</sup> and up - Three days off bus each incident

### II. Major Violations

- 1. Warning
- 2. 1<sup>st</sup> suspension conditional (1 week)
- 3. 2<sup>nd</sup> suspension (1 week)
- 4. 3<sup>rd</sup> suspension (2 weeks)
- 5. 4<sup>th</sup> suspension (all year)

Missed your bus?  
Call : 980-2022

# STUDENT TRANSPORTATION REGULATIONS



Transportation Complex 980-2022

Rock Hill Schools  
PO Box 10072  
Rock Hill, SC 29731

"A Safe Child - A Safe Trip"  
IS OUR GOAL

## 59-67-245. INTERFERENCE WITH OPERATION OF SCHOOL BUS

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities. (Fine up to \$200 – First Offense)

## STUDENT TRANSPORTATION REGULATIONS

School bus transportation is authorized only for pupils regularly enrolled in public school in grades K-12. This is a privilege to enjoy rather than a right.

The transportation division of Rock Hill School District Three will do everything within its power to provide the best equipment, drivers, and the safest program possible. We ask cooperation in making this possible.

### WHILE WAITING TO BOARD A BUS

1. Students should arrive at the bus stop only minutes ahead of the bus. The driver will not wait for children not at the bus stop.
2. While waiting for the bus, books, clothing, or other articles should not be placed in the roadway.
3. The roadway should be clear at all times, and students should not play in the path of traffic while waiting for the bus.
4. Students should stand well away from the road when the bus approaches.
5. Students should not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for a bus.
6. Making excessive noise distracts the driver.
7. Bothering others at bus stops or on the way to and from school bus stops is not allowed.
8. Students should never run alongside the bus but should wait until it stops and then walk to the door.

### WHILE RIDING ON THE BUS

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Please do as the driver asks. If you have a complaint, contact your principal.
2. Seats can be assigned or re-assigned upon a moments notice, by the driver or principal.
3. Do not sit on books; hold them in your lap. Keep the aisles clear.
4. Passengers should be seated immediately and remain seated while the bus is in motion. If it is necessary to stand, be sure to hold onto the back of a seat.
5. Never extend arms, legs, or head out of bus.
6. Refrain from talking to the driver except in an emergency.
7. Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.
8. Passengers must not mar or deface the bus, and seat coverings must not be damaged. Any damage to the bus or seats should be reported to the driver as soon as possible.
9. Only the driver, or other authorized person, should remove first aid equipment, which is to be used only for emergency treatment.
10. Passengers are not permitted to open bus windows. This should be done only by the driver when necessary or with the driver's permission.
11. Passengers must not fight, scuffle in the bus, or create any loud disturbances.
12. Passengers must not shout on the bus.
13. Waste paper, gum wrappers, etc., should not be thrown on the floor. Place trash in receptacle as provided near the entrance to the bus.
14. Smoking, eating, and drinking are not permitted on school busses.
15. The use of profanity on the school bus is prohibited, as well as obscene gestures.
16. Never throw objects on or from the bus.
17. The bus driver is the manager of the bus.
18. Proper school dress code enforced.

### PERSONAL PROPERTY & PRIVATE ITEMS

We will confiscate any personal property and/or private items that cause commotion and/or driver distraction. Leave personal property and private items at home. We will not be responsible for the loss or return of such either before or after such are confiscated.

Glass, pressurized cans, and/or large school/project items are not allowed on the bus. Transport such by your family vehicle to and from school. No balloons or party items.

Book bags/small band instruments must be kept in "student's space," on lap or between legs. These items cannot show above seat line of site. No animals, insects, hard board, or sharp objects, personalized containers or objects can be stored under seats, in aisles, or other bus nook areas. No balloons or non-academic items. No flammable items/substances or explosive items/materials. All carry-on items require approval prior to approaching the bus.

### ON THE TRIP HOME

1. Passengers are permitted to leave the bus only at regular designated stops. Any change must be made with the parent's request in writing and approved by a school official.
2. The student, after alighting from the bus (if he must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus safety patrol directs him to cross.
3. NEVER cross the road at the rear of a stopped school bus.

### GENERAL INFORMATION

1. Students are expected to ride busses making stops closest to their homes.
2. Students are not permitted to switch busses just for fun or to catch an earlier or later bus.
3. During inclement weather, bus stop locations must remain the same.
4. Complaints regarding the bus driver should be directed to the Asst. Director or the Director of Transportation.
5. Each eligible rider is afforded one seat-area of space for self and legal carry-ons.
6. All bus students are to obey the principals and teachers at each school their bus serves. Any student who, in any manner of conduct, disobeys any school official on any school ground could forfeit transportation privileges.
7. Regulations are for the protection of students, school officials, and school equipment. If a bus student has no more regard for the transportation privileges than to create problems on or off the school bus, the student will lose the privilege of riding any school bus in Rock Hill Schools.
8. While the Transportation Department of Rock Hill Schools wishes to conduct student affairs in a friendly, influential manner, students are obligated to respect school officials and the bus driver. If a bus student shows disrespect for school officials or property and equipment, the Transportation Department will take such action as necessary.
9. Your transportation is valuable to your personal needs. Protect it.

### DON'T LOSE IT!!

### WEAPONS, VIOLENCE AND GROSS MISBEHAVIOR

The possession of any weapon or object that can be used as a weapon...any act of violence at or upon another person on the way to a bus stop or at any bus stop or on any school bus or on the way home from a bus stop...and any other acts of gross misbehavior will result in loss of bus riding privileges.

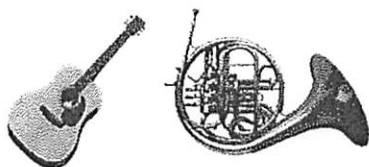
# Common Disallowed Items On School Buses

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



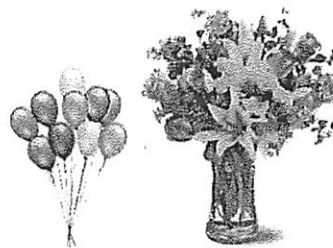
Possible Projectiles



All Glass Items



Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items

