

Hunter Street Elementary School

1100 Hunter Street

(803) 684-1926

www.york.k12.sc.us/hss

Office Hours: 7:30 – 4:00 p.m.

Hours of Instruction: 7:45 – 2:15

2019-20 STUDENT-PARENT HANDBOOK



Equal Opportunity:

York School District 1 offers opportunities for admission to students and employment for personnel. The programs and activities of the district are offered equally to all students without regard to race, color, national origin, religion, age, disability or sex. Inquiries should be directed to Oliver Love, PO Box 770, York, SC 29745, phone (803) 684-9916.

Hunter Street Elementary is dedicated to equality of opportunity. Hunter Street Elementary does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or disability.

August 2019

Dear Parents and Students,

Welcome to a new and exciting year at Hunter Street Elementary School! We are looking forward to another successful year filled with learning and fun. Our school is special because of you; a group of committed and terrific people who learn and work together as a family.

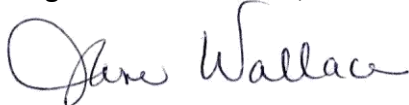
We desire the best for every child. Success isn't accidental. It is the result of a focused team effort of staff, students, and parents. Our staff of dedicated teachers and school personnel has the academic and personal success of each student as the primary focus of our instructional program. We employ every resource available to support the growth and future of the South Carolina Graduate; one that has World Class Knowledge, World Class Skills, and characteristics displaying integrity, self-direction, and interpersonal skills. We want our students to be the best version of themselves.

Students will have varied experiences to learn and work to meet their full potential. Parents, we encourage you to have regular conversations with your child/children about school and their work. Parental involvement shows children that school is important and that you are committed to their success. As a team, we can accomplish great things!

This year we will continue with our SC State Standards. These standards have replaced the Common Core Standards. These standards are geared to support our students and assist them to become college and career ready!

Close cooperation between the school and home are essential to promote the best interests of the child. Our handbook is a means of communication that explains many policies and procedures for our school. **Please read and discuss the Handbook with your child. Afterwards, you and your child must sign the enclosed handbook acknowledgement form on the back page of this booklet and return it to the school.** Thanks for your cooperation and support. If you have questions, please call (803) 684-1926.

Together in Education,

A handwritten signature in cursive script that reads "Jane Wallace". The signature is written in black ink and is positioned below the text "Together in Education,".

Jane Wallace, Principal

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About Us

District Office Administration

Dr. Tom Faulkenberry, Interim Superintendent
Beverley Bowman, Assistant Superintendent for Instruction and Administration
Amy Hagner, Assistant Superintendent for Finance and Operations
Oliver Love, Director of Human Resources
Kelly Coxe, Director of Elementary Programs
Bryan Greeson, Director of Special Services
Dr. Diana Smith, Coordinator of Student Services
Tim Cooper, Public Information Officer

Important Phone Numbers Area Code (803)

York School District 1

Main Phone Line	684-9116
Late Bus Info	818-6199
Transportation	684-1952

Hunter Street Elementary School

Office	684-1926
Fax	684-1931

Hunter Street Elementary Office Staff

Jane Wallace	Principal
Dr. Audrey Allan	Assistant Principal
Kelly Wilkins	PowerSchool Clerk
Gwyn Zara	Bookkeeper
Callie Billings	Nurse
Jennifer Massey-Blanding	Guidance Counselor

YSD 1 Board of Trustees 2019-20

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).

Mike Smith (Seat 2)

Chris Stephenson, Chair (At-Large)

Diane Howell (At-Large)

Maria Duncan (Seat 1)

Austin Dawkins (Seat 5)

Christopher Revels, Vice Chair (Seat 3)

Amber Floyd, Board Secretary (Seat 4)

Vision Statement of YSD 1

Building the foundation of tomorrow by sparking potential and inspiring success.

Mission Statement of YSD 1

Working with the community, we will provide a diverse, innovative education in a safe environment enabling students to become responsible citizens in a global society.

Beliefs of YSD 1

We believe...

- Learning is a life-long, ever changing process.
- Each child is unique and should have the opportunity to reach his full potential.
- A safe, orderly and nurturing environment is essential for learning
- Education is a cooperative effort between schools and the community.
- Technology enhances teaching and learning and should be current.

District Goals

- **Data driven decision making-** The district's decisions will be driven by data when diagnosing, prescribing and responding to the diverse needs of our students.
- **Literacy across the curriculum-** The district will create an environment that develops a passion and the ability to read, write and communicate effectively in a global society.
- **Extra time, extra help-** At all levels, the district will provide extra time and extra help for all students in personal, social and academic areas.
- **Technology-** The district will keep pace with ever-changing technology.

Administrators' Role

It is the role of the administration to be certain that rules are reasonable and are enforced consistently and fairly. Anytime a child is sent to an administrator, the child will be given an opportunity to tell his/her version of the incident. If it is found that a rule is broken, the child will be counseled and a consequence imposed. The parents may be called in for a conference. A safe, calm, and orderly environment is necessary for maximum learning to take place at school. These policies were developed with that goal in mind.

Parent/Guardian's Role

It is important that the school receive parental support. Parents and teachers must work together in a cooperative manner. Both have the same goal for each student: a positive and successful learning experience.

School Spirit

Colors: Hunter Green and White
Mascot: Husky
Slogan: Striving for Excellence



Attendance

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.



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.

**Please note that students can suffer academically if he/she misses 10% of the school year. Sporadic absences, not just those on consecutive days of school matter. Before you know it, just one or two days a month can add up to yearly 10% of the school year. Whether excused or unexcused, too many absences represent too much lost learning time in the classroom.*

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.

Lawful and Unlawful Absences and Excuses

- (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 3 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 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 or retention status.
- (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).

