

# Ebinport Elementary School

**2020 - 2021**

## Student Handbook



**For Every Child, A Chance!**

Ebinport Elementary School  
2142 India Hook Road  
Rock Hill, South Carolina 29732  
Phone: (803) 981-1550  
Fax: (803) 981-1417

After reading this handbook, please  
sign page 42.

Return the signature page to the student's  
teacher.

Thank you!

# Table of Contents

Principal's Message .....	4
Assistant Principal's Message .....	5
Accidents, Emergencies and Medical Conditions.....	6
Arrival and Dismissal Procedures.....	6
Address Changes.....	10
Attendance.....	10
Birthdays.....	11
Bus Conduct.....	11
Cafeteria Information/Expectations.....	11
Communication.....	12
Custody.....	12
Dress Code.....	12
Emergency Drills/Evacuation Procedures.....	13
Entry Requirements.....	13
Grading System.....	15
Health and Wellness .....	16
Homework.....	16
Hours of Operation.....	16
Insurance.....	16
Lost and Found.....	16
Moment of Silence.....	16
Parent Volunteers/Chaperones.....	17
Parties.....	17
Photos and Release of Information.....	17
Picture Day.....	17
PTO.....	17
Residency Verification.....	17
Safety Patrol.....	17
School-Wide Discipline Plan.....	18
Student Fines.....	19
Summative Assessment Re-Take Policy.....	19
Supplies for School .....	19
Telephone Usage/ Cell Phones.....	19
Textbooks.....	20
Tobacco Free Schools.....	20
Visitors.....	20
 <b>District Policies To Be Familiar With</b>	
Student Owned Electronic Device Agreement.....	20
Use of Internet and Educational Applications.....	21
Sexual Harassment of Students.....	22
Hazing.....	26
Harassment, Intimidation or Bullying.....	26
Code of Conduct .....	27
Student Interrogations, Searches and Arrests.....	33
Family Educational Rights and Privacy Act.....	37
Title I LEA Parent and Family Engagement Policy.....	38
 Bus Discipline Form.....	41
 A Final Note.....	41
 Signature Page for Parents.....	42

# Principal's Message to Parents and Guardians

## ***“Ebinport Elementary...Building a Better World One Student at a Time”***

Welcome to the 2020 – 2021 school year at Ebinport Elementary! We are looking forward to another exciting and successful school year with your child. We have prepared this handbook in order to share school information and procedures with you. We ask that you please take time to read the handbook carefully, and let us know if you have any questions.

At Ebinport Elementary School, we believe that every student is unique and that it is our responsibility to provide educational opportunities to help each child reach his/her fullest potential socially, emotionally, physically, and academically. We need the coordinated assistance of the home, school, and community to achieve our goal. We believe that we have developed a program that takes into consideration each student's rate of growth, prior experience, and learning needs. Our school's instructional program also focuses on the development of good citizenship skills and on the behaviors necessary to assume a responsible and productive role in society. In addition, we will provide experiences for students that foster an appreciation and respect for diversity. We strive to create an atmosphere in the school that promotes self-satisfaction, responsibility, and a joy of learning.

In order to ensure the safety and security of our students, we ask that you adhere to our arrival and dismissal procedures. Please familiarize yourself with these procedures located in the handbook so that we can receive and dismiss your child in a safe and orderly manner. We ask that you do not attempt to pick up your child between 2:00 pm and 2:25 pm. If your child has an appointment during this time, please pick them up before 2:00 pm. This will enable us to prepare for an orderly process at dismissal as well as make sure that your child does not miss any important announcements or instruction.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTO, SIC, and volunteer program. We are happy to have you and your child with us at Ebinport Elementary School! We hope that we can earn your trust and respect with the care we show your child and the educational opportunities we provide.

I am always available to answer any questions you might have and I hope that we will see you very soon at the school! Let's work together to make this the best year ever for your child!

Sincerely,  
Rhonda Kelsey  
Principal  
[rkelsey@rhmail.org](mailto:rkelsey@rhmail.org)  
Office telephone: 803-981-1550

## Assistant Principal's Message

Welcome back Eagles! My name is Carie Lowdermilk, and I will serve as your assistant principal this year. This is my third year with the Ebinport family. This summer I had many exciting times traveling to the beach and Bryson City, North Carolina, but those pale to the adventures and excitement this year will hold!

I am from Conway, SC, and a family of teachers. My mother taught high school for over 40 years, and both of my sisters were teachers. As a result, I have a passion for teaching and learning. I moved to Rock Hill to attend Winthrop as an elementary major, and I ended up making this community my home.

My journey in education began at Castle Heights Middle School as a 6<sup>th</sup> grade teacher and grew into the role of assistant principal. After twenty-one years in middle school, I finally landed home in the elementary world at Ebinport.

My husband and I have a daughter named Isabele, and she is four years old. She has started 4K this year. We also have a 53 pound lap dog named Sydney that is a big part of our family. I love to sing, listen to music, and work with crafts.

My primary responsibilities as assistant principal are supporting the already rich instructional practices embedded in our school and the safety of our students and teachers at EPES. I work closely with Mrs. Kelsey in achieving the school's vision and mission of student academic, social, emotional, and physical success. I believe working together, the school and home can help students achieve their best! I also work with instructional student plans, testing, textbooks, and buses; if you ever have any concerns or questions, feel free to contact me.

When looking back over my childhood years, my favorite teacher was my third grade teacher, Mrs. Upchurch. She always made us feel special and pushed us to be our best in everything we did. Her classroom was a magical and inviting place that allowed us to explore and want to be lifelong learners. She reminded us that being kind and helpful to others was important in life, and I still feel it is important. As we begin this year, it is my goal to ensure that every child has the same experience. It will be my honor to assist in making that happen.

I look forward to working with you and your family as we fly through this 2020 – 2021 school year and achieve Eagle excellence!

Sincerely,  
Carie Y. H. Lowdermilk  
Ebinport Elementary School, Assistant Principal  
803-981-1554  
[clowdermilk@rhmail.org](mailto:clowdermilk@rhmail.org)  
#bekindbehelpfulbegreat

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 any way 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.

### **Accidents, Emergencies and Medical Conditions**

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows:

- First aid will be administered by authorized school personnel.
- Parent(s) will be called, if the accident is considered serious, or if the child is uncomfortable.
- School faculty and staff will follow directions provided by the parents on the Enrollment Card and consent forms to secure an individual to pick the child up from school or to secure emergency medical treatment if needed, in the event that we are unable to reach a parent.

**Note:** Please make certain that we are aware of medical and allergic conditions. **Make sure a contact person can be reached at all times. It is critical to have working phone numbers for every student at Ebinport.** When children have been sick the previous night, please check them carefully before sending them to school. Please follow district and CDC guidelines before allowing your student to return to school after sickness.

If under exceptional circumstances a child is required to receive medication during school hours and the parent cannot be at school to administer the medication, the medication will be administered by the school nurse. The regulations for administering medication at school are as follows:

- Students should not bring any type of medicine to school. School personnel cannot give over the counter medication, please contact the nurse if more information is needed.
- Parents must bring all medication to the nurse and complete the appropriate paperwork. All prescriptions will require a physician's signature.
- Prescribed medication is only dispensed through the office or school nurse and must be brought to school in the original packaging from the doctor's office or pharmacy.

Parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication. (Note: The school district retains the discretion to reject requests for administration of medication.)

### **Arrival and Dismissal Procedures**

#### **Morning Procedures**

The school is open at 7:05 am. All students should enter the building through the gated entrance near the bus lot. Parents entering in the morning should enter through the front office and sign in. A valid photo ID is required. The Ebinport Safety Patrol and teachers are outside in the mornings to help students get out of vehicles and enter the school building beginning at 7:20 am unless there is inclement weather. Students who arrive before 7:30 am will go to their designated grade level location which is supervised by staff each morning. There should be no student drop-off in the parking lot. Parents who walk their children in should park and use the crosswalk.

