



## **2023-2024 Family/Student Handbook**

**1162 Richmond Drive  
Rock Hill, SC 29732**

**Main Office (803) 981-1930**

**Fax (803) 981-1929**

**Nurse (803) 981-1933**

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

**Twitter: @RichmondDrive**

**Facebook: Richmond Drive Elementary School**

**Transportation (803) 980-2022**

**Bushelp@rhmail.org**

**Rock Hill School District Office (803) 981-1000**

## **Richmond Drive Elementary School Important Phone Numbers**

Mrs. Janice Hyatt - Principal 981-1930

Mr. Terrance Wilso – Assistant Principal 981-1938

Mrs. Tina Davis –Attendance 981-1932

Mrs. Angie Quinn – Accounting 981-1933

Mrs. Tami Spain – School Counselor 981-1937

Ms. Angie Parkman - Media Specialist 981-1936

Ms. Wanda Bankhead– Cafeteria Manager 981-1939

Mrs. Ellen McKinnon – Nurse 981-1935

Rock Hill School District Office 981-1000

Transportation (School Bus) [bushlelp@rhmail.org](mailto:bushlelp@rhmail.org)

Staff email addresses can be located at <http://rd.rock-hill.k12.sc.us>

Absence / Tardy email - [RDAbsenceDocumentation@rhmail.org](mailto:RDAbsenceDocumentation@rhmail.org)

## **Mission Statement for Rock Hill School District Three**

Working together with the students, home, and community, the Rock Hill School District will ensure that all students have the skills, knowledge, and desire to become lifelong learners and succeed in a changing world.

## **Core Beliefs of Rock Hill School District Three**

- All individuals have intrinsic worth.
- All individuals can learn.
- Learning depends upon basic needs (physical and emotional) being met.
- Reading is the foundation for unlimited learning.
- An environment where taking risks is encouraged promotes learning.
- Understanding diversity enriches learning.
- Adults can enable students to fulfill their potential by developing positive relationships with them.
- The community is responsible for working interdependently to ensure the welfare of students.
- School will promote lifelong learn

The above beliefs were adopted by the Board of Trustees on November 22, 1993.

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

## **VISION for Richmond Drive Elementary**

*Richmond Drive Elementary  
will empower and inspire each other  
to take risks in order to achieve at our highest potential.*

## **Family Educational Rights and Privacy Act**

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

### **Photos and Release of Student Information**

The following information is released upon request at the discretion of the student's school principal: The student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill School District Three who would prefer that any or all of the information designated above not be released without the parent's or guardian's prior consent should notify the Office of the Superintendent (P.O. Drawer 10072, Rock Hill SC 29731) in writing. If such notice is given, the school attended by the student must be identified.

# ABCs of Richmond Drive Elementary

## **ADDRESS or PHONE NUMBER CHANGES**

It is important that we always have your current address and phone number. This information is especially important in case of an emergency. Please update changes of address or phone numbers by calling the Richmond Drive office. 803-981-1930

## **ARRIVING AT SCHOOL (See additional District Guidelines at the end of the Handbook)**

1. **School Doors Open at 7:00.** Students will be allowed in the building at 7:00. Please do not allow your child to arrive before 7:00 A.M.
2. **Walkers and Car Riders**—Can enter in the front or back of the school.
3. **Bus Riders**—Will be dropped off in the front of the school.
4. If parents need to park and come into the school before school, please **use spaces in the front of the school**. Please do not park cars on the street of Richmond Drive.
5. The **back doors lock** promptly at 7:40am. After this time all students must enter the front door.
6. Students arriving after the **7:45 tardy bell** will need to enter the main office with an adult and signed in by the adult. If a student reaches 10 days tardy, an attendance intervention plan will be put into place.

## **ATTENDANCE GUIDELINES**

Students are required to attend school 170 days out of the 180 days school according to SC State Law. Attendance does impact student achievement.

Any student missing school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within **three** days after the student is back in school, the absence will be **unlawful**. The maximum number of days that will be recorded as lawful “written excused” absences with parent notes will be **five**.

Students are considered lawfully absent when:

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

Lawful absences allow students to make up missed work.

