



Family Handbook 2020-21

School Vision: *Ready for school! Ready for life!*

Mission Statement: Our mission is to provide our students quality instruction with high levels of achievement in a safe and nurturing environment to ensure future success.

Welcome to Central Child Development Center!

Rock Hill Schools offers half-day 4K classes at Central CDC and the Applied Technology Center (ATC). Preschoolers identified through the district's Child Find program are also served at CCDC. All classrooms are staffed with a certified teacher and a teaching assistant. Each half-day 4K classroom includes no more than eighteen children (*fewer during COVID-19 pandemic). ****Please refer to the RHSD Return to School Plan for addition information related to COVID-19 safety measures and changes specific to our schools:*** <https://bit.ly/RHreturn2020>

Central Child Development Center and the ATC 4K classroom serve age-eligible children qualifying for free & reduced-price lunch or Medicaid or documented developmental delays or through the screening process.

Our curriculum is based on the South Carolina Early Learning Standards and the state approved Big Day for PreK series. Our educational approach focuses on active learning practices, which encourage play, exploration, student choice, problem solving, inquiry, and higher order thinking. Our children engage in key experiences – creative interactions with people, materials, and ideas that promote their intellectual, emotional, social, and physical growth. The daily routine incorporates learning centers, small group/large group activities, the creative arts, movement, and outside exploration.

Parent involvement and support are critical for a child's success in school. Believing that parents are a child's first teacher, we encourage you to volunteer at school, participate in field studies, and class programs. We support a strong home to school connection. Teachers send home weekly communication folders as well as activities for you and your child to do together at home. If you would like to volunteer or chaperone field studies, please click on the following link or cut and paste it into your web browser to complete the RHSD Volunteer Application: <https://www.rock-hill.k12.sc.us/Page/1188> ****Currently, due to COVID-19, all field study and parent volunteer opportunities have been suspended until further notice (*See RHSD Return to School Plan).***

Central CDC/ATC & Other Phone Numbers of Interest

Central Child Development Center	Office (803) 980-2060 Fax (803) 980-2070
Nurse – Andrea Friddle	(803) 980-2078
Guidance Counselor – Elizabeth Dillingham	(803) 980-2086
Catawba Heath Counselor – Alicia Stephens	Office (803) 329-3177 Fax (803) 329-3319
RHSD Central Office	(803) 981-1000
Transportation Department	(803) 980-2022 (803) 980-2023
Applied Technology Center (ATC 4K)	Office (803) 981-1100
Exceptional Student Education Services	(803) 981-1055

CCDC/ATC 4K 2020-21 Staff

Director/Principal	Damon Ward
Office Staff	Sandra Cooley – PowerSchool SIS Clerk, Jennifer Hefley – Bookkeeper
Nurse	Andrea Friddle
Guidance	Elizabeth Dillingham
Psychologists	Laura Hunte, Angela Parker
Speech	Branden Battle, Kristen Tripp
O.T./P.T.	Rachel Hasty (O.T.), Kathy Dorton (P.T.), Christina Shaffery (P.T)
BMA	Kristen Sarna
ESE Teachers	Lesslie Pursley (Itinerate), Rebecca Pennington (Resource Services)
DHH Services	Angel Strain
Catawba Health	Alicia Stephens
Custodians	Patricia Adams, Tawanna Foster
Classroom Teachers & Assistants	
Room 1	Margaret Joiner (PreK Teacher), Ginger Adams (Assistant)
Room 2	Diane Alexander (PreK Teacher), LaSalle Foster (Assistant)
Room 3	Caroline Powell (ESE Teacher), Iris Gaines & Kathy Kowal (Assistants)
Room 4	Marsha Bell (PreK Teacher), Shawn Wherry (Assistant)
Room 5	Jane Hudson (PreK Teacher), Kathleen Wedge (Assistant)
Room 6	Kelly Ard (ESE Teacher), Mallory Queen & Kelsey Woods (Assistants)
Room 7	Kelsey Moore (PreK Teacher), Susan Gordon (Assistant)
Room 8	Jennifer Pinti (ESE Teacher), Becky Brinkley & Anne Keller (Assistants)
Room 9	Shadana Moses (ESE Teacher), Denise Catoe & Elizabeth Tindal (Assistants)
Room 10	Cathy Tomlin (PreK Teacher), Hope Huddleston (Assistant)
ATC 4K	Tammy Smith (PreK Teacher), Karen Tedder (Assistant)

School Schedule, Arrival & Dismissal Procedures

School Hours:

AM Session Classes 7:30 a.m. – 10:10 a.m.
PM Session Classes 11:30 a.m. – 2:10 p.m.

