



Parent/Student Handbook

**Independence Elementary
2021-2022**

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It is with great expectations that we welcome you and your child to another great school year at Independence Elementary. The mission of Rock Hill School District Three states, "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. RHSD believes:

- ♦ *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 learning.*

The mission statement of Independence Elementary states, "Independence Elementary believes that nothing is more important than children. We are continually committed to the social, emotional, and academic development of every child. Our school is a safe, challenging, caring, and supportive environment where teachers, parents, students, and community members work together to ensure all Independence students have a solid foundation for life. We strive to make the learning experiences at Independence fun and engaging while holding everyone accountable for reaching his or her highest potential". We want this school year to be the best ever at Independence. Together we can and will do great things for our children.

The Independence Administrative Team

Vision

Independence students possess a solid foundation for the next steps in their journey through life.

Motto

I- Independence Students
D- Dream
E- Explore and
S- Succeed

ARRIVAL

Students are expected to arrive on time and be ready to learn. All students should be in their seats by 7:40 AM. If your child eats breakfast at school, he/she must arrive in time to eat and be in class by 7:40 AM. Breakfast will not be served after 7:35 AM. Students are tardy at 7:45 AM. All tardy students must be signed in by an adult. Habitual tardies will result in meeting with the attendance clerk and administrators. Excessive tardies (10 and over) will be referred to the District Attendance Office and could subsequently be

turned in to Family Court. *Morning arrival: You may walk your 1st-5th grade child(ren) to class on the first day of school. After the first week of school, we will have our annual Independence Day for Kindergarteners. Your child will be expected to walk to class independently from this day forward.*

AFTERNOON DEPARTURE

All students are expected to move in an orderly fashion to their respective areas for dismissal.

In compliance to district regulations, no early dismissals are allowed after 2:00 PM.

All car riders are dismissed from the cafeteria. In the event that your child is sick or dismissed early, please contact your child's daycare. For safety reasons, no parent is allowed to come into the building to pick children up at dismissal. **No child will be allowed to change the way he/she is dismissed unless a handwritten note is sent to school or a phone call to the front office where identify will be verified. For safety reasons, no emails or Dojo messages will be accepted.**

All bus riders are dismissed from the bus lot. No child may change buses without approval from the District Transportation office.

Afterschool Daycare: If your child goes to daycare, in the event that he/she gets sick, absent or is dismissed early, please contact the daycare and inform them that they will not be attending that day.

We do recognize that emergencies arise and call for a parent to change transportation plans for their child after they have been dropped off. In the event of such an occurrence, we require that you call the main office by noon on that day and inform a member of the office staff of the change. **You can only make transportation changes for your child.** Under no circumstances are parents allowed to change transportation plans for another student. These procedures are in place to insure the safety of all students. We appreciate everyone's cooperation.

It is our goal to maximize instruction for all students; therefore, we ask that you avoid picking your child up after 2:00 PM. This poses an interruption to the instructional day which ends at 2:25 PM.

ATTENDANCE

No single factor may interfere with a student's progress more quickly than frequent absences. Parents and students are encouraged to place regular school attendance as a top priority item during this school year. Every day is important. If it is necessary for a student to be absent, the following should be done:

- (1) If possible, notify the school before the absence;
- (2) Upon returning to school, send a note signed by a parent/guardian and/or doctor's note stating the exact reason for the absence. Without this written note, absences are coded unexcused; and,
- (3) Make up all work missed during the absence.

There are three codes for coding student absences: (1) excused absences, (2) unexcused absences, and (3) suspensions and/or expulsions. Excused absences are the following: student illness or injury quarantine, medical/dental appointments, court or administrative appearance by the student, family deaths, religious observance, and certain trips. Trips must be of educational value and the principal must approve the absences in advance. Parents are encouraged to plan trips when school is not in session. Unexcused absences are defined as any reason not covered under lawful. **Strict consequences are enforced when students miss excessive days**

without an excuse. Parents are asked to call the school office if their child has been absent for two or more days.

Perfect attendance is awarded to students with no absences. Students receiving the perfect attendance award are allowed one early dismissal or tardy each nine week period. Early dismissals and tardies do effect student attendance reports.

BREAKFAST

Breakfast is served in the cafeteria between 7:00 AM and 7:35 AM every morning. Children should go from the cars or buses directly to the cafeteria before reporting to their classrooms. Since so little time is allotted for eating breakfast, it is imperative that the students eat quickly so they can get to their classrooms by 7:40 AM. **No breakfast will be served after 7:35 AM.**

BUS TRANSPORTATION

Our intent is to offer safe, reliable transportation at all times. **Riding the bus is a privilege that can be lost if safety rules are disregarded.** The primary goal of the bus driver is to get students to school and home safely. They should be treated with respect. Bus expectations are:

- Students are expected to stay in assigned seats.
- The bus aisle should remain clear and free of arms, legs, and book bags.
- Students who live outside of 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 to and from school if a student can no longer ride the bus.
- Issues with transportation should be reported to the Transportation Department and then to school administration if necessary.
- Transportation changes regarding riding the bus or changing buses must be preapproved by the Transportation Department.

