

# **Cherry Park Elementary School of Language Immersion Family Handbook 2024-2025**



**Cherry Park Elementary School of Language Immersion**

**1835 Eden Terrace**  
Rock Hill, SC 29730  
Main Office 803-985-2255  
Fax 803-985-2318

|                                   |          |
|-----------------------------------|----------|
| Pat Maness (Principal)            | 985-2255 |
| Kendyl Futrelle (Asst. Principal) | 985-2255 |
| James Ramere (Asst. Principal)    | 985-3089 |
| Alberto Leon (Dean of Students)   | 985-2340 |
| Miranda Baskin (School Counselor) | 985-2265 |
| Remi Flaherty (School Counselor)  | 985-2264 |
| Blair Austin (Media Center)       | 985-2268 |
| Marty Motz (Receptionist)         | 985-2255 |
| Janelle Miskelly (SIS Clerk)      | 985-2320 |
| Angela Neal (Bookkeeper)          | 985-2321 |
| Judy Love (Nurse)                 | 985-2322 |
| Sonya McCrorey (Cafeteria)        | 985-2269 |

District Office 981-1000

Transportation (School Bus) 980-2022 and [bushelp@rhmail.org](mailto:bushelp@rhmail.org)

Staff email addresses can be accessed at <https://www.rock-hill.k12.sc.us/Domain/2265>

### Arrival and Dismissal Questions

1. Can we **drop off** elementary and middle school students at the same time? Cherry Park students should be dropped off by 7:35 and should be in their classes by 7:40. Sullivan students can be dropped off at the same time and can walk over to Sullivan.
2. Where are **school routes and schedules** updated for **buses**? Information can be found on the District website under Transportation: <https://www.rock-hill.k12.sc.us/Domain/303> You can also contact Transportation at 980-2022 and [bushelp@rhmail.org](mailto:bushelp@rhmail.org).
3. How does **bus transportation work**? With it being school of choice, will the bus take them directly home or is there a bus transfer? Students are picked up at their home and taken to our Transportation Complex. There, they get on the bus to go to their school of choice. In the afternoon, students are picked up from their school of choice and taken to the Transportation Complex and then they get on the bus to take them home. Adults supervise this process to ensure students come and go on the right buses.
4. What is the **drop off time and pick up time**? What is the bell schedule? Doors will open at 7:00 AM and **students are late at 7:40**. Students who have not exited their car by 7:40 will need to be signed in after that time at the Main Entrance on Caswell or at the Cherry Road Entrance. After 7:45, all late arrivals

will need to come to the Main Entrance off of Caswell Street. Second through Fifth Grade students can be dropped off at the entrance from Caswell Street (or the Caswell Entrance.) (Younger siblings in Kindergarten and First Grade can get out at the Caswell Entrance and walk through the building to their arrival spot near their classrooms. Older students can get out at the Cherry Road Entrance and walk up to their classrooms.) The goal is to offset the traffic loads to our two entrances. **Dismissal begins at 2:10.**

