

Ebenezer Avenue Elementary School

Parent/Student Handbook

2022-2023

"Taking Flight Together"



242 Ebenezer Avenue

Rock Hill, South Carolina 29730

(803) 981-1435

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

Ebenezer Avenue-School Policies & Procedures

IMPORTANT SCHOOL TIMES

7:00-Student Drop-Off Begins

7:30- Breakfast Cut-Off

7:40- Warning Bell

7:45- Tardy Bell

1:45-No Early Dismissals After This Time

2:10 Dismissal for Students

ARRIVAL

The car rider line will open at **7:05am** each morning. Safety Patrol is there to assist with our arrival and dismissal procedures. **The first bell rings at 7:40 and at that time our Safety Patrol will transition to classrooms. Students arriving after 7:45 should be signed in by an adult in the main office and will be marked tardy. Students cannot enter the building unaccompanied.**

DISMISSAL

Car Rider Procedures-Students will begin transitioning to dismissal locations at 2:10. **ALL** car riders will be dismissed in the back car rider line. Each afternoon we do our best to begin car rider dismissal at 2:10 once our walkers and bus riders have cleared the building. Parents/Guardians will be required to have the car tag assigned to the student(s) 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 who walk will exit from the far gate of the outside breezeway opposite 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. In an effort to assure the safety of all students and adults, please do not bring pets on school grounds when walking to pick up students.

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 1:30 pm and be submitted in writing with no exceptions. This is for the safety of our Eagles.

EARLY DISMISSAL

We encourage you 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.** **Reminder, students will not be dismissed early after 1:45 pm.**

ATTENDANCE

Policy: [JE Student Attendance](#), [AR JE-R Student Attendance](#), [AR JE-R\(2\) Student Attendance](#)

Issued 10/15, 10/15, and 8/10

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 the child's 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 the acts of harassment, intimidation or bullying of a student by students, staff and/or 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 email the Rock Hill Schools Transportation Department at BUSHHELP@RHMAIL.ORG.



In an effort to cut down on transportation questions, please download the "Traversa Ride 360" app through the Apple App Store or Google Play Store. Once you have downloaded the app, register at the following link: <https://scrockhillsd3.traversaride360.com/>

This app will allow you to access your students' bus number for both morning and afternoon routes, as well as the ETA for both routes.

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 rules include:

- Eating, drinking or using profanity on the bus is prohibited.
- Stay seated in your seat at all times..
- Keep the aisle clear of feet, book bags, etc.
- Use your inside voice.

Bus Discipline Sequence:

1st referral Warning

2nd referral 1st suspension, 1 week (**this is conditional and may be waived based on parent/admin conference**)

3rd referral 2nd suspension, 1 week

4th referral 3rd suspension, 2 weeks

5th referral 4th suspension, **All Year**

Additional bus information can be accessed here: <https://www.rock-hill.k12.sc.us/Domain/303>

CLASS PLACEMENT

Each year our team spends a considerable amount of time preparing for the next year. There are many variables that affect class placement. These variables include learning styles, learner needs, teaching styles, and many other factors. With this we do not take specific teacher requests. All of our teachers are qualified and have the best interest of your child.

CONFERENCES

Communication is an essential part of the educational program. We feel it is 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 (803-981-1435) to set up an appointment. We prefer conferences be scheduled after 2:15 p.m. on Mondays, Wednesdays, or Thursdays. However, attempts will be made to arrange a time convenient to all. It is our expectation that at least once during the school year an in-person conference takes place for every student. **CODE OF CONDUCT & DISCIPLINE**

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 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 a Recovery Room or suspend a student. If both administrators are unavailable a student may be sent to work with our Behavior Management Assistant 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
- In School Suspension
- Suspension from school

These consequences will be administered by an administrator.

Policy: [JICDA Code of Conduct](#), [AR JICDA-R Code of Conduct](#), [JKD Suspension of Students](#), [AR JKD-R Suspension of Students](#), [JKE Expulsion of Students](#), [JKE-R Expulsion of Students](#), and [JK Students Discipline](#)

Issued 5/16, 5/16, 10/16, 10/16, 6/17, 6/17, and 8/16 respectively

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 pictures below describes our focus and the expected behaviors in all parts of our learning environment.



DRESS CODE

In an effort to maintain an atmosphere conducive for learning we have established guidelines for 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 these standards will receive a warning. Repeated violations will require a parent or guardian to bring an appropriate change of clothing to school.

DRUG AND ALCOHOL USE BY STUDENTS

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or controlled or unauthorized substances including vaping in the

following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds (including any location where an interscholastic athletic contest is taking place)
- en route to or from school, at the bus stop, or during any field trip, or during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage or controlled or unauthorized substances by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled or unauthorized substance or to an alcoholic beverage in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of alcoholic beverages and controlled or unauthorized substances.

Principal or his/her designee will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds.

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 book bag when on school grounds. The first violation will result in a warning, the second will require a parent conference, and further violations as a result of 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.

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 any 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.

Policy: [JRA Student Records](#), [AR JRA-R Student Records](#), [File JRA-E\(2\)](#), [File JRA-E\(1\)](#)
Issued 4/17 and 4/17

FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district (lost book, library fines, fees, etc.), should pay the fine 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. Elementary breakfast and lunch prices:

- Lunch - Regular Pay \$2.20
- Lunch - Reduced Pay \$0.40
- Breakfast - Regular Pay \$1.10
- Breakfast - Reduced Pay \$0.30

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.