No child will be allowed to change the way he/she is dismissed unless a handwritten note is sent to school or a phone call to the front office where identity will be verified. For safety reasons, no emails or Dojo messages will be accepted.

CAFETERIA

Our school district contracts with Southwest Foodservice Excellence to provide your child with breakfast and lunch. Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. Lunch schedules will be shared with parents during the first week of school and menus can be found monthly on-line for your planning purposes. The cost for these meals is: Breakfast - \$1.10 and Lunch - \$2.20. Free and reduced lunch forms are available at school or on-line at www.school lunchapp.com. Reduced costs will be determined after reviewing your free/reduced lunch application. **These forms must be filled out each year.** On-line applications are approved quicker than hard copies. **Students must bring money for breakfast and lunch until free/reduced lunch is approved.** Parents are encouraged to set up accounts and pay for meals at www.mealpayplus.com. This site will email you

when your child is low on money. If you have an issue concerning the cafeteria, please contact the cafeteria manager, Ms. Levi.

CAR RIDERS

There is only one drop-off/pick-up lane. Students are not allowed to cross the parking lot in front of traffic by themselves. It is imperative that cars making drop-off/pick-ups remain in a *single* line by the sidewalk. Please observe posted no parking signs during these times. We rely on parental cooperation to ensure the safety of all students. Don't forget to cross at the crosswalk and pull forward.

Morning Arrival

- All students are to be dropped off **in the car line at the front of the school.**
- Parents are asked to remain in line to drop off students.
- Parents who wish to escort their child into the building may park in **the school parking lot** and then walk across the crosswalk when instructed.
- Students must exit the car on the passenger side for safety purposes.
- Staff members and student patrol members are available to assist with morning drop-off from 7:15-7:40.

Afternoon Dismissal

- School is dismissed for car riders at 2:20 PM. Car riders must be picked up by 3:00 PM.
- The afternoon car rider line is in the front of the school.
- **Parents of car riders must remain in their cars. Students will not be dismissed to parents waiting outside the front doors.**
- Please display the assigned decal for your child/children you are picking up in your car windshield **every day for the entire year** so that staff will know who you need.
- The driver should pull up as far as traffic allows in the loading zone before the car is stopped to let the child enter the car. Our staff and student patrols will be able to load more children at one time and keep traffic moving in a safe and timely manner.
- For safety purposes, please have your child enter the car from the passenger side only.

CHANGE OF STUDENT INFORMATION

The school office must have the current information on students at all times. Notify the school secretary or your child's teacher when a change to an address, phone number, or emergency number needs to be made. Proof of residency is required for an address change.

CHALLENGER (After School Program)

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

Challenger Daily Schedule

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

DAILY SCHEDULE

7:15 Student arrival/Breakfast served

7:40 First Tardy Bell
7:45 Instructional Day Begins
2:25 Dismissal begins

DRESS CODE

It is important that students wear appropriate, comfortable clothing to school. Parents will be called to bring suitable clothing if students come to school dressed inappropriately. It is suggested that sweaters or jackets be worn to accommodate the changes in temperature and the air conditioning. Please follow these dress code guidelines:

- Messages and pictures on t-shirts must be suitable and age appropriate.
- Head coverings may not be on or cover the head while in the buildings or classrooms. Items that violate the dress code policy will can confiscated.
- Tank tops should be at least 3 fingers wide.
- No halter tops or low cut tops.
- No bandanas
- No short shorts, short dresses, or short skirts. (A good rule to follow regarding shorts would be that shorts should not be shorter than your child's arm length when standing and their fingertips cannot touch skin.)
- No pants below the hips. Belts are to be worn to keep pants at the hips.
- No pants with holes or cut-outs.
- Leggings can be worn with dresses or skirts, but are not permitted to be worn with t-shirts.
- No flip flops, slides/soccer sandals or high heeled shoes as this is a safety concern. All shoes must have a strap on the back. Rubber soled shoes are needed for physical education classes.

EARLY DISMISSAL

Any parent wishing to pick up a student early must first come by the office to sign out the student. We ask that you sign your child out prior to 2:00 PM. In order for a student to be picked up by someone other than a parent, permission must be given by sending a note or making some other form of identifiable contact with the office staff. Please do not be offended if you are requested to show identification.

EARLY DISMISSALS DUE TO WEATHER

In the event that school closes during the day, buses will run. We will need on file emergency plans for each child in the case of early dismissal for any reason. These dismissals are rare, but may occur with bad winter weather or major facility problems. Please listen to radio/television stations, the RHSD3 app, Parent Link telephone calls for system-wide announcements. Please do not call the school, as the phone lines will need to remain open for emergencies.