5. What time does **Sullivan Middle traffic start** and how does this impact Cherry Park drop off? There will be some overlap but Cherry Park starts at 7:40 and Sullivan starts at 8:15 so traffic to the two schools do not interfere much with each other. On any early release days, traffic can overlap at the Caswell Entrance so be prepared.
6. Do we have to **live in a certain district** to go to Cherry Park? You can attend Cherry Park as long as you live in the Rock Hill School District. If you change addresses, please inform the office. School of Choice busing is available to every student in the Rock Hill School District.
7. How do handle **where we will drop off and pick up** our children? It is best for kindergarten and first graders to be dropped off and picked up at the Cherry Road entrance and for Grades 2-5 students to be dropped off and picked up at the Caswell Entrance if at all possible. We hope to keep cohorts together as much as possible and this will help us do that. Older siblings of K and 1<sup>st</sup> graders can certainly be dropped off and picked up at the Cherry Road Entrance.
8. Do upper grades **parents do the entire loop of what is now Sullivan MS car line** to get to the Caswell Entrance for pickup? Yes. At dismissal, parents will need to line up using the Sullivan car loop. At arrival, traffic flows well enough that parents can turn into the Caswell Loop and come directly to the Main Entrance. Be sure to stop at all stop signs to allow for traffic.
9. When coming from Ebinport Road, **must we turn left onto Cherry Road and drive around Sullivan** to access the Caswell Entrance? If you are coming from Ebinport Road, you have two choices for drop-off. No matter what grade level your child is in, you can use the Cherry Road Entrance to drop them off. Little ones will walk directly to their waiting area downstairs and older students will walk through the building to go to their arrival spots. If you wish to drop older students off at the Caswell Entrance, you will need to turn left onto Cherry Road and circle Sullivan to get to the Caswell Entrance. There is no left turn from Cherry Road to Caswell Street. Our simple goal in our drives is to encourage K and 1<sup>st</sup> grade students to be dropped off at the Cherry Road Entrance and upper grades students to be dropped off at the Caswell Entrance. By doing this, we believe the “loads” for each of the entrances will be more balanced and parents will have about the same amount of wait time at each entrance. We will monitor and adjust as needed.
10. Where do the **daycare vans pick up in the afternoon**? They will pick up in Sullivan’s bus loop around the Sullivan Faculty Parking Lot. This pickup lane for

buses and vans is off of Eden Terrace and is between Sullivan's track and the Faculty parking lot.

11. How will I know if my **child's address is eligible** for the school of choice bus? Most all students are eligible to ride a School of Choice bus. The only ones who may not be eligible are those living close to Cherry Park Elementary who could walk. If you have questions, call 980-2022.
12. Where will my child **go in the mornings** if he/she arrives before 7:30? Kindergarten and first grade will go through the lower entrance door at the Cherry Road Entrance and will wait in a designated kindergarten or first grade classroom on C Hall. Second and third graders will enter through the same door, walk upstairs, and wait in their common area outside their classrooms on B Hall. Fourth graders will wait on lower F Hall and Fifth graders will wait on upper F Hall. All students dropped off at the Caswell Entrance will go through the main doors by the office. Breakfast is available each morning as well before 7:30.
13. Can students **be dismissed from the office between 1:45-2:10**? Students cannot be dismissed during that time. At the end of our day, we are transitioning 820 students to go home safely. If students have medical appointments, they should be signed out **before 1:45**.
14. **How do I change how my child is going home? A handwritten note should be sent to the teacher at the beginning of the day. Parents can also come to the office in person and change how their child will go home. Only in dire emergencies should parents call to change their child's dismissal. It can be difficult to verify emails and phone calls and that is why those methods of communication for changing dismissal plans are not appropriate. This is a district policy to ensure the safety and security of students.**
15. Who can pick up my child from school? Who can visit with my child during lunch? Only those people listed on your emergency contact list can pick up your child or visit during lunch. When you do your registration verification, put down any and all people you want picking up your child or visiting him/her during lunch.

### **Attendance and Tardiness**

16. What are the district and state policies for **attendance and tardiness**? Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within THREE days after the student is back in school, this absence will be UNLAWFUL. The maximum number of days that will be recorded as lawful absences with parent notes will be FIVE. Students will be considered lawfully absent when: a. they are ill and their attendance in school would endanger their health or the health of others. b. there is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice, etc.). c. there is a recognized religious holiday of their faith. d. activities approved in advance by the principal. e. the student is suspended from school. f. there is a

necessary medical or legal appointment that cannot be scheduled during non-school time. A tardy is only excused (T code) when a medical note is presented at time of arrival to school or approved by the principal for extenuating circumstances. Lawful absences allow students to make up missed work. Note: Out of town trips/vacations are not lawfully excused absences.

Early withdrawals: 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 can be made AFTER 1:45 p.m.

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

### **Be Great Academy After School Care Program**

17. How does the **Be Great Academy for after school care** work? Parents pick up students at our main entrance from Caswell Street. In order to have a safe dismissal, Be Great Academy students can be signed out **starting at 2:45**. If a parent needs to pick up a BGA student before then, please send the child's teacher a note saying how he/she will go home (i.e. Cherry Park Entrance Car Rider, Caswell Entrance Cr Rider, Bus Rider, etc.) For more information, click here: <https://begreatacademy.org/>
18. What are the options for **after school care**? Will it pick up immediately upon the school opening? The Be Great Academy is receiving applications at this time. The Be Great Academy normally begins on our first day with students. Students will transition to their designated locations right after school. Students will be divided into classes by grade level and ages as is appropriate.

