



Student Handbook

2022 - 2023

1129 Oakdale Road
Rock Hill, SC 29730
803.981.1585

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

Mr. Jacob Moree, Principal
Mrs. Kay Owens, Assistant Principal



2022-2023 Calendar

Approved 2-28-2022

New Teacher Institute
Aug. 2, 3, 4

Professional Development Days
Aug. 8, 9, 10 Oct. 17, Jan. 3

Teacher Work Days
Aug. 11, 12, Jan. 4, March 13, May 26

Breaks/District Closed
July 4

- Labor Day - Sep. 5
- Election Day - Nov. 8
- Thanksgiving - Nov. 23, 24, 25
- Winter Break - Dec. 22, 23, 26, 27, 28, 29, 30,
Jan. 2, 3, 4 (Teachers report Jan. 3 and 4)
- MLK Day - Jan. 16
- President's Day - Feb. 20
- Spring Break - Apr. 3, 4, 5, 6, 7
- Memorial Day - May 29

"Make-Up Days"

We have the option to use eLearning, however we are designating Sep. 5, Feb. 20, and April 3 as make-up days.

Early Release Days

Oct. 14, Dec. 21, Feb. 17, March 10, May 25

Grading Terms

- Q1 (Oct. 14) - 44 days Q2 (Dec. 21) - 43 days
- S1 - 87 days
- Q3 (March 10) - 45 days Q4 (May 25) - 48 days
- S2 - 93 days

Graduation Day

May 26

f t @ rockhillschools

803 - 981 - 1000

@ rockhillschools.com

386 E. Black St. Rock Hill SC

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2022 – 2023

THE OAKDALE STEAM STUDENT HANDBOOK

This handbook contains important school information, rules, and policies. With the exception of the Return to Learning plan, the information is organized in alphabetical order. It is important that you review this handbook with your child. Returning the signed portion of the handbook ensures that you have read and understand the expectations printed in this handbook.

ARRIVAL

Class begins at 7:45am. Students who are car riders may be dropped off **beginning at 7:00am.** **Do not drop your child off to stand and wait for school to open before 7:00am.** Please refrain from cell phone use while in the car rider line to ensure the safety of our students and staff. If you need to come inside of the school, you must park in a parking space.

ATTENDANCE

Attendance is the presence of a student on days when school is in session. Students may be counted only when they actually are at school, on homebound instruction or are present at a school activity authorized by the school. This may include field trips, athletic contests, music festivals, student conventions, and similar activities.

LAWFUL absences are:

- Student is ill and their attendance in school would endanger their health or the health of others
- Death/serious illness in their IMMEDIATE family – with proper documentation (bulletin, obituary)
- Recognized religious holiday of faith
- Student is suspended from school for disciplinary reasons
- Necessary medical/legal appointment that cannot be scheduled during non-school hours (7:40a – 2:10p)

Students will be considered LAWFULLY tardy when a doctor's medical note is presented at the time of arrival.

IMPORTANT:

- Out of town trips/vacations are UNLAWFUL absences.
- FIVE unexcused absences will result in the creation of a Student Attendance Intervention Plan (SAIP).
- More than FIVE unexcused absences and/or TEN tardies may result in referral to Family Court.

BUS CONDUCT

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. 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. Below you will find our expectations for our students while riding the bus.

CELL PHONES

Student cell phones are not permitted on campus. If seen, the phone will be taken and locked in the vault until a parent can pick it up. Please do not allow your child to bring his or her phone. We are not responsible for lost, damaged, or stolen cell phones.

CHALLENGER 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. For additional information, please contact our Challenger Director during these hours by calling 803.981.1585.

CODE OF CONDUCT – POLICY JICDA

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/assistant principal in the day-to-day administration of discipline.

Minor Referral – Teacher-managed**

These infractions include but are not limited to: failure to complete work, off-task behaviors, non-compliance, horseplay, profanity, running in hallway, etc. Classroom teacher or staff member issuing referral will attempt parent contact within two days of the incident. Parent must read, sign, and return referral to teacher the next school day.