EMERGENCY DRILLS/ALERTS

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

Fire drills are held once a month. Tornado drills are also conducted each semester. Alerts are explained to students during the first week of school. A plan is also in place in case of an emergency at the

Catawba Nuclear Station. In the event we experience persons entering the school, apprehending a school occupant and/or threatening violence, we have in place an established lockdown crisis plan. We will secure the building by locking all doors (classrooms, offices, cafeteria, gym and entrances). Then we will await assistance from the police department and RHSD central office staff.

Fire drill/tornado drill plans are posted by each door in all classrooms. Each school is required to have the following drills per year:

- 7-10 Fire Drills (one each month)
- 3 Lockdowns
- 1 Reverse Evacuation
- 1 Bomb Threat
- 2 Tornado/Severe Weather Drills
- 1 Shelter-in-Place
- 1 Earthquake

You will be notified of any crisis situations through our school district's Parent Link communication system. **For this reason, do not telephone the school during an emergency.** Telephone lines will need to remain open for emergency communication. In the event of inclement weather, parents will be informed through Parent Link phone calls and local TV and radio stations. The information will also be posted on the Rock Hill School District website. **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. We are confident that we are prepared to handle a variety of emergencies.

FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of the curriculum. Written parent permission must be received for a child to leave the school campus. Costs are kept to a minimal amount; no student is penalized because of cost. There are times when additional chaperones are needed. Grade levels/teachers will make parents aware when chaperones are needed. All chaperones must be approved by the district.

GIFTED AND TALENTED

The Gifted and Talented students work closely with the school's GT teacher. All students in second grade will take the CogAt test which is used for identifying gifted and talented students. However, screening is available throughout the year to all students in grades 2-5. Second through fifth grade students work on various curriculum areas and share their work with parents throughout the school year.

HEALTH SERVICES

The health room provides emergency first aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature of 100.0 degrees or above or vomiting must be picked up from school. **Current phone numbers to contact you or a responsible adult at all times are essential.** Once contacted, parents are encouraged to be prompt in picking up their sick child. Parents are to make the school aware of any medical problems/conditions that warrant special care. Do not send children to school if they have fever, nausea, or other symptoms

of illness. The school nurse oversees screening of children for certain problems, reports findings to parents, and monitors our records.

HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. In grades 3 - 5, student agendas are used to communicate assignments. Parents are asked to work with the school to see that all assignments are completed. Reading is expected to be part of every night's assignment. Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Teachers who team together coordinate their assignments. Questions regarding homework should be addressed promptly to the child's teacher.

INSTRUCTIONAL PROGRAM

At Independence, students are taught the curriculum that is outlined for students by the state of South Carolina. The Rock Hill School District and the state have also developed additional documents that support the planning and delivering of instruction.

Teachers at Independence plan a yearlong course of study in Math, Science, Social Studies and Literacy. The grade level teams work together to develop the plan which is constantly being revised and improved, so that it meets the needs of our students. The state and RHSD provide teachers with a number of assessment tools, which help teachers to determine exactly what children know and do not know. The emphasis is on teaching the specified curriculum, but at the level that is appropriate for the students.

While the academic program is our central focus, we address the total child's needs through enrichment and cultural arts activities. Our staff includes certified teachers for physical education, art, music, media, and technology.

At Open House, your child's teacher will provide you with an overview of the content covered at your particular grade and your child's daily and weekly schedule. We will share with you field trips, contests, and special academic events in which you may be involved. The PTA supports our real-life, problem-based units with cultural arts activities and field trip opportunities. We are proud of the active learning environment at Independence. We thrive on relevant, purposeful lessons every day!

LOST AND FOUND

The Lost and Found area is located in the cafeteria. Items are held for at least one month and then donated to a charity. To help minimize lost articles, students' names should be placed on lunch boxes, coats, and sweaters.

LUNCH

Students are expected to have good manners while eating lunch. While we want students to socialize and enjoy their meal, we also want them to eat during the time they have in the cafeteria.

Parents who are joining their child for lunch may sit at a designated table on the stage. Please contact the school cafeteria by 8:00 AM if you wish to purchase a lunch. Adult lunches are \$3.50. Parents who wish to send in treats for special occasions must check with the teacher first due to allergies. Parents are asked to adhere to the district approved snack list. You may bring the treat in the morning

and leave it to the teacher's discretion as to when to distribute them. If you wish to be present, you may come at lunch to help distribute the treats. **For the safety of our students with food allergies, please send in only store bought items with the ingredients clearly labeled. Please use this website for reference on school appropriate snacks: <https://snacksafely.com>.** It is updated monthly.

Parents eating lunch with students should wait on the benches outside of the cafeteria until their child's class arrives. You are welcome to sit with your child on the stage and talk quietly. Due to safety reasons, children are not allowed to have friends sit with them on the stage. Parents who are eating with their child are encouraged to follow school-wide rules and supervise younger siblings. Please adhere to your child's lunch schedule and have him/her ready to line up with the class.

