

# CASTLE HEIGHTS MIDDLE SCHOOL

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## KNIGHTS - ARMOR UP!

### PARENT/STUDENT HANDBOOK 2024-2025

The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. *While every effort has been made to ensure the accuracy of this handbook, changes in law, policy, procedures and/or practices may require adjustments in content after publication. Students remain responsible for knowing and following updates and changes in policy, procedures, and practices.*

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#### PARENT INVOLVEMENT

Castle Heights needs the cooperation of every parent to ensure the success of every student. Parents, please get involved, be involved, and stay involved!

Parent/guardian visitors are very welcome at Castle Heights. You do not need to notify us in advance when you plan a visit, but for security reasons it is required that you stop by the front desk for identification purposes and to sign in. You must have a state-issued picture identification card, such as a driver's license, to sign in. Older brothers and sisters and other non-custodial relatives must be accompanied by a parent and have special permission from the principal to visit during the school day. Unfortunately, we cannot allow small children or infants in the classroom, nor do we allow high school siblings to visit at lunch or during the day. All parents are welcome, but we do require that if you visit, that you:

- Come dressed appropriately for school in clothes that do not distract from instruction.
- Do not plan to conference with the teachers during class time

- Do not talk on cell phones in the classroom or take part in any activity that will distract from instruction. As welcome as visitors are, the school does reserve the right to limit the frequency and/or duration of visits.

We welcome volunteers to Castle Heights. Please fill out a volunteer form at the start of the year so we can recognize your contributions.

**PTO and School Improvement Council:** Parents are urged to join the PTO. The PTO is involved in several school events and projects during the school year, and new members are always welcome. The School Improvement Council is another way for parents to become involved. Parents on the council, some elected by other parents and others volunteering to serve on the council, meet as an advisory board to the principal.

**Working Together for Student Success:** The school wants to work with parents and community members to ensure the success of students. Please join us for Open House, parent orientation sessions, Learn with Me Parent Night, Heritage Festival community night, and other events held to promote communication between school and home.

**Administration:** Cynthia Robinson is the principal of Castle Heights. In addition, there are three assistant principals, one assigned to each grade level, to assist with parent communication, and student achievement and supervision. All the administrators at Castle Heights welcome your suggestions, comments, and concerns. If your child has a concern, contact the assistant principal assigned to that grade. If you are unable to do so or if you feel that the situation has not been resolved, please communicate with Ms. Robinson. It is important to us that parents feel their involvement is a vital part of their children's success at school.

**Assistant Principals for each grade:**

6<sup>th</sup> grade Will Tonks

7<sup>th</sup> grade Susan McNally

8<sup>th</sup> Chip Newton

**Counselors:** Castle Heights is fortunate to have three qualified counselors who serve students at each grade level. A counselor is assigned to each grade level. The counselor serves the students through individual and group counseling, assistance with course selections, assisting with the Knight Time program, and many other services. Parents wishing to discuss their children's progress may contact teachers directly to set up conferences or call the counselor for the student's grade level to set up an appointment.

**Counselors for each grade:**

6<sup>th</sup> grade Thelma White

7<sup>th</sup> grade Jennifer Massey

8<sup>th</sup> grade Melissa Rowell

**Library:** The library is available for students to return or check out books or to use other library resources. The librarian is available and willing to assist students during their time in the library. In addition, the librarian creates library class time for students to create interest in reading for recreation or topics being studied. Elisa Hedgpath serves as our librarian.

**Resource Officer:** The Sheriff's Department officer assigned to the school is here to assist students and staff, as well as to provide students an opportunity to become familiar with a member of law enforcement. Deputy Tonya Bennett serves as Castle Heights' school resource officer.

**Cafeteria Manager:** The manager of the cafeteria not only organizes the serving of meals for three lunch periods, but she is also available to help set up payment accounts and to explain about the nutritional value of the program. Charmica Harris is the CHMS cafeteria manager.

**Front Desk/Administrative Support**

Wanda Canty – Registrar  
Lisa Harrington – Administrative Assistant  
Christy Faulkenberry – Receptionist  
Jessica Dawkins – Bookkeeper  
Summer Shaver – Attendance

## **SCHOOL FEES/EXPENSES AND SUPPLIES**

Please be aware that students owing fines are not eligible to participate in extracurricular athletics, clubs, or field trips throughout the school year.

Athletic Fee----\$60 per school year for eligibility for athletic team membership

School supplies---Please check with your child's teacher regarding needed supplies.

Information about the \$20 technology usage fee is in the Technology Distribution section below.

Students may purchase school photos in the fall. There are also occasional small fees if students wish to participate in events such as school dances.

**Textbook Information** Students may be issued textbooks at the beginning of the year. They are responsible for the cost of any books not returned. Failure to pay outstanding textbook losses, library fines, or lost athletic equipment fees will result in a student being ineligible for participation in extracurricular or other activities such as athletics, overnight field trips, or other activities. This is not the situation the school wants for your child, but as we are responsible to the state for the cost of the books. Students must be responsible for the good care and formal return of the textbooks that they use. If your child withdraws from school during the year, please be sure you have notified the office and all textbooks have been returned.

### **Laptop Distribution for Students**

During the school year, laptops will be available for use by students. Students will be assigned an individual laptop, charger and carrying case for use at school. Laptops are always in the carrying case.

- Parents should view online (found on district website) a parent orientation session (which is recommended for all parents and required if you have not attended a session in previous years)
- A \$20 technology usage fee which covers the cost of repairs to damaged laptops and replacement for stolen or missing laptops is charged for all students. (The coverage does have limits---this information is covered in the parent orientation sessions and in the Personal Mobile Computing Guide distributed to each parent who attends the orientation session or available upon request.

Students will have a required orientation session before the devices are distributed. Students must meet the guidelines of good digital citizenship, student safety, and effective use technology during the school day to avoid disciplinary consequences. The laptops have been restricted so that they are most effective for student use.

Although it is not our goal to disallow the use of a device that may serve as a support to learning and to academic achievement, it may be necessary to remove a device from a student's use while an incident is being investigated or until the issue of a student's serious or repeated violation is resolved.

The Personal Mobile Computing Guide has a great deal of information about the use of technology in our schools. A copy is available from the school.