### **Bus Guidelines for Students and Parents (See Appendix)**

#### **Cafeteria and Lunch**

19. How do we pay for **meals** this year? All student meals (both breakfast and lunch) are provided for no cost this year.
20. How can I find out information about **menus for meals**? You can find school menu information on our District App and you can go here: <https://www.rock-hill.k12.sc.us/Domain/292> .

21. What if I want to **bring lunch** to my child? As we always have, we welcome parents and approved visitors to come and eat lunch with their child. We also understand that children forget their lunch and parents need to drop off their lunch box. When there is a need to bring a child a lunch, keep the following in mind:
1. Deliveries--We have a process in place to take all items dropped off in the morning by 9:30 AM. Parents needing to drop off something should do that before 9:30 AM.
  2. Bringing Lunch--We do not have enough staff to take lunches or other items to classrooms throughout the rest of the day (unless there is a medical need.) Parents who bring a lunch will need to sign in and take the lunch to the child during their lunch time. Be sure to drop off your name tag when you leave. We will not call students to the office to get their lunch because we do not want to interrupt their instruction.
  3. Food Safety--Another reason we don't drop off lunches is due to food sitting on a counter and spoiling. Lunches dropped off before 9:30 AM should not need refrigeration or heating. They should be packed in a way to keep it cold or hot through lunch time.
  4. If Your Child Forgets a Lunch--Know that we will always have your child eat in the cafeteria, especially now that meals do not cost for families. We encourage families to tell students that if they forget their lunch to go ahead and eat in the cafeteria that day.
  5. The Why Behind the What--These policies are in place because we serve 820 students each day. We would love to have enough staff to take down a lunch for every parent who wants it delivered. That simply is not reasonable or possible. We want to maintain a focus on teaching and learning and safety. Thank you for your help with these policies we have in place.

### **Birthdays for Students**

22. How are students' birthdays recognized? Teachers recognize student birthdays in their classrooms in many different ways. If a parent wishes to buy ice cream for the class or send in a snack (per district guidelines which are under the "Snacks" section below), please coordinate that with your child's teacher ahead of time. **Teachers nor students should pass out birthday party invitations at school.** Invitations should be sent via mail or other means.

### **Cell Phones (And Personal Electronic Devices) of Students**

23. What is the district policy about students having cell phones and personal electronic devices? 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 phones 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.

## **Classroom Disruptions**

24. What do I do if I want **to see the teacher** or drop something off to my child? If a parent needs to speak with a teacher, he/she needs to schedule a conference. If a parent needs to drop something off to his/her child, it can be left in the office before 9:30 AM and will be taken down at a later time. We want to limit disruptions to the classroom instruction so teachers can focus on the students' learning. We want to keep our students safe and learning as much as they can.

## **Code of Conduct for Rock Hill Schools (See Appendix)**

### **Communication**

25. How does Cherry Park **communicate with** families? Communication is strong emphasis at Cherry Park. Information is sent to parents on a regular basis. Student folders/envelopes are sent home regularly and conferences are held throughout the year at either the teacher's or parent's request. Open houses are held in the fall of each year. Year-long student portfolios are maintained by and for each student. Monthly calendars and newsletters are issued. Please ask your child for his/her folder-envelope each **week**. When papers come home with unsatisfactory grades or with notes that assignments were not completed, please contact your child's teacher. We welcome your questions and input. You can access school information from these sources as well:

**Website:** <https://www.rock-hill.k12.sc.us/Domain/2265>

**Facebook**—"Like" us at Parents of Cherry Park Elementary

**Twitter**—Is @CPESBobcat

**District App**—Go to the App Store and download it for free. Be sure to select Cherry Park in order to receive communications.

**Weekly E Newsletter**—Parents receive this via email each Sunday at 6:00 PM. If you are not getting the weekly E-News (The BobChat), please contact the office to check your email address.