MEDIA CENTER

Students visit the Media Center both with their class and independently. The Media Center is open daily for students. Overdue fines are not charged but students are encouraged to return books promptly and to take care of all materials. The Media Center sponsors two book fairs every year and the profits are used to purchase library books and materials.

MEDICATION

When medication must be dispensed at school, a medical release form signed by the parent AND physician is required to be on file in the nurse's office. Students are responsible for coming to the nurse to receive the medication. All medicine is stored in a locked place and records are kept of all medication that is administered. We dispense no medication without proper documentation. This includes prescription medication and non-prescription medication (i.e.— inhalers, antibiotics, creams, eye drops, cough syrup, Tylenol).

PARENTAL INVOLVEMENT

Independence Elementary acknowledges parents as full partners, with teachers and staff, in the education of their children. Independence maintains an open, friendly environment and welcomes parents to visit the school and their children's classrooms. Our concept of Parents as Partners goes far beyond the traditional understanding of parent involvement. An involved parent is one who is involved in their child's whole life and who has the opportunity to be active in nearly every aspect of the school's operation. Parents can support their child's learning in a number of ways. We invite parents to join with us in this partnership, committing themselves in a variety of ways. In a proactive measure to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's School Check-In System. Upon entering the school, all visitors/volunteers will sign into the School Check-In System on the computer in the office. A printed visitor badge will serve as verification of approval to enter the building/event. **You must present a valid driver's license or state issued identification to visit within the school.**

PERFORMANCES

Unless prior permission has been obtained from the principal, siblings from other grade levels will remain in the learning environment. Out of respect for all participants and due to safety concerns, we ask that you remain seated for the entire program. You may pick up your child in the designated area at the end of the

program. These guidelines will also be followed for Terrific Kid presentations.

PERSONAL BELONGINGS

Students are not to bring radios, tape players, CD players, electronic games, water guns, lip gloss, or other personal items that may result in disruption to instruction to school. Students should not bring large sums of money or other valuables to school. In the case of all of the above items, neither the school nor the district will assume liability if these items are lost, stolen, or broken. If any student brings a knife, fireworks, matches, or other dangerous items to school, he/she may be suspended or expelled from school. Clothes, buttons, or magazines with obscene, suggestive, or inappropriate messages are never to be brought to school and may lead to disciplinary action.. Any items promoting alcohol are also prohibited.

If your child must bring a cell phone to school, it is to remain in the child's book bag, and off for the entirety of the school day. Again, the school does not assume responsibility if the cell phone is lost, stolen, or broken.

PICTURES

The school offers individual student pictures twice a year during the fall and spring. Class pictures are made during the fall picture dates. Flyers are sent home indicating the times, dates, and costs. Checks are written directly to the photographer.

PTA OPPORTUNITIES

Parents are partners in every aspect of the school program. Independence has an active PTA that encourages all parents to join and participate in school events. The PTA sponsors a variety of programs including field trips. The PTA also sponsors fund raising events that provide monies for recess equipment, physical education equipment, and instructional materials for literacy and mathematics. The PTA will have a PTA membership drive with the cost being \$5 to join.

REPORT CARDS

Report cards will be sent home at the end of each nine-week grading period as shown on the school calendar. Parents are asked to sign and send report card envelope back to school. Toward the latter part of the school year, teachers and/or parents will present recommendations for retention of students to the administration. The administration will make the final decision relative to retention on an individual basis and will always seek to do what is absolutely best for the student in question.

REPORTING STUDENTS' PROGRESS

Conferences for all students are scheduled at the end of the first quarter. Teachers or parents may request a conference at other times throughout the year. Teachers also send home progress reports between report cards. Check with your child's teacher to find out information about this schedule. Continuous conversations between the teacher and parent should occur for students not performing on grade level. **Please do not contact the administrators concerning an academic situation until you have first talked with the teacher.**

SCHOOL IMPROVEMENT COUNCIL

The School Leadership Team plays an active role in our school's improvement process. Parents and staff members work together to encourage, support, and create opportunities for involvement from parents and the community. This team facilitates the involvement of

the school community in designing and implementing the four-year School Improvement Plan.

SCHOOL VOLUNTEERS

School volunteers are a very important resource to our staff in support of the instructional program. You are required to register on the RHSD website to be a volunteer. Volunteers can provide support in the following ways:

- Serve as a classroom helper
- Shelving books in the media center
- School Improvement Committee
- Reading with/to students
- Gardening/Landscaping
- Become an active PTA member

If you are interested in becoming a school volunteer, please fill out the application at <http://www.rock-hill.k12.sc.us/community/volunteerapplication.aspx>. You should receive an email within a week stating your volunteer status and a card will arrive in the mail. Your interest and involvement are always appreciated.

