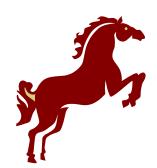
# Mount Holly Elementary School



## Parent/Student Handbook



2021-2022

Home of the Mustangs!

"Engaging Minds for Success 13 Years Strong"

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

Welcome to a new school year! We are delighted to enter the 2021 - 2022 school year with you as a part of the Mount Holly School Family! I'm looking forward to an enjoyable and productive year for students, staff, and parents. Throughout this year, as conditions become safe, we encourage you to become actively involved by attending school events and participating in programs sponsored by our PTO. We know that bridging the relationship between home and school is the KEY to a successful school.

This handbook is provided for each child so that you will have a reference about the operations of our school. Please read the handbook and use it during the school year to check important dates and to review school rules, policies, and procedures.

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

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

Mrs. Jacqueline Jones Principal

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

This	handbook	belongs to:
		00000

Name:	Teacher:
1 (001110)	1 0 W 0 H 0 H 1

## School Policies & Procedures

#### ARRIVAL/DISMISSAL

Students can be dropped off as early as 7:00am. Please do not drop of prior to 7:00am, as staff duty begins at 7:00am. The warning bell rings at 7:40am and classes begin at 7:45 a.m. Students are expected to be in their homeroom class by no later than 7:45am to not be counted tardy. If you drop your child off in the morning, please remember not to block the left lane of traffic in front of the school. If you need to come inside the school, please park in a parking space. The school day ends at 2:25 p.m. Car riders are picked up in front of the school and bus students are dismissed at the bus lot (located on the right side of the building). Persons picking up students in the car rider line MUST have the appropriate school issued card tag. Without the appropriate car tag, persons will be asked to go to the front office with proper identification to sign the child out. ALL CHANGES IN DISMISSAL MUST BE SENT BY A HANDWRITTEN NOTE. NO EMAILS OR PHONE CALLS WILL BE ACCEPTED unless approved by the principal.

#### **ATTENDANCE**

Students are expected to attend school on a regular basis. Any student who misses school must present a written excuse signed by a parent/guardian or provide a medical excuse. If this excuse is not turned in within THREE days after the student returns to school, the absence will be UNLAWFUL. After three consecutive or five total unlawful absences, state regulations require that school officials hold a conference with parents in which an attendance intervention plan is completed. (Citation: South Carolina Code of Laws 59-65-50 and South Carolina Board of Education Regulations.) Students will be considered lawfully absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family.
- c. There is a recognized religious holiday for their faith.
- d. Activities are approved in advance by the principal.
- e. The student is suspended from school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

The maximum number of days that will be recorded as lawful absences with parent notes will be FIVE. The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.) **Handwritten notes must be submitted within three days of the student returning to school.** 

#### **BULLYING/HARASSMENT**

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

The school board has adopted a policy on harassment, intimidation, and bullying. A copy of this policy can be obtained by contacting the school or by accessing the following website: https://boardpolicyonline.com/?b=york3\_rock\_hill&s=275740

#### **BUS TRANSPORTATION AND CONDUCT**

If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 803-980-2022.

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Bus transportation is considered an extension of the regular school program, and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus, and/or all other penalties established for misbehavior while students are on school premises.

#### **Bus Discipline Sequence:**

1st referral Warning

2nd referral 1st suspension, 1 week (conditional, based on conference)

3rd referral 2nd suspension, 1 week 4th referral 3rd suspension, 2 weeks 5th referral 4th suspension, **All Year** 



#### **CAR RIDER PROCEDURES**

This year, we will continue with the dismissal process for car riders that was implemented last year. We aim to expedite the dismissal process. It is our goal to minimize your wait time and to get your children safely on their way home each afternoon.

Many of you picked up your new, orange car rider tags at Open House. Others will be available from the teacher attendants in the car rider line. The information on each car rider tag includes the Student name(s), Teacher name(s), Grade level(s) and a reference number. The number assigned to your child(ren) will be used to quickly relay information to homeroom classrooms from which they will be dismissed.

When the teacher on car duty reads the tag in the dash of your car, she will ask that you pull up to a numbered spot on the curb. Numbers have been painted on the ground and correspond to numbers on the poles. You will meet your child(ren) at that number. Please remain at that number until your child(ren) are loaded. Then, you may pull out of the line and exit in the left lane.

#### Points to remember:

- · The first couple of weeks can, and will, take longer than usual to get everyone dismissed. It WILL get better.
- · Students will be dismissed from their classrooms.
- · Parents can utilize two lanes starting at 2:15pm until the EMERGENCY exit turn (area where there is a left turn). At that point, staff on duty will MERGE vehicles into one lane. This is to assist further with safety and security protocols.

