



2024-2025
The Panther Handbook

380 Old Pointe School Road
Rock Hill, South Carolina 29732

803.980.2040

<http://op.rock-hill.k12.sc.us>

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“Fostering a student-centered culture, Old Pointe Elementary School is committed to embracing diversity, being responsive and resilient, while promoting personal success for all students and staff.”



The Panther Handbook

Welcome to Old Pointe Elementary School! The information in this student handbook has been presented with the hope that it will help you know and understand our school and become an integral part of it. Old Pointe Elementary School follows all policies and procedures outlined by the Rock Hill School District Board Policy Manual, which can be accessed on the district website. ***Information contained in the handbook may change as district policies and procedures are updated.*

ARRIVAL

The front entrance of the school is designated for parent drop-off. **The back entrance is designated for school buses, daycare vehicles, walkers, and bike riders.** *State regulations require that schools separate automobile and bus traffic. NO automobile drop-off or pick-up is allowed in the bus lot. Rock Hill Police may ticket violators.*

THE SCHOOL DAY

7:00 am- Supervision begins for car riders & breakfast begins. **Students should not be dropped off before 7:00 am.**

7:35-Breakfast service ends; students enter classrooms

7:45-Bell rings; **SCHOOL BEGINS**-*Students are tardy if they arrive after 7:45 am.*

2:10- Student Dismissal

For the safety of our students, please refrain from being on your cell phone in the car rider line. If you need to come inside the school, please park in a parking space.

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 sign your child out. The parent, guardian, or an adult acting with the consent of the parent or guardian must come to the office and sign out the student. Students will not be called to the office for early dismissal until the parent/adult signing them out arrives at the school. **Please be aware that students cannot be dismissed between 1:45 and 2:10.**

TRANSPORTATION

CAR RIDERS:

For the safety of our students, please refrain from being on your cell phone in the car rider line. In addition, please note that all RHSD Properties are tobacco free. (This includes e-cigarettes and vapes). It is also imperative that all cars remain in the line of traffic. For those drivers who wish to exit using Rawlinson Rd., please use the right lane. For those drivers who wish to exit using Heckle Blvd., please use the left lane.

All drop offs must occur in the car rider line. **Students are not allowed to be dropped off in the parking lot.** There will be strict enforcement of this rule.

Safety Patrol members will be on site daily to assist with the loading and unloading of vehicles.

If you are not dropping off in our car line, and wish to walk your child to the crosswalk, you MUST park in a parking space and not utilize the no parking zones. For the safety of our students, they may not cross the parking lot without parental supervision.

To ensure the safe dismissal of our students, drivers are required to present/display a school issued car tag displaying the name of the student(s) that they are picking up. Families will be provided 2 car tags. Additional car tags are available in the school's main office for \$1.

If you do not have the appropriate car tag, please park and come into the office to sign the student(s) out. We appreciate your understanding that the school will not release students to any car without the proper car rider tag. *If you need to come inside the school, please park in a parking space. Please do not block the driveway while waiting for or dropping off students.*

If your child(ren) has/have not been picked up by 2:35 pm, you will need to come to the office and sign them out.

BUS RIDERS

Students are assigned to buses at the beginning of the school year based on the neighborhood or area in which they live. All students who reside in the approved transportation zone are eligible to ride a bus to and from their home at no cost. **Riding a bus is a privilege extended to students and good behavior is required at all times.** The state law makes the school bus driver responsible for the conduct of the passengers while riding the bus under their control, and the administration fully supports the drivers in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action

by school officials, and when necessary, bus transportation will be denied. If an incident report is filed, a copy will be sent home to the parents/guardians.

BUS TRANSPORTATION AND BUS CONDUCT

School bus transportation is authorized only for pupils regularly enrolled in public school in grades K-12. This is a privilege to enjoy rather than a right. The transportation division of Rock Hill School District Three will do everything within its power to provide the best equipment, drivers, and the safest program possible. We ask for cooperation in making this possible.

School Bus Policies

245-245-245: Interference with Operation of School Bus

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus, nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530.

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While Waiting to Board a Bus

1. Students should arrive at the bus stop only minutes ahead of the bus. The driver will not wait for children not at the bus stop.
2. While waiting for the bus, books, clothing, or other articles should not be placed in the roadway.
3. The roadway should be clear at all times, and students should not play in the path of traffic while waiting for the bus.
4. Students should stand well away from the road when the bus approaches.
5. Students should not damage property such as flowers, shrubbery, windows, fences, and other things while waiting for a bus.
6. Making excessive noise distracts the driver.
7. Bothering others at bus stops or on the way to and from school bus stops is not allowed.
8. Students should never run alongside the bus but should wait until it stops and then walk to the door.

While Riding on the Bus

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Please do as the driver asks. If you have a complaint, contact your principal.
2. Seats are assigned or determined upon a moments notice, by the driver or principal.
3. Do not sit on books; hold them in your lap. Keep the aisles clear.