SNACK LIST

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 a 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.

SOCIAL MEDIA

Parents are encouraged to follow our social media accounts. Content is routinely uploaded that contains important school news, school and

student celebrations, performances, and live broadcasts of school events. We currently have Facebook, Twitter, and Instagram. We also encourage parents to visit our webpage and to download the RHSD mobile app. Please contact the office if you have any questions regarding social media. IDES reserves the right to remove any comment deemed inappropriate.

SPECIAL AREA CLASSES

At Independence Elementary School, students have instruction in a number of specialty areas: art, music, physical education, and media. The specialists in these content areas work with the regular classroom teachers to plan instruction that supports and reinforces what is being taught in the classroom. The special area teachers at Independence are a vital component of the effort to provide a well-rounded academic experience.

STUDENT BEHAVIOR AND DISCIPLINE

Students and staff at Independence believe every person should act in a way so that teachers can teach and students can learn. We expect everyone to work as a team to learn and solve problems in peaceful ways. We believe students and staff can be trusted and feel safe in our building.

At Independence Elementary School students will:

- ◆ Be courteous toward and respectful of all students and adults in the building.
- ◆ Respect school property and the property of other students.
- ◆ Keep their hands, feet and objects to themselves.
- ◆ Walk quietly in the hallways and follow the directions of adults at all times.
- ◆ Use good manners in the cafeteria and follow all safety rules on the bus.

The Independence School Behavior Expectations seek to teach students how to work together in a positive and productive manner. It emphasizes positive approaches wherever possible but recognizes as well that sometimes logical consequences must follow particular choices of behavior made by students. In today's world, where violent reactions to situations are all too often the norm, it is imperative that students learn how to solve problems in nonviolent ways. The expectation at Independence is that students will come to school prepared to learn. We expect our students to work in cooperation with each other and with all adults in the building toward that goal. Behavior that disrupts the learning environment for anyone will be dealt with promptly and firmly. Independence Elementary School expects excellence. **Please do not contact the administrators concerning a behavior situation until you have first talked with the teacher.**

Once the classroom discipline plan has been exhausted, school-wide discipline referrals will be used.

- **Minor** discipline offenses will be documented and handled by the classroom teacher. One copy of the referral will be sent home to be signed by the parent and another copy will be retained by the teacher. In addition, phone calls/emails to parents by the person who wrote the minor will be conducted.
- **Major** discipline offenses will be documented by the teacher and handled by the principal or assistant principal. Parents will be contacted, one copy of the referral will be sent home to be signed, and another copy will be retained by the teacher.

PBIS

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what appropriate behavior is. Throughout the school day—in class, in the hallways, at lunch, and on the bus—kids understand what's expected of them.

PBIS has a few important guiding principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child's behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It's a framework for teachers, administrators and parents to follow. It's also important to know that when a school uses PBIS, it uses it for all students. That includes kids with [IEPs](#) and [504 plans](#).

According to several studies, PBIS leads to better student behavior. In many schools that use PBIS, students receive fewer detentions and suspensions, and get better grades. There's also some evidence that PBIS may lead to less [bullying](#).

Within our PBIS, we have incorporated a reward system where students are able to earn Patriot tickets and exchange them for prizes in our PBIS Store.

STUDENT INFORMATION

During the first week of school, your child's teacher will be sending home an information form for you to complete. This information is kept in the school office in case you need to be contacted. **Again, please be sure that all telephone numbers and addresses are accurate, and clearly written.** Remember to put the name and telephone number of a person(s) who can be contacted in case you cannot be reached. **Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date. Be sure each person listed for emergency contacts are people that are authorized to pick up your child.**

STUDENT SERVICES

Guidance and mental health counseling are available to all students. The Resource, Gifted and Talented, and Speech-Language teachers provide instruction for certified students in Exceptional Children's programs. The multidisciplinary team also provides assessments of students to address individual academic, speech-language,

behavioral, and social/emotional concerns. Limited English Proficient students are served through Independence's English as a Second Language program. Administrators, teachers, and parents routinely meet with this team to address individual student's performance and needs. If you need to discuss a concern, our team is ready to help.

TELEPHONES

School telephones are business phones and student use is restricted to calls of an urgent nature. Forgetting a permission slip, a book bag, or homework are not emergencies. Students must make arrangements to stay after school or go home with friends before arriving at school. The office staff may take messages for students when it is essential for a student to receive information. Cell phones are allowed, however, they must be put away during the instructional day.

TEXTBOOKS

All textbooks are loaned to students for use during the year. Textbooks are to be kept clean and handled carefully. Names are placed in books in case they are misplaced. We charge for damaged or lost books.