School Schedule:

Central CDC and ATC 4K follow the RHSD Calendar with a few exceptions. We commence the school year beginning on September 4th. Your child's first day will be Thursday, September 4th – A Group or Friday, September 5th – B Group. A Group students will attend school on Tuesdays, Thursdays and every other Monday. B Group students will attend on Wednesdays, Fridays and every other Monday. A Group will attend on Monday, September 14th. B Group will attend on Monday, September 21st. We do not have students on district half days. We also typically end the school year approximately one week early to screen students for the following school year. ****We hope to return to our normal five-day schedule soon.***

Transportation Changes:

Your child's safety is our first and most important priority. Transportation changes will not be accepted after 10am (AM Session) and 2pm (PM Session). All transportation changes must be submitted in writing or made in person. This is in accordance with **RHSD Board Policy JLIB *Student Dismissal Precautions - For early or otherwise irregular dismissal the principal will authorize release only when it is requested in person or in writing by the student's parent/legal guardian.***

Bus Riders: Arrival and Dismissal

Morning Class Bus

Arrival: Your child will board the bus with neighborhood students, ride to the home school, and be transported from the home school to Central/ATC.

Dismissal: A bus will pick up your child at Central/ATC and bring them to a location as designated in writing by you.

****Please be prepared to meet the bus, as children are not allowed to leave a bus without an adult to receive them.***

Afternoon Class Bus

Arrival: Your child will be picked up at a designated location and brought to school.

Dismissal: A bus will transport your child from Central/ATC to the home school to ride home with neighborhood elementary school students.

***It is important to meet the school bus, as young children are not allowed to leave a bus without an adult to receive them. If no one is available to meet the bus, the child will be brought back to Central/ATC.**

Bus Transportation Questions: 980-2022 or 980-2023

Car Riders: Arrival and Dismissal

Morning Drop-Off Time: 7:30am
Afternoon Drop-Off Time: 11:30am

Morning Dismissal Time: 10:10 am
Afternoon Dismissal Time: 2:10 pm

According to SC Law, all children under 6 years old weighing under 40 pounds must ride in a car seat. All children under 6 years old weighing 40-80 pounds must be in a belt positioning booster seat. A more detailed and specific description of this law can be accessed here: [Article 47 Child Passenger Restraint System](#). If you do not have the appropriate car seat or booster seat and cannot get one, please contact the school office or your child's teacher and we will help you get one. Children should not get into cars without the appropriate safety seats.

Arrival

- If you are parking and walking your child into the building, please do not park in the spaces by the drop-off line. For your safety, be sure to use the crosswalk to get across the car line.
- If you are in the car line, please stay in your car until a teacher opens the car door and lets your child out. Keep your child belted in the car until this time. For safety, teachers will open only the right passenger side door and your child must exit the vehicle from this door. Exit the car line as soon as the car in front of you moves and you can safely pull forward. Do not go around a stopped car.
- **Arrival doors will close/lock at 7:40am and 11:40am.** If you arrive after the doors have closed, please drive to the front of the school, park in the side parking lot, and sign your child in at the office. *The front drive is for bus traffic only.

Dismissal

- Please make sure your blue car tag is visible so your child can be called. If you do not have your blue car tag, please park and go to the front office with proper ID to sign your child out.
- If you are walking and meeting your child at the door, please bring your blue tag and stand back a few yards from the door. Your child will be called for you.
- If you are waiting for your child in the car line, please follow these steps:
 1. Pull your car forward as directed by the teachers and place your car in "Park".
 2. The teachers will open the passenger door for your child to enter.
 3. Buckle your child into his/her car seat. Do not move your car until your child is buckled safely.
 4. Exit the car line as soon as the car in front of you moves and you can safely pull forward. Do not go around a stopped car.
 5. If you arrive after the doors have closed, please come to the front of the school, park in the side parking lot, and come to the office with proper ID to sign your child out. The front circle is for bus traffic only.

