Mount Holly Elementary School

Parent/Student Handbook

2026-2027

Home of the Mustangs!

1800 Porter Road
Rock Hill, S.C. 29730
(803) 985-1650

Dear Parents,

Welcome to a new school year! We are delighted to enter the 2026 - 2027 school year with you as a part of the Mount Holly School Family! We are looking forward to an enjoyable and productive year for students, staff, and parents. Throughout this year, we encourage you to become actively involved by attending school events and participating in programs sponsored by the PTO. We know that bridging the relationship between home and school is the KEY to a successful school.

This handbook is provided online for each family so that you will have a reference for the operations of our school. Please read the handbook and use it during the school year to check important dates and review school rules, policies, and procedures.

As your child's principal, I want to make sure you are well informed about school events and the progress of your child. Each Wednesday, your child will bring home a folder filled with school papers and announcements. If at any time you feel you need to speak with me, please do not hesitate to give me a call.

Our faculty and staff will strive to do our best to meet the academic, physical, emotional, and social needs of your children while preparing them for an ever-changing world. Have a great school year! Let the fun begin – and GO MIGHTY MUSTANGS!

Kevin A. Hood
Principal

The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These polices 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.

<u>This handbook belongs to:</u>

Name: _____Teacher:_____

School Policies & Procedures

ARRIVAL/DISMISSAL

Classes will begin at 7:45AM. For those students who ride with parents, we ask that they arrive at school **no earlier than 7:00AM** as we open the school doors at that time. If you drop your children off in the morning, please remember not to block the left lane of traffic in front of the school. If you need to come inside the school, please park in a parking space. The school day ends at 2:10 p.m. Car riders are picked up in front of the school and bus students are dismissed at the bus lot (located on the right side of the building). Persons picking up students in the car rider line **MUST** have the appropriate school issued card tag. Without the appropriate car tag, persons will be asked to go to the front office with proper identification to sign the child out. **Supervision will be provided for students for no more than 15 minutes after dismissal. ALL CHANGES IN DISMISSAL MUST BE SENT BY A HANDWRITTEN NOTE. NO EMAILS OR PHONE CALLS WILL BE ACCEPTED.**

ATTENDANCE

Guidelines for Implementing Student Attendance Regulations

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical or legal statement. If a written excuse or medical/legal statement is not provided to your school's Attendance Office within three days after the student is back in school, this absence will be unexcused. The maximum number of parent notes accepted and recorded for illness as a lawful/excused absence is five per school year.

Tadies

All students who are not in their classroom by 7:45AM will be receive an unexcused tardy. The only exceptions are for students who are tardy are due to a medical appointment or a late bus. A tardy will only be excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

Students will be considered absent lawfully and excused when:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice)
- There is a recognized religious holiday of their faith.
- The student is suspended out of school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school hours.

Students will not be excuse or receive a lawfully absent for family vacations, non-sponsored school event or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

Early Dismissal

Students are not allowed to leave school after 1:45 p.m. UNLESS a doctor's excuse/appointment

card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes will be made AFTER 1:45 p.m.

Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan.

The maximum number of days a student allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5.

Citation: South Carolina Code of Laws 59-65-50, 60 & 70, and South Carolina Board of Education Regulations.

ESCUELAS PRIMARIAS

Directrices para la implementación del reglamento de asistencia estudiantil

Cualquier estudiante que falte a la escuela debe presentar una excusa por escrito, firmada por un padre/tutor, o una declaración médica o legal. Si no se proporciona una excusa por escrito o una declaración médica/legal a la Oficina de Asistencia de su escuela dentro de los *tres* días posteriores al regreso del estudiante a la escuela, esta ausencia será injustificada. El número máximo de notas de los padres aceptadas y registradas por enfermedad como ausencia legal/justificada es *cinco* por año escolar.

Tardanzas: Todos los estudiantes que no estén en su salón de clases a las 7:45 a. m. recibirán una tardanza injustificada. Las únicas excepciones son para los estudiantes que llegan tarde debido a una cita médica o a un retraso en el autobús.

Una tardanza solo será justificada cuando se presente una nota médica al momento de la llegada a la escuela o sea aprobada por el director por circunstancias atenuantes.

Los estudiantes serán considerados ausentes legalmente y justificados cuando:

• Están enfermos y su asistencia a la escuela pondría en peligro su salud o la salud de los demás.

• Hay una muerte o enfermedad grave en su familia inmediata, con la documentación adecuada (boletín, aviso de muerte)

• Hay una fiesta religiosa reconocida de su fe.

• El estudiante es suspendido fuera de la escuela.

• Hay una cita médica o legal necesaria que no se puede programar fuera del horario escolar.

Los estudiantes no serán excusados ni recibirán una ausencia legal por vacaciones familiares, eventos escolares no patrocinados o cualquier razón personal no asociada con la escuela no será excusada. Esto es parte de la Ley de Asistencia Obligatoria del Estado de Carolina del Sur.

Salida temprana: Los estudiantes no pueden salir de la escuela después de la 1:45PM. A MENOS QUE el padre/madre presente en la oficina una tarjeta de excusa/cita médica en el momento de la salida. Además, no se realizarán cambios de transporte DESPUÉS de la 1:45PM.