4. Passengers should be seated immediately and remain seated while the bus is in motion. If it is necessary to stand, be sure to hold onto the back of the seat.
5. Never extend arms, legs, or head out of bus.
6. Refrain from talking to the driver except in an emergency.
7. Do not tamper with the emergency door, fire extinguisher or other equipment on the bus.
8. Passengers must not mar or deface the bus, and seat coverings must not be damaged. Any damage to the bus or seats should be reported to the driver as soon as possible.
9. Only the driver, or other authorized person, should remove first aid equipment, which is to be used only for emergency treatment.
10. Passengers are not permitted to open bus windows. This should be done only by the driver when necessary or with the driver's permission.
11. Passengers must not fight, scuffle in the bus, or create any loud disturbances.
12. Passengers must not shout on the bus.
13. Waste paper, gum wrappers, etc. should not be thrown on the floor. Place trash in receptacle as provided near the entrance to the bus.
14. Smoking, eating, and drinking are NOT permitted on school buses.
15. The use of profanity on the school bus is prohibited, as well as obscene gestures.
16. Never throw objects on or from the bus.
17. The bus driver is the manager of the bus.
18. Proper school dress is enforced.

Personal Property and Private Items

We will confiscate any personal property and/or private items that cause commotion and/or driver distraction. Leave personal property and private items at home. We will not be responsible for the loss or return of such either before or after such are confiscated. Glass, pressurized cans, and/or large school/project items are not allowed on the bus. Transport these items by family vehicle to and from school. No balloons or party items. Book bags/small band instruments must be kept in "student's space," on lap or between legs. These items cannot show above seat line of site. No animals, insects, hard board, sharp objects, or personalized containers allowed. Nothing can be stored under seats, in aisles, or other bus nook areas.

On the Trip Home

1. Passengers are permitted to leave the bus only at regular designated stops. Any changes must be made with the parent's request in writing and approved by a school official.
2. The student, after exiting from the bus (if he must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus safety patrol directs him to cross.
3. NEVER cross the road at the rear of a stopped school bus.

General Information

1. Students are expected to ride buses making stops closest to their homes.
2. Students are not permitted to switch buses just for fun or to catch an earlier or later bus.
3. During inclement weather, bus stop locations must remain the same.
4. Complaints regarding the bus driver should be directed to the Asst. Director or the Director of Transportation.
5. Each eligible rider is afforded one seat-area of space for self and legal carry-ons.

6. All bus students are to obey the principals and teachers at each school their bus serves. Any student who, in any manner of conduct, disobeys any school official on any school ground could lose transportation privileges for the remainder of that school year.
7. Regulations are for the protection of students, school officials, and school equipment. If a bus student has no more regard for the transportation privileges than to create problems on or off the school bus, the student will lose the privilege of riding any school bus in Rock Hill Schools.
8. While the Transportation Department of Rock Hill Schools wishes to conduct student affairs in a friendly, influential manner, students are obligated to respect school officials and the bus driver. If a bus student shows disrespect for school officials or property and equipment, the Transportation Department will take such action as necessary.
9. Your transportation is valuable to your personal needs. Protect it.

Weapons, Violence and Gross Misbehavior

The possession of any weapon or object that can be used as a weapon ...any act of violence at or upon another person on the way to a bus stop or at any bus stop or any school bus or on the way home from a bus stop...and any other acts of gross misbehavior may result in loss of bus riding privileges.

Carry Over Policies

1. Any student who earns a suspension during the last day of the school year will be subject to serving the remainder of such suspension the following school year.
2. When in the judgment of the Director of Transportation, any bus student's behavior endangers the lives of bus students; the Director of Transportation may expel those students immediately for the remainder of that school year.
3. Misbehavior on the last day of school on the home trip will be addressed the following year and/or by legal actions.
4. A student shall be subject to transportation laws, rules, and regulations from the time that he (she) steps onto a school bus until the school bus route is completed or until the student arrives at his normal destination. Normal destinations shall either be home or school unless otherwise specified by the Asst. Director or the Director of Transportation.
5. All appeals must be made in writing to the Director of Transportation.
6. The Director of Transportation may delegate his authority to any administrator.
7. Riding any bus when under bus suspension can result in indefinite bus suspension for the entire year.

Responsibility of Parents

1. Parents should report all misconduct on school buses to the principal.
2. Parents should report all traffic hazards, carelessness on the part of the bus driver, etc. to the principal or Director of Transportation (980-2022).
3. Parents should encourage students to observe all safety and conduct regulations established for the efficient operation of the school bus.
4. Parents should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
5. Parents should help supervise large numbers of students at bus stops.
6. Parents should see that their children are at the bus stop at the appropriate time.

7. The Transportation Department has the power to deny students the privilege of school bus transportation whose parents refuse to cooperate and comply with SC State Laws and Regulations or Rock Hill School District Three regulations.

Suspensions

The proper conduct of students will govern their success or failure in life. With the great potential dangers involved in school bus transportation, behavior on the bus must be the best possible. The following procedures have been adopted to both instill and maintain acceptable behavior at its optimum while students are riding our school buses. While it is our desire that no student loses transportation privileges, it is, nevertheless, the responsibility of each student riding a school bus to learn quickly and follow effective behavior guidelines.