**** All school doors, except the front door on Black Street, are locked. Our priority is keeping our children safe.**

****All students are expected to wear a bus or car nametag to and from school each day. A nametag will also be placed on your child's backpack with a zip tie for added safety. Please help your child become responsible by reminding your child to place the nametag in their backpack after arriving home each day. This practice also encourages independence and organizational skills.**

Attendance

It is very important for your child to attend school and arrive on time; however, please do not send a sick child to school. If it is necessary for your child to be absent, please send a written note or doctor's excuse when he/she returns. ****If a child misses 10 days for reasons other than illness, we reserve the option to remove the child from the program and use that space for a child on the waiting list.***

Tardies and early dismissals are discouraged. Children who arrive after the back drop-off area doors are closed must be signed in by an adult in the front office. If a child needs to be dismissed early, he or she must be signed out by the parent in the office. For the child's safety, the parent or pick-up person must show picture identification and must be listed on the enrollment card.

Dress Code & Backpacks

Please dress your child in comfortable play clothes. We encourage you to send your child in athletic shoes (tennis shoes or shoes with closed toes and treads on the bottom that are appropriate for climbing, running, jumping and playground safety). We also encourage you to keep a weather/season appropriate change of clothes in your child's backpack. Please label all coats, jackets, sweaters and hats. A ***full-sized backpack*** (not on wheels) is recommended. Artwork and communication folders will not fit in small backpacks.

Communication

Communication is an essential tool in the educational development of a child. Classroom teachers send home monthly newsletters to inform families about learning and upcoming events. The Central CDC website also lists dates of interest on the school calendar. Weekly communication folders will also be sent home. Our school also uses an automated phone messaging and email system to communicate upcoming events and information from time to time.

Teachers schedule home visits in August and parent-teacher conferences throughout the school year. Parents may request conferences with the teacher during the year by sending a note or calling the school.

****School Closings and Delays:*** Announcements concerning school closings or delayed openings will be announced through the RHSD's phone messaging system. Notices will also be sent through the RHSD's app and posted on the district's website. ***If and when the RHSD operates on the delayed start, AM Session classes at Central and the ATC 4K class will be cancelled.***

Snacks

We do not serve breakfast or lunch during our half-day program; however, a healthy snack is provided for our students each day. It is important for your child to eat a nutritious meal before coming to school. Please do not send candy, drinks or other foods from home with your child without

contacting your child's teacher in advance. Our staff follows a district approved snack list that will be provided during the first month of school and it is also posted on our school's website.

Central and ATC classrooms celebrate birthdays on the **1st Friday of each month**. The school provides a healthy and fun birthday ice cream snack for all students on this day. We do not accept cupcakes, chips, or sugary drinks for birthdays. June, July, and August birthdays are celebrated along with the May birthdays. A Valentine's Day Party will be held in each classroom and you may be asked to assist with approved snack donations for this event. This is the only party that will be held during the school day.

****Our school nurse should check all outside snacks to ensure food allergy compliance.***

Health Services

The school health room is designed to assist students with chronic conditions and be an emergency station to care for minor injuries and illnesses that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your health care provider. The school nurse cannot diagnose or prescribe medications. 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. Students who need to take prescribed medication or non-prescribed medicines at school must have the appropriate form signed by the physician and/or parent before the medication can be administered. An adult must bring the medication and form to the school. All medications must be in the original container provided at the pharmacy. The medication forms can be accessed by click on the link below or by cutting and pasting it into your web browser: <https://www.rock-hill.k12.sc.us/Page/765>

Emergency Drills & Procedures

Fire Drills: Central will conduct fire drills once a month without notice. The staff will fully cooperate to carry out this legal requirement and will train students in prompt and orderly evacuation.

