



STUDENT/PARENT HANDBOOK 2022-2023

York School District One is proudly accredited and certified by Cognia.



EQUAL OPPORTUNITY

The district is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law.

Staff inquiries should be directed to the Director of Human Resources and student inquiries should be directed to the Director of Student Services at 1475 East Liberty Street PO Box 770, York, SC 29745, phone (803) 684-9916.

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York School District One (YSD1) provides this handbook so that students and their parents/guardians can become familiar with our schools' rules and regulations. It contains a brief overview of some board policies and district rules/regulations. It is not legally binding and is not intended to replace the actual policies and procedures established by the Board of Trustees. Nothing in this handbook, or any YSD1 policy manual, constitutes or creates an expressed or implied contract. The district may amend, modify or discontinue at any time the policies, rules and regulations referred to in this handbook. For the most current copy of this handbook or board policies, visit the district's website at www.york.k12.sc.us

WELCOME TO YORK SCHOOL DISTRICT ONE!

I want to welcome you and your child to an exciting new year here in York School District One! I have been in the district since 2013, and I have had the pleasure of serving as YSD1 Superintendent since January 2018. From the first day that I stepped into this district, I have witnessed many positive teaching strategies; parent, teacher, student interactions; and teamwork. The sense of connectedness within this district and the surrounding community is truly unique and is a key factor that sets us apart from other districts. As your Superintendent, you need to know that I believe in public education, and I am confident that this district provides an outstanding education for the children of York One.



For the 2022-2023 school year, our focus will be on the continuous improvement of teaching and learning, school safety, facilities, and communication. Specifically, as a district, we have committed to becoming a true learning organization. With the development of our Strategic Change Agenda, we seek to confirm our belief that our children are an investment in the future of our community. By working to become a learning organization, our focus can center on the system's clear purpose: to ensure our children have the opportunity to reach their highest potential by finding the intersection of what they are passionate about and what they do well.

As a YSD1 stakeholder, we are asking you to partner with us in this journey. Working collaboratively, we believe we can achieve the following three goals outlined in our Strategic Change Agenda:

- Create a challenging and supportive educational environment that ensures readiness for all students.
- Create quality learning opportunities for students and staff that promote innovation and flexibility.
- Build a supportive learning environment that promotes capacity and leadership development at every level of the organization.

When we commit to the actionable practices within our Strategic Change Agenda, we can ensure that our efforts are focused on making sure our students graduate from our system and enter our society ready for college, career, or whatever path they may choose.

Thank you so much for being so supportive. Let's get to work!

SCHOOL START/DISMISSAL TIMES

SCHOOL	INSTRUCTION BEGINS	DISMISSAL
Cotton Belt Elementary	7:45 AM	2:15 PM
Harold C Johnson Elementary	7:45 AM	2:15 PM
Hickory Grove-Sharon Elementary	7:45 AM	2:15 PM
Hunter Street Elementary	7:45 AM	2:15 PM
Jefferson Elementary	7:45 AM	2:15 PM
York Intermediate School	7:45 AM	2:15 PM
York Middle School	8:45 AM	3:35 PM
York Comprehensive High School/ Floyd D Johnson Technology Center	8:45 AM	3:35 PM
York One Academy	TBD	TBD

DISTRICT ADMINISTRATION

Ms. April Aulmer	Elementary Programs	aaulmer@york.k12.sc.us
Mr. Chad Carper	Student Services	ccarper@york.k12.sc.us
Mr. Tim Cooper	Instructional Technology K-4 & Communications Officer	tcooper@york.k12.sc.us
Mrs. Elissa Cox	Secondary Programs	ecox@york.k12.sc.us
Dr. Latoya Dixon	Asst. Superintendent of Academic Innovation & Professional Learning	ldixon@york.k12.sc.us
Mrs. Jessica Elliott	Parenting Partnerships	jelliott@york.k12.sc.us
Mrs. Becky Funderburk	Instructional Technology Integration 5-12	bfunderburk@york.k12.sc.us
Mr. Bryan Greeson	Special Services	bgreeson@york.k12.sc.us
Mrs. Amy Hagner	Asst. Superintendent of Operations & Finance	ahagner@york.k12.sc.us
Mrs. Sherry Hernandez	Accounting	shernandez@york.k12.sc.us
Mrs. Latisha Holt	Dining Services	lholt@york.k12.sc.us
Mrs. Jessica Koon	Testing & Accountability	jkoon@york.k12.sc.us
Mr. Kevin Queen	Transportation and Safety	kqueen@york.k12.sc.us
Mr. Mark Sanders	Human Resources	mvsanders@york.k12.sc.us
Mr. Chuck Wallace	Technology	cwallace@york.k12.sc.us
Mr. Charlie Westbrook	Maintenance	cwestbrook@york.k12.sc.us

DISTRICT INFORMATION

TITLE IX — NONDISCRIMINATION STATEMENT

The York One Board of Trustees affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. Respect for everyone will be a consideration in the establishment of all policies by the board and in the administration of those policies by district staff.

The district is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy (including childbirth and other related medical conditions), age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic as may be required by law.

Staff inquiries should be directed to the Director of Human Resources and student inquiries should be directed to the Director of Student Services at 1475 East Liberty Street PO Box 770, York, SC 29745, phone (803) 684-9916.

YSD1 SCHOOL DIRECTORY

Cotton Belt Elementary (K-4)

Jennifer Bolin, Principal
1176 Black Hwy., York
Tel: 803.684.1947
jbolin@york.k12.sc.us

Harold C Johnson Elementary (K-4)

Crystal Sandifer, Principal
400 E Jefferson St., York
Tel: 803.818.6040
csandifer@york.k12.sc.us

Hickory Grove-Sharon Elementary (K-6)

Rebecca Dover, Principal
4901 Hickory Grove Rd., Hickory Grove
Tel: 803.925.2116
rdover@york.k12.sc.us

Hunter Street Elementary (K-4)

Jane Wallace, Principal
1100 Hunter St., York
Tel: 803.684.1926
jwallace@york.k12.sc.us

Jefferson Elementary School (K-4)

Mattie Hughes, Principal
1543 Chester Hwy., York
Tel: 803.684.1942
mhughes@york.k12.sc.us

York Intermediate School (5-6)

Keith McSwain, Principal
1280 Johnson Rd., York
Tel: 803.684.2311
kmcswain@york.k12.sc.us

York Middle School (7-8)

Cassidy Valerino, Principal
110 Deviney Rd., York
Tel: 803.684.5008
cvalerino@york.k12.sc.us

York Comprehensive High School (9-12)

Dr. John Tharp, Principal
275 Alexander Love Hwy., York
Tel: 803.684.2336
jtharp@york.k12.sc.us

Floyd D. Johnson Technology Center (9-12)

Dr. Lee Green, Director
275 Alexander Love Hwy., York
Tel: 803.684.1910
Lgreen@york.k12.sc.us

York One Academy Alternative School (5-12)

Beverly Meares, Coordinator
37 Pinckney St., York
Tel: 803.684.2381
bmeares@york.k12.sc.us

BOARD OF TRUSTEES

The York School District 1 Board of Trustees meet on the second Tuesday of each month. The public is invited to attend. Meetings are held at the York School District 1 Administration Office, 1475 East Liberty Street (unless noted otherwise).



2022-23 Board of Trustees (left to right)

Mr. Wade Anderson, Mr. David McSwain, *Chairperson* – Mr. Chris Revels, Mrs. Diane Howell, *Superintendent* – Mrs. Kelly Coxe, *Secretary* – Mrs. Tracy Miskelly, Mr. Scott Childers, and *Vice Chairperson* – Mrs. Betty F. Johnson

YORK SCHOOL DISTRICT 1 BOARD AGENDA

Effective August 2016, York School District One moved to BoardDocs as our meeting management system for School Board meetings. To view agendas, click the link below:

<https://go.boarddocs.com/sc/ysd1/Board.nsf/>

VISION To Learn, Serve, and Give as One.

MISSION

Our mission is to cultivate a service-oriented community of learners who strive for personal growth and excellence as communicators, collaborators, creators, and critical thinkers.

BELIEFS

We believe...

- Learning is a life-long, ever-changing process for students and staff.
- Each child is unique and should have the opportunity to reach his/her full potential.
- A safe, orderly, and nurturing environment is essential for learning.
- Education is a collaborative effort between schools and the community.
- Technology is a tool that should leverage to enhance the teaching and learning process.
- Teaching and learning should be relevant, individualized, and intentional to equip students for success.

DISTRICT GOALS

- Create a challenging and supportive educational environment that ensures readiness for all students.
- Create quality opportunities for ongoing learning for students and staff to promote innovation and flexibility.
- Build capacity and leadership at every level of the organization.

COMMITMENTS

1. We will foster and maintain a safe learning environment for students and staff.
2. We will establish and nurture trusting and caring relationships with students, families, community members, and colleagues.
3. We will provide quality learning experiences to meet the individual needs of students.
4. We will embrace a commitment to continuous learning for students and staff.
5. We will partner and collaborate with students, families, and the community to enhance educational experiences.

[YSD1 Strategic Change Agenda 2022-2027](#)

ADMISSION REQUIREMENTS

A child entering kindergarten must be five years of age on or before September 1. Any student entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. You will have 30 days to bring your child's immunization up to standard from the date of the letter sent home.

All children between the ages of 5 and 17 must attend a public, private school, or kindergarten or in an approved home-schooling program in accordance with state compulsory attendance law and regulations. Students are expected to attend school 180 days of each school year for the entire instructional day. Any deviation from these hours is a serious disruption to the student's educational program.

ATTENDANCE

The Board believes that attendance is a key factor in student achievement. Any absence represents an educational loss to the student. The Board expects each student to attend his/ her designated school every day, all day, for the entire year, except in cases of illness or other reasons specifically stated in this policy.

Students are counted in attendance or present when they are:

- At school and have reported to their classroom.
- Receiving homebound instruction.
- Engaged in a school-sponsored activity approved by the principal.
- Assigned to in-school suspension.

IMPORTANT SCHOOL ATTENDANCE INFORMATION

York School District 1 will comply with these laws and regulations as set forth by the Local and State Boards of Education, SC CODE R43-274, SC CODE 59-65-90 and the Juvenile Justice and Delinquency Prevention Act of 1974.

- (1) Students are expected to attend school each day in accordance with the approved school calendar. Students should not be tardy or leave school early except for extreme and unavoidable circumstances.
- (2) If a student is absent from school, the parent/guardian must send a note to the school explaining the absence within three days of the student returning to school. If the school has not received a written excuse from the parent/guardian within 3 school days of the student's return, the absence(s) may be recorded as "UNLAWFUL."
- (3) Students that miss school due to a death in the family should send a note to the school stating the reason for the absence, the name of the deceased, and documentation verifying the death (i.e., newspaper clipping or funeral program).
- (4) Students who are out of school for medical reasons should provide the school with a **doctor's note upon returning to school**. If a student is out due to illness and returns to school with a doctor's note, the absences will be recorded as "MEDICAL."
- (5) **For yearlong courses**, after ten lawful or unlawful absences, or any combination of the two, the principal of the school will approve or disapprove each succeeding absence. **For semester courses**, after five lawful or unlawful absences, or any combination of the two, the principal of the school will approve or disapprove of each succeeding absence. **The school will be allowed to "EXCUSE" no more than 10 school days with a parent/guardian note.** Parent/guardian notes sent after the 10th day will be recorded as "UNLAWFUL" (unless for bereavement – see #3).
- (6) In accordance with the law, excessive absences can determine a student's promotion, retention status, or credits earned.
- (7) Attendance letters will automatically be sent out to each parent when a child has reached the 3rd, 5th, and 10th day of absences – excluding medical (by doctor's note only) and bereavement (3 days maximum).

TRUANCY PREVENTION

The attendance laws state that a **Truant Child** is defined as “**A child ages 6 to 17 years that has accumulated three consecutive unlawful absences or a total of 5 unlawful absences.**” Schools are required by law to have a face-to-face meeting with every parent/guardian of a **Truant Child** and develop an “**Attendance Intervention Plan.**” Parent(s)/Guardian(s) that fail to attend the scheduled Intervention Plan meeting or refuse to cooperate with the intervention planning may be referred to Family Court in accordance with SC CODE 59-65-50, and a report may be filed against the parent(s)/guardian(s) with the Department of Social Services in compliance with SC CODE Ann 20-7-490(2)(c)(Supp. 2002).

By law, schools must review absences and tardies daily to check for compliance of attendance laws and regulations. The State Department of Education has developed a standard reporting system for the collection and reporting of truancy rates on a school-by-school basis. Schools will be audited by the State to make sure they are following all attendance laws and regulations.

A student who fails to attend school when he/she is physically and circumstantially able to do so and has accrued three consecutive unverified absences or a total of five unverified absences is truant. Such a student is in violation of the South Carolina Compulsory Attendance Law that requires school attendance for children who are 5 years of age by September 1 until they become 17 years of age. In accordance with state regulations, students can be absent for no more than 10 days per school year. Documentation from a parent/legal guardian or certified medical practitioner must be submitted to the school immediately upon the return of the student. The school principal must approve absences that exceed the 10. A student with excessive absences may be subject to retention. High school students who exceed five absences in a semester course or 10 absences in a yearlong course may not receive credit for that course. If a student fails to bring valid documentation to school, he/she will automatically be marked as an unverified absence. If a student brings a false (or forged) excuse, he/she must be referred to the school administration for appropriate action and the absence(s) considered unverified.

CHRONIC ABSENTEEISM

Beginning in the 2017-2018 school year, school districts within our state are required to identify students who are chronically absent to the State Department of Education as part of the implementation of Every Student Succeeds Act. According to the United States Department of Education’s Office of Civil Rights (OCR), an absent student is one who misses 50% of the instructional day for any reason regardless of whether the absence is excused or unexcused. Using this definition of absent, OCR requires states to report the number of students in each school and district who are absent at least 10% of the time during which they are enrolled. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10% of the school year) will be considered chronically absent. The total number of chronically absent students will be included in both school and district report cards and reported to OCR.

Because chronic absenteeism is associated with poor academic performance, increased dropout rates and decreased graduation rates, districts and schools are encouraged to make parents aware of this change and stress the importance on-time daily attendance plays in student achievement. Once a student is identified as chronically absent, parents will be notified and asked to sign an acknowledgment form with information on how to work towards minimizing school absences.

To facilitate the flow of information, the SC State Department of Education has standardized attendance coding and minute by minute tracking in PowerSchool for all schools throughout the state. Previously districts were able to develop their own attendance codes and policies related to their use. Due to the standardization, parents may notice some changes when reviewing attendance either through the Parent Portal or reviewing attendance records provided by staff members, including the use of new attendance codes. One notable change is the coding of early dismissals at the elementary level. In the past, when a student was signed out early, this was not indicated in PowerSchool attendance records with separate coding. Now parents may see an absence coding of **SC - EDSM= Early Dismissal** or **SC - DSML= Dismissal**, based on the time the student was signed out and/or the reason for the time away from school.

CHRONIC ABSENTEEISM AND TRUANCY

Chronic absenteeism is different from truancy. Although there is some overlap, the definition and types of absences considered are not completely the same. See [APPENDIX A](#)

If you have questions about your child's specific attendance record or potential future absences, please contact his/her school attendance secretary. For questions about school district attendance policies or the implementation of directives from the State Department of Education regarding Chronic Absenteeism, please contact Chad Carper at the School District Office at 803.684.9916 or via email at ccarper@york.k12.sc.us

PERFECT ATTENDANCE

Students who have perfect attendance every nine weeks (excluding make-up days) will be recognized. To receive perfect attendance for the year, a student must attend school for 180 days and not have more than 3 unexcused tardies or early dismissals per nine weeks.

TARDINESS/LEAVING EARLY

Students and parent(s)/guardian(s) are encouraged and expected to understand how important it is to attend school each day and be on time to school. Tardies to school, as well as early dismissals, interrupt our classroom routines and will result in a loss of learning.

All students entering the building **after the designated arrival time** must be signed in at the front office by a parent/guardian. Dismissal and arrival times may vary from school to school; please see the school handbook for specific guidelines.

MODIFIED SCHOOL DAYS

- Half Days- December 21, May 31, June 1. Elementary school students (grades K-6) are dismissed at 11:30 AM. Middle and high school students are dismissed at 12:45 AM.
- Professional Collaboration Days: September 28, October 27, February 1 and March 1. Elementary school students (K-6) are dismissed at 11:30 AM. Middle and high school students are dismissed at 12:45 PM.
- Bad Weather Make-up Days: YSD1 is an eLearning district and can make up bad weather days on the actual day of bad weather or on one of the bad weather days on our calendar by using remote learning. Those days are: February 20, March 13, March 31.

TRANSFERS/WITHDRAWALS

The school should be advised of the withdrawal prior to the withdrawal date, if possible, and should state the child's last day in school, new address, and the school where the child will transfer. The parent(s) will be requested to sign the transfer form granting the school authorization to transfer school records to the new school. Transfers should be requested prior to 11:00am. Textbooks, library books, and lunch monies will be accounted for before the child withdraws. Special records will be transferred when a student moves to a school within the district or outside the district.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act allows schools to release “directory information,” i.e., student’s name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. The district considers photographs to include digital images, including digital photographs and recordings related to school or district-sponsored events, activities, and special recognition, as “directory information.” During your child’s school career, he/she may participate in a variety of academic, athletic, fine arts, and other events and activities. During these events and activities, your child may be photographed and/or interviewed by district or school staff, other students, or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the Internet, or in district/school promotional pieces including, but not limited to, district or school websites, school yearbooks, brochures, fliers, honor roll or other recognition lists, newsletters, playbills, programs (including graduation and athletic programs), television shows, videos, etc. **No personal information such as home address, telephone number, birth date or social security number is ever published on any YSD1 student in publications created or sanctioned by the Schools or District including the York School District One Education Foundation.**

In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories— names, addresses, and telephone listings—unless parents have advised the school that they do not want their student’s information disclosed. If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities, including on a school or district-maintained website/Facebook page/Twitter/other social media, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the district in writing (annually) of the specific type of directory information to withhold.

