

Student and Family Handbook 2023-2024



York Road Elementary School

2254 West Main Street
Rock Hill, SC 29732

Important Contact Information

Hours: 7:00 a.m. – 4:00 p.m. (M-F)

Main Office: 803-981-1950

Fax: 803-981-1961

Nurse: 803-981-1965

Transportation Department (Buses): 803-980-2022

Rock Hill Schools District Office: 803-981-1000

Crystal Guyton, Principal

cguyton@rhmail.org

Matt English, Assistant Principal

menglish@rhmail.org

Lindsay Rowe, Dean of Students

lrowe@rhmail.org

Office Staff

- Pam Rector Front office Secretary
- Patti Garrison Bookkeeper/Power School

PRector@rhmail.org

pgarrison@rhmail.org

Our Vision and MISSION

Vision:

At York Road, all will feel valued, safe and successful.

Mission:

At York Road, all adults will work together to foster positive relationships that are student-centered by celebrating differences, setting individual learning goals, and facilitating a safe environment.

York Road Elementary Staff

- K4 Elizabeth Ruland
- Elizabeth Garnett

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Kindergarten

- Margaret Southwell
- Geanice Paul
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- Missy Whiting
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- Scottie Ard

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- Lisa Waters
- Lee Ann Alderman

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Special Areas

- Matthew Johnston Music MJohnston@rhmail.org
- Shambria Robinson Art sfrobinson@rhmail.org
- Cierra Stinson Dance CStinson@rhmail.org
- Ellenia Russell PE ESRussell@rhmail.org
- Monica Revels Guidance MRevels@rhmail.org

Resource

- Alaina Reichart AReachart@rhmail.org
- Paige Williams PRWilliams@rhmail.org
- Jessica Morton jmorton@rhmail.org

Technology

- Jennifer Miller- Instructional integration specialist JMiller@rhmail.org
- Tevin Dunlap- Technology Support TDunlap@rhmail.org

Support Staff

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- Bennetta McMiller Speech BMcMiller@rhmail.org
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SSO

- Ricky Stroud RStroud@rhmail.org

Day Porter

- Kenneth Stradford KStradford@rhmail.org
- Vivian Herbert VHerbert@rhmail.org

Dear York Road Families,

I love this school and the families we serve. This is actually my zoned school, so I know this area well. We are looking forward to a great year. We are so happy that you are a part of our community.

I grew up in Rock Hill, graduated from Rock Hill High School, and studied at Clemson. I graduated from Clemson in 1986 and moved to Las Vegas to teach and to complete my master's program at UNLV. After 5 years, I moved back to SC and taught in Clover for 6 years. I then moved to Rock Hill and have had the pleasure of working at Oakdale Elementary, Richmond Drive Elementary, Sunset Park Elementary, York Road Elementary, and India Hook. I love Rock Hill and want every school in this district to be excellent!

I have two children, Caleb (28) who is an officer in the US Army and Hannah (19) who is a sophomore at Clemson.

I am so excited about what this year will bring for our school families.

Sincerely,

Crystal F. Guyton

Please note: 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 any way 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

ARRIVAL/DISMISSAL

Classes will begin at 7:45 a.m. If you drop your children off in the morning, please arrive no earlier than 7:00 a.m. and no later than 7:40 a.m. **Students arriving after 7:45 a.m. will need to be escorted into the office by an adult in order to be signed in.** If you need to come inside the school, **please park in a parking space.** If you are dropping off at car circle, please do so by 7:40. At that time staff must enter the building to begin our teaching day. If you arrive after that time, please park near the main office and then walk your child inside.

Car riders must be dropped off AND picked up using ONLY the drive located to the right of the school. Car riders will be dismissed at 2:10 p.m. and should be picked up by 2:30 p.m. Parents are required to clearly display their students' identification card in the front windshield. "Homemade" identification cards will not be accepted. Replacement cards can be obtained in the office, using a valid photo ID.

York Road Elementary School's Car Rider Line for Arrival & Dismissal



X marks the car rider drop-off point.

