



“Empowering and inspiring each other to take risks in order to achieve at our highest potential.”

2020-2021 Student/Family Handbook

**1162 Richmond Drive
Rock Hill, SC 29732
(803) 981-1930
<http://rd.rock-hill.k12.sc.us/>**

Richmond Drive Elementary School
1162 Richmond Drive
Rock Hill, SC 29732
803-981-1930
Fax 803-981-1929

Mrs. Janice Hyatt - Principal 981-1930

Mrs. Kay Owens – Assistant Principal 981-1938

Mrs. Karen Hucks – Receptionist and Attendance 981-1932

Mrs. Lisa Nunez – Accounting 981-1933

Mrs. Tami Spain – School Counselor 981-1937

Ms. Heather Johnson - Media Specialist 981-1936

Ms. Natasha Page– Cafeteria Manager 981-1939

Mrs. Ellen McKinnon – Nurse 981-1935

Catawba Mental Health School Based Therapist - 981-1909

Rock Hill School District Office 981-1000

Transportation (School Bus) 980-2022

Staff email addresses can be located at <http://rd.rock-hill.k12.sc.us>.

**** Due to some unforeseen circumstances of COVID-19, information in this handbook may change during the year.**

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) under the link "District Policies."

Photos and Release of Student Information

The following information is released 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 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 or all of the information designated above not be released without the parent's or guardian's prior consent should notify the Office of the Superintendent (P.O. Drawer 10072, Rock Hill SC 29731) in writing. If such notice is given, the school attended by the student must be identified.

DISTRICT MISSION STATEMENT

"A community inspiring students to learn, grow, connect, and thrive"

SCHOOL VISION STATEMENT

Vision - Empowering and inspiring each other to take risks in order to achieve our highest potential.

Our school is built on the foundation of shared beliefs:

Safety, Diversity, Whole Child, Social Responsibility, Cooperation, Inclusion, Creativity, Respect, and Excellence.

Beliefs

1. Safety - Children learn best when they know they are safe physically, emotionally, and mentally. A safe and nurturing environment is the highest priority of our school. We work to create an environment where children can become academic risk takers.
2. Diversity - Children who learn from others who are different from them gives them perspective. Seeing life from a different point of view enables a child to better understand his or her own uniqueness and giftedness. Being with and experiencing things that seem different also spark new interests and help us discover how we are alike.
3. Whole Child - It is essential to attend to the physical, academic, social and psychological needs of each child. We secure and allocate the resources according to the needs of each child. By being aware and sensitive of all aspects of a child's development we can best help them learn and grow.
4. Social Responsibility - Our actions always impact others. That impact can be productive or destructive. We must consider how our personal decisions affect others around us and the world in which we live. We are nurturing children to have a global and multi-cultural perspective, who take the initiative for improving the quality of life and realize the obligation and value in giving.
5. Cooperation--We are better when we work together than when we work apart. Cooperation within the school community which includes parents, students, staff and the community leads to a healthy learning environment for all children.
6. Inclusion - We believe every child can learn and every adult can make a difference in that child's learning. In our school, everyone has a place and there is a place for everyone. We respect, value and support each member of our school family.
7. Creativity - We are raising up resourceful thinkers who creatively strive to solve problems through persistence and risk-taking. We strive to prepare students for an ever-changing global society in an innovative and creative manner.
8. Respect--We honor the people around us and we value the fact that they look, act and think differently. We listen to their opinions and *treat them with dignity*. (Kid friendly-- *We treat others the way we want to be treated.*)
9. Excellence - We pursue the very best methods to teach all students. We stay focused and persist in reaching our goals by constantly collecting, using and evaluating data. We seek to continuously improve what we do and how we do it in all aspects of our school.