If you do not want York School District 1, the York School District One Education Foundation, or your child’s school to include your child’s name, photograph and general information on any recognition received by your child in any print media, the Internet or other school related materials (i.e., newsletters, recognition lists, programs, yearbook, videos) you must notify your child’s school in writing by Thursday, September 2, 2022, or 14 days after your child’s first day in YSD1. If you do not do so by this date, our district is free to release or use such information as appropriate. You may change your mind and revoke this authorization at any time by notifying your child’s principal in writing.

The [Family Educational Rights and Privacy Act \(FERPA\)](#) requires all public-school systems to, with certain exceptions, obtain the written consent of a parent/legal guardian prior to the disclosure of personally identifiable information from a student’s educational records. A school district may, however, release appropriately designed directory information without a parent/guardian’s written consent.

Directory information, which the federal government considers not harmful or an invasion of privacy if released, may be disclosed to outside organizations such as, but not limited to, companies that manufacture class rings or publish yearbooks and newspaper or television stations. Additionally, directory information may be used in certain school publications like the honor roll, graduation programs, sports activity sheets, a drama production playbill, school television shows, school newsletters, podcasts, and district or school promotional pieces.

In keeping with FERPA, York School District 1 considers the following as directory information: a student’s name; home address; telephone number; his/her photograph; month/year and place of birth; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; the most recent educational agency or institution attended; and pictures of students involved in school activities. Our school system also considers the voice, image, and likeness of a student in pictures, videotape, film, or other medium, as well as student work intended for publication or display to be directory information. **York School District 1, YSD1 schools, and the York School District One Education Foundation will never use students’ home addresses, telephone numbers, and dates and places of birth in media such as newspapers, magazines, promotional materials, television, or the Internet.**

Finally, FERPA allows parents/guardians and eligible students certain rights with respect to a student's education records and the right to file a complaint with the United States Department of Education concerning alleged failures by a school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

BUS TRANSPORTATION

SCHOOL BUS SAFETY

South Carolina state law mandates that school districts provide transportation for students living more than 1.5 miles away from the school attended. In keeping with this law, York School District One (YSD1) provides bus transportation for its public-school students in grades PK through 12.

RULES AND POLICIES

To help ensure safe, efficient transportation, parents/legal guardians, and students should familiarize themselves with all YSD1 policies and state laws and regulations so they will know their responsibilities. Riding the bus is a privilege rather than a right for each student to enjoy. Students who fail to follow established rules could lose the privilege to ride any YSD1 bus.

A student must have permission to ride to and from school on the bus. To request a bus assignment or make any changes to a student's bus assignment, parents should contact their student's school. All bus assignment changes require a 24-hour processing period.

Students are prohibited from bringing the following items on the bus: animals; drinks/food not approved by the district or driver; glass containers; weapons; balloons; oversize items - including band instruments or athletic equipment. Any object which obstructs the driver's view, blocks the aisle, blocks emergency exits, or displaces a student from a seat is prohibited. Objects which interfere with the safe operation of a school bus are prohibited. Electronic devices and handheld electronic games will be permitted if equipped with headphones and if they cannot be heard by the driver or other students. Any item carried on the bus must always remain in the student's bookbag or in the student's immediate possession.

Any student not present at their assigned stop for five (5) consecutive days will be removed from bus rosters and routing. To reschedule transportation, parents/guardians must contact their students' school. This will require a 24-hour processing period.

PRE-K THROUGH SECOND GRADE STUDENTS

For the safety of all Pre-K through second grade students, a parent/legal guardian or responsible party must be visible to the driver at the designated stop. If no one is visible, the school will be contacted, and the child(ren) will be returned to the school for parent/legal guardian or responsible party pick-up. ([AR EEAC-R Bus Scheduling and Routing](#)). After three occurrences, students may lose bus riding privileges for five school days. After five occurrences, students may lose bus riding privileges for the remainder of the school year.

GUEST RIDERS ON SCHOOL BUS

To ensure adequate, safe seating conditions for all passengers, the district will be unable to allow guest riders on school buses, morning, or afternoon. Guest riders are students who do not ride the same bus as their "host" or students who are requesting transportation service on a bus other than the one which serves their residences or regular before/after school care location. ([AR EEAC-R Bus Scheduling and Routing](#))

The following students **are not** considered guest riders:

- students who ride a bus and are wanting to go to the home of someone else who rides the same bus (these
- students must have written authorization from the school)
- students who are living temporarily with someone other than parents/legal guardians

A student who is eligible to ride buses may ride to and from his/her residence or a documented before/after school care location, which is a place other than a student's residence designated by a student's parents/legal guardians as a daily pick-up/drop-off site. These locations cannot be changed randomly or at will. To be eligible to ride a bus, a student must:

- live in the attendance zone for the school he/she attends
- live more than 1.5 (one and one-half) miles from the school

BUS STOP SAFETY

Students should stand away from the roadway and clear of traffic at bus stops. Students must not stand or play in the roadway. Students should stand no closer than 10 to 15 feet from the bus and wait until the driver opens the door before moving toward the bus. Students must remain seated until the bus has come to a complete stop and the driver opens the bus door before exiting the bus. Students who must cross the roadway to enter the bus or must cross the roadway after exiting the bus should cross the road ONLY after being signaled to cross by the bus driver. Students should also look both ways before crossing the roadway. Horseplay at bus stops is forbidden and students must respect the property of others. Students should report any suspicious people to the bus driver immediately upon entering the bus. Students riding a bus home after school must move quickly to the bus after school is dismissed. When a school administrator signals the buses to depart and the bus doors close, no additional student loading is permitted. Students who miss the bus must report to the school administrator or teacher in the bus loading area to contact someone to take them home. Buses will not return to schools to pick up students who miss the bus. **Parents are responsible for student conduct and safety at bus stops until the bus arrives in the morning and after the bus departs in the afternoon.**

While a complete listing of district rules related to student transportation is available in the York School District One Board Policy Manual under *AR EEAEC-R Student Conduct on Buses*, please see [APPENDIX B](#) for offenses that will result in disciplinary action. Discipline records or violations are cumulative; repeated violations may lead to more serious disciplinary actions.

RESPONSIBILITIES AND DISCIPLINARY ACTIONS

The school bus driver is always responsible for the bus and its occupants. However, in cases involving discipline, the principal of each school assumes responsibility for dealing with all students.

Although school bus drivers may not remove a student from a bus for disciplinary reasons without the Director of Transportation or principal approval, drivers are instructed to stop their buses and call their supervisor when a student's behavior is a threat to the safety of other students. School bus drivers must report all violations of safety regulations and any behavioral problems to the administration of the school.

RECORDING DEVICES

The York School District One board of trustees has authorized the use of video and audio recording devices on all buses used by the district. The district will use these devices to monitor student behavior to maintain a safe environment. Students and parent/legal guardians are here notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings is a confidential student record. The district will retain the recordings with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. For reasons of confidentiality and only when a legitimate educational purpose exists, video/audio recordings may only be reviewed by the bus driver, school and district administrators or their designees, school resource officers and/or other law enforcement personnel. Parents/Legal guardians of any affected student may request to review a video/audio recording under the direct supervision of the school administration as long as the video/audio contains recordings of their child(ren) and a legitimate educational purpose exists.

ELECTRONIC DEVICES

Student possession and/or use of electronic devices while on school transportation or school-sponsored trips is permissible if the device causes no distractions or creates an unsafe environment. If a student's electronic device interferes with the safe operation of a school bus or activity bus, the student will be directed by the driver to power off the device and put it away. Failure to comply with driver directive may result in loss of riding privilege.

RESPONSIBILITIES OF PARENTS/LEGAL GUARDIANS

Parents/legal guardians are responsible for the safety, conduct and timely arrival of their children to, from and at the designated school bus stop. This includes the time before the arrival of the school bus for pick up and transport to school, as well as the timely departure of the child after the school bus leaves the designated school bus stop after transporting the children from school. ([SC-59-67-415](#))

Parents/Legal guardians should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus and stress the importance of good behavior on the bus.

ACCEPTABLE USE OF TECHNOLOGY

Innovative technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. York School District 1 (YSD1) offers its students and staff access to the electronic information highway, the Internet. Use of the district network and network resources must be in support of education consistent with the goals and objectives of the district.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the workplace and/or classroom. However, on a global network it is impossible to control all materials. The staff is responsible for setting and conveying the standards that should be followed when using media.

UNAUTHORIZED TECHNOLOGY USAGE AND ONLINE ACCESS

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without the permission of the school's technology and learning coach
- Loading or attempting to load software or files onto the district network without the permission of the Information Technology Department
- Accessing or modifying data without authorization
- Modifying or sharing passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities by minors online
- Vandalism: i.e., any malicious attempt to harm or destroy data of another user
- Unauthorized disclosure, use or dissemination of personal information regarding minors. The district prohibits the use of its network and the internet to intentionally access, view, download, store, transmit or receive any information that contains material that is in violation of any district policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to, the following:
 - Pornography or obscenities
 - Harassing or threatening language or images
 - Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
 - Material that is copyrighted or protected by trade secret
 - Material used to further any commercial business, product advertising, virus transmission or political activity
 - Material that is potentially disruptive of the learning environment and information sources.

The district reserves the right to monitor and/or review all uses of the district network and the internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received.

NETWORK AND INTERNET USAGE

Access to the district network and internet is made available to students for educational and district operational purposes. Students will receive instruction on proper use of the district's network and internet system.

The district will not be liable for students' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, students' mistakes or negligence, or costs incurred by students. The district will not be responsible for ensuring the accuracy or usability of any information found on the internet.

INTERNET AND ONLINE SAFETY

The internet can provide a vast collection of educational resources for students. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

ACCESSING INAPPROPRIATE SITES

Student internet activities will be monitored by the district to prevent students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The district will use technology protection measures to protect students from inappropriate access.

REPORTING

District and school computer technicians as well as other district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

OFF-CAMPUS CONDUCT

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, regardless of whether the action involved district or personal equipment or the source of access.

ELECTRONIC MAIL (EMAIL) USAGE

The district's email system is made available to district students for educational and district operational purposes. Email is not guaranteed to be private. People who operate the system have access to all mail. Inappropriate messages can result in suspension of privileges.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes to include, but not be limited to, the following:

- Creating, transmitting, or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual, racist, or discriminatory
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business All electronic messages created, transmitted, or received via the district's email system, including those created, transmitted, or received for personal use, are the property of the district. The district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted, or received on the district's email system.

POSSESSION/USE OF ELECTRONIC AND WIRELESS DEVICES

Depending on how they are used, electronic devices can either be valuable learning tools or a source of disruption in the learning environment. A wireless device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice, picture, video, and or text communication or data.

These include, but are not limited to, cellular phones, smart phones, gaming devices, music and media players, tablets, laptops, notebooks, netbooks, e-Readers, and iPods.

Students are personally and solely responsible for the care and security of their personal electronic devices. The district assumes no responsibility for theft, loss, damage, or vandalism to any devices brought onto its property, the unauthorized use of such devices and/or data charges incurred by the student as part of his/her family's personal data plan(s). The district, the school, and its staff will not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

AUTHORIZED USE

The possession of an electronic device by a student on school property or while attending school-sponsored or school-related events is a privilege, not a right. Students may possess mobile telephones, smart phones, tablets, or other such devices as described above if they adhere to the restrictions provided herein. Students and parents/legal guardians should refer to their school handbook for additional information. Any unauthorized use of these devices during the instructional school day is prohibited as it can disrupt the instructional program and/or distract from the educational environment.

Elementary school students may possess mobile telephones, smart phones, or other such devices as described above provided such devices are not visible, used, or activated and are kept in the "off" position throughout the instructional school day. Students must keep such devices stored in a purse, locker, backpack, or other non-visible secure location during the instructional school day. Students may only use such devices when given permission by school personnel.

Middle school students may possess mobile telephones, smart phones, or other such devices as described above on school property provided, they are not visible, used, or activated and are kept in a silent or "airplane" mode, blocking all alerts throughout the instructional school day. The devices must be stored in a locker, pocket, purse, backpack, or other non-visible secure location. Times of authorized use are before the start of school, after the dismissal bell rings, and during any other times as authorized by the school principal in the school handbook.

High school students may possess mobile telephones, smart phones, or other such devices as described above on school property provided such devices are not visible, used, or activated and are kept in a silent or "airplane" mode, blocking alerts throughout the instructional school day. High school students must keep their devices as described above stored in a vehicle, locker, pocket, purse, backpack, or other non-visible secure location. Times of authorized use are before the start of school, after the dismissal bell rings, during lunch and change of classes, during classroom instruction when directed by a teacher for instructional purposes, and at any other times as authorized by the school principal in the school handbook.

Student possession and/or use of electronic devices while on school transportation or school-sponsored trips is permissible if the device causes no distractions or creates an unsafe environment. Students will be required to power off their devices if the device becomes an interference.

The district will make an exception to this rule under the following circumstances:

- A student under the age eighteen (18) may possess a personal electronic communication device if the student needs the device for a legitimate medical reason or individualized education program (IEP) requirement; and/or
- A student eighteen (18) or older may possess a personal electronic communication device under any of the following circumstances:
 - The student is an active member of a volunteer firefighting organization
 - The student is an active member of a volunteer emergency service organization
 - The student needs the personal electronic communication device for a legitimate medical reason or IEP requirement

Before a student may possess or use a personal electronic communication device pursuant to any of the above-listed exceptions, the principal must have written, approved documentation on file of the student's medical need or membership in voluntary firefighting or emergency medical service organization.

The principal of each school will decide what constitutes a legitimate medical reason consistent with any guidelines established by this board and/or by the State Department of Education.

UNAUTHORIZED USE

Students' privilege to possess and/or use an electronic device may be forfeited if the student fails to abide by the terms and provisions of this policy or when such possession, display, or use of such devices results in conduct that includes, but is not limited to:

- accessing or viewing websites that are inappropriate or otherwise blocked to students at school while on district property or at school-sponsored activities
- capturing, recording, or transmitting the words/sounds (audio) and/or images (pictures/video) of any student, district employee, or other person in the school or while attending a school-related activity without express prior notice and explicit consent by the student's principal, assistant principal, or appointed district employee
- "sexting" or the taking and/or transmission of nude or sexually explicit photos or videos in school
- taking pictures or recording audio/pictures/video in locker rooms, changing areas, and bathrooms or any other areas in which there is a reasonable expectation of privacy
- capturing or transmitting test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty; likewise, students are prohibited from using devices to receive such information
- the unauthorized or unlawful sharing or posting of images taken or stored on electronic devices during school hours and/or on school property
- using devices on school grounds or at a school function to commit a crime under federal or state law
- using the devices in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying, or harassing through language, pictures, or gestures pursuant to policy [JICFAA](#)
- using electronic devices in any manner that reflects violations in the school Student Handbook and/or disrupts the instructional environment
- failing to turn off, put away, and/or relinquish an electronic device after being requested by an administrator, faculty, or staff member.

PERSONAL USE OF DISTRICT RESEARCH, INFORMATION AND COMMUNICATION RESOURCES

Limited personal use of district computers, the district network and the internet, electronic research, and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does disrupt or interfere is prohibited.

VIOLATIONS

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive, or otherwise in violation of this administrative rule. District employees who witness, experience, or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience, or otherwise learn about a suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience, or otherwise learn about a suspected violation should report the matter to a district administrator.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's use privileges
- Disciplinary measures consistent with the district's student discipline code, up to and including expulsion

- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulations.

ILLEGAL AND ETHICAL USES OF CAMERA DEVICES

News reports have shown that cellular phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), are being used for unethical and illegal purposes. These purposes have included cheating on tests and taking and distributing unauthorized photographs of other people. When someone takes pictures of others without their permission, he/she risks invasion of privacy and harassment lawsuits. The individual may also face criminal prosecution. These devices also can be used to reproduce copyrighted material, so misuse can lead to penalties under federal copyright laws. To address these concerns, in addition to our existing guidelines on the use/possession of paging devices and cell phones, the following guidelines apply to possession and use of camera devices:

- Camera devices may not be used in any unethical or illegal manner.
- Camera devices may not be used to photograph (or record) another person who has a reasonable expectation of privacy without the person's knowledge and consent.
- Camera devices may not be used in a way that would violate another person's copyright.
- Camera devices may not be used to harass, intimidate, or bully another person or invade another person's privacy.
- An image taken using a camera device may not be published, broadcasted, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright to the material appearing in that image.
- Camera devices may not be used in ANY classroom without the teacher and/or principal's written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera may be used.
- Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

POLICY ON ELECTRONIC DEVICES DURING STATE TESTING

During testing, students may not be in possession of any **electronic or other device** that can be used for communicating, timing, creating images, or storing images. These devices include, but are not limited to, cell phones, media players, tablets, smart watches, electronic readers, headphones, stop watches, electronic translators, handheld devices, or any electronic imaging or photographic devices. All electronic devices must be collected before students begin testing and returned only after all students in the test session have completed testing.

