

Parent & Student Handbook



**Northside Elementary School of the Arts:
A Leader in Me School
2025-2026**

ROCK HILL SCHOOL DISTRICT

Mission

Rock Hill Schools will provide all students with challenging work that authentically engages them in the learning process and prepares them for successful futures.

Vision

We are building a Rock Solid foundation of education for children to experience success.

Motto

We are Rock Solid



Mission for Northside Elementary School of the Arts: A Leader in Me School

Working with our community, the fundamental purpose of Northside Elementary School of the Arts is to provide an inspiring, creative, artistically enriched learning environment where high achievement is the norm, so that all of our students achieve a lifetime of success.

Vision for Northside Elementary School of the Arts: A Leader in Me School

Northside Elementary School of the Arts will be an academic and arts community that inspires creativity, courage, and character.

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.

School Procedures

Arrival

Students are expected to arrive on time and ready to learn. All students should be in their seats by 7:40. If your child eats breakfast at school, he/she must arrive in time to eat and be in class by 7:40. Students are tardy for school at **7:45**. All tardy students must be signed in by an adult. Students are expected to be picked up on time. Students that are car riders must be dropped off in the car line, located off Morris Street. For safety reasons, no car rider should be dropped off on Annafrel Street or in the bus loop.

Dismissal

School dismisses at **2:10pm**. Students are dismissed via bus, vehicle and approved walkers. Car riders should be picked up by the time the line finishes or by 2:30pm. Habitual tardies (After 7:45am) and late pick-ups will result in meeting with the attendance clerk and administrators. Excessive tardies and late pick-ups (10 and over) may result in a SAIP and referred to the District Attendance Office and could subsequently be turned in to Family Court. All students are expected to move in an orderly fashion to their respective areas for dismissal. In compliance to district regulations, no early dismissals are allowed **after 1:45pm**. All car and van riders are dismissed from the cafeteria. In the event that your child is sick or dismissed early, please contact your child's daycare. For safety reasons, no parent is allowed to come into the building to pick children up at dismissal. **No child will be allowed to change the way he/she is dismissed unless a handwritten note is sent to school. For safety reasons, no phone calls or emails will be accepted.**

Car riders should be picked up in the car line off Morris Street. Walkers will be students that live within walking distance to the school.

Bus riders are dismissed from D Hall. No child may change buses without approval from the District Transportation office.

Attendance

Student attendance has a direct impact on student achievement. Perfect attendance is awarded to students with no absences. Early dismissals and tardies do affect student attendance reports. (The attendance guidelines can be found at the bottom of this document.)

Breakfast

Breakfast is served from 7:00 AM-7:30 AM. Car riders should arrive prior to 7:30 AM for breakfast. No student should go to class first and then come to the cafeteria for breakfast.

Buses

Riding the bus is a privilege and not a right. Students must behave in a safe and orderly manner. The primary goal of the bus driver is to get students home safely. Drivers should be treated with respect.

- Students are expected to sit in assigned seats.
- The bus aisle should remain clear and free of arms, legs, and book bags.
- By state regulations, no student is allowed to get on or off the bus anywhere other than their assigned bus stop.
- Major and minor bus offenses will result in write-ups and conferences with administration. Multiple offenses will result in parent conferences. Students who are habitually misbehaving and disrespectful to the bus driver will lose bus privileges. Parents are responsible for transportation when students can no longer ride the bus.
- Issues with transportation should be reported to the Transportation Department and then to school administrators if necessary.
- Transportation changes regarding riding the bus or changing buses **MUST** be preapproved by the Transportation Department.
- BUSHHELP@RHMAIL.ORG.

Cafeteria

RHSD 3 will provide free breakfast and lunch meals to students per USDA's Emergency Seamless Summer Option. Our school district contracts with Food Service to provide your child with breakfast and lunch. Parents are encouraged to set up accounts and pay for any additional food items at www.mealpayplus.com. This site will email you when your child is low on money. If you have an issue concerning the cafeteria, please contact the cafeteria manager.

