

# **India Hook Elementary School**



**2019-2020**

# Student Handbook

<http://ih.rock-hill.k12.sc.us/>

Revised July 2018

Information contained in this handbook may change as district policies and procedures are updated.



### MISSION STATEMENT

**I**-Innovative teaching, academic

excellence

**H**-Healthy, nurturing environment

**E**- Educate, enrich, engage

**S**-Student centered

# All pirates, all tools, all ways!

## WELCOME

Welcome to India Hook Elementary School. We are so excited about our school year and want to give you as much information as you need to help make this the best school year for your child. Please take the time to read this with your child and save for use later. **Please print the last page and return to your child's teacher by Friday, August 25.** If you ever have questions, please call. We are here to serve you and your family. We are looking forward to a great year of learning with your child.

Let the voyage begin!

, Principal

Daniel Fielder, Assistant Principal

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

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

JRA-----E(1)

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 make arrangements 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. [Optional] 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.]

4. 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

- Notification of Directory Information
- The following information is releasable upon request at the discretion of the principal of each school; a 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.
  - The full policy on Student Records can be found on the district website at [www.Rock-Hill.k12.SC.US](http://www.Rock-Hill.k12.SC.US)
  -

### **DIRECTORY INFORMATION**

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both 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 School District Three who would prefer that any of the information designated above not be released without the parent's or guardian's prior consent should notify us in writing to the Office of the Superintendent, Rock Hill School District Three, 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 must be notified.

**IF YOUR CHILD IS NOT TO BE  
PHOTOGRAPHED, PLEASE NOTIFY OUR  
FRONT OFFICE AND YOUR CHILD'S teacher  
should be made aware of this. This information  
should be noted on your child's white card as well.**

## **IMPORTANT NUMBERS**

Main Office Number	803.985.1600
Main Office Fax	803.985.1620
Cafeteria	803.985.1612
School Nurse	803.985.1617
Guidance Office	803.985.1602
Transportation	803.980.2022
District Office Switchboard	803.981.1000



## SCHOOL DIRECTORY

India Hook Faculty and Staff		
Principal	Ms.	@rhmail.org
Assistant Principal	Mr. Fielder	dfielder@rhmail.org
Teachers		
Grade/Subject	Name	Email Information
K-5	Ms. Cosper	ccosper@rhmail.org
K-5	Ms. Williams	arwill@rhmail.org
K-5	Ms. Taylor	staylor@rhmail.org
K-5	Ms. Wacaster	jwacaste@rhmail.org
1 <sup>st</sup> Grade	Ms. Waring	<a href="mailto:cwaring@rhmail.org">cwaring@rhmail.org</a>
1 <sup>st</sup> Grade	Ms. O'Dell	sODell@rhmail.org
1 <sup>st</sup> Grade	Ms. Clontz	mclontz@rhmail.org
1 <sup>st</sup> Grade	Ms. Elmore	jelmore@rhmail.org
1 <sup>st</sup> Grade	Ms. Lewis	@rhmail.org
2 <sup>nd</sup> Grade	Ms. Adams	ladams@rhmail.org
2 <sup>nd</sup> Grade	Ms. Pagoota	<a href="mailto:dpagoota@rhmail.org">dpagoota@rhmail.org</a>
2 <sup>nd</sup> Grade	Ms. Teachout	dteachout@rhmail.org
2 <sup>nd</sup> Grade	Ms. Copeland	lcpeland@rhmail.org
3 <sup>rd</sup> Grade	Ms.	@rhmail.org
3 <sup>rd</sup> Grade	Mr. Batten	jbatten@rhmail.org
3 <sup>rd</sup> Grade	Ms Gunter	agunter@rhmail.org
3 <sup>rd</sup> Grade	Ms. Duer	DDuer@rhmail.org
3 <sup>rd</sup> Grade	Ms. McCleary	tmcclary@rhmail.org
4 <sup>th</sup> Grade	Ms.	@rhmail.org
4 <sup>th</sup> Grade	Ms. Howe	mhowe@rhmail.org
4 <sup>th</sup> Grade	Ms. Colletto	scolletto@rhmail.org
4 <sup>th</sup> Grade	Ms. King	HKing@rhmail.org

Teachers		
Grade/Subject	Name	Email Information
5 <sup>th</sup> Grade	Ms. Wilson	SEWilson@rhmail.org
5 <sup>th</sup> Grade	Mr. Morton	amorton@rhmail.org
5 <sup>th</sup> Grade	Ms.	<a href="mailto:@rhmail.org">@rhmail.org</a>
5 <sup>th</sup> Grade	Ms. Mullis	<a href="mailto:kmullis@rhmail.org">kmullis@rhmail.org</a>
Art	Ms. Thomas	gmthomas@rhmail.org
Music	Ms. Odom	aodom@rhmail.org
PE	Ms. Roof	kroof@rhmail.org
PE	Ms. Anderson	eanderson@rhmail.org
Literacy Coach	Ms. Sands	hsands@rhmail.org
Resource	Ms. Colquhoun	acolquho@rhmail.org
Resource	Ms. Lynn	<a href="mailto:mlynn@rhmail.org">mlynn@rhmail.org</a>
Speech	Ms. MacKay	amackay@rhmail.org
Guidance	Ms. McCoy	mbryson@rhmail.org
Psychologist	Ms. Dean	<a href="mailto:sdean@rhmail.org">sdean@rhmail.org</a>
Media Specialist	Ms. Smith	jssmith@rhmail.org
Nurse	Ms. Bosdell	abosdell@rhmail.org
Staff		
Position	Name	Email Information
Bookkeeper/SASI	Ms. Glenda Wright	gwright@rhmail.org
Receptionist	Ms. Kim Merck	kmerck@rhmail.org
K-5 Assistant	Ms. Graf	dgraf@rhmail.org

Staff		
Position	Name	Email Information
K-5 Assistant	Ms. Miller	jkmiller@rhmail.org
K-5 Assistant	Ms. Myers	smyers@rhmail.org
K-5 Asst.	Ms. Adkins	<a href="mailto:eadkins@rhmail.org">eadkins@rhmail.org</a>

ESOL	Ms. Wilson	<a href="mailto:hwilson@rhmail.org">hwilson@rhmail.org</a>
Technology Lab Assistant	Ms. Taylor	<a href="mailto:mtaylor@rhmail.org">mtaylor@rhmail.org</a>
Cafeteria Mgr.	Ms. Lamekia Patton	<a href="mailto:lpatton@rhmail.org">lpatton@rhmail.org</a>
Head Day Porter	Ms. Conyous Harris	<a href="mailto:charris@rhmail.org">charris@rhmail.org</a>
Day Porter	Mr. Dennis Barnette	<a href="mailto:dbarnette@rhmail.org">dbarnette@rhmail.org</a>

## **Important District Policies**

### **AR JIAA-R Sexual Harassment of Students**

Issued 1/16

These procedures are intended to do the following:

- discourage employees and students from sexually harassing students of the district
- promote a harassment-free school environment
- remedy in a speedy manner any consequences of sexual harassment
- establish ongoing education and awareness of the problem of sexual harassment
- provide information about how to resolve claims of sexual harassment

### **Definition of Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature under the following conditions:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment; physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, posters, images, or video.

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it does one of the following:

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one time incident must be severe to rise to the level of sexual harassment.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

### **Behavior Prohibited of All Employees**

No employee may condition an individual student's education, educational benefit, or educational opportunity on the student's acquiescence to any of the sexual behaviors defined above.

No employee may retaliate against any student because that student has filed a complaint, testified, assisted, or participated in any manner in a sexual harassment investigation, proceeding, or hearing conducted by an authorized agency.

No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment.

No employee will destroy evidence relevant to an investigation of sexual harassment.

### **Behavior Prohibited of All Employees and All Students**

No employee or student of this district will create a sexually hostile or offensive school environment for any other student by engaging in any sexual harassment.

No employee or student of this district will assist any individual in doing any act which constitutes sexual harassment against any other student.

### **Obligations of Administrators/Supervisors**

#### *Preventive action*

The district policy on sexual harassment and this administrative rule will be referenced in employee and student handbooks.

All administrators/supervisors will give a copy of district policy on sexual harassment and this administrative rule to all employees. The district will give a copy of the student handbook to all students.

The district policy on sexual harassment and this administrative rule will be available in each school's media center and the district office.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule, as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment, and the redress available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

The district will make information from the U. S. Department of Education, Office of Civil Rights (OCR) about filing claims of sexual harassment with OCR available through the personnel office.

Annually, the administrators/supervisors will attend a training session on sexual harassment which will cover the definition of sexual harassment, the district's commitment to eliminating and avoiding sexual harassment in the schools, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

#### Investigative/corrective action

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with the student's principal (except for situations covered in the following paragraph). Such a complaint may be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the director of personnel.

The administrator/supervisor will, within three working days, initiate an investigation of any incident of alleged sexual harassment reported to them or observed by them.

Personnel will maintain confidentiality throughout the investigation. Only those who have an immediate need to know may be provided the identity of the complainant.

Upon the completion of the investigation, the administrator/supervisor will report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the personnel director and to the complainant and/or the complainant's parent/legal guardian.