EXPECTATIONS AND RESPONSIBILITIES

Parents

1. Parents are expected to supply current information on address, telephone number, and place of employment and keep them updated.
2. Parents are expected to send children to school well rested, properly clothed, healthy and ready to learn.
3. Parents will attend at least one conference a year with their child's teacher, usually during the first nine weeks.
4. Parents are expected to take an active role in their child's academic performance by supervising and checking homework, reading and signing weekly folders, report cards and promptly addressing any problems indicated.
5. Parents are expected to take an interest in and support the day to day activities in their child's class.
6. Parents are expected to attend school functions; this will show that school is important to you and will be therefore be important to your child.
7. Parents are expected to make sure their child is on time for school.
8. Parents are required to submit completed immunization certificate, social security card, and proof of residence for the child at the time of enrollment.
9. Parents are expected to teach their child to be responsible caretakers of textbooks, library books, and other school related materials, and environment.
10. Parents are expected to sign in at the office whenever visiting the school.

Students

1. Students are expected to arrive at their classroom on time, by 7:40A.M.
2. Students are expected to come to class prepared with supplies and homework.
3. Students are expected to complete their work to the best of their ability.
4. It is the student's responsibility to follow:
 1. Morning Procedures
 2. Classroom Rules
 3. School-wide Rules
 4. Lunch Time Rules
 5. Dismissal Procedures
5. Students are expected to come to school with a positive attitude and being ready to learn.
6. Students are expected to show respect for teachers, fellow students, all school staff, and volunteers.
7. Students are expected to demonstrate good citizenship.

Staff Members

1. Teachers are expected to be punctual.
2. Teachers are expected to model a positive and motivating attitude and work ethic.
3. Teachers are expected to establish and maintain a classroom environment conducive to learning for all students.
4. Teachers are expected to ensure the safety of all the students in the school.
5. Teachers are expected to maintain a professional attitude.
6. Teachers are expected to treat all students fairly.
7. Teachers are expected to maintain communication with parents on a regular basis.
8. Teachers are expected to guide assignments toward the age and appropriate level of students to promote success.
9. Teachers are expected to support co-workers.
10. Teachers are expected to return all forms promptly.
11. Teachers are expected to be continual learners and to maintain current knowledge in their areas of certification.
12. Teachers are expected to maintain confidentiality to protect the privacy of student information. Teachers are expected to provide student information to all parents and guardians of students.

ADDRESS or PHONE NUMBER CHANGES

It is important that we always have your current address and phone number. This information is especially important in case of an emergency. Please update changes of address or phone numbers by calling the Richmond Drive office. 803-981-1930

ARRIVING AT SCHOOL (See additional District Guidelines at the end of the Handbook)

The school opens at 7:00am. The back doors lock promptly at 7:40am. After this time all students must enter the front door.

1. **Walkers**—Should enter the building through the front door of the school or the D Hall door
2. **Car Riders**—Can be dropped off in the front or back of the school. The back door locks promptly at 7:40am.
3. **Bus Riders**—Will be dropped off in the front of the school.
4. **Students Eating Breakfast**—Breakfast will be served in the classroom at 7:30.
5. **Pre-Kindergarten – Fifth Grade Students**—Will sit outside the class until 7:30.
6. **School Doors Open at 7:00.** Students will be allowed in the building at 7:00. Please do not allow your child to arrive before 7:00 A.M.
7. If parents need to park and come into the school before school, please **use spaces in the front of the school.** Please do not park cars on the street of Richmond Drive. This greatly reduces traffic bottlenecking in the front of the school.
9. **Drop Off in the Back Loops**—Students can be dropped off in the back of the school from 7:00-7:40. Please pull to the top of the loop when possible to allow space for following cars. The rear traffic loops will be supervised during this time. At 7:40 the back

of the school car loop will be closed and the D hall door locked. All traffic will need to join the line in the front of the school.

10. Students arriving after the **7:45 tardy bell** will need to enter the main office with an adult to be signed in. The student will receive a tardy pass for admission to class. If a student reaches 10 days tardy, an attendance intervention plan will be put into place.

ATTENDANCE GUIDELINES

Students are required to attend school 170 days out of the 180 days school according to SC State Law.

Any student missing school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within **three** days after the student is back in school, the absence will be **unlawful**. The maximum number of days that will be recorded as lawful “written excused” absences with parent notes will be **five**.