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 the 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 day¹ 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.

In order 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 significant 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 not the same as truancy. Although there is some overlap, the definition and types of absences considered are not completely the same.

	Chronic Absenteeism	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	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.

	<p>student is not present for 50% of the school day. This includes:</p> <ul style="list-style-type: none"> - Excused absences - Unexcused absences - Suspensions - Tardy arrivals and early dismissals 	
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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 Diana Smith at the School District Office at 803.684.9916 or via email at dsmith@york.k12.sc.us.

Truancy Prevention

Attendance Intervention Plans

The attendance laws state that a Truant Child is defined as “A child ages 6 to 17 years that has accumulated 3 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 on a daily basis 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.

By signing the acknowledgement form the back page of the student handbook, you are agreeing that you have read and understand the attendance policy for York School District 1.

Perfect Attendance

Students who have perfect attendance each nine weeks 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.

Make-up Work

If a child is going to be absent for an extended length of time, please call the school to make arrangements for any missed work that can be done at home. These assignments can usually be picked up at the end of the school day if the request made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness. Students will have one day beyond the number of days they were absent to complete make-up work.

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 loss of learning.

1. All students entering the building **after 7:45 a.m.** must be signed in at the front office by a parent/guardian.
2. A student who has more than 3 tardies per nine weeks will not receive perfect attendance.
3. Students will not be dismissed between 1:45 pm and 2:15 pm.

Student Half Days

Students will attend school ½ day on Oct. 19, Apr. 12, and June 6. On these days, students will be dismissed at 10:30am.

Transfers/Withdrawals

The school should be advised of the withdrawal prior to the withdrawal date, if at all 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.

Academics

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 at 803-684-9916.

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 is a federal law that requires public schools to make adjustments 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 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 803-684-1905.

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 are may be asked to participate in field trips as chaperones who have completed Volunteer Training and passed a SLED check that is given by the district.

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.”

Elementary Guidelines - Suggested amounts of time:

K/1st – not to exceed 30 minutes per day

2nd/3rd grade – not to exceed 45 minutes per day

4th/5th grade – not to exceed 60 minutes per day

Suggested activities: Reading, unfinished homework, interviews, math facts, review for test, research and preparation, sight words

Promotion/Retention

South Carolina law states, “Beginning with the 2017-18 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS).”

Some students with disabilities, limited English proficiency, and those who have been previously retained can receive a “good cause exemption” and be promoted to the fourth grade even if they are not reading at the required level. Other good cause exemptions exist for students who scored poorly on the state summative assessment, but who have demonstrated grade-level reading proficiency on other tests or through a reading portfolio.

The teacher(s) and principal of a school should know by the end of the first semester those students who are not making satisfactory progress. In cases when students are not progressing satisfactorily, the procedures below will be followed:

1. At the end of the first semester, the teacher will indicate in a letter or progress report all subjects a child is in danger of failing at this time.
2. A conference with the parent(s) must be scheduled by the teacher at this time to discuss the student’s program and progress.
3. During the conference, the following areas should be included in the discussion:
 - a. The student’s present level of attainment.
 - b. The level of attainment required for promotion.
 - c. Specific problems the student is encountering.
 - d. Suggestions to the parent(s) of ways in which they can assist the student.
4. Final retention conferences, when needed, will be held during the fourth nine weeks grading period.

Student Progress

Report cards will be distributed to parents quarterly following the conclusion of each nine weeks 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.

The goal is for all students to reach “proficient” by the end of the school year.

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 and fourth grades: Students will receive letter grades and numerical averages for science and social studies.

Grading Scale

The following grading scale has been approved by the South Carolina Department of Education beginning the 2016-2017 school year. Grading is based on a ten-point scale. Please see the table below for reference.

Letter Grade	Numerical Average
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60



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. Conferences should be arranged by sending a note to the teacher or the school office. Teachers are usually available from 2:40 pm to 3:15 pm on Mondays, Tuesdays, and Thursdays.

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 (7:30 a.m. – 2:15 p.m.). If you would like to talk with the teacher about your child, we will write a message and you will receive a call back from the teacher when his/her teaching responsibilities are concluded for the day. Parents may also email teachers.

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. Your concerns are our concerns; please feel comfortable in sharing them. A resolution will be worked out with team effort if necessary.

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, and; (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.

Privacy Notice

STUDENT DIRECTORY INFORMATION NOTICE

York School District 1
2019-20

This information is intended to explain FERPA rights to parents/guardians of York School District 1 (YSD1).

During your child's school career, he/she will 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 School or District.**

If you do not want York School District 1 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 Tuesday, September 3, 2018, 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 generally 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 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

By signing the acknowledgement form on the back of the student handbook, you are agreeing that you have read and understand FERPA Rights of Parents and Guardians for York School District 1.

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.

***Note: 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.

Textbooks

Each child 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.

Daily Procedures

Arrival to School

Doors open for students at 7:05 a.m. Parents should not leave students at school before that time.

Students will be supervised in the grade level classroom. Students are expected to study, read, or complete assignments quietly during this time.

Dismissal Method

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, HS Elementary School personnel prefer not to accept messages over the telephone requesting that the child's mode of transportation to go home be changed. **Any parent asking to change a student's bus route (for the day) must obtain permission from the transportation office. See guest rider policy below:**

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 (more than one day) with someone other than parents/legal guardians
- students who are typically car riders but temporarily need to ride the bus which serves their residence/daycare

The normal mode of transportation can be altered under the following conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. The parent personally comes into the school office and makes the request. The office will call the child so the

message can be relayed to him/her. The parent will also be asked to put the request in writing.