→ marks the flow of traffic in the car rider line.

ELEMENTARY SCHOOLS

Guidelines for Implementing Student Attendance Regulations

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

Tardies: All students who are not in their classroom by 7:45 a.m. will receive an unexcused tardy. The only exceptions are for students who are tardy due to a medical appointment or a late bus. A tardy will only be excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

Students will be considered absent lawfully and excused when:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice)
- There is a recognized religious holiday of their faith.
- The student is suspended out of school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school hours.

Students will not be excused or be considered lawfully absent for family vacations, non-sponsored school events or

any personal reason not associated with the school will not be excused.

This is part of SC State Compulsory Attendance Law. Early Dismissal: Students are not allowed to leave school after 1:45 p.m. UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes will be made AFTER 1:45 p.m. Student Attendance Intervention Plans After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. The maximum number of days a student 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



Based upon USDA Nutrition Standards and School Board Policy ADF - District Wellness, the following list of approved snacks are the only allowable snacks for classroom celebrations or parties. No homemade goods are permitted. Snacks must be individually wrapped or in purchased container/package.

Valentine's Day parties are excluded from using the list.

The list was compiled by the district Health Advisory Committee using feedback from the School Improvement Councils (during the 2017-18 school year), and parent survey responses from the spring of 2018. The snacks listed meet SMART Snack guidelines recommended by USDA.

Pretzels

Cheddar crackers or graham crackers

Sun chips or similar baked chips

Frozen fruit bars (Ex. Whole Fruit, Outshine, Dole or store brand equivalent)

Fresh fruit – Individual serving/wrapped or in purchased package container

Fresh vegetables – Individual serving/wrapped or in purchased package container

Low fat dips

Fruit cups (Ex. In water, light syrup, or 100% juice)

Yogurt

Apple sauce cups

Gelatin cups or pudding cups

Fruit and veggie pouches

Cheese sticks (Individually wrapped)

Pepperoni or turkey pepperoni (In purchased package container or individual sticks)

Water/Flavored Water

*This list does not address allergies. Please remember to always check specific allergies with your classroom teacher 48 hrs. prior to bringing food to the school. Accommodations will be made for students with allergies.

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:

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 device

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, JICFAA JICFAA 1 of 2 including its applicability to all areas of the school environment as outlined in this policy. The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students. Cf. GBEB, JIC, JICDA Adopted 1/22/07; Revised 11/28/11, 1/25/16 Legal references: S. C. Code, 1976, as amended: Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions). Section 59-19-90 - General powers and duties of school trustees. Section 59-63-110, et seq. - Safe School Climate Act. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities. Section 59-63-275 - Student hazing prohibited. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. Federal Cases: Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011). State Board of Education Regulations: R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts. York 3/Rock Hill School District

The school board has adopted a policy on harassment, intimidation and bullying. A copy of this policy can be obtained by contacting the school or by accessing the following website:

https://boardpolicyonline.com/?b=york3_rock_hill

BUS TRANSPORTATION AND CONDUCT

Bus transportation is considered an extension of the regular school program. Riding the school bus is a privilege, not

an absolute right. Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises. If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-2022.

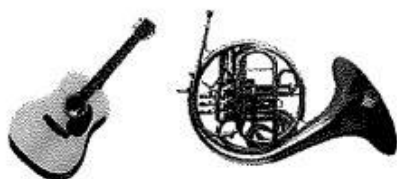
Common Disallowed Items On School Buses

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

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

Some examples of disallowed items are:

Over Sized band Instruments



Pressurized/Flammable Items



Possible Projectiles



All Glass Items



Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items



CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Teachers, parents, or the principal may call for a conference when desired or necessary. Parents may call the school office (981-1950) to set up an appointment. We prefer that conferences be scheduled after 2:15 p.m. on Mondays, Wednesdays, or Thursdays or by Zoom. However, attempts will be made to arrange a time convenient to all. It is our expectation that at least once during the school year an in-person conference takes place for every student.