Planes de intervención de asistencia estudiantil

Después de tres ausencias consecutivas o un total de cinco ausencias ilegales, las normas requieren que los funcionarios escolares se comuniquen con el padre/tutor para una conferencia. El propósito de esta conferencia es identificar las razones de las ausencias de su estudiante y completar un Plan de Intervención de Asistencia Estudiantil.

La cantidad máxima de días que un estudiante puede perder es DIEZ por año escolar (legal o ilegal). Cuando un estudiante se ausenta más de 10 días, la asistencia es un factor clave que se usa en las decisiones de promoción/retención para los grados K-5.

Cita: Código de Leyes de Carolina del Sur 59-65-50, 60 y 70, y Reglamentos de la Junta de Educación de Carolina del Sur.

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.

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&s=275740

BUS TRANSPORTATION AND CONDUCT

If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at (803) 980-2022.

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. Bus 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 other penalties established for misbehavior while students are on school premises.

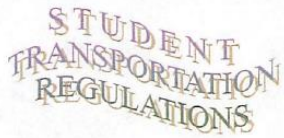
STUDENT TRANSPORTATIOM REGULATIONS

Rock Hill Schools
PO Box 10072
Rock Hill, SC 29731

"A Safe Child – A Safe Trip"
IS **OUR** GOAL

59-67-245. INTERFERENCE WITH OPERATION OF SCHOOL BUS

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities. (Fine up to $200 – First Offense)



School bus transportation is authorized only for pupils regularly enrolled in public school in grades K-12. This is a privilege to enjoy rather than a right.

The transportation division of Rock Hill School District Three will do everything within its power to provide the best equipment, drivers, and the safest program possible. We ask cooperation in making this possible.

WHILE WAITING TO BOARD A BUS

1. Students should arrive at the bus stop only minutes ahead of the bus. The driver will not wait for children not at the bus stop.
2. While waiting for the bus, books, clothing, or other articles should not be placed in the roadway.
3. The roadway should be clear at all times, and students should not play in the path of traffic while waiting for the bus.
4. Students should stand well away from the road when the bus approaches.
5. Students should not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for a bus.
6. Making excessive noise distracts the driver.
7. Bothering others at bus stops or on the way to and from school bus stops is not allowed.
8. Students should never run alongside the bus but should wait until it stops and then walk to the door.

WHILE RIDING ON THE BUS

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

PERSONAL PROPERTY & PRIVATE ITEMS

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

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

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

ON THE TRIP HOME

1. Passengers are permitted to leave the bus only at regular designated stops. Any change must be made with the parent's request in writing and approved by a school official.
2. The student, after alighting from the bus (if he must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus safety patrol directs him to cross.
3. NEVER cross the road at the rear of a stopped school bus.

GENERAL INFORMATION

1. Students are expected to ride busses making stops closest to their homes.
2. Students are not permitted to switch busses just for fun or to catch an earlier or later bus.
3. During inclement weather, bus stop locations must remain the same.
4. Complaints regarding the bus driver should be directed to the Asst. Director or the Director of Transportation.
5. Each eligible rider is afforded one seat-area of space for self and legal carry-ons.
6. All bus students are to obey the principals and teachers at each school their bus serves. Any student who, in any manner of conduct, disobeys any school official on any school ground could forfeit transportation privileges.
7. Regulations are for the protection of students, school officials, and school equipment. If a bus student has no more regard for the transportation privileges than to create problems on or off the school bus, the student will lose the privilege of riding any school bus in Rock Hill Schools.
8. While the Transportation Department of Rock Hill Schools wishes to conduct student affairs in a friendly, influential manner, students are obligated to respect school officials and the bus driver. If a bus student shows disrespect for school officials or property and equipment, the Transportation Department will take such action as necessary.
9. Your transportation is valuable to your personal needs. Protect it.

DON'T LOSE IT!!

WEAPONS, VIOLENCE AND GROSS MISBEHAVIOR

The possession of any weapon or object that can be used as a weapon…any act of violence at or upon another person on the way to a bus stop or at any bus stop or on any school bus or on the way home from a bus stop…and any other acts of gross misbehavior will result in loss of bus riding privileges.

CARRY OVER POLICIES

1. Any student who earns a suspension during the last day of the school year will be subject to serving the remainder of such suspension the following school year.
2. When in the judgment of the Director of Transportation, any bus student's behavior endangers the lives of bus students; the Director of Transportation may expel that student immediately for the remainder of that school year.
3. Misbehavior on the last day of school on the home trip will be addressed the following year and/or by legal actions.
4. A student shall be subject to transportation laws, rules, and regulations from the time that he (she) steps onto a school bus until the school bus route is completed or until the student arrives at his normal destination. Normal destinations shall either be home or school unless otherwise specified by the Asst. Director or the Director of Transportation.
5. All appeals must be made to the Director of Transportation.
6. The Director of Transportation may delegate his authority to any administrator.
7. Riding any bus when under bus suspension can result in indefinite bus suspension.

