

# **Parent & Student Handbook**

*Northside Elementary*



*School of the Arts*

**Northside Elementary  
2023-2024**

## **Mission Statement for Rock Hill School District Three**

Working together with the students, home, and community, the Rock Hill School District will ensure that all students have the skills, knowledge, and desire to become lifelong learners and succeed in a changing world.

## **Core Beliefs of Rock Hill School District Three**

- All individuals have intrinsic worth.
- All individuals can learn.
- Learning depends upon basic needs (physical and emotional) being met.
- Reading is the foundation for unlimited learning.
- An environment where taking risks is encouraged promotes learning.
- Understanding diversity enriches learning.
- Adults can enable students to fulfill their potential by developing positive relationships with them.
- The community is responsible for working interdependently to ensure the welfare of students.
- School will promote lifelong learn

The above were adopted by the Board of Trustees on November 22, 1993.

**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.**

## **MISSION for Northside Elementary 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**

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

## 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 2:35pm. 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) will be 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.

All **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.

### 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](mailto: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](http://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.

### **Challenger 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.

#### **Challenger 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.

### 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.

### **Awards, Showcases & Performances**

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:

1. 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.
2. Classroom visits and/or conferences by parent/guardian must be arranged in advance.
3. Classroom visits are at the discretion of the principal.
4. 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.
5. 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.
6. 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. If you would like to come and observe your child's class, please check in at the front office when you enter the building. 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.

Classroom helper

Shelving books in the Media Center

School Improvement Council

School Communications

Reading with/to Students

Business Partner Coordinator

Substitute

Gardening/Landscaping

Fund Raising

Tutor

Active PTA Member

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 registration, 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.**

- ENJOY!
- 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 schoolwork, calling the school, and/or volunteering my time
- 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 and respectfully on the bus with my child. (All students need to know bus safety and procedures so they can participate in 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.

#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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.

## **CODE OF CONDUCT**

### **Code JICDA-R Issued 6/23**

#### **Level I – Disorderly Conduct**

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

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

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

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

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of 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
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly

- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

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

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- temporary removal from class
- temporary or permanent removal from bus
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

#### Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

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

- assault and battery
- extortion

- bomb threat
- false fire alarms
- 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

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.

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

### **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.

## **EXPULSION OF STUDENTS**

### **Code JKE Issued 6/23**

**Purpose:** To establish the board's vision for the expulsion of students.

A student may be expelled for any reason listed in the Student Code of Conduct (policy JICDA) or for the commission of any crime, gross immorality, gross misbehavior, or the violation of any other written policies, rules, or regulations established by the board or the State Board of Education; or when the presence of the student is deemed to be detrimental to the best interest of the school. The Board of Trustees believe in a safe and secure learning environment, thus consider that all students repeatedly engaging in level three criminal conduct shall be better served in an alternative learning setting.

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified using multiple methods of communication (by phone and in writing) of the time and the place of a hearing before the district hearing officer. The hearing will take place within five school days of the incident barring unforeseen circumstances, such as incarceration, illness, etc., at a time and place designated by the school, unless the parent/legal guardian has requested to delay or if a manifestation determination must be held. A decision will be rendered within three school days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures. It is the district's intention to process hearings and appeals in a timely manner in an effort to limit the number of school days missed by the student.

At the hearing, the parents/legal guardian will have the right to legal counsel and to all other regular legal rights, including the right to question witnesses in a manner determined by the district hearing officer. The student and/or parent/legal guardian has the right to appeal the decision of the district hearing officer. The first line of appeal is to the superintendent or his/her designee. The superintendent or his/her designee may provide an opportunity for the expelled student to re-enroll and attend classes at an

alternative educational setting. The decision of the superintendent or his/her designee may be appealed to the Rock Hill School District Three of York County Board of Trustees.

Within three school days of the hearing, the hearing officer will notify the student and parent/legal guardian of the decision as to whether the student committed the alleged rule violation(s) or misconduct, based upon the evidence presented at the hearing, and the appropriate consequence. If the hearing officer determines that grounds for expulsion exist, he/she may expel the student for the remainder of the first semester, for the remainder of the current school year, or permanently. With a decision to expel, the hearing officer or the superintendent's designee, may make a recommendation that the student receive an application to attend an alternative program.

The hearing officer will report his/her decision in writing to the student, the parent/legal guardian, the superintendent, and the school. If the hearing officer determines that grounds for expulsion do not exist, absences resulting from the suspension may be excused if appropriate, and the student's record will reflect the decision of the hearing officer. The student will be allowed to make up missed work as appropriate.

A student who has been expelled is not permitted on the grounds of any of the district's schools; not permitted to attend school activities, functions, or events on or off school grounds, except for a prearranged conference with an administrator; and not permitted to board school buses. A student found on school grounds; at school activities, functions or events; or on a school bus, without permission from an administrator, while expelled will be subject to further discipline.

Acts of criminal conduct that may prohibit an expelled student from applying to the alternative program include but are not limited to the following:

- firearm on campus
- selling/distributing drugs on school property or within one-half mile of school grounds
- brandishing a weapon
- threats to take life or inflict bodily harm upon a teacher, principal, or members of their family
- serious crimes in the community

Adopted 10/23/89; Revised 5/28/90, 7/28/03, 9/22/08, 10/24/16, 6/22/17, 6/13/23

#### Legal References:

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

1. Section 59-19-90(3) - Authority of board to regulate student conduct.
2. Section 59-63-210 - Grounds for suspension, expulsion, or transfer.
3. Section 59-63-235 - Expulsion of student determined to have brought a firearm to school.
4. Section 59-63-240 - Expulsion hearings.

##### B. S.C. Cases:

1. Davis v. School District of Greenville County, 374 S.C. 39, 647 S.E.2d 219 (2007)

## **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 are 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 excuse or receive a lawfully absent for family vacations, non-sponsored school event 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.