CODE OF CONDUCT & DISCIPLINE

A comprehensive list of all district policies can be found on the district website. The Code of Conduct policy can be found at the end of this handbook.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and the need for good behavior and a good attitude while at school. **We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property.** Students who break rules continuously will be sent to the office and handled accordingly. If problems persist, parents will be called to come in to help resolve the problem.

Each classroom has rules that are similar to the ones listed below:

1. Follow directions given by any faculty member.
2. Be respectful of all individuals.
3. Keep hands, feet, and other objects to yourself.
4. Use appropriate school language.
5. Walk at all times, including during arrival and dismissal times.

Students whose behaviors break rules continuously or interfere with other students' learning will be managed by the classroom teacher or referred to school administration. An opportunity will be given for "cooling down" before returning to class.

If a student has an office discipline referral, these are possible consequences:

- Student conference with principal.
- Parent conference with principal.
- Loss of privileges.
- Suspension from school.

These consequences will be issued by an administrator.

DRESS CODE

1. All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. Flip flops, slide sandals, and "Heelys" are prohibited. Sandals must have back straps. It is recommended that all students wear athletic-type shoes each day to avoid injury during recess and P.E.

2. Hats, caps, head wraps, hoods, etc., may not be worn inside of the building.

3. Offensive or suggestive writing, pictures, or patches on clothing are prohibited.

4. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, spaghetti-strapped shirts, see-through blouses or shirts, and bare

midribs are prohibited.

5. Combs may not be worn in the hair unless they are designed to serve as a barrette. Hair curlers and picks are also prohibited.

6. Belts must be buckled, sashes tied, and buttons buttoned except at the neck. Oversized pants must be belted at the waist. Sagging pants may be secured by school personnel with twine or plastic tie wraps.

7. All shorts and skirts should be at least "fingertip length" when hands are held straight by one's side. The following items are NOT appropriate for school: biker's shorts, form-fitting clothes, tattered or torn clothing, or any other type of clothing that exposes skin.

8. Clothing or hair styles which tend to be so attention getting as to disrupt the educational process are prohibited.

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office first to check your child out. If someone other than the parent signs the student out, the parent must provide permission before the student will be permitted to leave the building. Proper picture identification will be required for dismissing a student. Due to the busy nature of the office, students will not be called out of class for early dismissal after 1:40 p.m. unless they have a scheduled appointment. Be sure to provide an excuse upon your child's return.

EMERGENCY DRILLS

Emergency drills are necessary for the safety of students, staff, and faculty. Everyone is given specific directions for reaching safety points from those areas of the school building in which he/she may be. Specific information for emergency drills is posted in each room. In the event of a radiation disaster, students will be transported by school bus to designated shelter areas.

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

EMERGENCY SCHOOL EVACUATION

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

ENTRANCE REQUIREMENTS

Students entering kindergarten must be five years old on or before September 1. All students entering a South Carolina school for the first time must have a birth certificate, South Carolina Certificate of Immunization, and proof of residence.

OTHER POLICIES OF INTEREST

Policy JE and Administrative Rules JE, JE-R and JE-R(2) Student Attendance

Policy JICDA and Administrative Rule JICDA-R Code of Conduct

Policy JIH and Administrative Rule JIH-R Student Interrogations, Searches and Arrests

Policy JIHC and JIHC-R Weapons Screening/Use of Metal Detectors

Policy JII Student Concerns, Complaints and Grievances

Policy JKD and JKD-R Suspension of Students

Policy JKE and JKE-R Expulsion of Students

Policy JK Student Discipline

Policy JLDBB Self Esteem Promotion/Suicide Prevention*

FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district – lost books, library fines, fees, etc. – should pay within the prescribed time, or sanctions will be taken by the school/district to collect the outstanding debt.

FOOD SERVICES

All students are allowed to eat at no cost to you. No Free/Reduced lunch applications are necessary this year at our school. If your child is eating breakfast, please have them here before 7:15 to allow time to eat and get to class on time.