Students are considered lawfully absent when:

1. They are ill and their attendance in school would endanger their health or the health of others.
2. There is a death or serious illness in their immediate family.
3. There is a recognized religious holiday of their faith.
4. Activities approved in advance by the principal.
5. The student is suspended out of school.
6. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

Lawful absences allow students to make up missed work.

Please note: If your child misses 3 consecutive unlawful/without note or 5 unexcused days, school officials are required to contact the parent for a conference to identify the reasons for the child’s absences and complete an intervention plan to improve attendance.

The maximum number of days a student is allowed to miss is **TEN** per school year (lawful or unlawful.) When a student is absent more than ten days, attendance will be one of the factors used in the promotion/retention decisions. More than ten absences and/or excessive tardiness could result in a referral to Family Court.

BUS CONDUCT

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. 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 the school premises. Riding the bus is a privilege and not a right; therefore, student abuse of this privilege will result in suspension from the bus. Parents are then responsible for getting their student to school on time and picking them up on time.

If you miss the bus call 980-2022.

CLASSROOM

1. Teachers will hold up three fingers (1-Stop, 2-Look, 3-Listen) or say “Show Me Three” to gain attention from students. Students should be quiet at this time.
2. Students will be engaged immediately upon entering the classroom each morning.
3. Students will use the appropriate voice level in the classroom.
4. Students will put their name on all papers to be turned in.
5. Teachers will have up-to-date seating charts and lesson plans available for a substitute teacher at all times.
6. Communication folders to parents will go home **every day this year**.

COLLECTION OF STUDENT FINANCIAL OBLIGATIONS

Parents of students having financial obligation to the school/district (lost or damaged textbooks, library books or fines, pictures, fees, returned checks, etc.) will be notified. Failure to fulfill this obligation or give a plan approved by the school or district authority will result in actions being taken by the school/district to collect the outstanding obligation.

COMMUNICATION BETWEEN SCHOOL AND HOME

Orientation is held the week before school starts. Communication receives strong emphasis at Richmond Drive School. Information is sent to parents on a regular basis. Student folders are sent home each **daily** and conferences are held throughout the year at either the teacher's or parent's request. Please ask your child for his/her **red** folder each **day**. When papers come home with unsatisfactory grades or with notes that assignments were not completed, please communicate with your child's teacher. We welcome your questions and input. You can access school information from these sources as well:

Website-- <https://www.rock-hill.k12.sc.us/Domain/21>

Facebook—“Like” us at Richmond Drive Elementary

Twitter—@richmonddrive #rdesthedrive

Instagram - RichmondDrive_Tigers

District App—Go to the App Store and download it for free. Be sure to select Richmond Drive in order to receive communications.

Weekly E Newsletter—Newsletters are emailed and text sent weekly to families. The newsletter can be accessed at the sites above.

DISMISSING FROM SCHOOL AT END OF DAY

1. Students will be dismissed at 2:25 P.M.
2. **Early Releases**—Early dismissals (parent pick-up/student sign-outs) end at **2:00** unless he/she has a doctor's appointment or there is an emergency. It is difficult for our school to safely dismiss all of our students to their proper locations if there are exceptions to how they go home.

3. **Car Riders**—Will be picked up in the designated area in the **back** of the school that can be accessed using the traffic loop by the playground from Richmond Drive or the from McDow Street.

Bus Riders—Will be picked up at the front of the school.

Van Riders—Will be picked up in front of the school near the PE room.

Walkers—Will be escorted out the back and front of the school with staff members.

Walkers should use sidewalks and should cross only where adults are located.

4. All parents should wait in the car line to pick up their child. Place a pickup card on your dashboard with the students' names.

5. Please let your child's teacher know how he/she will be going home each day and how he/she will go home on inclement weather days. **Dismissal changes should be made in writing. NO** changes will be made after 2:00 pm.

6. Bike riders are to leave school grounds at dismissal with staff. Bike riders should lock their bike in front of the school.