**Please note: If your child misses 3 consecutive unlawful/without note or 5 unexcused days, school officials are required to contact the parent for a conference to identify the**

## **reasons for the child's absences and complete an intervention plan to improve attendance.**

The maximum number of days a student is allowed to miss is **TEN** per school year (lawful or unlawful.) When a student is absent more than ten days, attendance will be one of the factors used in the promotion/retention decisions. More than ten absences and/or excessive tardiness could result in a referral to Family Court.

### **BREAKFAST**

Breakfast is free for all students and served starting at 7:00am. Car riders and walkers should arrive by 7:30. Students should go straight to the cafeteria when they arrive to pick up breakfast.

### **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 the 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. Students should promptly report incidents to an adult (administrator, teacher, counselor, for example), whether they are the victim or a witness to such acts.

The school board has adopted policies on harassment, intimidation and bullying. A copy of these policies can be accessed on under the Parent and Student links on the school website at <http://rd.rock-hill.k12.sc.us> as well as on the Rock Hill Schools website (Policy JIAA, Policy JICFA, Policy JICFAA). Students should promptly report incidents to an adult.

### **BUS CONDUCT**

Riding the bus is a privilege and not a right. Students must behave in a safe and orderly manner. The primary goal of the bus driver is to get students home safely. They should be treated with RESPECT.

- Students are expected to sit in assigned seats.
- The bus aisle should remain clear and free of arms, legs, and book bags.
- Students who live outside our attendance zone are not permitted to ride the bus.
- By state regulations, no student is allowed to get on or off the bus anywhere other than their assigned bus stop.
- Major and minor bus offenses will result in write-ups and conferences with administration. Multiple offenses will result in parent conferences. Students who are habitually misbehaving and disrespectful to the bus driver will lose bus privileges. Parents are responsible for transportation when students can no longer ride the bus.

- Issues with transportation should be reported to the Transportation Department and then to school administrators if necessary.
- Transportation changes regarding riding the bus or changing buses MUST be preapproved by the Transportation Department.

### **Challenger: BE GREAT ACADEMY/ AFTERSCHOOL PROGRAM**

Rock Hill Schools is excited to partner with the Be Great Academy for the 2023-24 school year! Come join our program where we focus on achieving academic success, healthy lifestyles, and character development! Participants will receive snacks daily and have the opportunity to complete homework each day during our Power Hour program. We provide a safe learning environment that includes a curriculum focused on a wide range of topics such as STEAM projects, social-emotional activities, and leadership skills. After-school care will begin the first day of school and run from school dismissal until 6:00 pm each day.

Visit <https://york.begreatacademy.com/> for more information and to complete the online registration.

### **CLASSROOM OBSERVATIONS / CONFERENCES**

We encourage parents/guardians to observe or visit their child's classroom. We ask that you please keep the following district policy (KI-R) in mind:

1. Parent/guardian visits can be made at the teacher's/school's invitation or make a formal request to the principal.
2. Classroom visit and/or conferences by parent/guardian must be arranged in advance.
3. Classroom observations are at the discretion of the school principal.
4. Building administrator or designee may remain with the parent/guardian during the observation.
5. Observations /conferences must be conducted in a manner that the observations do not interfere with the classroom activities.
6. Classroom observation should not last longer than 20 minutes.
7. Conferences are an essential part of the education program. It is important to keep parents/guardians in close contact with the child's progress. Parents may request a conference by contacting the teacher.

### **COMMUNICATION BETWEEN SCHOOL AND HOME**

Open House / Meet the Teacher is held the week before school starts. Communication receives strong emphasis at Richmond Drive Elementary. Information is sent to parents each Wednesday in a red folder as well as through text and email. When papers come home with unsatisfactory grades or with notes that assignments were not completed, please communicate with your child's teacher.

We welcome your questions and input. You can access school information from these sources as well:

**CANVAS** – 3<sup>rd</sup> – 5<sup>th</sup> grade communication platform

**SeeSaw** – K5 – 2<sup>nd</sup> grade communication platform

**Website--** <https://www.rock-hill.k12.sc.us/Domain/21>

**Facebook**—“Like” us at Richmond Drive Elementary

**Twitter**—@richmondndrive #rdesthedrive

**Instagram** - RichmondDrive\_Tigers

**District App**—Go to the App Store and download it for free. Be sure to select Richmond Drive in order to receive communications.

**Richmond Drive Update (S’more Newsletter:** —Newsletters are emailed, and text sent weekly to families. The newsletter can be accessed at the sites above.