HEALTH ROOM

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 prescription or non-prescription medication must have the appropriate form signed and the medication must be brought in by the parent. Both *Prescription Medication* and *Non-prescription Medication Forms* can be accessed using the hyperlinks below:

[Permission for School Administration of Prescription Medication Form](#)

[Permission for School Administration of Non-Prescription Medication Form](#)

INTERNET AND EDUCATIONAL PRACTICES

Use of the Internet

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

1. Use the Internet for legitimate educational purposes
2. Send e-mail only at the direction of my teacher during school hours
3. Not register the name, home address, or telephone number of myself or anyone else in any location

- on the Internet
4. Not attempt to download or save files to the computer without teacher permission
 5. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
 6. Not use or attempt to engage in interactive internet exchanges without teacher permission
 7. Not harass, insult, or attack others via electronic communications
 8. Not damage or alter computers, computer systems, or computer networks
 9. Not violate copyright laws
 10. Not trespass in another's folders, work, or files

Use of Educational Applications Students may be required to download specific applications for educational purposes and utilize Web 2.0 tools as directed by their teacher. These applications and tools are to be used for educational purposes only. Parent(s) agree that downloading and using these applications and tools is permissible under teacher direction. Parents are encouraged to request/access the list of required and recommended applications as well as to check the content/applications downloaded on the student's device.

HOMEWORK

Homework extends active involvement beyond the classroom. Homework is an excellent way for parents to keep abreast of a child's progress. Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year, concerning homework. The amount of homework per day from individual teachers may vary. Through the use of technology, teachers have a variety of methods to communicate with families that will be discussed at Open House.

MEDICAL CONDITIONS, ILLNESS, ACCIDENTS, AND EMERGENCIES

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

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows: The nurse or authorized school personnel will administer first aid. If the accident or illness is considered serious, or if the child is uncomfortable, a parent will be called. If we are unable to reach a parent, the school will follow parents' directions on the enrollment card and consent forms to secure an individual to pick up the child, or to secure emergency medical treatment if needed. **Please make certain we are aware of medical and allergic conditions.** When children have been sick the previous night, please check them carefully before sending them to school. Make sure a contact person can be reached at all times.

PARTIES

A Valentine Party will be held in each classroom and you may be asked to assist with donations for this event. This is the only party to be held during the school day. Other times of celebration will be held during designated lunch times.

PROMOTION/RETENTION OF STUDENTS

Students not mastering performance indicators at their grade level will be considered for retention. The first notification of a possible retention is sent at the end of the first semester. If necessary, the second notification is sent at the end of the third grading period. Final decisions concerning retention are made in early May. Students may be retained due to poor academic performance or failure to attend school regularly.

PARENT TEACHER ASSOCIATION

York Road's PTA provides an excellent opportunity for establishing better communications between parents/teachers and to help in understanding the activities, opportunities, and programs for learning. This is one of the best ways for parents to learn about school life. We invite you to join the York Road PTA. Please email our PTA at YorkroadPTA@gmail.com

REPORTING TO PARENTS

Samples of your child's work are sent home periodically. In an effort to improve home/school communication, a special folder will be provided to each student for this purpose. The entire staff will send all notices, work samples, newsletters, etc. on Wednesday of each week. Please expect all communications on this day, review them, and return the folder to the school. You will receive more specific information from your child's teacher. Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his success and happiness in school. Report cards are issued every nine weeks.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council of York Road Elementary School is composed of elected parents, teachers and community members that strive to improve the educational programs and school climate of our school. You are encouraged to get involved as a member. Please contact the school for more details and/or to let them know you would like to be a member. Elections are held during the spring of the year to elect the next year's council. The SIC and PTA have co-sponsored activities to support school programs.

SCHOOL CLOSINGS AND DELAYS

Announcements concerning school closings or delayed openings will be provided to parents through the parent notification phone system and will be broadcasted on all local radio and TV stations and on the district website as soon as the decision is made. When schools operate on a delayed opening due to bad weather, do not bring your child at the regular time. There will be no one available to supervise your child. The breakfast program does not operate on delayed start days.