RESPONSIBILITY OF PARENTS

1. Parents should report all misconduct on school busses to the principal.
2. Parents should report all traffic hazards, carelessness on the part of the bus driver, etc., to the principal or Director of Transportation (980-2022).
3. Parents should encourage students to observe all safety and conduct regulations established for the efficient operation of the school bus.
4. Parents should observe extreme caution when approaching bus stops, moving busses, or stopped busses.
5. Parents should help supervise large numbers of students at bus stops.
6. Parents should see that their children are at the bus stop at the appropriate time.
7. The Transportation Department has the power to deny students the privilege of school bus transportation whose parents refuse to cooperate and comply with SC State Laws and Regulations or Rock Hill School District Three regulations.

SUSPENSIONS

The proper conduct of students will govern their success or failure in life. With the great potential dangers involved in school bus transportation, behavior on the bus must be the best possible. The following procedures have been adopted to both instill and maintain acceptable behavior at its optimum while students are riding our school busses. It is the responsibility of each student riding a school bus to learn quickly and follow effective behavior guidelines.

ELIGIBILITY STATUS

I. Minor Violations

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

II. Major Violations

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

Missed your bus?
Call : 980-2022

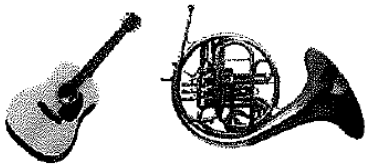
In compliance with federal standards is mandatory by the State Department of Education. No animals, insects, weapons, balloons, glass or pressurized containers or class projects that are large, wooden, etc.- none of these are to be carried on buses by drivers, teachers or students. Up to 22x28 paper posters are allowed if driver vision is not obstructed. Band instruments and other items carried on the bus must be of such size that all must be carried in the students' lap and cannot be above the seat top. Items on the seats, floor or obstructing the aisles endanger all passengers on the bus. Class projects and large band instruments must be transported to and

from school by a private vehicle. Secured oxygen tanks are approved for use on Special Needs buses only. Unsecured objects become projectiles upon sudden stops.

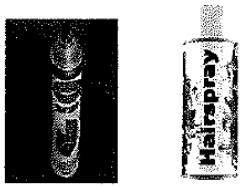
School bus drivers are instructed to stop such items from being brought onto the bus. Every item/object must be scrutinized. Students/parents must present items to the school principal for the principal's signature, which must be given to the driver prior to approaching the bus.

Some examples of disallowed items are:

Over Sized band Instruments



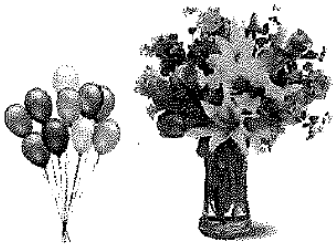
Pressurized/Flammable Items



Possible Projectiles

All Glass Items

Balloons/Flower Bouqets



Possible Weapons

Large Class projects

Traveling/Camping Items

Be GREAT ACADEMY

Be GREAT ADADEMY is an after-school enrichment program for students in Kindergarten through 5th grade. The program is housed at each of the district's elementary schools. The Be GREAT ADADEMY is separate from the regular school day. The Be GREAT ADADEMY is an optional, self-supporting, academic program. The Be GREAT ADADEMY program operates daily during the school year from 2:30 p.m. until 6:00 p.m. Enrollment for the Be GREAT ADADEMY is on a full-time basis during the school year. Enrollment is based on the expectation that students are able to actively participate in the program and meaningfully benefit from being with other children. Registration forms must be turned in to the Site Director for their review. Site Directors are available 3:30-6:00 p.m., Monday – Friday. At the time of your application submission, the

director will provide you with a start date. The daily schedule includes homework and snack time, healthy activities and Challenger curriculum. Here is the web address to help answer additional questions you may have.
https://enrollment.rock-hill.k12.sc.us/after-school-programs

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 (985-1650) 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. Each classroom teacher will schedule one fall and one spring conference throughout the school year.

CODE OF CONDUCT

It is the desire of the Rock Hill School District Three Board of Trustees that the public school offer opportunities for each child to learn in an atmosphere that is most conducive to the realization of his/her potential. Basic to this goal is the provision of schools/classrooms that are safe and orderly, where students and staff recognize and respect the rights of others, and where each student is free from intimidation, fear, and disruption of the educational process. All deviant behavior cannot be measured on an objective scale, nor can such behavior be attributed to the same motives. Therefore, the rules do not attempt to cover every misbehavior. Nor, do they limit the discretionary authority of the principal in the day-to-day administration of discipline.

DISCIPLINE

The goal at Mount Holly Elementary School of Engagement is to bring consistency while fostering a well-mannered school. Our focus is to have a strong instructional program, and we do not want discipline issues to affect any child's right to learn.

Our school-wide expectations are:
~Be respectful.
~Be responsible.
~Be resourceful.

We ask that you discuss with your children the importance of and the need for good behavior and a good attitude while at school. **Behaviors including but not limited to fighting, disrespect toward others, obscene language, or destruction of school property including textbooks and digital devices provided by Rock Hill Schools is not allowed at school.** Students who break rules continuously will be sent to the Recovery Room or office and handled accordingly. If problems reoccur, parents will be called to come in to help resolve the problem.

If a student receives a discipline referral, these are possible consequences:
student conference with principal, parent conference with principal, loss of privileges, assignment to Recovery Room, or suspension from school. These consequences will be administered by the Administration and/or Dean of Students.