#### **Afternoon Procedures**

Dismissal begins at 2:25 pm. using the following procedures:

#### **Car Riders**

Parents should enter the car rider lines from Ebinport Road. Two lines are formed and directed by staff members. Parents must use the car rider lines as the pickup point. Please turn off car while

waiting in line. Please display the name of your child on the cardstock sign, provided by the school, on the dashboard of your vehicle to assist us in quickly identifying which child to call next on our radios. **Parents without a school issued car tag will be asked to park and will have to present I.D. in the front office for students to be dismissed.** Students will be called from two separate halls as parents arrive to pick them up. Students will sit in grade level lines under the awning at the Kindergarten entrance until they are dismissed to their car and can safely be escorted to your car with safety patrol assistance. The Safety Patrol will assist with opening and closing doors for all students. Students are expected to always respect and follow the guide of our Safety Patrol. Parents, please remember to drive slowly and carefully as you pull out. Watch for children who might run in front of you and watch for teacher assistants. **Finally, car line is a NO CELL PHONE ZONE both in the morning and afternoon. Please help us keep YOUR children safe!**

**Please do not get impatient...** We will locate and dismiss your child as quickly as possible. Please remain in your car, and do not come into the school to ask us to call your child to the office for dismissal unless directed to do so due to not having a school issued car tag. The traffic always clears out in just a few minutes and having to locate a child who is already in a dismissal area slows down our process. The residents of Swan Meadows subdivision have asked that you not use the front entrance to their subdivision as a parking lot to wait for your child as he/she is dismissed from school. Please use the proper procedure, which is to get in the car rider line to pick up your student. Students should be picked up by 2:45 pm. Only in case of emergencies should students be at school after 2:45 pm. **Any car rider picked up after 2:45 will need to be signed out by an adult. You may do this by parking your vehicle and coming inside the building to the front office.**

### **Walkers**

Walking students should walk along the front sidewalk and enter through the back bus lot gate upon arriving at school each morning. In the afternoons, all walkers will be dismissed from the double doors to the right of the main entrance and escorted across India Hook at the intersection of India Hook and Ebinport Roads with staff member supervision. **Please do not enter the building to find your child if he/she is in line as a walker.** This practice creates confusion for not only the staff member in charge of dismissal but also presents a safety concern for the children who are exiting the building to walk home.

Students who have approval to walk home from school will be escorted across India Hook Road at the crosswalk. At this point, students are off of school property. Ebinport staff makes every attempt to monitor students to ensure their safety until they reach their final destination. Given our walkers go in different directions once they are across India Hook Road, we encourage parents/guardians to take the following precautions: Meet or make arrangements for another adult to meet them once they are off school property, walk with a sibling or another student who lives close, have your child(ren) go immediately home rather than congregate and socialize in the parking lots of nearby businesses, and report any suspicious activity immediately to the school or proper authorities. **Students in pre – kindergarten through second grade will not be allowed to walk without a parent or older sibling. Parents who pick up walkers under the awning should present a school-issued walker tag.**

### ***RHSD3 Elementary Transportation -Arrival & Dismissal -Guidelines***

*In accordance with State Law 59-67-420, “the State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three-tenths of a mile walking distance of the residence of any student.” If a student resides in a no transportation zone, the parent or guardian is responsible for providing transportation to and from school.*

*The school will only accept handwritten notes for any non-emergency changes to dismissal. The District understands that emergencies take place. Therefore, when these extreme situations occur, the parent/legal guardian will need to call the school. The school must be able to verify the parent/legal guardian's information before accepting a change to transportation for emergencies. When the school is not able to verify emergency changes to transportation the school will keep the student until the parent/legal guardian, or an authorized person on the student's information card can pick the student up. The decision to allow the emergency transportation change is at the sole discretion of the principal or his/her designee.*

### **Walkers/Bike Riders**

*We want to emphasize the importance of student safety, especially with our walkers and bike riders. It is each parent/legal guardian's responsibility to instill the importance of safety and appropriate behavior for students as they travel to and from school. In the event of an emergency that takes place off campus, please call 911 to alert authorities.*

*Parents or legal guardian of students that walk to school will need to complete an approval form for their student to walk home and this form will be kept on file at the school. Students in grades Kindergarten through first grade will not be allowed to walk home without a parent/legal guardian, older sibling, or an approved person on the student's emergency card meeting them at the school. Anyone other than an older sibling meeting a Kindergarten through first grader will need to have the student's walker pass in order to receive the walker.*

***On severe weather days, it is at the discretion of Administration as to whether the students will be released or held at school. In the event of lightning, hail, tornado warnings or other unusual circumstances, students will be held on campus, and parents will be contacted with specific information regarding release or pickup of students.***

### **Car Riders**

*All car riders are to only be picked up and dropped off from the designated school pick up area. Students should not be encouraged to be picked up from areas outside of the school drop off and pick up areas. Students will only be released to individuals that have the student's car pass. Car passes will only be issued to those individuals that the parent/legal guardian has included on their student information card as being able to pick up their student. If a student is to be picked up by someone without a car pass then he/she must park and sign the student out from the main office (and show a valid picture ID).*

### **Bus Riders**

*Any changes to transportation plans will need to be made in writing to the school. Only handwritten notes will be accepted for transportation changes. Students will not be released off the bus for grades Kindergarten and first unless an authorized adult is present at the bus stop. Any student that is not dropped off will be returned to their home school.*

### **Early Dismissal**

*All students who are to leave school due to early dismissal must be signed out of school in the main office by a parent or other authorized person. Please have your I.D. ready when entering the school building. Any adult signing a student out will be asked to present I.D. Students will not be permitted to leave alone or with an unauthorized individual. All visitors on campus must report to the front office first. In accordance with S.C. attendance laws, students must remain at school until 11:00 am to be counted present for the day.*



If an unusual circumstance exists (i.e. doctor's appointment or unforeseen emergency) that requires a parent to enter the building to pick up their child, the parent will have to sign their child out from the office area.

*Due to teachers giving final assignments and the need for the students' undivided attention, we ask you to not enter the building to pick up your child after 2:00 pm. Car traffic will be heavy from 2:00 pm until 2:45 pm due to dismissal; therefore, please follow our dismissal procedures to help us get your child home safely.*

### **Ride Changes**

Ride changes must be submitted in writing. You may send a ride change letter in through your child's communication folder or submit a ride change letter in person through the front office. Ride changes will not be accepted through any other form of communication.

### **Policy JLIB Student Dismissal Precautions**

Issued 4/17

Purpose: To establish the basic structure for the dismissal of students.

School principals will be responsible to ensure the dismissal of students in a safe and secure manner at the end of the school day as a general procedure for the entire student body or at any other time as a special procedure for an individual student.

For general dismissal the principal will ensure each student is released only in the option and manner prescribed and authorized in writing by the parent(s)/legal guardian(s). The options for the release of students may include the following.

- established bus transportation service
- walking or bicycling
- pick-up by the parent/legal guardian or other individual authorized by the parent/legal guardian

For early or otherwise irregular dismissal the principal will authorize release only when it is requested in person or in writing by the student's parent/legal guardian. The parent/legal guardian should request all non-emergency early dismissals in writing prior to the time of the requested dismissal.

Students who become ill during the day may not leave before obtaining permission from the principal or his/her designee.

The superintendent may direct that allowable options for release of students vary or be restricted according to the category of school, grade of school or the age of the student. High school students with driving privileges are subject to policy JLIE.

### **Release of Child to Noncustodial Parent or Other Adult**

For early dismissal or general dismissal, the school will dismiss the student only into the custody of the adult with legal custody or to an adult authorized by the legal custodian. Authorization by the legal custodian will mean that the adult with legal custody has given signed, written permission to another adult to receive the student, which is on file at the school office. In the case of children whose parents are divorced, the school will act in accordance with court documents provided by the parent/legal guardian, which will be maintained in the student's school file. It is the obligation of the parent/legal guardian to ensure the most current court documents are provided to the school.

Principals will establish procedures to verify the identity of the legal custodian or authorized noncustodial parent or adult prior to release of the student. Requests by telephone for the release of a student to an adult not on file will only be accepted in emergency situations. In order to release the student(s), the school must verify the release by being able to contact the legal custodian(s) via a phone number that is on file and confirm the release

### **Address Change**

It is important that we have the parent's current address and phone number at all times. This information is especially important in cases of emergency. Please update the online registration system immediately upon change of address or phone number.

### **Attendance**

In accordance with state law, all children between the ages of five and seventeen must be enrolled in school. It is expected that they be in regular attendance as well as enrolled. Regular attendance is necessary for the expected and desirable academic and social progress of each child. The school year consists of 180 days. Students are expected to be in attendance each of those days, if possible.

### **Absences and Tardiness**

We ask that students be present and on time each day so that they will not miss any instruction. When necessary, parents will be called to verify their knowledge of the absence.

The State Board of Education has implemented a law that requires districts to report truancy data for students classified as truant according to State Board regulations. A child ages 6 to 17 years meets the definition of truant when the child has three consecutive unlawful absences or a total of five unlawful absences. Parents will receive information in writing of excessive absences. Truant students will receive a referral to the Home School Worker and an intervention plan will be developed in conjunction with the student and parent(s)/guardian(s).

### **Lawful Absences (excused)**

Lawful absences shall include the following:

- Illness/Quarantine: Students who are ill and whose attendance would endanger their health or the health of others may be temporarily excused from attendance.
- Death: Students whose immediate family members become seriously ill or experience death.
- Medical/Dental: Students who have appointments and bring in a professional excuse. (Time of appointment should be included on the excuse.)
- Court proceedings: Students that have documentation showing they were involved in court proceedings.
- Students may be excused for attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school in accordance with local board policies.