Students may earn the following in *English Language Arts, Mathematics, Science, and Social Studies*:

- 1 = Beginning:** Limited mastery of standard for this reporting period.
- 2 = Developing:** Partial mastery of the standard for this reporting period.
- 3 = Meeting:** Grade level mastery of the standard for this reporting period. Students demonstrate 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

Students may earn the following in *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 the 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 a child should need at school **must** be brought to school by the parent or legal guardian. Please do not send medication in student book bags. 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 2:00 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.

PTOThe 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 Ms. 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: [JIIH Student Interrogations, Searches and Arrests](#), [Administrator Rule JIIH-R Student Interrogations, Searches and Arrests](#), [JIIHC Weapons Screenings/Use of Metal Detectors](#), and [AR JIIHC-R Weapons Screenings/Use of Metal Detectors](#)

Issued 8/16, 8/16, 6/19 and 6/19 respectively

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 snacks or food items will be permitted. Only store bought items with labels can be brought into the school. This is to protect our students with allergies. 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

Please make sure all telephone numbers and addresses are accurate, clearly written, and updated when there are changes. Remember to always update the name and telephone number of a local person who can be contacted in case you cannot be reached. 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 **7:05 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 at the main office.

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 the 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 not 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.**

Policy: KI Visitors, AR KI-R School Visitors Code, KGBA Student Mentoring Program

Issued: 10/20, 9/13, and 10/20 respectively

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.

Policy: IJOB/IJOC and IJOB/IJOC-R Resource Persons/School Volunteers
Issued 5/15 and 4/15 respectively

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.

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 to 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

Additional District Policies:

IDE Extracurricular Activities (Eligibility Requirements)

Issued 4/15

To be eligible for participation in any co-curricular activity, students must be considered present or in attendance at school on the day of the contest if the contest is held on a regular school day. It does not require that they attend all classes, but must be considered in attendance for accounting purposes. Schools are encouraged to sponsor and hold extracurricular activities on weekdays, thereby allowing students time on weekends for home and family. Any school-sponsored extracurricular activities to be held on Sunday must have special permission by the principal or his/her designee. This includes practices and rehearsals.

Adopted 8/90; Revised 4/23/07, 4/27/15 York 3/Rock Hill School District

JLDBB Self-Esteem Promotion/Suicide Prevention

Issued 4/17

Purpose: To establish the board's vision for the district's suicide awareness and prevention program. The board recognizes that suicide is a major killer of young people between the ages of 10 and 24. The district staff, students, and parents/legal guardians all can contribute significantly towards the prevention of adolescent suicide. Therefore, the board directs the superintendent to consider each of these segments of the school community when developing appropriate awareness and prevention programs in the district. Local mental health agencies and training guidelines from the South Carolina Department of Education are resources that can provide the necessary assistance that will help the district staff, parents/legal guardians and students to do the following:

- Understand the developmental stages of adolescence.
- Understand how feelings of depression and despair can lead to suicide.

- Recognize the early warning signs of suicide.
- Learn how to help in a suicidal crisis.
- Identify community resources where students can obtain help.
- Address the impact of such a tragedy.

The superintendent will ensure implementation of the required training in this area for the renewal of credentials for individuals employed in an elementary, middle, or high school.

Adopted 4/24/17

Legal References: S.C. Code, 1976, as amended: Section 59-26-110 - Youth suicide prevention teacher training. York 3/Rock Hill School District

JII Student Concerns, Complaints and Grievances

Issued 8/16

Purpose: To establish the basic structure for a student grievance procedure.

The district provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by district personnel. These grievances may arise from allegations of violations of student legal rights or district policy. In addition, the board recognizes there may be conditions in the school system that the district could improve and that students should have some means by which they can effectively express their concerns. The district will resolve student complaints and grievances through orderly processes and at the lowest possible level:

- A teacher will provide any student or his/her parent/legal guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.
- If the incident remains unresolved, the student, his/her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action.
- The student may also bring the matter to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
- If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his/her designee for consideration.
- If the matter is still unresolved, the complaining party may bring it in writing to the board for review.

A student/parent/legal guardian should expect an initial contact from a teacher, administrator, or district office personnel acknowledging the concern, complaint, or grievance within 24 hrs. If further investigation is warranted to resolve the concern, complaint, or grievance, the student/parent/legal guardian should expect resolution within five business days.

The district will not discriminate on the basis of race, religion, color, creed, sex, sexual orientation, immigrant status, Englishspeaking status, national origin, or disabling condition. Title VI Students who believe that they have been discriminated against on the basis of their race, color, immigrant status, English Speaking status, or national origin have the right to appeal to their principals.

Title IX Complaints: Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Title IX coordinator/superintendent and then to the board.

Section 504 Complaints: Students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to their principals. If the student is not satisfied with the decision of the principal, he/she may appeal to the district Section 504 coordinator or superintendent and then to the board. The superintendent will schedule appeals to the board.

Adopted 7/23/79; Revised 5/28/90, 11/25/02, 2/25/08, 8/22/16

Legal references: Federal Law: Rehabilitation Act of 1973, Section 504, 29 U.S.C.A. Section 794 - Prohibits discrimination against "otherwise qualified" disabled persons by federal grantees. Title IV of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000c - Prohibits discrimination on the basis of race, color or national origin, among other factors, by public elementary and secondary schools. Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000d - Prohibits discrimination on the basis of race, color, national origin or immigration status, among other factors, in programs receiving federal financial assistance. Title IX of the Educational Amendments of 1972, 20 U.S.C. Section 1681, et seq. - Prohibits sex discrimination by federal education grantees. JII JII 1 of 2 Federal Cases: Plyler v. Doe, 457 U.S. 202 (1982). York 3/Rock Hill School District