Be Great Program (After School Program).

Challenger is an after-school enrichment program for students in Kindergarten through Fifth grade. It is our pleasure to offer Challenger at all of our district's elementary schools. We look forward to our working partnership as your child enters our program.

Be Great Daily Schedule

Your child will be served a healthy snack each day during the homework/activity time. You may provide one for your child if you prefer. This structured homework and snack period will be daily from 2:15 p.m. to 3:15 p.m. Your child may enjoy sharing with you in the evening their completed homework for your approval or asking for additional help to complete a project. Following a healthy activity, Challenger curriculum activities begin. These activities will end promptly at 6:00 p.m. each day. Application Forms are located in the office.

Dress Code

Students are expected to dress in a manner that does not distract from learning. Parents will be called to bring suitable clothing if students come to school dressed inappropriately. Please make sure your child is dressed appropriately for weather conditions.

- Messages and pictures on t-shirts must be suitable and age appropriate.
- Tank tops should be at least 3 fingers wide.
- No halter tops.
- No low cut tops.
- No short shorts, short dresses, or short skirts.
- No pants below the hips. Belts are to be worn to keep them up.
- No pants with holes or cut-outs.
- Leggings can be worn with dresses or skirts, but not with t-shirts.
- No flip flops or high heeled shoes. These are not safe in the hallway in the event of an emergency.
- 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).
- Shorts/skirts/dresses must be fingertip length without pulling and adjusting.
- Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus.

Lunch

Students are expected to have good manners while eating lunch. While we want students to socialize and enjoy their meal, we also want them to eat during the time they have.

Parents who are joining their child for lunch may sit at a designated table on stage. Please contact the school cafeteria by 8:00 am if you wish to purchase a lunch. Parents are able to join their students for lunch beginning after Labor Day.

Parents eating lunch with students should wait on the bench or hallway until their child's class arrives. You are welcome to sit with your child on the stage or in the courtyard and talk quietly during the music. Parents who are eating with their child are encouraged to follow school-wide rules and supervise younger siblings. Please adhere to your child's lunch schedule and have him/her ready to line up with the class.

Treats

At this time we are requesting that parents not send in edible items, unless it is requested by the teacher.

Parents who wish to send in treats for special occasions please check with the teacher first due to allergies. We are asking that you use the district guidelines for this. You may bring them in the morning and leave it to the teacher's discretion as to when to distribute them. **For the safety of our students with food allergies, please send in only store-bought items with the ingredients clearly labeled. Please use the list below for reference on school-appropriate snacks.**

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

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

Pretzels

Cheddar crackers or graham crackers

Sun chips or similar baked chips

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

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

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

Low fat dips

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

Yogurt

Apple sauce cups

Gelatin cups or pudding cups

Fruit and veggie pouches

Cheese sticks (Individually wrapped)

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

Water/Flavored Water

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

Performances & Activities During the Instructional Day

Siblings should remain in the learning environment for activities not pertaining to their grade level. Out of respect for all participants and due to safety concerns, we ask that you remain seated for the entire program. You may pick up your child in the designated area at the end of the program if this is an after-hours event.

Observation of Classes

***Please refer to the RHS School Board Visitor Policy.**

Classroom observations are allowed during a normal school year. However, please make sure to contact your child's teacher or a school administrator to make sure the day you are coming is suitable. Keep in mind that your visit is one of observation. If you would like to meet and speak with the teacher, please make an appointment.

Classroom visits and observations by parents/guardians of current students include the following board policies:

Parent / Guardian may either visit their student's classroom at the teacher's / school invitation or make a request to the principal to have a formal observation of the classroom.

Classroom visits and/or conferences by parent/guardian must be arranged in advance.

Classroom visits are at the discretion of the principal.

Building administrator or designee may remain with parent/guardian during a classroom observation, and the administration may conduct a post observation conference with parent/guardian.
Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
Classroom observations should be scheduled for no longer than 45 minutes to an hour.