### **Unlawful Absences (unexcused)**

When a student is absent from school for any reason other than the reasons above, the child will be given an unexcused absence. Family vacations and trips will be considered as unexcused absences.

### **Absence Documentation Requirement**

All absences require a professional excuse or a written note from the parent/guardian explaining the absences(s). We will accept emailed excuses from a parent or legal guardian. These should be sent to the child's teacher AND to [kbrown@rhmail.org](mailto:kbrown@rhmail.org), attendance clerk. The student should deliver the excuse/note to the teacher as soon as possible upon return to school; failure to submit such notes within three (3) days after returning to school will result in an unexcused absence being recorded. A professional excuse should be obtained from a physician, a court of law or other

agencies, which render appropriate services to students. Absences due to family bereavement will be excused upon receipt of documentation, which may be an obituary or the funeral service bulletin. All excuses shall be confidential. **(NOTE: Only five parental notes will be accepted for an excused absence.)** Excuses must state the date and the reason for the absence(s). False excuses shall be referred to the school administration for appropriate disciplinary action. When a student reaches five unexcused absences, school officials will contact parents to schedule a meeting to create an attendance plan.

### **Perfect Attendance**

We expect all students to attend school every day. Students with perfect attendance may receive pins during the quarterly Pinning Ceremony. Students who are eligible will have no absences or tardies.

### **Tardiness**

Students must be in their classrooms by 7:40 am. Those who come to school late miss valuable instructional time. When late students enter the classroom, instruction is interrupted and students miss important explanations of the day's work. Tardies are reported on the report card. Students who have excessive tardies, 10 or more, will be placed on an attendance plan. **Parents must come into the building with students who come in after 7:45 am.** As a school, we have made a collective commitment to begin instruction by 7:45 am. each day! We need your help with this. Please have students to school on time.

### **Birthdays**

Birthdays are important. We do not celebrate with parties or whole class treats, but parents are welcome to have a treat for their child only during lunch on the student's birthday. Treat bags, flowers or balloons are not to be distributed under any circumstances.

### **Bus Conduct**

The state provides free bus transportation for all students who live more than a mile and a half from the school. Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all the penalties established for misbehavior while students are on the school premises. Each year, copies of these regulations are provided for all students. If you have transportation questions, please call 980-2022. Please refer to the Bus Referral listed at Appendix D in this handbook to view the consequences established by the Rock Hill School District Transportation Department should your child receive a bus referral.

### **Cafeteria**

Students:	\$2.20 lunch and \$1.10 breakfast
Adults:	\$4.00 lunch

Breakfast will be served daily for students. We encourage students to start their day with a good breakfast. Breakfast will be served in the classroom.

Since school cafeterias maintain only sufficient cash to support transactions for the purchase of breakfast or lunch meals, the following procedures will be followed at all Rock Hill School District cafeterias:

- Cafeterias will not be a source of "change" with the exception of that due a customer as a result of a purchase.
- Cashiers will give customers change back for up to the amount of \$20.00 with the purchase of

a meal.

- Balance due the customer who pays with denominations larger than \$20.00 can receive change up to \$20.00 and the balance will be credited to their school lunch account.

The food service program offers breakfast and lunch prepared and served by professionally trained personnel. Each meal is nutritiously sound and reasonably priced. Students are encouraged to participate in the school lunch program.

Students may qualify for the Free Lunch Program. Applications are available at the school and will be sent home. An application must be completed for each family. They are completely confidential. Please return applications immediately after receiving them.

If a student must pay a full or reduced amount for lunch, it is the parent's responsibility to make sure that the student has the correct amount. Students may pay for their meal weekly (on Monday mornings) in the cafeteria or they may pay daily as they go through the serving line. Students are allowed no more than 3 IOUs at a time.

Parents are welcome to have lunch with their children at school by paying the adult price for lunch. All lunchtime visitors should sign in at the office and obtain a visitor's pass. Please bring a valid I.D. to sign in to the building.

#### Cafeteria Expectations

##### A. Control of Body

- Never throw food or any object at any time.
- Each person is responsible for cleaning up after themselves.

##### B. Control of Voice

- While waiting in line, you may WHISPER.
- You may speak in a quiet voice to those you are sitting with at lunch.

##### C. Control of Body, Mind, and Voice

- Use good table manners.

#### **Communication**

To ensure you are informed about events happening at Ebinport Elementary we encourage you to

- Connect with your child's homeroom teacher on Class Dojo
- Download the Rock Hill School District App on your smartphone
- Apply to receive the weekly school newsletter
- Give your correct phone number and email address on registration paperwork
- Like the Ebinport Facebook page
- Follow the Ebinport Instagram page and
- Follow us on Twitter!

#### **Custody - Important Notice**

If there is a custody dispute involving your child(ren), we must have a copy of your legal documents on file here at the school. If, at any time, you feel that a problem may occur concerning custody or the safety of your child, please notify the office immediately so that we have knowledge of this possible problem in the school's office. Your communication with us may be the only way we can be of any help in preventing any problems that may occur at school. Please present your concerns in writing, if possible, so that we can have a record of your request.

#### **Dress Code**

Our district policy states that those students whose personal appearance is disruptive to the educational process and orderly operation of the school may be barred from attendance. All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures, and/or patches. Students who fail to comply with the standards

may be warned, sent home to change, or disciplined as determined appropriate by the principal.

#### **CLOTHING NOT ALLOWED**

- Tank tops/spaghetti straps/tube tops
- Shower Shoes/flip flops/sandals without side support
- See-through blouses or shirts
- Bare midriff tops
- Hats/caps/bandanas/wraps
- Low hip pants or pants that don't fit that allow midriff or underwear to show
- Clothing with slogans, language, or subjects that are inappropriate / offensive for school
- **SHORTS AND SKIRTS MUST BE AT LEAST AS LONG AS FINGERTIP LENGTH.** No short-shorts or mini-skirts are allowed.
- Pants designed to be worn at the waist will be worn at the waist.

\*\*\* IF IN DOUBT, DON'T WEAR IT. \*\*\*

Dress code applies to all students and any visitors in our building as well!

#### **Emergency Drills**

The purpose of fire and tornado 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. Evacuation routes are posted in each room. During a fire drill, students are to line up immediately inside the room in single file and follow the teacher to the designated area. Tornado, earthquake, and lockdown drills will be held at specified times during the school year as required by the school district or emergency management agencies.

#### **Off-Site Emergency Evacuation Locations**

In the event of the need to evacuate the school building NOT due to a problem with Catawba Nuclear Station, parents will be notified via phone call of the evacuation procedures being used to ensure the safety of all students and staff. It is **CRITICAL** that the school have working numbers on file for ALL students. Please wait for instructions from district personnel in the event of an emergency. Students will not be released until reunification can be safely accomplished.

In the event of a **Catawba Nuclear Station emergency**, school officials would be contacted by local county emergency management officials. If an evacuation were ordered, all Ebinport Elementary students would be moved to **Rock Hill High School**. Parents should pick up students at the Rock Hill High pick-up point and should NOT go to Ebinport.

#### **Emergency Telephone Numbers**

<b>Police, Fire or Medical Emergencies</b>	<b>911</b>
<b>Ambulance (Non-Emergency Transport)</b>	<b>329-1115</b>
<b>York County Emergency Management</b>	<b>326-2300</b>
<b>Fire (Non-Emergency)</b>	<b>329-7220</b>
<b>Poison Control</b>	<b>1-800-922-1117</b>
<b>Police (Non-Emergency)</b>	<b>329-7200</b>
<b>Rescue Squad</b>	<b>329-2212</b>
<b>Sheriff's Office</b>	<b>628-3056</b>
<b>South Carolina Highway Patrol</b>	<b>366-7668</b>

Blue Light – There is a flashing blue light in the office foyer during an emergency. If this light is flashing, no visitors will be allowed in the building for any reason.

#### **Entry Requirements**

In order to enroll a student in any Rock Hill Schools facility the following age limits, documents, and immunizations are required:

- Students entering kindergarten must be 5 years old before midnight August 31. Students entering first grade must be 6 years old before midnight August 31.
- A copy of a birth certificate, immunizations and a proof of residence (gas, light, water bill or lease agreement).

### **Immunization Requirements**

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or child development program under the control of the State Department of Education for the 2020 – 2021 school year.