If an employee or student is determined to have sexually harassed a student, the administrator/ supervisor will take whatever disciplinary action he/she determines is warranted, up to and including termination of an employee or expulsion of a student.

Even if the employee has been terminated or the student expelled, the administrator/supervisor will follow up within three months of any reported incident of sexual harassment to determine whether the complainant has been subjected to any further sexual harassment.

The administrator/supervisor having reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report such conduct in accordance with state law and board policy [JLF](#) (Student Welfare) on reporting child abuse or neglect.

#### **Obligations of All Employees and Students**

All employees and students will report to their immediate supervisor or teacher, respectively, any conduct on the part of non-employees, such as sales representatives, service vendors, or employees from another district, etc. which is believed to constitute sexual harassment. The supervisor or teacher will report this information in writing to

the supervisor of the non-employee for investigation. This information must also be reported to the appropriate principal and the director of personnel.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the district or by any appropriate governmental agency.

The district prohibits any action to discourage any student from reporting alleged sexual harassment.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.

## FILE: JIAA-E SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name of student complainant: \_\_\_\_\_

Address: \_\_\_\_ Phone number: \_\_\_\_\_

Parent's / Guardian name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of alleged harasser(s): \_\_\_\_\_

Approximate date(s) of alleged harassment or when harassment began, if ongoing: \_\_\_\_\_

Location or situation where alleged harassment occurred, or is occurring:

Nature of the harassment:

Name and position of individual who conducted your informal consultation:

Other individuals in whom you have confided about the alleged sexual harassment:

Individuals you believe may have witnessed, or also been subjected to, the alleged sexual harassment:

Remedy sought:

## **Policy JICFA Hazing**

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from hazing.

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

Cf. [GBEB](#), [JIC](#)

Adopted 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.

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.

State Board of Education Regulations:

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

### **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.

## CODE OF CONDUCT

Code **JICDA** Issued **DRAFT/16**

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations of the school and district. Violations of such policies, rules and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its

school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies JKD and JKE). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places.

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school on a school bus or other school vehicle or at an official school bus stop
- at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District.

Adopted 10/23/89; Revised 5/28/90, 06/28/04, 6/25/07, 2/27/12, ^

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-19-90(3) - General powers and duties of school trustees - regulation of student conduct.
2. Sections 59-63-210 through 280 - Grounds for which trustees may expel, suspend or transfer pupils.-
3. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

B. State Board of Education Regulations:

1. R43-243 - Special education discipline guidelines.
2. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

*Policy*

## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

Code **JI**

**H** *Issued* **DRAFT/16**

Purpose: To establish the basic structure for conducting searches of students or their property and interrogations and arrests of students.

Students do not lose their constitutional rights upon entering school premises. The Fourth Amendment to the United States Constitution protects all citizens, including students, from unreasonable searches.

However, students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances.

- A student committed a crime or a violation of a school rule.
- Such a search may reveal contraband or evidence of a violation of a school rule or a criminal law.

Any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction.

Only the principal or his/her designee may conduct such searches within the constitutional parameters outlined above unless exigent circumstances exist which require another staff member to take immediate action for safety

reasons.

### **School lockers and desks**

All lockers are the property of the school district. School officials may conduct searches of lockers in accordance with publicized administrative rules.

### **Motor vehicles**

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. School officials may conduct searches of motor vehicles in accordance with publicized administrative rules.

### **Use of dogs for searches**

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. Dog searches must be documented on the proper form (JIH-E(1)).

### **Interrogations by school personnel**

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

### **Contacting law enforcement**

School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones which may result, or

do in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

### **Interrogations by police**

When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee may be present. Officers will conduct the questioning discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. The principal or his/her designee will make a reasonable effort to notify the parents/legal guardians.

### **Custody or Arrest**

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. The principal will assist the law enforcement officer in assuring that all procedural safeguards as prescribed by law are observed. If a student is arrested or taken into custody at school, the principal or his/her designee will make a reasonable effort to notify the parents/legal guardians.

Adopted 7/23/79; Revised 5/28/90, 6/28/04, 10/26/09, ^

#### **Legal references:**

A. S.C. Code, 1976, as amended:

1. Section 59-24-60 - Requires administrators to contact law enforcement.
2. Section 59-63-1110, *et seq.* - Search of persons and effects on school property.

B. Federal Cases:

1. *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).

# **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

## **Justification for student searches**

*Code* **JIH-R** *Issued* **DRAFT/16**

Students possess the right to be free of unreasonable searches and seizures under the fourth amendment to the United States Constitution. Balanced against this right is the responsibility of school officials to create and maintain an environment consistent with the district's educational mission.

## **Prohibited items**

Students may not bring to school items or substances which would disrupt the educational function of the school or which are prohibited by school board regulations or by law. Examples of items or substances in this category include, but are not limited to, weapons, clubs, explosives, firecrackers, alcoholic beverages and nonprescription drugs or drug paraphernalia.

## **Lockers and other school property**

The district provides lockers or other storage spaces to students for their convenience. These storage areas remain school property and, as such are subject to periodic inspections by school authorities. The principal or his/her designee may search a student's locker or storage space when such employee has reasonable suspicion that the locker or storage space is improperly used for the storage of any substance or object, the possession of which is illegal, or may pose a hazard to the safety of the school. Unless an emergency exists, the student should be present and personally remove the contents of the locker or storage space for inspection. General locker or storage space searches may be called for at any time to include all lockers or storage spaces in a selected section of lockers or storage spaces for general housekeeping and safety of the school.

The school principal or his/her designee will maintain an accurate list of all locker or storage space assignments and either a master key or combinations to all lockers and storage spaces.

At the time a student is assigned to a locker or storage space, he/she must be informed that school authorities are empowered to conduct random periodic inspections of school

lockers and storage spaces. School authorities will post notices of this inspection policy in appropriate locations throughout the school.

School authorities will also inform students of the following locker and storage space regulations.

- Students are responsible for the contents of the locker or storage space assigned to them.
- Students are to keep their lockers or storage space secured/locked.
- Students are not to give other students access to their locker or storage space.

### **Emergencies**

Circumstances which put the safety of students or school staff at risk or could result in substantial property damage also will constitute sufficient reasons for school or police officials to conduct a thorough search of all school property. A bomb scare is an example of such an emergency.

### **Student searches**

No school personnel will conduct a search which may be considered a strip search.

All searches of students must be conducted or authorized by the principal or his/her designee in the presence of a witness. The administration will be trained in the proper procedure for conducting searches.

When the need to search a student arises, the student may be asked to consent to the search. In no event will the principal threaten the student with harsher punishment or treatment for refusing to consent nor will the student be coerced or induced to give consent in any other manner. The consent, if given, will be put in writing.

School personnel may, in the course of an investigation and upon reasonable suspicion, ask a student voluntarily to empty the contents of his/her pockets, wallet, purse or similar bags or places of potential concealment or to allow school personnel to search a wallet, purse, bag or other items of potential concealment not a part of immediate wearing apparel such as shoes or a jacket.

If a personal search is deemed necessary, or if the search of a pocket, wallet, purse or similar bag or place of potential concealment is deemed necessary and not voluntarily consented to by the student, school personnel will request the parent/legal guardian to perform the search or the matter may be turned over to the appropriate law enforcement agency.

*School officials may refer to the Checklist for Student Search [JIH-E(2)] when conducting a search of a student or the student's effects, locker or storage space, desk or motor vehicle.*



## **Use of trained dogs**

The exposure of student containers, packages, lockers or storage spaces, vehicles, desks, book bags, satchels and other similar personal belongings to a reliable and trained “dog sniff,” when not in a student’s possession, in most circumstances is neither a search nor a seizure. A dog sniff of the above items does not expose non-contraband items into view and discloses only the presence or absence of contraband. Sniffing of an individual by trained dogs, however, may constitute a search, and their use on school property may be disruptive and threatening to students and school personnel.

Accordingly, school officials will only utilize trained dogs on district property under the following circumstances.

- Only trained and proven reliable dogs may be utilized on school grounds
- Dogs will be under the control, direction and supervision of a trained dog handler and will be on a leash or subject to appropriate restraint at all times
- Dogs will only be utilized when determined to be reasonable under all the circumstances by the school principal or his/her designee
- Dogs will not sniff an individual unless determined to be reasonable in all respects under the criteria above; however, actual physical contact between dogs and individuals should be avoided.

In all circumstances, school officials will make reasonable efforts to minimize the exposure of students to dogs. Should a dog alert its handler to the presence of any contraband, school officials may conduct a search in accordance with the procedures set forth in the section above.

A Canine Search Report [JIH-E(1)] must be completed and sent to the office of student services within 48 hours of the search being completed.

## **Motor vehicles**

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parent/legal guardian or owner of the vehicle for a search of that motor vehicle. Refusal by a student, parent/legal guardian or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or his/her designee may request a

law enforcement officer to search a motor vehicle on school premises, subject to provisions of this policy.

### **Police notification**

School administrators will contact law enforcement authorities with regard to possession of items that constitute a violation of law.

Issued 1026/09; Revised ^

## **APPENDIX C: USE OF INTERNET AND EDUCATIONAL APPLICATIONS**

### **Use of the Internet**

Student Assurances: When using network or Internet resources, students will...