***Prior to receiving a minor referral, your child's teacher clarified expectations and implemented at least two documented interventions to teach expected behavior.*

Major Referral – Administrator-managed

These infractions include but are not limited to: fighting, physical aggression, profanity towards an adult, theft, possession of or threat of using a weapon, major outburst (yelling, throwing chairs), etc. Parent must read, sign, and return referral to administrator the next school day.

Fighting: Fighting on school grounds will not be tolerated. Just because a student did not hit first does not excuse them from disciplinary action. Students may be suspended for fighting while under our supervision (school grounds, bus, field studies). This decision will be made after investigation by school administration.

Criminal Conduct – Student Infraction Requiring Rock Hill Police Department and Parent Intervention

These infractions are illegal. They include, but not limited to, bomb threat, possession of illegal drugs/substances, assault and battery, and arson.

COMMUNICATION FOLDER

Communication folders will come home each Wednesday. You will receive samples of your child's work as well as updates on his or her progress. There will also be important school and PTO/SIC information sent home using this folder.

CONFERENCES/CLASSROOM OBSERVATIONS

Communication between teacher and parent 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 to set up an appointment. We prefer that conferences be scheduled after 2:30pm on Mondays, Wednesdays, or Thursdays. However, attempts will be made to arrange a time convenient to all. If a parent wishes to observe in the classroom, please contact Mr. Moree by calling the school to set up an appointment.

DISMISSAL

The school day ends at 2:10 pm. **Do not get out of your car while waiting for students in the car line. If your child has not been picked up by 2:30pm, you will need to park in a parking space, come into the office to sign your child out for the day. Your child's name card must be displayed when picking up students.**

No student will be allowed to go home a different way unless permission is requested by a parent or guardian in writing. Students who ride a school bus may ride only the bus they are assigned to daily. No student will be permitted to leave the campus unless a parent or guardian comes to the office to sign him/her out. Please settle all of these matters before the child leaves home. **A handwritten note is required should your child's transportation needs change. This communication must be received by 1:45p for changes to take place.**

DRESS CODE

Rock Hill Schools Board of Education recognizes the effect which students' dress and grooming have upon student behavior and commitment to learning. **It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance.** In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or attire that could present a health or safety problem is not appropriate. Prohibited dress violations are listed below, but this list is not all inclusive nor is a violation of the dress code limited to the following:

1. All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures, and/or patches.
2. Halter, tank, and thin-strapped tops are not permitted. Sleeveless athletic jerseys without a t-shirt underneath are not permitted.
3. Hats, caps, hoods, and other headwear may not be worn during the school day unless for school-sponsored activities.
4. Appropriate shoes must be worn at all times. Tennis shoes or sturdy, form-fitting shoes are recommended for the school day. No backless or high-heeled shoes are permitted. (Flip flops are not permitted; sandals/Crocs with back straps can be worn.) No shoes with wheels.
5. Extremely brief shorts and short skirts are not appropriate for school. Mid-thigh length or longer is appropriate. Students who fail to comply with the standards may be warned, sent home to change, or receive a consequence as determined appropriate by administration.

DRUG AND ALCOHOL USE BY STUDENTS

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or controlled or unauthorized substances **including vaping** in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds (including any location where an interscholastic athletic contest is taking place)
- en route to or from school, at the bus stop, or during any field trip, or during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage or controlled or unauthorized substances by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled or unauthorized substance or to an alcoholic beverage in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of alcoholic beverages and controlled or unauthorized substances.

Principal or his/her designee will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds.

EARLY RELEASE DAYS

Students will be dismissed on the following dates at 11am to allow our staff time for professional development. Early Release Days are October 14, 2022, December 21, 2022, February 17, 2023, March 10, 2023, and May 25, 2023.

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 as soon as possible.

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 (FERPA)

Please see the last section on the last page of this handbook for information regarding FERPA.