ELIGIBILITY STATUS

Minor Violations—some examples are moving while the bus is in motion, on/off at unauthorized stop, out of assigned seat, vandalism less than \$100

1st, 2nd	Warning
3rd, 4th	One day off bus
5th, 6th	Two days off bus
7th and up	Three days off bus each incident

Major Violations—some examples are giving false information, excessively loud, head/hands out window, harassment or bullying

1st	Warning
2nd	1st suspension conditional (1 week)
3rd	2nd suspension (1 week)
4th	3rd suspension (2 weeks)
5th	4th suspension (all year)

If you miss your bus, call 980-2022.

Common Disallowed Items On School Buses

Carry-on items: Compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are large, wooden, etc.-**none of these** are to be carried on busses by drivers, teachers or students. Up to 22x28 paper posters are allowed if driver vision is not obstructed. Band instruments or other items carried on the bus must be of such size that all must be carried in the students lap and cannot be above the seat top. Items on the seats, floor- (projectiles) or obstructing the isles endanger all passengers on the bus. Class projects and large band instruments must be transported to/from school via private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

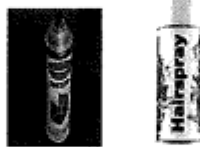
School bus drivers are instructed to stop such items from being brought onto the bus. Every item/object must be scrutinized. Students/parents must present items to the school principal for a principal's signature-note, which must be given to the bus driver prior to approaching the bus.

Some examples of disallowed items are:

Over Sized band Instruments



Pressurized/Flammable Items



Possible Projectiles



All Glass Items



Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items



AFTER CARE PROGRAMS

All After Care Program vans will pick up from our bus lot. Please communicate with your child's after care program about the location for afternoon pickup. If your child is absent or will not

be in attendance for the afterschool program, please call the after care programs to make them aware.

CHALLENGER BE GREAT ACADEMY AFTER SCHOOL PROGRAM

Challenger is an after-school enrichment program that provides after-school care integrated with an academic component for students in kindergarten through fifth grade. Challenger operates from 2:10 p.m. until 6:00 p.m. each school day. For additional information, please contact our Challenger director during Challenger hours.

CHANGE IN TRANSPORTATION

Parents are encouraged to have a consistent mode of transportation for their child to eliminate confusion on how students' will be going home. However, we realize that there are times when a transportation change needs to be made. If you need to change your child's transportation after your child is already in school for the day, **you must bring a handwritten note to the school before 1:45pm. (In accordance with Rock Hill School District Policy emails, text messages, and any other electronic forms of communication (Dojo, Blooms, etc.) cannot be accepted when making changes to transportation.)** Students will not be allowed to go home a different way unless permission is requested by a parent or guardian in writing. If written permission is not received by the front office, your child's regular transportation plans will be followed.

If your child needs to ride a different bus home other than the one that he/she normally rides, a special request must be made in advance. Approval from the RHSD Transportation Department must be given before arrangements are made.

ATTENDANCE

Attendance FAQs

ELEMENTARY SCHOOLS Guidelines for Implementing Student Attendance Regulations

- Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical or legal statement. If a written excuse or medical/legal statement is not provided to your school's Attendance Office within three days after the student is back in school, this absence will be unexcused.
- The maximum number of parent notes accepted and recorded for illness as a lawful/excused absence is five per school year.
- Tardies: All students who are not in their classroom by 7:45 a.m. will receive an unexcused tardy. The only exceptions are for students who are tardy due to a medical appointment or a late bus. A tardy will only be excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.
- Students will be considered absent lawfully and excused when:
 - They are ill and their attendance in school would endanger their health or the health of others.
 - There is a death or serious illness in their immediate family –with proper

- documentation (bulletin, death notice)
- There is a recognized religious holiday of their faith.
 - The student is suspended out of school.
 - There is a necessary medical or legal appointment that cannot be scheduled during non-school hours.
 - Students will not be excused or lawfully absent for family vacations, non-sponsored school events or any personal reason not associated with the school. This is part of SC State Compulsory Attendance Law.

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

Student Attendance Intervention Plans: After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5. Citation: South Carolina Code of Laws 59-65-50, 60 & 70, and South Carolina Board of Education Regulations.

TARDY STUDENTS

Tardies are reported on the report card unless a late bus causes the tardiness. **Students arriving after the 7:45 am tardy bell, should have a parent walk them into the building and "signed in" before going to his/her classroom.** As with absences, excessive tardies may result in a student attendance intervention plan and/or may possibly be reported to Family Court.

CHARACTER EDUCATION/SOCIAL EMOTIONAL LEARNING

At Old Pointe, one of our goals is to educate the whole child, by providing not only a rigorous academic curriculum, but also helping students with the vital Social and Emotional Learning needed to become a productive citizen. Each classroom participates in a Morning Meeting utilizing lessons from the InFocus Curriculum. OPES will work to implement a Character Education Program in addition to our Panther P.R.I.D.E. initiative to help students continually grow and develop the Life and Career Characteristics outlined in the Profile of the South Carolina Graduate.