DRESS CODE

Acceptable	Unacceptable
Clothing worn in the manner intended by manufacturer with appropriate undergarments	**No suggestive writing, pictures, and/or patches on clothing. Jeans with holes are not permitted.**
Sleeveless tops must be three fingers wide	**No tank tops, see through blouses or shirts, and bare midriffs**
Leggings, tights, leotards should be worn with an appropriate skirt, dress or long shirt	**No attire that does not completely cover well-below the waist; Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted on campus.**
Hats and caps worn OUTSIDE the building	**No bandanas**
Shoes that have a back on them are strongly encouraged for safety purposes. Appropriate shoes must be worn at all times.	**No shower shoes and plastic flip-flops are permitted. Shoe heels should not be more than 1" high.**
Well-groomed hair	
Shorts may be worn by students that are no shorter than the fingertips when the student's arms are by his/her side.	**No bicycle shorts or short leggings are permitted.**
Students who fail to comply with the standards may be warned, sent home to change, or disciplined as determined appropriate by administration.	

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 receive information about these procedures in another notification.

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 personnel 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.

FIELD STUDIES

Students will be provided with a minimum of two field studies throughout the year (one in fall and one in spring). As field studies are organized, classroom teachers will notify you to obtain permission for your child to attend and inform you of any fees associated with the field study. Please note: Additional field studies may be provided in addition to the two required field studies.

FINANCIAL OBLIGATIONS

Parents of any student who has a financial obligation to the school/district (lost book, 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

Nutritious meals are served for breakfast and lunch. From 7AM – 7:30AM, breakfast on most days will consist of hot items as a choice. Starting at 7:30AM so that students can be in class by 7:45AM, students will be given a bag breakfast that may consist of non-hot items such as granola bars or cereal.

GUIDANCE

A full-time guidance counselor is present at our school daily. The counselor provides classroom lessons and small group guidance to our students. If you need to talk with the guidance counselor about your child, please contact the front office.

HEALTH ROOM

Any medication that a child should need at school **must** be brought in by the parent or legal guardian. No prescribed medication will be administered at school without the signature of the parent **and** the doctor on the legal form provided by the school district. Over-the-counter medications cannot be administered without parent signature on the legal form provided by the school district. If your child becomes ill at school, we will contact you immediately. Please keep your student's contact information current with correct phone numbers so you or your emergency contact can be reached. Parents with young children are asked to please keep an extra set of clothing in their child's book bag in case of an accident. For any questions or concerns, please see

the district's website under Nursing Services.

GRADING and HOMEWORK

Elementary Grading Guidelines (Grades 3-5)

Grading procedures in Rock Hill Schools reflect the following beliefs:

- Grading expectations should be consistent, fair, and equitable.
- Grades should reflect student proficiency on grade level standards.
- Grades should be balanced and reflect quality over quantity.
- Feedback is critical to student learning.

Weighting and Key Definition

MAJOR ASSESSMENTS: 60%
Measures a student's mastery of grade-level standards at the conclusion of a unit or significant period of instruction. Major assessments evaluate students' ability to independently demonstrate the concepts, skills, and knowledge aligned to the rigor and intent of the South Carolina College- and Career-Ready Standards. These are summative measures of learning.

MINOR ASSESSMENTS: 40%
Measures a student's progress toward mastery of grade-level standards throughout a unit of instruction. Minor assessments provide evidence of learning before students complete a major assessment and contribute to the student's overall course grade.

FORMATIVE ASSESSMENTS:
Ongoing checks for understanding used during instruction to gather evidence of student learning. Formative assessments provide timely feedback to both teachers and students, guide instructional decisions, and help determine next steps in learning. Formative assessments are **not included in a student's grade**.

Grade Distribution:

Reading	2 major grade 3- 4 minor grades 5 - 6 total grades
Writing and Grammar	2 major grades 2 - 3 minors 4 -5 total grades
Math	2-3 Major grades 3-5 Minor grades 5-8 total grades
Social Studies	2-4 major grades 2-4 minor grades 4-8 total grades

Science	2-3 major grades 2-4 minor grades 4-7 total grades

Grade Distribution:
Maintaining a minimal amount of grades each 9 weeks is important for elementary students for several reasons:

- Feedback and Assessment: Regular assessment provides valuable feedback to students about their progress and areas needing improvement. It helps them understand their strengths and weaknesses, allowing them to focus on areas that require attention.
- Motivation: Grades serve as a form of motivation for students. Seeing their progress reflected in their grades can encourage them to continue working hard and striving for improvement.
- Parental Involvement: Grades keep parents informed about their child's academic performance. Regular updates enable parents to support their child's learning at home and intervene if any issues arise.
- Accountability: Grades hold students accountable for their learning. Knowing that their performance will be assessed regularly encourages students to take their academic progress seriously and stay engaged in the learning process.
- Goal Setting: Grades provide students with specific goals to work towards. Setting goals based on their grades and other formative assessment data can help students stay focused to achieve academic success.
- Preparation for Future Education: Learning to manage grades and academic performance is an important skill for future academic endeavors. Developing good study habits and understanding the importance of grades in elementary school sets a foundation for success in higher education.

Overall, maintaining a minimal amount of grades each 9 weeks ensures that students receive timely feedback, stay motivated, and develop important skills for academic success. Elementary Assistant School leaders should monitor digital gradebooks frequently to ensure minimal grade distribution requirements are met.