FEES OWED

Parents of any student who has a financial obligation to the school/district, (lunch fees, lost textbooks, technology device fee, library fines, fees, etc.) should pay within the prescribed time, or actions will be taken by the school/district to collect the outstanding debt. Checks should be made payable to Oakdale STEAM Elementary.

FOOD SERVICES

On their first day in school, students will receive an application for free or reduced-priced meals. Only those who wish to apply must return this form. 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 served an alternate lunch (sandwich and water).

You may apply for free/reduced lunch at any time by visiting: <https://www.lunchapplication.com/>

HEALTHY SNACKS – GUIDELINES FOR FOOD FOR CELEBRATIONS

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. 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.*

HEALTH ROOM

We are fortunate to have a full-time nurse at Oakdale. 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 cannot keep ill children at school.** Our school nurse, Mrs. Moton can be reached by calling 803.981.1499.

Students with a Fever of 100°F or higher should not be at school. A child must be fever free for 24 hours with no fever reducing medication before returning to school.

Forms for medication release and special diet requests can be found at <http://www.rock-hill.k12.sc.us/Page/1825>.

HOMEWORK

Homework is important in the learning process in providing your child practice beyond the classroom. Check your child's folder nightly and assist as needed. Please check with your child's teacher throughout the year concerning homework. The amount of homework per day from individual teachers may vary.

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 scarce, we urge students to inquire about lost items as soon as items are discovered lost. Unclaimed items will be donated periodically.

MEDIA CENTER

Students are responsible for all books loaned to them during the school year. All lost or damaged book fees must be paid in full by the end of the year. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. Make checks payable to Oakdale Elementary. If a lost book is found within the school year, payment will be refunded.

MEDICATION

Non-prescription medicine can be administered at school if it is absolutely necessary. In order for the school to administer the medication, the parent must complete a permission to administer over-the-counter medication form. 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 by the pharmacy. Contact Nurse Moton (803.981.1499) with any questions.

PARTIES

Parties for students will be held on or near Valentine's Day. 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 healthy snack (see for lunch on your child's birthday; please arrange this in advance with your child's teacher. Students may not bring balloons home on the bus. When flowers/gifts are delivered to students, these items will stay in the office until the end of the day and must be taken home by parent.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

Our school-wide expectations are: Be Safe, Be Respectful, Be Responsible, Be Ready to Learn. These are expectations and not rules. We expect our students to come to school ready to learn; we also understand that many of these characteristics must be taught and practiced. Please help us help your child be his or her best by adopting and practicing these expectations at home. Each of classroom teachers will create their own classroom rules based on our school-wide expectations.

Positive Behavior Intervention & Supports (PBIS) is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy.

PBIS IS a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

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.

PROMOTION/RETENTION OF STUDENTS

Students not mastering performance indicators at their grade level may be considered for retention. Formal notification will take place between January - March. Final decisions concerning retention are made in late May. Students may be retained due to poor academic performance and/or poor attendance.

PARENT & TEACHER ORGANIZATION

We welcome you to join the Oakdale STEAM Parent and 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. Our PTO is very active and hosts many events throughout the year! Check our newsletters and calendar for meeting dates/times!

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.

ROCK HILL SCHOOL BOARD POLICIES

A comprehensive list of board policies are located on the district's website 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.

SCHOOL CLOSINGS & DELAYS – DOWNLOAD DISTRICT APP

Announcements concerning school closings or delayed openings will be broadcast on all local radio and TV stations and the Rock Hill Schools App (free download) as soon as the Superintendent makes the decision. **When schools operate on a delayed opening, DO NOT BRING YOUR CHILD AT THE REGULAR TIME.** If hazardous weather develops during the school day, a decision to close school early will be announced on all local radio and TV stations. 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.

To get notifications of closings/delays promptly, download the RH Schools app on your device. Search for and download the app from your app store.

SCHOOL IMPROVEMENT COUNCIL

Oakdale School Improvement Council works as an elected advisory board at our school. Members work with school administration and faculty to develop ways to meet our strategic plan. Elections are held for board seats in early fall. All parents are welcome to attend meetings. Meeting dates/times will be shared on our website and our weekly newsletter.