### **DISMISSING FROM SCHOOL AT END OF DAY**

1. Students will be dismissed at 2:10 P.M.

2. **Early Releases**—Early dismissals (parent pick-up/student sign-outs) end at **1:45** unless he/she has a doctor’s appointment or there is an emergency. It is difficult for our school to safely dismiss all students to their proper locations if there are exceptions to how they go home.

3. **Car Riders**—Will be picked up in the designated area in the **back** of the school that can be accessed using the traffic loop by the playground from Richmond Drive or the from McDow Street.

**Bus Riders**—Will be picked up at the front of the school.

**Van Riders**—Will be picked up in front of the school near the cafeteria.

**Walkers**—Will be escorted out the back and front of the school with staff members.

Walkers should use sidewalks and should cross only where adults are located.

4. All parents should wait in the car line to pick up their child. Place a pickup card on your dashboard with the students’ names.

5. Please let your child’s teacher know how he/she will be going home each day and how he/she will go home on inclement weather days. **Dismissal changes should be made in writing. NO** changes will be made after 1:45 pm.

6. Bike riders are to leave school grounds at dismissal with staff. Bike riders should lock their bike in front of the school.



## **DISCIPLINE**

It is necessary children learn to develop self-discipline to further their learning. We ask you discuss with your child the importance of and need for good behavior and positive attitude while at school. When necessary, teachers / principals will contact parents/guardians to discuss situations as a team. Our goal is to help the child be successful.

Minor Referrals are for behaviors that are managed in the classroom for behaviors that are disrupting the learning of the child or others. Parent will be contacted by the teacher.

Major Referrals are for severe incidents where a student needs to be removed for such events as: fighting, bullying, threats, or destruction of property.

If a student receives a major referral, possible consequences may include:

- Student conference with principal
- Parent conference with principal
- Loss of privilege
- Suspension from school

As the parents, Richmond Drive strives to work together with you as a team. We all want what's best for the children. Please plan to partner with for a successful year.

## **DRESS CODE**

Students are expected to dress in a manner that does not distract from learning. Parents will be called to bring suitable clothing if students come to school dressed inappropriately. Please make sure your child is dressed appropriately for weather conditions.

- Messages and pictures on t-shirts must be suitable and age appropriate.
- Tank tops should be at least 3 fingers wide.
- No halter tops.
- No low cut tops.
- No short shorts, short dresses, or short skirts.
- No pants below the hips. Belts are to be worn to keep them up.
- No pants with holes or cut-outs.
- Leggings can be worn with dresses or skirts, but not with t-shirts.
- No flip flops or high heeled shoes. These are not safe in the hallway in the event of an emergency.

## **EMERGENCY DRILLS**

Emergency drills are necessary for the safety of students and staff. Procedures are practiced throughout the year. Specific information for emergency drills is posted in each classroom. In the event of radiation, students will be transported by school bus to designated areas.

### **FOOD SERVICE / Cafeteria**

The Rock Hill School District 3 of York County offers healthy meals every school day and menus are sent home monthly or can be accessed on the district website at <https://www.rock-hill.k12.sc.us/domain/292>.

### **GIFTED AND TALENTED**

The GT program is designed for students in grades 3-5 who qualify using the State Department of Education regulations as academically gifted/talented. This program provides participating students educational experiences which meet their special talents and abilities. The program emphasizes research skills, critical and creative thinking skills and communication skills through the exploration of problem-based curriculum built around a broad concept. Students are grouped in multi-aged classrooms. Group projects, individual projects, simulations and resource speakers are integral parts of the program.

Rock Hill School District follows established guidelines mandated by the State Department of Education to determine student eligibility for the program. To see if your child might qualify for the program, please contact Mr. Wilson, Assistant Principal.

### **HOMEWORK**

Homework is a practice of skills previously learned. Each child is expected to **read every night**. It is important that you read to/with your child daily. Please stress to your child that he/she should clarify assignments, directions, and procedures for doing homework before leaving school. You may contact teachers through SeeSaw (K-2<sup>nd</sup> grades) or CANVAS (3<sup>rd</sup> – 5<sup>th</sup> grades) programs.