**Parent Portal**—As a part of our PowerSchool program, parents will have access to grades and other information in Parent Portal. Class assignments for the fall

will be put there for all families who have completed signups for Parent Portal. More and more information will be placed there for reference and for parents to use to respond to the school.

## **Conferences Between Parents and Teachers**

26. How can we set up a **parent-teacher conference**? Parents are encouraged to conference with their child's teacher. In order to have a conference, it needs to be scheduled ahead of time by email or by phone with the teacher. Visitors are asked not to interrupt the teaching and learning time happening in the classroom. If a parent needs to give something to his/her child, it can be dropped off in the office and will be taken by the office staff to the child.

## **Dress Code**

27. What is the **dress code** for students? District board policy states that the Board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress code is left to the administration. In order to carry out this policy, Cherry Park Elementary has adopted the following rules regarding dress:

1. Shorts/skirts/dresses must be fingertip length without pulling and adjusting.
2. All pants, jeans, and shorts should be worn at the waist.
3. Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
4. All students must wear shoes. Shoes designed to be tied or buckled must be tied or buckled. For safety reasons, students should not wear shoes without a back strap, such as flip flops and slip-ons. For playing outside daily and PE activities, it is best to wear tennis shoes each day.
5. Offensive or suggestive writing, pictures and patches on clothing or jewelry are prohibited. This includes advertising for alcohol/tobacco products or promotion of violence.
6. No students should wear hats, caps, bandannas, sweatbands or sunglasses in the building. 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).
7. Students' hair should be neat and clean. No combs, picks, or hair curlers are allowed.
8. Clothing should be worn with appropriate undergarments and these should not be visible. No skin should be visible between the pant and shirt at any time.
9. Heavy or bulky outerwear should be placed in the designated area during class time. Do not wear coats or jackets during class, unless permitted by the teacher.
10. Clothing should be worn as the manufacturer intended. Clothing NOT appropriate for school include the following: biker's shorts, tattered or torn clothing that exposes

skin, form-fitting or bare clothing such as tube/tank tops, baggy oversized pants or jeans.

11. Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus.

Students who come to school inappropriately dressed and/or not conforming to the dress code will be held out of class until suitable clothes are available or sent home. Absences from class as a result of dress code violations will be ruled unlawful. The principal may waive any of these rules on a special "dress up" day, declaring special rules for that day.

## **Emergency Contacts**

28. Who needs to be listed on the **emergency contact** list for my child? Be sure to list anyone you approve to pick up your child or who you approve to visit your child at lunch. If a person is not listed as an emergency contact, he/she will not be allowed to pick up or visit unless a parent note is sent or if a parent comes to the office to notify the school ahead of time. For all car riders, emergency contacts need a car pickup tag which authorizes them to pick up the child. Parents should get the pickup card and give that to the person(s) picking up their child.

## **Extracurricular Activities**

29. Will there be **extracurricular activities** for this school year at CPES? Over the years, we have had competitions and clubs after school. These have included Battle of the Books, Science Fair, Oratorical Contests, Girls on the Run and a Boys' Running Club. Parents will be informed through the weekly E-Newsletter (BobChat) of opportunities available for children.

30. Will there be **school shirts** for sale? Yes. Parents will be notified how they can purchase school themed wear.

## **FERPA (Family Educational Rights and Privacy Act)**

31. What is the **Family Educational Rights and Privacy Act** and what are the rights associated with it?

### **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. See Directory Information Opt-Out Form at the end if you would like to opt out of your child's directory information being released.

### **First Days of School**

32. My child is worried about getting lost in the new building. Will I be able to **walk her to her classroom** the first few days of school? Also, will there be adults positioned throughout the halls to help children find their way around as they adjust to a new building? Parents can walk their children to class for the first day and we will have lots of adults in the halls to help little ones know where to go. Our Safety Patrol will also help children know where to go. We are fortunate that for our little ones in kindergarten and first grade, if they are dropped off at the Cherry Road Entrance, they will walk straight into the area that is closest to their classrooms. Please, please, please say goodbye when your child is getting out of the car and not as they are walking down the sidewalk to enter the building. Little ones will walk back towards the moving car when that happens and could get hurt.

