



Family Handbook 2023-2024

School Vision: *Ready for school! Ready for life!*

Mission Statement: Our mission is to provide our students quality instruction with high levels of achievement in a safe and nurturing environment to ensure future success.

Welcome to Central Child Development Center!

Rock Hill Schools offers 4K classes at Central CDC and the Applied Technology Center (ATC). Preschoolers identified through the district's Child Find program are also served at CCDC. All classrooms are staffed with a certified teacher and teaching assistants.

Our curriculum is based on the South Carolina Early Learning Standards and the state approved Frog Street Pre-K Curriculum. Our educational approach focuses on active learning practices, which encourage play, exploration, student choice, problem solving, inquiry, and higher order thinking. Our children engage in key experiences – creative interactions with people, materials, and ideas that promote their intellectual, emotional, social, and physical growth. Our daily routine incorporates learning centers, small group/large group activities, the creative arts, movement, and outside exploration.

Parent involvement and support are critical for a child's success in school. Believing that parents are a child's first teacher, we encourage you to volunteer at school, participate in field studies, and class programs, as safety measures allow. We support a strong home to school connection. Teachers send home weekly communication folders as well as activities for you and your child to do together at home. If you would like to volunteer or chaperone field studies, please click on the following link or cut and paste it into your web browser to complete the RHSD Volunteer Application: <https://www.rock-hill.k12.sc.us/Page/1188>

Central CDC/ATC & Other Phone Numbers of Interest

Central Child Development Center	Office (803) 980-2060 Fax (803) 980-2070
Nurse – Andrea Friddle	(803) 980-2078
Guidance Counselor – Elizabeth Dillingham	(803) 980-2086
RHSD Central Office	(803) 981-1000
Transportation Department	(803) 980-2022 (803) 980-2023
Applied Technology Center (ATC 4K)	Office (803) 981-1100
Exceptional Student Education Services	(803) 981-1055

CCDC/ATC 4K 2023-2024 Staff

Director/Principal	Damon Ward
Office Staff	Sandra Cooley – PowerSchool SIS Clerk, Jennifer Hefley – Bookkeeper
Nurse	Andrea Friddle
Guidance	Elizabeth Dillingham
Psychologists	Laura Hunte, Angela Parker
Speech	Branden Battle, Kristen Tripp
O.T./P.T.	Erin Habe (O.T.); Kathy Dorton & Christina Shaffery (P.T)
BMA	Kristen Sarna
ESE Teacher	Rebecca Pennington (Resource Services)
Custodians	Patricia Adams, Tawanna Foster, Tirrell Junious
Literacy Coach	Jane Hoesel
Classroom Teachers & Assistants	
Room 1	Margaret Joiner (4K Teacher), Ginger Adams (Assistant)
Room 2	Diane Alexander (4K Teacher), LaSalle Foster (Assistant)
Room 3	Lesslie Pursley (ESE Teacher), Missie Pharr & Mary Ann Taylor (Assistants)
Room 4	Marsha McDaniel (4K Teacher), Abigail Swiney (Assistant & Intern Teacher)
Room 5	Jane Hudson (4K Teacher), Kathleen Wedge (Assistant)
Room 6	Neely Williams (ESE Teacher), Denise Catoe & Sarah Godfrey (Assistants)
Room 7	Kelsey Moore (4K Teacher), Susan Gordon (Assistant)
Room 8	Jennifer Pinti (ESE Teacher), Katelyn Sexton & Tracey Taylor (Assistants)
Room 9	Shawn Wherry (ESE Teacher), Iris Gaines & Maddie Holt (Assistants)
Room 10	Cathy Tomlin (4K Teacher), Hope Huddleston (Assistant)
Teaching Assistant	Terri Gaskill
Related Arts Staff	Valerie Mickel-PE, Cara Rezzai-Music, Lisa Wakefield-Art, & Candi Zazzara-Media
ATC 4K	Tammy Smith (4K Teacher), Karen Tedder (Assistant)

School Schedule, Arrival & Dismissal Procedures

School Hours:

AM Session Classes 7:25 a.m. – 9:55 a.m.
PM Session Classes 11:15 a.m. – 1:45 p.m.
Full Day 4K 7:25 a.m. – 1:55 p.m.