- · Sometimes, students may be delayed in the dismissal process. In that event, you may be asked to pull beyond the front of the car rider line, to the mailbox, where your student will be directed to their vehicle.
- · During dismissal, please remain in your car at your numbered spot on the curbside lane until your child is safely in your vehicle.
- · When dropping off your child, remain in the curbside lane so that students will not cross into oncoming traffic. If possible, allow your child to exit the vehicle on the curbside.
- · If you do not have your card in the front dash of your vehicle, you will be asked to park, go into the front office with your license.
- ·If you need additional orange dismissal cards, please email Mrs. Dawkins at KNichols@rhmail.org.

In all expectations, we are working with the safety and wellbeing of your children in mind.

#### **CHALLENGER**

Challenger is an after-school enrichment program for students in Kindergarten through 5th grade. The program is housed at each of the district's elementary schools. The Challenger enrichment program is separate from the regular school day. Challenger is an optional, self-supporting, academic program. The Challenger program operates daily during the school year from 2:30 p.m. until 6:00 p.m. Enrollment for Challenger is on a full-time basis during the school year. Enrollment is based on the expectation that students are able to actively participate in the program and meaningfully benefit from being with other children. Registration is online and more details can be found using the below link. Site Directors are available 3:30-6:00 p.m., Monday – Friday. The daily schedule includes homework and snack time, healthy activities, and Challenger curriculum. Here is the web address to help answer additional questions you may have.

https://www.rock-hill.k12.sc.us/site/Default.aspx?PageID=2441

#### **CONFERENCES**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Teachers, parents, or the principal may call for a conference when desired or necessary. Parents may call the school office (803-985-1650) to set up an appointment. We prefer that conferences be scheduled after 2:30 p.m. on Mondays, Wednesdays, or Thursdays. However, attempts will be made to arrange a time convenient to all. Each classroom teacher will schedule one fall and one spring conference throughout the school vear.

<u>COVID UPDATE</u> – during periods of high community spread, we will be able to schedule meetings via zoom to accommodate parents as needed.

#### **CODE OF CONDUCT**

It is the desire of the Rock Hill School District Three Board of Trustees that the public school offer opportunities for each child to learn in an atmosphere that is most conducive to the realization of his/her potential. Basic to this goal is the provision of schools/classrooms that are safe and orderly, where students and staff recognize and respect the rights of others, and where each student is free from intimidation, fear,

and disruption of the educational process. All deviant behavior cannot be measured on an objective scale, nor can such behavior be attributed to the same motives. Therefore, the rules do not attempt to cover every misbehavior. Nor, do they limit the discretionary authority of the principal in the day-to-day administration of discipline.

#### **DISCIPLINE**

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

Our school-wide pledge THE MODEL MUSTANG WAY:

As a Model Mustang,

I will respond to others politely using

"yes, no, please, and thank you".

I will keep my eyes on the speaker at all times.

I will respect opinions of others.

I will use appropriate body language at all times.

I accept that I will make mistakes,

but will learn from them and move on.

I will be a Model Mustang.

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

Student conference with principal, parent conference with principal, loss of privileges, assignment to Recovery Room, or suspension from school. These consequences will be administered by the administration.

#### **DRESS CODE**

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

#### EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office first to check your child out. **Your license or a government issued ID will be required for dismissing a child.** If someone other than the parent signs the child out, that person must provide permission from the parent before the child will be permitted to leave the building. **No sign-outs are allowed after 2:00, unless an appointment card is provided or approval from principal.** 

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

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

#### **EMERGENCY DRILLS**

Emergency drills are necessary for the safety of students, staff, and faculty. Everyone is given specific directions for reaching safety points from those areas of the school building in which he/she may be. Specific information for emergency drills is posted in each room. In the event of a radiation disaster, students will be transported by school bus to designated shelter areas.

#### **ENTRANCE REQUIREMENTS**

Students entering kindergarten must be five years old on or before September 1st. All students entering a South Carolina school for the first time must have a birth certificate, South Carolina Certificate of Immunization, and proof of residence.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

#### **DIRECTORY INFORMATION**

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

#### **FIELD STUDIES**

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

<u>COVID UPDATE</u> – during periods of high community spread, we will follow district protocol and guidance regarding scheduling and attending field studies safely.

#### FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district (lost book, library fines, fees, etc.) should pay within the prescribed time or sanctions will be taken by the school/district to collect the outstanding debt.

#### FOOD SERVICES

Families can apply for free or reduced-priced meals using this link: <a href="https://www.lunchapplication.com/">https://www.lunchapplication.com/</a>
Families can also get a paper application by contacting the school. Nutritious meals are served for breakfast and lunch.