1. Use the Internet for legitimate educational purposes
2. Send e-mail only at the direction of my teacher during school hours
3. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet
4. Not attempt to download or save files to the computer without teacher permission
5. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
6. Not use or attempt to engage in interactive internet exchanges without teacher permission
7. Not harass, insult, or attack others via electronic communications
8. Not damage or alter computers, computer systems, or computer networks
9. Not violate copyright laws
10. Not trespass in another's folders, work, or files

### **Use of Educational Applications**

Students may be required to download specific applications for educational purposes and utilize Web 2.0 tools as directed by their teacher. These applications and tools are to be used for educational purposes only. Parent(s) agree that downloading and using these applications and tools is permissible under teacher direction.

Parents are encouraged to request/access the list of required and recommended applications as well as to check the content and applications downloaded on the student device.

## ROCK HILL SCHOOL DISTRICT THREE

### *Administrative Rule*

## USE OF CELL PHONES, PERSONAL ELECTRONIC DEVICES IN SCHOOL

C

ode **JICJ-R** Issued **7/2012** The following procedures will apply when a cell phone or other personal electronic device is used inappropriately or accessed for use during unauthorized times.

### Elementary

st

#### 1. Offense

Student receives a warning.

nd

#### 2. Offense

Student receives a detention.

#### Any subsequent Offense

The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative

disciplinary history.

**A\_n\_y\_c\_e\_l\_l\_p\_h\_o\_n\_e\_,\_p\_i\_c\_t\_u\_r\_e\_t\_a\_k\_i\_n\_g\_,\_o\_r\_t\_e\_x\_t\_m\_e\_s\_s\_a\_g\_i\_n\_g\_t\_h\_a\_t\_r\_e\_s\_u\_l\_t\_s\_i\_n\_s\_t\_u\_d\_e\_n\_t\_s\_c\_h\_e\_a\_t\_i\_n\_g\_o\_r\_w\_h\_i\_c\_h\_c\_a\_u\_s\_e\_m\_a\_j\_o\_r\_d\_i\_s\_r\_u\_p\_t\_i\_o\_n\_s\_w\_i\_l\_l\_r\_e\_s\_u\_l\_t\_i\_n\_t\_h\_e\_e\_l\_e\_c\_t\_r\_o\_n\_i\_c\_d\_e\_v\_i\_c\_e\_b\_e\_i\_n\_g\_c\_o\_n\_f\_i\_s\_c\_a\_t\_e\_d\_w\_i\_t\_h\_a\_d\_d\_i\_t\_i\_o\_n\_a\_l\_d\_i\_s\_c\_i\_p\_l\_i\_n\_e\_a\_t\_t\_h\_e\_p\_r\_i\_n\_c\_i\_p\_a\_l's\_d\_i\_s\_c\_r\_e\_t\_i\_o\_n.\_**

Adopted 7/28/03, Revised 11/14/05, 06/10, 2/11, 7/2012

## SCHOOL DAY SCHEDULE

**7:10 am** Building opens for students. No students are allowed in the building before this time. Students should **NEVER** be dropped off at school before this time.

**7:10 - 7:30 am** Breakfast program is available.

**7:30 am** Students report to class. Teachers will be in rooms to receive children.

**7:40 am** First bell rings. All students should arrive by 7:40. If a child is not in their seat ready to learn by 7:45 they are **tardy**.

**7:45 am** Instructional day begins. ***All doors are locked at this time except at the main school entrance to the office.***

**2:25 pm** Dismissal bell ends the instructional day.

**2:45 pm** All Car Rider students must be picked up by this time.

**Supervision of children begins at 7:10 am each morning when they can enter the school and continues until 2:45 pm in the afternoon.**

Students who are repeatedly on school premises without special permission will be subject to disciplinary action.

### **SCHOOL OFFICE HOURS**

The school's main office is open Monday – Friday between the hours of 7:00 am – 4 pm.

### **ARRIVAL**

All students arriving at school before 7:30 am should go to their designated area outside their classroom. Our bell rings at 7:30 at which time children can enter the classroom.

Car riders should be dropped off at the main entrance of the building between 7:10 and 7:40. Buses and Day Care Vans are the only vehicles permitted to use the back entrance. Students eating breakfast will enter the cafeteria through the exterior door located at the cafeteria.

Students not eating will go to their designated area near their grade level hall. During this time students will be engaged in silent reading.

- Parents, for the safety of our students, **please refrain from being on your cell phone in the car rider line or listening to loud music.**
- These same precautions will need to take place at dismissal as well. Safety Patrol members will assist students during arrival and dismissal. **If you need to come inside the school, please come to the main office at the front of the school. We ask that you park in the lot in front of the school and use the crosswalk when crossing.**

The school day ends at 2:25 pm.

## **DISMISSAL**

No student will be allowed to go home a different way than their normal way unless permission is requested by a parent or guardian **in writing**. Students who ride a school bus may ride only the bus they are assigned to daily. Only students residing in our zone are allowed to use bus transportation. **Due to district guidelines, no messages by phone can be accepted for change of transportation at the end of the day.**

**If you move during the school year students are not allowed to continue riding the bus to their previous address, this is for student safety! You must notify the office if you move. At any point in the school year the office can ask you to provide proof of residency to prove you reside within our school zone.**

Students that are on approved Out Of Zone agreements must provide transportation. No student will be permitted to leave the campus unless a parent or guardian comes to the office to sign the student out. Please settle all of these matters before the child arrives in the morning. Due to dismissal procedures and safety of students, **early dismissal must happen before 2:00**. Reasons for early dismissal include medical appointments or family emergencies. Please bring documentation with you or send the following day for us to record.

We value every minute of instructional time, therefore students leaving early will be called when you arrive. We ask that you plan ahead to get to scheduled appointments with as little loss of instructional time as possible.

**If you need to come inside the school, please come to the main office at the front of the school. We ask that you park in the lot in front of the school and use the crosswalk when crossing.**

**All students must be picked up by 2:45pm. If you cannot be here by 2:45pm, please arrange for an alternate method of pickup (Family Member, Bus, Daycare or enrollment in Challenger).**

Students should be picked up on time when participating in after school programs/activities. Failure to pick up students on time will result in the student's removal from the after school club or event.

## **CHALLENGER (EXPANDED LEARNING AFTER SCHOOL PROGRAM)**

Challenger is an after-school enrichment program for students in Kindergarten through Fifth grade. It is our pleasure to offer Challenger at all of our District's Elementary schools. We look forward to our new working partnership as your child enters our program.

### **Daily Schedule**

Your child will be served a healthy snack each day during the homework/activity time. You may provide one for your child if you prefer. This structured homework and snack period will be daily from 2:30 p.m. to 3:30 p.m. Your child may enjoy sharing with you in the evening their completed homework for your approval or asking for additional help to complete a project. Following a healthy activity, Challenger curriculum activities begin. These activities will end promptly at 6:00 p.m. each day.

### **Hours**

Challenger operates from 2:30 p.m. until 6:00 p.m. each school day. All children will be signed out from the Challenger office. Challenger ends each day at 6:00 p.m. Late fees are applicable and significant if children are not picked up by 6:00. The fee will be applied after 6:00 p.m. and to every five minutes after 6:00 p.m. your child remains at challenger. Parents must notify the director within reason of a possible late pick-up. Challenger may terminate services after several late pick-ups.

### **Weekly Tuition**

All Challenger fees will be collected using the Automated Payment Systems Program this school year. No money will be collected at the school level for safety and security reasons. An enrollment form is on the district website. ***All parents must receive confirmation from the Site Director that a completed registration packet has been received before their child may begin Challenger.*** A completed registration packet includes a completed Automated Payment Systems form along with a

completed Student Registration and Student Information form. Automated Payment Systems is available to all parents without any drafting fees charged to the parent. The only fees associated with Automated Payment Systems are in the event of a reject due to insufficient funds. A weekly report of all drafts made on each child enrolled in Challenger will be provided to all Site Directors. Records of all drafts will be recorded in the District's Accounting program for Challenger as well. All accounts left delinquent will be turned over to an outside collection agency. Please contact your school's Challenger Site Director for additional information.

### **Challenger**

**Please see website  
for challenger fees  
and guidelines.**

<http://www.rock-hill.k12.sc.us/parents/programsandservicesforstudents/challengerafterschoolprogram.aspx>

### **INCLEMENT WEATHER DELAY AND CLOSINGS**

Please tune to one of the following radio stations or the district website for information about school closings due to bad weather. **PLEASE DO NOT CALL THE SCHOOL.** The radio and TV stations will have the announcements before we are notified at school. The district website will also contain information on school delays and cancellations. The district will also send out automated telephone calls and texts to inform you of any closings, cancellations, or delays.