Policy IKAB Report Cards and Progress Reports
Per board policy, "Teachers are required to update student grades weekly so that parents/legal guardians have consistent access to student progress."

Weight Grades/Total Points:
A 100 point scale must be used for all student assignments.

South Carolina Grading Law Update July 2026
Beginning with the 2026-2027 school year, South Carolina law requires that grades reflect a student's actual academic performance. Public schools and school districts **may not** assign a minimum grade that is higher than the score a student earned on an assignment, assessment or course requirement.

The teacher must record the actual grade the student earned in Canvas/PowerSchool. Parents

should regularly monitor grades, attendance, and missing assignments through Canvas and Power School. Early communication between teachers and parents is encouraged whenever academic concerns arise.

Reteaching/Reassessment:

This guideline applies to major assessments only. The goal of a retest is for students to demonstrate mastery of grade level standards. Students will be provided an opportunity for reassessment only after being retaught content. Students scoring below **75** on any Reading, Math, or Science major assessment will have the opportunity to retake an equally rigorous assessment covering the same content standards for a maximum grade of **75**. *Test corrections* are appropriate for student learning; however, they can not be substituted for a retest opportunity. Reteach and retests for minors are at teacher discretion, as they are part of the learning cycle.

Reteaching can occur with a teacher in a small group, one on one, additional practice opportunities, or computer based instruction. The Reteach/Retest cycle must be completed within the 9 week grading period in which the student scored below a 75 on a major grade. If, by chance, the student scores lower on the retest than on the initial assessment, the teacher is expected to record the highest score. If the assessment is administered within the last five days of the nine weeks, prior to the quarter ending, the teacher can provide a reteaching opportunity and a retest; however, a grade change form submission will be required should the grade change as a result of the reteach/retest process.

Reassessment opportunities foster communication and collaboration between teachers and students. Teachers should provide guidance and support to help students prepare for reassessments. Teachers encourage students to take ownership of their learning by offering reassessment opportunities.

Homework Guidelines:
The purpose of homework should be to provide students independent practice on previously taught content standards. While homework is not mandatory to be provided to students, if it is given, teachers should consider students' instructional level. Researcher John Hattie (2014) states, "Homework in primary school has an effect size of zero." However, Marzano and Pickering (2007) say that "teachers should not abandon homework but rather improve its instructional quality so it is purposeful." Homework assignments provided to students should not be graded under any circumstance. Teachers are encouraged to reward students for homework completion; however, penalties for not completing homework assignments are not permitted.

Make-Up Work Guidelines:
In all situations that students are absent from school, students should be provided with adequate time to complete graded assignments without penalty. The purpose of allowing students to make up missed assignments when absent is to allow children the opportunity to show mastery of content standards. Regardless of whether the child's absence is due to illness, personal, or disciplinary, a child should be provided the opportunity to make up missed assignments within each 9 week grading period with no late penalty assessed. If a student has excessive absences, the school should include a plan for make-up work within the attendance plan.

Exceptional Student Education as it relates to Grading and Reporting:
All students that participate in Exceptional Student Education programs should follow the Elementary Guidelines unless a child's IEP indicates otherwise. Resource Teachers should work in collaboration with General Education teachers to define the student's accommodations. Resource teachers should also monitor the student's progress in the general education curriculum to help inform areas of need and support.

Beginning in the 26/27 school year, schools are prohibited from using a grade floor for students. This includes for students with identified disabilities. Under IDEA, an IEP team can still legally outline specialized accommodations, alternative grading scales and/or modified assignments for students with disabilities.

A student with an IEP is required to receive documented accommodations. A student can not receive a failing grade if the accommodations are not provided or implemented. If accommodations are being provided and a student continues to struggle to pass a class or classes, the IEP team should meet to review the supports in place and determine what further supports and/or services are needed. Resource teachers and general education teachers need to work collaboratively to monitor student performance, especially in the area of identified disability.
Students accessing instruction through the South Carolina Alternative Standards will receive a numerical grade in PowerSchool/Teacher, appropriate for their grade level, as well as a comment indicating if they are on a modified curriculum (#1080). Guidance for grading students in the UP1 class can be provided through ESE.

Multilingual Learners:
An ML student brings diverse cultural identities and new perspectives to strengthen our classrooms and communities. MLs achieve the South Carolina College and Career Readiness Standards while navigating between native and instructional languages. Modifications are not appropriate for most MLs as they could invalidate instruction or assessment results. MLs are placed age appropriately to provide meaningful access to meet grade-level standards. MLs may require additional time to complete assignments and assessments. Reducing the number of assignments or test items is not typically considered a modification so long as all standards are met. Changing the depth or complexity of the content or materials is a modification. It is also not allowable to provide modifications during state accountability assessments. Summary: *South Carolina does not permit a grading floor for ML students.* Grades must reflect each student's demonstrated mastery of the grade-level standards. However, teachers must implement all required accommodations and language supports before assigning a grade and ensure that a student's English language proficiency is not the sole reason for a failing grade.