Shelter: Tornado, Earthquake and Other Crisis Drills: The district has an Emergency Response Plan in the event of any crisis, which may threaten the school community. Each school conducts emergency drills each year to educate students and staff on response to a potential threat to safety. Central will practice these drills throughout the year with our monthly fire drill following. **Tornado Emergencies & Drills:** Regular ed. students will report to the center of the main hallway or outside of classrooms 3-6. ESE students will report to the classroom hallway & restroom areas for the tornado drills and emergencies.

Catawba Nuclear & Evacuate Procedures: Directions for evacuation will be reviewed each year during a visit from York County Emergency Management. It is important to note that students and staff will be transported via bus to the Flexible Learning Center, Winthrop Coliseum or First Baptist Church in the event of an incident and good record keeping will be essential. *Please have copies of your class rosters readily available and up to date at all times. Up-to-date rosters should be housed in the Substitute binder and in the wall file box next to the classroom doors.

Lockout: Requires all outdoor activities to discontinue. Normal indoor activities can continue but movement throughout the building should be minimized. All doors should also be kept locked (at all times anyway).

Lockdown: All doors should be locked; Lights turned off; Blinds closed; students and staff move to an area where they cannot be seen and will remain quiet.

Hold: Teachers and students remain in the classroom until the “All Clear” is announced. Close and lock classroom door. Business as usual. Take attendance.

Family Educational Rights and Privacy Act

Personnel records of students are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations & procedures for compliance of this act are provided through school board policy JRA. A copy the policy can be accessed on the Rock Hill School District website as well as at the end of our handbook.

PBIS, Classroom Management & Discipline

Beginning in 2017-18 the RHSD became a PBIS district. Each teacher develops and maintains a classroom management plan that supports the philosophy of PBIS (positive, supportive & responsive). We have three school-wide expectations/rules: Be Safe, Make Good Choices, Be a Good Friend. We will continue to use these rules and refine them as needed.

The PBIS team has developed a school referral form for school discipline/incident recording for office level referrals as well as classroom level referrals. In the event of misbehaving students, good parent communication and record keeping is essential. Parents will be contacted if and when a student receives an office or classroom level referral. Parents will not be contacted for every little incident or minor misconduct. However, if patterns develop the teacher will contact the parent and setup a conference.

Central Child Development Center & ATC 4K also comply with District Policy JICDA – Code of Conduct and Admin Rule JICDA-R. A copy of these policies can be accessed on the Rock Hill School District website under the link “District Info” & “District Policies”, is also available upon request of the student’s principal or the districts’ Office of Public Information & is listed at the end of this handbook.

Family Handbook Signature Page

Central CDC & ATC 4K

Dear Family:

This handbook was developed as a guide for our families and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures.

*Signing below is evidence that our family has read and understands the contents of this handbook.

_____	_____	
Please Print Name of Student(s)	Classroom Teacher(s)	
_____	_____	_____
Please Print Parent/Guardian Name	Parent/Guardian Signature	Date

Policy: JICDA Code of Conduct *(continued from PBIS, Classroom Management & Discipline section):*

Issued 5/16

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of such policies, rules, and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule [JICDA-R](#), the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians, and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies [JKD](#) and [JKE](#)). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group

- off the school grounds at a school activity, function, or event
- en route to and from school on a school bus or other school vehicle or at an official school bus stop
- at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District

Administrative Rule: JICDA-R Code of Conduct

Issued 5/16

Level I - Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturb the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention

- in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

Level II - Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to the following:

- temporary removal from class
- temporary or permanent removal from bus
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, apply the appropriate disciplinary action, and, if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

- The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

Extenuating, Mitigating, or Aggravating Circumstances

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Student Conduct Away From School Grounds or School Activities

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

*Additional Information is found in the published Administrative Rule.

**Notification of Rights under FERPA for
Elementary and Secondary Schools**
(Continued Family Educational Rights & Privacy Act section)

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

Directory Information

The following information is releasable upon request at the discretion of the principal of each school; the student's name, address, telephone number, date and place of birth, photo, subjects study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.