#### **RADIO      TELEVISION**

WRHI-1340    WBTV (3)

WAGL        WSOC (9)

WSOC-FM 103

WCNC (6)

WBZK-K99

## District Website: [www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)

When school operates on a delayed schedule, **please understand that teachers and staff are more than likely on a delay as well.** Please make plans to deal with such a situation because the school cannot accept responsibility for students who arrive early. **Please be sure the emergency contact information on your child's enrollment card is up to date at all times.**

### ATTENDANCE

Students are required to attend school 170 days out of the 180 day school year. This is South Carolina Code of Laws 59-65-50 and South Carolina Board of Education Regulations. 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 is back in school, the absence will be UNLAWFUL. The maximum number of days that will be recorded as lawful absences with the parent notes will be FIVE. Letters will automatically be issued from the district office for 3, 5 and 10 day notices. If you have questions regarding your child's attendance or these letters please contact the district office.

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

1. They are ill and their attendance would endanger their health or the health of others.
2. There is a death or serious illness in their immediate family.
3. There is a recognized religious holiday of their faith.
4. The student is suspended from school.
5. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

#### **Students will be considered unlawfully absent when:**

1. They are willfully absent from school without the knowledge of their parent or guardian.



2. They are absent without acceptable cause with the knowledge of their parent or guardian.

3. Vacation is not an excused absence.

If the child misses 3 consecutive unlawful or 5 unlawful days, school officials are required to contact the parent for a conference to identify the reasons for the child's absences and complete an intervention plan to improve attendance. Letters will be mailed to the home after 3, 5, and 10 days of absences from the district office. Excessive tardies may result in an 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 will be one of the factors used in the promotion/retention decisions for grades K-5. More than 10 absences and/or excessive tardies could result in a referral to Family Court.

### **TARDINESS**

Students who come to school late lose valuable time, miss the opportunity to eat breakfast at school, interrupt the classroom, and miss important explanations of the work to be done.

Students arriving after 7:40 a.m. will need to be brought to the main entrance.

**PARENTS MUST COME IN WITH THE CHILD AND SIGN HIM/HER IN. Sign in is performed via our computer based SchoolCheckIn system. Excessive tardiness may result in a student attendance intervention plan. All tardy students must be signed in by a parent or guardian through the SchoolCheckIn program located on the Kiosk in the office.**

### **EARLY PICKUP**

Due to dismissal procedures, **please do not come into the office for dismissal after 2:00 pm.** There will be no early dismissal from the office unless there is a medical appointment or family emergency. We need to have documentation for medical appointments either when you pick your child up or sent with your child the following day.

Office staff has been instructed to notify administrators if this occurs more than once so that a conversation can be had to discuss this problem.

We value every minute of instructional time. Please do not call the office and request that we have your child waiting on you in the office when you arrive to pick them up. We ask that you plan ahead to get to scheduled appointments with as little loss of instructional time.

**All Early Pickups must be signed out by a parent or guardian through the SchoolCheckIn program located on the Kiosk in the office.**

**If you need to come inside the school, please come to the main office at the front of the school. We ask that you park in the lot in front of the school and use the crosswalk when crossing.**

## **TRANSPORTATION**

### **BUS TRANSPORTATION AND CONDUCT**

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 Schools will do everything within its power to provide the best equipment, drivers, and the safest program possible. We ask cooperation in making this possible.

#### 245-245-245: 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.)

This year we are pleased to announce for your child's safety there are cameras on every bus. Transportation will review these tapes weekly and

notify schools of any activity occurring on the bus that the driver may not have noticed.

#### 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 things while waiting for a bus.
6. Making excessive noise should be avoided.
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 are never reserved for anyone except for those who are handicapped; uses crutches, or have broken limbs.
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 the 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 trash container as provided near the entrance to the bus.
14. Smoking, eating, and drinking are NOT permitted on school buses.
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 can assign seats.
18. Proper school dress is enforced.

#### Personal Property and 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 these items by 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, sharp objects, or personalized containers allowed. Nothing can be stored under seats, in aisles, or other bus nook areas.

#### On the Trip Home

Passengers are permitted to leave the bus only at regular designated stops. Any changes must be made with the parent's request in writing and approved by a school official.

The student, after exiting 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.

NEVER cross the road at the rear of a stopped school bus.

#### General Information

1. Students are expected to ride buses making stops closest to their homes.
2. Students are not permitted to switch buses 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 Area Coordinator or the Director of Transportation.
5. Older students riding with younger students should assist them in the proper conduct on a school bus.
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 lose transportation privileges for the remainder of that school year.
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.

#### 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 any school bus or on the way home from a bus stop...and any other acts of gross misbehavior may result in loss of bus riding privileges.

### 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 those students 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 an Area Coordinator or the Director of Transportation.
5. All appeals must be made in writing 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 for the entire year.

### Responsibility of Parents

1. Parents should report all misconduct on school buses 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 buses, or stopped buses.
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 Schools 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 buses. While it is our desire that no student loses transportation privileges, it is, nevertheless, the responsibility of

each student riding a school bus to learn quickly and follow effective behavior guidelines. Violations to these guidelines will result in suspension or expulsion from bussing service.

◆◆◆◆ Step One: Warnings: verbal or written: will be issued to students whenever possible.

However, there are some malicious actions that could result in a student being suspended without a warning.

◆◆◆◆ Step Two: The first suspension will be a “limited” suspension where a student is suspended pending parent or guardian contact. A form will be sent home with the suspended student. If the parent contacts the principal and ensures that corrective measures will be taken, the child will be allowed to continue riding the bus. The parent or guardian should sign the letter and return it to the principal. Example: A student suspended on Monday could ride Tuesday if a phone call between parent and principal occurs before the next day.

◆◆◆◆ Step Three: With steps one and two completed, the next infraction will result in a one-week (five consecutive days suspension).

◆◆◆◆ Step Four: A next offense will result in a two-week (10 consecutive days) suspension.

◆◆◆◆ Step Five: A next offense will result in expulsion for the remainder of the school year.

**If you miss your bus, call 980-2022**

## **CAR RIDER**

Car Riders are dropped off and picked up at the front of the school via the entrance on Yukon Drive. During rainy days, car riders will be

dismissed from the cafeteria instead of under the covered walkway. Students are not permitted to be picked up on the Bus/Van side of the school.

In the morning, parents should form one line on the right hand side of the driveway (curbside) so that the safety patrol can assist children from the car. Students are NOT permitted to unload a vehicle unless the door is open to a curb.

In the afternoon, parents should form a single line until lead duty person opens the second line. Emergency vehicles must have access to our building, with both lines formed. The safety patrol will be loading students from both sides of the driveway, but remember, Students are NOT permitted to load a vehicle unless the door is open to a curb. No one is allowed to pass between cars to load. Students loading from the 'crosswalk' side of the entrance will only be allowed to cross traffic when instructed by a teacher on duty and the safety patrol. No one should move beyond the crosswalk unless instructed by a member of the school's staff. To make dismissal run smoothly, please place the car authorization form in the windshield area so that we can easily read the name(s) of the child(ren) your are picking up. This will help assist in keeping the flow of traffic moving at a consistent pace. Parents will be required to have the student identification card clearly displayed in the front windshield. Parents will need to come to the main office to have new student identification card made in the event that the original is lost. Please understand that this is to ensure the safety of the children. If your child or children have not been picked up by 2:45 pm, you will need to come to the office, sign them out, and indicate the time the child was picked up.

**All Car Rider students must be picked up by 2:45pm. All late pickups (after 2:45) are documented and become a part of your child's school records. If late pickups accumulate, this is reported to our district office for further action. We do understand that the unexpected happens occasionally, so if you can not be here by 2:45pm, please arrange for an alternate method of pickup (family member, bus or enrollment in Challenger).**

**PLEASE DO NOT PARK YOUR CAR AND WALK TO MEET YOUR CHILD.** In order



to keep traffic flowing smoothly and to keep students and staff safe, parents are asked to stay in their cars when picking up children. We will do a much better job of loading cars and getting you on your way in a timely manner if you remain in your vehicle.

### **VAN/DAYCARE RIDER**

Van/Day Care Riders are dropped off and picked up at the back of the school via the entrance on Congaree Drive.

**All Van/Day Care Rider students must be picked up by 2:45pm. It is the responsibility of the day care provider to ensure that students are picked up by this time.** Parents will be notified of the late pickup and be asked to help prevent future late pickup by their childcare provider.

### **SAFETY**

We take the care of your child very seriously, and have the following procedures in place.

- ❖❖❖❖ Unless we receive written confirmation from you, your child will not be allowed to leave school in a different way. Children that are normally car riders will not be allowed to ride the bus unless we are notified in writing. Children that are bus riders will not be permitted to wait for a ride, unless we have received a note from a parent or guardian.
- ❖❖❖❖ KINDERGARTENERS are to be escorted by an adult at all times. If a kindergartener arrives late, the parent will be asked to walk them to class.
- ❖❖❖❖ Doors on the sides and back of the building will remain closed and locked during the school day. Staff and students have been instructed NOT TO OPEN the doors for anyone other than staff members. If you ever find these doors open or unlocked between 7:45am and 2:25pm, please notify the office immediately.
- ❖❖❖❖ We have procedures in place for natural disasters, intruders, lost students, etc. If you ever have concerns about the safety of children in our building, please share your concerns with Mrs. Guyton or Mr. Hood.

### **CUSTODY (*Important Information*)**

If your spouse and you are separated/divorced and you have legal/primary residential custody of your child(ren), we need to have a copy of your custody papers and/or court documents on file.

