

**India Hook Elementary School
Parent and Student Handbook
2024-2025**



“All Pirates, All Tools, All Ways.”

2068 Yukon Drive

Rock Hill, SC 29732

Phone: (803) 985-1600

India Hook Elementary School

Home of the Pirates

“All Pirates, All Tools, All Ways.”

Christopher Roorda, Principal
2068 Yukon Drive
Rock Hill, SC 29732

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Dear Parents,

Welcome to the 2024-2025 school year! We are looking forward to a great school year with you and your child! Our faculty and staff will strive to do the best job in meeting the current needs of your child while preparing him/her for a changing world.

Our vision of “All Pirates, All Tools, All Ways” is the driving force behind every decision we make. This is an intentional approach to instruction beginning with knowing our students’ social, emotional, and academic needs. We believe education is not a standardized procedure but rather an individualized process focused on meeting students where they are and preparing them for success in the 21st century through collaboration, engagement, and reflective teaching practices.

This handbook is provided for each child so you will have a convenient reference regarding 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. As your child’s principal, I want to make sure you are well-informed about school events and the progress of your child. Each Tuesday, your child will bring home a folder filled with school papers and announcements. You will also receive calls regarding reminders for events or important changes to our school schedule. You will also receive emails and a weekly electronic newsletter. Please follow us on social media for updates as well. If at any time you feel the need to speak with me personally, please do not hesitate to give me a call or send me an email.

We look forward to a great year!
Christopher Roorda, Principal

SCHOOL/DISTRICT POLICIES and PROCEDURES

ARRIVAL/DISMISSAL

Classes will begin at 7:45 a.m. Students are tardy after 7:45 a.m. **Any student arriving after 7:45 a.m. is required to be signed in by a parent.** For those students who ride with parents, we ask that they arrive at school **no earlier than 7:00 a.m. Students will NOT be allowed to enter the school until 7:00 AM.** If you drop your children off in the morning, please remember not to block the lanes 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. Bus students are dismissed at the bus lot located at the rear of the building. **Supervision will be provided for students for no more than 15 minutes after dismissal.**

NO CHANGES WILL BE MADE TO A CHILD'S TRANSPORTATION OVER THE PHONE. All arrangements for changes in end-of-the-day transportation should be communicated in writing, per the Policy *Student Dismissal Precautions* (Code JL1B; *For general dismissal...ensure each student is released only in the option and manner prescribed and authorized in writing by the parent(s) or legal guardian(s). The parent/legal guardian must request all...dismissals in writing prior to the time of the requested dismissal.* **We are unable to verify identities over the phone. We know this may be an inconvenience; however, this is for your child's safety.**

The school will only accept handwritten notes for any non-emergency changes to dismissal. The District understands that emergencies take place. Therefore, when these extreme situations occur, the parent/legal guardian will need to call the school. The school must be able to verify the parent/legal guardian's information before accepting a change to transportation for emergencies. When the school is not able to verify emergency changes to transportation the school will keep the student until the parent/legal guardian, or an authorized person on the student's information card can pick the student up. The decision to allow the emergency transportation change is at the sole discretion of the principal or his/her designee.

ATTENDANCE

Please see "Elementary Schools: Guidelines for Implementing Student Attendance Regulations" on the next page.

BULLYING, INTIMIDATION, 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 policy *JICFAA* on harassment, intimidation, and bullying. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request.

CODE OF CONDUCT (DISCIPLINE)

The school board has adopted policy *JICDA* on the code of conduct for students. A copy of this policy and the accompanying administrative rule is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request. India Hook will follow this policy and administrative rule.

COMMUNICATION

Blackboard is the automated call system used to communicate from Rock Hill Schools to students, their families and our faculty and staff. The call system notifies of student absences, community events, emergency situations and more. It is also the system the school uses to send texts, emails, and phone calls to keep you updated of events, changes in plans due to weather, weekly newsletters, etc. **It is important that we have a correct telephone number and email address at all times in order for you to receive these messages.**

DISCRIMINATION

The school board has adopted policy *JIAA* on student sex/gender discrimination and harassment. A copy of this policy and the accompanying administrative rule is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request of the student's principal or the districts' Office of Public Information. India Hook will follow this policy and administrative rule.

DRESS CODE

In an effort to maintain an atmosphere 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. Head coverings are not allowed except for religious reasons (scarves, stocking caps, hoods, hats, ears, towels, sunglasses, bandanas, etc.) or for school spirit days (which will be made known to families in advance).
3. Tank tops, see-through blouses or shirts, and bare midriffs are prohibited.
4. Appropriate shoes must be worn at all times. "House slippers" and shoes with wheels are prohibited. To ensure the safety of our students during Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoelaces tied when participating in physical education activities. Clogs, flip-flops, crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in Physical Education classes and may be given an alternate assignment for that day.
5. Students' hair should be well groomed.
6. Shorts/skirts/dresses must be fingertip length without pulling and adjusting.
7. Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus.