The list of technology offenses from the guide include:

- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Unauthorized recording of audio or video images on school property or during extracurricular activities with district or personally owned devices
- Downloading inappropriate applications
- Giving out personal information over the Internet
- Bypassing the RH Schools web filter
- Action violating school policy or public law
- Deleting district system applications and/or changing of device settings
- Sending transmitting, accessing, uploading, downloading, or distributing obscene offensive, profane, threatening, pornographic, or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports, or any student work
- Spamming (disruptive email or messages)
- Gaining access to another student's accounts, file, and/or data
- Use of the school's Internet or email accounts for financial or commercial gain or any illegal activity
- Vandalism (malicious attempt to harm or destroy district owned materials)
- Transmission of any offensive or threatening material intended to harass or demean

### **VIOLATIONS INVOLVING TECHNOLOGY DEVICES**

The consequences under the Rock Hill School District policy are:

1<sup>st</sup> Offense (or an accumulation of minor offenses) Student receives a warning from the assistant principal depending upon severity of offense.

2<sup>nd</sup> Offense---Student will serve one day of BIP depending upon the severity of the offense.

3<sup>rd</sup> Offense---Student will serve 2 days of BIP depending upon the severity of the offense.

Violation of this policy greater than 3 offenses is considered an act of defiance. The student will be assigned appropriate disciplinary consequences based on his/her personal cumulative disciplinary history.

- Less serious and/or initial infractions (use without permission, gaming, use of social media, not bringing device to school) will be addressed in our school Code of Conduct.

### **Cell Phones**

No cell phones after 8:15 AM. Phones will remain in lockers between 8:15 am – 3:15 pm. Students will have access to school phones in case of an emergency. Students should receive a verbal warning for the first cell phone violation.

## **ACADEMIC INFORMATION**

### **Team Identification**

Students in grade six through eight are scheduled into two or four-teacher teams for the core content areas--- language arts, math, science, and social studies. The team consists of students and teachers who occupy an assigned area of the grade level hallway, who have a recognized and consistent set of guidelines for discipline and instruction, and who enjoy team activities and communication.

### **Related Arts**

Sixth grade students, except those who are taking full-year music classes, are scheduled into an exploratory wheel of classes of rotating elective classes. Seventh and eighth graders select semester or year-long electives. A student in any grade may be assigned to an academic assistance program instead of an elective.

### **Enrichment**

Every student takes part Monday through Friday in an extra period known as Enrichment, which includes academic assistance or enrichment beyond what has been learned in class. The Enrichment groups are fluid and change as needed to best serve our students and address their needs.

### **Assessments**

Report cards are issued every nine weeks. Parents will receive a progress report every 4-1/2 week. Parents will be reminded when to expect the progress reports---please call us if you have any questions! Parents may also check academic progress online through Canvas, our learning management system. Student assignments and graded work will also be available to parents. Please call your child's counselor if you are unfamiliar with this system; you may come into the school to sign up for this grade information service.

During the school year, all grades will have their reading and math skills tested using the MAP computer testing program. The test results will be used to identify and focus on student academic needs. At the end of each school year all students take a state standardized test in each of the four core content areas. These tests determine each student's grade level competence and may be used to determine promotion or retention from one grade to another.

At the end of the year, Algebra 1 students will take a state standardized End-of-Course test. Spanish students in the 8<sup>th</sup> grade will take an end-of-course test to move into Spanish II at the high school level. Students in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> may take cumulative tests at the end of each grading period or semester.

### **Encouraging Reading**

All students are expected to maintain a reading log during the school year, and 10 books are the minimum number expected for each student. Our goal is a successful academic year for every child. Castle Heights also has a summer reading differentiated reading recommendation list.

## **Rock Hill Schools Middle School Grading Procedures**

### **Promotion and Retention**

Per Rock Hill School Board of Trustees Policy IKE and IKE-R (Promotion, Retention, and Acceleration of Students), during the three years of middle school, students are required to satisfactorily complete the following core classes with a 60 percent ("D") or higher final grade:

- three classes of language arts
- three classes of mathematics
- three classes of social studies
- three classes of science

Students who do not earn a passing grade during the school year in each core subject may be promoted to the next grade by satisfactorily completing a required summer school program. Failure to complete the required summer school or other school-based intervention will result in the student's retention in that grade level.

A conference with the parent/legal guardian and a letter documenting the retention recommendation will be sent home if retention becomes necessary.

### **General Middle School Grading Guidelines for Students and Families**

Rock Hill Schools grading guidelines are designed to ensure all students in the district are evaluated using a consistent, fair, and equitable grading system across classrooms and schools. Grading procedures in Rock Hill Schools reflect the following beliefs:

- Grades should reflect student proficiency on grade level standards and competencies, as well as clear learning targets.
- Grades should be balanced and reflect quality over quantity.
- Feedback is critical to student learning and grades alone are not a sufficient form of feedback.

Major assignments and assessments make up 60% of a student's final quarter grade. Minor assignments and assessments make up 40% of a student's final quarter grade.

The purpose of homework is to provide students independent practice on skills or previously taught content. When homework is assigned, teachers should consider students' instructional levels and ensure homework is purposeful. At the middle school level, homework is not graded. Teachers will reward students for homework completion, but not penalize them.

Per district policy, all high school credit-bearing courses in middle school (including Algebra 1, English 1, Spanish 1, and Discovering Computer Science) will give a final exam at the end of the full course which counts 20% of a student's overall grade in the course.

The classroom teacher will give students details about the number and type of assignments and assessments, and how students and families may access information about course grades.

Students and families should contact the classroom teacher with any questions or concerns about grades.

### **Re-teaching/Reassessment**

This policy applies to major assessments or assignments only.

The goal of retaking tests or assessments in middle school is for students to obtain and demonstrate mastery of course content. Students will be provided an opportunity for reassessments only after reteaching. Re-teaching occurs when the teacher or student determines that the student is not meeting learning goals. Re-teaching can occur with a teacher's face-to-face instruction, computer-based instruction, or additional practice opportunities at home.

Reassessment opportunities are only available to students that score below an 75. If a student wishes to retake a major assignment, he/she will have five days from when the initial score is posted in Canvas to request the reassessment from his/her teacher. Students offered the opportunity to retake an assessment must complete it by a date communicated by the teacher. The following assessments/tasks indicate a final measure of learning and may not be reassessed:

- End of course or semester exam;
- An assessment that ends an instructional period such as cumulative  
\*Benchmark or midterm exam;
- Final research paper, report, or essay; or
- Culminating project or performance.

When reassessment is offered, students scoring below the standard will have one opportunity to retake for a maximum grade of 75. In middle schools, this rule applies to all courses, including those taken for high school credit.