### **MEDICAL ISSUES AND EMERGENCIES**

**Accidents**-- Every effort is made to prevent accidents. If, however an accident occurs, the procedure will be as follows: First aid will be administered by authorized school personnel. A parent will be called if the accident or illness is considered serious, if the child is uncomfortable or has fever. If we cannot reach a parent, the school will follow the parent's directions of emergency contacts to secure an individual to pick up the child or to secure emergency medical treatment if needed.

**Immunizations**--The state of South Carolina requires that all children entering K5-12<sup>th</sup> grades have the hepatitis B series. In addition, all children entering

K5-3<sup>rd</sup> grades are required to be vaccinated against chicken pox or have a documented history of chicken pox disease. All students are required to have a South Carolina certificate of immunization as part of their school records.

**MEDICATIONS**— Medications may not be given at school without a doctor's order. For over the counter (OTC) medications, parent permission is required. If it is necessary for a child to receive over the counter medications, parents must submit a completed permission form. Without this district OTC form a parent would come to the school and administer the medication. All medications need to be in their proper prescription bottle and you must fill out a school permission slip with the office. **CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INCLUDING OVER THE COUNTER MEDICINES ON THEIR PERSON AT SCHOOL.** Parents should pick up any unused medication at the end of the year. Office staff will notify the parent and teacher when a student who is taking medication is in need of a refill of that medication.

Medical information:

<https://www.rock-hill.k12.sc.us/site/Default.aspx?PageID=765>

**Screenings**--During the course of the school year, the nurse will be conducting vision and hearing screenings on K5, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> graders. If you are a parent of a 2<sup>nd</sup> or 4<sup>th</sup> grader and you have concerns about your child needing to be screened for vision and / or hearing let me know and the nurse will be happy to screen them.

**Contact Information**--In case your child is ill or injured while at school it is very important that we have current home and work numbers so we can contact you. If your telephone numbers change, let the office know as soon as possible. If your child is out for more than one day with an illness please give your child's teacher or the office a call. We love and care for our students and we miss them when they are not here!

### **PICTURES**

School pictures are taken twice a year, in the fall and again in the spring. Pre-payment will be required to order pictures.

### **PLAYGROUND**

Recess times for each grade level will be determined at the beginning of the year. If teachers choose to take children out at a time other than their scheduled time, they must request permission from administration. Outside recess time is determined by the weather. On extremely cold or hot days, recess may take place in the building.

### **Leader In Me and DISCIPLINE**

We are proud to announce that Richmond Drive Elementary School has implemented The Leader in Me program! We have created an exceptional environment where the practices and habits of The 7 Habits of Highly Effective Kids® are embedded into our daily lives and inherent in everything we do. The Leader in Me program defines our school's operations, and is the guiding spirit behind our instructional practices, and leadership opportunities. Everyone has the opportunity to be a leader here!

We proudly display photos and information about Leadership opportunities on our school social media platforms!

The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. See Questions and Answers about The Leader in Me.

Schools should not merely be focused on improving test scores, but should provide opportunities for students to develop their full potential.

- Leadership
- Responsibility
- Accountability
- Problem Solving
- Adaptability
- Communication
- Initiative and Self-Direction
- Creativity
- Cross-Cultural Skills
- Teamwork

Content from The 7 Habits of Highly Effective People is a key component of the overall The Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures.

The Leader in Me is also aligned to many national and state academic standards. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

### **Why is it good for my children?**

- Teaches skills needed to be successful in a global society.
- Personal leadership – being accountable for actions and attitudes
- Initiative and self-discipline, making healthy choices
- Ability to work well with others, cross-culturally and in teams
- Effective communication and listening skills
- Ability to solve complex problems and creative thinking skills
- Inspires greater self-confidence with a belief that every child can be a “leader of their own life”, has unique talents and can make a difference

Positive behavior is our priority and expectation at Richmond Drive Elementary. Teachers will practice routines and procedures to lessen distractions and

disruptions so there is quality instruction for all students in an environment, which is conducive to learning.

We agree that:

1. Teachers have classroom expectations with positive and negative consequences.
2. Reteaching of expectations will be a part helping students understand the expectations.
3. Teachers will communicate on a regular basis pertaining to student behaviors in the classroom.
4. Student behavior intervention plans will be established when needed.

If a referral is completed for misbehavior, the parent will be contacted by the teacher. Parents should sign and return the school copy of the discipline referral form.

**Minor Referral-** Behavior was addressed by classroom teacher/staff and interventions are considered and/or implemented. Parent contacted by teacher.