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 (980-2040) 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.

CODE OF CONDUCT

“It is the desire of the Rock Hill School District Three Board of Trustees that the public schools of the district offer opportunities for each student 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 possible potential misbehavior. Nor do they limit the discretionary authority of the principal in the day-to-day administration of discipline.” Further information on Rock Hill School Board Policy regarding code of conduct can be found at the end of this Student Handbook.

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 more serious situation, students will be transported by school bus to designated shelter areas. These areas are kept confidential to protect our students. In the event of such a situation, parents will be notified of pickup locations immediately. You will be notified of crisis situations through our school district’s Parent Link communication system. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. It is very important that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. Providing as many telephone numbers as possible increases the chances of our being able to contact you in the event of an emergency.

SCHOOLWIDE EXPECTATIONS

The goal at Old Pointe 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. We will continue to implement our school-wide expectations to help foster positive behaviors in our students. At Old Pointe, we have adopted Panther P.R.I.D.E to outline the expectations that will support and create a positive and respectful learning environment. P.R.I.D.E stands for:

- P**ositive Attitude
- R**esponsibility
- I**nitiative
- D**etermination
- E**xcellence

Panther P.R.I.D.E. Behavior Expectation Matrix

P-Positive Attitude R-Responsibility I-Initiative D-Determination E-Excellence Show Panther PRIDE						
AT ALL TIMES	In the Cafeteria	In the hallway	In the restroom	On the bus	Recess	Classroom
<ul style="list-style-type: none"> Use kind words Always walk Hands and feet to self Clean up after yourself Be a problem solver Be a role model 	<ul style="list-style-type: none"> Level 0 in the kitchen Level 1 at tables Get everything you need to eat your lunch before sitting down Raise your hand if need help 	<ul style="list-style-type: none"> Level 0 Single file on colored tiles Stay in your spot in line Face forward in line 	<ul style="list-style-type: none"> Level 0 Use toilet properly Wash hands Paper towel goes in trash Respect each others' space Wait your turn 	<ul style="list-style-type: none"> Always Level 0 or 1 Follow bus driver's directions Stay in seat Face forward Get on and off bus safely 	<ul style="list-style-type: none"> Include others in play Show good sportsmanship Stay in correct area Use equipment safely 	<ul style="list-style-type: none"> Complete assignments Use materials appropriately Always do your personal best Use time wisely

Edited 8/24/22

OFFICE REFERRAL

If a student has an office discipline referral, there are a number of possible consequences, including but not limited to: student conference with administrator, parent conference with administrator, loss of privilege(s), and suspension (in school or out of school). These consequences will be administered by administration following an investigation of the incident and in accordance with board policy.

DRESS CODE

In an effort to maintain an atmosphere that is conducive for learning, we have established guidelines in student dress:

1. All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing/obscene, pictures, and/or patches.
2. Halter tops, see-through blouses or shirts, and bare midriffs are prohibited.
3. Hats, caps, and hoods on sweatshirts may not be worn inside the building.

4. *To ensure the safety of our students, appropriate shoes should be worn at all times. During Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoelaces tied when participating in physical education activities. Clogs, flip-flops, Crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in Physical Education classes and may be given an alternate assignment for that day.*
5. Shorts (excluding bicycle shorts) may be worn by students in grades K - 5, but should be no shorter than a **three to four inch inseam**. Students who fail to comply with the standards may be warned, sent home to change, or disciplined as determined appropriate by the principal.
6. Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus.

ENTRANCE REQUIREMENTS

Students entering kindergarten must be five years old before midnight September 1. Students entering first grade must be six years old before midnight September 1. All students entering a South Carolina school for the first time must have a birth certificate, South Carolina Certificate of Immunization, a Social Security number, and proof of residence. Students are assigned to the school in whose zone they reside.

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" and is also available upon request of the student's principal or the district's Office of Public Information.

FINANCIAL OBLIGATIONS

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

Nutritious meals are served for breakfast and lunch. Students are encouraged to pay for meals for the week on Monday. Any student who has no money for lunch will be given an IOU. If the student receives an IOU, payment will be expected on the following day. If the student has three unpaid IOU's, he/she will be provided an alternative lunch option.

HEALTH ROOM

Old Pointe Elementary is equipped to handle minor medical situations only. While we have a school nurse on duty, our ability to provide care for sick children is limited. It is critical that we have current emergency phone numbers in case your child gets sick or injured at school. If your child becomes ill (high fever, vomiting, suspected broken bone, etc.) at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **We are unable to keep ill children at school.**

The 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.

MEDICATION

Non-prescription medicine can be administered at school if it is absolutely necessary. In order for the school to administer the medication, parent must complete a permission to administer over the counter medication form with the nurse.

