

*Ebenezer Avenue Elementary School-Traditional, Montessori, Inquiry
Three Programs, Two Buildings, One Family
242 Ebenezer Avenue
Rock Hill, South Carolina 29730
(803) 981-1435*

Dear Parents,

Welcome to the 2020 - 2021 school year! For those families returning we welcome you back after a longer than usual absence. We have missed you. New families, we welcome you and look forward to building and fostering a long lasting partnership. This school year will most certainly be like no other year we have experienced in the past. It is a time of justifiable uneasiness and anxiousness, so we thank you for entrusting the care and well-being of your children with us. Our mission has been and will continue to be providing a safe learning environment for all students. We will work tirelessly to adjust our practices and adopt new approaches to teaching and learning to accommodate for the current climate we find ourselves in. While our schedule, procedures, and policies may have changed our passion for our work and love for your children has not.

This handbook is provided for each child so that you will have a quick reference about the operation of our school. Please read the handbook and use it during the school year to check important dates and review school rules, policies and procedures. Please pay close attention to the **BOLD PRINT** that denotes especially important information, or changes that have been made from the previous year. The administration wants to make sure you are well-informed about school events and the progress of your child. Each Wednesday, students will take home a folder with school papers and announcements. Please review the contents of the folder to see how your child is performing and to learn about the exciting events taking place in our school. If at any time you feel you have a question or concern, please do not hesitate to contact your child's teacher or an administrator.

During this year, we will strive to grow leaders who impact our community now and instill qualities that will enable them to serve as future leaders in our world. Have a great school year!

Let the new learning journey begin!

For our children,
John Kirell and Sheleea Leonard
Administration

This agenda belongs to:

Teacher's Name:

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

Response to COVID-19

Rock Hill Schools has prepared extensive Return to School Guidelines to best plan for the safe return to school for students and staff. That document can be found in its entirety at <https://bit.ly/RHreturn2020>. It is strongly recommended that you and your family take the time to review this document. As the CDC and DHEC provide new guidance the Return to School Guide will be updated. As you view the document you will see the dates of the most recent changes. Included below you will find new district and board approved guidelines that all students and staff must adhere to when returning to school Face to Face.

Screening- All staff members will be screened for Covid symptoms daily at a fixed point in the main office. Staff presenting with symptoms will be sent for a Covid test and is not permitted to return until documentation of a negative result can be produced. Students will not be screened. If a teacher suspects that a student is presenting Covid symptoms the student will be sent to the school nurse who will then follow the required protocols.

Personal Protective Equipment- Solid cloth masks must be worn by students, staff, and visitors while on school property and transportation at all times excluding: Meals, receiving medication, outdoor recess when 6 feet social distancing can be ensured, or for any students with a medical exemption.

Exposures- DHEC classifies exposures by General Exposure (pg. 18 of the Return to School Guide, Positive Case (pg.17), and Positive case in the Classroom (pg. 19). The procedures of how these three different exposures could differ depending upon the facts surrounding the exposure. In all instances our school nurse will be notified, an investigation into the facts will begin, and those that need to be made aware will. Quarantine and the duration of a possible quarantine will be determined by the information gained during the investigation.

Disinfecting- Evidence has proven that the three best methods to decrease exposure to COVID are wearing a mask, social distancing, and effective disinfecting. All teachers will be given a district approved disinfectant solution to use on hard surfaces such as tables, chairs, desks, and counters throughout the day. Every evening the custodial staff will use an electrostatic sprayer to disinfect all surfaces of the classroom. This spray emits such a fine mist that it can safely disinfect multiple types of surfaces and objects.

Breakfast/Lunch Procedures- All meals will be eaten in the classrooms. Breakfast will be delivered by the staff to each classroom. The students will eat and discard their trash. Immediately following the teacher will clean the tables and desks. 3K-2nd grade students will have lunches delivered to the classroom by staff. 3rd-5th grade students will go through the cafeteria line and return to the classroom with their lunch. Again, after lunch the students will discard their trash and the teacher will clean the tables and desks.

Access to Water- Each student supply list asked that students bring a water bottle. Students should arrive each morning with a full water bottle. Our water fountains will be disabled or covered to prevent cross contamination. Water stations will be provided at each grade levels lunch for teachers to refill student water bottles. Only one refill a day will be scheduled.

Bathroom Breaks- The majority of our classrooms are equipped with bathrooms. Students in these classes will be expected to use the classroom bathrooms. Classes that do not have classroom bathrooms will be scheduled for three bathroom breaks throughout the day.