## Make-Up Work

No late penalty is assessed if the graded assignment is due to a lawful absence. It is the student's responsibility to contact their teachers about make-up work upon return to school and within three days of return at maximum. The number of days allowed to submit late work is equal to the number of days the student was absent plus one additional day. If the student has prior knowledge of the assignment, he/she is responsible for making up the assignment immediately upon return unless arrangements have been made with the teacher. Parents and students may also access Canvas from the school's home page. Canvas provides access to class work and assignments and due dates via the calendar. Students may ask teachers questions through their inbox.

## Academic Honesty

All middle school students are expected to maintain academic honesty in their schoolwork and learning. Grades – in part – reflect academic honesty and learning. When a student becomes involved in cheating (including plagiarism or any behavior which could invalidate a graded assignment) the first time in each class, the student will be assigned a grade of 50 on that work by the teacher. At the principal's discretion, the student may be allowed to retake/redo the assignment up to a maximum score of 75. A second offense will result in a zero on the assignment and disciplinary action.

Behavior that could invalidate a graded assignment includes giving or receiving help on work that should be individual or completed without assistance from others or the internet. If a student is charged with cheating, the teacher will notify parents of the incident and a referral will be filed with the appropriate assistant principal. In any instance where a student is found to have engaged in academic dishonesty or cheating, the student and parents/legal guardians may appeal to the school administration.

## GRADING POLICY

The grading scale for Castle Heights is as follows:

|   |   |
|---|---|
| A | 90-100  |
| B | 80-89   |
| C | 70-79   |
| D | 60-69   |
| F | 59 and below                                  |
| I | Incomplete; work not completed for the course |

Progress reports are sent home every 4-1/2 week, and report cards are issued every nine weeks.

## Student Attendance

South Carolina Code of Laws 59-65-50 and South Carolina Board of Education Regulations require that students attend school 180 days. Lawful excuses include illness, death in the family, or a recognized religious holiday. **Castle Heights expects that all students will attend school every day except for the above three reasons.** Parents are expected to cooperate and comply with this requirement.

Attendance is a crucial factor for academic success. Students who have excessive absences may be retained if credit is not earned, and parents and students can be referred to Family Court. We would like to avoid this whenever necessary--be sure that your child is attending school!

Eighth grade students who are taking English, foreign language, or algebra for credit may not miss any more than a limited number of days of class or credit for the course will be denied.

Students should be on time for school. The warning bell sounds at 8:05 am and students should be in class by 8:15 am.

Parents will not be allowed to sign students out of school after 2:50 pm. Students are encouraged to remain in school until the end of the day to avoid missing teacher instruction.

## **MIDDLE SCHOOL ATTENDANCE GUIDELINES**

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, this absence will be unexcused. The maximum number of days that will be recorded as lawfully excused absences with parent notes will be five.

A tardy is only excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

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

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice, etc.).
- There is a recognized religious holiday of their faith.
- Activities approved in advance by the principal.
- The student is suspended from school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
- Absences associated with Covid-19.

### Students will be considered unlawfully absent when:

- Willfully absent from school without the knowledge of their parent or guardian.
- Absent without acceptable cause with the knowledge of their parent or guardian.
- Sports, sporting events, family vacations, or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

### Documentation for All Absences

- All students are to provide official documentation for any absence from the home school.
- A written excuse (signed by a parent/guardian) OR a medical excuse should be provided within three days after returning to school.
- Documentation may also be submitted electronically by using the email link located on each School's website under Quick Links or submitted directly to the home school Attendance Office.

### Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact you and your child for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. Students who exceed the maximum number of absences allowed may be referred to the Family Court for truancy if under the age of seventeen.

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



1. Shirts must have a collar and sleeves. Shirts can be any solid color. Styles of shirts include golf shirts, button-down shirts, or blouses. (Knit tops without buttons or low-cut in front are not acceptable.) Shirts must be long enough to be tucked in and have buttons. A solid color long-sleeved t-shirt may be worn under the collared shirt for warmth. Visible long-sleeved thermal underwear or chemises are not appropriate. Castle Heights swag (t-shirts...academic, team, fine arts, athletic) may be worn with appropriate dress code bottoms.

2. Pants, skirts, shorts, capris, and skorts must be solid black, grey, navy, or khaki. Wind pants, sweatpants, blue denim jeans, corduroy material, or athletic/biker's shorts are not permitted. Leggings are not acceptable except under dresses or skirts. Dresses or jumpers which meet the dress code standards are also allowed. All dresses, skirts, shorts, and skorts should be worn no shorter than four inches from the knee.

3. All pants, skirts, and shorts must be worn at the waist. (Low-rise trousers or pants are not appropriate.)

4. **Solid** color sweatshirts, hoodies, sweaters, or vests may be worn over a collared shirt. Heavy/Outdoor Style coats may not be worn inside the building. Students may also wear their Castle Heights jacket/hoodie in the building during the school day. Due to safety concerns, students should not place hoodies on their heads in the building.

5. As stated, heavy or bulky outerwear (coats and jackets) should be in lockers during class. If students are headed to outside lunch, all coats and jackets must be carried and put on when they get outside. Students should place these items back in their lockers upon return.

6. Caps, hats, and sunglasses may not be worn in the building during the school day. Headgear such as stocking caps and bandanas are not permitted for male or female students. No hair rollers, picks, or combs are allowed in the hair while in school.

7. For safety reasons, shoes such as bedroom shoes, shower shoes, and those with spiked or very high heels should not be worn. We suggest that shoes, including sandals, have a back or heel strap that secures the foot. Be mindful that plastic shoes, such as Crocs, pose a safety hazard on rainy days.

8. Clothing should be worn with appropriate underclothing, and undergarments should not be visible. Clothing must be size appropriate.

9. Students should avoid clothing, hairstyle, or personal appearance that disrupts the instructional process.

If necessary, the administrative staff will meet to approve any attire not covered by the dress code. The principal reserves the right to waive these rules for special days, events, and occasions as predetermined and adequately communicated to students, parents/guardians, and staff. District board policy states the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress codes is left to the administration.

## **CHMS Code of Conduct**

The students at Castle Heights Middle School are expected to meet the expectations of courtesy, honesty, and appropriate behavior set for them by their parents and teachers. The **District and School Code of Conduct** exists to outline the unacceptable behavior and the consequences which may result from it. Castle Heights Middle School students are expected to exercise the highest standards of respect, manners, courtesy, sportsmanship, and self-discipline. The following are expectations of students while in attendance at Castle Heights Middle School:

To ensure consistency in handling student misbehavior the Code of Conduct will be enforced by the teachers and administrators of this school.