<b>South Carolina Immunization Requirements for Childcare 2020-2021</b>	
The following minimum requirements are necessary for childcare. These requirements will be effective as of July 1, 2020. This includes preschool attendance for 4K programs and younger. An SC Certificate of Immunization with an expiration date is acceptable to allow for age-appropriate completion of vaccination series. No child can attend childcare or preschool for more than 30 days past the expiration date of the certificate.	
<b>Vaccine</b>	<b>Requirement</b>
<b>Diphtheria, Tetanus and Pertussis</b>	Four (4) doses of any combination of DTP, DT, or DTaP vaccine.
<b>Polio</b>	Three (3) doses of any combination of oral or inactivated polio vaccine
<b>Haemophilus influenza Type b (Hib)</b>	Current, age-appropriate Hib vaccination according to the currently published immunization schedule. For children 15-59 months of age who have not yet completed age-appropriate Hib vaccination, one (1) dose of Hib vaccine at or after 15 months of age is required. Hib vaccine is not required for children 5 years of age and older.
<b>Measles, Mumps and Rubella</b>	One (1) dose of MMR vaccine received on or after the first birthday
<b>Hepatitis A</b>	2 doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least 6 months for any child born on or after January 1, 2019. Vaccine series must be started by 18 months of age.
<b>Hepatitis B</b>	Three (3) doses of hepatitis B vaccine with the third dose received $\geq 24$ weeks of age and at least 16 weeks after the first dose
<b>Varicella</b>	One (1) dose of varicella vaccine received on or after the first birthday or positive history of disease
<b>Pneumococcal</b>	Current, age-appropriate pneumococcal vaccination according to the currently published immunization schedule. For children aged 24-59 months who have not yet completed any age-appropriate pneumococcal vaccination, one (1) dose of PCV13 on or after the 2nd birthday is required. Pneumococcal vaccine is not required for children 5 years of age and older.
<b>Please note:</b> Children enrolled in grade 5K or greater and enrolled in a childcare facility (e.g., after school and/or summer program) must meet school immunization requirements and have a valid SC Certificate of Immunization on file at the childcare and school facility.	
Pursuant to Section 44-29-180, South Carolina Code of Laws, "...no owner or operator of a public or private childcare facility as defined in Section 63-13-20 may...enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control. Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted."	

## South Carolina Immunization Requirements for School 2020-2021

The following minimum immunization requirements are necessary for a child to be admitted to any public, private, or parochial school, grades 5K-12:

Vaccine	Grade	Grade Level Requirement
Diphtheria, Tetanus and Pertussis	5K-12	Four (4) doses of any combination of DTP, DT, DTaP, Td, or Tdap vaccine with at least one (1) dose received on or after the fourth birthday. Refer to the currently published ACIP Catch Up Schedule for guidance on recommendations for students who are behind. For children 7 years of age and older following a catch up schedule, 3 doses may be acceptable.
Tdap Booster	7-12	One (1) dose of Tdap vaccine received on or after the 7 <sup>th</sup> birthday  This dose of Tdap may be included as one of the doses needed to meet the requirement for Diphtheria, Tetanus, and Pertussis.
Polio	5K-8	Three (3) doses of oral and/or inactivated polio vaccine with at least one (1) dose received on or after the fourth birthday
	9-12	Three (3) doses of oral and/or inactivated polio vaccine (IPV) with at least one (1) dose received on or after the 4 <sup>th</sup> birthday <b>OR</b> four (4) doses of oral and/or inactivated polio vaccine (IPV) before 4 <sup>th</sup> birthday (if all doses separated by at least 4 weeks) Follow CDC recommendations for students 18 years of age and older
Measles, Mumps and Rubella	5K - 12	Two (2) doses of MMR vaccine with both doses received on or after the first birthday and separated by at least 4 weeks
Hepatitis A	5K	2 doses of Hepatitis A vaccine with both doses received on or after the first birthday and separated by at least 6 months.
Hepatitis B	5K - 12	Three (3) doses of hepatitis B vaccine, with the third dose received $\geq 24$ weeks of age and at least 16 weeks after the first dose
Varicella	5K - 6	Two (2) doses of varicella vaccine with both doses received on or after the first birthday and separated by at least 4 weeks or a positive history of disease.
	7-12	One (1) dose of varicella vaccine received on or after the first birthday or positive history of disease

**Please note:**

- Children enrolled in 4K programs and younger must meet Childcare Requirements, even if attendance is in a school setting.
- Children enrolled in 5K through Grade 12 must meet School Requirements.
- In general, titers may only be accepted as evidence of immunity to Measles, Mumps, Rubella, and Varicella

Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, "no superintendent of an institution of learning, no school board or principal of a school...may...enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control.... Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted."

### Grading System

Please see district calendar for dates that report cards will go home. Grades are assigned on the following basis.

<u>GRADE LEVEL</u>	<u>MARKING SYSTEM</u>
Pre – Kindergarten	Skills Based Progress Report Cards
Kindergarten through Grade 2	SC State Standards Based Report Card
Grade 3 through Grade 5	Traditional Report Card ( A,B,C,D,F)

Each student is evaluated with reference to his or her instructional level. Midway between grading periods, progress reports are sent to parents.

MAP testing will be administered in the fall and spring to students in grades K-5 to determine their academic progress in the areas of mathematics, language usage, and reading. Results of MAP tests will be sent home to parents in student communication folders as soon as results become available after testing.

### **Health and Wellness**

There is an approved district snack list available on the district website. The district works in collaboration with the Alliance for a Healthy Generation to ensure that the health and wellness of our students remains a focus. For more information, please contact Rhonda Cranford. Also, parents will be notified by letter if their child's classroom is allergen free for 2020 – 2021 school year. If there are any allergies in your child's classroom, please do not send in any snacks or lunchbox items that contain these allergens.

### **Homework**

Each grade level has a different homework policy. All students should expect to have homework. Usually, one hour is the maximum time a child should spend on homework. Students in grades kindergarten, one, and two will have reading and math facts to practice at home. Please spend time with your child each day to make certain that he or she makes the expected progress. Stress to your child that he/she needs to understand assignments, directions, and procedures for doing homework before leaving school. Students are always given adequate instructions and explanations. Please let your child's teacher know if you believe your child is having extreme difficulty in completing homework. Homework is meant as practice that guides instruction in the classroom.

### **Hours of Operation**

The school day begins at 7:40 am and ends at 2:25 pm. Please download and refer to the "MyBusStop" app for specific bus routes and times. Updates are provided in real time to help you track your child's bus. The app will also let you know the bus' current location, the route progress, and any bus delays. (Note: Students should not enter the school building prior to 7:05 am.) Students begin reporting to their classrooms at 7:30 am and will be dismissed promptly at 2:25 pm. Students may not remain after school with teachers without prior parent notification and teacher permission.

Students must be in their classroom by 7:40 am. Tardy passes will be given to students who enter the building after 7:45 am. Should circumstances require that you arrive after 7:45 am, a parent or guardian must come into the school office to sign their student in as "tardy."

The school offices are open from 7:05 am until 4:00 pm.

### **Insurance**

Parents are encouraged to protect their children with accident insurance.

### **Lost and Found**

The Lost and Found will be located in an area designated by Ebinport's Beautification Committee. Contact the Front Office for the location of Lost and Found. As our inventory of lost items accumulates, we will periodically remind students to check the Lost and Found. At the end of each quarter, unclaimed items are donated to local service agencies.

### **Moment of Silence**

The South Carolina Legislature passed a law during the 1993-1994 session mandating a full minute of silence be observed each day in our schools. If you are a guest at Ebinport during the announced minute of silence, please observe this time with us by remaining quiet and still in the halls. Your cooperation and support are greatly appreciated.



### **Parent Volunteers/Chaperones**

We welcome parents' help as volunteers/chaperones and will assist parents in choosing an area in which to participate. Parents may assist in the library, may help duplicate materials, may help the classroom teacher by serving as class representative, or may help with activities sponsored by the PTO. Interested parents should contact the school office (981-1550) or the 2020 – 2021 PTO president. **All parents must apply to become a school volunteer or chaperone by filling out an Application for Volunteer Services at the following link. Parents must repeat this process every two years.**

<https://www.rock-hill.k12.sc.us/Page/1188>

### **Parties**

While we do understand that many occasions call for a “party,” Valentine’s Day is the only official occasion approved for us to have classroom parties by Rock Hill School District. We appreciate your understanding and cooperation with this request. As part of Ebinport’s health and wellness initiative, no class treats should be brought to the school; this includes birthday celebrations.

### **Photos and Release of Student Information**

The following information is releasable upon request at the discretion of the student’s school principal: student’s name, address, telephone number, date/place of birth, photo, subjects of study, participation in officially recognized activities/sports, weight/height of members of athletic teams, dates of attendance (on both annual and daily basis), diplomas/awards received, and the most recent previous education agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill School District Three who would prefer that any or all of the information designated above not be released without the parent’s or guardian’s prior consent must notify the office of the Superintendent (PO Drawer 10072, Rock Hill, SC 29731), in writing, by September 21, 2020. If such notice is given, the school attended by the student must be identified.