3. A parent calls the office **prior to 1:45** and request the child's mode of transportation be changed.

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO HIS/HER USUAL MODE OF TRANSPORTATION.

Dismissal Times

Parents who come for their children should pick them up promptly at dismissal time. The dismissal schedule is as follows:

2:15 p.m.	Bus riders are dismissed at the side of the building in the bus loop
2:15 p.m.	Car riders are dismissed to the car rider line
2:30 p.m.	Remaining students are brought to the office to wait for ride

*Parents are asked to come only at the scheduled times.

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

Early Dismissal

Students are expected to remain in class until the end of the instructional day (2:15 p.m.) **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. We will not dismiss a child after 1:45pm. Children dismissed after 1:45 will not be called to the office until 2:15.** You 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, the office will verify that the person is listed on the student's enrollment form.

- Parents are asked to wait at the office for their child once dismissal arrangements have been made.
- Only the names appearing on the student's emergency form will be allowed access to the student.
- If for whatever reason your contacts change, it is your responsibility to alert the office immediately.

The school asks that you keep early dismissals to a minimum. Any and 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 located on the side 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.

Library

The school library is an important part of the school program. Students are encouraged to use the library resources for research, pleasure reading, viewing, and listening. Books may be checked out for one week and may be renewed for an additional week if a student desires. There are no fines for overdue books. Students are requested to properly care for books in their charge and to return books when due. Parents can help their children develop a genuine love for books and reading by encouraging them to read and by reading to them at home. Losses from the library are usually few. As in any library, parents are responsible for books lost or damaged by students.

Lost and Found

Articles that have been found in the school building, on school grounds, or on school buses are placed in the Lost and Found area in the room off the cafeteria where their owners may claim them. At the end of the year, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and important school supplies with the child's first and last name.

Lunch and Breakfast Programs

The school cafeteria is operated under the School Lunch Act with a balanced diet presented each day. Hot lunch and breakfast are served daily. Our district has contracted food services through Chartwells.



Applications for Free and Reduced Lunches

We encourage all parents who qualify to apply online at www.lunchapplication.com for free and reduced lunch applications at the beginning of the school year as soon as possible. If you are unable to apply online, paper applications will be available in the main office. Our school qualifies for needed school funds and programs when we have a high percentage of families to qualify for this National program. Students currently in the free/reduced lunch program must re-apply for 2019-20. **Parents of students currently in the free/reduced lunch program will have until Sept. 30, 2019 to re-apply.** If forms are not returned by Sept. 30th, parents will be charged full payment until the form is returned and approved. Parents turning in free/reduced lunch forms after Sept. 29th will be responsible for paying outstanding lunch balances occurring from Oct. 1 until the date that the form is returned and approved. **Kindergarten students whose siblings qualified for free/reduced meals the previous year are not covered, and will be charged for their meals from the first day of school until an application is approved for benefits.**

Only at the beginning of the school year will the student's prior meal status have a Sept. 29th grace-period deadline. If enrolled any time after Sept. 29th, the student automatically pays full-price until the student meal application is processed and approved.

Students who qualify for free lunch may eat each day without any cost. For those who qualify for reduced lunch, the cost will be indicated on your form.

A student may charge breakfast and lunch up to five (5) days. Once a student has received the maximum number of charged meals, he/she will be provided with an alternate breakfast meal consisting of cereal with milk, toast, fruit or fruit juice and an alternate lunch meal consisting of peanut butter and jelly or cheese sandwich, fruit and milk. Students will not be charged for alternate meals. In order to safeguard the dignity and confidentiality of students, reasonable efforts must be used to avoid calling attention to a students' unpaid balances and/or inability to pay. Please refer to Code EF-R within the district policies.

Meal Prices 2019-20		
	Full	Reduced
Elementary (K-4th)		
Breakfast	\$1.00	\$.30
Lunch	\$2.35	\$.40
Secondary (5th-12th)		
Lunch	\$2.45	\$.40

Lunch Procedures

Students are encouraged to participate in the school lunch program; but if lunches are brought to school, milk may be purchased from the cafeteria. Beverages brought from home must be brought in a thermos or carton. No carbonated beverages are allowed. Tea is provided for adults only and may be purchased in the cafeteria.

Students bringing lunches should not bring food that has to be heated in the microwave. Our lunch schedules do not permit time for microwaving students' food. If a student has a particular health need concerning lunch food, please contact the nurse.

Everyone visiting our cafeteria (family, visitors, volunteers, etc.) must check-in at the office with a valid ID. Visitors at lunch may sit at the designated cafeteria table for them to allow space to sit with your student. Visitors are also not allowed to follow students back to the classroom after lunch.

Family members are encouraged to eat lunch with their child(ren). Each adult must pay for his/her lunch by check or cash. We do not have the capabilities to process credit/debit cards in our cafeteria. *Meal prices for adults are \$2.10 for breakfast and \$3.50 for lunch. (*Meal prices are subject to change.)

Students must help keep their cafeteria neat and clean by cleaning napkins, straws, or milk cartons from the table. Students are **not** allowed to take any food or drink from the cafeteria to eat on school grounds or in the classroom.

Recess

All classes will have 15-20 minutes of recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside.

Telephone Use/Messages

The school telephone number is (803) 684-1926 The telephone is for school business. Students will not be called from class for incoming calls unless it is an emergency. Parents are requested not to phone-in messages to students unless it is absolutely necessary. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school unless a teacher has requested a call during his/her planning period.

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 to not 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 still remains as the responsible person over 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.

Legal Child Custody/Restraining Orders

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.

Student Conduct

Behavior Statement of Philosophy

The school community believes that virtually all students can and will learn the skills needed to function appropriately in the school and community if given instruction, sufficient time, and support. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior, certain guidelines must exist. At all times, the Code of Student Conduct will be enforced.