**COVID UPDATE** - Currently there is NO cost for breakfast or lunch, however, families are still encouraged to complete the free and reduced lunch application if needed.



#### **GUIDANCE**

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

#### **HEALTH ROOM**

Any medication that a child should need at school **must** be brought in by the parent or legal guardian. No prescribed medication will be administered at school without the signature of the parent **and** the doctor on the legal form provided by the school district. Over-the-counter medications cannot be administered without parent signature on the legal form provided by the school district. If your child becomes ill at school, we will contact you immediately. Please keep your student's contact information current with correct phone numbers so you or your emergency contact can be reached. Parents with young children are asked to please keep an extra set of clothing in their child's book bag in case of an accident. For any questions or concerns, please see the district's website under Nursing Services.

#### **HOMEWORK**

Homework is important in the learning process in that it extends the active involvement beyond the classroom. Homework is an excellent way for you to stay informed about your child's progress. Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year concerning homework. The amount of homework per day from individual teachers may vary.

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

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

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

#### **ICE CREAM**

Ice cream will be sold on designated days throughout the week after the first few weeks of school. Your child's teacher will share more specific details related to purchasing ice cream.

#### **LOST AND FOUND**

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

#### **MEDIA CENTER**

The library will be opened at 7:30 a.m. and remain open throughout the day until 2:45 p.m. Students are encouraged to use the library as much as possible. Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for by the student. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded.

#### **OFFICE HOURS**

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

#### **PARTIES**

A Valentine Party will be held in each classroom. You may be asked to assist with donations. This is the only party to be held during the school day. **Invitations for private parties will be distributed ONLY when all students in the class receive an invitation.** 

#### PROMOTION/RETENTION OF STUDENTS

Students not mastering performance indicators at their grade level will be considered for retention. The first notification of a possible retention is sent at the end of the first semester. If necessary, the second notification is sent at the end of the third grading period. Final decisions concerning retention are made in early May. Students may be retained due to poor academic performance or failure to attend school regularly.

#### **POLICIES (District)**

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

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

Policy JICDA and Administrative Rule JICDA-R Code of Conduct

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

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

Policy JII Student Concerns, Complaints and Grievances

Policy JKD and JKD-R Suspension of Students

Policy JKE and JKE-R Expulsion of Students

Policy JK Student Discipline

Policy JLDBB Self Esteem Promotion/Suicide Prevention\*

Below is a legislative update we received that will

- \*Legislative Update June 24, 2021 Enacted This Session
- · S. 231 Student Identification Card Suicide Prevention Act
- o Requires schools to issue student identification cards for 7th through 12th graders that include the telephone number for the National Suicide Prevention Lifeline.
- o Stipulates that consideration of inclusion of the telephone or text numbers for local suicide prevention hotlines, the Crisis Text Line and the National Teen Dating Abuse Helpline may also be included.

Allows schools to deplete any unissued student identification cards they may have on hand before being required to comply with this act.

#### **Positive Behavior Intervention and Supports (PBIS)**

Mount Holly Elementary School is a PBIS school that celebrates the positive character traits demonstrated by our students. We focus more on affirmation of positive behaviors versus punitive consequence for non-preferred behaviors. Each year our school leadership team will work to revise our PBIS plan and communicate to students, parents, and staff.

#### **PTO**

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

### Register To Ride For the 2021-2022 School Year



Click Here to Register

https://docs.google.com/forms/d/e/1FAIpQLSddEXUY7eZPaoxCKdrwT4BoZBKijVE8PYq8BylPdKVfN5HcA/viewform

#### **REPORTING TO PARENTS**

Samples of your child's work are sent home periodically. In an effort to improve home/school communication, a special folder will be provided to each student for this purpose. The entire staff will send all notices, work samples, newsletters, etc. on Wednesday of each week. Please expect all communications on this day, review them, and return the folder to the school. You will receive more specific information from your child's teacher. Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher, which is very important to his/her success and well-being in school. Report cards are issued every nine weeks. The evaluation of student achievement is one of the important functions of the teacher. Each student is evaluated with reference to his or her own instructional level.

#### **SCHOOL CLOSINGS and DELAYS**

Announcements concerning school closings or delayed openings will be provided to parents through the parent notification phone system and will be broadcasted on all local radio and TV stations and on the district website and social media as soon as the decision is made. When schools operate on a delayed opening due to bad weather, DO NOT BRING YOUR CHILD AT THE REGULAR TIME. There will be no one available to supervise your child. If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system, on all local radio and TV stations, and on the district website and social media. Please have a plan for this situation and discuss this plan with your child.

#### SCHOOL INSURANCE

A packet on school insurance will be sent home for all parents to review for possible purchase.