The rules are effective during the following times and in the following places:

- in route to and from school on a school bus or other school vehicle or at an official school bus stop
- on the school grounds before, during, and 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

## **INTERVENTION LEVEL**

Teachers or staff members will use interventions prior to addressing infractions. These interventions may include:

- verbal warning
- communication with parents or guardians
- change in seat assignment
- "time-out" in another classroom
- student/parent conferences with the team or individual teachers
- guidance referrals

The staff at Castle Heights prefers to use the interventions above prior to student behavior moving to one of the levels described below and the consequences that follow. It is a staff member's determination as to when interventions are appropriate and effective.

## **LEVEL I**

For each of the following infractions the student may be assigned one (1) day of lunch detention/working lunch which will be served the following day. The parents will be informed in writing for the first and second lunch detention. For the third lunch detention a phone call will also be made.

Students are expected to report directly to lunch detention at the beginning of the lunch period and will not be allowed to use the vending machines.

- A. Gum chewing in PE, music classes, and computer labs. (The principal may determine a time when chewing gum may not be allowed at all within the building. This determination depends on the cleanliness of the school, whether gum is being disposed of properly, and responsible gum use. A teacher may determine the same for the classroom when a health or safety issue exists.)
- B. Third and subsequent tardies to class without a valid pass

- C. Running in the hallways
- D. Noise that disrupts the learning environment
- E. Major inattention in class
- F. Being in an unauthorized area not indicated on the hall pass such as the vending area, health room, or guidance office
- G. Sharing a locker with another student or not properly securing their locker.
- H. Eating, drinking (other than water) or possessing food in the building other than in the cafeteria.
- I. Disruption of class
  - 1. Talking out during instruction time without permission
  - 2. Out of seat without permission
  - 3. Making noises in class as to disrupt teacher and others
  - 4. Unauthorized handling of other's property (where theft does not occur)
- J. Inappropriate/obscene language, comments or gestures not directed at a specific person
- K. Book bags, backpacks or purses in class except for 6<sup>th</sup> and 7<sup>th</sup> period related arts classes
- L. Technology violation (use of device without classroom direction, gaming, unauthorized use of the internet)

Cell Phones – No cell phones after 8:15 am. Phones will remain in lockers between 8:15 am – 3:15 pm. Students will have access to school phones in case of an emergency. Students should receive a verbal warning for the first cell phone violation.

## **LEVEL II**

For each of the following infractions the student may be assigned two (2) days of lunch detention which will be served the following two days. The parents will be informed in writing for the first and second lunch detention. For the third lunch detention a phone call will also be made. Students are expected to report directly to lunch detention at the beginning of the lunch period and will not be allowed to use the vending machines.

- A. Minor acts of public display of affection
- B. Horse Play
- C. Minor acts of school vandalism
- D. Name-calling, harassment, or slander of another student (initial offense)
- E. Repeated disruption of class

**\*\* ACCUMULATION OF CONSEQUENCES FOR LEVEL I & II VIOLATIONS WILL START OVER WITH EACH SEMESTER.**

## **LEVEL III**

Disruptive Conduct at Level III is defined as those student behaviors which are disruptive or directed against another person or property. Disciplinary action to be taken may involve assignment to the Behavior Intervention Program (BIP). Acts of Disruptive Conduct Level III may include but are not limited to:

- A. Mishandling of school issued technology device.
- B. Repeated unauthorized sale of items (other than drugs or alcohol)
- C. Forging or falsifying a signature on a school document

- D. Leaving the classroom without permission or skipping class
- E. Intentionally hitting/kicking/pushing another student
- F. Instigating or encouraging a fight among others
- G. Interfering with the response of a school official to an incident or situation
- H. Vandalism/destruction of property, including throwing of any object which results in property damage, with monetary damages (Monetary restitution is also required.)
- I. Blatant defiance of authority, willful refusal to do as instructed by a staff member, or disrespectful manner or tone to teachers or staff
- J. Confronting others as to create a disruptive environment
- K. Verbal altercations between students
- L. On-going or repeated incidents of threats, intimidation, cultural slurs, bullying of others/ongoing name-calling, or verbal/cyber harassment
- M. Academic dishonesty/Cheating

Based on the severity of the offense, the teacher may refer any Level III to administration or to the counselor. Repeated violations of Level III may result in OSS. A team referral to BIP must involve all teachers on the team. If a student is assigned to BIP, the grade level team will meet with the student and conference with them about his/her conduct. Notification will be made to the legal guardian by phone. If the teacher is unable to reach the guardian by phone (with reasonable documented attempts) written notification will be mailed.

**\*\* LEVEL III VIOLATIONS WILL BE CUMMULATIVE FOR THE YEAR.**

#### **LEVEL IV**

Disciplinary action to be taken will involve an office referral and may involve out-of-school suspension (OSS). Some instances of Disruptive Conduct Level IV may overlap certain criminal offenses, justifying both administrative consequences and involvement of the resource officer. Acts of Disruptive Conduct Level IV may include but are not limited to:

- A. Fighting (The punishment for fighting shall be determined by the administration based upon the severity and intensity of the fight, and upon the cooperation of those involved. In an extreme case, for example, expulsion might be recommended on the first offense.)
- B. Theft from staff members or other students (circumstances to be determined by administrators)
- C. Leaving school grounds without permission
- D. Initial possession/use of tobacco products or paraphernalia.  
Initial possession/use of prescription or illegal drugs, drug paraphernalia, or alcohol
- E. Sexual harassment/Inappropriate sexual contact (verbal or physical)  
Use of inappropriate/obscene language, or inappropriate/obscene comments or gestures toward a student, faculty member, administrator or other adult.
- F. Any display of gang writing, symbols, gestures or actions  
Repeated instances of cultural slurs
- G. Throwing of any object/horseplay/shoving or pushing which results in injury to another person  
Use of a laser or any other potentially harmful device used to disrupt class or harm another
- H. Disruptive or noncompliant behavior in BIP.

Third and subsequent violations of Level III.

- I. Viewing and searching pornographic or obscene material on a school issued technology device (Including while at school and off campus)
- J. Unauthorized recording and posting of students, staff, and capturing images without personal consent.
- K. Any behaviors that are deemed to disrupt the school environment
- L. Any inappropriate use of a school device on or off school grounds.

