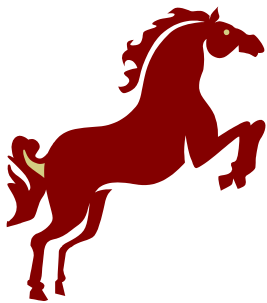


# *Mount Holly Elementary School*



## *Parent/Student Handbook*



**2023-2024**

*Home of the Mustangs!*



1800 Porter Road  
Rock Hill, S.C. 29730  
(803) 985-1650

Dear Parents,

Welcome to a new school year! We are delighted to enter the 2023 - 2024 school year with you as a part of the Mount Holly School Family! We are looking forward to an enjoyable and productive year for students, staff, and parents. Throughout this year, we encourage you to become actively involved by attending school events and participating in programs sponsored by the PTO. We know that bridging the relationship between home and school is the KEY to a successful school.

This handbook is provided online for each family so that you will have a reference about the operations 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.

As your child's principal, I want to make sure you are well informed about school events and the progress of your child. Each Wednesday, your child will bring home a folder filled with school papers and announcements. If at any time you feel you need to speak with me, please do not hesitate to give me a call.

Our faculty and staff will strive to do our best to meet the academic, physical, emotional, and social needs of your children while preparing them for an ever-changing world. Have a great school year! Let the fun begin – and GO MIGHTY MUSTANGS!

Mr. Hood  
Principal

The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These polices 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.

***This handbook belongs to:***

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

# School Policies & Procedures

## ARRIVAL/DISMISSAL

Classes will begin at 7:45 a.m. For those students who ride with parents, we ask that they arrive at school **no earlier than 7:00 a.m.** If you drop your children off in the morning, please remember not to block the left lane of traffic in front of the school. If you need to come inside the school, please park in a parking space. The school day ends at 2:10 p.m. Car riders are picked up in front of the school and bus students are dismissed at the bus lot (located on the right side of the building). Persons picking up students in the car rider line **MUST** have the appropriate school issued card tag. Without the appropriate car tag, persons will be asked to go to the front office with proper identification to sign the child out. **Supervision will be provided for students for no more than 15 minutes after dismissal. ALL CHANGES IN DISMISSAL MUST BE SENT BY A HANDWRITTEN NOTE. NO EMAILS OR PHONE CALLS WILL BE ACCEPTED.**

## ATTENDANCE

### Guidelines for Implementing Student Attendance Regulations

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

### **Tardies**

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

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

Students will not be excuse or receive a lawfully absent for family vacations, non-sponsored school event or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

### **Early Dismissal**

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

### **Student Attendance Intervention Plans**

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

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

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

### **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&s=275740](https://boardpolicyonline.com/?b=york3_rock_hill&s=275740)

### **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**

### **Be GREAT ACADEMY**

Be GREAT ACADEMY is an after-school enrichment program for students in Kindergarten through 5th grade. The program is housed at each of the district's elementary schools. The Be GREAT ACADEMY is separate from the regular school day. The Be GREAT ACADEMY is an optional, self-supporting, academic program. The Be GREAT ACADEMY program operates daily during the school year from 2:30 p.m. until 6:00 p.m. Enrollment for the Be GREAT ACADEMY is on a full-time basis during the school year. Enrollment is based on the expectation that students are able to actively participate in the program and meaningfully benefit from being with other children. Registration forms must be turned in to the Site Director for their review. Site Directors are available 3:30-6:00 p.m., Monday – Friday. At the time of your application submission, the director will provide you with a start date. The daily schedule includes homework and snack time,

healthy activities and Challenger curriculum. Here is the web address to help answer additional questions you may have.

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

### **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 (985-1650) 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. Each classroom teacher will schedule one fall and one spring conference throughout the school year.

### **CODE OF CONDUCT**

It is the desire of the Rock Hill School District Three Board of Trustees that the public school offer opportunities for each child to learn in an atmosphere that is most conducive to the realization of his/her potential. Basic to this goal is the provision of schools/classrooms that are safe and orderly, where students and staff recognize and respect the rights of others, and where each student is free from intimidation, fear, and disruption of the educational process. All deviant behavior cannot be measured on an objective scale, nor can such behavior be attributed to the same motives. Therefore, the rules do not attempt to cover every misbehavior. Nor, do they limit the discretionary authority of the principal in the day-to-day administration of discipline.

### **DISCIPLINE**

The goal at Mount Holly Elementary School of Engagement is to bring consistency while fostering a well-mannered school. Our focus is to have a strong instructional program, and we do not want discipline issues to affect any child's right to learn.

Our school-wide expectations are:

- ~Be respectful.
- ~Be responsible.
- ~Be resourceful.