School Schedule:

Central CDC and ATC 4K follow the RHSD Calendar with a few exceptions. Half-day session students at CCDC and ATC 4K do not attend on RHSD “Early Release Days” due to bus transportation availability. Full Day 4K students will be dismissed at approximately 10:45am on Early Release Days. RHSD Early Release Days for 2023-24 are as follows: Oct. 20; Dec. 22; March 28; May 2; & June 6

Transportation Changes:

Your child’s safety is our first and most important priority. Transportation changes will not be accepted after 9:40am (AM Session) and 1:40pm (PM Session/Full Day Classes). ****All transportation changes must be submitted in writing or made in person. ***This is in accordance with **RHSD Board Policy JLIB Student Dismissal Precautions - For early or otherwise irregular dismissal the principal will authorize release only when it is requested in person or in writing by the student's parent/legal guardian.**

Bus Riders: Arrival and Dismissal

Morning Class Bus

Arrival: Your child will board the bus with neighborhood students, ride to the home school, and be transported from the home school to Central/ATC.

Dismissal: A bus will pick up your child at Central/ATC and bring them to a location as designated in writing by you. ****Please be prepared to meet the bus, as children are not allowed to leave a bus without an adult to receive them.***

Afternoon Class Bus

Arrival: Your child will be picked up at a designated location and brought to school.

Dismissal: A bus will transport your child from Central/ATC to the home school to ride home with neighborhood elementary school students.

***It is important to meet the school bus, as young children are not allowed to leave a bus without an adult to receive them. If no one is available to meet the bus, the child will be brought back to school.**

Bus Transportation Questions: 980-2022 or 980-2023

Car Riders: Arrival and Dismissal

Morning Drop-Off Time: 7:25am

Afternoon Drop-Off Time: 11:15am

Morning Dismissal Time: 9:55am

Afternoon Dismissal Time: 1:45pm or 1:55pm

According to SC Law, all children under 6 years old weighing under 40 pounds must ride in a car seat. All children under 6 years old weighing 40-80 pounds must be in a belt positioning booster seat. A more detailed and specific description of this law can be accessed here: [Article 47 Child Passenger Restraint System](#). If you do not have the appropriate car seat or booster seat and cannot get one, please contact the school office or your child's teacher and we will help you get one. Children should not get into cars without the appropriate safety seats.

Arrival

- If you are parking and walking your child into the building, please do not park in the spaces by the drop-off line. For your safety, be sure to use the crosswalk to get across the car line. We also discourage idling vehicles (cars, buses, & vans) in our parking areas, except when vehicles need to idle in extreme heat or cold to maintain interior or engine temperature.
- If you are in the car line, please stay in your car until a teacher opens the car door and lets your child out. Keep your child belted in the car until this time. For safety, teachers will open only the right passenger side door and your child must exit the vehicle from this door. Exit the car line as soon as the car in front of you moves and you can safely pull forward. Do not go around a stopped car.
- **Arrival doors will close/lock at 7:40am and 11:30am.** If you arrive after the doors have closed, please drive to the front of the school, park in the side parking lot, and sign your child in at the office. ****The front drive is for bus traffic only.***

Dismissal

- Please make sure your blue car tag is visible so your child can be called. If you do not have your blue car tag, please park and go to the front office with proper ID to sign your child out.
- If you are walking and meeting your child at the door, please bring your blue tag and stand back a several feet from the doors. Your child will be called for you.
- For safety, we discourage idling vehicles (cars, buses, & vans) in our parking areas, except when vehicles need to idle in extreme heat or cold to maintain interior temperature.
- If you are waiting for your child in the car line, please follow these steps:
 1. Pull your car forward as directed by the teachers and place your car in "Park".
 2. The teachers will open the passenger door for your child to enter.
 3. Buckle your child into his/her car seat. Do not move your car until your child is buckled safely. *It is permissible to pull your car up to the very end of the car line if additional time is needed to buckle your child in safely.
 4. Exit the car line as soon as the car in front of you moves and you can safely pull forward. Do not go around a stopped car.
 5. If you arrive after the doors have closed, please come to the front of the school, park in the side parking lot, and come to the office with proper ID to sign your child out. The front loop is for bus traffic only.