**The law clearly states that parents, even divorced parents, unless changed in court orders, have the right to knowledge about their child's education. This includes attendance, grades, and discipline.**

**If at any time you feel that a problem may occur, we need to have knowledge of this in the school office.** This is the only way we can be of any help in preventing additional problems from happening at school.

### **EMERGENCY DRILLS**

Our school has developed an emergency plan for any crisis that might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school. The school is one of the safest places students may be located during most crises or natural disasters.

The purpose of fire, tornado, and earthquake drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Fire drills are held on a monthly basis; tornado, lockdown, and bus safety drills are held periodically. Evacuation routes are posted in each room. During these drills, students should follow the directions of staff members.

You will be notified of crisis situations through our school district's notification system. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Through district notification system, you will be given information about the event as well as directions as to when and where you may pick up your child if necessary. **Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc.** Providing as many telephone numbers as possible increases the chances of our being able to contact you in the event of an emergency.

### **EMERGENCY SCHOOL EVACUATION**

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware of what action will be taken at India Hook Elementary in the event of an emergency such as an accident at the Catawba Nuclear Station. Rock Hill Schools have an emergency preparedness plan in place. A part of that plan addresses how the need for a massive evacuation of its schools will be handled. In the event of such evacuation, buses will be sent to India Hook Elementary to take the students, faculty, and staff to **Mt Holly Elementary School**. Students not picked up within four hours will be taken to **Lancaster High School** for shelter.

### **EMERGENCY TELEPHONE NUMBERS**

ALL EMERGENCIES	911
PIEDMONT MEDICAL CENTER	329.1234
POISON CONTROL CENTER	1.800.922.1117
TRANSPORTATION	980.2022

### **STUDENT DRESS CODE**

Our district policy states that those students whose personal appearance is disruptive to the educational process and orderly operation of the school may be barred from attendance. 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. Students who fail to comply with the standards may be warned, sent home to change, or disciplined as determined appropriate by the principal.

### **CLOTHING NOT ALLOWED**

- ❖❖❖❖ Tank tops/spaghetti straps/tube tops
- ❖❖❖❖ Shower Shoes/flipflops/sandals without sides support
- ❖❖❖❖ See-through blouses or shirts
- ❖❖❖❖ Bare midriff tops
- ❖❖❖❖ Hats/caps/bandanas/wraps
- ❖❖❖❖ Low hip pants or pants that don't fit that allow midriff or underwear to show
- ❖❖❖❖ Clothing with slogans, language, or subjects that are inappropriate / offensive for school

❖❖❖❖ SHORTS AND SKIRTS MUST BE AT LEAST AS LONG AS FINGERTIP

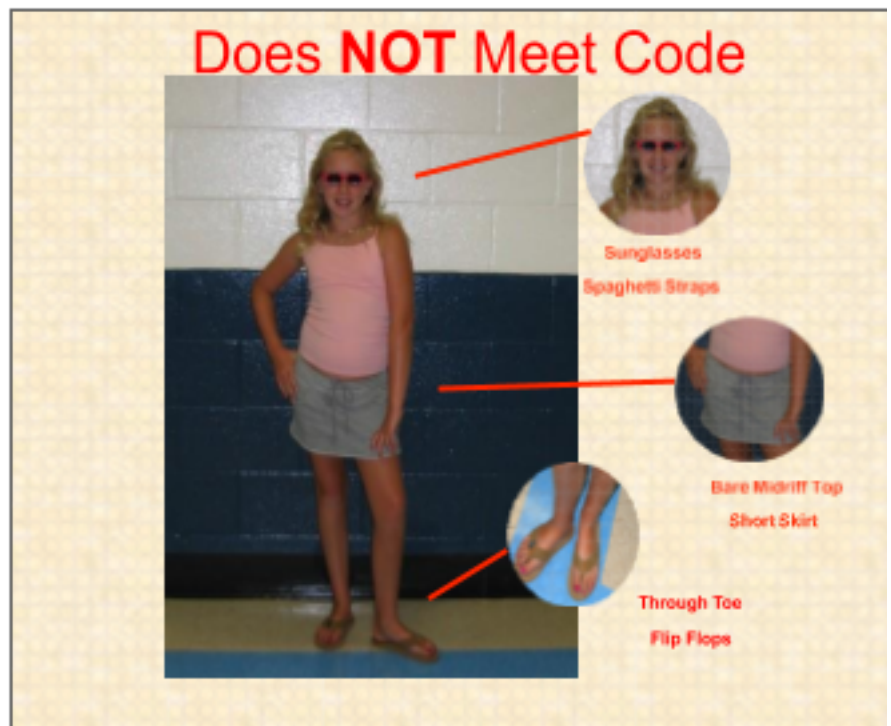
LENGTH. No short-shorts or mini-skirts are allowed.

❖❖❖❖ Pants designed to be worn at the waist will be worn at the waist.

**\*\*\* IF IN DOUBT, DON'T WEAR IT. \*\*\***

**Dress code applies to students and any visitors in our building as well!**

**ase see the following examples of what does and does not meet  
out dress code.**



Does **NOT** Meet Code



Hat



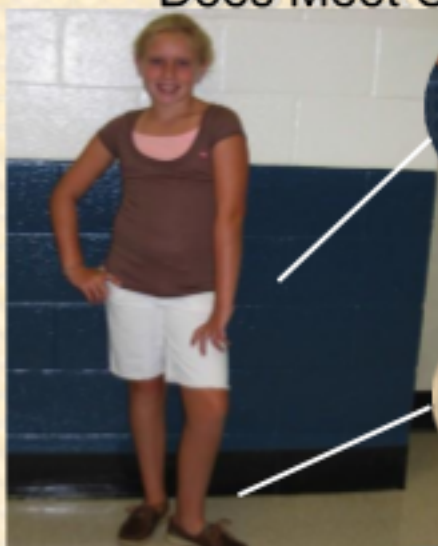
Baggy,  
Oversized  
Low Rider  
Pants



Shower  
Shoes



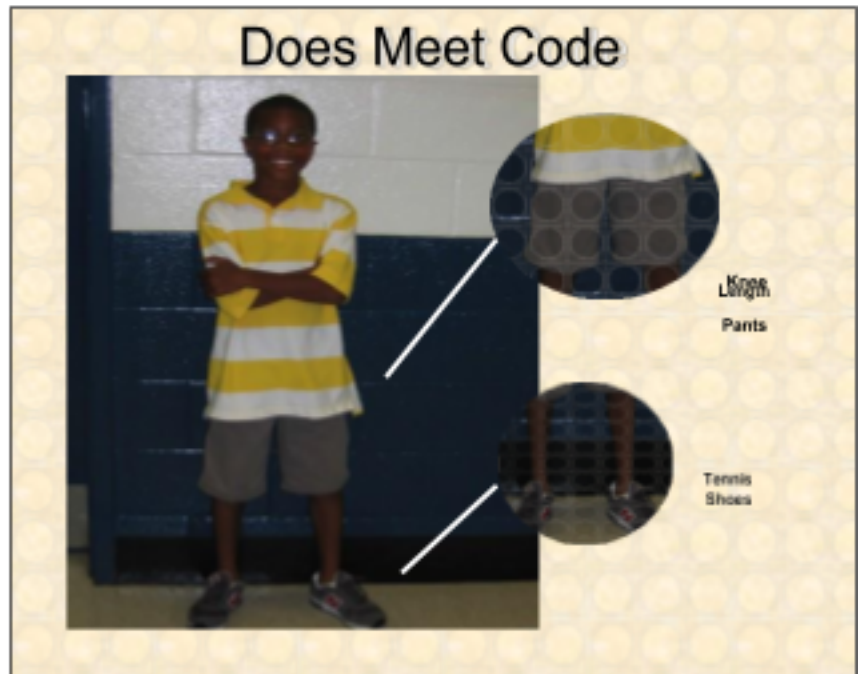
## Does Meet Code



Midriff Covering Top  
Knee Length Pants  
(Remember the Finger Rule)



Tennis  
Shoes



**VISITATION /  
VOLUNTEERING  
SCHOOL  
VISITOR  
INFORMATION**

Parents and families are encouraged to visit the school. All families and guests are required to sign in by using the electronic kiosk system in front of the main office. Once signed in, visitors will be issued an identification badge by one of our front office staff. Please have a picture ID ready to present.

**Upon entry into the school office, ALL Volunteers/Visitors MUST Sign-In via the WayPoint Visitor management system found on our**

**kiosk in the office. Please have your driver's license or state issued photo ID available at EVERY visit!**  
**Volunteers/Visitors must also Sign-Out when leaving campus.**

## **SCHOOL VOLUNTEERS**

Parents of school-age children and other local citizens who wish to volunteer in the Rock Hill School District must complete a volunteer application. A background check, at no cost to the volunteer, will be conducted on each adult who applies to be a volunteer or serve as a chaperone on a school trip. When background checks have been completed and applications have been cleared, your school will be notified. This application is available online at the district website and in the school office.