Parental Involvement

***Please refer to the RHS School Board Visitor Policy.**

Northside Elementary acknowledges parents as full partners, with teachers and staff, in the education of their children. Northside maintains an open, friendly environment and welcomes parents to visit the school and their children's classroom during a normal school year. Our concept of Parents as Partners goes far beyond the traditional understanding of parent involvement. An involved parent is one who is involved in their children's whole life and who has the opportunity to be active in nearly every aspect of the school's operation. Parents can support their child's learning in a number of ways. We invite parents to join with us in this partnership, committing themselves in a variety of ways. If you are there to volunteer, please inform the office staff so they can also have you record your volunteer hours properly.

In a proactive measure to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's School Check in System. Upon entering the school, all visitors/volunteers will sign into the School Check In System on the computer in the office. A printed visitor/volunteer badge will serve as verification of approval to enter the building/event. Then you will be given access into the school areas. **You must present a valid driver's license or state issued identification to visit within the school.**

Ways to Volunteer

Each volunteer must be approved and registered with the district. It's easy to do. Fill out the web form at <http://www.rock-hill.k12.sc.us/community/volunteerapplication.aspx> . You should receive an email within a week stating your volunteer status and a card will arrive in the mail.

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| Classroom helper | Substitute |
| Shelving books in the Media Center | Gardening/Landscaping |
| School Improvement Council | Fund Raising |
| School Communications | Tutor |
| Reading with/to Students | Active PTA Member |
| Business Partner Coordinator | Volunteer Coordinator, Etc. |

Phone calls

Students may only use the phone in emergencies. Forgetting a permission slip, a book bag, or homework is not an emergency. Responsibility is a learned life skill that must be practiced.

Prohibited Items

Students are not to bring radios, tape players, CD players, electronic games, water guns, lip gloss or other objects that result in disruption to school. Students should not bring large sums of money or other valuables to school. In the case of all of the above items, neither the school nor the district will assume liability if these are lost, stolen, or broken. If any student brings a knife, fireworks, matches or other dangerous items to school, he/she may be suspended or expelled from school. Clothes, buttons or magazines with obscene, suggestive or inappropriate messages are never to be brought to school; neither are items promoting alcohol.

School Day

The school day begins promptly at 7:45am and ends at 2:10pm.

School-wide Discipline Referrals

School-wide discipline referrals will be used once the classroom discipline plan has been exhausted. **Minor** discipline offenses will be documented and handled by the classroom teacher. One copy of the Referral will be sent home to be signed by the parent and another copy will be retained by the teacher. In addition, phone calls/emails to parents are highly encouraged. **Major** discipline offenses will be documented by the teacher and handled by the principal or assistant principal. Parents will be contacted, one copy of the Referral will be sent home to be signed and another copy will be retained by the teacher.

Student Information

During Open House, you will receive an emergency form 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.** Remember to put the name and telephone number of a person(s) who can be contacted in case you cannot be reached. **Please notify the school if you change addresses or telephone number during the year.** **It is very important that our records are kept up to date. Be sure each person listed for emergency contacts are people that are authorized to pick up your child.**

What Happened?

From time to time your child may come home telling you about something that happened at school that is upsetting to you. The first thing you need to do before reacting, is to get the facts. Call your child's teacher and respectfully ask about the incident or situation.

EMERGENCY DRILLS

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school. The school is one of the safest places students may be located during most crises or natural disasters.

The purpose of fire, tornado and earthquake drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Fire drills are held on a monthly basis; tornado, lockdown, and bus safety drills are held once each semester. Evacuation routes are posted in each room. During these drills, students should follow the directions of staff members.

You will be notified of crisis situations through our school district's Parent Link communication system. **For this reason, do not telephone the school during such an emergency.** Telephone lines may be needed for emergency communication. In the event of inclement weather, parents will be informed through ParentLink phone calls, local TV and radio stations. This information will also be posted on the district website.

Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. Providing as many telephone numbers as possible increases the chances of our being able to contact you in the event of an emergency.

Fire drill / tornado drill plans are posted by each door in every room. Each school is required to have the following drills per year:

7-10 Fire Drills (We will have one fire drill each month.)