### **Grandfathering Siblings of Current Students**

33. If we have a current CP student, **will their siblings be grandfathered** into CP? Yes. Younger siblings of current CP students will be grandfathered into the program if parents fill out the required School of Choice application by February 28. This is the same process we have used the past years. This is the current policy and if that changes, parents will be notified.

### **Homework**

34. How will teachers give **homework** and how much? Homework is practice of skills previously learned. Each child is expected to read **every** night. It is important that you read to/with your child daily. Please stress to your child that he/she should clarify assignments, directions, and procedures for doing homework before leaving school. If your child has a problem completing his/her homework, please send a note to the teacher so he/she can follow up. Generally speaking, homework (other than reading) should be about 10 minutes per grade level. First graders would have 20 minutes and fourth graders might have 50 minutes.

### **Ice Cream**

35. How will **ice cream** sales be handled? Ice Cream will be sold to Grades 1-5 on Fridays for \$1.00 for each item. (Kindergarten students already have a provided daily snack.) Money should be turned into the teacher on Friday mornings. Correct change is encouraged as teachers do not keep cash in the classroom. Please do not send large bills to school with your child.

### **Instruction**

36. How will the **French and Spanish programs interact**? Is there a chance the English sections of the programs could have mixed groups from the different programs? French and Spanish students interact in similar ways as they do in

traditional schools. They will be together during recess and they will be in the cafeteria during the same time. French and Spanish students in the same grade levels will be on the same hallways. We want them to make new friends and learn from each other.

37. When are the **GT classes** being held for which grades and who is teaching it? Ms. Mia Beleos and Ms. Yahulda Lelonek are our Gifted and Talented teachers and schedules will be determined by them and the homeroom teachers. Most likely, fourth and fifth grade will have one full day of GT each week and third grade will have a half day of GT each week. This allows us to meet the state requirements for time in GT.
38. What are the **school options after they complete his/her time** at the Cherry Road School? Students can continue in the immersion program in middle school. Sullivan Middle receives those students and has an immersion program both in French and Spanish for students who completed the elementary immersion program. Students in middle school who have a high fluency in French and Spanish can test into the program as well. They would need to contact Flor Morales, the District World Language Coordinator. The immersion program at the high school level is at Rock Hill High. Immersion students will take AP French or Spanish their ninth grade year and then have the opportunity to take dual credit classes sponsored by Winthrop University.
39. Will there be any **school supplies or classroom supplies** you need parents to help buy? Yes. Parents should purchase supplies at the beginning of the year as is listed on the Cherry Park School Supply list on the website.

### **Items for Drop Off**

40. Can parents **drop off items** for students to be delivered to their class? This should happen as little as possible to eliminate disruptions for classroom instruction. When necessary, parents can drop off items on the cart in the lobby and place their child's name and their child's teachers' names on it. We will have office helpers who will drop off needed items once a day mid-morning. We will not be able to take lunches to students that have been picked up from fast food restaurants. If a child has forgotten a lunch, he/she can certainly eat in our cafeteria or a parent can drop off a lunchbox before 9:30. Again, dropping off items should be limited as much as possible.