**Major Referral-** Behavior required administrator's attention and possible removal from the classroom.

All school personnel are trained annually on emergency preparedness/district procedures and protocols through SafeSchools videos. Additionally, best practices for de-escalation of behavior and staff training for trauma informed is available through 321 Insights videos.

### **PROHIBITED ARTICLES**

Students are not to bring radios, beepers, tape players, electronic games, balls, or toys to school. These items will be confiscated. Cell phones should be turned off and stay put away in bookbags during the school day.

The following articles may not be brought to school because they are hazards to the safety of others or may interfere in some way with school procedure: Toy guns, knives, firecrackers, razors, razor blades, caps, Martial Arts weapons, or pornographic materials. Such items will be taken from the student and under no circumstance will be returned to the student. If parents wish to reclaim the items, they may come to the school for them. Students having hazardous articles or articles that interfere with school procedures are subject to disciplinary action. Students who bring weapons and/or drugs on school grounds will be suspended and the proper authorities will be notified for possible legal action.

### **PTO**

Richmond Drive School enjoys a very active Parent-Teacher Organization. The goals are:

1. To promote the welfare of children in the home, our school, and our community.
2. To bring into closer relation the home and the school so that parents and teachers may work together for the education of our children.

Some of the activities that PTO has funded and coordinated may include: Tiger Trot, Book Fairs, Breakfast with a Buddy, Red Ribbon Week, Field Trips, and Teacher Appreciation.

### **REPORT CARDS**

A child's report card is as personal and individual as the child. It is best not to compare report cards among children in the family or in the neighborhood. Since children do not develop or learn at the same rate, attempts are made to understand how your child learns best and to teach him/her at his/her level and rate of learning by using appropriate materials. Report cards are sent at the end of each nine weeks.

If you have questions about your child's work, progress, grades, or other concerns, please call the school to schedule a conference.

### **SCHOOL CLOSING AND DELAYED OPENING DUE TO BAD WEATHER**

**PLEASE DO NOT CALL THE SCHOOL** Often our lines are tied up, and we are not able to receive the information we need. Parents can find information about school openings and closings due to bad weather at the school district information line (366-INFO or 366-4636) or the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) or local radio and TV stations. Information will also go out on the Rock Hill Schools District App. We will also send out a telephone message when there are closings or delays. Please make tentative plans to deal with early dismissal or late arrival situations in advance.

### **SCHOOL COUNSELOR SERVICES**

The School Counselor is available to speak with any student. She works carefully within the school to support a caring culture at Richmond Drive. Parents, teachers, staff or students may request the school counselor's involvement for a student who is in crisis or in need of short-term social/emotional counseling. Guidance class is taught to all students on a regular basis. Guidance curriculum includes lessons to enrich students' academic learning, personal/social development and career exploration and awareness. She works closely with the Rock Hill Schools' mental health counselors to provide long-term, therapeutic mental health services for students and families.

### **SCHOOL IMPROVEMENT COUNCIL**

This council shall include at least two parents elected by the parents of the children in the school, at least two teachers elected by the faculty, and two other representatives appointed by the principal. The elected members of the committee shall comprise at least two-thirds majority of the membership of the committee. All meetings are open to anyone interested.

### **SCHOOL SUPPLIES**

Please see that students have pencils, paper, notebooks, and other supplies needed. Find recommended items on the Rock Hill School Website.

<https://www.rock-hill.k12.sc.us/domain/1637>

### **SCHOOL-WIDE EXPECTATIONS**

1. No gum
2. No hats or hoods on shirts may be worn in the building
3. All adults and children in the building will be treated with respect
4. No profanity
5. No fighting or vandalism of property
  
6. All visitors must check in with the school office and obtain a visitor's pass which should be returned to the office upon leaving the school.
7. All persons on school grounds will practice good manners and show good citizenship.

### **TARDINESS AND LEAVING EARLY**

**Tardiness**--Students who come to school late lose valuable learning time, interrupt the class, and miss important explanations of the work to be done. Students who are late must be signed in the office in order for attendance to be corrected. Failure to sign in creates problems for the student as well as the school. Tardies are reported on the report card unless the tardy is caused by a late bus. **Students arriving after 7:45 A.M. will only be admitted through the front door and need to sign in at the office with an adult entering the office.**

**Leaving Early**--No student will be allowed to go home a different way unless permission is requested by a parent/guardian in writing. Students not assigned to a bus are not allowed to ride the bus without permission from the Director of Transportation. No student will be permitted to leave the campus early unless a parent/guardian comes to the office to sign the student out. A

request to have a child excused from classes early should be sent **in writing** with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made after school hours. Early dismissals should be limited and the office notified the morning of the early dismissal. Students will be signed out in the office.