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

HOMEWORK

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

LAPTOP - SCHOOL ISSUED

If a laptop needs to be repaired (broken keyboard, cracked screen, etc), please contact your child's teacher so a technology repair request can be submitted. Students will be provided a loaner laptop while his/her device is being repaired.

Failure to return your child's district-owned laptop to Old Pointe (moving, transferring, end of school year) may result in charges being filed with Rock Hill Police.

LOST AND FOUND

All items which are lost at school may be claimed at the office. **Please write your child's name in coats, jackets, and hoodies 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.

MEDIA CENTER

Students are encouraged to use the Media Center as much as possible. Students are responsible for all books loaned to them during the school year. All lost or damaged books must be paid for. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, payment will be refunded.

PARTIES

Parties for students will be held on or near Valentine's Day. The room parents/teachers will make arrangements with parents for these parties. **Birthday parties for students or teachers are not permitted.** Students cannot give out party invitations unless every child in the class is invited. **You may send a snack for lunch on your child's birthday; please arrange this in advance with your child's teacher.** Please check with the classroom teacher regarding any food allergies concerns before sending any snacks to the class. These snacks must be on the **district approved snack list.** Students may not bring balloons home on the bus. When flowers/gifts are delivered to students, the items will stay in the office until the end of the day. Flowers will need to be taken home by car.

APPROVED SNACK LIST

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

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.**

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.

- 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.**

PARENT PHONE NOTIFICATION SYSTEM

Periodically you will be receiving messages from the school using the parent notification system. This computer telephone system enables us to send messages to our students and parents concerning school events or emergency situations. Please be sure to keep your primary telephone number updated in the school office.

PHOTOS AND RELEASE OF STUDENT INFORMATION

The following information is releasable upon request at the direction 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 education agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any or all of the information designated above not be released without the parent's or guardian's prior consent must notify the Office of the Superintendent (P. O. Drawer 10072, Rock Hill, SC 29731) in writing by September 1, 2019. If such notice is given, the school attended by the student must be identified.

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 in March. Final decisions concerning retention are made in early May. Students may be retained due to poor academic performance or failure to

attend school regularly.

PTO

We welcome you to join the Old Pointe School Parent Teacher Organization! The main purpose of the PTO is to work with the school in creating a safe, happy environment where our children can learn and grow. Please contact our PTO at oldpointept@gmail.com for more information or to express an interest in getting involved.

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 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 signed envelope to the school. You will receive more specific information from your child's teacher. Progress reports and report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. These reports provide a means of communication between you and your child's teacher which is very important to his success and happiness in school. **Progress reports are issued every 4 ½ weeks, and report cards are issued every nine weeks.** You are encouraged to request conferences as needed.

Students in grades Kindergarten through Second Grade will receive a standards based report card. Students in grades Third through Fifth will receive a letter grade. These letter grades will be based on summative assessments (tests, projects, presentations, etc.).

Reteach/Retest Policy

K-2 students will have the opportunity to be retaught and reassessed throughout the school year to show growth. Students in grades 3-5 will have the opportunity to retest after new teaching with one retest/retake in ELA and Math if a student earns below 80 on the initial assessment. The retest/retake maximum grade is 80.

Elementary Grading Guidelines (Grades 3-5)



Elementary Grading Guidelines (Grades 3-5)

Grading procedures in Rock Hill Schools reflect the following beliefs:

- Grading expectations should be consistent, fair, and equitable.

- Grades should reflect student proficiency on grade level standards over time.
- Grades should be balanced and reflect quality over quantity.
- Feedback is critical to student learning.

Weighting and Key Definition

MAJOR (60%)

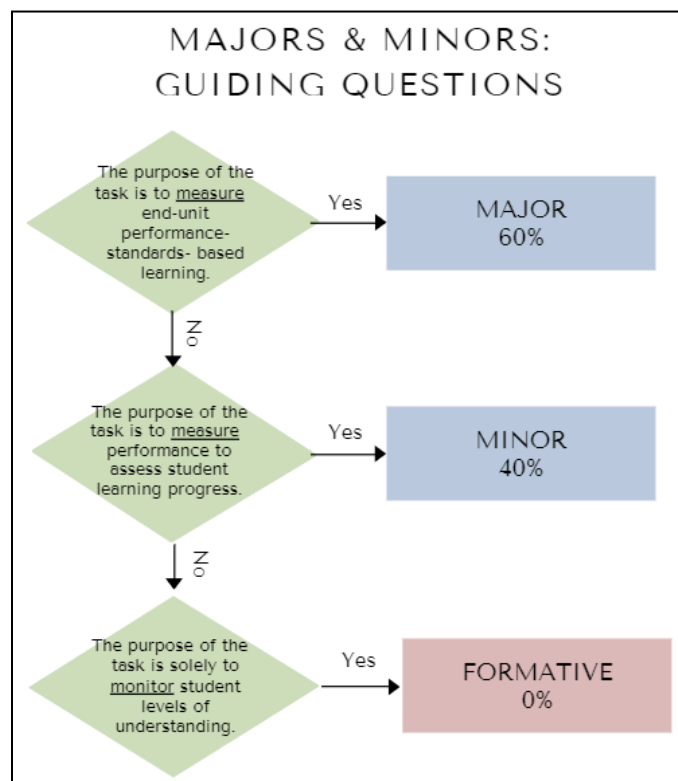
- Measure of a student's *mastery* of the concepts, skills and knowledge embedded in learning targets that directly align with state standards
- *End-unit performance* assessment of student learning
- Typically *summative*