<https://www.rock-hill.k12.sc.us/Page/1188>

**Upon entry into the school office, ALL Volunteers/Visitors MUST Sign-In via the WayPoint Visitor management system found on our kiosk in the office. Please have your driver's license or state issued ID with you.**

**Volunteers/Visitors must also Sign-Out when leaving campus.**

## **Lunch Visitation**

**(Please see letter from your child's teacher.)**

**In order to keep your child/children safe, we have very strict policies about lunchtime visitors. Please read the letter being sent by your teacher. Print, sign and return to your child's teacher along with your signed page from the end of the handbook.**

## **Field Studies**

Field studies are planned by the teacher for specific instructional goals. Students must have permission from parents to participate in field studies. Behavior standards are the same as



those expected at school. Students who misbehave in class may lose the privilege of going on field studies. If you wish to chaperone a field study, please make sure you've completed the School Volunteer application **at least one month in advance** as noted above. <https://www.rock-hill.k12.sc.us/Page/1188>

### **DISCIPLINE**

We believe all our students can behave appropriately in school.

Establishing guidelines and consequences for student behavior reduces distractions/disruptions and assures there is quality instruction for all students in an environment conducive to learning.

- ◆◆◆◆ The students choose to follow or not to follow rules.
- ◆◆◆◆ All teachers will teach without interruptions.
- ◆◆◆◆ All children will have the opportunity to learn without interruptions.
- ◆◆◆◆ All children will respectfully engage in behavior that is in his/her best interest or the best interest of others.

At the beginning of the year or when a child enrolls, the teacher will send home a copy of his/her classroom management plan and expectations.

Please read this plan carefully and discuss it with your child. Your signature indicates that your child and you understand positive rewards will be given for those who show self-control and behave correctly.

Logical consequences will follow inappropriate behaviors.

Severe disruptions such as fighting, hitting, destroying property, having weapons, or excessive trips to the principal may result in parent pickup. The principal or designee will administer one of the following actions:

1. Student conference with the principal; phone call and/or note to parents.
2. Principal or Assistant Principal will determine if a child's behavior is severe enough to remove from class. It will be the parent's responsibility to pick up a child if their behavior disrupts instruction. In school suspension or recovery room is not an option at IHES. If a child is suspended, it is the parent's responsibility to provide childcare for the duration of this suspension. It is our goal that every child is in class during instruction at every moment.

Having an orderly safe school is necessary. Therefore there are five behaviors which may result in removal from school and a required parent conference:

1. Taking part in a fight
2. Assaulting a teacher
3. Causing bodily harm to another person
4. Bringing illegal drugs or a weapon to school
5. Harassment of any description (see policy included in this handbook)

Our school takes the position that there are no real reasons for fighting. No matter what the differences are between two or more students, a better way than fighting exists to settle these differences. We expect adults, both parents and staff members to model behaviors we expect of students as well.

Whether or not your child hits first, he/she will be removed or suspended for being in a fight. A parent must come to the school for a conference if the child takes part in a fight.

Remember: Don't Hit and Don't Hit Back.

Part of educating the whole child is helping children resolve conflict in a safe and nurturing environment, please reinforce our efforts to tell children they must tell an adult in the school what is going on so we can help resolve the problem. This year we will pilot a program called PBIS. More information will come through your child's teacher.

#### **ROCK HILL SCHOOL DISTRICT THREE OF YORK COUNTY**

### **APPENDIX B: STUDENT-OWNED ELECTRONIC DEVICE AGREEMENT**

In response to requests to use your personal electronic device (PED\*) during the school day, you agree to abide by the following requirements. Any violation of this agreement may result in suspension of this privilege and/or disciplinary action.

1. The sole purpose for the use of the PED during the school day is for educational reasons.
2. The PED is only to be used during the instructional class period with express permission of the classroom teacher. This may mean that the device will be permitted for some instructional activities but not for all. The student must comply with all district policies and procedures, including

the district's Student Behavior Code and Policy JICJ (Use of Cell Phones, Personal Electronic Devices in School/Use of Technology in School), when using the PED.

3. Students must connect to the district's guest WIFI. By doing so students access the district's Internet filters.

4. The Rock Hill School District (RHSD) will NOT provide any support for the PED at any time.

5. ALL PED'S ARE BROUGHT TO SCHOOL AT THE OWNER'S RISK. NEITHER RHSD NOR THE SCHOOL IS RESPONSIBLE FOR THEFT OR DAMAGE TO THE PED.

Use of the PED for unauthorized gaming is prohibited on school property. The recording of audio or video images in locker rooms or restrooms is prohibited. Recording audio or video images on school property without permission is prohibited.

Administrators may ban an individual from using a PED as deemed necessary. PED may be confiscated at any time if these guidelines are not followed. Return of the device is contingent on the outcome of a meeting with student and parent.

\*A PED is any personal electronic device.

*NOTE: Personal belongings subject to search pursuant to State law and District Policy JIH (Student Interrogations, Searches and Arrests), may include PEDs.*

"

## **BULLYING**

At India Hook Elementary, we have a zero tolerance policy regarding bullying. We believe that everyone has the right to feel safe, secure, and accepted while in school.

According to a poll of students in grades 3-12 sponsored by MetLife, at least 20% identified the following as major problems in school:

\*Stealing, \*Verbal insults, \*Pushing, shoving, slapping, grabbing,

\*Kicking, biting, hitting someone with a fist and \*Threats by peers

**Bullying can be loosely divided into four general categories: Physical:** Pushing, shoving, hitting, spitting, hair-pulling, etc.

**Verbal:** Name-calling, making fun of, laughing at, threatening, gossiping, etc.

**Exclusion:** Deliberately leaving out others

**Gestures:** Making mocking or threatening faces or hand motions; sucking teeth, rolling eyes

**We believe there are several roles involved in**

**bullying: Victim:** The target of bullying

**Bully:** The individual doing the bullying

**Stooge or instigator:** An individual that incites or encourages bullying

**Bystander:** Individual that is not involved in, but witnesses bullying

We believe that bystanders have the responsibility to report any bullying they observe to an adult in the building that they trust.

## **SUSPENSIONS**

Students who are sent to the office for serious infractions, such as fighting, stealing, etc., will be suspended from school for a period of ten days or less depending on the severity of the situation. Parents will be required to have a conference with the principal to discuss the problem.

## **THREATS TO SCHOOL PERSONNEL**

It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life of or inflict bodily harm upon the public official, teacher, principal or members of their immediate families. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more than five years.

## **WEAPONS**

Students are prohibited from carrying weapons or toy weapons on school grounds, to school sponsored events or having weapons in their automobiles while on school property. Carrying weapons on school grounds or to school sponsored events is a criminal offense, as well as a

breach of school rules. Students using/having weapons while under the jurisdiction of the school will be subject to criminal charges, as well as expulsion from school. Mace and pepper sprays are considered weapons.

### **STUDENT INFORMATION**

During the first week of school, your child's teacher will be sending home an information form 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 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. Be sure each person listed for emergency contacts are people that are authorized to pick up your child.**

### **MOVIE POLICY**

Movies are not used for classroom instruction. If portions of PBS broadcasts or educational videos are applicable to classroom teaching, they may be used. If portions of **G** rated movies are shown in class, parents will be notified one week prior to viewing. Parents always have the right to say that they prefer to not have their children watch movies at school. Any other movies will not be viewed at school.

### **PROHIBITED ITEMS**

**If the following items are brought to school, they will be confiscated.**

- ◆◆◆◆ Pagers
- ◆◆◆◆ Large sums of money or other valuables
- ◆◆◆◆ Matches or Lighters
- ◆◆◆◆ Nail polishes and Makeup
- ◆◆◆◆ Tradingcardsofanykind
- ◆◆◆◆ Toysofanykind
- ◆◆◆◆ Knives or Weapons of any kind (Disciplinary action will be taken immediately if these items are brought on campus)

◆◆◆◆ Rolling book bags

◆◆◆◆ Flip Flop shoes, Hats, Sunglasses (except on designated days)

In the case of all of the above items, neither the school nor the district will assume liability if these are lost, stolen, or broken. If any student brings a knife, fireworks, matches or other dangerous items to school, he/she may be suspended or expelled from school. Clothes, buttons or magazines with obscene, suggestive or inappropriate messages are never to be brought to school; neither are items promoting alcohol.

### **LOST AND FOUND**

Many items are carelessly left in the building or on the playground. All unclaimed articles are placed in the lost/found area near in the atrium. These things may be reclaimed upon proper identification. Please properly label any of your child's possessions that might be misplaced at school. These items may include lunch boxes, coats and sweaters. All unclaimed items are given to charity in December and in May.

### **CARE OF BOOKS**

Students are responsible for all textbooks, literacy books, and library books issued to them during the school year. All lost or damaged books must be paid for. All money is recorded by the school bookkeeper and paid to the proper funds for replacement purposes. If a lost book is found, money paid will be refunded.

### **FINES**

Fines will be charged for lost or damaged textbooks and library books. Failure to pay fines could result in lost of student privileges.