### **TEXTBOOKS**

Students do not pay an annual book fee; however, they are expected to take good care of textbooks. Books that are lost or damaged must be paid for by the guardian of the student.

### **TRANSFERS**

When parents find it necessary to withdraw their child from school, they should notify the office and homeroom teacher before their last day of attendance. All textbooks and library books are to be returned on the student's last day of attendance and the student is to take all personal items from his/her desk and cubby. All financial obligations must be settled before the student transfers. When a student enrolls in his/her new school, the new school will contact Richmond Drive and the student's records will then be sent to the new school.

### **VISITORS**

Visitors who are on school business are welcomed at school; however immediately entering the school grounds, all visitors will "check in" at the school office, state the nature of their business, and be assigned a visitors' badge. Failure to comply with the check-in procedure will result in the visitor being asked to leave the campus. After this warning, the police will be called and the violators will be prosecuted. All visits to the classroom must be scheduled in advance. While we encourage parents and family members to eat lunch with their child, we ask those visits be limited to once-a-week. This enables our children to develop good relationships with each other and helps foster community within the class.

In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or recommended for expulsion from the district schools.

### **VOLUNTEERS**

Research indicates that students who have family members that volunteer in schools achieve more than those who don't. We welcome any volunteers and will assist however needed in choosing an area in which to participate. We can match a volunteer's gifts and talents with areas of need in our school. To name



just a few ways to help, volunteers can assist in the library, help the classroom teacher with activities or projects sponsored by the PTO, tutor students or assist with special activities. We **strongly** encourage parents/guardians and grandparents to share their time and talents with us. **All volunteers must complete a Volunteer Screening Form every two years.** You can do this at <https://www.rock-hill.k12.sc.us/Page/1188>

## **YEARBOOKS**

School yearbooks are sold in the fall and spring then delivered to students at the end of the year.

### **Elementary Transportation -Arrival & Dismissal –District Guidelines**

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

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

### **Walkers/Bike Riders**

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

Parents or legal guardian of students that walk to school will need to complete an approval form for their student to walk home (Attachment A) and this form will be kept on file at the school. Students in grades Kindergarten through first grade will not be allowed to walk home without a parent/legal guardian, older sibling, or an approved person on the student’s emergency

card meeting them at the school. Anyone other than an older sibling meeting a Kindergarten through first grader will need to have the student's walker pass in order to receive the walker.

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

### **Car Riders**

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

### **Bus Riders**

Any changes to transportation plans will need to be made in writing to the school. Only handwritten notes will be accepted for transportation changes. Students will not be released off the bus for grades Kindergarten and first unless an authorized adult is present at the bus stop. Any student that is not dropped off will be returned to their home school.

Contact the bus office at [bushelp@rhmail.org](mailto:bushelp@rhmail.org)

Transportation Information: <https://www.rock-hill.k12.sc.us/Domain/303>

## **District Information and Policies**

District Policies Link

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

## **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.

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

### **School Year 2022-23**

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

Students will be considered lawfully excused absent when:

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

*Lawful absences allow students to make up missed work.*

Note: Out-of-town trips/vacations are not lawfully excused absences.

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

### **Student Attendance Intervention Plans**

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

The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5.

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

## **Student Transportation Regulations**



## CARRY OVER POLICIES

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

## RESPONSIBILITY OF PARENTS

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



# SUSPENSIONS

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

## ELIGIBILITY STATUS

### I. Minor Violations

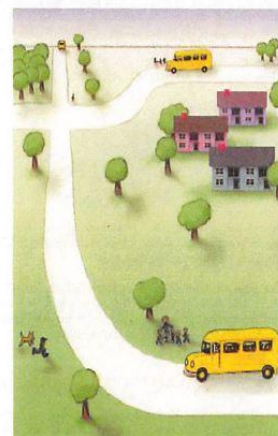
- 1<sup>st</sup>, 2<sup>nd</sup> - Warning
- 3<sup>rd</sup> - One day off bus
- 4<sup>th</sup> - One day off bus
- 5<sup>th</sup> - Two days off bus
- 6<sup>th</sup> - Two days off bus
- 7<sup>th</sup> and up - Three days off bus each incident