DRESS CODE

District board policy states that the Board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress code is left to the administration. In order to carry out this policy, Richmond Drive Elementary has adopted the following rules regarding dress:

1. All shorts and skirts should be worn at an appropriate length.
2. All pants, jeans, and shorts should be worn at the waist.
3. Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
4. All students must wear shoes. Shoes designed to be tied or buckled must be tied or buckled. For safety reasons, students should not wear shoes without a back strap, such as flip-flops and slip-ons. For playing outside daily and PE activities, it is best to wear athletic shoes/sneakers each day.
5. Offensive or suggestive writing, pictures and patches on clothing or jewelry are prohibited. This includes advertising for alcohol/tobacco products or promotion of violence.
6. No student should wear hats, hoodies, caps, sweatbands or sunglasses in the building.
7. Students' hair should be neat and clean. No combs, picks, or hair curlers.
8. Clothing should be worn with appropriate undergarments and these should not be visible. No skin should be visible between the pants waist and shirt at any time.
9. Heavy or bulky outerwear should be placed in the designated area during class time. Do not wear coats or jackets during class, unless permitted by the teacher.
10. Clothing should be worn as the manufacturer intended. Clothing NOT appropriate for school include the following: biker's shorts, tattered or torn clothing that exposes skin, form-fitting or bare clothing such as tube/tank tops, baggy oversized pants or jeans.

Students who come to school inappropriately dressed and/or not conforming to the dress code will be held out of class until suitable clothes are available. Absences from class as a result of dress code violations will be ruled unlawful. A principal may waive any of these rules on a special "dress up" day, declaring special rules for that day.

FOOD SERVICE (Cafeteria Manager Natasha Page)

The Rock Hill School District 3 of York County offers healthy meals every school day and menus are sent home monthly or can be accessed on the district website at www.rock-hill.k12.sc.us.

Meal Prices

	<u>Regular Price</u>	<u>Reduced Price</u>
Breakfast	\$1.10	.30
Lunch	\$2.20	.40
Adult Lunch	\$4.00	

If you have more than one child per school you may send one check or cash payment for all children in the same school to use. Cash, checks or online payment (see below) can be used for pre-payment of lunches. There will be a \$10.00 service fee on all returned checks. Your child's teacher will let him or her know how lunch money is taken to the cafeteria. Checks can be made out to the Rock Hill School District.

AUTOPAY Online Meal Payment Plan

The office of School Food Service and Nutrition is excited to introduce a program that will offer parents a convenient and simple method of paying for their child's meals. Parents have the opportunity to have their bank account automatically drafted on the first of each month to pay for their child's lunch, breakfast and extra sales throughout the month. Ms. Page, the cafeteria manager, will have applications available. Parents can access this program at <https://www.mypaymentsplus.com/welcome>.

IOU/Snack Policy

Our policy to provide a snack to students who have exceeded the three meal IOU allowance will continue this year. Cafeteria managers will provide students with a snack consisting of fruit (applesauce or peaches) and sandwich. No debts will be allowed the last two weeks of school.

To apply for free or reduced price meals:

- Complete the Free and Reduced Price School Meals Application (available in the office) or <https://www.schoollunchapp.com/Terms.aspx?host=rockhill.schoollunchapp.com&apply=1>
- You need to complete only one application for all children in the same household regardless of the school they attend within the Rock Hill School District.
- All students on the application will be processed at the same time, thus eliminating possible delays for siblings.
- Failure to return the application on time could result in a change of your child's eligibility for free or reduced lunch.

- Any debts incurred by the student during this period will be the parent's responsibility.

GIFTED AND TALENTED (GT Teacher – Mrs. Delp)

The GT program is designed for students in grades 3-5 who qualify using the State Department of Education regulations as academically gifted/talented. This program provides participating students educational experiences which meet their special talents and abilities. The program emphasizes research skills, critical and creative thinking skills and communication skills through the exploration of problem based curriculum built around a broad concept. Students are grouped in multi-aged classrooms. Group projects, individual projects, simulations and resource speakers are integral parts of the program.