MINOR (40%)

- Measure of student *progress* to identify strengths & weaknesses while working toward mastery of standards-based learning targets
- *Performance* assessment of student learning
- Usually *formative*, but may also be summative

FORMATIVE (0%)

- Measures or tools a teacher uses during a lesson to monitor what students know and do not know as well as give feedback to students and/or inform future instruction. It is not included in a student grade



Grade Distribution:

Reading	2-3 major grades 3-6 minor grades 5-9 total grades
Writing	2-3 major grades 2-3 minor grades 4-6 total grades
Math	3-4 major grades 3-5 minor grades 6-9 total grades
Social Studies	2-4 major grades 2-4 minor grades 4-8 total grades
Science	2-4 major grades 2-4 minor grades 4-8 total grades

Grade distribution:

Maintaining a minimal amount of grades each 9 weeks is important for elementary students for several reasons:

Feedback and Assessment: Regular assessment provides valuable feedback to students about their progress and areas needing improvement. It helps them understand their strengths and weaknesses, allowing them to focus on areas that require attention.

Motivation: Grades serve as a form of motivation for students. Seeing their progress reflected in their grades can encourage them to continue working hard and striving for improvement.

Parental Involvement: Grades keep parents informed about their child's academic performance. Regular updates enable parents to support their child's learning at home and intervene if any issues arise.

Accountability: Grades hold students accountable for their learning. Knowing that their performance will be assessed regularly encourages students to take their academic progress seriously and stay engaged in the learning process.

Goal Setting: Grades provide students with specific goals to work towards. Setting goals based on their grades and other formative assessment data can help students stay focused to achieve academic success.

Preparation for Future Education: Learning to manage grades and academic performance is an important skill for future academic endeavors. Developing good study habits and understanding the importance of grades in elementary school sets a foundation for success in higher education.

Overall, maintaining a minimal amount of grades each 9 weeks ensures that students receive timely feedback, stay motivated, and develop important skills for academic success. Elementary Assistant Principals should monitor digital gradebooks frequently to ensure minimal grade distribution requirements are met.

Policy IKAB Report Cards and Progress Reports

Per board policy, "Teachers are required to update student grades weekly so that parents/legal guardians have consistent access to student progress."

Weight Grades/Total Points:

A 100 point scale must be used for all student assignments.

Reteaching/Reassessment:

This guideline applies to major assessments only. The goal of a retest is for students to demonstrate mastery of grade level standards. Students will be provided an opportunity for reassessment only after being retaught content. Students scoring below **75** on any ELA or Math major assessment will have the opportunity to retake

an equally rigorous assessment covering the same content standards for a maximum grade of **75**. Test corrections are appropriate for student learning; however, they can not be substituted for a retest opportunity.

Reteaching can occur with a teacher in a small group, one on one, additional practice opportunities, or computer based instruction. The Reteach/Retest cycle must be completed within the 9 week grading period in which the student scored below a 75 on a major grade. If, by chance, the student scores lower on the retest than on the initial assessment, the teacher is expected to record the highest score.

Reassessment opportunities foster communication and collaboration between teachers and students. Teachers should provide guidance and support to help students prepare for reassessments. Teachers encourage students to take ownership of their learning by offering reassessment opportunities.. Students learn that their academic success is ultimately their responsibility, and they must actively engage in the learning process.

Homework Guidelines:

The purpose of homework should be to provide students independent practice on previously taught content standards. While homework is not mandatory to be provided to students, if it is given, teachers should consider students' instructional level. Researcher John Hattie (2014) states, "Homework in primary school has an effect size of zero." However, Marzano and Pickering (2007) say that "teachers should not abandon homework but rather improve its instructional quality so it is purposeful." Homework assignments provided to students should not be graded under any circumstance. Teachers are encouraged to reward students for homework completion; however, penalties for not completing homework assignments are not permitted.

Make-Up Work Guidelines:

In all situations that students are absent from school, students should be provided with adequate time to complete graded assignments without penalty. The purpose of allowing students to make up missed assignments when absent is to allow children the opportunity to show mastery of content standards. Regardless of whether the child's absence is due to illness, personal, or disciplinary, a child should be provided the opportunity to make up missed assignments within each 9 week grading period with no late penalty assessed. If a student has excessive absences, the school should include a plan for make-up work within the attendance plan.