### II. Major Violations

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

Missed your bus?  
Call : 980-2022

# STUDENT TRANSPORTATION REGULATIONS



Transportation Complex 980-2022

Rock Hill Schools  
PO Box 10072  
Rock Hill, SC 29731

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

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

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

# STUDENT TRANSPORTATION REGULATIONS

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

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

## WHILE WAITING TO BOARD A BUS

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

## WHILE RIDING ON THE BUS

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

## PERSONAL PROPERTY & PRIVATE ITEMS

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

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

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

## ON THE TRIP HOME

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

## GENERAL INFORMATION

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

## DON'T LOSE IT!!

## WEAPONS, VIOLENCE AND GROSS MISBEHAVIOR

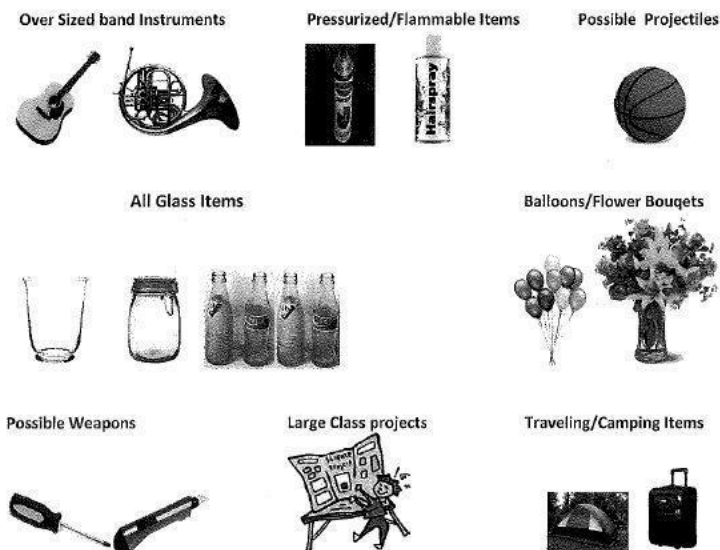
The possession of any weapon or object that can be used as a weapon...any act of violence at or upon another person on the way to a bus stop or at any bus stop or on any school bus or on the way home from a bus stop...and any other acts of gross misbehavior will result in loss of bus riding privileges.

## Common Disallowed Items On School Buses

Carry-on items: Compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are large, wooden, etc. **none of these** are to be carried on busses by drivers, teachers or students. Up to 22x28 paper posters are allowed if driver vision is not obstructed. Band instruments or other items carried on the bus must be of such size that all must be carried in the students lap and cannot be above the seat top. Items on the seats, floor- (projectiles) or obstructing the aisles endanger all passengers on the bus. Class projects and large band instruments must be transported to/from school via private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

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

Some examples of disallowed items are:



## Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

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

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to

educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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

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



Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent.

Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

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

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

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy. The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JIC, JICDA

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

Legal references:

S. C. Code, 1976, as amended:

JICFAA

1 of 2

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

[Section 59-19-90](#) - General powers and duties of school trustees.

[Section 59-63-110](#), *et seq.* - Safe School Climate Act.

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

[Section 59-63-275](#) - Student hazing prohibited.

[Section 59-67-240](#) - Other duties of bus driver; discipline of students for misconduct.

Federal Cases:

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

State Board of Education Regulations:

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

**York 3/Rock Hill School District**

**Policy and Administrative Rule for Code of Conduct**  
**CODE OF CONDUCT**

*Code JICDA-R Issued 6/23*

**Level I – Disorderly Conduct**

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

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

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

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

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

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

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

**Level II - Disruptive Conduct**

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



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

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

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

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

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

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

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

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

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

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

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

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

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- 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).

## **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; smart watches; gaming devices; or other devices that emit an audible signal; vibrate; display a message; display or record an image; or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

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

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

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

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

## **District-Owned Device**

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

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

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

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

### **Legal References:**

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

Thank you, parents and family members, for your support. We are successful when we work together as a team making the best choices for the children.

With sincere appreciation,  
The Richmond Drive Faculty and Staff