This restriction does not apply to devices documented for use during testing in a student's IEP or 504 Plan and/or required for a customized administration (e.g., headphones for an online oral administration). If such devices are used during an online testing session, they may be used **only** for the purpose of taking the test. Additionally, this restriction does not apply to electronic devices that are medically required for monitoring a student's health, including but not limited to a cell phone that reports glucose monitor readings.

INTERNET USE RULES AND RESPONSIBILITIES

Users are responsible for good behavior on computer networks just as they are in an office setting. Communications on the network are often public in nature. General rules for behavior and communications apply.

The Internet is provided for users to conduct research and communicate with others in relation to schoolwork. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege not a

right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrator will deem what is inappropriate use and his/her decision is final. The system administrator may close an account at any time. The administration, faculty and staff of York School District 1 may deny, revoke, or suspend specific user accounts.

Individual users of the Internet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of York School District 1. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited. Use of public property for personal gain is a felony and subject to prosecution.

The user is expected to abide by all the rules of usage contained herein. [IJNDB](#)

DISCLAIMER

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district is not responsible for any damage suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruption.

MEALS

BREAKFAST AND LUNCH PROGRAM

York School District One (YSD1) breakfast and lunch programs meet strict federal and state standards. To reduce food waste and food cost in the National School Breakfast and Lunch Programs, we have implemented the “offer versus serve” platform in our cafeterias. This allows students to have a variety of foods from which to choose. Students are encouraged to eat full lunches and make wise food choices for a well-balanced, nutritional meal.

The daily charge for breakfast is \$1.00 for students and \$2.80 for adults. The daily charge for lunch is \$2.35 for elementary students, and \$2.45 for middle and high school students. Adult lunch is \$4.40.

REDUCED-PRICE MEALS APPLICATION

All families are eligible to apply for a Free or Reduced Breakfast and Lunch Program, which may help your child/children receive school meals for free or at a reduced price. **Parents/guardians must complete and submit an application every year even if their student(s) received free or reduced-priced lunch during the previous school year. The student will continue the previous year’s free or reduced status for the first 30 operating days of the new school year. After the grace period the students will automatically be charged at the full price until an application is approved. Parents/guardians are responsible for paying regular breakfast/lunch prices until benefits are issued.**

An application for free/ reduced price meals is available online at <https://www.lunchapplication.com/> or on the school district’s website. The fastest way for your application to be processed is to fill out the online application. Paper applications are also available and can be found at the front office of each of the schools or the district office. Paper applications must be filled out in their entirety in ink and returned to your child’s school cafeteria manager or the district office. ALL sections on the application must be completed to prevent delays in the approval process for your child. Please complete only (1) application per household. The price of a reduced breakfast is \$.30 daily. The price of a reduced lunch is \$.40 daily. Please check with your child’s school for serving times for meals.

METHODS OF PAYMENT

Money may be added to a student’s account at any time. Parents may pay in advance. Payments may be made through the Parent Portal on the YSD1 website at <https://www.k12paymentcenter.com/> Additionally, payments may be made by check in the cafeteria. The use of cash is strongly discouraged.

SNACKS PROVIDED BY PARENTS/LEGAL GUARDIANS

Snacks served during the school day or in after-school care or enrichment programs should make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Snacks and beverages brought from home or donated for special occasions must be pre-packaged and contain a listing of their nutritional and allergy contents.

Food delivery services (such as Dominos, Grubhub, Uber Eats, etc.) are not allowed to deliver food to students during the school day.

FOOD ALLERGIES OR SENSITIVITIES OR OTHER SPECIAL DIETARY NEEDS

Students must have a medical doctor complete and sign an *Eating and Feeding Evaluation for Children with Special Needs* form if they have a special dietary need, food allergy, or sensitivity to certain foods that could result in illness. This form must also be signed by the parent and returned to the school nurse before any alteration can be made in the regular school menu. Should your child have a special dietary need but does not need any alterations in the regular school meal program, please sign the *Eating and Feeding Evaluation* form and return it to the school nurse. If there are no restrictions in their diet the doctor will **NOT** need to sign the form. **Please contact the school nurse if you need this form.**

SAFETY AND SECURITY

STUDENT SAFETY

Your child's safety is our highest concern. Each school has an emergency plan which is practiced and reviewed annually. These emergency plans have comprehensive safety measures that include:

FIRE/HAZMAT DRILLS

Drills that require everyone to exit the building (fire, HAZMAT, etc.), go to designated exits, move away from the building, and report to designated areas. Upon the sound of the fire alarm, students should follow these procedures:

- If a student is in class, follow the teacher's instructions. Fire drill instructions for each classroom are posted inside the door of each room. Disregard all bells which may ring during the drill.
- Students must not reenter the building until instructed to do so by an administrator. It is important for students to behave in a quiet and orderly manner during a fire drill in case further instructions are necessary.
- If student is **not** in a classroom, quickly and orderly leave the building through the nearest fire exit and upon joining a class of students, report into the staff member in charge of the group and stay with the group until the students are directed to return to class.

TORNADO/SEVERE WEATHER DRILLS

Severe weather (high winds, tornado, etc.) drills, that require everyone to report to the hallways and assume the safety position kneeling against the wall with head down and arms over the head or follow directions given.

- **Tornado Watch:** Conditions exist which could result in the development of a tornado. An announcement will be made advising students and staff of these conditions. Teachers will explain procedures to students. Classroom work will continue.
- **Tornado Warning:** An actual tornado has been sighted in our area. Students and staff will be advised by intercom and radio communication. Students will move as a class group to the nearest interior hallway and sit quietly. Follow the directions of your teacher. If you are out in the open and cannot get into the building quickly enough, lie face down in a ditch or low area. If you are in the building and cannot get to an interior hallway quickly enough, curl up on the floor and protect yourself. Get under sturdy furniture if possible and avoid areas with glass windows.

LOSS OF LIGHTING

When the school loses power, emergency lighting might be provided. If you have sufficient lighting, stay in your classroom or area until further notice. If you are in complete darkness, move with caution to the nearest lighted area. Follow the teacher's instructions.

FIXED NUCLEAR FACILITY-EMERGENCY PLAN

Schools around the Catawba Nuclear Station have emergency plans for students. If an evacuation were ordered, all students would be moved by bus to the pick-up point for their school. Adults will care for the students until their parents arrive at the pick-up point. Parents should go to the pick-up point NOT THE SCHOOL. See [APPENDIX C](#) for school pickup sites.

EARTHQUAKE

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. There will be no time to think through what to do. Earthquake drills require everyone to protect their face and head and follow directions given.

The first indication of an earthquake may be a gentle shaking. Hanging plants or light fixtures may sway and objects on shelves may wobble. There may be a jolt like a sonic boom or there may be a low rumbling noise. A second or two later, the shaking may make it difficult to move. Therefore, immediate action must be taken. In the event of an earthquake alert, students will take cover under their desk immediately and follow the directions of the supervising teacher.

LOCK DOWN AND SECURE

Schools may be placed on Lockdown or Secure in response to threats to the campus or general area.

- **Lock Down:** This is in response to an immediate potential or actual threat, such as an intruder, inside of the school building. Students and staff run away from danger by either leaving the building or hiding in a secure location inside the building. If hiding in a secure location, all doors are locked, all lights are out, all phones are silenced, and everyone hides out of sight until the danger is over.
- **Secure:** This is in response to a general threat to the area or campus. All entrances are locked, and no one is permitted to leave the building. Normal instructional activities continue. Staff and law enforcement (SRO) will be in the halls. A Secure may continue for an extended period of time. The Secure will be cancelled when the threat no longer exists.

With both Lock Down and Secure procedures, parents should know that students are in a secure environment with increased staff and law enforcement presence. We ask that you not come to the school unless it is an absolute emergency.

[EBCB](#)

BUS EVACUATION

Requires all students, whether they ride a school bus to school or not to participate in two bus evacuation drills each year. These evacuation drills are conducted at the schools by the Transportation Department using state school buses.

Parents wishing to discuss specific concerns or have any questions regarding our safety plans should call the school principal or the Director of Safety, Kevin Queen at 803-684-1952.

SCHOOL SCHEDULE CHANGES/CLOSURES

The decision to close or postpone school is taken very seriously and is made with collaborative input from state and local safety officials. In some instances, this decision will be made early in the morning, and notifications will be made by 5 a.m. In other instances, this decision will be made the day before. Additionally, some emergencies will occur during the school day causing schools to dismiss early and send students home. In the case of early dismissals, school buses will transport students who are bus riders home via established routes. Parents of car-riders and walkers must plan for pick-up upon notification.

Parents will receive notification via our mass notification system. It is imperative that your emergency contact information is kept current to receive emergency phone messages. The district will also use Facebook to communicate to parents/students. Please visit the district's site, and sign up to follow York School District 1. Check the district's website about school closings, delays, and early dismissals. Information will also be relayed to local media. Please do not call the school or the District Office. When schools are opened two hours late, the following will apply:

- Students who ride the bus should report to their bus stops two hours later than usual; Car-riders should report to their schools two hours later than usual.

- Employees who have not been notified otherwise should report to work two hours later than normal. For example, employees who usually start at 8 a.m. will start at 10 a.m. instead.
- **Do not bring your child at the regular time.** There will not be anyone at the school to supervise them.
- Breakfast **will not** be served when school opens on a two (2) hour delay.

Only parents, guardians, and pre-designated adults may pick up students at school during any severe weather. All students must sign out at the office. For information regarding inclement weather or early dismissal, you may check the district website or Facebook page.

If the decision is made to cancel school, State law requires that the district schedule inclement weather make-up days in the school calendar. Make-up days for the 2022-2023 school year are as follows: February 20, March 13, March 31.

SEXUAL HARASSMENT, INTIMIDATION AND BULLYING

Internal threats to student safety, such as sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by district employees, substitutes, other students, volunteers, or third parties associated with schools are strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated.

Any employee or substitute who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination or permanent removal from the district’s active substitute roster. A student who engages in such conduct may be disciplined up to and including expulsion. All school employees, including substitute employees, are required to report alleged violations of this policy to the principal or his/her designee immediately.

Sexual harassment may be defined as unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature directed towards students will also not be tolerated. For further information regarding the district’s policy related to the prohibition of sexual harassment of students or inappropriate conduct of a sexual nature directed towards students, refer to Board Policy [JJ](#), Student Rights and Responsibilities, and its accompanying Administrative Rule.

Any student who believes he or she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, substitute, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with Board Administrative [Rule JI-E](#). For details and further information, see Board Policy JI. All complaints will be investigated promptly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Students who have knowledge that sexual harassment or inappropriate conduct of a sexual nature directed at students is or may be occurring should notify the school’s principal, a school counselor, or a school administrator immediately.

Harassment, intimidation or bullying of students is prohibited. 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 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; or insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. Any student who believes he or she has been subjected to harassment, intimidation, or bullying, as defined in State law and Board Policy [JICFAA](#) (Harassment, Intimidation or Bullying), is encouraged to file a complaint in accordance with Policy [JICFAA/JICFAA-R](#).

Reports may be made anonymously. Complaints will be investigated promptly and thoroughly. Students who file such complaints or any individuals who provide information relevant to such a complaint will not be subject to retaliation or reprisal in any form. Appropriate disciplinary action will be taken against any individual determined to have engaged in such conduct towards a student.

Bullying is unfair and one sided. It happens when someone continues hurting, frightening, threatening, or leaving someone out on purpose. Language that is intended to harass, humiliate, and intimidate another student is considered serious behavior. This includes racial or gender slurs, sexual harassment, and threats of physical harm.

Students shall avoid any conduct, behavior or action that could be characterized as bullying. Bullying may include, but is not limited to the following, which may be persistent and ongoing:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging a student's property
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to play with someone
- Demeaning or systematically excluding any student or group

Bullying is prohibited against members of the same sex as well as against members of the opposite sex. Administration will do the following things to help prevent bullying so that students feel safe at school:

- Closely supervise students in all areas of the school
- Watch for signs of bullying behavior and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take parents' concerns about bullying seriously
- Look into all reported bullying incidents
- Assign consequences for bullying based on school discipline code
- Provide immediate consequences for anyone who retaliates against students who report bullying

Students will be encouraged to do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in activities, especially those who are often left out.
- Report bullying to an adult.

REPORTING AND RESPONSE PROCEDURES

Students who believe they have been bullied are encouraged to immediately inform a teacher, counselor, administrator, or other school staff. Staff, students, or volunteers who witness or have reliable information that a student has been harassed or bullied are directed to report the matter to an administrator, counselor, teacher, or other school staff member immediately.

- Teachers are to report incidents of bullying either witnessed or reported to an administrator.
- All administrators and/or designated employees will follow up periodically on any incident of bullying they were involved in investigating to determine whether the student has been subject to any further bullying since the corrective action was taken.
- Incidences of bullying should be documented to determine a pattern. Disciplinary consequences may become more severe based on the number of infractions.
- Retaliation against students who report bullying is prohibited. Retaliation against those who participate in an investigation of bullying is prohibited. All incidents of retaliation shall be immediately reported to an administrator and are subject to disciplinary action.

Students making false accusations of bullying as a means of reprisal, retaliation, or harassment are subject to disciplinary action. Engaging in bullying behavior on school property or when under the jurisdiction of the school, including while on a school bus, is considered a violation, is disorderly, disruptive, and/or is an act of criminal nature. Such conduct may result in disciplinary action, including suspension, and/or expulsion in certain instances

INSTRUCTIONAL SUPPORT SERVICES

SERVICES PROVIDED

York School District One provides various services for students who are experiencing physical, emotional, behavioral and/or learning difficulties. If a student has a disability that substantially limits his or her ability to learn or participate in school activities, the district offers educational services that can help.

SPECIAL SERVICES

Special services are available for children with special needs. Teachers licensed to provide special education services assist students identified with Autism, Deaf and Hard of Hearing, Deaf-blindness, Developmental Delay, Emotional Disabilities, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech-Language Impairment, Traumatic Brain Injury, or Visual Impairment. Parents who have questions concerning these programs may call the office.

- **Section 504 of the Rehabilitation Act of 1973 (Section 504)** - Section 504 is a federal law that requires public schools to adjust so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the Director of Special Services, Bryan Greeson at 803-684-1905.
- **Individuals with Disabilities Education Act (IDEA)** - Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about the IDEA, contact the Director of Special Services, Bryan Greeson at 803-684-1905.

SCHOOL COUNSELING SERVICES

The school counseling program is an important part of the overall educational process. The school counselor provides developmentally appropriate information and instruction in the following areas: learning to live, learning to work, and learning to learn. The counselor helps students adjust to new in-school and out of school situations through counseling and support and/or referral to outside agencies. Students may request or be referred by the teacher to meet with the counselor.

SCHOOL SOCIAL WORK SERVICES

Each school has an assigned school social worker who offers a variety of student and family services, including assessment of student and family needs for community resources, assistance accessing services, attendance interventions, advocacy and awareness, crisis management, and services for students identified as homeless under the McKinney Vento provisions. Social workers also provide direct services, such as food, clothing, hygiene items, and school supplies. School social workers may work with students in their schools. Parents will be contacted regarding any ongoing services. Parents should contact their school for information on specific services available at each site.

IN-SCHOOL MENTAL HEALTH SERVICES

York School District One provides mental health therapists for students at the elementary, middle, and high school levels. For more information, interested parents should contact his/her child's school counselor.

SCHOOL NURSE SERVICES

Students who become sick while at school may be sent or taken to the school nurse by his/her teacher. The school nurse will call the parent of any student who has a fever or is too sick to remain at school. First-aid supplies are maintained in the clinic to treat minor emergencies. Families will have a choice to choose from two Dental Services: Dental Access Carolina (a mobile dental lab accepting any Medicaid eligible students); and Health Promotion Specialists (provides dental assessment and primary preventive care that includes: cleanings, dental sealants, fluoride and referral. HPS covers both Medicaid eligible and all other students, regardless of insurance. Many health care services can be provided for students to keep them at school where they can learn and participate with other students.

SICKNESS

- Children with temperatures of 100 degrees or higher should stay home. They should not return to school until they have had a normal temperature for 24 hours without the help of medication.
- Prescribed antibiotics should be taken for 24 hours before your child returns to school.
- Children with vomiting or diarrhea should not return to school until they have been free of symptoms for at least 24 hours.
- Children complaining, but without any symptoms, should be sent to school. They will be sent home if they become sick during the day.
- Whenever possible, please provide the school with medical excuse for student absence(s) due to illness.

EMERGENCY PROCEDURES (ILLNESS OR ACCIDENT)

Every effort is made to prevent accidents. If a student becomes ill or is injured during school hours, the school nurse is contacted. The school nurse will determine the seriousness of the illness or injury and upon her determination, a parent, or legal guardian may be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the emergency form may be contacted. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

IMPORTANT NOTE: *No treatment other than first aid will be administered by school personnel. Please keep the school informed with the most up-to-date information concerning:*

- Changes in name, phone number, home address, work phone number, or family doctor
- Names of alternate contacts in the event parents cannot be reached.

MEDICATIONS ([POLICY JLCD](#)) *Adopted 3/11/80; Revised 10/8/85, 10/11/88, 9/10/91, 9/10/96, 6/29/99, 4/4/06, 3/8/11, 4/4/21*). The principal or his/her designee may assist with medications during school hours at the written request of the healthcare provider and parent/ legal guardian.