**** All school doors are kept locked. Our priority is keeping our children safe.**

****All students are expected to wear a bus or car nametag to and from school each day. A nametag will also be placed on your child's backpack with a zip tie for added safety. Please help your child become responsible by reminding your child to place the nametag in their backpack after arriving home each day. This practice also encourages independence and organizational skills.**

Attendance

It is very important for your child to attend school and arrive on time; however, please do not send a sick child to school. If it is necessary for your child to be absent, please send a written note or doctor's excuse when he/she returns. ****If a child misses 10 days for reasons other than illness, we reserve the option to remove the child from the program and use that space for a child on the waiting list.***

Tardies and early dismissals are discouraged. Children who arrive after the back drop-off area doors are closed must be signed in by an adult in the front office. If a child needs to be dismissed early, he or she must be signed out in the office. For the child's safety, the parent or pick-up person must show picture identification and must be listed on the RHSD Student Emergency Form.

Dress Code & Backpacks

Please dress your child in comfortable play clothes. We encourage you to send your child in athletic shoes (tennis shoes or shoes with closed toes and treads on the bottom that are appropriate for climbing, running, jumping and playground safety). We also encourage you to keep a weather/season appropriate change of clothes in your child's backpack. Please label all coats, jackets, sweaters and hats. A ***full-sized backpack*** (not on wheels) is recommended.

Communication

Communication is an essential tool in the educational development of a child. CCDC will send out quarterly newsletters. Classroom teachers send home monthly newsletters to inform families about learning and upcoming events. Weekly communication folders will also be sent home. Our school & district use phone and email message systems to communicate upcoming events and important information. Our teachers also use SeeSaw as a learning and communication tool. SeeSaw provides a digital platform for parent and teacher communication, gives students a place to document their learning, and learn how to use technology. In addition, we encourage parents to follow our school on social media.

Teachers schedule one-on-one family orientations in August and parent-teacher conferences throughout the school year. Parents may request conferences with the teacher during the year by sending a note, messaging the teacher, or calling the school.

On very rare occasions difficulties & differences arise in interactions between families & our staff. If this does occur, we recommend the following strategies: Talk to the staff member - ask for their evaluation of the situation and suggestions on how the condition could be resolved before you express your concerns. Posing questions and avoiding accusations will often yield the best results; Brainstorm solutions together - developing a plan together may help generate the best possible solution; If necessary, meet with the principal - If you feel the situation isn't improving and you aren't getting an adequate response from the staff member, request a meeting with a school administrator or guidance counselor.

****School Closings and Delays:*** Announcements concerning school closings or delayed openings will be announced through the RHSD's phone messaging system. Notices will also be sent through the RHSD's app and posted on the district's website. ****If the RHSD operates on the delayed start, Half Day Session classes at Central and the ATC 4K class will be cancelled.***

Breakfast, Lunch, & Snacks

We currently offer breakfast and lunch at Central CDC for our full day students. A healthy snack is provided for all our half-day students at CCDC and ATC 4K as well as our full day students. Please do not send candy, drinks or other foods from home with your child without first contacting your child's teacher. Our staff follows a district/school approved snack list that is posted on our school and district's website. We will gladly accept snack donations from this list throughout the school year.

Central and ATC classrooms celebrate birthdays typically on the **1st Friday of each month**. The school provides a birthday treat (usually ice cream or popsicle) for all students on this day. **We do not accept cupcakes, chips, or sugary drinks for birthdays.* June, July, and August birthdays are celebrated along with the May birthdays. A Valentine's Day Party will be held in each classroom. Parents may be asked to assist with predetermined snack donations for this event. This is the only party that will be held during the school year.