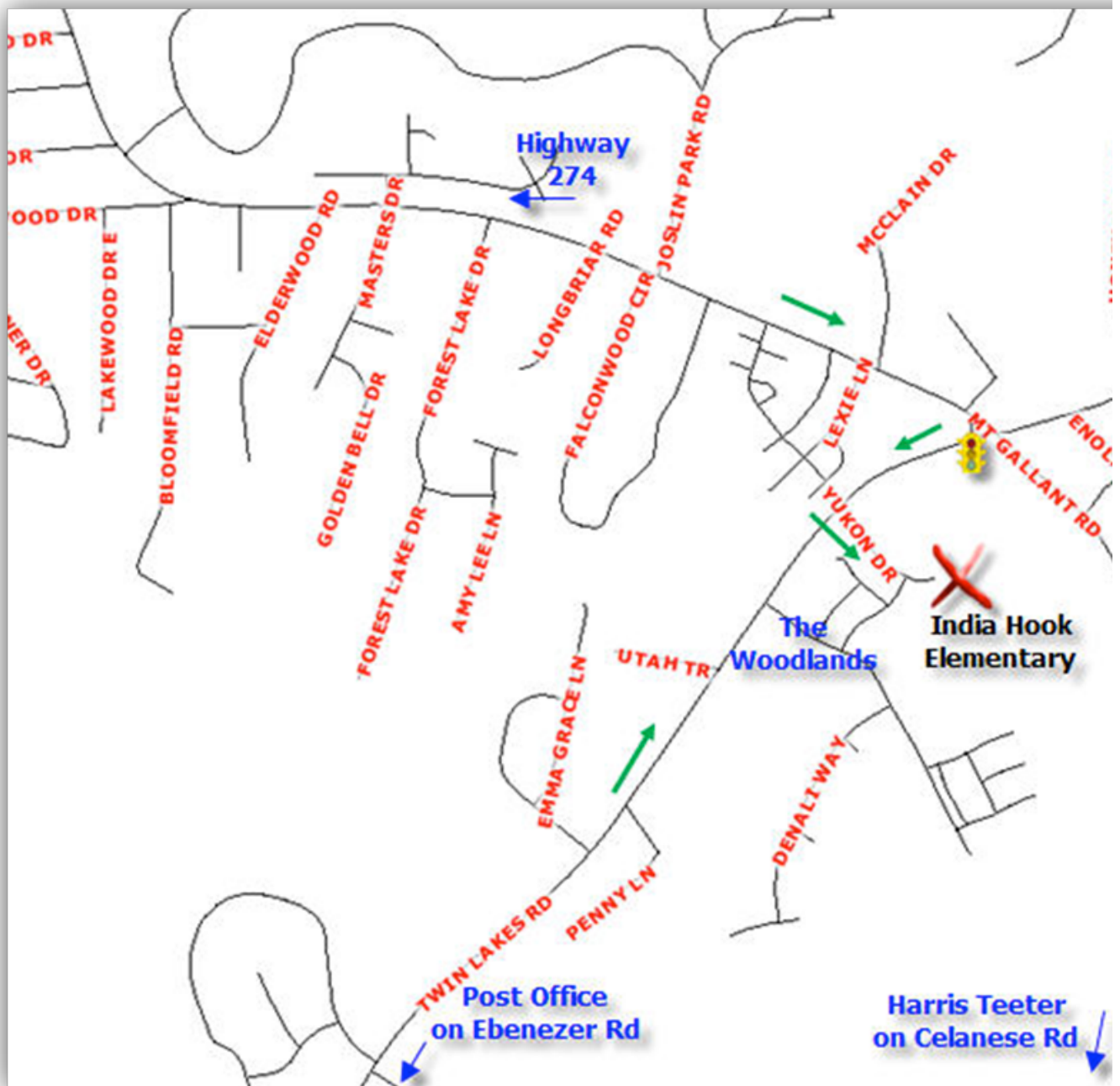
### **OFFICE TELEPHONES USAGE**

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students will not be called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency.

### **PARTIES AND GIFTS AT SCHOOL**

Parties for students will be held on or near Valentine's Day. **Birthday parties for students or teachers are not permitted.** Students cannot give out party invitations unless every child in the class is invited. **You may send a snack for lunch on your child's birthday; please arrange this in advance with your child's teacher.** Gifts of any kind **CAN NOT** be delivered to the office. Gifts include flowers, balloons etc. If they are delivered, they will not be sent to the child's classroom and alternate after school transportation must be arranged to take any items home since the transportation department will not allow fragile or distracting items on a bus.

## **MAP TO THE SCHOOL**



### **VISIT OUR WEBSITE**

Visit our school website at <http://ih.rock-hill.k12.sc.us/> for the most up-to-date information about what's happening at our school.

**(Online registration begins  
on June24, 2019)**



If you are transferring from another school in Rock Hill School District #3, please stop by the school and let us know which school your child(ren) are moving from.

You will need to contact the district's transportation to arrange for bus service if necessary. They can be reached at 980.2022. Please allow 24 hours from the time all paperwork is completed before sending your

child(ren) to school. This time is needed to complete the enrollment process, notify the teacher, add a desk etc. Thank you for your understanding.

### **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. This will give ample time to complete the necessary paperwork and to return any school or district owned property, etc. Your cooperation is always greatly appreciated.

### **ADDITIONAL S ERVICES**

Our school psychologist is available part-time at India Hook. Catawba Counseling offers onsite service at India Hook. Please call our counselor for more information.

*Policy*

## **ASSISTING STUDENTS WITH MEDICINES**

Code **JLCD** Issued **7/06**

Purpose: To establish the basic structure for assisting students with medications.

School personnel will not dispense over-the-counter or prescription medications (including aspirin) except as provided below and in administrative rule JLCD-R.

The principal or his/her designee may assist students with oral medications during school hours at the written request of the health care provider and/or parent/guardian. Students who bring medication to school to take during the school day must have written parental permission to take the medicine. All medication must be properly labeled and in its original container. The school district retains the discretion to reject requests for assisting students with medication.

Students must keep all medication brought to school in the school office. The principal will keep the medication in a secured location.

If a school employs a licensed practical nurse (LPN), a registered nurse (RN) must be available on call (by phone, fax, or pager).

#### Individual Health Care Plan (IHP)

The district will provide certain students with special health care needs an individual health care plan. This plan will meet the needs of the student for health monitoring and care during the school day or at school- sponsored events.

In accordance with this plan, the district authorizes the student to self-monitor and self-administer medication as prescribed by the student's health care provider unless there is sufficient evidence that unsupervised self-monitoring or self-medication would seriously jeopardize the safety of the student or others. Except for emergency injections (such as to prevent or control severe allergic reactions), injections, blood monitoring and other uses of sharps will only be done after notification to and in the presence of a school administrator, school nurse or teacher.

The district will grant permission to self-monitor and self-administer medication on a year by year basis based on appropriate written authorization from the parent/legal guardian and the student's health care provider who prescribed the medication.

The district will notify the parent/legal guardian at the beginning of each school year of all available services and rights under this policy pursuant to law.

The parent/legal guardian will sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the pupil and that the parent/legal guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the pupil.

Adopted 5/28/90; Revised 2/25/91, 7/04, 7/24/06

Legal references:

- A. S.C. Code of Laws, 1976, as amended:
  - 1. Section 40-33-70 - Amends law relating to on-site supervision of a nurse.
  - 2. Sections 59-63-80 and 90 – Policy for individual health care plan for certain students.
  - 3. Section 15-78-60 – Immunity from liability for districts and employees.

### **ILLNESS, ACCIDENTS, EMERGENCIES AND MEDICAL CONDITIONS**

If a student becomes ill during class, he/she should inform the teacher. A child will be considered too ill to remain at school if he/she has a temperature or is vomiting. If you wish to be contacted in the event of other symptoms, please let us know. As a general rule of thumb, students should be fever free for 24 hours before returning to school.

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows: Authorized school personnel will administer first aid. If the accident or illness is considered serious, or if the child is uncomfortable, a parent will be called. If we are unable to reach a parent, the school will follow parents' directions on the enrollment card and consent forms to secure an individual to pick up the child, or to secure emergency medical treatment if needed.

Please make certain we are aware of medical and allergic conditions.

**Make sure a contact person can be reached at all times.** When children have been sick the previous night, please check them carefully before sending them to school.

**STUDENTS MUST BE FEVER  
FREE 24 HOURS BEFORE  
THEY CAN RETURN TO  
SCHOOL!**

## **FOOD SERVICE INFORMATION**

### **General Information**

<http://www.rock-hill.k12.sc.us/departments/foodservice.aspx>

❖❖❖❖ **K-5 students MUST have an application on file regardless of their sibling's status. Parents should send money until the applications are processed.** Parents are responsible for any charges students accrue while on paid status. Secondary level students will not be allowed to charge meals. <https://www.schoollunchapp.com/District.aspx>

❖❖❖❖ Students' PIN number will not change this year. This number is unique for that student regardless of the school he/she attends, therefore, if a student has transferred schools, the pin number will transfer with him. We would like to remind teachers that the lines will move much faster if students know their numbers. The use of PIN numbers (no overt identification) is a Federal requirement we must follow.

❖❖❖❖ Parents have the option of making payments on line or monitor their student's account by logging on to <https://www.mealpay.com/>. The student's PIN number is necessary to access this site.

### **GOAL:**

### **CAFETERIA RULES**

The cafeteria at India Hook Elementary will be a safe, clean, and calm environment where staff, students, and visitors interact with respect and courtesy.