- All medications must be properly labeled and in their original container. In grades pre-K through eight, over-the-counter medications will only be given with written permission from both the doctor and the parent/legal guardian.
- All medications to be administered by the principal or his/her designee will be kept in a designated, secured location.
- All medications must be brought to school by a responsible adult. A student cannot transport any medication to or from school. Exceptions to this are students who have been approved for self-medicating and monitoring or students in grades 9 through 12 who are carrying over-the-counter medications.

- All medications considered to be controlled substances by the Federal Drug Administration must be kept in a designated, secured location and administered by the school principal or his/her designee. Students are not allowed to share any prescription or over-the-counter medication with another student. Each year, the district will notify students in writing of this prohibition and those violations may result in disciplinary action including, but not limited to, suspension or expulsion.

A student that needs to self-monitor and self-medicate for medications, which are lifesaving or life preserving such as an inhaler, insulin, or epinephrine auto injectors will need the development of an Individualized Healthcare Plan and an Emergency Action Plan. A medication permission form signed by the healthcare provider with prescriptive authority, as well as signatures from the healthcare provider, parent and student stating they are capable of self-medicating and self-monitoring are also required. Please speak with your child’s school nurse regarding the necessary paperwork.

Please remember all medications must be brought to school by the parent in the original factory packaging, the original prescription bottle, or the original box (in the case of epinephrine auto-injectors and inhalers). This is for the safety of the child to ensure that the right medication is administered to the right child, at the right time. Parents must provide all medications for their child to take at school, on field studies, or for after-school activities. The registered nurse will send emergency medications provided by the parent on field studies, e.g., inhalers, epinephrine auto-injectors, glucagon, Diastat, etc. in a properly labeled box.

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students’ needs are met throughout the school day.

INDIVIDUAL HEALTH CARE PLANS OR INDIVIDUAL HEALTH PLANS (IHPS)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student’s health care needs will be met while at school. The nurse works with the student, the student’s parents or legal guardians, the student’s health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child’s school nurse or the Director of Special Services.

MEDICAL HOMEBOUND INSTRUCTION

Medical homebound instruction is a service that is available for students who cannot attend school for medical reasons even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student’s illness or injury, the length of time that the student will be out of school, the impact that an extended period away from school will have on the student’s academic success, and whether the student’s health needs can be met at school. To learn more about medical homebound services, contact the Director of Special Services at 803-684-1905.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Students, ages 3 to 21 years, may receive services under the IDEA if the student has an IDEA disability and needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student’s parent or legal guardian, teachers and other school staff. The

team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. To learn more about IDEA, contact your child's principal or administrator.

HEALTH SCREENINGS

The South Carolina Department of Education requests school districts conduct a program to screen health problems that may infringe on the educational potential of your children. The screenings are conducted by school nurses at each school. Parents will be notified of abnormal findings with recommendations for follow-up care. Slight abnormal findings may seem insignificant but may be difficult to correct if allowed to progress. Students who do not see or hear well are unable to work to their full potential. We highly recommend those students with glasses or hearing aids wear them daily.

If parents feel that they are financial unable to seek medical attention, they should call the child's school nurse for possible assistance. Parents should keep in mind these are screenings and do not substitute for medical examinations.

Students will be screened during the school year as follows:

<u>Vision:</u>	PreK, Kindergarten, 1 st , 2 nd , 3 rd , 5 th , 7 th , and 9 th grades
<u>Hearing:</u>	PreK, Kindergarten, 1 st , 2 nd , 3 rd , 5 th , and 7 th grades
<u>Blood Pressure:</u>	9 th grade
<u>Dental:</u>	PreK, Kindergarten, 3 rd , 7 th , and 9 th grades
<u>BMI:</u>	5 th , 8 th , and 9 th grades
<u>Vision & Hearing:</u>	All new students, all students repeating present grade, and all students referred by their teacher or parent.

If you have questions or concerns, please call your school nurse.

TEACHING AND LEARNING

ENROLLMENT

In York School District One (YSD1), all students are required to attend the school in which they are zoned. Students must reside with their parent(s) or legal guardian(s) to be eligible for enrollment. Only the parent(s) or legal guardian is allowed to register their student. New enrollees must present student's legal birth certificate (long form with seal) or another valid proof of age (e.g., passport), South Carolina certificate of immunization, custody papers or court orders (if applicable), a copy of the child's unofficial transcript from previous school (if applicable), and most recent proof of residency in the school district's attendance zone. YSD1 reserves the right to request verification of residency of all students currently enrolled from 3K- 12th grade at any time during the school year.

ACCEPTABLE PROOF OF RESIDENCE

Acceptable Proof of Residency documents include one of the following:

- Most recent electric, gas or water utility bill showing name and address of the parent/legal guardian (within last 60 days)
- Most recent tax notice on real property showing name and address of parent/legal guardian
- Most recent copy of closing statement on home purchase with address and name of parent/legal guardian
- Most recent copy of signed, dated lease agreement from rental company, mobile home park, or similar agent showing name and address of parent/legal guardian

If the student and his/her parent/legal guardian resides in a household which is not leased or owned by the parent/legal guardian, or if the proof of residency is in someone's name other than the parent/guardian, the homeowner must verify the parent/guardian's residency. The homeowner should accompany the parent/legal guardian to a public notary to complete and sign an official Verification of Residency (VOR)Form. If a student is enrolled using a VOR, the parent/legal guardian will have 30 days after initial enrollment to present to the school a valid secondary proof of residency (e.g., voter registration card, bill, bank statement, driver's license, or other government document) showing the parent/guardian's name and the address. Failure to do so may result in the student being withdrawn from school.

Parents/legal guardians who do not live in the district can enroll their child in York School District by paying a calculated out-of-district/county tuition to the district prior to enrollment. Any student entering York School District by tuition must be cleared for enrollment through the district office before the student can officially begin classes.

All residency information may be verified through a home visit by school district personnel. Students who are found in violation of guardianship and residency requirements may be removed from enrollment and required to pay tuition for previous educational services.

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Parents with legal child custodial situations should present a copy of their most recent legal court agreement to the school for filing. Schools will operate under the guidance of the legal custodial agreement which will be required to be on file in the school office. Unless legal custodial documents are presented to the school clarifying a difference, the school will operate with the understanding that both parents have equal access to the child.

Should there be a change in normal custodial arrangements for your child/children, it is imperative that school office personnel be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the school for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the school for adherence to it. The latest orders from the courts are the one that will be followed.

EXPULSIONS/SUSPENSIONS

York School District One will not accept any student who is under expulsion from another school/district. The district has the right to deny enrollment or assign alternative placement to any student that is enrolling in the district that fails to meet the district's standards of conduct and behavior or has been charged with committing a crime, unlawful use or possession of weapons, or unlawful possession or distribution of drugs. Program placement of students being enrolled in York School District is solely up to the discretion of the school district in accordance with state/federal laws and the student's school history.

STUDENT TRANSFERS

Parents/legal guardians wishing to transfer their children to another school other than the one assigned should complete and submit a "Student Transfer Request" form to the superintendent or his/her designee. Student transfer forms are available upon request from the district administrative offices.

Upon receipt of a properly completed student transfer request, the district superintendent or his/her designee will consider each request individually and decide accordingly. Approval or denial will be based on space available, and verification of reasoning documented by parents on the appropriate forms.

Parents/legal guardians may appeal the decision to the board by providing the superintendent or his/her designee with written notification within five days of receipt of the superintendent's or his/her designee's decision regarding their transfer request. The decision of the board is final.

If the transfer request is approved, it is for the current school year only. A new request must be submitted for each subsequent year, and initial approval does not guarantee approval for subsequent years.

If it is found that false information has been provided regarding the transfer request, the student will be immediately reassigned to his/her home school.

Parents/legal guardians who apply for and are granted a transfer will be responsible for providing transportation to and from school for their children. A student who is attending a school on a granted transfer request and has accumulated an excessive amount of tardies and/or absences will be immediately reassigned to his/her home school.

TRANSFER OF CREDIT

York School District One (YSD1) complies with state and district policies for transferring grades to the student's record. Students who transfer from in-state and out-of-state public schools accredited by a regional accrediting association (i.e., Cognia) may transfer credit that has been awarded by the previous school attended. Students who transfer from schools must have their course credits and course weighting reviewed and approved by the receiving school.

For homeschool students who enroll in YSD1, the district will consider a student's transcript along with additional supporting evidence such as course syllabi, lesson plans, schedules, textbooks, or other instructional resources to validate course credits.

WITHDRAWAL FROM SCHOOL

Parents should begin the process in the School Counseling Office. Information must clear the fees clerk, the student's teachers, the media center, and the textbook clerk before the withdrawal can be confirmed. It may take more than one day to complete the process.

If a student moves from the attendance zone for one YSD1 school to an attendance zone for another school in the district **before** the 45th day, the student must change schools. It will then be necessary to withdraw the student and enroll the student in the school in the appropriate attendance area. Parents must complete a Withdrawal Form. This form has extremely important information for the new school to facilitate proper grade, reading and math placements.

If a student moves from one YSD1 school to another school in the district **after** the 45th day, the parent may request the student remain at original school through the end of the school year. The request form may be obtained from the PowerSchool clerk or registrar in the front office of the school. The request must be approved by the superintendent or his/her designee. If a student moves outside of the YSD1 attendance zone, the student must transfer to the appropriate school district immediately or be granted special permission from the superintendent or his/her designee to remain.

WITHDRAWAL FROM A COURSE

The state uniform grading system and district policy define the conditions for withdrawing from courses. Those conditions are as follows:

- With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course or 10 days in a 180-day course will do so without penalty.
- Students who officially withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course or 10 days in a 180-day course shall be assigned a “WF” (withdraw failing) and the “F” will be calculated in the student’s overall grade point ratio as a 50. The three-, five- and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school.

STATEWIDE UNIFORM GRADING SCALE

The district will follow the statewide uniform grading scale as approved by the State Board of Education. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level. The uniform grading scale conversions are as follows:

A (90-100)	B (80-89)	C (70-79)	D (60-69)	F (Below 60)
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See [APPENDIX D](#) for complete Uniform Grading Scale conversions.

GRADING SCALE, CONVERSIONS AND CLASS RANK

In compliance with state law, York School District One will ensure grades for courses that grant a Carnegie unit are calculated according to the statewide grading system. All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course.

When transcripts are received from out-of-state (or in-state from accredited sources other than public schools as defined in Regulation 43-273) and numerical averages are provided, those averages must be used in transferring the grades to the student’s record. If letter grades with no numerical averages are provided, the conversion scale effective during the year the course was completed will be used. For courses completed during school years 2015-2016 and prior, the following conversion will apply: A=96, B=88, C=80, D=73, F=61. For courses completed in the 2016-2017 school year and after, the following conversion will apply: A=95, B=85, C=75, D=65, F=50. If the transcript indicates that the student has earned a passing grade in any course in which he or she had a numerical average lower than 60, the grade will be recorded as a “P” on the transcript and the district will follow the guidelines below. See SBE Regulation 43-273 for additional information on transfers and withdrawals. If the transcript indicates that the student has earned a failing grade in any course in which he or she had a numerical average of 60 or above, the grade will be recorded as an “NP” on the transcript.

PASS(P)/FAIL (F) GRADES

If the transcript shows that the student has earned a grade of “P” (passing) or “F” (failing), that grade will be converted to a numerical designation based on information secured from the sending institution as to the appropriate numerical value of the “P” or “F”.

If no numerical average can be obtained for the “P” and earned credit will be awarded and follow UGP Administrative Procedures for entering a “P” on the transcript. If no numerical average can be obtained from the sending institution on the “F”, and “NP” will be entered on the transcript.

HOMEWORK

According to the U.S. Department of Education, “the major purposes of homework are to help students review and practice what they have learned, prepare for the next day’s class, learn to use resources such as libraries and reference materials, and explore subjects more fully than time permits in the classroom. All assignments must have relevance to students. Parental involvement in the completion of assignments should be minimal.”

HONOR CODE

Students are expected to neither give nor receive unauthorized assistance on any assignment. Any violation of the York School District One (YSD1) honor code will result in academic and disciplinary action. YSD1 expects that students:

- Will tell the truth when dealing with faculty, administrators, staff and student hearing boards where they exist.
- Will not represent as theirs any work they have not done alone. This is plagiarism and includes any misuse of computers or other technology.
- Will not cheat. Types of cheating include, but are not limited to, divulging responses to others, or allowing others to view responses during any type of examination, looking at others’ responses to gain an unfair advantage, bringing, or attempting to bring, unauthorized materials to a test that include, but are not limited to written answers on any medium, unauthorized programs on calculators, other unauthorized resources, or devices. Other forms of cheating include receiving, stealing, or looking at a test beforehand, using others’ words, works or ideas without proper attribution, working in collaboration on work that was to be completed individually, and portraying as their own work that was completed by another.

HONOR CODE VIOLATIONS

Students who violate the honor code will receive academic and disciplinary consequences that may include but are not limited to receiving a zero on an assignment, parent notification, detention, reduced points on an assignment, and/or removal from co-curricular or extracurricular activities, honor societies or student offices.

FIELD TRIPS

Field trips have an educational value and, therefore, every student is encouraged to participate in them. Parents will be informed well in advance of an upcoming field trip. **All students are required to have a signed permission slip on file with the classroom teacher at least 48 hours before the scheduled field trip.** Parents who have completed Volunteer Training and passed a SLED check that is given by the district may be asked to participate in field trips as chaperones.

TEXTBOOKS

Textbooks are the property of the school and the state. Each student is responsible for his/her textbooks, school equipment, and borrowed school library books. All textbooks are barcoded, scanned, and assigned to individual students. Any lost or damaged books and equipment must be replaced. The student must pay for books that are lost or damaged beyond further use.

The cost will be determined according to the amount of damage and the age of the book. If a library book has been lost and payment has not been forthcoming, the student will not be permitted to borrow additional materials. Textbooks are to be returned before a student is withdrawn or transferred to another school.

PROMOTION AND RETENTION

PROMOTION KINDERGARTEN THROUGH GRADE EIGHT

A student must meet or exceed expectations in achieving grade level academic standards for English/language arts, mathematics, science, and social studies. Mastery of grade-level expectations will be evidenced by formative, interim, and summative assessments, and classroom performance. Although the primary consideration for promotion is the student's academic achievement, other factors will be considered before a final decision is made.

Other factors to be considered include the following state and federal laws and regulations, report cards, interim reports, portfolios, attendance records, and intervention records. The final recommendation of promotion or retention is an administrative decision. Parents/Legal guardians may request a waiver for promotion in lieu of the retention recommendation.

PROMOTION GRADES NINTH THROUGH TWELFTH

Minimum requirements have been established for promotion from one grade to the next. Students enter ninth grade if they are promoted or advanced from eighth grade.

Requirements for promotion to 10th through 12th grade are listed below:

- 10th grade: five units of credit, two of which must include English I, Algebra I, and/or science
- 11th grade: 10 units of credit, two of which must be English, two of which must be math, and one of which must be science
- 12th grade: 16 units of credit, three of which must be English, three of which must be math, one of which must be science, and one of which must be social studies (a fourth-year student may be classified as a senior if he/she has earned a minimum of 16 credits and is enrolled in coursework which will allow him/her to complete all requirements for graduation)

High school graduation: a total of 24 total units of credit, including English I, II, III, and IV; four units of mathematics; three units of science, including one in which an end-of-course test is administered; one unit of U.S. History; 1/2 unit of Economics; 1/2 unit of Government; one additional unit of social studies; one unit of physical education; one unit of computer science; and one unit of foreign language or career and technology education

Students must be enrolled in at least one English and one math course each of the four years of high school. Qualifying students may be allowed to graduate early according to policy [JKFA](#) and administrative rule [JKFA-R](#).

RETENTION

Any decision to retain a student in the same grade level will be made following considerable deliberation and consultation. A student will be retained only when the student has not demonstrated appropriate grade level competencies. The action of retention will be in the best academic interest of the student and will be based on the professional judgment of the school-based instructional personnel, with the ultimate decision made by the principal.

KINDERGARTEN

Although retention of kindergarten students is not recommended nor encouraged, decisions of whether a child is cognitively ready for first grade are made on a student-by-student basis. All decisions concerning kindergarten retention

will involve parents/legal guardians, teachers, support staff, principal, and appropriate district level administrators, including the director of early childhood, the Read to Succeed coordinator, and the Director of Special Services.

GRADES FIRST THROUGH EIGHTH

Decisions for retention of students will be made in accordance with the provisions of the South Carolina Education Accountability Act of 1998. A student who has not made adequate progress in English/language arts, mathematics, science, or social studies achievement as determined by his/her classroom performance and ongoing assessment of grade level academic standards may be retained.

In kindergarten through eighth grade, if a student is performing below grade level and a recommendation for retention could be made, the principal must notify the parents/legal guardians in writing by the end of the first semester. A mid-year conference must be held with the parents/legal guardians to share information supporting the student's lack of academic achievement. At the conference, the student, parent/legal guardian, and appropriate school personnel will discuss the steps needed to ensure student success at the next grade level. If parents/legal guardians do not attend the conference, they will be sent a summary letter of concern. A follow-up conference will be held with the affected student and his/her parents/legal guardians at the end of the third nine weeks to assess the student's academic progress since the mid-year conference.

READ TO SUCCEED STATE-MANDATED RETENTION

A student will be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the year as indicated by a score at the lowest achievement level on the state summative reading assessment. Parents/Legal guardians of each student not demonstrating third grade reading proficiency will be notified in writing during the second grading period that the student is being considered for retention, and a conference will be held prior to a determination regarding retention.

Students eligible for retention under this requirement may enroll in a summer reading camp provided by the district to meet the required reading proficiency level prior to being retained.