Visitors- At this time Rock Hill Schools will only be permitting visitors that are on campus for an official school purpose that cannot be conducted virtually. These will be scheduled appointments only.

School Policies & Procedures

IMPORTANT SCHOOL TIMES

7:00-Student Drop-Off Begins

7:35- Breakfast Cut-Off

7:40- Warning Bell

7:45- Tardy Bell

2:00-No Early Dismissals After This Time

2:20- First Dismissal Bell Rings-Students Transition to Dismissal Locations

2:25-Car Rider Dismissal Begins

ARRIVAL

The car rider lines will open at **7:00am** each morning. Out of an abundance of caution there will be no Safety Patrol to assist with our arrival and dismissal procedures to begin the year. We will have an increased number of staff members during both to ensure our procedures run smoothly. **The first bell rings at 7:40 and at that time most staff will transition to classrooms. Two staff members will remain at the line to assist students still arriving. Students arriving after 7:45 will be marked tardy. A staff member will remain at the line until 8:00 to sign in and assist students. Students arriving after 8:00am will need to be brought into the main office and signed in by an adult. Students cannot enter the building unaccompanied.**

DISMISSAL

Car Rider Procedures-Students will begin transitioning to dismissal locations at 2:20. **ALL** car riders will be dismissed in the back car rider line. Each afternoon we do our best to begin car rider dismissal at 2:25 once our walkers and bus riders have cleared the building. Parents/Guardians will be required to have the car tag assigned to the student being picked up in order for the student to be dismissed to them. If the driver does not have the required tag he or she will be asked to go to the main office, present their driver's license, and be issued a tag if their name is listed on the student contact information.

Walker Procedures-Students that walk will exit from the far gate of the outside breezeway opposite of the Montessori wing. Students under the age of nine must be accompanied by an adult when walking home. Cars are not permitted to park in front of the school to pick up walkers. You will be asked and required to drive to the car rider pick up line. There is a busy intersection in front of our school and this is a heavy traffic area. Keeping both sides of the street clear protects the safety of everyone.

Bus Rider Procedures-Bus riders will be dismissed to the bus loop at the front of the school. All Pre-K through third grade students must be met at the bus stop by an adult. If there is no adult at the bus stop to receive the student he or she will be brought back to the school and a parent or emergency contact will be required to come to the school for the student.

*******Important Note***** If a change of dismissal or transportation needs to be made it must take place prior to 2:00pm and be submitted in writing with no exceptions. Again, this is for the safety of our children.**

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 child out, that person must provide permission from the parent before the child will be permitted to leave the building. **Proper**

picture identification will be required for dismissing a child and no students will be dismissed early after 2:00.

ATTENDANCE

Students are expected to attend school on a regular basis. Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within THREE days after the student returns to school, the absence will be UNLAWFUL. Students will be considered lawfully absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family.
- c. There is a recognized religious holiday of their faith.
- d. Activities are approved in advance by the principal.
- e. The student is suspended from school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

The maximum number of days that will be recorded as lawful absences with parent notes will be FIVE. The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.) A written notice will be mailed to parent/guardians when a student reaches 3 and 5 unexcused absences. After the 5th unexcused absence a Student Attendance Intervention Plan will be completed.

BULLYING/HARASSMENT

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.

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

If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-2022.



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. Bus transportation is considered an extension of the regular school program and 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.

Bus Discipline Sequence:

- | | |
|--------------|---|
| 1st referral | Warning |
| 2nd referral | 1st suspension, 1 week (conditional, based on conference) |
| 3rd referral | 2nd suspension, 1 week |
| 4th referral | 3rd suspension, 2 weeks |
| 5th referral | 4th suspension, All Year |

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 (981-1435) to set up an appointment. We prefer that conferences be scheduled after 2:30 p.m. on Mondays, Wednesdays, or Thursdays. However, attempts will be made to arrange a time convenient to all. It is our expectations that at least once during the school year an in-person conference take 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. Failure to comply with school or classroom rules could result in disciplinary actions. Each classroom teacher will establish and communicate all classroom rules to students and families along with any classroom based consequences for the violation of those rules. Classroom teachers will make every attempt to inform a family of a violation of a rule in hopes the family will support the teacher and school in the reinforcement of our rules.

Students whose behaviors break rules continuously, or who are interfering with other students' learning, will be managed by the classroom teacher or referred to a member of the school's administrative team. At that time the administrator will issue consequences. Please note that a teacher does not have the authority to send a student to the Recovery Room or suspend a student. If both administrators are unavailable a student may be sent to the Recovery Room until an administrator is available to conference with the student.