As a grade level, a team may decide that the first ten minutes of lunch is quiet time to help students focus on eating a healthy lunch.

### **Be Responsible:**

- ♦♦♦♦ I will get all items needed for my meal before leaving the lunch line.
- ♦♦♦♦ I will walk quietly and directly to my assigned lunch table.
- ♦♦♦♦ I will sit with both feet on the floor.
- ♦♦♦♦ I will clean up after myself.
- ♦♦♦♦ I will stop eating all food before leaving the table.

### **Respect for Yourself and others:**

- ♦♦♦♦ I will keep hands, feet and objects to myself.
- ♦♦♦♦ I will talk in a soft voice only to the students immediately to my left or right or directly across the table from me.
- ♦♦♦♦ I will use appropriate table manners while eating.

### **Maintain Order:**

- ♦♦♦♦ I will **whisper quietly** while waiting in line to get my food.
- ♦♦♦♦ I will **whisper quietly** when lining up to leave the cafeteria.

### **Cooperate with Others:**

- ♦♦♦♦ If an adult asks me to correct a behavior, I will immediately do what is asked of me.
- ♦♦♦♦ I will not speak unkindly to or about others.
- ♦♦♦♦ My topics of conversations will be appropriate.

### **General Responsibilities:**

- ♦♦♦♦ While in the cafeteria, staff will interact positively and respectfully with students.
- ♦♦♦♦ If a student fails to follow a guideline, point out the appropriate behavior the student needs to exhibit in a respectful manner.
- ♦♦♦♦ If a student continues to exhibit inappropriate cafeteria behavior, appropriate consequences will be implemented.

### **Breakfast:**

- ♦♦♦♦ Students will go through the breakfast line when told to do so by an adult.
- ♦♦♦♦ Staff on duty will assist students and supply necessary items.
- ♦♦♦♦ Students will clean tables. Staff on duty will ensure tables are clean before the students exit the cafeteria.

### **Lunch:**

- ◆◆◆◆ Students will not be allowed to leave their place at the lunch table unless it is an emergency.
- ◆◆◆◆ Staff will ensure that students have cleaned all tables before the class departs the cafeteria.
- ◆◆◆◆ Each grade level has established its own level of expectations

## **HOMEWORK**

Homework is an essential part of the learning process in that it provides students with an opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills being taught. Usually one hour is the maximum time a child should spend on homework each day. Those in grades one and two may require less time completing written work at home while those in upper grades may have a few assignments which require a little more time. Also in the lower grades, an adult's signature might be required to validate the night's reading assignment. Homework will generally be assigned Monday through Thursday. Generally, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/ or extensive make-up work. Students are encouraged to read for pleasure daily and may be asked to log such reading on the weekend. It is the teacher's discretion to assign or not assign homework. Homework should never be assigned as punishment.

## **GIFTED AND TALENTED PROGRAM**

Qualifying for gifted talented status can be determined by:

Dimension A – REASONING – Students must score 93th national age percentile on a nationally normed aptitude test. Students may be eligible for placement on the basis of aptitude scores alone if they score 96th national age percentile on the composite score of a nationally normed aptitude test.

Dimension B – ACHIEVEMENT – Students must score 94th national percentile on approved subtests (reading comprehension and/or math concepts and problem solving) on a nationally normed achievement

test, or meeting cut score on English/language arts and/or math on the SC statewide assessment instrument.

Dimension C – ACHIEVEMENT PERFORMANCE - A student must achieve a performance standard of 4 (on a 5 point scale) on verbal or non-verbal performance tasks. Parents of student who have shown high performance or potential for high performance in academic areas may refer their children for evaluation by completing a referral form available from the office at India Hook.

### **TERRIFIC KID**

India Hook recognizes students as *TERRIFIC KIDS* in a partnership with the Kiwanis Club. Teachers select one Terrific Kid per month based on improvement or meeting specific challenges. Because there are only 8 programs per year, it is impossible for every student in a class to be recognized yearly.

### **GUIDANCE SERVICES**

A full-time school counselor focuses on developmental guidance within the classroom on a regular basis, provides consultative services for students, parents, and staff, coordinates efforts between school and community, and counsels individuals or small groups. Appointments can be made with the guidance counselor by calling 985-1602.

### **MEDIA CENTER**

The Media Center is open daily for informal visits by students. Our media specialist will meet with each grade level will visit the library during their assigned semester bi-weekly. We hope your student will visit several times a week. Books not returned by the end of the year must be paid for.

### **PARENT INVOLVEMENT**

In order to create and sustain a safe and civil school, parents and staff must model behavior that reflects our school norms. As a parent, you are welcome in the school anytime, but we expect the following behaviors from parents and all adults in our building. You will receive a copy of the guidelines to sign and return to your child's teacher.

- ❖❖❖❖ Classroom teachers are not to be interrupted during instruction.
- ❖❖❖❖ Children are to remain with their teacher and classmates unless a parent signs them out.
- ❖❖❖❖ Teachers are given the responsibility of caring for your child during the school day.

**Please do everything you can to support their efforts and not undermine them.**

**Examples:**

If a teacher places your child in timeout, do not remove them or join them in their punishment. I know that this is hard, but the teacher has to be able to deal with inappropriate behavior in the classroom or school, and your child needs to learn that there are consequences for his/her actions. **Allow the teacher to handle behavior issues in the classroom and hallways, without intervening.**

If a teacher does something that troubles you, discuss it privately before or after school or during a teacher's planning time. (ALWAYS talk to the teacher and attempt to resolve your differences BEFORE going to the principal. Your children watch how you resolve differences.) Please do not confront your child's teacher in front of other teachers, staff, students, or other adults.

If you are volunteering in the building or happen to be here at the end of the day, please do not go to the classroom and ask that your child leave a few minutes early. The first and last 15 minutes of the school day are crucial. Most teachers spend the last 15 minutes recapping the day's learning and reminding students about homework assignments. We are responsible for your child's safety from the beginning of the day until the end of the day.

**PARENT/TEACHER CONFERENCES**

Communication is an essential part of the educational program. Only when a child feels there is understanding, appreciation and active cooperation between home and school can he/she do his/her best in school. Through conferences, parents and teachers gain a better insight



into the needs, interests, potential and growth, as well as any particular difficulties a student may have.

Teachers, parents or the principal may call for a conference when desired or necessary. Parents may call the school office (985.1600) to set up an appointment.

All teachers have voicemail. Voicemail numbers can be obtained by calling the office or visiting the school website for details. Staff members will return calls after 2:30 pm. <https://www.rock-hill.k12.sc.us/Domain/14>

### **COMMUNICATION**

**Look for the Communication Day folder on Wednesday** when all notices, work samples, newsletters, announcements, etc. are sent home with your child. The office will send out an electronic communication weekly by email. Make sure we have your email address and your child's teacher has that address also.

**All classroom teachers will communicate with parents through weekly newsletters.**

**This will be sent electronically.**

**Please make sure your child's teacher has your email address.**

**Paper copies can be provided if you do not have Internet access.**  
Automated calls are sent periodically.

Call the school (985.1600) to talk with your child's teachers, the counselor, or the principal whenever you have questions. While they may not be available immediately, they will return your call within 24 hours.

### **PARENT TEACHER ORGANIZATION**

India Hook's PTO provides an excellent opportunity for establishing better communications between parents/teachers and to help in

understanding the activities, opportunities, and programs for learning. This is one of the best ways for parents to learn about school life. We invite you to join our PTO.

### **SCHOOL IMPROVEMENT COUNCIL**

The School Improvement Council is composed of elected parents, teachers and community members that strive to improve the educational programs and school climate of our school. You are encouraged to get involved as a member. Please contact the school for more details and/or to let them know you would like to be a member. Elections are held during the month of August to elect the year's council.

## **FAST FACTS 2017--2018 School Food Services**

### **Meal Prices**

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Meals may be paid for at the cash register or parents may put money into their child's lunch/breakfast account at [www.mealspayplus.com](http://www.mealspayplus.com)

### **Free & Reduced Price Meal Applications**

All schools will receive copies of the 2019-2020 school year applications prior to school starting. Schools must only use the current applications as some information has changed on the application from last year.

Parents may apply for benefits online from the link on the food service district web page.

Applying online is the fastest method of approval.

[www.school lunchapp.com](http://www.school lunchapp.com)

Direct certification notices will be sent to all schools for distribution to parents. If a child is "direct certified", no application is needed.

**\*\*** All students will remain at their current status they ended with last school year for the first 10 days of school, unless a new application is received, changing their status. Family applications are still in use and encouraged.

**Please read and discuss the information in  
this Handbook with your child.**

**Thank you for being an active member of the  
India Hook Elementary School Family. We  
know this will be an exciting year of learning  
for all of us!**

**\*\*\*\*\*Information in this handbook is accurate as of  
press time. Information may change as  
school/district policies / guidelines / procedures are  
changed and updated.\*\*\*\*\***

## **udent Handbook Signature Page**

**Please sign and return this form to your child's teacher by August 30,  
2019**

**I have read and understand the  
guidelines and rules of India Hook  
Elementary School and Rock Hill  
Schools.**

**Student Signature:\_\_\_\_\_**

**Teacher's Name:\_\_\_\_\_**

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_