Parents/Legal guardians may designate another person as an education advocate to act on their behalf to receive notification and to assume the responsibility of promoting the reading success of the child.

GOOD CAUSE EXEMPTIONS

A student may be exempt for good cause from mandatory retention but will continue to receive institutional support and services and reading intervention appropriate for their age and reading level. Students who may qualify for an exemption include, but are not limited to, those:

- who are classified as English learners and have less than two years of instruction in an English program
- with disabilities whose IEP indicates the use of alternative assessments or alternative reading interventions, and students with disabilities whose IEP or Section 504 plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency
- who demonstrate third grade reading proficiency on an alternative assessment approved by the State Board of Education and which teachers may administer following the administration of the state assessment of reading
- who have received two years of reading intervention and were previously retained
- who demonstrate mastery of the state standards in reading equal to at least a level above the lowest achievement level on the state reading assessment through a reading portfolio

APPEAL OF A RETENTION DETERMINATION

A parent/legal guardian may appeal the decision to retain a student to the superintendent if there is a compelling reason the student should not be retained. To initiate an appeal, the parent/legal guardian must notify the superintendent in writing within two weeks after receiving notification of the retention decision. The letter must be addressed to the superintendent and must include the reasons why the student should not be retained. The superintendent will render a final, written decision and provide copies to the parent/legal guardian and the principal.

COLLEGE AND CAREER READINESS

The state of South Carolina has nine criteria that define student readiness. Students must meet at least one of the nine criteria to be considered college and career ready. Two of the most recognizable of the nine criteria are the SAT, and the ACT. Students must score a 1020 on the SAT or a 20 on the ACT to be considered College and Career Ready. There are two other testing programs that also serve as vehicles to prove college and career readiness. A score of 31 on the Armed Services Vocational Aptitude Battery, also known as the ASVAB, qualifies a student as college and career ready. Finally, scoring a silver, gold, or platinum on the state required Career Readiness Assessment administered to juniors each year is also a way to be deemed college and career ready by the state of South Carolina.

Taking an Advanced Placement course which culminates in an AP exam, and scoring a 3 or higher on the AP exam, indicates college and career readiness. Dual Credit courses also will qualify a student as college and career ready if a student takes and passes two 3-hour college courses.

If a student is a Career and Technical Education (CTE) completer and has earned an industry recognized credential that is on the list of state approved credentials, they are college and career ready. To learn which credentials are recognized by industry and by the state of South Carolina, please ask your CTE teacher or your Work-Based Learning Coordinator. Additionally, if a student has completed an approved Work Based Learning experience through their school, they may be qualified as well.

ASSESSMENTS

To assess college readiness, State law requires school districts to offer the ACT or SAT to third-year high school students. To assess career readiness, State law requires third year high school students to take a Career Readiness Assessment. How a student performs on these assessments, however, is not part of the State's graduation requirements.

PARENT INVOLVEMENT

The York School District One (YSD1) Board of Trustees encourages parental involvement in all areas of student life. Parental involvement is essential to a student's success. YSD1 deems mutual respect, trust and effective communication between school and home to be fundamental to that success. The district will observe the following guidelines:

- Parents of students experiencing academic difficulty will be notified by the school. When applicable, information will be provided regarding workshops and seminars relating to parental assistance and guidance at home.
- Parents of disruptive students will be notified as soon as possible by an administrator. In cases of severe classroom disruptions, parents may be asked to come to the school to remove the student, or upon notification of parent, the student will be transported home or to the parent's work site.
- Parents will attend an administrator/parent/student conference before the student is allowed to return to school on probationary status following an expulsion hearing.
- Parents of students assigned to York One Academy (YOA) will be required to meet with the Director of YOA prior to their student attending classes.

CLASSROOM VISITS AND OBSERVATIONS

The YSD1 Board of Trustees and administrators encourage parents and guardians to visit classrooms to observe the work of the school. Protocol for classroom visits and observations by parents/legal guardians of current students are as follows:

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

Visitors Non-essential visitors to district buildings will be limited in accordance with administrative rule KI-R, *Visitors*. Visitors include, but are not limited to, parents/legal guardians, contract service providers, and delivery persons. [KI](#)

PARENT-TEACHER CONFERENCES

Parents are invited, on a scheduled basis, to meet with teachers to discuss their child's school progress. The Parent-Teacher Conference offers the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress. Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary.

TELEPHONE CALLS FOR TEACHERS

We encourage communication between parents and teachers; however, because of their teaching responsibilities, teachers will not be called to the phone during instructional hours. Parents may leave a message for the teacher or email them.

If at any time you have a concern regarding your child's education or school procedures, please begin with your child's teacher. If after talking to the teacher you still feel concerned, please call a school administrator.

REQUEST FOR INFORMATION

Parents of students in York School District 1 may request information about a teacher of your child from the principal for which your child is assigned. Under federal law, parents have the right to know: (1) Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; (3) The baccalaureate degree major of a teacher and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification or degree; and (4) whether the parent's child is provided services by paraprofessionals and, if so, their qualifications.

PTO AND PARENT VOLUNTEERS

We welcome parents' help as volunteers and will assist parents in choosing an area in which to participate. Parents may assist with activities sponsored by the PTO and other areas within the school (as needed). Volunteer surveys sent out at the beginning of school year (includes checklist for parents who may wish to volunteer at home by making materials, etc. and parents who might want to talk to students about their careers or hobbies) York County School District One requires background checks for all volunteers and training.

SCHOOL IMPROVEMENT COUNCIL (SIC)

A SIC is a broad-based body intended to advise the principal and school and is focused on helping to achieve school improvement. Parent, teacher, and community member representatives serve on a SIC, as do the school's principal and other ex-officio members. Parents are elected by the parents of the school to serve. Teachers are elected by their fellow teachers. Community members are appointed by the principal. SIC duties focus primarily on the school improvement process. SICs:

- provide input and feedback during the development of the school's five-year renewal (improvement) plan and annual updates.
- assist in implementation of school improvement programs and activities.
- monitor and report on progress toward improvement goals in the annual *SIC Report to the Parents* and with the principal in the narrative to the *SC School Report Card*.
- provide other assistance as requested by the principal.

STUDENT EXPENSES/DEBTS

Parents/guardians are expected to clear all debts in a timely manner or when withdrawing a student from school. All educational materials including textbooks, library books, locks, etc., are the responsibility of the student and must be paid for if lost. Parents/guardians will be required to pay for any damage caused by their student to school property, including school buses. Students owing fees will not be allowed to participate in graduation and elective activities, such as pageants and school dances.

PAYING WITH CHECKS

Our school district will also gladly accept checks. Please include a full name, street address and phone number on your check. YSD1 recognizes that occasionally one may inadvertently overdraw the checking account and a check may be returned by the bank. To recover these funds in a private and professional manner, the district has contracted with CHECKredi for collection of returned checks. Each person writing a check to a school should write the check on a commercially printed check with a name, address and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school, the person writing the check agrees that, if the check is returned, that it may be represented electronically on the same account until collected, and that the fees established by law, may be debited from the same account (Fees are currently \$30 each time presented for collection). If the check and fee are not collected electronically, then CHECKredi will contact the person by mail and by telephone to make arrangements for payment. Payments may be made to CHECKredi by mail to 4925 Sparkman Drive or to P. O. Box 3829 Huntsville, AL 35810. [Payments of the check and fee may be made](#) by using a credit card, debit card, or electronic check without an additional fee. For a convenience fee, payments may be made over the telephone by credit or debit card or electronic check by calling toll free 800-742-2925.

MONEY, VALUABLES, AND OTHER PERSONAL ITEMS

Children are discouraged from bringing money to school except for specific purposes. Any money brought to school will be more efficiently handled if the exact amount is placed in an envelope, labeled with the child's name and the purpose for which the money is to be used. ***Students are cautioned never to leave money or other possessions in the classroom unprotected.*** Students are advised not to bring valuable items, such as iPods, tablets, phones, etc., to school for there is a possibility that they may be broken, damaged, or stolen. Electronic devices may come to school if your child's teacher requests them to be used in a special assignment/project; however, your child remains as the person responsible for those devices. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, music devices, jewelry, pets, etc. School staff will not be held liable for valuable items brought from home that are lost, stolen, and/or traded. We will attempt to locate the item, but it is not guaranteed, and we are not responsible for valuables. We encourage students to leave electronics and jewelry at home.

STUDENT ACTIVITIES

The Board regards student activities at the elementary and secondary school level as a vital part of the total educational program as long as the schools safeguard the development and well-being of the students. Schools should use these activities as a means of developing wholesome attitudes and good human relations as well as knowledge and skills.

The Board sanctions student activities that traditionally have been a part of the overall school program provided school personnel properly supervise and operate the activities in accordance with school policies and regulations.

INTERSCHOLASTIC ACTIVITIES (HIGH SCHOOL)

Interscholastic activities include school-sponsored activities for which preparation occurs outside of the regular school day. Individuals or members of groups involved in activities that include out-of-school practice of more than two hours per week must meet eligibility requirements. Rules of the South Carolina High School League (SCHSL) govern interscholastic athletics.

Schools will determine academic eligibility at the beginning of each semester. Eligibility will be based on the previous semester's record of courses taken and grades achieved. To be eligible to participate in interscholastic activities, the student must achieve an overall 1.5 GPA as a freshman, a 1.75 GPA as a sophomore and a 2.0 GPA ("C" average) as a junior and senior in addition to the following:

- To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
- To be eligible during the second semester, the student must meet the following conditions. – If the student met first semester eligibility requirements, then he/she must pass the equivalent of four, ½ units during the first semester. – If the student did not meet first semester eligibility requirements, then he/she must pass the equivalent of five, ½ units during the first semester. Academic courses are those courses of instruction for which credit toward high school graduation is given. These may be required or approved electives.

If the interscholastic activity occurs completely within one semester, a student must satisfy these conditions in the semester preceding participation in the interscholastic activity. If the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the SCHSL, the student must satisfy these conditions in the semester preceding the first semester of participation.

INTERSCHOLASTIC ACTIVITIES (MIDDLE SCHOOL)

Participation in athletics requires all students to maintain an overall 2.0 GPA (grade point average) or above. Academic requirements for students enrolled in the seventh and eighth grades, including first semester ninth graders are clear: Students passing the sixth, seventh and eighth grades by academic promotion pursuant to district policy are considered as having met the requirements for academic eligibility for first semester.

Students in grades seven and eight must meet the school district promotion policy at the end of the first semester in order to be eligible for a second semester. (Second semester ninth-grade students must meet SCHSL academic regulations.)

A seventh- or eighth- grade repeater shall not be eligible during a school year if academic requirements for promotion were met during the previous year.

A student who previously failed the seventh or eighth grade is eligible during the second semester if he/she has satisfactorily passed first semester work. Second semester eligibility begins when first semester ends, and the student is added to the certificate of eligibility form signed by the principal.

*Summer School grades replace yearly average for promotion only (does not replace fourth nine-weeks grades.) Additional rules and regulations concerning athletics are governed by YSD1 Policies and the SCHSL. All students must have an annual physical and proof of insurance.

CHARTER SCHOOL STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

A charter school student is eligible to compete for, and if chosen, participate in any extracurricular activities not offered by the student's charter school that are offered at the resident public school he/she would otherwise attend, as well as any activities governed by the SCHSL not offered at the charter school. Eligibility requirements and fees for these activities will be the same as those applied to full-time students of the resident school, and the district may not impose any additional requirements for participation on charter school students that are not imposed on full time students.

HOME SCHOOL STUDENT PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES

A student residing in the district and eligible to attend schools of the district who has been taught in accordance with state law governing home schooling requirements for a full academic year prior to participating in an interscholastic activity may be eligible to participate in the interscholastic activities of the school where he/she is zoned to attend.

For purposes of this section, interscholastic activities are those extracurricular activities of the district involving participation or competition among or between schools, including interscholastic extracurricular music, speech, athletic and other such extracurricular activities.

STUDENTS WITH DISABILITIES

Students diagnosed as disabled under the criteria established by the State Board of Education and satisfying the requirements of their individualized education program (IEP) as required may be eligible to participate in interscholastic and/or extracurricular activities.

INSURANCE

YSD1 offers and administers a low-cost accident insurance program for students. At the minimum, the insurance will provide accident coverage for students on the way to and from school, while they are at school, and whenever they are engaging in school-sponsored activities. School insurance is secondary to any primary insurance the student has and may be limited in its coverage. Parents/Legal guardians should not rely on this insurance to cover the entire cost of a medical procedure.

The district requires that all students participating in the following activities have accident insurance:

- interscholastic athletics on the varsity and junior varsity level and B teams intramural football
- high school band
- high school physical education vocational laboratory courses
- other offerings and courses as determined by the principal/director

The district will not require those students to have accident insurance if the student provides documentation from the parent/legal guardian stating that the student has adequate insurance coverage and does not wish to participate in the district accident insurance plan.

YSD1 will provide insurance coverage through QBE for:

1. Athletes injured while participating in interscholastic sports.
2. Students injured on a YSD1 school campus or off campus while participating in a school-sanctioned and school-supervised activity.

The insurance, which helps cover the cost of medical care by a physician or healthcare facility, is in excess of the student's primary coverage. The district's supplemental coverage becomes the primary coverage if a student or athlete is uninsured. The district does not select medical doctors or medical facilities and has no control over the amount of money they charge for services.

For students injured at school or in a school activity, claim forms can be obtained from the school nurse. For student athletes injured while practicing or participating in interscholastic sports, claim forms can be obtained from the athletic trainer or the middle school athletic director.

STUDENT CODE OF CONDUCT

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

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

The board directs the administration to establish rules and regulations necessary to create and preserve conditions essential to orderly operation of the schools. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies JKD and JKE).

For more specific information on student conduct, the board directs students to [policy JICDA-R](#) and the student handbook for their individual school.

The board gives the appropriate administrator authority to consider all circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction. is effective during the following times and in the following places:

- on the school property
- waiting for the school bus at designated stops
- en route to and from school on a school bus or other school vehicle
- participating in or attending school-sponsored or school-related activities such as field trips, conferences, or athletic events
- at any time or in any place (including off school grounds and during non-school hours) where students' conduct has a direct effect on the school's ability to maintain an orderly and safe
- learning environment.

LEVEL I - DISORDERLY CONDUCT

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- profanity
- abusive language between or among students
- failure to comply with directives from school/district personnel or agents (to include volunteer aides or chaperones)
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy (three consecutive unlawful absences from school or a total of five unlawful absences)
- violations of the electronic device policy

ENFORCEMENT PROCEDURES AND SANCTIONS

When the staff member observes, or is notified of and has verified an offense, the staff member should 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 certain 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 affect the appropriate disciplinary action. The administrator will maintain a complete record of the procedures.

Below is a list of Level I sanctions:

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension
- suspension/expulsion
- confiscate item
- academic penalty (cheating)
- other sanctions as approved by the board

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 administrative sanctions, legal sanctions, and court proceedings. Acts of disruptive conduct may include, but are not limited to:

- violation of a Level I intervention plan and/or behavioral contract
- use of an intoxicant
- use or possession of tobacco products or materials, including e-cigarettes and vapors
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- abusive language to staff and/or students
- repeated refusal to comply with directives from school personnel or agents (such as volunteer aides or chaperones)
- possession or use of unauthorized and/or controlled substances or paraphernalia, as defined by law and/or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- inappropriate use of technology (e.g., bullying, harassing, or intimidating other students or district employees; plagiarizing copyrighted materials; and accessing inappropriate websites)
- show/display gang related colors and/or symbols, flashing signs and “flagging”
- other disruptive conduct

ENFORCEMENT PROCEDURES AND SANCTIONS

When the administrator observes, or is notified of and has verified an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences. Parents/Legal guardians will be notified of the student's misconduct and related proceedings. The administrator will meet with the student and if necessary, the parent/legal guardian.

The administrator will keep a complete record of the procedures, and will, if appropriate, notify law enforcement. Level II sanctions include:

- temporary removal from class
- in-school suspension
- out-of-school suspension
- behavior contracts
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)
- other sanctions as approved by the board

Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. Acts of criminal conduct may include, but are not limited to:

- assault and battery
- extortion
- threat of the use of a destructive device (bomb, grenade, pipe bomb, or similar device)
- tampering with fire alarms or other safety devices
- possession, use, or transfer of explosives or other incendiary devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons or lookalike weapons*
- possession, use, or transfer of a firearm**
- sexual offenses
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized and/or controlled substances, as defined by board policy
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance
- illegal use of technology (e.g., communicating a threat of a destructive device, weapon, or event with the intent of intimidating, threatening, or interfering with school activities)
- maliciously transmitting sexual images of minors, other than images of the student or images transmitted with the uncoerced consent of the individual in the images
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family
- threatening students and/or school(s) in violation of state law

*May result in recommendation for expulsion for the remainder of the school year (see [policy JICI I- Weapons in School](#))

***May result in recommendation for expulsion for one full calendar year (see [policy JICI - Weapons in School](#)).*

Unintentional or inadvertent possession of a weapon in conflict with district policy can be handled as a Level I or Level II incident at the discretion of the principal if the student immediately brings the weapon to the attention of a teacher or administrator and turns the weapon over to school authorities prior to discovery by a school employee. Under these circumstances, the principal may deal with the offense in compliance with the appropriate sanctions with the superintendent's approval. In compliance with federal and state law, this allowance does not apply to possession of a firearm (see [policy JICI](#)).