3 Lockdowns

1 Reverse Evacuation

1 Bomb Threat

2 Tornado/Severe Weather Drill

1 Shelter-in-Place

1 Earthquake

In Case of An Emergency

Please talk with your child(ren) as to what they are to do if (1) they are dismissed from school early or if (2) they have to stay at school until an emergency has ended. It is especially important for you to talk with young children so they will feel comfortable if they have to remain at school longer than usual.

No one wants to think about a crisis occurring in our community. However, during a crisis that impacts the schools, it is essential that parents follow the guidelines set forth above by York County Emergency Assistance and FEMA and allow school officials to focus on the prescribed procedures required for an emergency. We must be able to depend upon you to help us keep your child(ren) safe.

Student Expectations:

Students have the right to an education that helps them to reach their true potential.

- Control my voice, mind and body
- Respect everyone and everything around me
- Be helpful and responsible

Parent Expectations: Parents are the first support for children to succeed.

- Encourage high standards of academic achievement and positive behavior
- Make sure my child attends school regularly and on time
- Find out how my child is doing by attending conferences, looking at my child's folder & Dojo
- Respond promptly with all school communication
- Update personal information as it becomes necessary
- Show respect and support for my child, the teacher, and the school

**Thank you for being a member of Northside Elementary School of the Arts.
We know this will be an exciting year of learning for all of us!**

Things to Discuss

Please check off each item as you discuss it with your child.

_____ My child understands what to do if it is determined that school must be dismissed early.

_____ I understand the attendance policy for the school and district.

_____ I have discussed health issues with the school nurse.

_____ I have discussed behaving appropriately on the bus with my child. (All students ride a bus for field studies.)

_____ I understand I must contact the office if my personal information(address, phone number, etc.) changes.

_____ I have read and discussed the Parent/Student Handbook with my child.

_____ I understand that if my child has a dismissal transportation change, **I need to send a handwritten note with my signature** in order for this change to occur. A phone call or email will not be accepted.

_____ I understand that if I need to pick up my child(ren) from school early, I will need to do this before 1:45pm.

RHS POLICIES

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.

Issued 5/28/90; Revised 8/26/91, 5/29/07, 4/15/11, 2/27/12, 5/23/16, 6/13/23, 12/12/23

JICDA-R

Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

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

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

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

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

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

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

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

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

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

including its applicability to all areas of the school environment as outlined in this policy.

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

Cf. GBEB, JIC, JICDA

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

S. C. Code, 1976, as amended:

[Section 16-3-510](#) - Organizations and entities revised (hazing unlawful; definitions). [Section 59-19-90](#) - General powers and duties of school trustees.

[Section 59-63-110](#), et seq. - Safe School Climate Act.

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

[Section 59-63-275](#) - Student hazing prohibited.

[Section 59-67-240](#) - Other duties of bus driver; discipline of students for misconduct. Federal Cases:

Kolwalskiv.BerkeleyCountySchools,652F.3d565(4thCir.2011). State Board of Education Regulations:

[R43-279](#) - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Policy JICJ Possession/Use of Personal Electronic Devices or District-Owned Devices

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:

JICJ

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

[Section 59-63-280](#) - Requires board to adopt a policy on student use of electronic devices.

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

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

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

Parents' Right to Know: A school that receives Title I funds must provide each individual parent a timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Policy JICFB Gavin's Law (Sexual Extortion) (Student)
Issued 12/23

The district is committed to maintaining a learning environment free from intimidating or harassing behavior of any kind, including sexual extortion. In keeping with this commitment, the district prohibits any student, staff, or third parties from engaging in any behavior that would satisfy the definition of sexual extortion or aggravated sexual extortion as described in state law. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual extortion or who has participated as a witness in an investigation.

Definitions

Adult means a person 18 years or older.

Minor means any person under 18 years of age at the time of the alleged offense.

Great bodily injury means bodily injury which causes a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of a bodily member or organ.