EMERGENCY DRILLS

Emergency drills are necessary for the safety of students, staff, and faculty. The District has moved to a Standard Response Protocol. We will be practicing these drills throughout the year. 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. India Hook students will be transported to Mount Holly Elementary School. Students will remain at the above shelter for four hours, and then, if a state of emergency still exists and they have not been picked up, will be moved to Lancaster High School. You should have received this information in an Emergency Planning Information booklet which is provided by the Catawba Nuclear Station, Rock Hill Schools, and the York County Emergency Preparedness Office.

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.

Notificación de derechos según FERPA para Escuelas de Educación Primaria y Secundaria

La Ley de Derechos Educativos de la Familia y la Privacidad (FERPA, por sus siglas en inglés) otorga a los padres ya los estudiantes mayores de 18 años de edad ("estudiantes elegibles") ciertos derechos con respecto a los registros educativos del estudiante. Estos derechos son:

1. El derecho a inspeccionar y revisar los registros educativos del estudiante dentro de los 45 días a partir del día en que la escuela recibe una solicitud de acceso. Los padres o estudiantes elegibles deben presentar al director de la escuela [u otro funcionario escolar apropiado] una solicitud por escrito que identifique el registro o los registros que desean inspeccionar. El funcionario escolar organizará el acceso y notificará al padre o al estudiante elegible sobre el momento y el lugar en el que los registros podrán ser inspeccionados.
2. El derecho a solicitar la modificación de los registros educativos del estudiante que el padre o el estudiante elegible consideren inexactos, engañosos o que de otro modo violen los derechos de privacidad del estudiante según FERPA. Los padres o estudiantes elegibles que deseen solicitar a la escuela que modifique un registro deben escribir al director de la escuela [u otro funcionario escolar apropiado], identificar claramente la parte del registro que desean cambiar y especificar por qué debe cambiarse. Si la escuela decide no modificar el registro según lo solicitado por el padre o el estudiante elegible, la escuela notificará al padre o al estudiante elegible sobre la decisión y les informará sobre su derecho a una audiencia en relación con la solicitud de modificación. Información adicional sobre los procedimientos de la audiencia se proporcionará al padre o al estudiante elegible cuando se les notifique sobre el derecho a una audiencia.

3. El derecho a la privacidad de la información personalmente identificable en los registros educativos del estudiante, excepto en la medida en que FERPA autorice la divulgación sin consentimiento. "Una excepción, que permite la divulgación sin consentimiento, es la divulgación a funcionarios escolares con intereses educativos legítimos." "Un funcionario escolar es una persona empleada por la escuela como administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal de salud o médico y personal de la unidad de policía escolar); una persona que sirve en la Junta Escolar; una persona o empresa con la cual la escuela ha subcontratado servicios o funciones que de otra manera realizaría con su propio personal (como un abogado, auditor, consultor médico o terapeuta); un padre o estudiante que sirve en un comité oficial, como un comité disciplinario o de quejas; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar a realizar sus tareas." Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un registro educativo para cumplir con su responsabilidad profesional.

4. Bajo solicitud, la escuela divulga registros educativos sin consentimiento a funcionarios de otro distrito escolar en el cual un estudiante busca o tiene la intención de inscribirse o ya está inscrito, si la divulgación es con fines de inscripción o transferencia del estudiante. [NOTA: FERPA requiere que un distrito escolar haga un intento razonable de notificar al padre o al estudiante sobre la solicitud de registros a menos que indique en su notificación anual que tiene la intención de remitir los registros cuando se soliciten].

5. El derecho de presentar una queja ante el Departamento de Educación de los Estados Unidos en relación con presuntas violaciones por parte de la escuela en el cumplimiento de los requisitos de FERPA. El nombre y la dirección de la Oficina encargada de administrar FERPA son:

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

Información del directorio

La siguiente información es divulgable a pedido a discreción del director de cada escuela: el nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, foto, materias de estudio, participación en actividades y deportes oficialmente reconocidos, peso y altura de los miembros de los equipos atléticos, fechas de asistencia (tanto en una base anual como diaria), diplomas y premios recibidos, y la agencia o institución educativa más reciente/anteriormente asistida por el estudiante. Cualquier padre o tutor de un estudiante que asiste a las Escuelas de Rock Hill que prefiera que cualquiera de la información designada arriba no sea divulgada sin el consentimiento previo del padre o tutor, debe notificar por escrito a la Oficina del Superintendente, Escuelas de Rock Hill, P.O. Drawer 10072, Rock Hill SC 29731, antes del martes siguiente al Día del Trabajo. Si se proporciona dicho aviso, se notificará a la escuela a la que asiste el estudiante.

