

Student and Family Handbook



York Road Elementary School

2254 West Main Street
Rock Hill, SC 29732

Important Contact Information

Hours: 7:00 a.m. – 4:00 p.m. (M-F)

Main Office: 803-981-1953

Fax: 803-981-1961

Nurse: 803-981-1965

Transportation Department (Buses): 803-980-2022

Rock Hill Schools District Office: 803-981-1000

Crystal Guyton, Principal
cguyton@rhmail.org

Derek Johnson, Assistant Principal
dajohnso@rhmail.org

Dear York Road Families,

I am honored to be the new principal of York Road Elementary School! This is my zoned school, and I am happy to be coming back as principal after serving as principal at India Hook Elementary School for 12 years. I am excited about the energy and positivity I have experienced from the staff and parents I have met so far.

I grew up in Rock Hill, graduated from Rock Hill High School, and studied at Clemson. I graduated from Clemson in 1986 and moved to Las Vegas to teach and to complete my master's program at UNLV. After 5 years, I moved back to SC and taught in Clover for 6 years. I then moved to Rock Hill and have had the pleasure of working at Oakdale Elementary, Richmond Drive Elementary, Sunset Park Elementary, York Road Elementary, and India Hook. I love Rock Hill and want every school in this district to be excellent!

I have two children, Caleb (23) who is an officer in the US Army and Hannah (15) who is a high school student in Rock Hill.

I am so excited about what this year will bring for our school family.

Sincerely,

Crystal F. Guyton

Please note: The rules, regulations, and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in anyway during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications. Such changes will be posted on the school's website

MISSION

Our mission at York Road is to provide an educational environment where children work collaboratively to develop strong communication and critical thinking skills, empowering them to fulfill their potential as life-long learners in an ever-changing world.

VISION

To provide a relevant education through shared responsibility in a safe, supportive environment for our diverse population of learners

ARRIVAL/DISMISSAL

Classes will begin at 7:45 a.m. If you drop your children off in the morning, please arrive no earlier than 7:00 a.m. and no later than 7:45 a.m. **Students arriving after 7:45 a.m. will need to be escorted into the office by an adult in order to be signed in.** If you need to come inside the school, please park in a parking space. Car riders must be dropped off AND picked up using ONLY the drive located to the right of the school. Car riders will be dismissed at 2:25 p.m. and should be picked up by 2:40 p.m. Parents are required to clearly display their students' identification card in the front windshield. "Homemade" identification cards will not be accepted. Replacement cards can be obtained in the office, using a valid photo ID.

ATTENDANCE

Students are expected to attend school daily. Any student who misses school must present a written excuse signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within THREE days after the student returns to school, the absence will be unlawful. Students will be considered lawfully absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family.
- c. There is a recognized religious holiday of their faith.
- d. Activities are approved in advance by the principal.
- e. The student is suspended from school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

The maximum number of days that will be recorded as lawful absences with parent notes will be 5. The maximum number of days a student is allowed to miss is 10 per school year (lawful or unlawful.)

BULLYING/HARASSMENT

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. Students should promptly report incidents to an adult (administrator, teacher, counselor, etc.), whether they are the victim or a witness to such acts.

The school board has adopted a policy on harassment, intimidation and bullying. A copy of this policy can be obtained by contacting the school or by accessing the following website:

https://boardpolicyonline.com/?b=york3_rock_hill

BUS TRANSPORTATION AND CONDUCT

Bus transportation is considered an extension of the regular school program. Riding the school bus is a privilege, not an absolute right. 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. Students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises. If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-2022.

CLASSROOM VISITS AND OBSERVATIONS

We encourage parents to observe and visit their child's classroom. We ask that you please keep the following district policy (KI-R) in mind:

1. Parent/guardian may either visit their student's classroom at the teacher's/school's invitation or make a request to the school principal to have a formal observation of the classroom.
2. Classroom visits and/or conferences by parent/guardian must be arranged in advance.
3. Classroom observations are at the discretion of the school principal.
4. Building level administrator or designee may remain with parent/guardian during a classroom observation, and the administrator may conduct a post observation conference with parent/guardian.
5. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
6. Classroom observations should be scheduled for no longer than 45 minutes to an hour.

CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Teachers, parents, or the principal may call for a conference when desired or necessary. Parents may call the school office (981-1953) to set up an appointment. We prefer that conferences be scheduled after 2:30 p.m. on Mondays, Wednesdays, or Thursdays. However, attempts will be made to arrange a time convenient to all. It is our expectation that at least once during the school year an in-person conference takes place for every student.