### **Picture Day**

Individual school pictures will be made during the early part of the school year and again in the spring of the year. The procedures and prices will be sent home from the picture vendor as soon as pictures arrive and become available. Please read material sent home about picture day carefully, spring pictures are pre-pay only.

### **PTO (Parent Teacher Organization)**

All parents and teachers are expected to take an active part in the PTO. The purposes of this organization are:

- To improve learning opportunities for students in the school
- To promote a closer relationship between the home and school
- To contribute to the improvement of school program and facilities

### **Residency Verification**

Proof of residence can be required of any family at any time. It is the school’s right to request this information and families who do not comply will be contacted by the district office and required to comply with this request in order for their child to remain at Ebinport.



### **Safety Patrol**

We take pride in the selection of our fifth grade Safety Patrol students. All participants are expected to obey and follow school rules, directions, and procedures. Safety Patrol members have been assigned to specific locations around the school to help students move about in a safe and orderly manner. Safety Patrol members are present for student safety. Students are expected to respect the Safety Patrol’s directions.

### School-Wide Discipline Plan

Now in our fourth year, Ebinport Elementary uses the PBIS behavior system. This stands for Positive Behavior Intervention System. Just as we teach academics, we must also teach proper behaviors. PBIS maintains a focus on students exhibiting positive behaviors, being recognized for doing so, and receiving various levels of rewards for doing so. Through PBIS, our goal is to implement a framework or approach comprised of intervention practices and organizational systems for establishing the social culture, learning, and teaching environment, and individual behavioral supports needed to achieve academic and social success for all students. Look for more details in weekly communication from your teacher and the school. The student behavior matrix outlines expectations for all students.

## EBINPORT ELEMENTARY SCHOOL STUDENT EXPECTATIONS MATRIX E.A.G.L.E

 <b>Settings</b>  <b>Expectations</b>	Assemblies Zone-0 - 2	Bathroom Zone-0	Bus Zone-1	Cafeteria Zone-0 in line Then Zone-1	Classroom Follow your teacher's directions	Hallways Zone-0	Play-ground Zone-2
<b>E</b> Engage in Learning	Actively listen to the speaker and participate as directed	Use and return to class quickly.	Use a quiet voice & be a friend to all	Express your appreciation to all cafeteria workers	Show respect Use kind words Show empathy	Wave and smile at others in the building Stay off the wall	Use friendly language. Include others. Take turns
<b>A</b> Accept Responsibility	Eagle Claw Up Stay in your space Eyes on the speaker	Flush. Wash. Clean up after yourself.	Stay in your seat Follow the rules	Get everything you need the first time through Remember your number	Support and encourage one another to do well. Follow the Essential Agreement	Walk on the right down the hallway on the blue line	Follow rules Report problems to an adult Report bullying
<b>G</b> Give Respect	Walk Stay seated Follow teacher directions	Give others their privacy.	Stay alert and look for your stop	Clean up after yourself	Be on time and prepared Do your best Be an active learner	Be alert and stay with your class. Be a good example for others	Have fun and enjoy being with your friends
<b>L</b> Lead by Example	Raise your hand Ask questions on topic	Keeps hands and feet to yourselves.  Keep feet on the floor.	Keep book bags out of the aisle	Walk and watch where you are going. Use your manners	Walk Only your teacher opens the door Use supplies correctly	Walk directly to your destination	Play safely Look out for others. Use all equipment properly. Stay in assigned area
<b>E</b> Encourage Positive Attitudes	Applaud React at appropriate times to show appreciation	Report any problems to a teacher.	Encourage others to be safe on the bus	Be kind to who you sit with	Be a respectful listener Treat others with kindness	Be mindful of the learning going on in other classrooms	Have good sportsmans hip  Show kindness to others.

### **Student Fines**

Fines will be charged for lost or damaged textbooks and library books. All outstanding fees must be taken care of before the student's final year-end processing can be completed.

### **Summative Assessment Re-Take Policy (Grades 3-5 Only)**

Reassessment of learning: Summative Assessment retakes may be recorded up to the grading deadline for that quarter. Thereafter, retakes and progress of summative performance will be depicted in the next quarter grade(s) if it is an ongoing standard.

Retests – grade depicts current student's performance at that point in time. Therefore, a grade can be changed (REPLACED – i.e. If a child receives 100% on a retest, they are given credit for 100%.) during the nine weeks period to depict the growth in learning. The retest should not be the same test originally taken. The number of retakes is determined on an individual basis with the ultimate goal of "ALL students can learn at high levels."

### **Supplies for School**

Students will be given a list of needed supplies at the beginning of the school year. It is the parent's responsibility to see that students have the required supplies. The classroom teacher will notify the parents of any additional supplies needed throughout the year. Supply lists will be on the welcome letter from your child's homeroom teacher.

### **Telephones**

The school telephone is for school business only. Messages for students may be taken by the office when there is an emergency or when it is essential to receive information. (Note: Students may not use an office phone to call home unless there is an emergency. Arrangements for after school transportation must be made before coming to school and should be made in writing or in person.)

### **Cell Phones**

Students are permitted to bring cell phones to school, but they must remain turned off and in the student's book bag during the school day. It is the responsibility of the student to ensure proper procedures are taken to ensure cell phones are kept in a safe location within his/her book bag to prevent damage or theft. Ebinport Elementary is not responsible if a cell phone is lost, damaged, or stolen during school hours. If a student is found to be using a cell phone without permission, the following disciplinary action will be taken:

### **from AR JICJ-R Possession/Use of Personal Electronic Devices or District-Owned Devices**

Issued 9/16

#### **Consequences**

The following procedures will apply when a cell phone or personal electronic device is used inappropriately or accessed for use during unauthorized times, as determined by principal or principal's designee.

Level I – The student will receive a warning depending upon the severity of the offense.

Level II – The student will receive a detention or in-school suspension depending upon the severity of the offense.

Level III – The student will receive in or out-of-school suspension with the number of days determined by the severity of the offense.

Any subsequent offense – The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

Any electronic device used for picture taking, video recording, posting, or text messaging that results in students cheating or which causes major disruptions will result in additional discipline at the principal's discretion.

Technology disciplinary offenses may also result in restricted use of the personal mobile computing device. Restricted use may prohibit the student from taking the device off of school grounds.

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. The district will take appropriate steps to safeguard personal electronic devices that are confiscated; however, the district will not be responsible if the devices are lost or stolen or damaged. For additional information on acceptable use of technology, please refer to the Rock Hill Schools Technology Acceptable Use policy/administrative rule.

### **Textbooks**

All textbooks are the property of the South Carolina Department of Education. They are bar-coded for Ebinport Elementary School and checked out to students for their use while attending Ebinport. All textbooks must be returned to the homeroom teacher at the end of the school year or in case of student transfer to another school within Rock Hill School District Three or at the time of student transfer outside of this district.

### **Tobacco - 100% Tobacco-free, Smoke-free Environment**

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco and snuff by all students, staff and visitors within all district facilities, vehicles and grounds and at all district-sponsored events or when district facilities are being used.

### **Visitors**

Parents and visitors are welcome to visit the school. They must first come to the office to state the nature of their visit and receive a visitor's permit before going to other parts of the school. All visitors should bring a form of photo identification to sign into the building. **Please do not enter the building from any door other than the Main Entrance.** Extended visitation to classes will require approval from the principal. Teachers should be informed when visitors are coming into classrooms. Visitors should not interrupt instruction.

## **STUDENT-OWNED ELECTRONIC DEVICE AGREEMENT**

In response to requests to use your personal electronic device (PED\*) during the school day, you agree to abide by the following requirements. Any violation of this agreement may result in suspension of this privilege and/or disciplinary action.

1. The sole purpose for the use of the PED during the school day is for educational reasons.
2. The PED is only to be used during the instructional class period with express permission of the classroom teacher. This may mean that the device will be permitted for some instructional activities but not for all. The student must comply with all district policies and procedures, including the district's Student Behavior Code and Policy JICJ (Use of Cell Phones, Personal Electronic Devices in School/Use of Technology in School), when using the PED.

3. Students must connect to the district's guest WIFI. By doing so students access the district's Internet filters.
4. The Rock Hill School District (RHSD) will NOT provide any support for the PED at any time.
5. ALL PED'S ARE BROUGHT TO SCHOOL AT THE OWNER'S RISK. NEITHER RHSD NOR THE SCHOOL IS RESPONSIBLE FOR THEFT OR DAMAGE TO THE PED.

Use of the PED for unauthorized gaming is prohibited on school property.

The recording of audio or video images in locker rooms or restrooms is prohibited.

Recording audio or video images on school property without permission is prohibited.