FOOD SERVICES

Every student will be provided a FREE breakfast and lunch this school.

HOMEWORK

Homework is important in the learning process in that it extends the active involvement beyond the classroom. Homework is an excellent way for parents to keep informed of a child's progress.

Good communication and cooperation between home and school 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. It does not take into consideration time spent on long-range projects or the student who wastes time while completing assignments. Homework assignments will not be given on Fridays and on the last day before a holiday.

How Much Homework?

- Grades K - 2: 20 minutes max per the district's Grading and Reporting Guidelines.
- Grades 3 – 5: 30 minutes max per the district's Grading and Reporting Guidelines.

Students' Responsibility:

1. To bring home assignments and materials.
2. To return completed assignments on time.

Teachers' Responsibility:

1. To provide appropriate and meaningful assignments to reinforce skills taught in class.
2. To explain homework policy and procedures to students and parents at the beginning of the year.
3. To place value on completed work by reviewing, discussing, etc.

Parents' Responsibility:

1. Set aside a regular time and place for completing homework assignments without distractions.
2. To provide necessary materials for completing homework assignments.

LOST AND FOUND

All items which are lost at school may be claimed in the Atrium. **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.

MCKINNEY-VENTO ACT

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness, which is defined as children who lack a fixed, regular, or adequate nighttime residence. School-age children may qualify for certain rights and protections under the federal McKinney-Vento Act if your family lives in any of the following situations:

- A motel or campground due to the lack of an alternative adequate accommodations.
- A car, park, abandoned building, or a bus or train station.
- Doubled-up with other people due to loss of housing or economic hardship a shelter.

Please contact your child's school counselor for more information and to determine if you might qualify.

NURSE

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **We cannot keep ill children at school.**

Non-prescription medicine cannot be administered by the school.

Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. All prescription medications must be in the original container provided at the pharmacy.

PARTIES

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

***Invitations for private parties will not be distributed in class.**

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

The School District has adopted the policy *JICJ* – Possession/Use of Personal Electronic Device or District-Owned Devices. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request.

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.

PTO

The India Hook Elementary School Parent Teacher Organization is open to any relative of a current student. 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. For more information, please contact our PTO President, Jerry LaMonica indiahookpto@gmail.com.

REPORTING TO PARENTS

Samples of your child's work are sent home periodically; however you will be able to stay updated almost instantly regarding your student's grades through Parent Portal. 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 happiness in school. **Report cards are issued every nine weeks.** You are encouraged to request conferences as needed.

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.

The accepted marking system for K-2 is as follows:

1-Beginning: Limited mastery of standard. Requires assistance and extended time in applying knowledge & skills.

2-Developing: Partial mastery of standard. Demonstrates partial success in tasks using this knowledge or skill.

3-Meeting: Mastery of the standard. Demonstrates competency of subject matter knowledge.

4-Exceeding: Performs above standard. Applies knowledge and skills to develop new understandings & solutions.

For grades 3-5, grades will be reported using letter grades A, B, C, D, and F and can be viewed in Parent Portal.

RIGHTS OF PARENTS

Questions regarding parental rights often arise regarding children of divorced parents. The following information describes the rights of parents according to the law of South Carolina:

Section 20-7-100. Rights and duties of parents in regard to their minor children.

The mother and father are the joint natural guardians of their minor children and are equally charged with the welfare and education of their minor children and the care and management of the estates of their minor children; and the mother and father have equal power, rights, and duties, and neither parent has any right paramount to the right of the other concerning the custody of the minor or the control of the services or the earnings of the minor or any other matter affecting the minor. Each parent, **whether the custodial or noncustodial parent of the child**, has equal access and the same right to obtain all educational records and medical records of their minor children and the right to participate in their children's school activities unless prohibited by order of the court. Neither parent shall forcibly take a child from the guardianship of the parent legally entitled to custody of the child.

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 as well as Social Media outlets 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.** In ALL delayed openings, the morning sessions of four-year-old early childhood kindergarten classes do not convene and the breakfast program does NOT operate.

If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system and on all local radio and TV stations. Please have a plan for this situation and discuss this plan with your child. Announcements about school openings or delays may be heard on these stations:

RADIO: WBT 110, WXLF 1150, WRHI 1340, WRHM FM 107.1, WSOC FM 103.7

TELEVISION: WBTV, WSOC, WCMC, WSPA, CN 2

The school district will also post information online on the district website.

SCHOOL IMPROVEMENT COUNCIL

India Hook has a School Improvement Council composed of at least two elected parents, two teachers, and two members appointed by the principal. School Improvement Council elections are held at the beginning of the school year during the district-wide Open House. If you are interested in being a part of this council, please contact the principal.