ENFORCEMENT PROCEDURES AND SANCTIONS

When an administrator observes, or is notified of and has verified, an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student. If warranted, the student will be removed immediately from the school environment. Parents/Legal guardians will be notified as soon as possible.

If appropriate, school officials should contact law enforcement authorities. School staff will follow established due process procedures when applicable and keep a complete record of the procedures. Level III sanctions include:

- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate (should be sought by school authorities)
- other sanctions as approved by the board

EXTENUATING, MITIGATING, OR AGGRAVATING CIRCUMSTANCES

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

STUDENT CONDUCT AWAY FROM SCHOOL GROUNDS OR SCHOOL ACTIVITIES

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designee 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 investigate 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 the alternative school campus for coursework and exams that require a proctor in a virtual school accessed through the 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.

TOBACCO USE BY STUDENTS

York School District One provides a 100 percent tobacco-free, smoke-free environment for all students. Students are not allowed to use or to possess tobacco products or tobacco paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff, snuff and alternative nicotine products (i.e. e-cigarettes, vapes) within all district facilities, on school buses, vehicles and grounds; at all district-sponsored events whether on or off school grounds or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds.

The district does not permit the use of candy or other novelty items that look like tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco and alternative nicotine products within all district facilities: on school buses, vehicles, and grounds; at all district-sponsored events whether on or off school grounds or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds.

This tobacco-free designation applies not only to normal school hours, but also to all district-sponsored events, before, during or after school, on campus or off campus, scheduled or unscheduled.

No student, regardless of age, will possess, use, sell, purchase, barter or distribute alcoholic beverages or other controlled substances and/or drug paraphernalia such as pipes, rolling papers, vials, vape pens and/or cartridges, etc., under the following circumstances.

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds
- during any field trip
- en route to or from school
- at the bus stop
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

ALCOHOL AND OTHER CONTROLLED SUBSTANCES

No student, regardless of age, will possess, use, sell, purchase, barter or distribute alcoholic beverages or other controlled substances and/or drug paraphernalia such as pipes, rolling papers, vials, vapes, etc., under the following circumstances.

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds
- during any field trip
- en route to or from school
- at the bus stop
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist or conceal possession, consumption, purchase, or distribution of any alcoholic beverage by any other student or student in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is similar in color, shape, size, or markings to a controlled substance in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances and/or substances represented to be controlled substances.

EXPULSIONS

Under Board [Policy JKE](#), Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board. Authority to expel students from school rests solely with the board. The board delegates the initial authority to hear and decide recommendations for expulsion to a hearing committee. The hearing will be held before a hearing panel made up of two certified personnel and the hearing officer. One of the certified personnel will be a representative from the Special Services Department. The administrator, the administrator's representative, the student, the parent/legal guardian, and/or the student's representative may be present at the hearing.

EXPULSION HEARINGS

When a student is recommended for expulsion:

- The superintendent will notify the parent/legal guardian of the student of the time and place of a hearing before a hearing committee appointed by the board.
- The hearing must be held within fifteen (15) school days of the date of notification, unless the parent/legal guardian of his/her representative agree. A decision will be rendered within ten days of the hearing.
- At the hearing, the parent/legal guardian will have the right to legal counsel (at their own expense). The district has the same rights to legal counsel. The administrator, the student, the parent/legal guardian, and/or their representatives, will be allowed to present witnesses or witnesses' statements and, within the discretion of the hearing officer, cross-examine the other party's witnesses. The hearing panel may ask the witnesses and parties questions. The parent/legal guardian and/or the student's representative will be given an opportunity to argue their position or express their views on the case. A recording of the testimony or written minutes of the hearing will be kept on file by the hearing officer for at least one calendar year.
- Either party may appeal the decision of the hearing committee. The appealing party must provide written notice of the appeal to the superintendent or his/her designee within five school days of notification of the superintendent's decision. An appeal will normally be limited to the established record, and no new testimony will be allowed unless the board desires to hear additional testimony. Should the board find that unusual and extenuating circumstances exist such that the student and/or parent/legal guardian will be given the opportunity to appear before the board, the student and parent/legal guardian will be notified of the date and time of the appeal hearing.
- The board will hear the appeal within 105 working days of the receipt of the appeal request. A decision will be rendered within 10 days of the board considering the appeal.
- The parent/legal guardian may appeal the action of the board to the proper court.

ABSENCES DURING EXPULSION PROCEDURES

The student will be suspended from school and all school activities during the time of expulsion procedures and may not be present on school district property except for scheduled conferences. Should the board reject an administrative recommendation for expulsion, or should a court of final disposition reverse the expulsion action, the board will excuse all student absences resulting from said action, and the student will be allowed to make up missed work as appropriate.

RE-ADMITTANCE FOLLOWING EXPULSION

Students who have been expelled for the remainder of the current school year may make a written request to the superintendent or his/her designee for readmission for the subsequent school year. The request must specify the reasons why the student should be allowed to return.

If the superintendent or his/her designee denies the student's request, or in all cases of permanent expulsion, the student may make a written request to the school board for readmission and may include a request to appear before the board. If the request is denied by the board, the student may submit another request prior to the following school year.

TRANSFER INSTEAD OF SUSPENSION OR EXPULSION

The superintendent may transfer a student to another school in lieu of suspension or expulsion but only after a conference or hearing with the student and/or parent/legal guardian. The student and/or parent/legal guardian may appeal a transfer made by superintendent to the board.

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 students in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of students with disabilities to the extent that current education 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 program (IEP). The committee must take into consideration the student's disabling condition when deciding whether staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student's IEP, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion which are conducted in accordance with regulation.

SUSPENSIONS

The administration may suspend a student with a disability unless a suspension is prohibited by the student's IEP. At the end of the suspension, the school should return the student to the same educational placement, if appropriate.

The school may suspend a student for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement under the law). Prior to a single suspension for over ten (10) consecutive days, or a cumulative suspension for more than ten (10) days that constitutes a pattern of removal, a multi-disciplinary team will meet to determine whether there is a direct or causal relationship between the misconduct and the student's disability. If no relationship is determined to exist, the administration may proceed with standard procedures for handling the misconduct. If it is determined that the misconduct is a manifestation of the student's disability, the student's IEP will be reviewed and revised to address the student's difficulties.

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 inflicts 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 student with a disability is likely to injure him/herself or others in the student's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the student be removed to an interim alternative educational setting for a period up to 45 days.

EXPULSIONS

Expulsion of a student with a disability 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 or if the conduct in question was the direct result of the school's failure to implement the student's IEP. If it is determined that there is a casual relationship between the student's misconduct and the student's disability, or the school failed to implement the student's IEP, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability and the conduct was not due to the school's failure to implement the IEP, 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 the student's IEP for expelled students with disabilities.

IMMEDIATE REMOVAL

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

SEARCHES AND INTERROGATIONS

Students do not lose their constitutional rights upon entering school premises. The Fourth Amendment to the United States Constitution protects all citizens, including students, from unreasonable searches. However, students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances:

- A student committed a crime or a violation of a school rule.
- Such a search will reveal contraband or evidence of a violation of a school rule or a criminal law.

Any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction. Only the principal or his/her designee may conduct such searches within the constitutional parameters outlined above unless exigent circumstances exist which require another staff member to take immediate action for safety reasons.

SCHOOL ISSUED ELECTRONIC DEVICES, LOCKERS, AND DESKS

All district-issued electronic devices (i.e. iPads, tablets, and laptops), lockers, and desks are the property of the school district. School officials may conduct searches of these items in accordance with publicized administrative rules.

MOTOR VEHICLES

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. School officials may conduct searches of motor vehicles in accordance with publicized administrative rules.

PERSONAL ELECTRONIC DEVICES

Students' personal electronic devices in the custody of the administration will not be searched or otherwise tampered with unless school/district officials suspect that the search is required to discover evidence of a violation of the law or other school rules. If school officials have reasonable suspicion that this policy or other relevant school district policies, regulations, rules, procedures, and laws are violated by the student's use of electronic devices, including personal electronic devices, and that the use of these devices materially and substantially disrupt the school's atmosphere, the devices may be lawfully searched in accordance with the law, and/or the electronic devices and personal electronic devices

may be turned over to law enforcement, when warranted. Any search of the devices will be conducted in accordance with policy [JIH](#) (Student Interrogations and Searches).

Students should have no expectation of privacy when using the school district-owned electronic devices and when using the school district's network or other service(s). In addition, students should have no expectation of privacy when they use personal electronic devices on the school district's network or other service(s).

INTERROGATIONS BY SCHOOL PERSONNEL

Teachers and principals may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances which will avoid unnecessary embarrassment to the person being questioned. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined in accordance with the student code of conduct.

INTERROGATIONS BY POLICE

When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee will be present. The police will conduct the questioning in the principal's office with the principal or his/her designee present. The principal or his/her designee will attempt to contact the parent or legal guardian and request his/her attendance.

If police intend to take a student into custody or arrest a student, they must present an official warrant. The principal will assist the law enforcement officer in assuring that all procedural safeguards as prescribed by law are observed.

CONTACTING LAW ENFORCEMENT

School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones which may result, or do in fact result, in injury or a serious threat of injury to the person or to another person or his/her property.

Specifically, the actions which may result in the immediate contact of law enforcement include, but are not limited to, the following.

- fighting
- possession of a weapon
- possession/distribution of illegal substances
- engagement in criminal behavior or actions that otherwise violate S.C. law

SURVEILLANCE EQUIPMENT

It is the policy of York School District One to utilize video surveillance equipment to promote and enhance the physical safety of students, faculty, and staff.

TRESPASSING

According to state law, a student is subject to arrest for going onto school property other than his/her own without permission. A visitor without a pass granted by an administrator will be asked to leave the campus.

GRADE LEVELS

This section contains grade level specific information. Please read and review individual school handbooks/agenda books for school-specific information.

ELEMENTARY SCHOOL

ARRIVAL TO SCHOOL

Doors open for students at 7:15 am. Parents should not leave students at school before that time, as there may not be adequate supervision.

DISMISSAL FROM SCHOOL

No student will be allowed to go home a different way from his regular travel unless permission is requested by a parent/guardian in writing. Due to concerns regarding student safety, school personnel prefer not to accept messages over the telephone requesting that the child's mode of transportation be changed. Any parental changes to a student's bus route (for the day) require permission from the transportation office. (See policy for Guest Riders on School Buses.)

The normal mode of transportation can be altered under one of the following conditions. If these arrangements have not been made, the child will be sent home according to his/her usual mode of transportation:

- The child comes to school with a signed and dated note from the parent and given to the teacher.
- The parent personally comes into the school office and makes the request.
- A parent calls the office **prior to 1:40** and requests the child's mode of transportation be changed. (Identifiable information will be requested.)

If students are left at school after 3:15 PM without contact from the parent/guardian, the local Sheriff's Office or Police Department will be contacted for assistance.

EARLY DISMISSAL OF STUDENTS

If a parent/guardian wishes to check out his/her child from school during the day because of a doctor/dentist appointment or other valid reason, the parent is required to come into the main office to properly sign the child out of school. Proper identification will be required.

Should there be a need for someone other than a parent or legal guardian to pick up a student early, written authorization from the parent is required and the person authorized must be listed on the student's enrollment form as an emergency contact. It is the parent/guardian's responsibility to alert the office immediately if there are any changes to the emergency contacts. Proper identification will be required.

Please keep early dismissals to a minimum. All early dismissals or tardies may appear on the student's school attendance records.

Please note that children will not be called from the classroom until the parent arrives in the front office. Except in the case of an emergency, a student cannot be signed out between 1:40-2:15 pm.

CAR RIDERS

School personnel will accompany students being transported by car to the parent pick-up line at the various dismissal areas of the school. Please follow the signs for parent pick up. Because of the number of students being transported by personal vehicles, as well as safety concerns, parents are required to wait in the parent pickup line to pick up children. Parents must remain in line in their vehicle.

BIRTHDAYS AND NON-SCHOOL PARTIES

Guidelines on non-school parties help to ensure that birthdays and other celebrations remain fun and do not inadvertently result in hurt feelings. Parents are required to send party invitations directly to individual children's homes, rather than distributing them in school. An exception can be made to this policy when the entire class is invited. To maintain an academically focused environment, we respectfully request no balloons, toys, or other gifts to be presented/given at school.

Parties are not allowed at school. Students are allowed to celebrate their birthdays with fellow class members during certain times. Please check with your child's school to find out their procedures and expectations for snacks, treats and goodie bags. As a rule, if sending cupcakes or other treats for student consumption, please coordinate with the teacher in advance. Due to student allergies, cupcakes and other treats must be store-bought only (no homemade treats) and sent in the original container with the ingredients list included.

STUDENT PROGRESS

Report cards will be distributed to parents quarterly following the conclusion of each nine-week grading period. The report card is aligned with the SC State Standards for English Language Arts and Math, Science, Social Studies, Physical Education, Music, and Art. Report cards must be signed by the parent or guardian and returned to school. Other reports concerning individual student progress may also be issued. Parents are urged to initiate conferences at any time by writing a note or calling the teacher. Teachers may request that parents attend special conferences.

The standards-based reporting system for academic progress in York School District 1 is for grades K-fourth and is as follows:

- E Exceeds:** Student consistently demonstrates an advanced understanding of grade level expectations. Student is performing above grade level.
- P Proficient:** Student consistently demonstrates an understanding of grade level expectations.
- NY Not Yet:** Student is not yet consistently demonstrating an understanding of grade level expectations.
- U Unsatisfactory:** Student does not consistently demonstrate an understanding of grade level expectations. Student is performing below grade level.

Science and Social Studies: K through Sixth Grade should follow their long-range plan for teaching the SC State Standards in Science and Social Studies.

- K, First, and Second Grades: "S" or "U" will be given for social studies, science, and Health.
- Third through sixth grades: Students will receive letter grades and numerical averages for science and social studies. Students in grades 5 and 6 will receive letter grades and numerical averages for all content areas. The grading scale is below for reference.

ACADEMICALLY GIFTED /TALENTED STUDENTS (MERIT)

Students meeting the state criteria for academically gifted/talented are provided a differentiated curriculum. In grades 3 and 4, students must meet an established standard in two out of three dimensions. These dimensions include aptitude, achievement, and performance tasks. Students eligible for placement are served in a pull-out program one day a week with the exception of third grade. These students attend one half day a week. For further information, please contact the Director of Elementary Programs, Dr. Latoya Dixon at 803-684-9916.

SCHOOL SUPPLIES

Each elementary school has developed a supply list by grade level. The list is available on our school webpage. If you need an additional copy of the list, please contact the school office. It is the parents' responsibility to see that items on the list are provided in quantity to last all year.

Rolling book bags are not allowed. If a student has a medical condition that requires a rolling book bag, parents/guardians must present a doctor's note verifying this need. This request must be updated yearly.

MIDDLE SCHOOL

ARRIVAL TO SCHOOL

Doors open for students at 8:15 a.m. Parents should not leave students at school before that time, as there may not be adequate supervision.

DISMISSAL FROM SCHOOL

No student will be allowed to go home a different way from his regular travel unless permission is requested by a parent/guardian in writing. Any parent asking to change a student's bus route (for the day) must obtain permission from the transportation office.

The normal mode of transportation can be altered under one of the following conditions. If these arrangements have not been made, the child will be sent home according to his/her usual mode of transportation:

- The child comes to school with a signed and dated note with the parents' phone number from the parent. The note should be taken to the office.
- The parent personally comes into the school office and makes the request in writing. The office will relay the message to the student.
- A parent calls the office **prior to 3:00** and requests the child's mode of transportation be changed. Identifiable information will be requested.
- If students are left at school after 4:00 PM without contact from the parent/guardian, the local Sheriff's Office or Police Department will be contacted for assistance.

EARLY DISMISSAL OF STUDENTS

Students are expected to remain in their class until the end of the instructional day (3:30 pm). **For the safety of all students, no student will be dismissed early without a parent or legal guardian coming to the Main Office to sign the student out. Students will not be dismissed between 3:00-3:30.** Parent/Guardian will be required to provide identification to school authorities.

Should there be a need for someone other than a parent or legal guardian to pick up a student early, written authorization from the parent is required and the person authorized must be listed on the student's enrollment form as an emergency contact. It is the parent/guardian's responsibility to alert the office immediately if there are any changes to the emergency contacts. Proper identification will be required.

Please keep early dismissals to a minimum. All early dismissals or tardies may appear on the student's school attendance records.

CAR RIDERS

School personnel will accompany students being transported by car to the parent pick-up line at the front of the school. Please follow the blue line for parent pick up. Because of the number of students being transported by personal vehicles,

as well as safety concerns, parents are required to wait in the parent pickup line to pick up children. Parents must remain in line in their vehicle.

MEDIA CENTER

The Media Center is open each school day from 8:15 am until 3:45 pm for all students. No passes are required during the "free times" before and after school and during lunch periods. Students may go to the Media Center to quietly read, study, or work. After one warning, students who continue to misbehave may be banned from the Media Center during the "free times" for one week. Continued abuse of free time will result in further disciplinary actions. Students who owe fines or who have overdue books may lose the privilege of free time in the Media Center.

Books are due two weeks from the day they are checked out. Fines for overdue books are 5¢ per day. Students must pay for lost or damaged materials. Magazines, newspapers, computers, and reference books are available for use in the Media Center.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL

Students are permitted to earn Carnegie units of credit to be counted toward high school graduation prior to enrollment at the ninth-grade level. The following will govern the granting of units of credit at the middle school level.

