



2024 – 2025

## 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 7:40am. 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: BE GREAT ACADEMY AFTER-SCHOOL PROGRAM

Rock Hill Schools is excited to partner with the Be Great Academy again for the 2024-25 school year! Come join our program where we focus on achieving academic success, healthy lifestyles, and character development! Participants will receive snacks daily and have the opportunity to complete homework each day during our Power Hour program. We provide a safe learning environment that includes a curriculum focused on a wide range of topics such as STEAM projects, social-emotional activities, and leadership skills. After-school care will begin at school dismissal until 6:00 pm each day.

Visit <https://york.begreatacademy.com/> for more information and to complete the online registration.

### 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 for no longer than 30 minutes.

#### 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. Head coverings are not allowed except for religious reasons (scarves, stocking caps, hoods, hats, ears, towels, sunglasses, bandanas, etc.) or for school spirit days (which will be made known to families in advance).
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. Shorts/skirts/dresses must be fingertip length without pulling and adjusting.
6. Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus

#### 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 11:15am to allow our staff time for professional development. Early Release Days are August 30, 2024, September 27, 2024, November 1, 2024, December 20, 2024, January 31, 2025, February 28, 2025, March 28, 2025, May 22, 2025, and May 23, 2025.

#### 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

Nutritious meals are served for breakfast and lunch. Under the Healthy, Hunger Free Kids Act of 2010, school districts are able to participate in the Community Eligibility Provision (CEP) program to increase access of free school meals for students. **All students will receive free meals without needing to fill out an application.**

## 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 temperature of 100.4°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.

## Leader In Me

We are proud to announce that Oakdale STEAM has implemented The Leader in Me program! We have created an exceptional environment where the practices and habits of The 7 Habits of Highly Effective Kids® are embedded into our daily lives and inherent in everything we do. The Leader in Me program defines our school's operations, and is the guiding spirit behind our instructional practices, and leadership opportunities. Everyone has the opportunity to be a leader here!

## 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 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 healthy snack list) 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. 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 classroom teacher 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 - April. 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

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.

## 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 1:45 PM.** 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 7:00 AM and be picked up after dismissal no later than 2:30 PM.**

#### 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. Each student is required to pay a \$20 technology fee. **K-2 student devices will remain at school. 3-5 student devices will be permitted to go home. It is expected that the device comes 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. Device must be present at school each day with student
2. Device must be used as instructed by the child's teacher
3. 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 the 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/vapes 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. If you are interested in supporting our school in any volunteer opportunities this year, please visit our district website to complete an interest form to share your interest in supporting our school. 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 a 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.*

## **Notificación de derechos según FERPA para Escuelas de Educación Primaria y Secundaria**

La Ley de Derechos Educativos de la Familia y la Privacidad (FERPA, por sus siglas en inglés) otorga a los padres y a los estudiantes mayores de 18 años de edad ("estudiantes elegibles") ciertos derechos con respecto a los registros educativos del estudiante. Estos derechos son:

1. El derecho a inspeccionar y revisar los registros educativos del estudiante dentro de los 45 días a partir del día en que la escuela recibe una solicitud de acceso. Los padres o estudiantes elegibles deben presentar al director de la escuela [u otro funcionario escolar apropiado] una solicitud por escrito que identifique el registro o los registros que desean inspeccionar. El funcionario escolar organizará el acceso y notificará al padre o al estudiante elegible sobre el momento y el lugar en el que los registros podrán ser inspeccionados.
2. El derecho a solicitar la modificación de los registros educativos del estudiante que el padre o el estudiante elegible consideren inexactos, engañosos o que de otro modo violen los derechos de privacidad del estudiante según FERPA. Los padres o estudiantes elegibles que deseen solicitar a la escuela que modifique un registro deben escribir al director de la escuela [u otro funcionario escolar apropiado], identificar claramente la parte del registro que desean cambiar y especificar por qué debe cambiarse. Si la escuela decide no modificar el registro según lo solicitado por el padre o el estudiante elegible, la escuela notificará al padre o al estudiante elegible sobre la decisión y les informará sobre su derecho a una audiencia en relación con la solicitud de modificación. Información adicional sobre los procedimientos de la audiencia se proporcionará al padre o al estudiante elegible cuando se les notifique sobre el derecho a una audiencia.
3. El derecho a la privacidad de la información personalmente identificable en los registros educativos del estudiante, excepto en la medida en que FERPA autorice la divulgación sin consentimiento. "Una excepción, que permite la divulgación sin consentimiento, es la divulgación a funcionarios escolares con intereses educativos legítimos." "Un funcionario escolar es una persona empleada por la escuela como administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal de salud o médico y personal de la unidad de policía escolar); una persona que sirve en la Junta Escolar; una persona o empresa con la cual la escuela ha subcontratado servicios o funciones que de otra manera realizaría con su propio personal (como un abogado, auditor, consultor médico o terapeuta); un padre o estudiante que sirve en un comité oficial, como un comité disciplinario o de quejas; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar a realizar sus tareas." Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un registro educativo para cumplir con su responsabilidad profesional.
4. Bajo solicitud, la escuela divulga registros educativos sin consentimiento a funcionarios de otro distrito escolar en el cual un estudiante busca o tiene la intención de inscribirse o ya está inscrito, si la divulgación es con fines de inscripción o transferencia del estudiante. [NOTA: FERPA requiere que un distrito escolar haga un intento razonable de notificar al padre o al estudiante sobre la solicitud de registros a menos que indique en su notificación anual que tiene la intención de remitir los registros cuando se soliciten].
5. El derecho de presentar una queja ante el Departamento de Educación de los Estados Unidos en relación con presuntas violaciones por parte de la escuela en el cumplimiento de los requisitos de FERPA. El nombre y la dirección de la Oficina encargada de administrar FERPA son:

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

### **Información del directorio**

La siguiente información es divulgable a pedido a discreción del director de cada escuela: el nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, foto, materias de estudio, participación en actividades y deportes oficialmente reconocidos, peso y altura de los miembros de los equipos atléticos,

fechas de asistencia (tanto en una base anual como diaria), diplomas y premios recibidos, y la agencia o institución educativa más reciente/anteriormente asistida por el estudiante. Cualquier padre o tutor de un estudiante que asiste a las Escuelas de Rock Hill que prefiera que cualquiera de la información designada arriba no sea divulgada sin el consentimiento previo del padre o tutor, debe notificar por escrito a la Oficina del Superintendente, Escuelas de Rock Hill, P.O. Drawer 10072, Rock Hill SC 29731, antes del martes siguiente al Día del Trabajo. Si se proporciona dicho aviso, se notificará a la escuela a la que asiste el estudiante.

## **AR JICDA-R Code of Conduct**

Issued 12/23

### **Level I - Behavioral Misconduct**

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

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

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

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

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

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

### **Level II - Disruptive Conduct**

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

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

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

- use of an intoxicant use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- 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 or Obscene Conduct**

Criminal or obscene 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 or obscene conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms
- fighting – Middle and High Schools
- 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
- sextortion 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
- profane or abusive language to staff, including School Safety officers and School Resource Officers and volunteers

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.
- The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school.
- 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**

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

### **Discipline of Students with Disabilities**

#### Disciplinary process

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

#### Program prescriptions

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student with disabilities' individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

#### Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

#### Expulsions

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions.

## **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:**

- A. 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.

## **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, JICFAA JICFAA 1 of 2 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).

## Student Transportation Regulations

### 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 aisles 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.



## 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 that student 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 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.

## RESPONSIBILITY OF PARENTS

1. Parents should report all misconduct on school busses 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 busses, or stopped busses.
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.



## 59-67-245. 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. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities. (Fine up to \$200 - First Offense)

## STUDENT TRANSPORTATION REGULATIONS

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 cooperation in making this possible.

## 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 items 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.

## 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 busses. It is the responsibility of each student riding a school bus to learn quickly and follow effective behavior guidelines.

## ELIGIBILITY STATUS

### I. Minor Violations

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

### II. Major Violations

- 1. Warning
- 2. 1<sup>st</sup> suspension conditional (1 week)
- 3. 2<sup>nd</sup> suspension (1 week)
- 4. 3<sup>rd</sup> suspension (2 weeks)
- 5. 4<sup>th</sup> suspension (all year)

Missed your bus?

Call : 980-2022

## STUDENT TRANSPORTATION REGULATIONS



Transportation Complex 980-2022

Rock Hill Schools  
PO Box 10072  
Rock Hill, SC 29731

"A Safe Child - A Safe Trip"  
IS OUR GOAL

## 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 can be assigned or re-assigned 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 a 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 busses.
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 code enforced.

## PERSONAL PROPERTY & 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 such by your 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, or sharp objects, personalized containers or objects can be stored under seats, in aisles, or other bus nook areas. No balloons or non-academic items. No flammable items/substances or explosive items/materials. All carry-on items require approval prior to approaching the bus.

## ON THE TRIP HOME

1. Passengers are permitted to leave the bus only at regular designated stops. Any change must be made with the parent's request in writing and approved by a school official.
2. The student, after alighting 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 busses making stops closest to their homes.
2. Students are not permitted to switch busses 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 forfeit transportation privileges.
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.