#### SCHOOL IMPROVEMENT COUNCIL

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

#### **SEARCH and SEIZURE**

As authorized by State law, district and school administrators and officials may conduct reasonable searches on district property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials. Policy JIH and Administrator Rule JIH-R.

#### SNACK POLICY



#### Dear Parent/Guardian,

The Health Advisory Committee for the school district has met over the past two years to develop a healthy snack list for classrooms. The list provided below has been approved by the district as allowable snacks for the classroom. The list was compiled by the district Health Advisory Committee using feedback from the School Improvement Councils (during the 2017-18 school year), and parent survey responses from the spring of 2018. The snacks listed meet SMART Snack guidelines recommended by USDA.

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

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

**Pretzels** 

Cheddar crackers or graham crackers

Sun chips or similar baked chips

Frozen fruit bars (Ex. Whole Fruit, Outshine, Dole or store brand equivalent)

Fresh fruit – Individual serving/wrapped or in purchased package container

Fresh vegetables - Individual serving/wrapped or in purchased package container

Low fat dips

Fruit cups (Ex. In water, light syrup, or 100% juice)

Yogurt

Apple sauce cups

Gelatin cups or pudding cups

Fruit and veggie pouches

Cheese sticks (Individually wrapped)

Pepperoni or turkey pepperoni (In purchased package container or individual sticks)

Water/Flavored Water

\*This list does not address allergies. Please remember to always check specific allergies with your classroom teacher 48 hrs. prior to bringing food to the school. Accommodations will be made for students with allergies.

Rock Hill Schools Planning Department and Student Services 981-1045

#### STUDENT INFORMATION FORM

During the first week of school your child's teacher will be sending home an information card for you to complete. This information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of local persons who can be contacted in case you cannot be reached. Also, be sure to list ALL persons allowed to pick up your child during the school day. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up-to-date.

#### **SUPERVISION OF STUDENTS**

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. All other students will be provided supervision no earlier than **7:00 a.m**.

#### **TARDINESS**

Students should be in their classrooms at 7:45am. Any students not in their class or arriving after 7:45 a.m. should be **walked in the building and signed in by a parent** to be marked present for the day. Please make every effort to have your child at school on time.

#### **TELEPHONE**

There are limited telephone lines in the school. The school phone is a business phone and is not to be used by students. All arrangements for end-of-the-day transportation **should be communicated through a handwritten note.** 

#### **TOBACCO-FREE ENVIRONMENT**

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, and snuff by all students, staff and visitors. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities, vehicles and grounds, and at all district-sponsored events or when district facilities are being use.

#### TRANSPORTATION CHANGE

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

#### **VISITORS**

Visitors who are on school business are welcomed at school; however, immediately upon entering the school grounds, all visitors must sign-in at the school office with a state-issued ID or driver's license and state the nature of their visit. In-district students will not be allowed to visit between schools of the district. Out-of-town student visitors or relatives must obtain prior permission or special invitation to visit the school. Anyone failing to comply with the check-in procedure will be asked to leave the campus. All classroom visits must be scheduled with the principal and/or teacher.

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

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. Volunteers are used in the teacher workroom, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. All volunteers must be approved by completing the volunteer application located on the district web page (<a href="https://bib.com/SecureVolunteer/Rock-Hill-School-District/">https://bib.com/SecureVolunteer/Rock-Hill-School-District/</a>). A volunteer ID card will be issued upon approval and must be presented along with a photo ID to serve as a volunteer.

<u>COVID UPDATE</u> – during periods of high community spread, we will follow district protocol and guidance regarding volunteers or develop safe areas for volunteers to assist within the school.

#### **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.

#### SCHOOL CALENDAR 2021-2022

August 16	First Day for Students
September 3	Early Release Day
September 6	*Labor Day Holiday
October 14	End of 1 <sup>st</sup> Grading Period
October 15	Teacher Workday/Student Break
October 18	Teacher PD Day/Student Break
November 24-26	Thanksgiving Holidays
December 22	End of 2 <sup>nd</sup> Grading Period
December 20	Half-Day for Students (Dismissal at 11 a.m.)
December 23-January 4, 2022	Winter Break
January 5	Students return from Winter Break
January 17	Martin L. King Holiday
February 18	Early Release Day
February 21	*Presidents' Day Holiday
March 11	Early Release Day & End of 3 <sup>nd</sup> Grading Period
April 11 - 15	Spring Break
April 18	*District Closed/Possible Make-Up Day
May 26	Last day of school for students
May 27	Teacher Workday
May 28	High School Graduations
May 30	District Closed
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<sup>\*</sup>Bad weather make-up days, if needed