- A student in the eighth grade may be awarded credit for high school courses completed at the middle school level. Credits may be awarded in $\frac{1}{2}$ and 1-unit increments.
- A student will be awarded one credit each for Algebra I and/or English I successfully completed during middle school.
- Courses for which a student received credit toward his/her school graduation will become part of the student's high school transcript and will be included in calculations of the high school grade point average and class rank. During his/her ninth-grade year, a student may retake a high school credit course that he/she initially took during his/her 8th grade year. In the event a student retakes a course, both grades earned will remain on the transcript; however, only the higher of the two grades earned will be used to calculate the student's GPA.
- A student who transfers to YSD1 from an accredited school will be allowed to transfer credits which the student has been awarded. The courses will become part of the student's high school transcript and will be included in calculations of high school grade point average and class rank.
- Middle schools may only offer credit bearing courses that are approved by the superintendent or his/her designee.

CLUBS AND ORGANIZATIONS

Every student is encouraged to take part in a club, organization, or athletic program at York Middle School. Research shows that students that are involved in their school perform better academically, have greater school pride, and experience positive social involvement.

ATHLETICS

York Middle School offers a wide variety of extracurricular sports activities to students who qualify academically. To be eligible to participate in a fall sport, a student must have been promoted from the previous grade. To participate in a spring sport, a student must pass the first semester of the current year. Several forms must be completed before participating on teams. These include a physical by a doctor, a parent permission form, and a copy of the student's birth certificate. The physical forms are available in the school office.

HIGH SCHOOL

ARRIVAL TO SCHOOL

Halls open at 8:15 am. Students are expected to be in class by 8:45am. Any student arriving after 8:45 must sign-in at the attendance clerk.

DISMISSAL FROM SCHOOL

Students are dismissed at 3:45pm. Unless they are participating in an after-school activity, they are expected to be off campus by 4:00pm.

EARLY DISMISSAL OF STUDENTS

A student who wishes to be excused early from classes for one day must bring a note bearing the following information: date, reason for early dismissal, time to be dismissed, parent's/guardian's signature, and a telephone number at which the parent may be called to verify the note. This note must be given to the attendance office. When the time arrives for dismissal, the student must report to the attendance office and sign out. If the student returns to school, he/she must report to the office to sign back in before going anywhere on campus.

There will be no student dismissal after 3:10 pm. Missing more than 20 minutes of any class will result in an absence.

PARKING

Parking at York Comprehensive High School is a privilege. All school fees/debts must be paid before a parking permit may be purchased. Violations of the parking regulations during the previous school year may result in denial of a parking permit.

All student vehicles parking on campus must display a valid driving/parking decal/tag issued by the high school. Decals/tags must be in place by the first day of class. Students may purchase parking decals/tags at orientation prior to the opening of school at a cost of \$25.

Students must provide certification of their successful completion of the ALIVE AT 25, a driver's training program, before they can qualify to purchase on-campus parking. The dates and times of training and costs of the program may be obtained from the [Alive at 25 Website: scaliveat25.org](http://scaliveat25.org).

The presence of unregistered and uninsured vehicles on campus poses a potential safety hazard to our students, our employees, and our guests. Students will be fined accordingly for:

- not displaying school decal/tag
- parking in the wrong space
- parking on yellow line or curb
- parking in reserved spaces
- illegal use of blue handicap space
- Speeding and reckless driving on school property will result in the loss of the parking decal/tag and parking privileges.

Visitor's parking is for visitors. Students are not to park in these spaces. Guests may not park on the curb. The school will NOT be responsible for the theft of contents, theft of vehicle, damage of vehicle or contents while vehicle is on campus.

A student may not drive a vehicle on campus that is not properly registered to him/her or his/her parent or legal guardian. Students may not drive/park on campus during the school day without registering with the administrator in charge of parking. Vehicles without decals/tags may be booted, ticketed, or towed without notice. The towing cost is set by the towing company.

CLUBS AND ORGANIZATIONS

Clubs and organizations are an important part of the total school program, offering students opportunities for enrichment, service and leadership roles which are not offered in the classroom setting. All clubs should be academically related. Clubs and organizations meet at lunch and in the afternoon or evening at times determined by the sponsors. Students are encouraged to participate in as many extra-curricular activities as their schedules will allow.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

A student must be in attendance for a minimum of 2 blocks of the day that he/she participates in an extracurricular activity. Students under suspension are not eligible to participate in extracurricular activities during the suspension period. Suspensions are in effect from the time of the suspension until the 1st bell of the day the student returns to school. This applies to all suspensions, whether it is in-school or out-of-school. The Discipline Code and all school rules apply to any school sponsored event - on or off campus.

MEDIA CENTER

The Media Center is open from 8:00am – 4:00pm and aims to support and enrich the curriculum, to provide materials for information and for recreation, to help students realize the value of books as a source of information and as companions of their leisure time, to help students cultivate the habit of reading and to help students develop the ability to use all types of media. A certified media specialist and an assistant are available to assist students when they come to the Media Center.

CALCULATOR CHECKOUT POLICY

Students will be allowed to check out graphing calculators from the media center. A parent permission form must be completed prior to students being allowed to check out the calculator. The replacement cost of the graphing calculator is over \$100. If damaged or lost, the student is held responsible for the replacement price.

IDENTIFICATION (ID) CARDS

All students should have a YCHS ID Card. Cards provide the student with identification which must be used when purchasing tickets to school events, checking out materials from the Media Center, leaving campus for early dismissal/school-to-work and providing identification to a staff member. **I.D. cards must be given to a faculty member immediately upon request.** Refusal to do so may result in suspension. If a student loses the card, he/she must pay \$5.00 to the YCHS bookkeeper for a replacement. Students must always have ID cards in their possession during the school day. Students who do not have an ID can have one made in the media center prior to 1st block. They can bring a receipt from the bookkeeper in order to have the ID made.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

To be eligible to receive a South Carolina High School Diploma, students must earn 24 Carnegie units, participating in all state required standardized tests, and complete the state health requirement. As students plan to meet the diploma requirements, they will use the York School District One Curriculum Framework. From this framework, each student will select a cluster of study, a career major, and will complete an Individual Graduation Plan (IGP) with the help of their school counselor. More detailed information on the Curriculum Framework and career templates can be found in the York School District One Course Booklet published each spring for use during course registration.

English	4 units
Math.....	4 units
Science	3 units
U.S. History	1 unit
Government.....	1/2 unit
Economics	1/2 unit
Social Studies Elective.....	1 unit
Physical Education/ROTC.....	1 unit
Computer Science.....	1 unit
Foreign Language/CTE	1 unit
Electives	7 units

EARLY GRADUATION REQUIREMENTS

The board and the administration support a full high school program including a minimum four-year course of study. However, the board and administration recognize that under certain circumstances early graduation is the best option for a student.

The student applying for early graduation will meet standards required of all high school graduates in the school district.

The application for early graduation ([IKFA-E](#)) must be filed with the school counselor no later than the end of the first nine weeks of the third year in high school. Students must submit their graduation fee. ALL FEES must be paid in full by the end of the first semester of the senior year.

Students completing early graduation under an approved plan may participate in the Winter Graduation exercises. Students who plan to participate in graduation MUST attend graduation practice.

The school principal will appoint a committee to examine the application for early graduation. The principal will render the decision within 10 days of the receipt of the recommendation from the committee. The principal's decision may be appealed to the superintendent or his/her designee. This appeal must be made in writing within five days of the decision made by the principal.

Students electing early graduation will not be eligible to serve as valedictorian or salutatorian of the graduating class. Students who graduate at the end of first semester are no longer enrolled students and therefore may not attend the Prom (unless they are an approved guest of a student), participate in field trips or other student activities.

When extenuating circumstances occur with a student **after the designated early graduation application deadline has passed**, the affected student should complete the application for early graduation and submit it for consideration following the guidelines set forth in this document. All applications that are submitted after the first nine weeks of the third year in high school due to extenuating circumstances will be handled and considered on a case-by-case basis.

CLASS RANKINGS AND ACADEMIC HONORS

Class rankings for students in grades 9-12 will be calculated at the end of each semester. Valedictorian and Salutatorian honors will be calculated at the end of the final semester of the senior year. NOTE: A student must complete the last year of his/her high school credits at York Comprehensive High School in order to be eligible for either valedictorian or salutatorian honors (i.e., student must be enrolled as a full-time student on the 1st day of the senior year). Honor graduates will have at least a 4.2 GPA (Class of 2023).

Junior Marshal Honors will be calculated at the end of the first semester of the junior year. **The top 25 students are eligible.** Students who transfer to YCHS after the 1st grading period of their junior year will **not** be eligible.

Other student recognition and honors based on class ranking will be calculated at the end of the most recently completed semester.

FULL-TIME ENROLLMENT POLICY

All students must carry a full load of classes each semester, including seniors. The administration must approve all exceptions. If a student violates this policy, he or she will be suspended until a parent conference is held. **A senior who continues to violate this policy will not participate with his or her classmates in the graduation ceremony.**

DUAL CREDIT COURSES

Dual credit courses are those that earn high school and college credit. Teacher Cadet, which is offered each year during the regular school day, is one example. These courses differ from AP in that AP courses require a minimum score on a nationally standardized test in order for college credit to be awarded. Students should see a school counselor to receive an updated list of qualifying scores. **Please note: After 5 days, the college requires anyone withdrawing from a Dual Credit Course to receive a grade of 50. Students are also expected to follow the attendance guidelines of the designated College/University.**

TRANSCRIPTS

Transcripts of all high school credits are maintained in permanent records and in a computer database. Transcripts are sent at no cost to the student while enrolled at YCHS. Past graduates may request transcripts online at <http://www.york.k12.sc.us/> and click on ***NeedMyTranscript***. Transcripts for former students are sent at a cost of \$7.00 per transcript. Requests for transcripts for current students at YCHS are made to the YCHS registrar.

EXAM EXEMPTIONS

There are *no exemptions* for students in grades 9-11 or for **seniors in a course requiring an End of Course exam**. Exams will count 20% of the semester grade.

Seniors can exempt final exams both semesters of their senior year if they meet the following criteria:

- Must have at least an 85 average for the semester.
- Can have no more than 5 absences, excluding medical, in a semester class and/or 3 or more absences, excluding medical, in a nine weeks' class.
- Cannot have to recover time due to absences
- Can have no absences from class due to suspension, ISS or OSS.
- **High Schools That Work (HSTW)** recommends a curriculum that students need to complete that will ensure that they are "college ready." That curriculum is very closely aligned with the Commission on Higher Education (CHE) requirements for entering college in SC as listed below. *The HSTW curriculum is noted with an asterisk (*)*.

Commission on Higher Education (CHE) college entrance requirements:

- 4 units of college-prep English

- 4 units of college-prep math - *Algebra 1, Algebra Foundations or Intermediate Algebra, Geometry, Algebra 2 and a 4th unit from among Algebra 3, Pre-Calculus, Calculus, or Statistics.*
- 3 units of college-prep lab science
 - *Physical Science DOES NOT COUNT as a lab science*
- 3 units of social studies
 - *1 unit must be in US History*
 - *1 unit must be Government/Economics*
- 2 units of the same foreign language (some colleges like Clemson and College of Charleston require 3 units)
- 1 unit of college-prep elective- *Computer Science involving significant programming content is strongly recommended for this elective unit. Others that are acceptable are college-prep courses in English, Fine Arts, World Language, Lab Science, Humanities or Social Studies*
- 1 unit in Fine Arts
- 1 unit of PE or ROTC

*HSTW only: 4 units in a concentration – *either in a Career & Technology or in an Academic concentration*

GRADUATION PARTICIPATION POLICY

Students in York School District One may graduate from high school and receive a South Carolina high school diploma by meeting the requirements. Students may participate in the high school graduation ceremony if they have met all course requirements for a South Carolina diploma and are in good standing. 2nd semester seniors must be enrolled as a full-time student. Students who complete the requirements as designated in their IEP may also participate in York School District One's high school graduation ceremony.

DIPLOMA WITH DISTINCTION (CLASS OF 2023)

- Must complete all requirements for a South Carolina High School Diploma.
- Must complete 28 units of high school credit including 4 units of English, 4 units of math, 4 units of science, 4 units of social studies with no grade lower than a C.
- Must earn 4 units within a selected major.
- Must participate in at least one (1) school club, organization, or extracurricular or athletic activity per year in grades 9-12 OR perform at least one hundred (100) hours of an approved community service. The project must have prior approval of the school administration and have signed documentation of service completion.
 - Gold Level recognition requires a 4.2 GPA.
 - Silver Level recognition requires a 3.75 GPA.

HONOR ROLL

Honor roll is to be calculated at the end of each grading period (each nine weeks). Students earn honor roll distinction by qualifying in one of the two areas listed below.

PRINCIPAL'S HONOR ROLL

To qualify for the Principal's Honor Roll, the student must have earned all A's in every class taken during the nine weeks.

A/B HONOR ROLL

To qualify for the A/B Honor Roll, students must have earned all A's and/or B's in every class taken during the nine weeks.

ATTENDANCE

York School District Number One will comply with the laws and regulations as set forth by the Local and State Boards of Education, S.C. CODE R43-274, S.C. CODE 59-65-90 and the Juvenile Justice Delinquency Prevention Act of 1974. **Absences in High School are accrued per course.** Any absence in excess of 10 may cause the student to lose credit for a 180-day course. The first 10 absences may be lawful, unlawful, or a combination. ALL absences beginning with the eleventh must be lawful. In accordance with the law, excessive absences can determine a student's promotion or retention status.

Furthermore, any absence in excess of 5 may cause the student to lose credit for a 90-day / semester course. The first 5 absences may be lawful, unlawful, or a combination. All absences beginning with the sixth must be lawful. Parents are encouraged to routinely monitor student attendance by accessing the information through PowerSchool. If a parent/guardian has a question the school attendance office should be contacted as soon as possible.

ATTENDANCE MAKE UP POLICY

To receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit, regardless of the number of days missed. Therefore, York Comprehensive High School allows students whose excessive absences are approved to make up work missed to satisfy the 120-hour requirement. All make-up time and supporting documentation must be submitted to the attendance office within 30 days from the last day of the course. The principal may extend the time for completion of the requirement due to extenuating circumstances as prescribed by the state board of education guidelines.

Students will have the following opportunities to makeup time:

- After School ARC: The ARC lab will be open 4 days a week after school for 1.5 hours per day. After School ARC will begin during the 2nd Quarter. The ARC lab will be open for a minimum of 6 weeks each semester. After School ARC attendance recovery is at no cost to the student.
- Saturday School: We will have 3 Saturday School opportunities this year. Saturday School hours will be from 8:00 am until 3:30 pm. *The cost to attend Saturday School will be \$10 per day.*
- Summer Attendance Recovery: We will hold Summer Attendance Recovery and from 8:00 to 1:00 pm each day for three weeks. Summer Attendance Recovery will cost \$25 per week.
- Students will not be allowed to make up time with teachers before or after school. **The only recovery time allowed will be time made up during After School ARC, Saturday School, and Summer Attendance Recovery.**

REGULATIONS FOR ATTENDANCE MAKE UP

- Students will be informed by the attendance office or administration if they will be required to participate in attendance make-up.
- Students will be responsible for being on time and bringing enough classroom materials with them for the entire make-up session.
- There will be no sleeping or disruptions during the stay. Students will be asked to leave, and the time stayed will not count. Misbehavior will not be tolerated.
- Students must provide their own transportation to and from the school and should be off campus 5 minutes after the conclusion of the make-up session.

ALTERNATIVE PROGRAM

PROGRAM REQUIREMENTS FOR YORK ONE ACADEMY (YOA)

The York One Academy alternative program is designed to assist and support students with developing appropriate strategies, skills, and techniques to maintain their social emotional well-being and navigate conflict as needed. After participating in documented services and interventions at the school level, students may be recommended for the alternative program to receive additional support services. Students who enroll from an alternative program in another school district will also be referred to the York One Academy.

Program requirements for successful completion and recommended transition/return to the home school site are:

- Students must complete a three-phase program that will last a minimum of 45 days.
- Each phase requires the student accumulate a certain number of points which they can earn each day with good behavior, good attendance and completion of school assignments.
- Students must attend and participate in counseling sessions.
- Students will be required to wear the YOA school uniform.

TITLE I PARENT RIGHT TO KNOW

Parents/Guardians of students in York School District One may request information about a teacher from the principal of the school to which your child is assigned. Under federal law, parents have the right to know:

- Whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of a teacher and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification or degree.

If you have any questions about your child's teacher, please do not hesitate to call:

Ms. Jennifer Bolin, Cotton Belt Elementary School

1176 Black Highway York, SC 29745 | (803) 684-1947

Ms. Crystal Sandifer, Harold C. Johnson Elementary

400 East Jefferson Street York, SC 29745 | (803) 818-6040

Ms. Jane Wallace, Hunter Street Elementary

1100 Hunter Street York, SC 29745 | (803) 684-1926

Ms. Rebecca Dover, Hickory Grove-Sharon Elementary

4901 Hickory Grove Road Hickory Grove, SC 29717 | (803) 925-2116

Ms. Mattie Hughes, Jefferson Elementary School

1543 Chester Highway York, SC 29745 | (803) 684-1942

Mr. Keith McSwain, York Intermediate School

1280 Johnson Road York, SC 29745 | (803) 684-2311

Ms. Cassidy Valerino, York Middle School

1010 DeVinney Road York, SC 29745 | (803) 684-5008

Dr. John Tharp, York Comprehensive High School

275 East Alexander Love Highway York, SC 29745 | (803) 684-2336

Dr. Lee Green, Floyd D. Johnson Technology Ctr.