Considering the Lowest Grade Possible:

When a student receives any grade lower than a 50 on any major or minor assignment within a 9 week grading period, the teacher will record the actual grade in Canvas/PowerSchool. Progress reports should reflect a student's actual grades earned. A zero should be recorded if a student does not complete and submit graded work. While this is not intended to be punitive, the zero will serve as a

reminder to teachers, students, and parents to submit late/missing assignments before the 9 week grading period concludes. At the end of the 9 week grading period, if the student's final grade is less than a 50, the teacher will override the grade as a 50 on the final average in PowerSchool. This will allow the parent to review their child's actual grades received during the grading period. This will inform the teacher, student, and parent of student mastery or need for additional support. This is a local decision and is not mandated by the SCDE; Rock Hill Schools sets a minimum final grade each quarter as a 50 to ensure failing grades do not prevent a student from passing the grade level for the year if performance improves.

Exceptional Student Education as it relates to Grading and Reporting:

All students that participate in Exceptional Student Education programs should follow the Elementary Guidelines unless a child's IEP indicates otherwise. A student cannot receive a failing grade (lower than a 60) as a result of his/her identified disability. A grade of 60 is a direct result of clear, specific IEP goals rather than accommodations provided. It should be noted that a student with an IEP is required to receive documented accommodations; the student can receive a final average of 50 in subject areas outside of the documented disability as defined in the IEP. Further, while students with 504s receive accommodations, grading practices follow that of a general education student.

Students accessing instruction through the South Carolina Alternative Standards will be assigned an 'S' or 'U' based on students' progress on their annual goals in their IEPs.

Multilingual Learners:

An ML student brings diverse cultural identities and new perspectives to strengthen our classrooms and communities. MLs achieve the South Carolina College and Career Readiness Standards while navigating between native and instructional languages. . Modifications are not appropriate for most MLs as they could invalidate instruction or assessment results. MLs are placed age appropriately to provide meaningful access to meet grade-level standards. MLs may require additional time to complete assignments and assessments. Reducing the number of assignments or test items is not typically considered a modification so long as all standards are met. Changing the depth or complexity of the content or materials is a modification. It is also not allowable to provide modifications during state accountability assessments.

Temporary modifications can be appropriate for a student with limited or interrupted formal education (SLIFE) and a newcomer: *"Districts may use a curriculum that temporarily emphasizes English language acquisition over other subjects, but any interim academic deficits in other subjects must be remedied within a reasonable length of time"*

Traditional procedures of assigning grades to students may not be appropriate for MLs dependent on English proficiency. For MLs to progress, teachers must maintain high expectations for student learning despite an English proficiency level. Therefore, teachers of MLs must accommodate lessons and assignments based on the individual student's English proficiency level and needs. **A student may not be assigned a failing grade in a content area or be retained at grade level based on English language proficiency.** The key to appropriate grading of MLs is reasonable accommodations. When grading MLs, assignments and assessments must be adapted to their proficiency level as they work towards academic achievement. Therefore, teachers of MLs must provide students with appropriate accommodations for instruction and assessment based on both the ELD Standards and the ML's English proficiency level. (adapted directly from: Title III Multilingual Learner and Immigrant Children and Youth Program Guiding Principles 2022-23)

RIGHTS OF PARENTS

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

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

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

SCHOOL CLOSINGS & DELAYS

Announcements concerning school closings or delayed openings will be broadcast on all local radio and TV stations, the RHSD App, and the RHSD Webpage as soon as the decision is made. **When schools operate on a delayed opening, PLEASE DO NOT BRING YOUR CHILD AT THE REGULAR TIME.** There will be no one available to supervise your child. Also, the breakfast program does NOT operate. If hazardous weather develops during the school day, a decision to close school early will be announced on all local radio and TV stations, the District App, and

the RHSD Webpage. Should school be closed or delayed, you can expect to receive a phone call via our Parent Notification System from a representative of the school district. Please have a plan for this situation and discuss this plan with your child.

The school district has an information line that is updated during conditions that might impact school opening. This number is **366-INFO**. The district's website will also have an announcement regarding school closings and delays.

SCHOOL IMPROVEMENT COUNCIL

Old Pointe School Improvement Council is composed of two elected parents, two teachers, and two community members appointed by the principal. School Improvement Council elections are held at the beginning of the school year during the district-wide Open House.

SCHOOL INSURANCE

School insurance may be purchased at a minimal cost. Information regarding insurance will be sent home at the beginning of the school year.

SUPERVISION OF STUDENTS

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. **All other students should arrive no earlier than 7:00 am and be picked up for dismissal no later than 2:35pm.**

STUDENT INFORMATION

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.

As approved by the Rock Hill School District Board of Trustees, the following information may be 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 so notify the Office of the Superintendent in writing (Rock Hill School District Three, P.O. Drawer 10072, Rock Hill, SC 29731). If such notice is given, the school attended by the student must be identified. This notice will also be published with legal notices in The Herald prior to the opening of school.