Behavior Expectations

- Students are responsible for their actions and must accept the consequences of their behavior.
- Students are expected to respect the rights and properties of others and themselves.
- Students will listen and follow directions.
- Students are expected to use self-control and behavior appropriate to a school setting.
- Rude or abusive language or behavior will not be tolerated.
- Students will be held responsible for any damage done by them to any part of the school building.
- Students will not be allowed to possess anything that could harm themselves or others.
- Intentional physical contact, which causes pain and suffering, is not allowed.
- Toys, collectables, etc. are not allowed in school unless they have been brought with teacher permission for a school project.
- Students are expected to dress appropriately for school.

SC School Safety Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on, or within a radius of one-half mile of the grounds of a public school. The penalty is a \$10,000 fine or 10 years of imprisonment, or both.

Carrying a weapon on school property is a felony which carries a three thousand dollars (\$3,000) fine and a maximum prison term of five (5) years plus a one calendar school year expulsion.

This act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc. which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

This act also allows schools to expel students for illegal activities committed off campus, unrelated to school which may affect the safety of the school or the educational process.

The school board gives the appropriate administrator authority to consider all circumstances which may exist in a particular case of misconduct to determine the most appropriate consequences. **Depending on the infraction and unless otherwise noted, penalty may include (but are not limited to) detention, in-school and/or out-of-school suspensions, enrollment in an intervention program, and recommendation for expulsion, depending on the circumstances and the degree of the school disturbance. For cases involving theft and/or damage of property, restitution may be sought prior to re-admission to school. Likewise, police may be called for more severe cases, such as weapons possession, drug possession and/or distribution, threats of bodily harm, etc. Every reasonable effort will be made to contact the parents or guardian, and referral may be made to the appropriate resource personnel. The following are infractions that violate Board Policies on Code of Conduct:**

Acts of Violence

(SEE SCHOOL SAFETY ACT OF 1977 IN GLOSSARY OF TERMS)

- ASSAULT: Verbal threatening, fighting or intimidating students without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm.
- SIMPLE BATTERY: Fighting, intentionally making physical contact of an insulting, offensive or provoking nature with another student or causing physical harm to another.
- BATTERY: Intentionally causing substantial or visible bodily harm, such as substantially blackened eyes, substantially swollen lips or other facial or bodily parts, substantial bruises to body parts or other substantial injury.
- AGGRAVATED ASSAULT: An assault made with a deadly weapon or with an object or device which, when used offensively, is likely to or actually does result in serious bodily harm.

- **AGGRAVATED BATTERY:** A person commits the offense of aggravated battery when he maliciously causes bodily harm to another by depriving him/her of a member of his body, by rendering a member of his/her body useless, or by seriously disfiguring his/her body or a member thereof.
- **BYSTANDER BATTERY:** A student who does not start a fight but ends up in it will be charged with Bystander Battery if he/she could have avoided the fight.

Weapons and/or Explosive Devices

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The term "weapons," "tools," or "instruments" shall include by way of illustration but is not limited to:

- any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stungun, pellet or BB gun, look-alike firearms, etc.)
- any knife (e.g., Bowie, Dirk, lock-blade, hunting, pen, pocket, switchblade, utility, knives of any size)
- any razor (e.g., straight, regular, retractable, etc.)
- any "martial arts" device (e.g., Chinese star, nunchaku, dart, etc.)
- any tool or instrument which by way of illustration, shall include, but shall not be limited to, blackjack, chain, club, metal/brass or any artificial knuckles, night stick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items shall include, but are not limited to:

- bullets
- ammunition of any type
- fireworks of any type and size
- smoke bombs
- paint bombs
- stink bomb
- any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, fuses, etc.).

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item is found on the person of the student, in his/her possessions, or in his/her storage cubby.

Non-facsimile Water Guns and/or Matches

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted.

Alcohol, Drugs and Other Related Substances

The term "drugs" shall mean all substances including, but not limited to, alcohol, and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, and all other legal or illegal drugs or substances.

A student is in violation of this section if he/she:

- sells or attempts to sell and/or distribute drugs or substances REPRESENTED to be drugs by the seller or distributor and/or thought to be drugs by the buyer or receiver, on school property, at a school function, on property used by the school with the permission by the owner, at any school event held away from the school, or while the student is on his/her way to school.
- is in possession of drugs or under the influence of (or using) drugs, or substances thought to be drugs or represented to be drugs by the student on school property, or property used by the school, on the person of the student, in his/her possession, or in his/her locker, at a school function, on property used by the school with permission by the owner, or at any school event held away from school.

- is in possession of or distributes drug-related paraphernalia. Drug-related paraphernalia includes, but is not limited to, pipes, water pipes, clips, rolling papers, etc., and other items used or related to drug use.

NOTE: Any student required to take medication while at school will follow the procedures set forth by York School District 1.

Use and/or Possession of Tobacco or Tobacco Related Products

Students may not use or possess tobacco products, paraphernalia, or other novelty items that look like tobacco including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff, snuff, candy gum, beef jerky cigarettes, and alternative nicotine products (i.e., e-cigarettes) 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 school grounds.

School Disturbance

Acts which cause substantial disruption of the school environment and/or threaten the safety or well-being of other students, which may include sit-downs, walk-outs, rioting, picketing, trespassing, inciting disturbances, threats, pranks, or actual violence during the period of disruption are not tolerated.

Sexual Harassment

Sexual harassment of students by school/district employees or other students is prohibited. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when:

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

Any student who feels that he/she has been subjected to sexual harassment is encouraged to file a complaint.

Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of the employee or expulsion in the case of a student. All other appropriate steps will be taken to correct or rectify the situation.