Rock Hill School District follows established guidelines mandated by the State Department of Education to determine student eligibility for the program. To see if your child might qualify for the program, please contact Mrs. Owens, Assistant Principal.

GUIDANCE SERVICES (School Counselor, Mrs. Spain)

The School Counselor is available to speak with any student. She works carefully within the school to support a caring culture at Richmond Drive. Parents, teachers, staff or students may request the school counselor's involvement for a student who is in crisis or in need of short-term social/emotional counseling. Guidance class is taught to all students on a regular basis. Guidance curriculum includes lessons to enrich students' academic learning, personal/social development and career exploration and awareness. Mrs. Spain works closely with the Catawba and Rock Hill Schools' mental health counselors to provide long-term, therapeutic mental health services for students and families.

HALL

1. Students are to walk on the right side of the hall on the red blocks.
2. Students are expected to walk in a single file line with no talking.
3. Students are expected to keep their hands and feet to themselves.

HOMEWORK

Homework is a practice of skills previously learned. Each child is expected to **read every night**. It is important that you read to/with your child daily. Please stress to your child that he/she should clarify assignments, directions, and procedures for doing homework before leaving school.

MEDICAL ISSUES AND EMERGENCIES (Nurse Ellen McKinnon)

Accidents-- Every effort is made to prevent accidents. If, however an accident occurs, the procedure will be as follows: First aid will be administered by authorized school personnel. A parent will be called if the accident or illness is considered serious, if the child is uncomfortable or has fever. If we cannot reach a parent, the school will follow the parent's directions of emergency contacts to secure an individual to pick up the child or to secure emergency medical treatment if needed.

Immunizations--The state of South Carolina requires that all children entering K5-12th grades have the hepatitis B series. In addition, all children entering K5-3rd grades are required to be vaccinated against chicken pox or have a documented history of chicken pox disease. All students are required to have a South Carolina certificate of immunization as part of their school records.

MEDICATIONS— **Medications may not be given at school without a doctor's order. For over the counter (OTC) medications, parent permission is required. If it is necessary for a child to receive over the counter medications, parents must submit a completed permission form. Without this district OTC form a parent would come to the school and administer the medication. All medications need to be in their proper prescription bottle and you must fill out a school permission slip with the office. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INCLUDING OVER THE COUNTER MEDICINES ON THEIR PERSON AT SCHOOL.** Parents should pick up any unused medication at the end of the year. Office staff will notify the parent and teacher when a student who is taking medication is in need of a refill of that medication. Medical information: <https://www.rock-hill.k12.sc.us/site/Default.aspx?PageID=765>

Screenings--During the course of the school year, the nurse will be conducting vision and hearing screenings on K5, 1st, 3rd, and 5th graders. If you are a parent of a 2nd or 4th grader and you have concerns about your child needing to be screened for vision and / or hearing let me know and the nurse will be happy to screen them.

Other Information--From time to time, lice can be a problem in any elementary school. If lice are found, district policy dictates that the child will be sent home from school to be treated. Check your child's hair often. It is important to report any cases so the nurse can follow up with the rest of the child's class.

Contact Information--In case your child is ill or injured while at school it is very important that we have current home and work numbers so we can contact you. If your telephone numbers change, let the office know as soon as possible. If your child is out for more than one day with an illness please give your child's teacher or the office a call. We love and care for our students and we miss them when they are not here!

PARENT-TEACHER CONFERENCES

Parents are encouraged to conference with their child's teacher. In order to have a conference, it needs to be scheduled ahead of time in writing or by phone with the teacher. Visitors are asked not to interrupt the teaching and learning time happening in the classroom. If a parent needs to give something to his/her child, it can be dropped off in the office and will be taken by the office staff to the child.

PICTURES

School pictures are taken twice a year, in the fall and again in the spring. Pre-payment will be required to order pictures.