Minimal disciplinary actions to be taken for Level IV violations:

1 to 5 days of out-of-school suspension. Repeated or severe violations may result in a recommendation for the alternative program, RAVEN Academy or expulsion. The above guidelines outline the minimum consequences to be given. School administration reserves the right to increase the severity of consequences as deemed necessary to address discipline issues and ensure the safety and well-being of all students. If a student is suspended a second time, a conference will be required before they can return to school. This conference may be held with the team teachers, guidance counselor, home-school worker and/or assistant principal.

A student may not attend any school function within the school District or trespass on any School District property or ride on any school bus while under suspension or expulsion or during the appeal process.

LEVEL IV VIOLATIONS ARE CUMULATIVE FOR THE YEAR.

## **LEVEL V CRIMINAL CONDUCT**

1. Criminal Conduct is defined as student behaviors which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in school. These activities usually require administrative action resulting in the student's immediate removal from the school, the intervention of law enforcement authorities and/or recommendation for expulsion.
2. Criminal conduct may include, but is not limited to:
  - A. Arson
  - B. Assault and Battery
  - C. Bomb threat
  - D. Extortion
  - E. False fire alarms
  - F. Repeated offense of possession of alcohol
  - G. Distributing or selling of unauthorized substances such as alcohol
  - H. Distributing or selling of unauthorized substances such as pornography
  - I. Furnishing, selling or possession of controlled substances (drugs, narcotics, or poisons)
  - J. Possession, use or transfer of dangerous weapons
  - K. Possession/use of fireworks or explosive devices

L. Failure to report knowledge of weapons or explosive devices to school authorities

M. Sexual offenses

N. Theft, possession of or sale of stolen property

O. Vandalism (greater than \$50)

P. Rioting or lynching

Q. Knowingly and willfully delivering or conveying to a public official, teacher or principal any letter, document, etc., which contains a threat of death or bodily harm to that person or a member of the person's immediate family.

R. Ongoing harassment and/or bullying of another student after intervention

3. Minimal disciplinary action to be applied in case of criminal conduct may include, but is not limited to:

- Out-of-school suspension
- Assignment to alternative program
- Expulsion
- Restitution of property and damages, where appropriate
- Other sanctions as deemed necessary

Pursuant to State Law, persons entering school property are deemed to have consented to search of their person and property. (ACT 373 of 1994) School administrators will contact law enforcement authorities immediately upon notice that a person is engaging 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.

LEVEL V MAJOR VIOLATIONS ARE CUMULATIVE FOR THE YEAR.

At all levels, administrators reserve the right to apply more severe consequences dependent upon the circumstances.

## **Vaping Education/Consequences**

Middle & High School

### 1st Offense

- School Consequences – 2 days of ISS
- Parent contact
- Successful completion (score of 100 on each of the four modules) of on-line vaping course (to be taken while in ISS). To access the link, contact Alison Hurayt, Prevention Specialist, at [ahurayt@keystoneyork.org](mailto:ahurayt@keystoneyork.org) or 803-323-6384
- Charges filed by RHPD or YCSO if on-line vaping course is not successfully completed

### 2nd Offense

- School Consequences – up to 2 days OSS
- Parent meeting
- Behavior contract (signed by parent and student) to include vaping cessation expectations
- Referral to a 2-hour F2F vaping cessation course at a central location
  - o Location to be determined

o Schedule of course availability to be determined

- Charges filed by RHPD or YCSO if F2F vaping cessation course is not successfully completed

### 3rd Offense

- School Consequences – up to 3 days OSS
  - Parent Meeting
  - Review of behavior contract with student/parent. Revise as needed.
  - Referral to individual counseling with Keystone using the following link:  
[https://forms.office.com/pages/responsepage.aspx?id=xCxS\\_LhzHUur1oGWIV4dRIoL2Mm91HBGjo9Ya9VNG4hUNDILWFZCVEVNUVZRNEtLSIizTkVZQ0FSTy4u](https://forms.office.com/pages/responsepage.aspx?id=xCxS_LhzHUur1oGWIV4dRIoL2Mm91HBGjo9Ya9VNG4hUNDILWFZCVEVNUVZRNEtLSIizTkVZQ0FSTy4u)
  - Charges/Fines by RHPD or YCSO if individual counseling is not successfully completed
- Subsequent Offenses may shift to “insubordination” or “refusal to comply with school rules”, etc.  
Consequences should be provided accordingly.

Vapes that contain THC, or any other illegal substance are to continue to be disciplined per the Code of Conduct for drug possession, under the influence, and/or distribution, as applicable.

Administration is encouraged to focus on education and prevention through the health curriculum, student-led anti-vaping campaigns, PSAs on daily news shows, etc. Board policies that support mandatory enrollment in a tobacco prevention education program:

- GEBD – Tobacco Free Workplace [https://boardpolicyonline.com/?b=york3\\_rock\\_hill&s=275582](https://boardpolicyonline.com/?b=york3_rock_hill&s=275582)
- JICG –Tobacco Use by Students [https://boardpolicyonline.com/?b=york3\\_rock\\_hill&s=275741](https://boardpolicyonline.com/?b=york3_rock_hill&s=275741)
- JICG-R [https://boardpolicyonline.com/?b=york3\\_rock\\_hill&s=275742](https://boardpolicyonline.com/?b=york3_rock_hill&s=275742)
- ADC – Tobacco Free School District [https://boardpolicyonline.com/?b=york3\\_rock\\_hill&s=275446](https://boardpolicyonline.com/?b=york3_rock_hill&s=275446)

## **LUNCH PROCEDURES**

Parents are not allowed to bring outside food into the building. Parents who wish to eat lunch with their child will be provided with a place other than the cafeteria to eat. Parents may not bring food to share with other students.

### **Travel To and From the Cafeteria:**

1. Follow hallway guidelines.
2. Use the route to and from the cafeteria designated by your teacher.
3. No food may be taken back into the hallway from the vending machines or from the cafeteria. Food may not be “saved for later.” Vending machines use is not allowed in the mornings.

### **In the Cafeteria:**

1. Stand in line quietly; no cutting in line. (Those who cut and those who allow cutting will be sent to the back of the line.)
2. Take only the food you have paid for.
3. Use a conversational tone of voice in the cafeteria.
4. No horseplay or running in the cafeteria.
5. If you wish to use the restroom, use it before going outside. Students will not be allowed back into the cafeteria or hallway for the last 10 minutes of lunch.

### **Vending Machines**

1. Stay in an orderly line at the vending machines. Students may not cut in line. (Those who cut and those who allow cutting will go to the back of the line.)