CODE OF CONDUCT & DISCIPLINE

A comprehensive list of all district policies can be found on the district website. The Code of Conduct policy can be found at the end of this handbook.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and the need for good behavior and a good attitude while at school. **We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property.** Students who break

rules continuously will be sent to the office and handled accordingly. If problems persist, parents will be called to come in to help resolve the problem.

Each classroom has rules that are similar to the ones listed below:

1. Follow directions given by any faculty member.
2. Be respectful of all individuals.
3. Keep hands, feet, and other objects to yourself.
4. Use appropriate school language.
5. Walk at all times, including during arrival and dismissal times.

Students whose behaviors break rules continuously or interfere with other students' learning will be managed by the classroom teacher or referred to school administration. An opportunity will be given for "cooling down" before returning to class.

If a student has an office discipline referral, these are possible consequences:

- Student conference with principal.
- Parent conference with principal.
- Loss of privileges.
- Suspension from school.

These consequences will be issued by an administrator.

DRESS CODE

1. All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. Flip flops, slide sandals, and "Heelys" are prohibited. Sandals must have back straps. It is recommended that all students wear athletic-type shoes each day to avoid injury during recess and P.E.
2. Hats, caps, head wraps, hoods, etc., may not be worn inside of the building.
3. Offensive or suggestive writing, pictures, or patches on clothing are prohibited.
4. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, spaghetti-strapped shirts, see-through blouses or shirts, and bare midriffs are prohibited.
5. Combs may not be worn in the hair unless they are designed to serve as a barrette. Hair curlers and picks are also prohibited.
6. Belts must be buckled, sashes tied, and buttons buttoned except at the neck. Oversized pants must be belted at the waist. Sagging pants may be secured by school personnel with twine or plastic tie wraps.
7. All shorts and skirts should be at least "fingertip length" when hands are held straight by one's side. The following items are NOT appropriate for school: biker's shorts, form-fitting clothes, tattered or torn clothing, or any other type of clothing that exposes skin.
8. Clothing or hair styles which tend to be so attention getting as to disrupt the educational process are prohibited.

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office first to check your child out. If someone other than the parent signs the student out, the parent must provide permission before the student will be permitted to leave the building. Proper picture identification will be required for dismissing a student. Due to the busy nature of the office, students will not be called out of class for early dismissal after 2:00 p.m. unless they have a scheduled appointment. Be sure to provide an excuse upon your child's return.

EMERGENCY DRILLS

Emergency drills are necessary for the safety of students, staff, and faculty. Everyone is given specific directions for reaching safety points from those areas of the school building in which he/she may be. Specific information for emergency drills is posted in each room. In the event of a radiation disaster, students will be transported by school bus to designated shelter areas.

You will be notified of crisis situations through our school district's communication system. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Through the district's notification system, you will be given information about the event as well as directions as to when and where you may pick up your child if necessary. **Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc.** Providing as many telephone numbers as possible increases the chances of our being able to contact you in the event of an emergency.

EMERGENCY SCHOOL EVACUATION

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware of what action will be taken at York Road Elementary in the event of an emergency such as an accident at the Catawba Nuclear Station. Rock Hill Schools has had an emergency preparedness plan in place for many years. A part of that plan addresses how the need for a massive evacuation of its schools will be handled. In the event of such evacuation, buses will be sent to York Road Elementary to take the students, faculty, and staff to Independence Elementary School. Students not picked up within four hours will be taken to Lancaster High School for shelter.

ENTRANCE REQUIREMENTS

Students entering kindergarten must be five years old on or before September 1. All students entering a South Carolina school for the first time must have a birth certificate, South Carolina Certificate of Immunization, and proof of residence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student education 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) under the link "District Policies" and is also available upon request of the student's principal or the district's Office of Public Information.

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 School District Three 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 School District Three, 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 must be notified.

FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district – lost books, library fines, fees, etc. – should pay within the prescribed time, or sanctions will be taken by the school/district to collect the outstanding debt.

FOOD SERVICES

On their first day in school, students will receive an application for free or reduced-priced meals. Only those who wish to apply need to return this form. Nutritious meals are served for breakfast and lunch. Students are encouraged to pay for meals for the week on Monday. Any student who has no money will be given an IOU. If the student receives an IOU, payment will be expected on the following day.

Breakfast will be eaten in classrooms this year. More information regarding *Breakfast in the Classroom* will be provided during Open House.

HEALTH ROOM

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. We cannot keep ill children at school. Students who need to take prescription or non-prescription medication must have the appropriate form signed and the medication must be brought in by the parent. Both *Prescription Medication* and *Non-prescription Medication Forms* can be accessed using the hyperlinks below:

[Permission for School Administration of Prescription Medication Form](#)

[Permission for School Administration of Non-Prescription Medication Form](#)

INTERNET AND EDUCATIONAL PRACTICES

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/applications downloaded on the student's device.