Students who wish to file a complaint should contact the principal. If the principal is the alleged offender, the superintendent/designee should be contacted. Parents may file complaints on behalf of their children.

Inappropriate Bodily Contact **(Including, but not limited to, Sexual Contact)**

Sexual misconduct/activity between or among students on school property or away from school which may adversely affect the educational process or endangers the morals, health, safety or well-being of other students, teachers, or employees within the school system is strictly prohibited.

Harassment, Intimidation, or Bullying

Harassment based on a student's gender, race, national origin or disability is a violation of State and Federal law as well as York County District One policy. Harassment can take the form of verbal or physical threats or conduct. Examples of harassment may include, but are not limited to: vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms based on gender, race, national origin or disability. The board

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

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

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear or personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school

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

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

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

➤ **OLWEUS Bullying Prevention Program**

Our school cares about the safety and well-being of our students. We want to make sure our school is a good place for students to learn. To do this we are going to be using a program called the OLWEUS Bullying Prevention Program.

The OLWEUS Bullying Prevention Program (OBPP) is one of the best-known bullying prevention programs. OBPP has been proven to prevent or reduce bullying. The goals of OBPP are to reduce bullying problems and prevent new bullying problems from happening.

The program also works to make relationships better among students. The program is for all students, not just those who are being bullied or who are bullying others. Parents and guardians play a key role in this program. Your child will be asked to tell an adult at school and at home if he or she is bullied or sees bullying happening at school. It will be very important that you take any bullying seriously and tell our school staff. Our school staff members are being trained to deal with bullying situations when we are told about them.

We will also be having parent meetings where you can learn more about the program. We encourage you to come to these events as much as possible.

➤ **Our School's Anti-Bullying Rules**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.

4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained. **(School Board Policy IJNDB-R)**

Loitering, Trespassing

(Going on School Campus Without Proper Authorization)

A student is not allowed to enter the premises of a school other than his/her own school, unless prior permission is received from an administrator of the school to be visited. A student may not enter any building on weekends or after school hours without proper authorization.

NOTE: When a student refuses to leave school property and/or returns to school property after being instructed by school staff to leave, the matter will be referred to the York Police Department.

Vandalism

Destruction of and/or threats to destroy school or public property which may include such actions as: setting fires and/or attempts or threats to destroy, damage or deface school property or property used by the school with the permission of the owner, and theft and/or attempted theft; extortion or attempted extortion; possession of stolen property; vandalism; destruction or defacement of public or private property located on the school premises, at a school function, on the property used by the school with the permission of the owner, or at any school event held away from school.

Repeated Violations/Misbehaviors

Repeated violations of school rules and/or repeated misbehavior.

ACTION: Penalty may range from suspension to recommendation for expulsion. Prior to this charge being made, parent(s) must have been contacted about the past misbehavior, the student warned to possible other consequences, and a referral

Important Notice

THE CODE OF LAWS OF SOUTH CAROLINA, 1976, HAS BEEN AMENDED TO INCLUDE THE FOLLOWING STATEMENT:

"Section 59-24-60. In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy."

made to the appropriate resource personnel. Before the student is readmitted to school after a suspension or expulsion, a Student Behavioral Contract must be agreed upon and signed by the student and parent or guardian.

Discipline of Students with Disabilities

Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of each disabled student while providing specific procedural safeguards.

A disabled student's staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individual Education Plan (IEP). Disciplinary provisions contained in a

disabled student's Individual Education Plan will be observed except that the IEP may not prohibit the initiation of proceedings for suspension or expulsion which are conducted in accordance with regulations regarding discipline of disabled students.

Prior to a suspension for up to 10 days or the expulsion of a disabled student, 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 the misconduct is a manifestation of the student's disability, the student's current individualized education program will be reviewed and revised as necessary to address the student's difficulties.

The administration may suspend a student with a disability for up to 10 cumulative days unless a suspension is prohibited by the student's IEP. Once 10 days accumulate, manifestation procedures as described above will be utilized to determine relationship to disability. Subsequent disciplinary procedures will be determined based upon the decision of the manifestation meeting.

Prior to a recommendation for expulsion, manifestation procedures as described above will be utilized to determine if a causal relationship exists between the misconduct and the student's disabling condition. If such a causal relationship exists, the disabled student may not be expelled, but the individual education program will be reviewed and revised as necessary to address the difficulties. If no relationship exists, the disabled student may be expelled from school. In the case of an expelled special education student, the district is required to continue educational services necessary to provide a free, appropriate public education.

Discipline regarding students with disabilities who bring weapons (excluding guns) to school will be handled according to the district procedures regarding suspension and/or expulsion of disabled students. A disabled student who brings a gun to school will automatically be removed from the school setting with no educational services provided for a period of 10 days. During this time, a multi-disciplinary team will determine the programming content for a 45 school-day alternative education placement. During the 45-day period, the multi-disciplinary team will make a determination concerning the relationship of the gun possession and the student's disability. If no relationship is found, the student will be expelled under the stipulations of the Gun-Free Schools Act.

Expelled special education student will continue to receive the educational services required to guarantee a free, appropriate public education. If a relationship is found to exist, the Individual Education Plan of the student will be reviewed and revised as necessary to address the student's needs as well as provide for the safety of others.

Nothing contained in this regulation shall be construed as limiting an administrator's ability to remove a disabled student from the school immediately under emergency conditions.

Camera Surveillance

Any person entering the building may be subject to camera surveillance while on the premises.