We ask that you discuss with your children the importance of and the need for good behavior and a good attitude while at school. **Behaviors including but not limited to fighting, disrespect toward others, obscene language, or destruction of school property including textbooks and digital devices provided by Rock Hill Schools is not allowed at school.** Students who break rules continuously will be sent to the Recovery Room or office and handled accordingly. If problems reoccur, parents will be called to come in to help resolve the problem.

If a student receives a discipline referral, these are possible consequences: student conference with principal, parent conference with principal, loss of privileges, assignment to Recovery Room, or suspension from school. These consequences will be administered by the Administration and/or Dean of Students.

### **DRESS CODE**

<b><u>Acceptable</u></b>	<b><u>Unacceptable</u></b>
<b>Clothing worn in the manner intended by manufacturer with appropriate undergarments</b>	<b>No suggestive writing, pictures, and/or patches on clothing. Jeans with holes are not permitted.</b>
<b>Sleeveless tops must be three fingers wide</b>	<b>No tank tops, see through blouses or shirts, and bare midriffs</b>
<b>Leggings, tights, leotards should be worn with an appropriate skirt, dress or long shirt</b>	<b>No attire that does not completely cover well-below the waist</b>
<b>Hats and caps worn OUTSIDE the building</b>	<b>No bandanas</b>
<b>Shoes that have a back on them are strongly encouraged for safety purposes. Appropriate shoes must be worn at all times.</b>	<b>No shower shoes and plastic flip-flops are permitted. Shoe heels should not be more than 1" high.</b>
<b>Well-groomed hair</b>	
<b>Shorts may be worn by students that are no shorter than the fingertips when the student's arms are by his/her side.</b>	<b>No bicycle shorts or short leggings are permitted.</b>
<b>Students who fail to comply with the standards may be warned, sent home to change, or disciplined as determined appropriate by administration.</b>	

### **ELECTRONIC GAMES and CELL PHONES**

Students are NOT to bring electronic games to school. They will be collected and returned to the parent. Electronic games or cell phones that are seen or heard will be collected. These devices may be used for instructional purposes ONLY. Parents may pick these up from the principal if they are not used for the intended purposes. Any cell phone use, picture taking, or text messaging that results in students cheating or which cause a major disruption will result in the electronic device being confiscated with additional discipline at the principal's discretion. Policy JICJ-R

### **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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

#### Directory Information

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both 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 School District Three who would prefer that any of the information designated above not be released without the parent's or guardian's prior consent should notify in writing the Office of the Superintendent, Rock Hill School District Three, 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 must be notified.

#### **FIELD STUDIES**

Students will be provided with a minimum of two field studies throughout the year (one in fall and one in spring). As field studies are organized, classroom teachers will notify you to obtain permission for your child to attend and inform you of any fees associated with the field study. Please note: Additional field studies may be provided in addition to the two required field studies.

#### **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.

#### **FOOD SERVICES**

On their first day in school, students will receive an application for free or reduced-priced meals. Only those who wish to apply need to return this form. Nutritious meals are served for breakfast and lunch. Students are encouraged to pay for meals for the week on Monday. 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. Also, if ice cream is sold, students will not be allowed to purchase ice cream if they have an IOU from the cafeteria.**

#### **GUIDANCE**

A full-time guidance counselor is present at our school daily. The counselor provides classroom lessons and small group guidance to our students. If you need to talk with the guidance counselor about your child, please contact the front office.

#### **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. Parents with young children are asked to please keep an extra set of clothing in their child's book bag in case of an accident. For any questions or concerns, please see the district's website under Nursing Services.

### **HOMEWORK**

Homework is important in the learning process in that it extends the active involvement beyond the classroom. Homework is an excellent way for you to stay informed about your 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.

The following guidelines are based on an average child who works consistently; this does not take into consideration time spent on long-range projects. Homework assignments will not be given on Fridays, on the last day before a holiday or during state testing.

#### **How Much Homework?**

Kindergarten:	10-15 minutes daily
1 <sup>st</sup> grade:	10 - 15 minutes daily
2 <sup>nd</sup> grade:	15 - 25 minutes daily
3 <sup>rd</sup> grade:	20 - 35 minutes daily
4 <sup>th</sup> grade:	30 - 45 minutes daily
5 <sup>th</sup> grade:	40 - 55 minutes daily

### **ICE CREAM SALES**

If ice cream is sold during the 2023-2024 school year, students will not be allowed to purchase ice cream if they have an IOU from the cafeteria. Students who arrive at school late will not be able to purchase ice cream if his/her teacher has already submitted ice cream money to the office.