HOMEWORK

Homework extends active involvement beyond the classroom. Homework is an excellent way for parents to keep abreast of a child's progress. Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year, concerning homework. The amount of homework per day from individual teachers may vary. Through the use of technology, teachers have a variety of methods to communicate with families that will be discussed at Open House.

LOST AND FOUND

All items which are lost at school may be claimed in the cafeteria. **We urge parents to put the child's name in coats and sweaters to help us return lost items.** Since storage space is limited, we urge students to inquire about lost items as soon as they are deemed lost.

MEDIA CENTER

The Media Center is open daily for informal visits by students. Mrs. Allan will meet with each grade level during their special area time. Additional time to visit the Media Center can be scheduled by classroom teachers. We hope your student will visit several times a week. Books not returned by the end of the year must be paid for.

MEDICAL CONDITIONS, ILLNESS, ACCIDENTS, AND EMERGENCIES

If a student becomes ill during class, he/she should inform the teacher and then sent to the nurse if needed. A child will be considered too ill to remain at school if he/she has a temperature or is vomiting. If you wish to be contacted in the event of other symptoms, please let us know. As a general rule of thumb, students should be fever free for 24 hours before returning to school.

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows: The nurse or authorized school personnel will administer first aid. If the accident or illness is considered serious, or if the child is uncomfortable, a parent will be called. If we are unable to reach a parent, the school will follow parents' directions on the enrollment card and consent forms to secure an individual to pick up the child, or to secure emergency medical treatment if needed. **Please make certain we are aware of medical and allergic conditions.** When children have been sick the previous night, please check them carefully before sending them to school. Make sure a contact person can be reached at all times.

PARTIES

A Valentine Party will be held in each classroom and you may be asked to assist with donations for this event. This is the only party to be held during the school day. Other times of celebration will be held during designated lunch times.

PERSONAL 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 Schools (RHS) 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 RHS NOR THE SCHOOL IS RESPONSIBLE FOR THEFT OR DAMAGE TO THE PED.
6. Use of the PED for unauthorized gaming is prohibited on school property.
7. The recording of audio or video images in locker rooms or restrooms is prohibited.
8. Recording audio or video images on school property without permission is prohibited.
9. Consequences for inappropriate use: 1st offense – warning; 2nd offense – detention; subsequent or severe offenses – appropriate consequence assigned based on cumulative disciplinary history.
10. Any cell phone, picture taking, or text messaging that results in students cheating or which cause major disruptions will result in the electronic device being confiscated with additional discipline at the principal's discretion.

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.

PROMOTION/RETENTION OF STUDENTS

Students not mastering performance indicators at their grade level will be considered for retention. The first notification of a possible retention is sent at the end of the first semester. If necessary, the second notification is sent at the end of the third grading period. Final decisions concerning retention are made in early May. Students may be retained due to poor academic performance or failure to attend school regularly.

PARENT TEACHER ASSOCIATION

York Road's PTA provides an excellent opportunity for establishing better communications between parents/teachers and to help in understanding the activities, opportunities, and programs for learning. This is one of the best ways for parents to learn about school life. We invite you to join the York Road PTA.

REPORTING TO PARENTS

Samples of your child's work are sent home periodically. In an effort to improve home/school communication, a special folder will be provided to each student for this purpose. The entire staff will send all notices, work samples, newsletters, etc. on Wednesday of each week. Please expect all communications on this day, review them, and return the folder to the school. You will receive more specific information from your child's teacher. Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his success and happiness in school. Report cards are issued every nine weeks.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council of York Road Elementary School is composed of elected parents, teachers and community members that strive to improve the educational programs and school climate of our school. You are encouraged to get involved as a member. Please contact the school for more details and/or to let them know you would like to be a member. Elections are held during the spring of the year to elect the next year's council. The SIC and PTA have cosponsored activities to support school programs.

SCHOOL CLOSINGS AND DELAYS

Announcements concerning school closings or delayed openings will be provided to parents through the parent notification phone system and will be broadcasted on all local radio and TV stations and on the district website as soon as the decision is made. When schools operate on a delayed opening due to bad weather, do not bring your child at the regular time. There will be no one available to supervise your child. The breakfast program does not operate on delayed start days.

If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system, on all local radio and TV stations, and on the district website. Please have a plan for this situation and discuss this plan with your child.

SCHOOL SUPPLIES

There is a standard supply list for every elementary school district wide. We ask that you provide those materials for your student on the first day of school. The supply list is located on the school and district website as well as stores throughout the community. Please be sure that your child comes to school every day prepared with these supplies.

SEARCH AND SEIZURE

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

Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials.