2. Vending machines may be used only at lunch.

**Outside Area:**

1. The grade level assistant principal or counselor or a teacher will indicate when students may go from the cafeteria to the outside area. Tables must be clear of all trash.
2. Students may walk the area, play basketball or four square. Participation is for all, and a game may not be "closed" to others.
3. If a student is not playing basketball, he/she may not be on the court.
4. When the whistle is blown to return to the building, games should immediately be stopped, and balls given up for collection.
5. Fair play and courteous participation are expected of all our students.
6. A quick and calm return to the building is expected.

**Bus Procedures****State 59-67-240. Duties and Powers of School Bus Drivers**

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

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

**While riding the bus**

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Please do as the driver asks. If you have a complaint, contact your principal.
2. Seats can be assigned or re-assigned upon a moment's notice by the driver or principal.
3. Do not sit on books or bookbag; hold them in your lap. Keep the aisles clear.
4. Passengers should be seated immediately and remain seated while the bus is in motion. If it is necessary to stand, be sure to hold onto the back of a seat.
5. Never extend your arms, legs, or head out of the bus.
6. Refrain from talking to the driver except in emergencies.
7. Do not tamper with the emergency door, fire extinguishers, 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 authorized person should remove first aid equipment.
10. Passengers are not permitted to open bus windows.
11. Passengers must not fight, scuffle on the bus, or create any loud disturbances.
12. Passengers must not shout on the bus.
13. Wastepaper, gum wrappers, etc., should not be thrown on the floor. Place trash in the receptacle provided near the entrance of 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. Proper school dress code is enforced.

\*Parents will receive a detailed pamphlet titled Student Transportation Regulations.

### **Student Activities**

Usually, the more involved a student can be in school activities, the more successful the student's school experience can be. The school strives to provide a wide range of activities at Castle Heights including athletics and other activities.

Seventh and eighth grade students are eligible to participate in sports. Unfortunately, the High School League prohibits the involvement of sixth graders in inter-scholastic sports, but the school does attempt to provide several activities for all students.

Fall Sports- Football, Volleyball, Cheer

Winter Sports-Basketball, Wrestling, Cheer

Spring Sports- Softball, Track

Students are encouraged to participate in activities such as Step Team, Heart n Sole, Academic Challenge, Math Counts, Student Advisory Board, Fellowship of Christian Athletes, yearbook staff, various mentoring groups, Beta Club, intramural teams, and other clubs or groups. Often students who share an interest will approach a staff member to sponsor a group, and they are encouraged to do so.

### **Student Incentives**

When students follow the guidelines for dress and behavior at school, they will experience progress in academic achievement. To encourage and reward this behavior, Castle Heights has several school-wide incentive programs.

**Attendance Incentives** Students are required to attend school 180 days a year. To encourage good attendance, students will be periodically rewarded for good attendance during the week, month, or semester. Students who have a perfect attendance record for the entire year receive a certificate during the summer.

**Positive Behavior Intervention System (PBIS)** Castle Heights PBIS school-wide program is ARMOR. It stands for accountable, reliable, motivated, observant, and rational. Students earn stickers daily for displaying ARMOR character traits. Students who earn stickers may cash them in for weekly and quarterly incentives.

**Academic Recognitions** We are extremely proud of our students. Academic Recognition will occur every quarter where students will be recognized for academic achievement in core and elective classes and the ARMOR character traits.

## **SAFETY AND SECURITY**

**Student supervision before and after school** Students should be dropped off no earlier than 7:45 am in the morning as supervision of students does not begin until that time. The end of the middle school day is 3:15 pm. Students should be picked up no later than 3:30 pm. In the event your child needs to be picked up early, please do so before 2:50 pm.

Students should be picked up no later than 10 minutes after the end of an athletic event or other school events in the evenings. Repeated failures to be picked up in a timely manner after evening events may result in a child being temporarily banned from attending school events.

**Lockers** Lockers are assigned to each individual student, and lockers should not be shared with other students. Administration has the right to inspect lockers at any time.

**Emergency procedures and drills** The safety of our students is important to us. Drills are held periodically for emergencies such as fires, high winds, or other situations. Students are expected to be fully cooperative during these drills, and parents and other visitors are expected to do so also. Random Weapon Screenings will occur throughout the school year. Parents will be informed when a screening has occurred.

## **McKINNEY-VETO ACT**

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

## **SCHOOL BOARD POLICIES**

### **Code JICDA-R CODE OF CONDUCT**

Issued 6/23

#### Level I – Disorderly Conduct

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness

- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

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

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

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

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

## Level II - Disruptive Conduct

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

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

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

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy

- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

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

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

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

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

### Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

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

- assault and battery
- extortion
- bomb threat
- false fire alarms
- fighting – Middle and High Schools
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- sextortion
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)

- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

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

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

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

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

#### Extenuating, Mitigating, or Aggravating Circumstances

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

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

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

#### Discipline of Students with Disabilities

Disciplinary process

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

#### Program prescriptions

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

#### Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction. However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function, or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

#### Expulsions

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

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

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

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

### **Code JKE EXPULSION OF STUDENTS**

Issued 6/23

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

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

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

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

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

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

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

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

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

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

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

Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

### **Personal Electronic Device**

For purposes of this policy, "personal electronic device" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or

deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

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

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

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

The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

### **District-Owned Device**

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

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

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

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

### **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.

### **Política: Código de conducta de JICDA**

#### **Publicado 5/16**

Objetivo: establecer la estructura básica de un código de conducta y disciplina para los estudiantes.

La junta espera que los estudiantes se comporten de manera ordenada, amable, digna y respetuosa.

Este requisito hace referencia a sus acciones hacia los demás estudiantes y maestros/as, a su idioma, su vestimenta y sus modales. La junta cree que la autodisciplina es un objetivo interpersonal de la educación pública.

Los estudiantes tienen la responsabilidad de conocer y respetar las políticas, reglas y regulaciones de la escuela y el distrito.

Si infringen dichas políticas, reglas y regulaciones, recibirán medidas disciplinarias.

El código de conducta y disciplina del distrito se establece para lograr y mantener el orden en las escuelas. En la regla administrativa JICDA-R, la administración ofrece una lista de infracciones junto con las disposiciones exigidas o recomendadas para informar a estudiantes, padres/tutores legales y personal de la escuela.