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

- Student conference with principal.
- Parent conference with principal.
- Loss of privileges.
- Assignment to Recovery Room.
- Suspension from school.

These consequences will be administered by an administrator.

Positive Behavior Intervention and Supports

EBES is a PBIS school that celebrates the positive character traits demonstrated by our students. We focus more on affirmation of positive behaviors versus punitive consequences for non-preferred behaviors. The matrix below describes our character focuses and the expected behaviors in all parts of our learning environment.

	Hallway	Classroom & Special Area	Bathroom	Cafeteria	Recess	Dismissal	Assembly
R Respectful	Keep hands to yourself and feet on the floor.	Be courteous and kind in your words and actions.	Keep your body inside your stall and respect everyone's privacy.	Ask politely for lunch choices; say please and thank you.	Include others in games and activities.	Raise your hand if you need attention from a teacher.	Settle quickly, wait patiently, listen and follow instructions.
E Enthusiastic	Walk directly to your destination.	Show a positive attitude.	Flush, wash your hands and dispose of paper towels and any other trash.	Be positive about food choices.	Be willing to accept other's ideas and try new things.	Move quickly and in an orderly manner to your dismissal location.	Clap and respond to the speaker when appropriate.
A Attentive	Pay attention to movement of line, keep up with your class.	Track the speaker and follow directions.	Wait patiently and watch for your turn.	Use an inside voice while eating your lunch.	Be aware of your teacher's directions.	Listen and move quickly when your name is called.	Listen to the speaker and follow directions.
C Considerate	Move quietly so others can learn.	Treat others the way you would want to be treated.	Use an appropriate amount of supplies: one pump of soap and three pulls of the paper towel dispenser.	Clean up your area, wiping up any spills.	Share the equipment and the space and use friendly language.	Wait silently in your assigned location with your bookbag packed.	Sit up straight and keep your legs and arms in your space.
H Honest	Follow positive hallway behavior when no one is watching.	Do your own work and keep up with your belongings.	Report any issues that need attention.	Only eat your food.	Stay in the designated area for your class.	Touch or move only things that belong to you.	Be a positive example to those around you.



DRESS CODE

In an effort to maintain an atmosphere that is conducive for learning, we have established guidelines in student dress:

1. **All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures, and/or patches.**
2. **Tank tops, see-through blouses or shirts, and bare midriffs are prohibited.**
3. **Leggings, tights, leotards, etc... should be worn only with appropriate skirt, dress, or long shirt.**
3. **Hats and caps may not be worn inside the building. Bandannas are to be left at home.**
4. **Appropriate closed- toed shoes must be worn at all times. Flip-flops and slides are not allowed.**
6. **Shorts (excluding bicycle shorts) may be worn by students, but should be no shorter than the fingertips when the student's arms are by his/her side.**

Students who fail to comply with the standards will receive a warning, but repeated violations will require a parent or guardian to bring an appropriate change of clothing to school.

ELECTRONICS (CELL PHONES, PERSONAL DEVICES)

Cell phones and other devices are permitted, but not encouraged. These devices should remain turned off and in the student's bookbag when on school grounds. The first violation will result in a warning, the second will require a parent conference, and further violations could result in a Recovery Room visit. Any inappropriate messages or posts via text or social media accounts from a personal device during school hours will result in consequences outlined in our district's Acceptable Use Policy.

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 receive information about these procedures in another notification.

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.

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.

FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district, (lost book, library fines, fees, etc.) should pay within the prescribed time, or sanctions will be taken by the school/district to collect the outstanding debt. **Montessori tuition will begin being drafted on August 15th and continue to be drafted monthly until May 15th for all three and four year old students. Three notices of insufficient funds will result in dismissal from the program. For families choosing to make one payment in-full the payment needs to be received on August 15th. Families making two installments will need to pay on August 15th and January 7th.**

FOOD SERVICES

All students will receive an application for free or reduced-priced meals to be completed and submitted to the FDA, or families can complete the application online at www.lunchapplication.com. **We encourage ALL families to complete this form.** Nutritious meals are served for breakfast and lunch. Any student who has no money for lunch will be given an IOU. **If the student receives an IOU, payment will be expected on the following day.**

GRADING GUIDELINES

K-2nd Grades

The Standards-Based Progress Report and Report Card will inform you on how well your child is doing in regards to meeting the goals in each subject area. The standards listed under each subject area are the concepts we expect children to know and be able to do for that grade level.