Policy JIH and Administrator Rule JIH-R

SNACKS AND OUTSIDE FOOD

Parents have the authority to send any snack to school for their individual child to be consumed during his or her snack time as designated by the teacher. We do however, encourage that those snacks be healthy snack options. Families may not send snacks for the entire class unless they have been pre-approved by the classroom teacher and comply with our district's Health and Wellness Policy. No homemade snack or food items will be permitted. Only store bought items with labels can be brought into the school. This is to protect our students with allergies. Again, families need to coordinate class-wide snacks with the teacher.

SUPERVISION OF STUDENTS

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus

departs after classes are dismissed. All other students will be provided supervision no earlier than 7:00 a.m. and up to 15 minutes after classes are dismissed.

TARDINESS

Students are tardy after 7:45 a.m. Any student arriving after 7:45 a.m. should be **signed in by a parent** to be marked present for the day. Please make every effort to have your child at school on time. Excessive tardiness may result in a SAIP (Student Attendance Intervention Plan).

TECHNOLOGY USE

Students are to use provided technology devices/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability.

TEXTBOOKS

Third grade students will be issued Social Studies textbooks that are on loan from the South Carolina State Department. It is your child's responsibility to take care of the textbook throughout the year. Fines for missing or damaged textbooks are the responsibility of the parent.

TELEPHONE

There are limited telephone lines in the school. The school phone is a business phone and is not to be used by students. **All arrangements for end-of-the-day transportation should be communicated in writing.**

TOBACCO 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. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for 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.

TRANSPORTATION CHANGES

Please notify the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home. If a situation arises after the start of school and you need to call to make a change in your child's transportation home, please do so by 1:30 p.m. We can no longer make transportation changes over the phone. It must be in writing. Any changes in bus transportation must be approved by the Transportation Department, which can be reached at 803-980-2022.

VISITORS

Visitors who are on school business are welcome at school; however, immediately upon entering the school grounds, all visitors must sign-in at the school office **with a state-issued ID or driver's license** and state the nature of their visit. In-district students will not be allowed to visit between schools of the district. Out-of-town student visitors or relatives must obtain prior permission or special invitation to visit the school. Anyone failing to comply with the check-in procedure will be asked to leave the campus. **All classroom visits must be scheduled with the principal and teacher.**

VOLUNTEERS

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. Volunteers are used in the teacher work room, as classroom helpers and field study chaperones, and with PTO projects. Our goal is to have every parent involved in our school. **All volunteers must be approved by completing the volunteer application** located on the district web page (<https://bib.com/SecureVolunteer/Rock-Hill-School-District/>). A volunteer ID card will be issued upon approval and must be presented along with a photo ID to serve as a volunteer.

WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date so that we can collect textbooks, library books, etc. Your cooperation is always greatly appreciated.

Please read the following documents regarding *Code of Conduct* and *Notification of Rights under FERPA*:

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

Administrative Rule: 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

Additional Information is found in the published Administrative Rule

Rock Hill School District Grading Guidelines Reteach/Retest Clarifying Statement for Grades 3-5 (July 31, 2019)

Reteach/Retest	K-2 students will have the opportunity to be retaught and reassessed throughout the school year to show growth.	3rd through 5th grade students will have the opportunity to retest after new teaching with one retest/retake in ELA and Math if a student earns below 70 on the initial assessment. The retest/retake maximum grade is 70.
-----------------------	---	--

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

Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se

encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

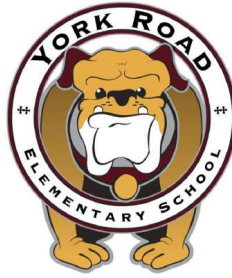
(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

Información del Directorio

Los siguientes datos se entregan a petición del solicitante y a la discreción de la dirección de cada escuela: nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, foto, asignaturas estudiadas, participación en actividades y deportes reconocidos oficialmente, peso y estatura de los miembros de los equipos de atletismo, fechas de asistencia (anual y diaria), diplomas y premios recibidos, y nombre de la última o anterior agencia o institución educativa a la que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: *Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731* antes del martes siguiente al Día del Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.



YORK ROAD ELEMENTARY PARENT COMPACT

PLEASE COMPLETE AND RETURN THIS SHEET WITH YOUR CHILD.

Student's Name: _____

Address: _____ Zip Code: _____

Telephone: _____ Teacher: _____

My child and I have read and talked about the York Road Elementary Student and Family Handbook. We agree to support these rules.

I agree to support my child's reading at home.

I agree to support the completion of homework.

I will communicate with and work with my child's teacher to ensure a successful year for my child.

Signature of Parent/Guardian: _____ Date: _____