Administrators may ban an individual from using a PED as deemed necessary. PED may be confiscated at any time if these guidelines are not followed. Return of the device is contingent on the outcome of a meeting with student and parent.

\*A PED is any personal electronic device.

*NOTE: Personal belongings subject to search pursuant to State law and District Policy JIH (Student Interrogations, Searches and Arrests), may include PEDs.*

## **USE OF INTERNET AND EDUCATIONAL APPLICATIONS**

### **Use of the Internet**

Student Assurances: When using network or Internet resources, students will...

1. Use the Internet for legitimate educational purposes
2. Send e-mail only at the direction of my teacher during school hours
3. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet
4. Not attempt to download or save files to the computer without teacher permission
5. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
6. Not use or attempt to engage in interactive internet exchanges without teacher permission
7. Not harass, insult, or attack others via electronic communications
8. Not damage or alter computers, computer systems, or computer networks
9. Not violate copyright laws
10. Not trespass in another's folders, work, or files

### **Use of Educational Applications**

Students may be required to download specific applications for educational purposes and utilize Web 2.0 tools as directed by their teacher. These applications and tools are to be used for educational purposes only. Parent(s) agree that downloading and using these applications and tools is permissible under teacher direction. Parents are encouraged to request/access the list of required and recommended applications as well as to check the content and applications downloaded on the student device.

### **AR JIAA-R Sexual Harassment of Students**

Issued 1/16

These procedures are intended to do the following:

- discourage employees and students from sexually harassing students of the district
- promote a harassment-free school environment
- remedy in a speedy manner any consequences of sexual harassment
- establish ongoing education and awareness of the problem of sexual harassment
- provide information about how to resolve claims of sexual harassment

### **Definition of Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature under the following conditions:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment; physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, posters, images, or video.

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it does one of the following:

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one time incident must be severe to rise to the level of sexual harassment.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

### **Behavior Prohibited of All Employees**

No employee may condition an individual student's education, educational benefit, or educational opportunity on the student's acquiescence to any of the sexual behaviors defined above.

No employee may retaliate against any student because that student has filed a complaint, testified, assisted, or participated in any manner in a sexual harassment investigation, proceeding, or hearing conducted by an authorized agency.

No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment.

No employee will destroy evidence relevant to an investigation of sexual harassment.

#### Behavior Prohibited of All Employees and All Students

No employee or student of this district will create a sexually hostile or offensive school environment for any other student by engaging in any sexual harassment.

No employee or student of this district will assist any individual in doing any act which constitutes sexual harassment against any other student.

#### Obligations of Administrators/Supervisors

##### Preventative action

The district policy on sexual harassment and this administrative rule will be referenced in employee and student handbooks.

All administrators/supervisors will give a copy of district policy on sexual harassment and this administrative rule to all employees. The district will give a copy of the student handbook to all students.

The district policy on sexual harassment and this administrative rule will be available in each school's media center and the district office.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule, as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment, and the redress available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

The district will make information from the U. S. Department of Education, Office of Civil Rights (OCR) about filing claims of sexual harassment with OCR available through the personnel office.

Annually, the administrators/supervisors will attend a training session on sexual harassment which will cover the definition of sexual harassment, the district's commitment to eliminating and avoiding sexual harassment in the schools, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

##### Investigative/corrective action

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with the student's principal (except for situations covered in the following paragraph). Such a complaint may be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the director of personnel.

The administrator/supervisor will, within three working days, initiate an investigation of any incident of alleged sexual harassment reported to them or observed by them. Personnel will

maintain confidentiality throughout the investigation. Only those who have an immediate need to know may be provided the identity of the complainant.

Upon the completion of the investigation, the administrator/supervisor will report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the personnel director and to the complainant and/or the complainant's parent/legal guardian.

If an employee or student is determined to have sexually harassed a student, the administrator/supervisor will take whatever disciplinary action he/she determines is warranted, up to and including termination of an employee or expulsion of a student.

Even if the employee has been terminated or the student expelled, the administrator/supervisor will follow up within three months of any reported incident of sexual harassment to determine whether the complainant has been subjected to any further sexual harassment.

The administrator/supervisor having reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report such conduct in accordance with state law and board policy JLF (Student Welfare) on reporting child abuse or neglect.

#### Obligations of All Employees and Students

All employees and students will report to their immediate supervisor or teacher, respectively, any conduct on the part of nonemployees, such as sales representatives, service vendors, or employees from another district, etc. which is believed to constitute sexual harassment. The supervisor or teacher will report this information in writing to the supervisor of the nonemployee for investigation. This information must also be reported to the appropriate principal and the director of personnel.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the district or by any appropriate governmental agency.

The district prohibits any action to discourage any student from reporting alleged sexual harassment.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.



**FILE: JIAA-E SEXUAL HARASSMENT FORMAL COMPLAINT FORM**

Name of student complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent's / Guardian name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of alleged harasser(s): \_\_\_\_\_

Approximate date(s) of alleged harassment or when harassment began, if ongoing:

\_\_\_\_\_

Location or situation where alleged harassment occurred, or is occurring:

\_\_\_\_\_

Nature of the harassment: \_\_\_\_\_

\_\_\_\_\_

Name and position of individual who conducted your informal consultation:

\_\_\_\_\_

Other individuals in whom you have confided about the alleged sexual harassment:

\_\_\_\_\_

Individuals you believe may have witnessed, or also been subjected to, the alleged sexual harassment: \_\_\_\_\_

\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of complainant or  
Complainant's parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual receiving complaint

\_\_\_\_\_  
Date

## **Policy JICFA Hazing**

Issued 1/16

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

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as "the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature."

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

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

Issued 1/16

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

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

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

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage

- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

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

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

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

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

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

### **Policy JICDA Code of Conduct**

Issued 5/16

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of such policies, rules, and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians, and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies JKD and JKE). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function, or event
- en route to and from school on a school bus or other school vehicle or at an official school bus stop
- at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District

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

Issued 5/16

#### **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
- 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
- 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
- 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.
- 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

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances that may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

#### Student Conduct Away From School Grounds or School Activities

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.

### **Policy JIH Student Interrogations, Searches and Arrests**

Issued 8/16

Purpose: To establish the basic structure for conducting searches of students or their property.

The board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The board accordingly directs authorized district officials, including the principal and his/her designee, to conduct searches and seizures on district property or during district-sponsored events in accordance with applicable federal and state law. The board's express intention for this policy is to enhance security in the schools; prevent students and other persons on school grounds from violating board policies, school rules, and state and federal laws; and to ensure that legitimate privacy interests and expectations are respected consistent with the need of the district to maintain a safe environment conducive to education. The overall objective is to maintain an environment consistent with the district's mission.

#### **Searches**

As authorized by state law, district and school administrators and officials may conduct reasonable searches on district property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

The district administration is directed to ensure compliance with S.C. Code Ann. § 59-63-1150, which requires that school administrators and officials must receive training in the "reasonableness standard" under existing law and in district procedures regarding searches. The district administration is further authorized and directed to establish procedures to be followed in conducting searches. The board further directs the district administration to ensure that notice is posted in compliance with S.C. Code Ann. § 59-63-1160 advising that any person entering the premises of any school in the district will be deemed to have consented to a reasonable search of his/her person and effects.

All searches must comply fully with the "reasonableness standard" set forth in *New Jersey v. T.L.O.*, 469 U.S. 328 (1985). This reasonableness standard recognizes that balancing the privacy interests of students with the substantial need of teachers and administrators to maintain order in the schools does not require that searches be based on probable cause to believe that the subject of the search has violated or is violating the law. Rather, the appropriateness of a search depends on the reasonableness, under all the circumstances, of the search. Determining the reasonableness of any search will involve the following:

- A district or school administrator determines or there is official determination that the search is justified at the outset.
- The scope and conduct of the search is reasonably related to the circumstances.

All searches must be determined to:

- Have reasonable grounds for suspecting that the search will disclose evidence the student, or other person, has violated or is violating either the law or the rules of the district or school.
- Be limited in scope to the extent that the measures utilized to carry out the search are reasonably related to the objectives of the search. The search should not be excessively intrusive in light of the age and sex of the person searched and the nature of the suspected infraction of the law or district or school rules.
- Have documentation of search using the Checklist for Student Interrogation/Search [see exhibit JIH-E(2)].

The board further prohibits any district employee from conducting a strip search.

#### Use of dogs for searches

Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials. Dog search must be documented by using exhibit JIH-E(1).

#### Interrogations by School Personnel and School Resource Officers

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning will be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers will act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

#### Interrogations by Law Enforcement

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee will cooperate with law enforcement and will request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee will continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds. However, school officials will not act in such a manner which will interfere with an ongoing law enforcement investigation. Additionally, normal visitor's protocol must be followed by law enforcement officials at all times. Interrogations of students by law enforcement officials should generally take place in a private area, whether or not the principal or his/her designee is present.