VISITORS

Parents are welcome at school any time. When parents or other visitors wish to tour the school, we ask that you call our secretary to schedule a tour. Classroom observations are allowed. However, please make sure to contact your child's teacher to make sure the day and time you are coming are suitable. Keep in mind, your visit is one of observation. While visiting, it is requested that parents do not use classroom instructional time to engage in conversation with the teacher. Additionally, please refer to the following board policies regarding classroom observations:

- Parents/guardians may either visit their student's classroom at the teacher's or school's invitation or make a request to the principal to have a formal observation scheduled.
- Classroom visits and/or conferences by parent/guardian must be arranged in advance.
- Classroom visits are at the discretion of the principal.
- The building administrator or designee may remain with the parent/guardian during a classroom observation, and the administration may conduct a post observation conference with the parent/guardian.
- Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
- Classroom observations should be scheduled for no longer than 45 minutes to an hour.

We value teaching and learning time at our school. We hope parents will come frequently for lunch. All visitors are to sign-in and to wear a visitor's badge during the visit.

VOLUNTEERS

Rock Hill School District requires anyone who is volunteering in our schools to be an approved volunteer. To complete an application for this, please click on the link below and follow all of the steps on the

application. When you complete the application, your information will go directly to Background Investigations Bureau (BIB).

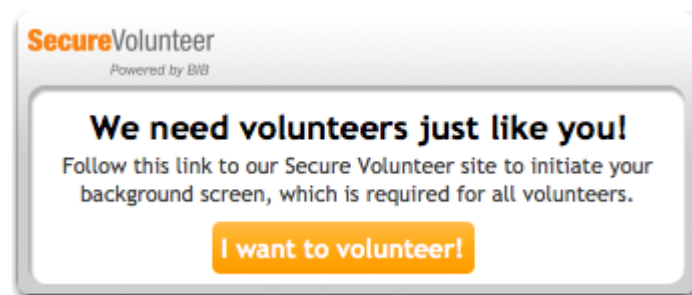
Please check the email account that you entered on your Volunteer Application during the approval process and BIB will keep you updated on the progress of your application. This process takes from 2 business days to 10 business days. If you don't immediately see an email, please check your spam or junk folder.

You will receive an email from BIB giving you the outcome of your application. If you are approved as a volunteer, they will send you a Volunteer card in the mail to the address you listed in your application within 2 weeks. Once you receive this card, take it with you to the school and the school personnel will enter you into their Check In system as a volunteer. If you are not approved as a volunteer, BIB will send you a letter in the mail giving you specific instructions on following up with them regarding your application.

Volunteers must re-apply every 2 years. BIB will send you a reminder to re-apply 6-8 weeks before your Volunteer status is set to expire. They will send this reminder to the email you listed on your application.

If you have any questions about your volunteer status, please contact your child's school.

Please make sure you begin this process early in the school year. We are not able to expedite any applications.



<http://bib.com/SecureVolunteer/Rock-Hill-School-District/>

Policy JICDA Student 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 Hill School District Adopted 10/23/89; Revised 5/28/90, 06/28/04, 6/25/07, 2/27/12, 5/23/16 Legal references: S.C. Code, 1976, as amended: Section 59-19-90(3) - General powers and duties of school trustees - regulation of student conduct. Sections 59-63-210 through 280 - Grounds for which trustees may expel, suspend or transfer pupils. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. State Board of Education Regulations: R43-243 - Special education discipline guidelines. 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 Admin Rule for Code of Conduct (Spanish)

Política: Código de conducta de JICDA

Publicado 5/16

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

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

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

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

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

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

Las medidas disciplinarias incluirán audiencias y revisión. Sólo se retirará a un estudiante de su entorno de aprendizaje por una causa justa y de conformidad con el debido proceso legal. La junta autoriza a las autoridades escolares a emplear los métodos de *probation* y

suspensión y de recomendar la expulsión, si es necesario, para hacer cumplir esta política (consultar políticas [JKD](#) y [JKE](#)). La administración considerará las circunstancias atenuantes cuando imponga una medida disciplinaria.

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

- dentro de los límites de la escuela, durante e inmediatamente antes o inmediatamente después del horario escolar
- dentro de los límites de la escuela en cualquier otro momento en que un grupo de la escuela utilice la escuela
- fuera de los límites de la escuela en una actividad, función o evento escolar
- en camino hacia y desde la escuela a bordo de un autobús escolar o cualquier otro vehículo escolar, o en una parada de autobús escolar oficial
- en cualquier momento o lugar que tenga un efecto directo e inmediato para mantener el orden y la disciplina en el Distrito Escolar de Rock Hill

Regla administrativa: Código de conducta JICDA-R

Publicado 5/16

Nivel I – Perturbación del orden

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

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

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

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

- Cuando un miembro del personal observe (o sea notificado sobre ello y lo verifique) una infracción, el miembro del personal tomará una medida inmediata para corregir el mal comportamiento. El miembro del personal utilizará la sanción correspondiente y mantendrá un registro del mal comportamiento y su sanción.