English Language Arts, Mathematics, Science, and Social Studies

1 = Beginning: Limited mastery of standard for this reporting period. **2 = Developing:** Partial mastery of standard for this reporting period. **3 = Meeting:** Grade level mastery of the standard for this reporting period. Student demonstrates mastery of subject matter knowledge without support. **4 = Exceeding:**

Exceeding grade level mastery of standard for this reporting period. Student applies knowledge and skills to develop new understandings and solution

Learning Behaviors

C = Consistently demonstrates expectations.

S = Sometimes demonstrates expectations.

R = Rarely demonstrates expectations.

3rd-5th Grades

- Grading Scale: 100 – 90 A; 89 – 80 B; 79 – 70 C ; 69 – 60 D; 59 – 0 F
- Students will have the opportunity to retest after new teaching with one retest/retake in areas of ELA and Math if a student earns below 70 on the initial assessment. The retest/retake maximum grade is 70.

HEALTH ROOM

Any medication that a child should need at school **must** be brought in by the parent or legal guardian. No prescribed medication will be administered at school without the signature of the parent **and** the doctor on the legal form provided by the school district. Over-the-counter medications cannot be administered without parent signature on the legal form provided by the school district.

If your child becomes ill at school, we will contact you immediately. Please keep your student's contact information current with correct phone numbers so you or your emergency contact can be reached. For any questions or concerns, please see the district's website under Nursing Services.

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. Each teacher has a preferred method(s) and will share those with families.

LOST AND FOUND

We urge parents to put the child's name in coats, jackets, and sweaters in an effort to easily identify who the item belongs to and reduce the collection of clothing in Lost and Found. Our Lost and Found is located in the hall outside of the Media Center. All items will be either hung or folded and placed on a shelf. Students should look in this location first for a missing item. Since storage is limited we cannot keep items for long periods of time. Items not claimed in a timely manner will either be discarded or donated to a charitable organization.

MEDIA CENTER

The library will be open at 7:30 a.m. and remain open throughout the day until 2:45 p.m. Students are encouraged to use the library as much as possible. Students are responsible for all textbooks and library books issued to them

during the school year. All lost or damaged books must be paid for by the student. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded.

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.

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.

PTO

The Ebenezer Avenue Elementary School Parent-Teacher Organization is open to relatives and teachers of students. The main purpose of the PTO is to work with the school in creating a safe, happy environment where our children can learn and grow.

SCHOOL IMPROVEMENT COUNCIL

Ebenezer Avenue has a School Improvement Council composed of elected parents, teachers, and community members appointed by the principal. If you are interested in being a part of this council, please contact Mr. Kirell or Mrs. Leonard.

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. The evaluation of student achievement is one of the important functions of the teacher. Each student is evaluated with reference to his or her own instructional level.

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.

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. No homemade snack 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. Again, families need to coordinate class-wide snacks with the teacher. Bringing pizza for an entire class is an example of what is no longer permitted.

STUDENT INFORMATION FORM

During the first week of school your child's teacher will be sending home an information card for you to complete. This information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a local person 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.

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.**

TARDINESS

Students not in the classroom by 7:45am are considered tardy. Chronic tardiness will require a Student Attendance Intervention Plan. Students arriving after 7:45am will need to be signed in by an adult at the time of drop off. Students arriving after 8:00am will need to be brought to the main office to be signed in.

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. If a district device is lost or not returned, a report will be filed with Rock Hill Police Department.

TEXTBOOKS

Students will be issued 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. Failure to pay any accrued fines may result in your child receiving his/her final report card.

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.

TRANSPORTATION CHANGE

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.

VISITORS

Visitors who are on school business are welcomed at school; however, immediately upon entering the school grounds, all visitors must sign-in at the school office **with a state-issued ID or driver's license** and state the nature of their visit. In-district students will not be allowed to visit between schools of the district. Out-of-town student visitors or relatives must obtain prior permission or special invitation to visit the school. Anyone failing to comply with the check-in procedure will be asked to leave the campus. **All classroom visits must be scheduled with the principal and teacher.**

VOLUNTEERS

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. Volunteers are used in the teacher work room, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. All volunteers must be approved by completing the volunteer application located on the district web page (<https://bib.com/SecureVolunteer/Rock-Hill-School-District/>). A volunteer ID card will be issued upon approval and must be presented along with a photo ID to serve as a volunteer.

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. Your cooperation is always greatly appreciated.

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 Hill School District

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