### **McKinney-Vento Act and Homeless Families**

41. What is the McKinney Vento Act and how does it support families?

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

### Medical Information (See Nurse)

42. What happens when there are **accidents?** Every effort is made to prevent accidents. If, however, an accident occurs, the procedure will be as follows: First aid will be administered by authorized school personnel. A parent will be called if the accident or illness is considered serious or if the child is uncomfortable or has fever. If we cannot reach a parent, the school will follow the parent's directions on the enrollment card and consent forms to secure an individual to pick up the child or to secure emergency medical treatment if needed. As always,
43. What kind of **immunizations** does my child need to have? The state of South Carolina requires that all children entering K5-12<sup>th</sup> grades have the hepatitis B series. In addition, all children entering K5-3<sup>rd</sup> grades are required to be vaccinated against chicken pox or have a documented history of chicken pox disease. All students are required to have a South Carolina certificate of immunization as part of their school records.
44. What do we do if our child takes **medication?** **Medications may not be given at school without a doctor's order. This includes over the counter medications. If it is necessary for a child to receive over the counter medications, parents are welcome to come to the school and administer it. All medications need to be in their proper prescription bottle and you must fill out a school permission slip with the office. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INCLUDING OVER THE COUNTER MEDICINES ON THEIR PERSON AT SCHOOL.** Parents should pick up any unused medication at the end of the year. Office staff will notify the parent and teacher when a student who is taking medication is in need of a refill of that medication.
45. Does the nurse do **screenings?** During the course of the school year, Nurse Love will be conducting vision and hearing screenings on K5, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> graders. If you are a parent of a 2<sup>nd</sup> or 4<sup>th</sup> grader and you have concerns about your child needing to be screened for vision and / or hearing let her know and she will be happy to screen them.
46. How important is it to maintain correct **contact information?** In case your child is ill or injured while at school it is very important that we have current home and work numbers so we can contact you. If your telephone numbers change, let the office know as soon as possible. If your child is out for more than one day with an illness please give your child's teacher or the office a call. We love and care for our students and we miss them when they are not here!

## Observations in Classrooms

### 47. Can I observe in my child's classroom?

While we encourage parents to visit our school and volunteer often, Rock Hill Schools does have **procedures for visitors** that we ask that you adhere to in a proactive measure to ensure the safety of our students.

First, you should know that upon visiting the premises of any district property, **a nation-wide offender check will be conducted** by the district's Visitor Management System. Please plan to present a valid state-issued driver's license or government-issued photo identification card to sign into the Visitor Management System.

Here are some frequently asked questions:

- **Is it okay to visit my child's classroom?**

While we always welcome visitors in our schools, it is always best to plan your visit around your child's lunchtime if you simply want to spend quality time with your child. As unobtrusive as you mean to be while in the classroom, even just being in the room can be a distraction for some of the other children, altering the dynamic of learning in the classroom.

- **But I really want to see my child in action in his/her classroom.....**

We understand that it is fun and exciting to watch your child eagerly learn each day! If you choose to visit, please make a request to your child's school principal to arrange such a visit in advance. Please limit your visit to the classroom to no longer than 45 minutes. Please remember to be a "fly on the wall" during your visit inside the class and not an active participant in the classroom. Also, this is not the time for a parent/teacher conference. If you need to speak to the teacher, you will need to schedule a follow up appointment for another time when it is not disruptive to the instructional day. Please be aware that principals do retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.

- **What if I want to volunteer in the classroom?**

Wonderful! Please schedule this with your child's teacher prior to your arrival. This allows the teacher to have materials prepared for you in advance. We want to honor your time!

Thank you for your continued partnership in your child's education.

Updated 2022-2023

Policy AR-KI-R School Visitors Code

## Parent Involvement

### 48. When will the **School Improvement Council and Parent Teacher**

**Organization** meet? PTO and SIC are planning to meet on the **second Monday of each month this year**. School Improvement Council meets at 5:30 and our Parent Teacher Organization meets at 6:30 (in the Media Center.) Elections were held in the spring for PTO and SIC elections will happen in the fall but all parents are welcome to attend to help provide input and volunteer. Meetings will be held monthly.

49. Is there be a **Facebook group** for immersion parents at CP? We will have one schoolwide Parents of Cherry Park Facebook page that will keep parents informed. We will also have Twitter and Instagram.
50. Where do **parents park** when coming for school functions during the day? How does this coincide with staff parking? There are a few visitor parking spots in front of the main entrance off of Caswell Street. Most families will want to park in the Sullivan lot and walk over to the main entrance. Staff members will park in the lot at the Cherry Road entrance and in the lot at the Caswell Entrance.
51. Does Cherry Park have a **signature fundraiser**? Yes. Our Bobcat Dash will be the last Friday in October or the first Friday in November at the end of Red Ribbon Week. We have found it most beneficial to do a few fundraisers well rather than doing lots of little ones that take lots of energy with little profits. We will have Book Fairs throughout the year and we will have Fall and Spring Pictures. We will also have ice cream sales on Fridays. Beyond that, we want to limit fundraisers if we can.