*****Our school nurse should check all outside snacks to ensure food allergy compliance.*****

Health Services

The school health room is designed to assist students with chronic conditions and be an emergency station to care for minor injuries and illnesses that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your health care provider. The school nurse cannot diagnose or prescribe medications. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. We cannot keep ill children at school. Students who need to take prescribed medication or non-prescribed medicines at school must have the appropriate form signed by the physician and/or parent before the medication can be administered. An adult must bring the medication and form to the school. All medications must be in the original container provided at the pharmacy. The medication forms can be accessed by click on the link below or by cutting and pasting it into your web browser: <https://www.rock-hill.k12.sc.us/Page/765>

Emergency Drills & Procedures

Fire Drills: Central will conduct fire drills once a month without notice. The staff will fully cooperate to carry out this legal requirement and will train students in prompt and orderly evacuation.

Shelter: Tornado, Earthquake and Other Crisis Drills: The district has an Emergency Response Plan in the event of any crisis, which may threaten the school community. Each school conducts emergency drills each year to educate students and staff on response to a potential threat to safety. Central will practice these drills throughout the year with our monthly fire drill following.

Tornado Emergencies & Drills: Regular ed. students will report to the center of the main hallway or outside of classrooms 3-6. ESE students will report to the classroom hallway & restroom areas for the tornado drills and emergencies.

Catawba Nuclear & Evacuate Procedures: Directions for evacuation will be reviewed each year during a visit from York County Emergency Management. It is important to note that students and staff will be transported via bus to the Flexible Learning Center, Winthrop Coliseum or First Baptist Church in the event of an incident and good record keeping will be essential. *Please have copies of your class rosters

readily available and up to date at all times. Up-to-date rosters should be housed in the Substitute binder and in the wall file box next to the classroom doors.

Lockdown: All doors should be locked; Lights turned off; Blinds closed; students and staff move to an area where they cannot be seen and will remain quiet.

Hold & Secure: Teachers and students remain in the classroom until the “All Clear” is announced. Close and lock classroom door. Business as usual. Account for all students and adults.

PBIS, Classroom Management & Discipline

Beginning in 2017-18 the RHSD became a PBIS district. Each teacher develops and maintains a classroom management plan that supports the philosophy of PBIS (positive, supportive & responsive). We have three school-wide expectations/rules: **Be Safe, Make Good Choices, Be a Good Friend**. We will continue to use these expectations and refine them as needed.

The PBIS team has developed a school referral form for school discipline/incident recording for office level referrals as well as classroom level referrals. In the event of misbehaving students, good parent communication and record keeping is essential. Parents will be contacted if and when a student receives an office or classroom level referral. Parents will not be contacted for every little incident or minor misconduct. However, if patterns develop the teacher will contact the parent and setup a conference.

Central Child Development Center & ATC 4K also comply with District Policy JICDA – Code of Conduct and JKE. A copy of these policies can be accessed on the Rock Hill School District website under the link “District Info” & “District Policies” and is listed at the end of this handbook (school website version).

Family Educational Rights and Privacy Act

Personnel records of students are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations & procedures for compliance of this act are provided through school board policy JRA. *Additional information on FERPA can be accessed on the Rock Hill School District website as well as at the end of this handbook (school website version).

The full web version of our Family Handbook can be accessed here: <https://www.rock-hill.k12.sc.us/domain/2359>

Family Handbook Assurance/Signature Page Central CDC & ATC 4K

Dear Family:

This handbook was developed as a guide for our families and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning.

We request that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures.

*Signing below is evidence that your family has read and understands the contents of this handbook.

Please Print Name of Student(s)

Classroom Teacher(s)

Please Print Parent/Guardian Name

Parent/Guardian Signature

Date

****Please sign and remove the top portion of this page and return it to your child's teacher.***

Policy: JICDA Code of Conduct (continued from PBIS, Classroom Management & Discipline section):
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

EXPULSION OF STUDENTS

Code JKE Issued 6/23

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

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

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

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

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

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

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

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

- 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

Legal References:

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

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

Directory Information

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

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

Code JICJ Issued 6/23

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

Personal Electronic Device

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

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

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

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

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

District-Owned Device

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

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

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

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

Legal References:

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

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