### **LOST AND FOUND**

All items which are lost at school may be claimed at the office. **We urge parents to put the child's name in coats and sweaters to help us return lost items.** Since storage space is a problem, we urge students to inquire about lost items as soon as they are discovered to be lost. Anything left for an extended period of time will be donated or discarded.

### **MEDIA CENTER**

The library will be opened 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.

### **OFFICE HOURS**



Our school's office hours are 7:00 a.m. to 4 p.m. each day. You may contact the school between these hours at (803) 985-1650.

### **PARTIES**

A Valentine Party will be held in each classroom. You may be asked to assist with donations. This is the only party to be held during the school day. Other times of celebration will be held during designated lunch times. **Invitations for private parties will be distributed ONLY when all students in the class receive an invitation. All items provided must be store bought for health and medical reasons.**

### **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.

### **POLICIES (District)**

Policy JRA and Administrative Rule JRA-R Student Records were not suspended, but it is a policy that contains some annual notifications that need to be communicated to your stakeholders. The Notice For Directory Information and the Notification of Family Rights and Privacy Act (FERPA). In addition to the notifications, it is always a good practice to remind faculty about sharing student information with anyone other than the parent or legal guardian. As well the policy provides expectations for securing and caring for student records.

Below are J-Policies for Students that are often impactful to the school day on a regular basis. For this reason, I have included this list of policies for your review.

### **POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES OR DISTRICT-OWNED DEVICES**

Code JICJ Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

#### **Personal Electronic Device**

For purposes of this policy, "personal electronic device" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor.

Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

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

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

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

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

### **District-Owned Device**

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

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

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

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

Legal References:

A. S.C. Code of Laws, 1976, as amended:

1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices

### **Policy JICFAA Harassment, Intimidation or Bullying**

Issued 1/16

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

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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

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

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community,

JICFAA JICFAA 1 of 2 including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JIC, JICDA Adopted 1/22/07; Revised 11/28/11, 1/25/16 Legal references: S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions). Section 59-19-90 - General powers and duties of school trustees. Section 59-63-110, et seq. - Safe School Climate Act.

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

Section 59-63-275 - Student hazing prohibited. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases: Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011). State Board of Education Regulations: R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

The policies below can be found at [https://boardpolicyonline.com/?b=york3\\_rock\\_hill](https://boardpolicyonline.com/?b=york3_rock_hill)

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

Policy JICDA and Administrative Rule JICDA-R Code of Conduct

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

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

Policy JII Student Concerns, Complaints and Grievances

Policy JKD and JKD-R Suspension of Students

Policy JKE and JKE-R Expulsion of Students

Policy JK Student Discipline

Policy JLDBB Self Esteem Promotion/Suicide Prevention\*

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520 Directory Information The following information is releasable upon request at the discretion of the principal of each school: the student's name, address, telephone number, date and place of birth, photo, subjects' study, participation in officially recognized activities and sports, weight, and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the

information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

**Parents' Right to Know:** A school that receives Title I funds must provide each individual parent a timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **PTO**

We welcome you to join the Mount Holly School of Engagement Parent Teacher Organization! The main purpose of the PTO is to work with the school in creating a safe, warm environment where our children can learn and grow.

### **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/her success and well-being 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. 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. The school district has an information line that is updated during conditions that might impact school opening. This number is **366-INFO**.

### **SCHOOL IMPROVEMENT COUNCIL**

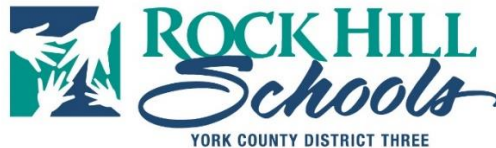
Mount Holly's School Improvement Council is composed of elected parents, teachers, and community members appointed by the principal. If you are interested in being a part of this council, please contact Mrs. Jones.

### **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

## DISTRICT SNACK POLICY



Dear Parent/Guardian,

The Health Advisory Committee for the school district has met over the past two years to develop a healthy snack list for classrooms. The list provided below has been approved by the district as allowable snacks for the classroom. 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.

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

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

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.

Rock Hill Schools Planning Department and Student Services  
981-1045

### **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 are tardy after 7:45 a.m. Any student arriving after 7:45 a.m. should be **walked in the building and signed in by a parent** to be marked present for the day. Please make every effort to have your child at school on time.

### **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 through a handwritten note.**

### **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 use.

### **TRANSPORTATION CHANGE**

**Please notify the teacher in a handwritten note if there is to be a change in transportation for your child. If no notification is received, your child will follow his/her regular method of getting home.**

### **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/or teacher.

### **VOLUNTEERS ARE ALWAYS WELCOME!**

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 workroom, 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.