Behavior Plan

We focus on positive intervention to support each individual student to perform his/her best. We want our children to learn in a safe and positive environment. Students in each classroom will follow a "clip chart" where they are able to move up when behaviors are positive and reinforced or move down when they demonstrate misbehaviors. The following rules will be strictly enforced for the safety of all students and for the promotion of a more positive school atmosphere:

P.A.W.S

Perform your best

Act Responsibly

Work and Play Safely

Show Respect

Consequences for misbehaviors may include, but not limited to: teacher/student conference, student time out program (STOP), reduce or loss of privileges, parent contact (by note, phone, person to person, email), school counseling office referral, office referral, in-school- suspension, out-of-school suspension, removal from class, and/or parent contacted to pick up child early from school.

Glossary of Terms

Detention: The student will be required to stay after school for a specific staff member. Written notice will be given in advance to the parent for detention. Detention will take precedence over after-school activities.

STOP: Removal from privileges, a class or classes and assigned to a specific location and supervisor.

Suspension: Removal from the school campus for a specific period of time.

Expulsion: Removal from school for an extended period of time.

Student Dress

The school recognizes that there are fads and styles, which affect student dress. Students should come to school dressed in a manner not hazardous to their health or safety or disruptive to classroom routine. We ask both parent and student cooperation in maintaining a standard of dress appropriate for school.

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. The school district realizes that dress and grooming are personal matters; however, students should not distract fellow classmates from the important business of learning by displaying extreme fads in clothing or grooming. York School District 1 seek the cooperation of the students and parents as we work together toward having our students enjoy today's styles while at the same time they are developing good taste in grooming and dress. The responsibility for the dress and appearance of the students shall rest with individual students and parents. They have the right to determine how the student shall dress, providing that such attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process. The administration is authorized to take action in instances where individual dress is determined to be disruptive to instruction or the orderly operation of the school or school events. Consequences will be issued at the discretion of the administrator.

The following, while not an exhaustive list, are examples of inappropriate dress and will not be permitted in classes in York School District 1:

- Tight fitting and/or revealing clothing (i.e., midriff, undergarments, or are see-through)
- Tank tops with spaghetti straps
- Clothing with obscene or suggestive language; any clothing or jewelry with advertisements or symbols of alcohol, drugs, tobacco, sex or violence.
- Hats, bandanas, head bands, or any garments which cover the head
- Sunglasses/shades
- Pants, shorts or trousers worn below the student's natural waistline.
- Shorts that are less than the "finger-tip" length.
- Pajamas/nightwear/bedroom/house slippers
- Flip flops and/or slip-ons are strongly discouraged.
- Tennis shoes must be worn on PE day.

NOTE: It is also requested that parents and visitors to comply with these same rules while visiting the school.

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, damages, 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

Elementary 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. 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.

Student possession and/or use of electronic and/or wireless devices while on school transportation or school-sponsored trips is permissible as long as 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.

Unauthorized Use

Students' rights 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 electronic devices on school grounds or at a school function to commit a crime under federal or state law
- using electronic devices in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying, or harassing through language, pictures, or gestures pursuant to Board Policy JICFAA
- using electronic devices in any manner that 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

Consequences for Unauthorized Use

Students violating this policy are subject to interventions and/or sanctions as referenced in Board Policy JICDA (Student Code of Conduct). When appropriate, students will be disciplined for their conduct rather than solely for the use of a device. For example, if a student refuses to put away a cell phone when asked, then that student would be disciplined for failing to follow the teacher's directive.

Violations of this policy may result in the confiscation of the cell phone or device. School administration will work to return a device to the student or the parent/legal guardian as soon as possible or when it is no longer required as evidence. Students suspected of violating a state and/or federal law will be referred to law enforcement, and all devices will be turned over to them.

Bus Conduct



York School District 1 Transportation Office 803-684-1952

Late Bus Information Line 803-818-6199

Facebook.com/york1Transportation

York School District 1 Rules and Policies for Students Riding Buses

To help ensure safe, efficient transportation, parents/legal guardians, and students should familiarize themselves with all York School District One 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 York School District One 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 before noon (12:00PM) of the day transportation is needed. Requests received after noon (12:00PM) are not guaranteed for afternoon routes.

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 - which obstruct the driver's view, block the aisle or exits or displace a student from a seat; and any other item or object which will interfere with the safe operation of a school bus. 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 to the bus must remain in the student's book-bag or in the student's immediate possession/on the student's lap at all times. 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 YSD1 Transportation office prior to 5:30PM on the day before transportation is to resume.

Pre-K through Second Grade Students

For the safety of primary-aged students, a parent/legal guardian or responsible party must be visible to the driver before he/she can discharge a Pre-K through second grade student at home or 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 Buses

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 (more than one day) with someone other than parents/legal guardians
- students who are typically car riders but temporarily need to ride the bus which serves their residence/daycare

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

While a complete listing of district rules related to student transportation is available in the York School District One Board Policy Manual under *AR EEAC-R Student Conduct on Buses*, the following will result in disciplinary action. Discipline records or violations are cumulative; repeated violations may lead to more serious disciplinary actions.

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 student billed for property damage minimum of \$50.

²Any student who is charged with assault on a school bus or is charged with interference of the operation of a school bus will be automatically suspended from riding the bus for one calendar year. A second offense of the above noted charges, whether at school or on the bus, will result in a permanent expulsion from school bus transportation.

School administration or YSDI Transportation Director may alter consequences as deemed necessary to ensure student safety and appropriate bus conduct.

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 in order to maintain a safe environment. Students and parents/legal guardians are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. (AR EEAEC-R, 3110109)

Electronic Devices on Buses

The use of electronic devices may have an adverse effect on the safe operation of a school bus. 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 put the device away. Failure to comply with driver directive may result in loss of riding privilege. (*J1CJ, Possession / Use of Paging Devices / Cell Phones / Camera Devices in School*)

Request 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 before the arrival of the school bus for pick up and transport to school and 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 buses.