#### Contacting Law Enforcement

As required by S.C. Code Ann. § 59-24-60, school administrators will contact law enforcement immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, another person, or his/her property.

The board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter. If the law enforcement authorities determine an investigation is appropriate, school officials will make reasonable efforts to discuss the scope and

methods of the investigation with the law enforcement authorities as they affect school operations in an effort to minimize any disruption to the school and its students.

School officials may contact law enforcement authorities for assistance in addressing concerns other than those which must be reported pursuant to § 59-24-60. In such circumstances, the principal or his/her designee will confer with the superintendent or his/her designee prior to involving law enforcement authorities, other than a school resource officer. The superintendent or his/her designee will consult with appropriate school officials and law enforcement authorities to determine that the proposed involvement and methods of law enforcement are reasonable, consistent with this policy, and will have a minimally disruptive effect on school operations and student rights.

#### Custody or Arrest

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials will make a reasonable effort to notify the parents/legal guardians immediately.

### **AR JIH-R Student Interrogations, Searches and Arrests**

Issued 8/16

In order to recognize and protect student rights and expectations to privacy, safety, and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating board policies, school rules, and federal and state laws, district officials, including principals and their designees, are authorized to conduct reasonable searches according to the procedures outlined herein and in board policy JIH.

If a search yields evidence that a board policy, school rule, or federal or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests conduct which must be reported to law enforcement under S.C. Code Ann. §59-24-60, the appropriate law enforcement authorities will be immediately notified.

The Checklist for Student Search [JIH-E(2)] may be used as a checklist for administrators who are considering conducting a search of a student or the student's effects, locker, desk, or motor vehicle.

For all searches of a person, a vehicle, locker, or property, there must be an adult witness with the administrator.

#### Searches of a Person or a Person's Belongings or Effects

Procedures for searching a person or a person's belongings must be reasonable. A reasonable search is one which is both based on a reasonable suspicion and is reasonably related in scope. For reasonable suspicion to exist, school officials conducting a search must be able to articulate why, based on all the circumstances, they objectively and reasonably suspect the search of the person or personal property is likely to yield evidence of a violation of law or district or school rules. In formulating a reasonable suspicion, a school official may rely on information he/she considers reliable, including reports from students, as well as the official's own observations, knowledge, and experience; however, a mere hunch or guess that a search will uncover evidence of a violation of law or district or school rules is insufficient to justify a search.

Additionally, the search must be reasonable in its method and scope. A search must be carried out in such a manner that it targets the object of the search or the suspected evidence of a violation of law or district or school rules. The proper scope of the search is a case by case determination and is generally limited to the places in which it is reasonably suspected that the object of the search may be found. A search may be as extensive as is reasonably required to locate the object(s) of the search and may extend to all areas, containers, and personal effects in which the object of the search may be found. In addition, when determining the reasonableness of the scope and manner of a search, the school officials must take into account the age, sex, and other special circumstances concerning the object of the search and the person involved, as well as the nature of the suspected infraction. Should the school official determine that a pat-down search is necessary, the school official, who must be the same sex as the person searched, will escort the person to a private area to conduct the pat-down search. A witness must be present during all such searches. If a student refuses to comply, the student's parent/legal guardian and/or the police will be contacted. Under no circumstances, however, is a strip search by a school official permitted.

#### Searches of Lockers, Desks, and Other School Property

The district provides lockers, desks, and other school property or storage spaces to students for their use. Because the district retains ownership of this property, school officials may conduct searches of such property, including random and unannounced searches, with or without reasonable suspicion, when such search is determined by school officials to be otherwise reasonable in light of the needs of the school. However, objects belonging to students contained in such school property will not be opened or searched except as provided in the section above. Students will be notified expressly in writing in the student handbook that such school property may be searched at any time. In conducting searches of school property, student property will be respected and not damaged.

#### Searches of Vehicles on School Property

Students are permitted to park on school premises as a matter of privilege, not of right. Accordingly, all students desiring to park their vehicles on school premises must first obtain a parking permit from the designated school administrator. In order to obtain a parking permit, the student must sign a form acknowledging that he/she understands and agrees to the terms regarding the use of parking lots set forth below. Vehicles which do not have a permit in plain view are subject to being towed at the student's expense.

Because parking on school premises is a privilege, the school retains authority to conduct routine inspections of the exterior of vehicles parked on school property at any time. In conducting an inspection of the exterior of a vehicle, school officials may observe those things inside vehicles which are in plain view.

The interiors of student vehicles, including such things as trunks, glove compartments, and personal belongings within a vehicle, may be searched whenever a school official has reason to believe a student is violating board policies, school rules, or federal or state law, as described in the reasonableness standard set forth in the section above. When a school official needs to gain access to the interior of a vehicle parked on school premises, for purposes of conducting a search in compliance with the reasonableness standard, he/she will first ask the student to provide access. If a student refuses to provide the school official with access to the interior of his/her vehicle, he/she may be subject to disciplinary action, including loss of all parking privileges and the possible towing of the vehicle at the student's expense.

#### Use of Trained Dogs

The exposure of student containers, packages, lockers, vehicles, desks, book bags, satchels, and other similar personal belongings to a reliable and trained "dog sniff," when not in a student's possession, in most circumstances is neither a search nor a seizure. This is so because a dog sniff of the above items only does not expose non-contraband items into view and discloses only the presence or absence of contraband. Sniffing of an individual by trained dogs, however, may constitute a search, and their use on school property may be disruptive and threatening to students and school personnel.

Accordingly, school officials will only utilize trained dogs on district property under the following circumstances:

- Only trained and proven reliable dogs may be utilized on school grounds.
- Dogs will be under the control, direction, and supervision of a trained dog handler and will be on a leash or subject to appropriate restraint at all times.
- Dogs will only be utilized when determined to be reasonable under all the circumstances by the school principal or his/her designee.
- Dogs will not sniff an individual unless determined to be reasonable in all respects under the section above; however, actual physical contact between dogs and individuals should be avoided.

In all circumstances, school officials will make reasonable efforts to minimize the exposure of students to dogs. Should a dog alert its handler to the presence of any contraband, school officials may conduct a search in accordance with the procedures set forth in the section above.

A Canine Search Document [JIH-E(1)] must be completed and sent to the office of student services within 48 hours of the search being completed.

### **Family Educational Rights and Privacy Act**

Student records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of this policy is on the district's website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) under the link "District Policies."

### **Directory Information**

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both 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 guardian's 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.

### **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 make arrangements 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.

[Optional] 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.] (4) 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

#### **Title I Local Educational Agency Plan 2020-2021 LEA Parent and Family Engagement Policy**

(Drafted 3-4-20; Final for 2020-2021)

Below is the district's policy of Parent and Family Engagement Policy, which has been developed jointly with, agreed upon with, and distributed to the parents and families of participating students. This policy should reflect those requirements of Section 1118 of Title I, Part A.

1. Rock Hill Schools will involve parents and families in the joint development of its district wide parental and family engagement plan under section 1112 of the ESEA by convening a committee

of representative parents and family members who meet annually to revise and update the district's policy. Parents are encouraged to be active members of the committee and are solicited through school newsletters and the district's website. Recommendations and revisions to the LEA Parent and Family Engagement Policy are welcome and such actions will be taken where reasonable and feasible. All parents will be given opportunities for feedback by contacting the district and schools.

2. Rock Hill Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental and family engagement activities to improve student academic achievement and school performance through the district's ParentSMART Parent Education Partnership which provides parent educators who conduct home visitations. Home visits are to empower the parents to be their child's first and most influential teacher by modeling interactions between parent and child, sharing developmentally appropriate materials and information in the home. Workshops are also offered in the Title I schools as well as the Family Learning Center at Sylvia Circle, and parent lending libraries have been established in all Title I Schools. At the Family Learning Center, additional services to support parents and the children are available including York County First Steps, Family Connections of South Carolina, and certified counselors with SC Thrive Benefits Bank of SC.

3. Rock Hill Schools builds schools' and parents' capacity for strong parental and family involvement by providing two Parent Teacher Specialists responsible for providing on-going workshops and staff development in the areas of ELA and Mathematics, providing translators for English to Speakers of Other Languages (ESOL) parents and families during student conferences, providing services for parents and families through ParentSMART, and the availability of resources for parents through Parent lending libraries at schools and ParentSMART.