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.

SIGNING STUDENTS OUT OF SCHOOL EARLY

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. 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. All arrangements for changes in end-of-the-day transportation **MUST BE COMMUNICATED IN WRITING PRIOR TO 1:45p.** If written permission is not received by the teacher, your child's regular transportation plans must be followed.

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 arrival and as the bus departs after classes are dismissed. **All other students (walkers and car riders) should arrive no earlier than 7:00a and be picked up after dismissal no later than 2:30p.**

STUDENT INFORMATION/EMERGENCY CARD

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

TECHNOLOGY USE

Each student in grades K - 5 will be issued a district device. It is expected that the device come to school each day with the child. Failure to bring the device may result in loss of the device for a specified period of time. Students will receive specific instructions relating to these expectations and consequences.

Technology Expectations:

1. **Be Present:** Device must be present at school each day with student
2. **Be Ready:** Device must be used as instructed by the child's teacher
3. **Be Careful:** Device must be well-cared for by the student and respected as school property

Technology Misuse Consequences:

- First Offense: Warning, parent contact by teacher
- Second Offense: Device must remain at school for one week, parent contact by teacher, student receives minor referral
- Third Offense: Device must remain at school for the remainder of the nine weeks, student receives major referral

Students are to use provided technology devices/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Use of Internet to access, process, distribute, display or print child pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited.

As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of Rock Hill Schools and Oakdale STEAM computers/network (e.g., viruses) are also prohibited.

If a district device is lost or not returned, a report will be filed with Rock Hill Police Department.

TEXTBOOKS

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.

TOBACCO USE BY STUDENTS

The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best methods of instruction is one that is provided within a 100 percent tobacco-free environment.

The district does not allow students to use or to possess tobacco products or tobacco paraphernalia. This restriction applies while students are on school grounds, in the school buildings, on buses, at bus stops, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

The goal of this policy is to provide a 100 percent tobacco-free, smoke-free environment for all students, staff, contract or other workers, and visitors within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, leased, rented, or chartered by the district. The goal applies to all school-sponsored or school-related events on or off the school grounds. The district commits to the following:

- prohibiting the use and/or possession of all tobacco products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, snuff, and alternative nicotine products such as e-cigarettes by all students, staff, contract or other workers, and visitors
- exhibiting healthy behavior for all students, staff, contract or other workers, vendors, visitors, and the entire community
- utilizing proven and effective science-based tobacco use prevention curricula
- providing access to cessation counseling or referral services for all students and staff

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 present **photo identification (driver's license, passport, etc.)**. This includes bringing cupcakes, projects, or any other items down to your child's classroom in the morning. Your child's safety is our top priority so 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

Parents and guardians are encouraged to be volunteers at the school. All volunteers must undergo a background check. This is a simple process that can be completed by visiting <https://bib.com/SecureVolunteer/Rock-Hill-School-District/>. Please be reminded that visitors are asked to follow school regulations and not interrupt classroom instruction and school routines. Adults volunteering serve as role models for all of our students. Volunteering is a privilege, not a right. **If at any time a volunteer does not adhere to our policies, procedures, or expectations, his or her volunteer privileges may be revoked.**

While volunteering, student safety is priority. Silence your cell phone/device while caring for our students. Parents expected to follow these expectations when on campus or on field trips:

Oakdale STEAM Volunteer Expectations

- Appropriate language and content should be used at all times while on campus/field studies. Our students are always listening!
- Smoking/Vaping is prohibited anywhere on our campus and on field studies.
- Appropriate attire is expected.
- The use of school computers for personal use is prohibited.

- Limit cell phone use so that you are able to be fully *present* while volunteering/supervising our students.
- If you need to use the restroom, please use those designated for adults. Do not use student restrooms.
- Enjoy your time volunteering! If you need to speak with your child's teacher, schedule a time outside of the day/time you are scheduled to volunteer.

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 can collect textbooks, school issued iPad, library books, etc. Your cooperation is always greatly appreciated.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Directory Information

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

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.