## **Pictures**

52. How often are school pictures taken? Pictures will be taken of students in the fall and the spring and parents will be notified well in advance in the BobChat Newsletter.

## **Prohibited Items**

53. What items should be left at home? Students are not to bring radios, beepers, tape players, electronic games, balls, or toys to school. These items will be confiscated. Cell phones should be turned off and stay put away in bookbags during the school day. Watches used as communication devices should be left at home or put away as well. **To help keep our walls clean and undamaged, there should not be any toys or objects attached to bookbags (other than a nametag.)**

The following articles may not be brought to school because they are hazards to the safety of others or may interfere in some way with school procedure:

Toy guns, bean shooters, knives, firecrackers, razors, razor blades, caps, Kung Fu weapons, or pornographic materials. Such items will be taken from the student and under no circumstance will be returned to the student. If parents wish to reclaim the items, they may come to the school for them. Students having hazardous articles or articles that interfere with school procedures are subject to disciplinary procedures. Students who bring weapons and/or drugs on school grounds will be suspended and the proper authorities will be notified for possible legal action.

## **Safety**

54. How does **Cherry Park keep students safe**? All doors inside and outside of the building are keycard access. We drill monthly on a variety of safety situations.

Teachers receive yearly training on best practices in keeping students safe. CPES is blessed to have access to a resource officer who is housed next door at Sullivan Middle School and a school security officer at CPES. The school has common procedures for promoting the safety of our students.

55. What **facilities do CP share with Sullivan**? CPES and SMS will have separate facilities (including cafeteria, PE space, Music space, etc.) to serve the needs of elementary and middle school students. Principals of both schools work together to share spaces that may be beneficial to students in special situations. These opportunities will be supervised by staff members. For example, CPES may reserve Sullivan's auditorium for assemblies. SMS might use Cherry Park's PE room after school hours for an athletic team for practice.
56. Can **Sullivan students** enter the Cherry Park building or are they physically separated inside? They are physically separated. Doors are installed between Sullivan and Cherry Park. Only adults with appropriate access can enter Cherry Park.
57. How does Cherry Park address **bullying**? We involve our staff, our families and our students in addressing the issue of bullying. We investigate all situations and respond appropriately based on the facts of each case. Our school counselor teaches students about bullying, how to respond appropriately, and when to tell an adult. We want every child to enjoy school and look forward to coming to Cherry Park. Bullying is addressed quickly and appropriately by staff and administration.
58. What is the district policy on **bullying**?

### **Policy JICFAA Harassment, Intimidation or Bullying**

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and

staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and

third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to

educate its students in a safe and orderly environment whether in a classroom, on school premises, on

a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored

activity or event whether or not it is held on school premises, or at another program or function where

the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic

communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of

either of the following:

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

encouraged to file a complaint in accordance with procedures established by the superintendent.

Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are

required to report alleged violations of this policy to the principal or his/her designee.

Reports by

students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a

complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from

falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful

manner. Students and employees have a responsibility to know and respect the policies, rules, and

regulations of the school and district. Any student or employee who is found to have engaged in the

prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including

expulsion in the case of a student or termination in the case of an employee. Individuals may also be

referred to law enforcement officials. The district will take all other appropriate steps to correct or

rectify the situation.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may

take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate

use of the Internet or web-based resources if such conduct poses a threat or substantially interferes

with or disrupts the work and discipline of the schools, including discipline for student harassment and

bullying.

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

JICFAA

1 of 2

including its applicability to all areas of the school environment as outlined in this policy. The superintendent or his/her designee will also ensure that a process is established for discussing

the district policy with students.

Cf. GBEB, JIC, JICDA

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

Legal references:

S. C. Code, 1976, as amended:

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

[Section 59-19-90](#) - General powers and duties of school trustees.

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

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

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

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

Federal Cases:

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

State Board of Education Regulations:

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

**York 3/Rock Hill School District**

## **Snacks**

59. What snacks can be sent in to serve to classrooms? 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. This avoids safety issues associated with food allergies of students.