4. Rock Hill Schools (RHS) will coordinate and integrate parental and family engagement strategies in Title I, Part A under the following programs: The district is actively involved with First Steps and the Early Learning Partnership of York County through collaboration with other district Parent Education / Family Literacy Programs in York County. First Steps and the Sisters of Mercy Foundation provide grants for additional parent educators and for materials and supplies to provide direct services to parents and children. All Parent Educators in Rock Hill are certified in the Parents as Teachers program (PAT), prenatal through kindergarten. Additional certifications include Teen Parents and Supporting Families of Children with Special Needs. The RHS ParentSMART Program has established the Family Literacy Partnership initially funded by SC First Steps but now funded by the SC State Department of Education Workforce Innovation and Opportunity Act (WIOA): Adult Education and Family Literacy Grant and Rock Hill Schools. The Family Literacy Partnership utilizes the Even Start model working with parents on completion of their high school education (HSED –High School Equivalency Diploma), ESOL education, citizenship and computer training and Career Services. This program is coordinated in conjunction with the district's Adult Education Program. Parents participate with their preschool children in all four components of the Even Start Family Literacy model including Adult Education, Parent Education, Early Childhood Education and Interactive Literacy Activities joining parents and children together for joint learning opportunities at the center, in the community as well as in the family's homes.

The district works with Head Start by providing a building for the Rock Hill Chapter and transition day for those leaving Head Start to enroll in kindergarten in the public schools. The children visit the kindergarten they will be attending and school tours are conducted for parents and the students. The Rock Hill School District (RHSD) ParentSMART Partnership provides transition assistance for ESOL families with preschool children by providing translation services for the application process. Additionally at the beginning of the year, Open House meetings are scheduled for students and parents to visit and get acquainted. The RHSD also opens staff development opportunities to Head Start, other private schools, and day cares in the Rock Hill and neighboring areas.

5. Rock Hill Schools will conduct, with the engagement of parents and families, an annual evaluation of the content and the effectiveness of this parent and family involvement policy in an effort of improving the quality of services of Title I, Part A schools. This will be done through completion of a survey sent home annually at the end of the school year and attention will be given to those of English Learners by translated versions and making parent educators available to help translate or read to and explain, if needed. The district has bilingual services available for this purpose and is very active with the Title I community in providing such services as well as securing assistance when needed for families.

The schools share the survey with families, and the results are returned to the Central Office where the data is analyzed. It is shared with parents and families at open parent meetings at the beginning of the school year. Parental and family feedback and/or suggestions for revisions are always solicited and are vital for the operation of the district's Title I program.

6. Rock Hill Schools will take the following actions to involve parents and families in the process of school review and improvement under section 1116 of the ESEA by notifying parents and the community of the district's and schools' adequate yearly progress as it relates to accountability. These notifications will be shared through Schoolwide Planning Team and School Improvement Council meetings, sent via web site postings, published in the newspapers, and in the schools' newsletters and report cards. Schools provide meetings and offer conferences for all grade levels to explain test scores and share data. If the district should have schools in improvement status, this will be published as well by the same means, and a meeting will be held for further explanations and for soliciting input and recommendations from parents and families for improving. Parents and families will be notified by school newsletters of each school's status, and messages will be sent to each child's home via the district's telephone service. In addition, parents and families are encouraged to become active participants in their child's education through such efforts to include volunteering in schoolwide activities such as Family Literacy and Math Nights or similar morning workshops. For those parents or family members unable to attend nighttime events, parents or family members may consider assisting with Book Fairs, participating in mentoring programs, attending PTO meetings and events, attending SIC meetings, attending Title I meetings and events, communicating with their child's teacher on a regular basis via weekly folders, phone calls, e-mails, or conferences to discuss their child's academic progress as needed, and participating in surveys which ask for feedback on how the school can best meet the needs of their child. Providing communication multiple ways to parents and families (digital, printed, and personal) is beneficial in improving communication.



## Appendix D

Press Hard

Press Hard

### II. **MAJOR VIOLATIONS** SCHOOL BUS DRIVER DISCIPLINE REPORT ROCK HILL SCHOOLS

School Bus Transportation is a Federal Categorized Safety-Sensitive Function.

Distracting the driver while the bus is in motion in traffic is a violation of SC State Law.

STUDENT'S NAME	STUDENT'S SCHOOL	DATE OF INCIDENT	STUDENT'S ADDRESS
BUS #	MORNING RT AFTERNOON RT	GRADE	NUMBER OF TIMES STUDENT HAS BEEN WRITTEN UP THIS SCHOOL YEAR
<b>DISTRACTING DRIVER VIOLATIONS – (5 STEP)</b> <input type="checkbox"/> Giving false information <input type="checkbox"/> Other - See Student <input type="checkbox"/> Excessively Loud              Transportation Regulations for <input type="checkbox"/> Head/hands out window      other violations <input type="checkbox"/> Harassment or Bullying		<p style="text-align: center;">*****</p> <p style="text-align: center;"><i>It is the student's responsibility to deliver a copy of this report to his/her parent or guardian.</i></p> <p style="text-align: center;">*****</p> <p style="text-align: center;"><i>School Bus Drivers, by SC State Law, are assigned the authority to manage the school bus.</i></p>	
<p>SC State Law 59-67-245 – <u>Interference with Operation of School Bus</u>          No person shall willfully fail to refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus.</p> <p>SC State Law 59-67-240 – The school bus driver shall report promptly to the governing head of the school any misconduct or any violation of the driver's instructions.</p> <p>School bus transportation involves a vehicle in motion in traffic. When alternative discipline fails to control chronic misbehaviors, endangerment to bus occupants and liability upon the District increases. At this point, bus suspension steps should strictly be followed.</p>		<p><b>Gross Misbehavior (Immediate - indefinite suspension)</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Weapon-type objects  <input type="checkbox"/> Any act of violence  <input type="checkbox"/> Smoking - theft - fighting  <input type="checkbox"/> Threatening driver/others         </div> <div> <input type="checkbox"/> Vandalism over \$100  <input type="checkbox"/> Throw objects out of bus  <input type="checkbox"/> Discharging flammable substance         </div> </div> <hr/> <p style="text-align: center;"><b>FOR ADMINISTRATIVE USE ONLY</b></p> <p><input type="checkbox"/> <b>WEAPONS, VIOLENCE AND GROSS MISBEHAVIOR</b></p> <p><input type="checkbox"/> Throwing Objects      <input type="checkbox"/> Smoking</p> <p>The possession of any weapon or object that can be used as a weapon,... any act of violence at or upon another person while engaged in school bus transportation... any other acts of gross misbehavior, may result in the loss of bus riding privileges upon a first offense.      <input type="checkbox"/> All Year</p>	

Describe incident (*Please Print Hard*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Student has been given a copy of School Bus Regulations

Driver's Signature  
Transportation Staff 980-2022

☐ I did see/hear the described incident

TO BE COMPLETED BY PRINCIPAL	
PRINCIPAL'S ACTION AND RECOMMENDATIONS:	
<input type="checkbox"/> Student has been denied bus privilege	<input type="checkbox"/> Student placed on probation
<input type="checkbox"/> CONTACT YOUR PRINCIPAL FOR FURTHER FORMATION	

ELIGIBILITY STATUS	
1. Warning	<input type="checkbox"/>
2. *1 <sup>st</sup> suspension conditional (1 week)	<input type="checkbox"/>
3. 2 <sup>nd</sup> suspension (1 week)	<input type="checkbox"/>
4. 3 <sup>rd</sup> suspension (2 weeks)	<input type="checkbox"/>
5. 4 <sup>th</sup> suspension (all year)	<input type="checkbox"/>

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Suspended students cannot ride AM or PM school busses.*

**NOTE:** When a student is suspended from the bus, he is still required to attend school. Parents must provide the transportation. Absences will be considered unlawful and may result in retention.

*The bus driver cannot suspend. The bus driver reports behavior only.*

Parent's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Copy 1 - Principal      Copy 2 - Transportation Department      Copy 3 - Parent

\*The one time/one week conditional suspension may be cancelled as soon as the parent makes satisfactory contact with the principal.

### A Final Note...

Thank you for taking time to read this student handbook. We cannot wait to get to know you and your family this year as we work together to provide a world-class education for your child. We hope that you will take the opportunity to participate in the life of the school. Please feel free to contact us anytime that we may be of service to you!

Thank you,  
Rhonda Kelsey, Principal  
Office telephone- (803) 981-1550  
E-mail address- [rkelsey@rhmail.org](mailto:rkelsey@rhmail.org)

I verify that I have read the 2020 – 2021 Student Handbook which can be found digitally on the Ebinport website and Facebook page. I have also read the Rock Hill Schools’ “Return to School” plan that is available on the district website. The direct link to the district’s “Return to School” plan is [bit.ly/RHreturn2020](https://bit.ly/RHreturn2020).

Please sign below and return this form to your child’s teacher by **September 18, 2020**. We must have a signed form for every student.

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Student Name

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Date

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Parent or Guardian Name

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Date

---

Parent or Guardian Signature

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Date