PLAYGROUND

1. Recess times for each grade level will be determined at the beginning of the year.
2. If teachers choose to take children out at a time other than their scheduled time, they must request permission from administration.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS) and DISCIPLINE

We are the TIGERS of Richmond Drive. As a school community we must be safe, respectful, responsible and prepared. Students and staff are expected to show positive behaviors to include the TIGER traits: tolerance, inclusion, gratitude, excellence and respect. All students will be acknowledged for the positive behaviors displayed at school by hearing compliments and daily praise from staff and supportive peers. PBIS offers a framework for explaining and encouraging school wide expectations. Weekly TIGER stripes are given as a token of randomly observed TIGER traits.

Positive behavior is our priority and expectation at Richmond Drive Elementary. Teachers will practice routines and procedures to lessen distractions and disruptions so there is quality instruction for all students in an environment, which is conducive to learning.

We agree that:

1. Teachers have classroom expectations with positive and negative consequences.
2. Reteaching of expectations will be a part helping students understand the expectations.
3. Teachers will communicate on a regular basis pertaining to student behaviors in the classroom.
4. Student behavior intervention plans will be established when needed.

If a referral is completed for misbehavior, the parent will be contacted by the teacher. Parents should sign and return the school copy of the discipline referral form.

Minor Referral- Behavior was addressed by classroom teacher/staff and interventions are considered and/or implemented. Parent contacted by teacher.

Major Referral- Behavior required administrator's attention and possible removal from the classroom.

All school personnel are trained annually on emergency preparedness/district procedures and protocols through SafeSchools videos. Additionally, best practices for de-escalation of behavior and staff training for trauma informed is available through 321 Insights videos.

PROHIBITED ARTICLES

Students are not to bring radios, beepers, tape players, electronic games, balls, or toys to school. These items will be confiscated. Cell phones should be turned off and stay put away in bookbags during the school day.

The following articles may not be brought to school because they are hazards to the safety of others or may interfere in some way with school procedure:

Toy guns, knives, firecrackers, razors, razor blades, caps, Martial Arts weapons, or pornographic materials. Such items will be taken from the student and under no circumstance will be returned to the student. If parents wish to reclaim the items, they may come to the school for them. Students having hazardous articles or articles that interfere with school procedures are subject to disciplinary action. Students who bring weapons and/or drugs on school grounds will be suspended and the proper authorities will be notified for possible legal action.

PTO

Richmond Drive School enjoys a very active Parent-Teacher Organization.

The goals are:

1. To promote the welfare of children in the home, our school, and our community.
2. To bring into closer relation the home and the school so that parents and teachers may work together for the education of our children.

Some of the activities that PTO has funded and coordinated include: Tiger Trot, Book Fairs, Breakfast with a Buddy, Red Ribbon Week, Field Trips, and Teacher Appreciation.

REPORT CARDS

A child's report card is as personal and individual as the child. It is best not to compare report cards among children in the family or in the neighborhood. Since children do not develop or learn at the same rate, attempts are made to understand how your child learns best and to teach him/her at his/her level and

rate of learning by using appropriate materials. Report cards are sent at the end of each nine weeks.

If you have questions about your child's work, progress, grades, or other concerns, please call the school to schedule a conference.

SCHOOL CLOSING AND DELAYED OPENING DUE TO BAD WEATHER

PLEASE DO NOT CALL THE SCHOOL Often our lines are tied up, and we are not able to receive the information we need. Parents can find information about school openings and closings due to bad weather at the school district information line (366-INFO or 366-4636) or the district's website (www.rock-hill.k12.sc.us) or local radio and TV stations. Information will also go out on the Rock Hill Schools District App. We will also send out a telephone message when there are closings or delays. Please make tentative plans to deal with early dismissal or late arrival situations in advance.

SCHOOL IMPROVEMENT COUNCIL

This council shall include at least two parents elected by the parents of the children in the school, at least two teachers elected by the faculty, and two other representatives appointed by the principal. The elected members of the committee shall comprise at least two-thirds majority of the membership of the committee. All meetings are open to anyone interested.

SCHOOL SUPPLIES

Please see that students have pencils, paper, notebooks, and other supplies needed. Find recommended items on the Rock Hill School Website.