Temporary modifications can be appropriate for a student with limited or interrupted formal education (SLIFE) and a newcomer: *"Districts may use a curriculum that temporarily emphasizes English language acquisition over other subjects, but any interim academic deficits in other subjects must be remedied within a reasonable length of time"*

Traditional procedures of assigning grades to students may not be appropriate for MLs dependent on English proficiency. For MLs to progress, teachers must maintain high expectations for student learning despite an English proficiency level. Therefore, teachers of MLs must accommodate lessons and assignments based on the individual student's English proficiency level and needs. **A**

student may not be assigned a failing grade in a content area or be retained at grade level based on English language proficiency. The key to appropriate grading of MLs is reasonable accommodations. When grading MLs, assignments and assessments must be adapted to their proficiency level as they work towards academic achievement. Therefore, teachers of MLs must provide students with appropriate accommodations for instruction and assessment based on both the ELD Standards and the ML's English proficiency level. (adapted directly from: Title III Multilingual Learner and Immigrant Children and Youth Program Guiding Principles 2022-23)

Individualized Language Acquisition Plans (ILAP's) should be followed by classroom teachers. If an Active ML or Monitored student fails a subject/content area during a nine week period a *Failure of Course* form must be completed with appropriate documentation showing that accommodations were provided.

Homework is important in the learning process in that it extends the active involvement beyond the classroom. Homework is an excellent way for you to stay informed about your 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.

The following guidelines are based on an average child who works consistently; this does not take into consideration time spent on long-range projects. Homework assignments will not be given on Fridays, on the last day before a holiday or during state testing.

How Much Homework?

Kindergarten:	10-15 minutes daily
1st grade:	10 - 15 minutes daily
2nd grade:	15 - 25 minutes daily
3rd grade:	20 - 35 minutes daily
4th grade:	30 - 45 minutes daily
5th grade:	40 - 55 minutes daily

LOST AND FOUND

All items which are lost at school may be claimed at the office. **We urge parents to put the child's name in coats and sweaters to help us return lost items.** Since storage space is a problem, we urge students to inquire about lost items as soon as they are discovered to be lost. Anything left for an extended period of time will be donated or discarded.

MEDIA CENTER

The library will be opened at 7:30 a.m. and remain open throughout the day until 2:45 p.m. Students are encouraged to use the library as much as possible. Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for by the student. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded.

OFFICE HOURS

Our school's office hours are 7:00AM to 3:00PM each day. You may contact the school between these hours at (803) 985-1650.

PARTIES

A Valentine Party will be held in each classroom. You may be asked to assist with donations. This is the only party to be held during the school day. Other times of celebration will be held during designated lunch times. **Invitations for private parties will be distributed ONLY when all students in the class receive an invitation. All items provided must be store bought for health and medical reasons.**

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.

POLICIES (District)

Policy JRA and Administrative Rule JRA-R Student Records were not suspended, but it is a policy that contains some annual notifications that need to be communicated to your stakeholders. The Notice For Directory Information and the Notification of Family Rights and Privacy Act (FERPA). In addition to the notifications, it is always a good practice to remind faculty about sharing student information with anyone other than the parent or legal guardian. As well the policy provides expectations for securing and caring for student records.

Below are J-Policies for Students that are often impactful to the school day on a regular basis. For this reason, I have included this list of policies for your review.

STUDENT DISCIPLINE

Rock Hill School District has implemented discipline matrices. The purpose of these matrices is to ensure consistent, fair responses to student behavior. These matrices align with School Board policies and our Student Code of Conduct. They outline common behavior concerns, the interventions schools may use, and the potential consequences for misconduct. The goal is to help families understand how we support positive behavior and maintain safe, orderly learning environments across all schools. Please use the link to view and familiarize the matrices. https://www.rock-hill.k12.sc.us/departments/elementaryed/service-teams/discipline-matrix

AR JICDA-R Code of Conduct

Issued **12/23**

Level I - Behavioral Misconduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly
classroom procedures or instructional activities, orderly operation of the school, or the frequency or
seriousness of which disturb the classroom or school.
Acts of disorderly conduct may include, but are not limited to, the following:

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

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

- When the staff member observes (or is notified about and verifies) an offense, the staff member
- will take immediate action to correct the misconduct. The staff member will use an appropriate
- sanction and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the
- problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student

- and the parent/legal guardian, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

Level II - Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

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

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose
- responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of
- controlled substances, as defined by law or local school board policy

- illegally occupying or blocking school property in any way with the intent to deprive others of its
- use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct horseplay, hitting, tripping, or pushing that could cause injuries or damage to
- property
- gambling

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

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

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

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

Level III - Criminal or Obscene Conduct

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

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

- assault and battery
- extortion
- bomb threat
- false fire alarms
- fighting – Middle and High Schools
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- sextortion vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board
- policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family
- profane or abusive language to staff, including School Safety officers and School Resource Officers and volunteers

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

- The administrator will contact law enforcement.

- When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive
- semesters without Level II or III offenses before returning to his/her home school.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

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

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)

Extenuating, Mitigating, or Aggravating Circumstances

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the
concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an
investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative
- school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Discipline of Students with Disabilities

Disciplinary process

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

Program prescriptions

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions

contained in a student with disabilities' individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

Expulsions

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability, then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions.