TARDINESS

Students who come to school late lose valuable time, miss the opportunity to eat breakfast at school, interrupt the classroom, and miss important explanations of the work to be done. Tardies are reported on the report card unless a late bus causes the tardiness. Every student that enters after 7:45am should report to the office before entering his/her classroom. **PARENTS MUST COME IN WITH THE CHILD AND SIGN HIM/HER IN. Excessive tardies may result in a student attendance intervention plan.**

TEXTBOOKS - KEEP UP WITH THEM!

Your child will be issued textbooks that are on loan from the South Carolina State Department. It is your child's responsibility to take care of the textbook throughout the year. Fines for missing or damaged textbooks are the responsibility of the parent. Students may miss Field Day if incurred fines are not paid after appropriate notice is given.

USE OF INTERNET AND EDUCATIONAL APPLICATIONS

Use of the Internet

Student Assurances: When using network or Internet resources, students will...

- Use the Internet for legitimate educational purposes
- Send e-mail only at the direction of my teacher during school hours
- Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet
- Not attempt to download or save files to the computer without teacher permission
- Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
- Not use or attempt to engage in interactive internet exchanges without teacher permission
- Not harass, insult, or attack others via electronic communications
- Not damage or alter computers, computer systems, or computer networks
- Not violate copyright laws
- Not trespass in another's folders, work, or files

Use of Educational Applications

Students may be required to download specific applications for educational purposes and utilize Web 2.0 tools as directed by their teacher. These applications and tools are to be used for educational purposes only. Parent(s) agree that downloading and using these applications and tools is permissible under teacher direction.

Parents are encouraged to request/access the list of required and recommended applications as well as to check the content and applications downloaded on the student device.

USE OF SCHOOL/DISTRICT OWNED DEVICES

Students are expected to take care of school/district owned devices. If students intentionally damage a school/district owned device, parents will be responsible for repair or replacement. Fees for damage will be determined based on current market value and repair.

VISITORS

Visitors who are on school business are welcome at school; however, immediately upon entering the school building, all visitors must sign-in at the school office and state the nature of their visit. All visitors must provide a state issued identification card. **This includes walking snacks, projects, or any other items down to your child's classroom in the morning. Your child's safety is our top priority therefore we ask that you please adhere to these expectations.** 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.

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, the reading program, the math program, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. Volunteers should sign in using the volunteer computer in the main office and wear a nametag.

Each volunteer must be approved and registered with the district. It's easy to do. Fill out the web form <https://securevolunteer.com/Rock-Hill-School-District/home>. You should receive an email within a week stating your volunteer status and a card will arrive in the mail.

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 so that we are able to collect textbooks, school issued laptop, library books, etc. Your cooperation is always greatly appreciated.

DISTRICT POLICIES

The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in any way during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications.

A comprehensive list of board policies are located on the district's website (link below) and in an easy to read format on the Rock Hill Schools App. To learn more about our policies regarding sexual harassment, hazing, arrests and police interrogations, search policies JIAA-R, JICFA, JIH, and JIH-R.

Policy: JICDA Code of Conduct

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 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

BULLYING

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

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

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

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

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

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

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

HAZING

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

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

SEXUAL HARASSMENT OF STUDENTS

Purpose: To establish the board's vision for student rights and responsibilities with regard to sexual harassment.

The district prohibits sexual harassment of students by district employees, other students, or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means that include, but are not limited to, telephones, cell phones, computers, or other telecommunication devices and includes text messaging, instant messaging, and social media.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under any of the following circumstances:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JIAA-R. A parent/legal guardian may also file a complaint on behalf of his/her child. All allegations will be investigated promptly, thoroughly, and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take appropriate steps to correct or rectify the situation.

The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment.

The identity of the complainant and the facts stated in any complaint will remain confidential.

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

Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

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

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

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

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

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

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

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

Cf. GBEB, JIC, JICDA

Adopted 1/22/07; Revised 11/28/11, 1/25/16

Legal references: S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions).

Section 59-19-90 - General powers and duties of school trustees.

Section 59-63-110, et seq. - Safe School Climate Act.

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

Section 59-63-275 - Student hazing prohibited.

Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases: Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011).

State Board of Education Regulations: R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

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

Code JICJ Issued 6/23

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

Personal Electronic Device

For purposes of this policy, "*personal electronic device*" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

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

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

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

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

District-Owned Device

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

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

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

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

Legal References:

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

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

McKinney-Vento Act

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

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

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

Rock Hill School District Three of York County

Student Assurances

When using Rock Hill School District network or Internet resources, I will:

1. Use the Internet for legitimate educational purposes.
2. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.
3. Use messaging only at the direction of my teacher or as it relates to my coursework.
4. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities;
5. Not harass, insult, attack, or bully others via electronic communications;
6. Not damage or alter digital devices, computer systems, or computer networks;
7. Not violate copyright laws;
8. Not trespass in another's folders, work, or files.

9. I will keep my usernames and passwords protected.

I understand that my participation in any violation of these student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

Student Signature

School

As legal guardian, I give permission for my student to access RHSD network or Internet resources under the conditions described above.

Parent Signature

Date



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

P.R.I.D.E.

Positive Attitude Responsibility Initiative Determination Excellence