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, especially in case of an emergency

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 should arrive no earlier than **7:00 a.m. and be picked up no later than 15 minutes after classes are dismissed at 2:10 pm.**

TOBACCO-FREE, SMOKE-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 – WALKERS, CAR RIDERS, BUS RIDERS

In accordance with State Law 59-67-420, “the State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three-tenths of a mile walking distance of the residence of any student.” If a student resides in a no transportation zone, the parent or guardian is responsible for providing transportation to and from school.

Walkers/Bike Riders

We want to emphasize the importance of student safety, especially with our walkers and bike riders. It is each parent/legal guardian’s responsibility to instill the importance of safety and appropriate behavior for students as they travel to and from school. In the event of an emergency that takes place off campus, please call 911 to alert authorities.

Students in grades Kindergarten through first grade will not be allowed to walk home without a parent/legal guardian, older sibling, or an approved person on the student’s emergency card meeting them at the school. Anyone other than an older sibling meeting a Kindergarten through first grader will need to have the student’s walker pass to receive the walker.

On severe weather days, it is at the discretion of Administration as to whether the students will be released or held at school. In the event of lightning, hail, tornado warnings, students will be held on campus, and parents will be contacted with specific information regarding release or pickup of students.

Car Riders

All car riders are to only be picked up and dropped off from the designated school pick up area – which is the front of the school. Students should not be encouraged to be picked up from areas outside of the

school drop off and pick up areas. Students will only be released to individuals that have the student's car pass. Car passes will only be issued to those individuals the parent/legal guardian has included on their student information card as being able to pick up their student. If a student is to be picked up by someone without a car pass, then he/she must park and sign the student out from the main office.

Bus Riders

Students will not be released off the bus for grades Kindergarten and first unless an authorized adult is present at the bus stop. Any student not dropped off will be returned to their home school. If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-9022.

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. Cameras have been installed on every bus to monitor student behavior. You can also track your child's bus through the "My Ride K-12". Student Transportation Regulations and Information is attached to this document and is available upon request.

VISITORS

Visitors who are on school business are welcome at school; however, immediately upon entering the school building, all visitors must sign-in at the school office 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. This policy is subject to change based on the School Board's discretion.

From School Board Policy Administrative Rule AR KI-R School Visitors Code, to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's Visitor Management System.

Definition: A visitor is any person who visits on the premises of district property.

Procedures:

1. Upon entering the school and signing in, an offender check is conducted by the Visitor Management System on all visitors.
2. All visitors are required to present a valid State Issued Driver's License or Government Issued Photo Identification card to sign into the Visitor Management System.

Exceptions to this rule are:

- a. Children of minor age may be allowed to enter the school without photo identification if directly escorted by a parent, legal guardian, or responsible adult at all times.
- b. International visitors, who may use a valid visa or passport as identification.
- c. Private visitor tour groups, whose entry into the school is arranged by the school or district ahead of time, and who would normally be escorted on campus.

3. In the event that a visitor does not possess a valid State Issued Driver's License or Government Issued Photo Identification card, or does not meet one of the exceptions above, front office personnel will notify a building level administrator immediately. The building level administrator will determine if access to the school facility will be granted. If granted access, such undocumented visitors will be under the immediate and escorted supervision of the Principal or his/her designee at all times during the visit.
4. The printed visitor/volunteer badge will serve as verification of approval for the visitor to enter the building/event. The visitor/volunteer badge should include a name, date, time, and purpose of the visit to the school or event. Each visitor/volunteer should always wear his/her badge.
5. In the case of large groups visiting for the purpose of meetings, trainings, school arts performances, athletic events or other public assemblies, the principal may suspend the requirement for all visitors to sign in using the Visitor Management System. Such groups are expected to be supervised by an administrator of the school and to provide adequate security in accordance with Board Policy and, Community Use of School Facilities.
6. If a visitor's identification is matched against the National Sex Offender Registry, front office personnel will notify a school administrator immediately. The school administration will deny entry to the school/event. Under the immediate and escorted supervision of the principal, parental offenders will be permitted to enter the school and conduct business related to his or her child.
7. Random audits will be conducted and documented by district level administrators to monitor the frequency of offender checks and to ensure that volunteer name badges are visible at school related activities.

Classroom Visits and Observations

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

VOLUNTEERS

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. **All volunteers must be approved by completing a volunteer application form. The online application is located on the district website. Click on "Parent", scroll to the bottom of the page and the link will be on the left side of the screen.** Volunteers are used in the teacher work room, the reading program, the math program, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. Volunteers should sign in using the volunteer computer in the main office and wear a name tag. This policy is subject to change based on the School Board's discretion.

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.

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.

Thank you for accessing your Parent/Student Handbook. Please verify in the Parent Portal by completing the eCollect Handbook Verification Form that you have read and understand student expectations.