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

POSSESSION/USE OF PERSONAL ELECTRONIC DEVICES OR DISTRICT-OWNED DEVICES

Code JICJ Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

Personal Electronic Device

For purposes of this policy, "personal electronic device" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times, or use for unlawful activities.

A student in possession of a personal electronic device in conflict with this policy will be subject to discipline as provided under administrative rule JICJ-R.

Violations of this policy may result in the confiscation of the device and all its components. Students are not allowed to erase the history or remove the battery, SIM card or any other part of the device before giving it to the school official. Students will receive the phone at the end of the school day.

The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

District-Owned Device

The district may provide students with electronic devices including, but not limited to, tablets or laptop computers in an effort to enhance students' learning experience. The district will determine the device that best suits the needs of the students.

Students will have no expectation of privacy with respect to any information contained on these devices. District-owned devices may contain tracking software to recover lost or stolen devices. Students are not allowed to erase the history or remove the battery, SIM card, or any other part of the device. Students will abide by the district's acceptable use policy (IJNDB) established for the

use of technology resources. Students who violate the acceptable use policy or do not follow instructions for the proper use of the device on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds, will be subject to discipline according to administrative rule JICJ-R.

Students are responsible for the care of the district-owned device. Parents/Legal guardians will cover the cost of damage to or loss of the device. Students will return the device at the end of the school year or when directed by an administrator.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12, 5/23/16, 8/22/16, 6/13/23

Legal References:

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

1. Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices

Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

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

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

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

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

• insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

• demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

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

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, JICFAA JICFAA 1 of 2 including its applicability to all areas of the school environment as outlined in this policy.

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

Cf. GBEB, JIC, JICDA Adopted 1/22/07; Revised 11/28/11, 1/25/16 Legal references: S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions). Section 59-19-90 - General powers and duties of school trustees. Section 59-63-110, et seq. - Safe School Climate Act.

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

Section 59-63-275 - Student hazing prohibited. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

Federal Cases: Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011). State Board of Education Regulations: R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

The policies below can be found at https://boardpolicyonline.com/?b=york3_rock_hill

Policy JE and Administrative Rules JE, JE-R and JE-R(2) Student Attendance

Policy JICDA and Administrative Rule JICDA-R Code of Conduct

Policy JIH and Administrative Rule JIH-R Student Interrogations, Searches and Arrests

Policy JIHC and JIHC-R Weapons Screening/Use of Metal Detectors

Policy JII Student Concerns, Complaints and Grievances

Policy JKD and JKD-R Suspension of Students

Policy JKE and JKE-R Expulsion of Students

Policy JK Student Discipline

Policy JLDBB Self Esteem Promotion/Suicide Prevention*

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information

The following information is releasable upon request at the discretion of the principal of each school: the student's name, address, telephone number, date and place of birth, photo, subjects' study, participation in officially recognized activities and sports, weight, and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

Notificación de derechos según FERPA para Escuelas de Educación Primaria y Secundaria

La Ley de Derechos Educativos de la Familia y la Privacidad (FERPA, por sus siglas en inglés)) otorga a los padres y a los estudiantes mayores de 18 años de edad ("estudiantes elegibles") ciertos derechos con respecto a los registros educativos del estudiante. Estos derechos son:
1. El derecho a inspeccionar y revisar los registros educativos del estudiante dentro de los 45 días a partir del día en que la escuela recibe una solicitud de acceso. Los padres o estudiantes elegibles deben presentar al director de la escuela [u otro funcionario escolar apropiado] una solicitud por escrito que identifique el registro o los registros que desean inspeccionar. El funcionario escolar organizará el acceso y notificará al padre o al estudiante elegible sobre el momento y el lugar en el que los registros podrán ser inspeccionados.
2. El derecho a solicitar la modificación de los registros educativos del estudiante que el padre o el estudiante elegible consideren inexactos, engañosos o que de otro modo violen los derechos de privacidad del estudiante según FERPA. Los padres o estudiantes elegibles que deseen solicitar a la escuela que modifique un registro deben escribir al director de la escuela [u otro funcionario escolar apropiado], identificar claramente la parte del registro que desean cambiar y especificar por qué debe cambiarse. Si la escuela decide no modificar el registro según lo solicitado por el padre o el estudiante elegible, la escuela notificará al padre o al estudiante elegible sobre la decisión y les informará sobre su derecho a una audiencia en relación con la solicitud de modificación. Información adicional sobre los procedimientos de la audiencia se proporcionará al padre o al estudiante elegible cuando se les notifique sobre el derecho a una audiencia.
3. El derecho a la privacidad de la información personalmente identificable en los registros educativos del estudiante, excepto en la medida en que FERPA autorice la divulgación sin

consentimiento. "Una excepción, que permite la divulgación sin consentimiento, es la divulgación a funcionarios escolares con intereses educativos legítimos." "Un funcionario escolar es una persona empleada por la escuela como administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal de salud o médico y personal de la unidad de policía escolar); una persona que sirve en la Junta Escolar; una persona o empresa con la cual la escuela ha subcontratado servicios o funciones que de otra manera realizaría con su propio personal (como un abogado, auditor, consultor médico o terapeuta); un padre o estudiante que sirve en un comité oficial, como un comité disciplinario o de quejas; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar a realizar sus tareas." Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un registro educativo para cumplir con su responsabilidad profesional.
4. Bajo solicitud, la escuela divulga registros educativos sin consentimiento a funcionarios de otro distrito escolar en el cual un estudiante busca o tiene la intención de inscribirse o ya está inscrito, si la divulgación es con fines de inscripción o transferencia del estudiante. [NOTA: FERPA requiere que un distrito escolar haga un intento razonable de notificar al padre o al estudiante sobre la solicitud de registros a menos que indique en su notificación anual que tiene la intención de remitir los registros cuando se soliciten].
5. El derecho de presentar una queja ante el Departamento de Educación de los Estados Unidos en relación con presuntas violaciones por parte de la escuela en el cumplimiento de los requisitos de FERPA. El nombre y la dirección de la Oficina encargada de administrar FERPA son:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Información del directorio