**DON'T LOSE 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 on any school bus or on the way home from a bus stop...and any other acts of gross misbehavior will result in loss of bus riding privileges.

## 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 receive a lawfully absent for family vacations, non-sponsored school events or any personal reason not associated with the school will not be excused. 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 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.*

## ESCUELAS PRIMARIAS

### Directrices para la implementación del reglamento de asistencia estudiantil

Cualquier estudiante que falte a la escuela debe presentar una excusa por escrito, firmada por un padre/tutor, o una declaración médica o legal. Si no se proporciona una excusa por escrito o una declaración médica/legal a la Oficina de Asistencia de su escuela dentro de los *tres* días posteriores al regreso del estudiante a la escuela, esta ausencia será injustificada. El número máximo de notas de los padres aceptadas y registradas por enfermedad como ausencia legal/justificada es *cinco* por año escolar.

Tardanzas: Todos los estudiantes que no estén en su salón de clases a las 7:45 a. m. recibirán una tardanza injustificada. Las únicas excepciones son para los estudiantes que llegan tarde debido a una cita médica o a un retraso en el autobús. Una tardanza solo será justificada cuando se presente una nota médica al momento de la llegada a la escuela o sea aprobada por el director por circunstancias atenuantes.

### Los estudiantes serán considerados ausentes legalmente y justificados cuando:

- Están enfermos y su asistencia a la escuela pondría en peligro su salud o la salud de los demás.
- Hay una muerte o enfermedad grave en su familia inmediata, con la documentación adecuada (boletín, aviso de muerte)
- Hay una fiesta religiosa reconocida de su fe.
- El estudiante es suspendido fuera de la escuela.
- Hay una cita médica o legal necesaria que no se puede programar fuera del horario escolar.

Los estudiantes no serán excusados ni recibirán una ausencia legal por vacaciones familiares, eventos escolares no patrocinados o cualquier razón personal no asociada con la escuela no será excusada. Esto es parte de la Ley de Asistencia Obligatoria del Estado de Carolina del Sur.

Salida temprana: Los estudiantes no pueden salir de la escuela después de la 1:45 p.m. A MENOS QUE el padre/madre presente en la oficina una tarjeta de excusa/cita médica en el momento de la salida. Además, no se realizarán cambios de transporte DESPUÉS de la 1:45 p. m.

### Planes de intervención de asistencia estudiantil

Después de tres ausencias consecutivas o un total de cinco ausencias ilegales, las normas requieren que los funcionarios escolares se comuniquen con el padre/tutor para una conferencia. El propósito de esta conferencia es identificar las razones de las ausencias de su estudiante y completar un Plan de Intervención de Asistencia Estudiantil.

La cantidad máxima de días que un estudiante puede perder es DIEZ por año escolar (legal o ilegal). Cuando un estudiante se ausenta más de 10 días, la asistencia es un factor clave que se usa en las decisiones de promoción/retención para los grados K-5.

*Cita: Código de Leyes de Carolina del Sur 59-65-50, 60 y 70, y Reglamentos de la Junta de Educación de Carolina del Sur.*

# ROCK HILL SCHOOLS

## 2024-2025 DIRECTORY INFORMATION OPT-OUT

Directory Information is releasable upon request at the discretion of the principal of each school for specific and valid reasons. **I understand that directory information includes:**

- Student name
- Student address
- Telephone listing
- Email addresses
- Date and place of birth
- **Photographs (including for individual participation in yearbooks, class pictures, and newspaper articles)**
- Participation in officially recognized activities and athletics teams
- Weight and height of members of athletic teams
- Dates of attendance (both on an annual and daily basis)
- Grade level
- Major field of study
- Degrees received
- Most recent educational agency attended by the student
- Awards received

**As the parent/guardian of a student attending Rock Hill Schools, I am requesting to opt my student OUT of the release of any of the directory information listed above and request that my child’s directory information is NOT made available to a third party which includes school yearbooks, newspapers, class pictures, etc. I understand that my child will not be allowed to take school pictures and/or pictures for the yearbook.**

Student’s Name \_\_\_\_\_ Grade Level \_\_\_\_\_  
First MI Last

Parent’s Name \_\_\_\_\_ Date \_\_\_\_\_  
Print

Parent’s Signature \_\_\_\_\_

Please submit this request to 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.

\*This request is valid for the 2024-2025 school year only.

**For School Use Only:**

|                                       |                           |
|---------------------------------------|---------------------------|
| SCHOOL: _____                         | Date Received: _____      |
| Date of “Alert” in PowerSchool: _____ | SIS Clerk Initials: _____ |