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

The list was compiled by the district Health Advisory Committee using feedback from the School Improvement Councils (during the 2017-18 school year), and parent survey responses from the spring of 2018. The snacks listed meet SMART Snack guidelines recommended by USDA.

Pretzels

Cheddar crackers or graham crackers

Sun chips or similar baked chips

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

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

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

Low fat dips

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

Yogurt

Apple sauce cups

Sugar free gelatin cups or sugar free 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.

## **Technology (School Issued Laptops and Devices)**

**60.** What is the district policy concerning school issued laptops and devices?

### **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,

paggers, 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:

JICJ1

## Visitors

61. What procedures do **visitors** need to follow? All visitors must have a **state issued photo ID** in order to check in at the main office. Visitors who are on school business are welcomed at school; however immediately entering the school grounds, all visitors will "check in" at the school office, state the nature of their business, and be assigned a visitors' badge. Failure to comply with the check-in procedure will result in the visitor being asked to leave the campus. After this warning, the police will be called and the violators will be prosecuted. All visits to the classroom must be scheduled in advance. While we encourage parents and family members to eat lunch with their child, we ask that those visits be limited to a once-a-week basis. This enables our children to develop good relationships with each other and helps foster community within the class. In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or recommended for expulsion from the district schools. It is not permissible for students to invite a classroom friend to eat with adults visiting him/her.

## Yearbook

62. Can families purchase a **yearbook**? Yes, information about ordering a yearbook will go out to all parents. Note that parents who opt out of any directory information being provided about their child will not have their child's photo in the yearbook.

# Appendix

What is the **Code of Conduct for Rock Hill Schools?**

## **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



## ROCK HILL SCHOOLS 2024-2025 DIRECTORY INFORMATION OPT-OUT

**For School Use Only:** SCHOOL: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date of "Alert" in PowerSchool: \_\_\_\_\_ SIS Clerk Initials: \_\_\_\_\_

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

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

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

Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

First MI Last

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Print

Parent's Signature \_\_\_\_\_

**Please submit this request to the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.**

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

## Bus 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

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

### II. Major Violations

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

Missed your bus?  
Call : 980-2022

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

#### **PERSONAL PROPERTY & PRIVATE ITEMS**

We will confiscate any personal property and/or private items that cause commotion and/or driver distraction. Leave personal property and private items at home. We will not be responsible for the loss or return of such either before or after such are confiscated.

Glass, pressurized cans, and/or large school/project items are not allowed on the bus. Transport such by your family vehicle to and from school. No balloons or party items.

Book bags/small band instruments must be kept in "student's space," on lap or between legs. These items cannot show above seat line of site. No animals, insects, hard board, or sharp objects, personalized containers or objects can be stored under seats, in aisles, or other bus nook areas. No balloons or non-academic items. No flammable items/substances or explosive items/materials. All carry-on items require approval prior to approaching the bus.

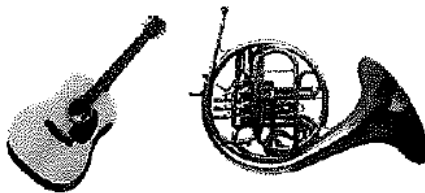
# Common Disallowed Items On School Buses

Carry-on items: Compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are wooden, etc.-**none of these** are to be carried on busses by drivers, teachers or students. Up to 2 paper posters are allowed if driver vision is not obstructed. Band instruments or other items carried on the bus must be of such size that all must be carried in the students lap and cannot be above the top. Items on the seats, floor- (projectiles) or obstructing the aisles endanger all passengers on the bus. Class projects and large band instruments must be transported to/from school via private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

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

Some examples of disallowed items are:

Over Sized band Instruments



Pressurized/Flammable Items



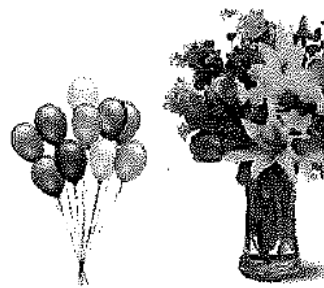
Possible Projectiles



All Glass Items



Balloons/Flower Bouquets



Possible Weapons



Large Class projects



Traveling/Camping Items



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