Las medidas disciplinarias incluirán audiencias y revisión. Sólo se retirará a un estudiante de su entorno de aprendizaje por una causa justa y de conformidad con el debido proceso legal. La junta autoriza a las autoridades escolares a emplear los métodos de probation y suspensión y de recomendar la expulsión, si es necesario, para hacer cumplir esta política (consultar políticas JKD y JKE). La administración considerará las circunstancias atenuantes cuando imponga una medida disciplinaria.

La regla administrativa entra en vigencia durante los siguientes horarios y en los siguientes lugares:

- dentro de los límites de la escuela, durante e inmediatamente antes o inmediatamente después del horario escolar
- dentro de los límites de la escuela en cualquier otro momento en que un grupo de la escuela utilice la escuela
- fuera de los límites de la escuela en una actividad, función o evento escolar

- en camino hacia y desde la escuela a bordo de un autobús escolar o cualquier otro vehículo escolar, o en una parada de autobús escolar oficial
- en cualquier momento o lugar que tenga un efecto directo e inmediato para mantener el orden y la disciplina en el **Distrito Escolar de Rock Hill**

**Regla administrativa: Código de conducta JICDA-R**

Publicado 5/16

**Nivel I – Perturbación del orden**

La perturbación del orden incluye cualquier actividad en la que participe un estudiante que tienda a impedir el orden en los procedimientos del salón de clases o las actividades de instrucción, el funcionamiento ordenado de la escuela o, cuando dicho comportamiento tiene tal frecuencia o gravedad que molesta al funcionamiento de la escuela o la clase.

Los actos de perturbación del orden pueden incluir, entre otros, los siguientes:

- llegar tarde al salón de clases
- hacer trampa en exámenes o tareas escolares
- mentir
- actuar de tal manera que interfiera con el proceso de instrucción
- usar lenguaje abusivo o profano entre los estudiantes
- no completar las tareas ni cumplir con las instrucciones
- usar notas o excusas falsificadas
- interrumpir la clase
- retirarse de la escuela sin permiso
- llegar tarde a la escuela
- ausentismo escolar
- uso excesivo de ausencias no justificadas
- infringir la regla del teléfono celular
- infringir el código de vestimenta
- no mostrar su identificación cuando se le requiere
- infringir la regla de uso de Internet
- uso no autorizado o inadecuado de dispositivos electrónicos
- distribución o presentación no autorizada de una publicación o material

El personal de la escuela respetará estos procedimientos básicos para exigir el cumplimiento de las reglas en circunstancias de alteración del orden:

- Cuando un miembro del personal observe (o sea notificado sobre ello y lo verifique) una infracción, el miembro del personal tomará una medida inmediata para corregir el mal comportamiento. El miembro del personal utilizará la sanción correspondiente y mantendrá un registro del mal comportamiento y su sanción.
- Si un mal comportamiento en particular no se puede corregir inmediatamente, el miembro del personal deberá derivar el problema al administrador correspondiente para que tome la medida especificada y conforme a esta regla administrativa.
- El administrador debe reunirse con el miembro del personal que denunció el mal comportamiento y, si es necesario, con el estudiante y el padre/la madre/el tutor legal, y deberá aplicar la medida disciplinaria correspondiente.
- El administrador llevará un registro completo de los procedimientos.
- El personal puede aplicar sanciones en casos de alteración del orden que puede incluir, entre otros, los siguientes:

- reprimenda verbal
- retirar privilegios
- castigo
- suspensión dentro de la escuela/sala de recuperación
- suspensión fuera de la escuela
- confiscación de artículos
- penalidad académica (hacer trampa)

**Nivel II – Comportamiento perjudicial**

El comportamiento perjudicial incluye las actividades que realizan los estudiantes y que están dirigidas contra personas o contra la propiedad, y cuyas consecuencias tienden a poner en peligro la salud o la seguridad de dichos estudiantes o de otras personas dentro de la escuela. Algunas instancias de comportamiento perjudicial pueden superponerse con delitos penales, lo cual justifica la aplicación de sanciones administrativas y procedimientos legales frente a un tribunal.

La administración puede reclasificar un comportamiento de alteración del orden (Nivel I) como comportamiento perjudicial (Nivel II) si el estudiante frecuentemente incurre en la alteración del orden (Nivel I).

Los actos de comportamiento perjudicial pueden incluir, entre otros, los siguientes:

- uso de una sustancia intoxicante
- consumo o posesión de productos o materiales relacionados con el tabaco
- pelear
- incitar a otros a la violencia o provocar una pelea
- vandalismo (menor)
- robo
- amenazas contra otras personas
- acoso, intimidación, rituales de iniciación u hostigamiento (bullying)
- invadir la propiedad
- uso de lenguaje profano o abusivo dirigido al personal de la escuela
- negarse a obedecer al personal o a los empleados de la escuela (como voluntarios o chaperonas) cuyas responsabilidades incluyen la supervisión de estudiantes
- posesión o consumo de sustancias no autorizadas
- posesión o consumo de una sustancia controlada o parafernalia asociada con el uso de sustancias controladas según lo define la ley o la política de la junta escolar local
- ocupar o bloquear ilegalmente la propiedad de la escuela, de cualquier manera, con el objetivo de evitar que otras personas hagan uso de la misma
- no cumplir con una instrucción administrativa durante una emergencia escolar
- reuniones ilegales
- no cooperar en su totalidad con los empleados de la escuela en la investigación de una infracción Nivel II
- interrumpir reuniones legales
- mala conducta en el autobús
- jugar rudo, golpear, hacer tropezar o empujar, actividades que podrían causar lesiones o daños a la propiedad
- apuestas

El personal seguirá estos procedimientos básicos para hacer cumplir el reglamento en casos de comportamiento perjudicial:

- Cuando el administrador observe (o sea notificado sobre ello y lo verifique) una infracción, investigará las circunstancias de dicho mal comportamiento y consultará al personal cuáles deberían ser las consecuencias
- El administrador notificará al padre/a la madre/al tutor legal acerca del mal comportamiento del estudiante y los procedimientos relacionados con el mismo. El administrador se reunirá con el estudiante y, y es necesario, con el padre/la madre/el tutor legal, hablará con ellos acerca del mal comportamiento del estudiante y aplicará la medida disciplinaria correspondiente
- El administrador llevará un registro completo de los procedimientos
- Si corresponde, los funcionarios de la escuela deberán notificar a las autoridades policiales
- El administrador puede aplicar sanciones en casos de comportamiento perjudicial que puede incluir, entre otras, las siguientes:

- retirar temporalmente al estudiante de la clase
- retirar temporal o permanentemente al estudiante del autobús
- programa educativo alternativo
- suspensión dentro de la escuela
- suspensión fuera de la escuela
- traslado
- derivación a una agencia externa
- expulsión
- las autoridades de la escuela local deberán buscar la restitución de la propiedad y el resarcimiento por los daños, cuando corresponda

### Nivel III – Conducta criminal

La conducta criminal incluye las actividades en las cuales los estudiantes participan y que generan violencia, tanto para ellos mismos como para otras personas o propiedad, o que suponen una amenaza directa y grave a la seguridad, tanto de ellos mismos como de las demás personas que concurren a la escuela. Estas actividades generalmente requieren de medidas administrativas

que tienen como resultado retirar directamente al estudiante de la escuela, la intervención de las autoridades policiales y/o una medida de la junta.