Private image means an image depicting sexually explicit nudity, sexual activity, or sexual conduct as defined in state law. Image means a photograph, film, videotape, recording, live transmission, digital or computer generated visual depiction, or any other reproduction made by electronic, mechanical, or other means.

Disclose means exhibit, transfer, publicize, distribute, or reproduce.

Sexual extortion means intentionally and maliciously threatening to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing an act against his/her will, with the intent to obtain additional private images or anything else of value.

The following information provides descriptions of the different sexual extortion offenses and includes the applicable criminal penalties. The district's authority does not extend to enforcement of criminal penalties. However, the district will assist with the process by notifying the appropriate law enforcement agency of violations as is anticipated by state regulation governing minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Felony Sexual Extortion

A person commits felony sexual extortion if the actor intentionally and maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value.

A person convicted of felony sexual extortion is subject to the following:

- imprisonment for not more than five years for a first offense
- imprisonment for not more than ten years for a second offense; or
- imprisonment for not more than twenty years for a third or subsequent offense

Aggravated Felony Sexual Extortion

A person commits aggravated felony sexual extortion if the actor intentionally or maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value and either: the victim is a minor or a vulnerable adult and the person convicted of sexual extortion is an adult; or the victim suffers great bodily injury or death and the finder of fact finds beyond a reasonable doubt that the sexual extortion of the victim was the proximate cause of the great bodily injury or death.

A person convicted of aggravated felony sexual extortion is subject to imprisonment for not more than twenty years.

Misdemeanor Sexual Extortion

A minor convicted of sexual extortion is guilty of a misdemeanor and must be sentenced by the family court. As a condition of sentencing the family court may order behavioral health counseling from an appropriate agency or provider.

Notification

This policy and information regarding Gavin's Law will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public.

Reporting

Any student who feels he/she has been subjected to sexual extortion is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously but formal disciplinary action by the district will not be taken solely on the basis of an anonymous report. The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of sexual extortion. The district also prohibits any person from falsely accusing another as a means of intimidation, bullying, or harassment.

District Level Discipline

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this policy. The district will enforce this policy through appropriate disciplinary actions for violators. Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion, and will be referred to law enforcement officials, as appropriate, consistent with policy JICDA, Code of Conduct. Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and will be referred to law enforcement officials, as appropriate, consistent with district policy, including GBEB, Staff Conduct and GBEBB, Staff Conduct with Students. Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and will be referred to law enforcement officials, as appropriate.

JICFB Adopted 12/12/23 Legal References: S.C. Code of Laws, 1976, as amended: Section 16-15-305 Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband. Section 16-15-375 Applicable definitions. Section 16-15-430 - Gavin's Law. S.C. State Board of Education Regulations: R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

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.

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.



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

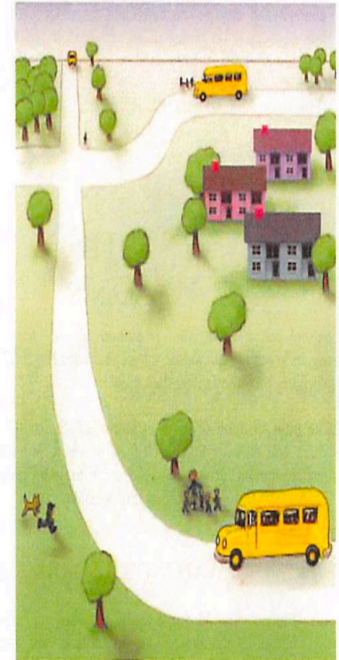
- 1st, 2nd - Warning
- 3rd - One day off bus
- 4th - One day off bus
- 5th - Two days off bus
- 6th - Two days off bus
- 7th and up - Three days off bus each incident

II. Major Violations

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

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.

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 moment's 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.

ROCK HILL SCHOOLS
2025-2026 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 2025-2026 school year only.

For School Use Only:

SCHOOL: _____ Date Received: _____

Date of "Alert" in PowerSchool: _____ SIS Clerk Initials: _____