275 East Alexander Love Highway York, SC 29745 | (803) 684-1910

Mrs. Beverly Meares, York One Academy

37 Pinckney Street York, SC 29745 | (803) 684-2381

By signing the acknowledgement form on back of the student handbook, you acknowledge that you have read and understand the Title I Right to Know.

TITLE I PARENT/GUARDIAN INVOLVEMENT PLAN

I. Parent/Guardian Involvement

The Parent/Guardian Involvement Plan is jointly developed with, agreed upon with, and distributed to, all of the parents and guardians of participating children. We will provide full opportunities for the participation of parents/guardians with limited English proficiency and parents/guardians with disabilities. Furthermore, we will coordinate and integrate parental/guardian involvement programs and activities at the school level with other federal, state, and district programs. The Parent/Guardian Involvement Plan will be presented for discussion and approval with parents and the community during the initial open house meeting. The Plan will be updated as needed and reviewed annually by a team of people – including parents, community members, school and district administrators, and school faculty and staff members in order to continuously meet the changing needs of our parents, our students, and the school.

II. Shared Responsibility: Parent/Guardian – School Compact

The Parent/Guardian – School Compact, jointly developed with, agreed upon with and distributed to all parents/guardians, will describe how parents/guardians, students, and the entire school staff, will share in the responsibility for high student achievement. A team of people including parents/guardians, community members, school and school faculty and staff will annually review the School Compact.

III. Building Capacity for Involvement

In an effort to ensure effective involvement of parents/guardians and to support a partnership among the stakeholders for student achievement, we will:

- Assist parents/guardians in understanding South Carolina's academic and achievement standards and the school's Title I participation by disseminating pamphlets and handouts and conducting parent/guardian/teacher conferences, parenting/guardian workshops, and Open Houses.
- Communicate and monitor a child's progress by interim report cards, quarterly report cards, IEP meetings, telephone calls, parent/guardians-teacher conferences, dissemination of state testing information and academic plans.
- Assist parents/guardians in helping them improve the achievement of their children through parenting/guardian workshops, adult education, newsletters that provide activities and suggestions, and students' weekly folders.
- Educate teachers and other staff members, with the assistance of parents/guardians in reaching, communicating with, and working with parents/guardians through PTO, conferences, workshops, and staff development.
- Send information related to school and parent/guardian programs, meetings, and other activities to the parents/guardians in a format and language they can understand through school-generated newsletters, PTO meetings, school improvement council meetings, school calendars, parent/guardian/student handbooks, and student planners.
- Provide opportunities for parents/guardians to communicate with the school through an open-door policy, suggestion boxes, designated times to meet with the principal and/or teachers, and parenting/guardian workshops.
- Provide other activities to promote parental/guardian involvement through National Volunteer Week, field trips, parenting/guardian workshops, volunteer programs, and tutoring programs.
- Provide reasonable support for parental involvement activities as parents/guardians may request.
- Collaborate with Head Start, community agencies, state agencies and non-profits to provide additional support for parents and guardians.

By signing the acknowledgement form on back of the student handbook, you acknowledge that you have read and understand the Title I Right to Know.

TITLE ONE HOME-SCHOOL COMPACT

“A SHARED RESPONSIBILITY FOR HIGH STUDENT ACHIEVEMENT”

Research clearly indicates that effective learning only takes place when there is a combination of effort, interest, and motivation. Research also states that learning is greatly enhanced when there is a cooperative effort between the student, school, and home. The faculty and staff of Jefferson Elementary School pledge to do our very best to improve the academic, social and emotional success of all students enrolled.

School compacts make sure that everyone owns the responsibility of helping children achieve high academic standards. This YSD1 Compact is a promise from all participants to work together for the betterment of the student. We sincerely believe that this compact can only be fulfilled by our team effort, for it is only through the team effort that your child will reach his/her highest potential. We look forward to working with you to provide the best possible education for your child.

AS A PRINCIPAL, I WILL:

- Provide a safe and productive learning environment for all students
- Set high expectations for all students
- Provide the framework for high quality curriculum and instruction
- Enforce school rules fairly and consistently
- Provide ongoing communication with all parents on information such as student progress, school programs, and testing results.
- Seek parent participation in decisions pertaining to school programs and governance and encourage parents to share opinions
- Provide opportunities for parents to meet with teachers, visit and observe in classrooms and volunteer
- Provide ample opportunity for parent-teacher conferences
- Make special arrangements when necessary to help parents participate in school activities

AS A TEACHER, I WILL:

- believe that each child can learn
- make all decisions that are in the best interest of the student
- show respect for each child and his/her family
- help each child grow to his/her fullest potential
- come to class each day prepared to teach and learn
- provide a safe, productive and nurturing learning environment
- model professional behavior and a positive attitude
- ensure fairness and equity in adherence to school, district and classroom rules
- recognize and celebrate the cultural diversity of my students
- maintain an open line of communication with students and parents
- provide a variety of opportunities for parents to become involved in school activities
- be flexible when scheduling parent communication
- provide parents with appropriate information and resources
- provide meaningful and appropriate homework; and
- consult and coordinate with other teachers about the specific needs of each child

AS A PARENT/GUARDIAN, I WILL:

- recognize that I am my child’s first and most important teacher
- provide a home environment that encourages my child to learn
- strive to develop the parenting skills needed to help my child succeed

- consistently stress the importance of a quality education and acceptable behavior
- read to or listen to my child read every night
- make sure my child attends school regularly and arrives to school each day on time and well groomed
- provide my child with adequate school supplies for successful learning
- encourage my child to be independently responsible
- communicate regularly with my child's teacher
- review my child's progress reports
- provide educational opportunities for my child throughout the year; and
- if possible, volunteer in my child's school

AS A STUDENT I WILL:

- do my very best in my work and in my behavior
- come to school each day prepared with all my assignments and supplies
- assume total responsibility for my actions
- obey all school and bus rules
- be respectful at all times
- be an active participant in school and community service; and
- read aloud or silently every day

By agreeing to this compact, you have made one of the most important commitments you will ever make. Thank you for taking the time to make a difference in the life of a child.

Together, we can make a difference!

Revised: May 2022

BY SIGNING THE ACKNOWLEDGEMENT FORM IN THE STUDENT HANDBOOK, BOTH THE STUDENT AND THE PARENT AGREE THAT YOU HAVE READ AND UNDERSTAND THE TITLE ONE HOME-SCHOOL COMPACT FOR YORK SCHOOL DISTRICT ONE.

SIGNATURE PAGE

YORK SCHOOL DISTRICT ONE STUDENT/PARENT HANDBOOK 2022-2023

Dear Parents,

Please sign and return this form to the school office after you have reviewed the following:

- Student/Parent Handbook
- FERPA Rights of Parents and Guardians (Student Directory Information Notice)
- Bus Conduct Agreement
- Internet User Agreement
- Important Attendance Information
- Title One Information (if applicable)
 - Parent Right to Know
 - Parent Involvement Policy
 - Home-School Compact

Thank you,

Chad L. Carper,
Director of Student Services

“I have read, reviewed, and agree to follow the following policies and procedures: The Student/Parent Handbook, FERPA Rights of Parents and Guardians (Student Directory Information Notice), Bus Conduct Agreement, Internet User Agreement, Right to Know, Parent Involvement Policy and the Title One Home-School Compact.”

Student Name (Please Print)

Date

Parent/Guardian Signature

Date

APPENDICES

APPENDIX A — CHRONIC ABSENTISM VS. TRUANCY

	CHRONIC ABSENTISM	TRUANCY
Definition	Any student in K-12 who misses 50% or more of the instructional day for any reason for 10% (or more) of the enrollment period.	A student between the ages of 6-17 who has accumulated 3 consecutive or a total of 5 or more unexcused/unlawful absences during the academic year. Continued unexcused absences after the truancy intervention process begins may result in referral to family court and/or the involvement of the Department of Social Services.
Types of absences included	All types of absences contribute to chronic absenteeism, including days when a student is not present for 50% of the school day. This includes: <ul style="list-style-type: none"> • Excused absences • Unexcused absences • Suspensions • Tardy arrivals and early dismissals 	Only full day unexcused absences contribute to a truancy designation for the academic year.

¹ 50% of the school day is 203 minutes at the elementary level, 215 minutes at the middle school level and 195 minutes at the high school level.

APPENDICES

APPENDIX B — SCHOOL BUS INFRACTIONS

DISORDERLY CONDUCT	DISRUPTIVE CONDUCT	CRIMINAL CONDUCT
<ul style="list-style-type: none"> • Using profanity, abusive language, or obscene gestures towards or amongst students • Failure to comply with Driver/Monitor instruction/direction • Getting on or off the bus at an unauthorized stop or riding the wrong bus without permission • Littering on or out of the bus • Standing or sitting improperly while bus is moving • Minor acts of public displays of affection • Violating safety procedures • Using rude or discourteous behaviors toward others • Having hands, arms, head, etc. outside bus doors or windows • Providing false information, including forged notes • Failure to arrive to the bus in a timely manner • Horseplay • Other disorderly acts as determined by administration 	<ul style="list-style-type: none"> • Refusing to sit in assigned seat • Using profanity, abusive language, or obscene gestures directed toward adult • Vandalism¹ • Harassing, threatening, intimidating, or bullying others • Refusal to obey school personnel • Other disruptive behavior as determined by administration 	<ul style="list-style-type: none"> • Theft and/or possession or sale of stolen property • Throwing objects on or out of the bus resulting in damage to property or striking a person • Physically abusing or threatening faculty or staff members • Acting in a manner as to interfere with the safe operation of the bus² • Sexual Misconduct or Offense or Indecent exposure • Unlawful use of electronic device • Vandalism¹ • Arson • Assault and battery² • Fighting • Possessing or distributing obscene literature, pictures, or devices • Possessing, transferring, threatening to use, or distributing object(s) that may be used as a weapon, explosive, or other incendiary device, or object(s) that creates disruption, property damage, and/or injury • Possession, use, or distribution of any illegal or controlled substance or paraphernalia, including tobacco products or other unauthorized substances as defined by law or local school board policy

¹Any vandalism will result in students billed for property damage minimum of \$75.

²Any student who is charged with assault on a school bus or is charged with interference of the operation of a school bus may be automatically suspended from riding the bus for three (3) to ten (10) school days. A second offense of the above noted charges, on the bus, may result in a suspension from the school bus for the remainder of the school year.

APPENDICES

APPENDIX C – REUNIFICATION PARENT NOTIFICATION



To Learn, Serve, and Give as ONE

In case of Emergency or Crisis at your Child's School

Your Role as Parent

York School District One acknowledges the importance of student release as a part of overall emergency planning and your role as the parent or guardian is key. York School District One has developed detailed procedures in order to have you reunited with your child as quickly as possible, but even more so, in a safe and effective manner.

There are various emergency situations which may require student/parent reunification. Student/parent reunification may be needed if the school is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, school violence, bomb threat, terrorist attack or other local hazard. York School District One will work closely with emergency personnel to get students home safely.

York School District One will use a variety of avenues (York School District One Website, Social Media, Mobile App, and Local News Agencies) to get information to you, the parent, of where and when you can pick up your child. Upon notification that you need to come pick up your child, please be aware of the following:

1. You may be picking up your child from another school or facility.
2. Upon arrival, you will be directed to the Parent Check-In Area and met by a greeter, who will give you a Reunification Information card to complete. You will need a photo ID that will be verified by a district staff member. The check-in area for parents will have tables set up with four lines. Tables will be designated for students with last names beginning A-G; H-M; N-S; and T-Z. You will be assisted to the correct line and the greeter will assist you and answer any questions. Parents without appropriate identification or who cannot be immediately recognized by a staff member will be directed to the appropriate area for assistance.
3. Staff members working at the tables will have the necessary student information in order to verify you as parent or guardian. Once verified a staff member will tear off the bottom section of the Reunification Information form, keep the top section and have you keep the bottom section for the next staff member. That staff member, or "Reunifier", will take the bottom section of the form and go get your child.
4. Once you and your child are reunited, the staff member will, as a final safety precaution, ask the child if he/she is comfortable leaving with you. Again, this is simply one final check to ensure that students are only reunited with the appropriate parent or guardian. Staff will then take the completed form and give to another staff member to file. As you leave through the exit area a staff member will remove the wrist band ID your child is wearing and the process is complete.

York School District One will provide additional information through the outlets mentioned above. Information on how to help your child cope with a crisis, counseling services, and need to know information will be a priority to assist all parents in the aftermath of an emergency or crisis. We greatly appreciate you, as parent, cooperating with school personnel to make this process go as smoothly as possible.

* Please refer to Standard Reunification Method form for further information.

APPENDICES

APPENDIX D — EMERGENCY PLAN PICK UP/SHELTER SITES

SCHOOL	PICK UP	SHELTER
COTTON BELT ELEMENTARY	Sharon Community Center	Blacksburg High School
HAROLD C. JOHNSON ELEMENTARY	Hickory Grove Sharon Elementary	Blacksburg High School
HICKORY GROVE SHARON ELEMENTARY	Hickory Grove Sharon Elementary	Blacksburg High School
HUNTER STREET ELEMENTARY	Hickory Grove Sharon Elementary	Blacksburg High School
JEFFERSON ELEMENTARY	Sharon Community Center	Blacksburg High School
YORK INTERMEDIATE	Mt. Vernon United Methodist Church	Blacksburg High School
YORK MIDDLE	Mt. Vernon United Methodist Church	Blacksburg High School
YORK COMPREHENSIVE HIGH	Hickory Grove Sharon Elementary	Blacksburg High School
YORK ONE ACADEMY	Hickory Grove Sharon Elementary	Blacksburg High School

APPENDICES

APPENDIX E – SC UNIFORM GRADING SCALE CONVERSIONS

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5	5.5	6
99	A	4.9	5.4	5.9
98	A	4.8	5.3	5.8
97	A	4.7	5.2	5.7
96	A	4.6	5.1	5.6
95	A	4.5	5	5.5
94	A	4.4	4.9	5.4
93	A	4.3	4.8	5.3
92	A	4.2	4.7	5.2
91	A	4.1	4.6	5.1
90	A	4	4.5	5
89	B	3.9	4.4	4.9
88	B	3.8	4.3	4.8
87	B	3.7	4.2	4.7
86	B	3.6	4.1	4.6
85	B	3.5	4	4.5
84	B	3.4	3.9	4.4
83	B	3.3	3.8	4.3
82	B	3.2	3.7	4.2
81	B	3.1	3.6	4.1
80	B	3	3.5	4
79	C	2.9	3.4	3.9
78	C	2.8	3.3	3.8
77	C	2.7	3.2	3.7
76	C	2.6	3.1	3.6

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
75	C	2.5	3	3.5
74	C	2.4	2.9	3.4
73	C	2.3	2.8	3.3
72	C	2.2	2.7	3.2
71	C	2.1	2.6	3.1
70	C	2	2.5	3
69	D	1.9	2.4	2.9
68	D	1.8	2.3	2.8
67	D	1.7	2.2	2.7
66	D	1.6	2.1	2.6
65	D	1.5	2	2.5
64	D	1.4	1.9	2.4
63	D	1.3	1.8	2.3
62	D	1.2	1.7	2.2
61	D	1.1	1.6	2.1
60	D	1	1.5	2
59	F	0.9	1.4	1.9
58	F	0.8	1.3	1.8
57	F	0.7	1.2	1.7
56	F	0.6	1.1	1.6
55	F	0.5	1	1.5
54	F	0.4	0.9	1.4
53	F	0.3	0.8	1.3
52	F	0.2	0.7	1.2
51	F	0.1	0.6	1.1

APPENDICES

APPENDIX F – NOTIFICATION TO PARENTS REGARDING HEAD LICE

Dear Parent/ Guardian:

Please do your part to prevent the spread of this communicable condition by checking your child(ren) on a regular basis. Lice infestation is much easier to treat if caught early.

1. Watch for signs of head lice, such as frequent head scratching. Anyone can get lice, mainly from direct head-to-head contact, sharing hats, brushes, pillows, etc. **Lice do not jump or fly.**
2. Check all family members for lice and nits (lice eggs) at least once a week.
3. Be sure not to confuse nits with hair debris, (i.e., dandruff, hair spray droplets or hair casts). Nits are yellowish white, oval shaped and are attached at an angle to the side of the hair shaft.
4. Consult a pharmacist or physician before applying pesticides or other lice treatments if anyone involved is pregnant or nursing, has allergies, asthma, epilepsy, has a pre-existing medical conditions, or has nits in the eyebrows or lashes. **Never use a pesticide or lice treatment on or near the eyes.**
5. Remove all nits. Separate hair sections and remove nits with a lice comb or your fingernails.
6. For lice treatment, follow package directions carefully. Use the products over the sink, not in the tub!
7. Wash bedding and recently worn clothing in hot water (above 130° F) and dry on high heat for 30 minutes. Combs and brushes should be soaked in hot water (not boiling) for 10 minutes.
8. Avoid lice sprays! Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from furniture, rugs, stuffed animals, and car seats.
9. Notify you child's school, child care provider, play partners.

If your child is found to have head lice at school York School District One prohibits a student who is sent home with head lice from returning to school until he/she meets the following conditions.

- the student shows evidence of treatment as determined by the school
- the student passes a physical screening by the school nurse or principal's designee that shows the absence of head lice

At no time will a student be allowed to return to school without proof of treatment and a screening.

If you have questions or concerns, please contact your school principal.

Bryan
Director of Special Services

Greeson