Los actos de conducta criminal pueden incluir, entre otros, los siguientes:

- agresión y pelea
- extorsión
- amenaza de bomba
- falsas alarmas contra incendios
- posesión/uso de fuegos artificiales o dispositivos explosivos
- no informar la presencia de armas o dispositivos explosivos a las autoridades de la escuelas
- posesión, uso o traslado de armas peligrosas
- posesión o traslado de armas de juguete
- agresiones sexuales
- vandalismo (grave)
- robo, posesión o venta de artículos robados
- incendio intencional
- proveer o vender sustancias no autorizadas, según lo definido por la política de la junta
- proveer, vender o poseer sustancias controladas (drogas, narcóticos o venenos)
- distribución, venta, compra, fabricación o posesión ilegal de una sustancia controlada mientras está en la escuela o en un radio de media milla del área de la escuela
- amenazar con matar o lesionar físicamente a un/a maestro/a, director/a o miembros de su familia directa

En caso de conducta criminal, el personal seguirá los procedimientos básicos para el cumplimiento de la política:

- El administrador se contactará con la policía
- Cuando un administrador observe (o sea notificado y verifique) una infracción, el administrador se reunirá con el personal involucrado, aplicará la medida disciplinaria correspondiente y, si corresponde, se reunirá con el estudiante
- Si se justifica, el administrador deberá echar inmediatamente al estudiante del entorno escolar. El administrador notificará al padre, la madre o el tutor legal lo antes posible
- El personal respetará los procedimientos del debido proceso cuando corresponda
- El administrador llevará un registro completo de los procedimientos
- La administración puede aplicar sanciones en casos de conducta criminal que pueden incluir, entre otras, las siguientes:
  - suspensión fuera de la escuela
  - asignación de escuelas alternativas
  - expulsión
  - las autoridades locales deberán tratar de que el responsable restituya lo que ha dañado, cuando corresponda

Circunstancias atenuantes, mitigantes y agravantes

La junta puede dar al administrador correspondiente la autoridad para considerar circunstancias atenuantes, mitigantes o agravantes que puedan existir en un caso de mal comportamiento. El administrador deberá considerar dichas circunstancias para determinar la sanción más adecuada.

Comportamiento de los estudiantes cuando están lejos de la escuela o en actividades escolares

Los administradores deben tomar las medidas que correspondan cuando los estudiantes tienen un mal comportamiento en ocasiones en las que están lejos del área de la escuela o en actividades escolares, y esto tiene un efecto negativo en el entorno educativo, la seguridad o el bienestar general de los estudiantes o el personal del distrito. El mal comportamiento de un estudiante puede incluir cualquier acción que realice de manera personal, por escrito o a través de medios electrónicos. El administrador debe tomar en cuenta la necesidad de proteger a los estudiantes y el personal de los efectos de la violencia, las drogas y/o los disturbios. Como mínimo, los administradores o las personas que ellos designen, deben reunirse con el estudiante luego de que el mismo llegue a la escuela, avisar al estudiante cuáles son los problemas y permitir al estudiante la posibilidad de contar su versión de lo que ha sucedido. La administración también puede permitir que el estudiante asista a clases de manera normal o puede tomar medidas disciplinarias que pueden incluir, entre otras, suspensión dentro o fuera de la escuela para dirigir una investigación sobre el tema. Los padres/tutores legales de los estudiantes serán notificados acerca de toda medida que haya tomado la administración y se les ofrecerá la oportunidad de reunirse con la administración.

En el caso de que el estudiante sea encarcelado debido a su mal comportamiento fuera de la escuela, el director o la personal que éste designe, notificará al estudiante que debe reunirse con la administración antes de regresar a la escuela. Al finalizar las preguntas para obtener más información sobre el tema, el administrador o la persona que éste designe, debe tomar las medidas correspondientes que pueden incluir, entre otras, una o más de las siguientes opciones:

- permitir que el estudiante regrese a su cronograma normal de clases y eliminar toda evidencia de suspensión
- colocar al estudiante en proceso de probation y permitir que el estudiante reinicie sus clases normalmente
- colocar al estudiante en proceso de probation y permitir que el estudiante continúe con su trabajo en clases pero restringir la participación del estudiante en actividades extracurriculares y/o actividades escolares designadas, por ejemplo, clubes, grupos de estudios, concentraciones previas a los partidos deportivos, actividades de gobierno estudiantil, etc.
- suspender al estudiante
- recomendar que el estudiante sea expulsado pero permitirle acceso a programas virtuales de educación a través de la escuela alternativa del distrito (estos estudiantes sólo tienen permiso para ingresar al campus de la escuela alternativa para ver los cursos y exámenes que requieren de un supervisor en una escuela virtual, a la cual se accede a través de nuestra escuela alternativa del distrito), los estudiantes que no puedan inscribirse con éxito serán expulsados durante el resto del año escolar
- recomendar que el estudiante sea expulsado durante el resto del año escolar

### **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  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

#### **Directory Information**

The following information is releasable upon request at the discretion of the principal of each school; the student's name, address, telephone number, date and place of birth, photo, subjects study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and

awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

### **Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias**

La Ley de Derechos Educativos de la Familia y la Confidencialidad (Family Educational Rights and Privacy Act), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

#### **Información del Directorio**

Los siguientes datos se entregan a petición del solicitante y a la discreción de la dirección de cada escuela: nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, foto, asignaturas estudiadas, participación en actividades y deportes reconocidos oficialmente, peso y estatura de los miembros de los equipos de atletismo, fechas de asistencia (anual y diaria), diplomas y premios recibidos, y nombre de la última o anterior agencia o institución educativa a la

que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 antes del martes siguiente al Día del Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.

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