- Si un mal comportamiento en particular no se puede corregir inmediatamente, el miembro del personal deberá derivar el problema al administrador correspondiente para que tome la medida especificada y conforme a esta regla administrativa.
- El administrador debe reunirse con el miembro del personal que denunció el mal comportamiento y, si es necesario, con el estudiante y el padre/la madre/el tutor legal, y deberá aplicar la medida disciplinaria correspondiente.
- El administrador llevará un registro completo de los procedimientos.
- El personal puede aplicar sanciones en casos de alteración del orden que puede incluir, entre otros, los siguientes:
 - reprimenda verbal
 - retirar privilegios
 - castigo
 - suspensión dentro de la escuela/sala de recuperación
 - suspensión fuera de la escuela
 - confiscación de artículos
 - penalidad académica (hacer trampa)

Nivel II – Comportamiento perjudicial

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

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

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

- uso de una sustancia intoxicante
- consumo o posesión de productos o materiales relacionados con el tabaco
- pelear
- incitar a otros a la violencia o provocar una pelea
- vandalismo (menor)
- robo
- amenazas contra otras personas
- acoso, intimidación, rituales de iniciación u hostigamiento (*bullying*)
- invadir la propiedad
- uso de lenguaje profano o abusivo dirigido al personal de la escuela
- negarse a obedecer al personal o a los empleados de la escuela (como voluntarios o chaperonas) cuyas responsabilidades incluyen la supervisión de estudiantes
- posesión o consumo de sustancias no autorizadas
- posesión o consumo de una sustancia controlada o parafernalia asociada con el uso de sustancias controladas según lo define la ley o la política de la junta escolar local
- ocupar o bloquear ilegalmente la propiedad de la escuela, de cualquier manera, con el objetivo de evitar que otras personas hagan uso de la misma

- no cumplir con una instrucción administrativa durante una emergencia escolar
- reuniones ilegales
- no cooperar en su totalidad con los empleados de la escuela en la investigación de una infracción Nivel II
- interrumpir reuniones legales
- mala conducta en el autobús
- jugar rudo, golpear, hacer tropezar o empujar, actividades que podrían causar lesiones o daños a la propiedad
- apuestas

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

- Cuando el administrador observe (o sea notificado sobre ello y lo verifique) una infracción, investigará las circunstancias de dicho mal comportamiento y consultará al personal cuáles deberían ser las consecuencias
- El administrador notificará al padre/a la madre/al tutor legal acerca del mal comportamiento del estudiante y los procedimientos relacionados con el mismo. El administrador se reunirá con el estudiante y, y es necesario, con el padre/la madre/el tutor legal, hablará con ellos acerca del mal comportamiento del estudiante y aplicará la medida disciplinaria correspondiente
- El administrador llevará un registro completo de los procedimientos
- Si corresponde, los funcionarios de la escuela deberán notificar a las autoridades policiales
- El administrador puede aplicar sanciones en casos de comportamiento perjudicial que puede incluir, entre otras, las siguientes:
 - retirar temporalmente al estudiante de la clase
 - retirar temporal o permanentemente al estudiante del autobús
 - programa educativo alternativo
 - suspensión dentro de la escuela
 - suspensión fuera de la escuela
 - traslado
 - derivación a una agencia externa
 - expulsión
 - las autoridades de la escuela local deberán buscar la restitución de la propiedad y el resarcimiento por los daños, cuando corresponda

Nivel III – Conducta criminal

La conducta criminal incluye las actividades en las cuales los estudiantes participan y que generan violencia, tanto para ellos mismos como para otras personas o propiedad, o que suponen una amenaza directa y grave a la seguridad, tanto de ellos mismos como de las demás personas que concurren a la escuela. Estas actividades generalmente requieren de medidas administrativas que tienen como resultado retirar directamente al estudiante de la escuela, la intervención de las autoridades policiales y/o una medida de la junta. Los actos de conducta criminal pueden incluir, entre otros, los siguientes:

- agresión y pelea
- extorsión
- amenaza de bomba
- falsas alarmas contra incendios
- posesión/uso de fuegos artificiales o dispositivos explosivos
- no informar la presencia de armas o dispositivos explosivos a las autoridades de la escuelas
- posesión, uso o traslado de armas peligrosas

- posesión o traslado de armas de juguete
- agresiones sexuales
- vandalismo (grave)
- robo, posesión o venta de artículos robados
- incendio intencional
- proveer o vender sustancias no autorizadas, según lo definido por la política de la junta
- proveer, vender o poseer sustancias controladas (drogas, narcóticos o venenos)
- distribución, venta, compra, fabricación o posesión ilegal de una sustancia controlada mientras está en la escuela o en un radio de media milla del área de la escuela
- amenazar con matar o lesionar físicamente a un/a maestro/a, director/a o miembros de su familia directa