BUS CONDUCT AGREEMENT

I understand that safely transporting students-whether to and from school or on a school field trip-is a primary concern for the York School District 1 Transportation Department and that proper student behavior is required to make this possible. I also understand that riding a school bus is a privilege and that for my child to remain eligible to ride a bus, he or she will be required to observe the following York School District 1 Safe Practices for Bus Students:

- **Remain seated in an upright position facing forward at all times when the bus is moving and only move from the seat when instructed by the driver or when exiting the bus at a designated stop.**
- **Talk quietly**
- **Keep your hands and feet to yourself**
- **Show respect for all other riders**
- **Carry nothing larger than a book bag onto the bus and keep that item in his or her lap at all times (refer to York School District 1 Rules and Policies for Students Riding Buses for a list of prohibited items)**

I have read the York School District 1 Rules and Policies for Students Riding Buses and I agree to help my child understand the importance of safe, proper behavior while riding a bus. I understand that if my child fails to follow these practices, rules, and policies, he or she is subject to disciplinary action up to and including suspension of bus privileges for the remainder of the school year. Remember: poor conduct on a bus puts everyone's life in danger.

By signing the acknowledgement form on the back page of the student handbook, you are agreeing that you have read and understand the Transportation Conduct Expectations for York School District 1.

Parent and Community Involvement

Communication to Non-Custodial Parents

Non-custodial parents may contact the school office to receive copies of school communications. We encourage non-custodial parents to stay involved in their children's education and to focus on the needs and progress of their children through opportunities like Parent/Teacher Conferences. Parents may at any time eat lunch with a student, unless court documents specify that visitation is supervised.

Electronic Communication

We communicate through electronic connections and social media (Facebook). Please leave an updated email address with the office and your child's teacher. We can also provide you a paper copy of information only if requested.

Written Communications

- Weekly parent communication folder from classroom teachers (behavior and academics – every Wednesday)
- Weekly electronic classroom newsletters
- School handbook for parents and students (outlining school policies and procedures)
- School web site (updated with calendar of events and school information)
- Web Address: <http://www.york.k12.sc.us/hss>
- HSES Facebook page: <https://www.facebook.com/york1HSE/>
- School marquee (displays upcoming events)
- School yearbook
- York SD 1 and SchoolMsgR apps (FREE)
- York School District 1 and YSD1 Transportation Facebook pages

Telephone Communications

- An automated calling system for school and district announcements and emergency communications.

School Programs/Meetings

- Orientation Session/Open House
- PTO/SIC meetings
- Student musical programs
- Student recognition programs
- Field Day
- School events
- End-of-Year Awards Day
- Book Fairs
- Scheduled Parent Conference Days

To inform parents about these and other important meetings, we send a letter from the office and place information about the upcoming events:

- In the electronic school newsletter
- Email
- Peachjar
- On the school marquee

- On the school website
- Use automated system to call each home

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 in the library, duplicate material, or help with activities sponsored by the PTO. 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.

Students are more successful in school when parents are interested and involved in education and school activities. We invite and encourage you to become an active member of our school's parent-teacher organization.

Title I

York School District One is a Title I District, with Cotton Belt, Harold C. Johnson, and Jefferson Elementary being designated schools. In order to raise academic achievement for all students, these school wide programs permit designated schools to use funds from Title I, Part A, and other Federal education program funds and resources to upgrade the entire educational program. If you have any questions concerning Title I, or would like to make recommendations as to how these funds are used, please call York School District One at 803-684-9916.

Parent Involvement Policy

York School District One – 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 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.

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
 684-1947

Ms. Crystal Sandifer
 Harold C. Johnson Elementary
 400 East Jefferson Street
 York, SC 29745
 Phone: (803) 818-6040

Ms. Jane Wallace
Hunter Street Elementary
1100 Hunter Street
York, SC 29745
684-1926

Mr. Richard Ball
York Middle School
1010 DeVinney Road
York, SC 29745
684-5008

Ms. Rebecca Dover
Hickory Grove-Sharon Elementary
4901 Hickory Grove Road
Hickory Grove, SC 29717
925-2116

Mr. Ryan Poston
York Comprehensive High School
275 East Alexander Love Highway
York, SC 29745
684-2336

Ms. Mattie Hughes
Jefferson Elementary School
1543 Chester Highway
York, SC 29745
684-1942

Mr. Lee Green
Floyd D. Johnson Technology Ctr.
275 East Alexander Love Highway
York, SC 29745
684-1910

Mr. Keith McSwain
York Intermediate School
1280 Johnson Road
York, SC 29745
684-2311

Dr. Torri D. Barber
York One Academy
37 Pinckney Street
York, SC 29745
684-2381

School Improvement Council

A School Improvement Council (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.

Visitors

Everyone coming into our school must first check in at the Main Office with a valid Driver's License.

If you wish to speak with your child's teacher, please make an appointment with the office secretary.

Visitors, parents, and guests entering the security door must present a valid driver's license will be given a visitor's pass to wear. Before leaving the school, visitors are asked to stop at the main office and sign out. Visitors will **NOT** be allowed entry without a driver's license.

Safety and Medical Attention

Emergency Procedures

Fire drills are held monthly throughout the year so that our students will understand what is expected of them in case of an emergency. Every precaution is taken to ensure the safety of your children. Evacuation routes are posted in each room. Other drills, such as lock-down, shelter-in-place, tornado, and earthquake are held once or twice a school year.

During an emergency drill, students are to line up immediately inside the room in single file and follow the route described for the evacuation of each room. No talking is permitted during emergency drills.