La siguiente información es divulgable a pedido a discreción del director de cada escuela: el nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, foto, materias de estudio, participación en actividades y deportes oficialmente reconocidos, peso y altura de los miembros de los equipos atléticos,

fechas de asistencia (tanto en una base anual como diaria), diplomas y premios recibidos, y la agencia o institución educativa más reciente/anteriormente asistida por el estudiante. Cualquier padre o tutor de un estudiante que asiste a las Escuelas de Rock Hill que prefiera que cualquiera de la información designada arriba no sea divulgada sin el consentimiento previo del padre o tutor, debe notificar por escrito a la Oficina del Superintendente, Escuelas de Rock Hill, P.O. Drawer 10072, Rock Hill SC 29731, antes del martes siguiente al Día del Trabajo. Si se proporciona dicho aviso, se notificará a la escuela a la que asiste el estudiante.

CONTINUE TO THE NEXT PAGE

ROCK HILL SCHOOLS 2026-2027
DIRECTORY INFORMATION OPT-OUT

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

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

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

Student's Name _____ Grade Level _____
First MI Last

Parent's Name _____ Date _____
Print

Parent's Signature _____

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

***This request is valid for the 2026-2027 school year only**

For School Use Only:

SCHOOL: _____ Date Received: _____

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

McKinney-Vento Act

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

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

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

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

PTO

We welcome you to join the Mount Holly School of Engagement Parent Teacher Organization! The main purpose of the PTO is to work with the school in creating a safe, warm environment where our children can learn and grow.

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/her success and well-being in school. Report cards are issued every nine weeks. The evaluation of student achievement is one of the important functions of the teacher. Each student is evaluated with reference to his or her own instructional level.

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. 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. The school district has an information line that is updated during conditions that might impact school opening. This number is **366-INFO**.

SCHOOL IMPROVEMENT COUNCIL

Mount Holly's School Improvement Council is composed of elected parents, teachers, and community members appointed by the principal. If you are interested in being a part of this council, please contact Mrs. Jones.

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

DISTRICT SNACK POLICY

ROCK HILL Schools
YORK COUNTY DISTRICT THREE

Dear Parent/Guardian,

The Health Advisory Committee for the school district has met over the past two years to develop a healthy snack list for classrooms. The list provided below has been approved by the district as allowable snacks for the classroom. The list was compiled by the district Health Advisory Committee using feedback from the School Improvement Councils (during the 2017-18 school year), and parent survey responses from the spring of 2018. The snacks listed meet SMART Snack guidelines recommended by USDA.

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

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

Pretzels
Cheddar crackers or graham crackers
Sun chips or similar baked chips
Frozen fruit bars (Ex. Whole Fruit, Outshine, Dole or store brand equivalent)
Fresh fruit – Individual serving/wrapped or in purchased package container
Fresh vegetables – Individual serving/wrapped or in purchased package container
Low fat dips
Fruit cups (Ex. In water, light syrup, or 100% juice)
Yogurt
Apple sauce cups
Gelatin cups or pudding cups
Fruit and veggie pouches
Cheese sticks (Individually wrapped)
Pepperoni or turkey pepperoni (In purchased package container or individual sticks)
Water/Flavored Water

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

Rock Hill Schools Planning Department and Student Services
981-1045

STUDENT INFORMATION FORM

During the first week of school your child's teacher will be sending home an information card for you to complete. This information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a local person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date.

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 **7:00AM** and **up to 15 minutes after classes are dismissed**.

TARDINESS

Students are tardy after 7:45AM. Any student arriving after 7:45AM should be **walked in the building and signed in by a parent** to be marked present for the day. Please make every effort to have your child at school on time. Breakfast will not be available for students who arrive after 7:45AM.

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 through a handwritten note.**

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 use.

TRANSPORTATION CHANGE

Please notify the teacher in a handwritten note if there is to be a change in transportation for your child. If no notification is received, your child will follow his/her regular method of getting home.

VISITORS

Visitors who are on school business are welcomed 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/or teacher.

VOLUNTEERS ARE ALWAYS WELCOME!

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 workroom, as classroom helpers, 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. Your cooperation is always greatly appreciated.

Thank you for accessing your Parent/Student Handbook. Please verify that you have read the handbook by clicking the link below. Thank you!
https://docs.google.com/forms/d/e/1FAIpQLSecki0ZvAmrAWkKK1E-aZYQW-zuzuSsPBnwaZWjL1i5nXPaQg/viewform?usp=sharing&ouid=107934813337576676495