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

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

Circunstancias atenuantes, mitigantes y agravantes

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

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

Los administradores deben tomar las medidas que correspondan cuando los estudiantes tienen un mal comportamiento en ocasiones en las que están lejos del área de la escuela o en actividades escolares, y esto tiene un efecto negativo en el entorno educativo, la seguridad o el bienestar general de los estudiantes o el personal del distrito. El mal comportamiento de un estudiante puede incluir cualquier acción que realice de manera personal, por escrito o a través de medios electrónicos. El administrador debe tomar en cuenta la necesidad de proteger a los estudiantes y el personal de los efectos de la violencia, las drogas y/o los disturbios. Como mínimo, los administradores o las personas que ellos designen, deben reunirse con el estudiante luego de que el mismo llegue a la escuela, avisar al estudiante cuáles son los problemas y permitir al estudiante la posibilidad de contar su versión de lo que ha sucedido. La administración también puede permitir que el estudiante asista a

clases de manera normal o puede tomar medidas disciplinarias que pueden incluir, entre otras, suspensión dentro o fuera de la escuela para dirigir una investigación sobre el tema. Los padres/tutores legales de los estudiantes serán notificados acerca de toda medida que haya tomado la administración y se les ofrecerá la oportunidad de reunirse con la administración.

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

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

Se puede encontrar más información en las Reglas Administrativas publicadas.

FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

Directory Information

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

Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

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

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

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

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

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

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equivoco. Debe dirigirse por escrito al 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 equivoco. 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.]

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

Información del Directorio



APPROVED DECEMBER 14, 2020

New Teacher Institute

Aug. 3-5

Professional Development Days

Aug. 9, 10, 11, Oct. 18, Jan. 3

Teacher Work Days

Aug. 12, 13, Oct. 15, Jan. 4, May 27

Breaks/District Closed

July 4 - Observed July 5

Labor Day - Sep. 6

Thanksgiving - Nov. 24, 25, 26

Winter Break (11 days for teachers, 13 for students) - Dec. 23, 24, 27, 28, 29, 30, 31, Jan. 3, 4 (Teachers report Jan. 3 and 4)

MLK Day - Jan. 17

President's Day - Feb. 21

Spring Break - Apr. 11, 12, 13, 14, 15

"Make-Up Days"

We have the option to use eLearning, however we are designating Sep. 6, Feb. 21, and April 18 as make-up days.

Early Release Days

Sep. 3, Feb. 18, March 11

Grading Terms

Q1 (Oct. 14) - 43 days Q2 (Dec. 22) - 44 days S1 - 87 days

Q3 (March 11) - 45 days Q4 (May 26) - 48 days S2 - 93 days

Graduation Day

May 28



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803 - 981 - 1000

rockhillschools.com

386 E. Black St. Rock Hill SC

2021-2022 Calendar

JUL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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AUG

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SEP

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JUN

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23	24	25	26	27	28	29
30	31					

First/Last Day of Semester
 Teacher Work Day No Student Attendance
 Teacher Professional Development Day No Student Attendance
 District Closed
 Early Release Day
 Possible Make-Up Day
 Graduation Day

Covid 19- Exceptions to the Standard Handbook

In the event that Covid-19 cases increase significantly in our school community, many of the following guidelines will be put in place.

Safety Norms

We will not be able to have visitors in the building. Call 981-1135 for curbside assistance.

Parents will not walk students to their classrooms at the start of the year.

Staff members will be screened daily.

Students will wash their hands upon entering the classroom.

Students will eat breakfast and lunch in the classroom.

Morning arrival and afternoon dismissal will likely take an extended period of time to ensure safety, social distancing, etc.

Students will have limited access to recess equipment.

Specials will take place within their assigned classroom.

Transitions through the hallway will be minimal.

Additional Guidelines from RHSD 3

As a student or parent/guardian, you can help us protect the health and well-being of all students and staff in our buildings by following these guidelines:

- If you have a fever or are experiencing symptoms of COVID-19 (e.g., cough, sore throat, fever, loss of taste or smell, difficulty breathing, fatigue, headache), or have come in contact with possible COVID-19 patients, please notify your principal to arrange another time to come to the school.
- Plan to come to your scheduled orientation time, so that there are not any extra people in the building at a time. We will be limiting the number of people in buildings at one time.
- A face mask or face covering will be required to enter the building.

Follow CDC recommendations for preventing illness, such as proper hand washing with soap and water, avoiding close contact with people who are sick, disinfecting frequently touched surfaces, and covering your mouth and nose with a tissue when you cough or sneeze.

We thank you in advance for your cooperation in helping us keep all our students and staff safe and healthy during this time.

Guidelines for Students:

- Students must wear a mask when entering the building. This can be a cloth face covering or a face mask. Limited face masks will be provided if a student is unable to provide their own prior to the start of school.
- Students will need to wash hands often and don't touch their face, eyes, nose, & mouth without washing hands first.
- Students will not be allowed to congregate in groups in the hallway.
- 6ft social distancing must be reasonably maintained at all times.