<https://www.rock-hill.k12.sc.us/domain/1637>

SCHOOL-WIDE EXPECTATIONS

1. No gum
2. No hats or hoods on shirts may be worn in the building
3. All adults and children in the building will be treated with respect
4. No profanity
5. No fighting or vandalism of property
6. All visitors must check in with the school office and obtain a visitor's pass which should be returned to the office upon leaving the school.
7. All persons on school grounds will practice good manners and show good citizenship.

TARDINESS AND LEAVING EARLY

Tardiness--Students who come to school late lose valuable learning time, interrupt the class, and miss important explanations of the work to be done. Students who are late must be signed in the office in order for attendance to be corrected. Failure to sign in creates problems for the student as well as the school. Tardies are reported on the report card unless the tardy is caused by a late bus. **Students arriving after 7:45 A.M. will only be admitted through the front door and need to sign in at the office with an adult entering the office.**

Leaving Early--No student will be allowed to go home a different way unless permission is requested by a parent/guardian in writing. Students not assigned to a bus are not allowed to ride the bus without permission from the Director of Transportation. No student will be permitted to leave the campus early unless a parent/guardian comes to the office to sign the student out. A request to have a child excused from classes early should be sent **in writing** with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made after school hours. Early dismissals should be limited and the office notified the morning of the early dismissal. Students will be signed out in the office.

TEXTBOOKS

Students do not pay an annual book fee; however, they are expected to take good care of textbooks. Books that are lost or damaged must be paid for by the guardian of the student.

TRANSFERS

When parents find it necessary to withdraw their child from school, they should notify the office and homeroom teacher before their last day of attendance. All textbooks and library books are to be returned on the student's last day of attendance and the student is to take all personal items from his/her desk and cubby. All financial obligations must be settled before the student transfers. When a student enrolls in his/her new school, the new school will contact Richmond Drive and the students records will then be sent to the new school.

VISITORS

Visitors who are on school business are welcomed at school; however immediately entering the school grounds, all visitors will "check in" at the school office, state the nature of their business, and be assigned a visitors' badge. Failure to comply with the check-in procedure will result in the visitor being asked to leave the campus. After this warning, the police will be called and the violators will be prosecuted. All visits to the classroom must be scheduled in advance. While we encourage parents and family members to eat lunch with their child, we ask those visits be limited to once-a-week. This

enables our children to develop good relationships with each other and helps foster community within the class.

In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or recommended for expulsion from the district schools.

VOLUNTEERS

Research indicates that students who have family members that volunteer in schools achieve more than those who don't. We welcome any volunteers and will assist however needed in choosing an area in which to participate. We can match a volunteer's gifts and talents with areas of need in our school. To name just a few ways to help, volunteers can assist in the library, help the classroom teacher with activities or projects sponsored by the PTO, tutor students or assist with special activities. We **strongly** encourage parents/guardians and grandparents to share their time and talents with us. **All volunteers must complete a Volunteer Screening Form every two years.** You can do this at <https://www.rock-hill.k12.sc.us/Page/1188>

YEARBOOKS

School yearbooks are sold in the fall and spring then delivered to students at the end of the year.

Elementary Transportation -Arrival & Dismissal –District Guidelines

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.

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.

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.

Parents or legal guardian of students that walk to school will need to complete an approval form for their student to walk home (Attachment A) and this form will be kept on file at the school. 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 in order 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. 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 that 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

Any changes to transportation plans will need to be made in writing to the school. Only handwritten notes will be accepted for transportation changes. 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 that is not dropped off will be returned to their home school.

Transportation Information: <https://www.rock-hill.k12.sc.us/Domain/303>

If your child is a walker, a form like the one below will be sent home for you to complete and return to school.

Walk to School

(Please complete separate form for each student)

Student Name: _____

Guardian Name: _____

Grade: _____ Teacher: _____

I understand that the safety of my student listed above is my responsibility and the risks associated with allowing my student to walk or ride a bicycle to/from school. I hold harmless the Rock Hill School District, its Board Members, officers, and employees for any injury or damages that are incurred on the way to or from school.

Guardian Signature

Date

Witness

Date