If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system, on all local radio and TV stations, and on the district website. Please have a plan for this situation and discuss this plan with your child.

SCHOOL SUPPLIES

There is a standard supply list for every elementary school district wide. We ask that you provide those materials for your student on the first day of school. The supply list is located on the school and district website as well as stores throughout the community. Please be sure that your child comes to school every day prepared with these supplies.

SEARCH AND SEIZURE

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials.

Policy JIH and Administrator Rule JIH-R

SNACKS AND OUTSIDE FOOD

Parents have the authority to send any snack to school for their individual child to be consumed during his or her snack time as designated by the teacher. We do, however, encourage that those snacks be healthy snack options. Families may not send snacks for the entire class unless they have been pre-approved by the classroom teacher and comply with our district's Health and Wellness Policy (see policy below). No homemade snacks or food items will be permitted. Only store bought items with labels can be brought into the school. This is to protect our students with allergies.

SUPERVISION OF STUDENTS

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. All other students will be provided supervision no earlier than 7:00 a.m. and up to 15 minutes after classes are dismissed.

TECHNOLOGY USE

Students are to use provided technology devices/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability.

TEXTBOOKS

Third grade students will be issued Social Studies textbooks that are on loan from the South Carolina State Department. It is your child's responsibility to take care of the textbook throughout the year. Fines for missing or damaged textbooks are the responsibility of the parent.

TELEPHONE

There are limited telephone lines in the school. The school phone is a business phone and is not to be used by students. **All arrangements for end-of-the-day transportation should be communicated in writing.**

TOBACCO FREE ENVIRONMENT

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not

limited to cigarettes, cigars, pipes, smokeless tobacco and snuff by all students, staff and visitors. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for all students, staff, and visitors within all district facilities, vehicles and grounds and at all district-sponsored events or when district facilities are being used. This includes being in a car at car drop off or pickup.

TRANSPORTATION CHANGES

Please notify the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home. If a situation arises after the start of school and you need to call to make a change in your child's transportation home, please do so by 1:30 p.m. We can no longer make transportation changes over the phone. It must be in writing. Any changes in bus transportation must be approved by the Transportation Department, which can be reached at 803-980-2022.

VOLUNTEERS

Please complete the volunteer application at <https://www.rock-hill.k12.sc.us/Page/1188>

WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date so that we can collect textbooks, library books, etc. The child's new school will contact us for records. Your cooperation is always greatly appreciated.

Please read the following documents regarding *Code of Conduct* and *Notification of Rights under FERPA*:

Policy: JICDA Code of Conduct

Issued 5/16

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

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

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

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

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies [JKD](#) and [JKE](#)). The administration will consider extenuating circumstances when taking disciplinary action.

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

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

Administrative Rule: JICDA-R Code of Conduct

Issued 5/16

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
- 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
- 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
- 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.
- 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

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Student Conduct Away From School Grounds or School Activities

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

Additional Information is found in the published Administrative Rule

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se

encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

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

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

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

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

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

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

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

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

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

Información del Directorio

Los siguientes datos se entregan a petición del solicitante y a la discreción de la dirección de cada escuela: nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, foto, asinaturas estudiadas, participación en actividades y deportes reconocidos oficialmente, peso y estatura de los miembros de los equipos de atletismo, fechas de asistencia (anual y diaria), diplomas y premios recibidos, y nombre de la última o anterior agencia o institución educativa a la que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: *Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731* antes del martes siguiente al Día del Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.



YORK ROAD ELEMENTARY PARENT COMPACT

PLEASE COMPLETE AND RETURN THIS SHEET WITH YOUR CHILD if you have not done so already when you met with your child's teacher at the beginning of the school year.

Student's Name: _____

Address: _____ Zip Code: _____

Telephone: _____ Teacher: _____

My child and I have read and talked about the York Road Elementary Student and Family Handbook. We agree to support these rules.