If students are in school when a *tornado watch* or *thunderstorm warning* is issued, students will remain in school and be dismissed at the regular ending time. If a *tornado warning* is issued, students and staff will remain in school until an all-clear is given. All will take shelter in designated areas.

Please do not call school during severe weather unless it is an emergency. School lines must remain open to receive incoming messages. All staff will be available to assist students. Only parents, guardians, and pre-designated adults may pick up students at school during any severe weather. All students must be signed out at the office. For information regarding inclement weather or early dismissal, you may check the district website or Facebook page or tune to one of the following:

TELEVISION:

Rock Hill..... CN2
Charlotte Channel 3 WBTV
Charlotte Channel 9 WSOC
CharlotteChannel 36 WCNC

When school operates on a delayed schedule, **do not bring your child at the regular time**. There will not be anyone at the school to supervise them. Please make plans for such situations. Have an emergency plan for your child in case school is dismissed early. Breakfast **will not** be served when school opens on a two (2) hour delay.

School Closing Due to Weather

In case of unexpected bad weather, please do not call the school. Our phone must be kept open for emergencies. The closing of school will be announced by authority of the superintendent over local radio, TV stations and the use of automated phone system. Parents may also consult our District Website (www.york.k12.sc.us), Twitter (@[york1schools](https://twitter.com/york1schools)) and Facebook (facebook.com/york1schools) for emergency announcements.

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:*

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

Screening – Vision, Hearing, Dental

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 school nurse where your child attends for possible assistance. Parents should keep in mind these are screenings and do not compensate for medical examinations. If you have questions or concerns, please call your school nurse.

Students will be screened during the school year as follows:

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

School Counseling Services

The school counseling program is an important part of the overall educational process. The school counselor provides developmental 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.

In-School Mental Health Services

SkyCare Services has a satellite office on our campus. For more information, interested parents should contact his/her child's school counselor.

School Nurse Services

Any student who is not feeling well or has been hurt will be sent or taken to the school nurse by his teacher. If the nurse is not in the health room, the student will be helped by office personnel. If a child is too ill or too uncomfortable to remain at school, parents will be notified to come for the child. Parents will be contacted if the child has a fever.

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.

Head Lice Policy

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.

- 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.**
- Check all family members for lice and nits (lice eggs) at least once a week.
- 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.
- 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.**
- Remove all nits. Separate hair sections and remove nits with a lice comb or your fingernails.
- For lice treatment, follow package directions carefully. Use the products over the sink, not in the tub!
- 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.
- 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.
- 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.

Medicines Policy

Prescription or nonprescription medications required by a student should be administered by a parent or by the student's medical provider. Parents should use every effort to have medication times set for time periods other than school hours. When this is not possible, the York County School District staff may assist in the administration of medication during school hours, subject to the medical policy.

- **Prescription Medication** will not be given without written parental consent and written consent of the physician. **Over the Counter Medication** may be administered according to package directions with parental consent. The school will provide you with a consent form that must be completed for each medication that is given.
- All medications must be in the original container. All prescription medications must have a pharmacy label with the correct dose indicated. If there is a change in the dose of the medication or in the time or manner that it is to be given, a new label from the pharmacy or a written note from the
- doctor must be obtained. **Note: If the prescription is for half a tablet, please request that the pharmacist divide these for you or you divide them yourself before delivering the medication to the school.**
- Medication **CANNOT** be sent to school with a student. The parent or responsible adult should bring in the medicine.
- No medication will be sent home with a student. Any unused portion of medication will be disposed of two weeks after the last dose is given if not picked up by the parent or a responsible adult. If the medication is to be given at home and school, it may be necessary to get an additional container with proper labeling from the pharmacy for the school medication.

- Medication that can be given before and after school, such as antibiotics, should be given at home. For example, a medication prescribed to be given three times a day can usually be given before school, immediately after school and at bedtime unless otherwise instructed by your doctor.

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.

Food Allergies / 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.**

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 a medical reason 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 a long 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.

Staying Home from School

Dear Parents:

This brochure lists the illnesses for which a child must be kept out of school or childcare. It tells you if your child needs a doctor's note or medical treatment to come back to school or childcare after certain illnesses.

DHEC has also posted the School and Childcare Exclusion List on the web at the following address:

<http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

If you have any questions about the School and Childcare Exclusion List, please contact your child's school, childcare or your local health department.

Frequently Asked Questions

When should sick children stay home from school or childcare? If your child feels too sick to go to school or childcare, or has one of the illnesses on this form, please keep your child home.

Does my child need to stay home when the child just has a cold?

Most children with mild colds who have no fever and who feel well enough to go to school or childcare do not need to stay home. Most colds spread in the 1-3 days before children show symptoms such as a runny nose or minor cough.

Does my child need to be out of school or childcare if the child has pinkeye?

It is helpful to think of pinkeye like the common cold. It can be spread to others, but it usually clears up without medicine. The best way to keep a child from spreading pinkeye is to encourage good handwashing. If your child has pinkeye and a fever or severe eye pain, take him or her to see a doctor.

How long will my child need to stay home if the child is sick?

The inside of this brochure explains how long children should stay home after they become sick with certain illnesses.

When would my child have to stay out of school or childcare if the child was not sick?

Sometimes children will also have to stay home from school or childcare if they are exposed to some diseases that are preventable by vaccines. Your school, childcare center or local health department will discuss the amount of time with you.

If my child was excluded, what does my child need to come back to school or childcare?

The list inside this brochure shows whether a **medical note** or **parent note** is required for your child to return to school or childcare after being absent for an illness.

What illness might keep my child from participating in other activities?

Children with illnesses spread by close contact, like lice, scabies, shingles, staph or strep skin infections may not be allowed to participate in some sports or physical education (PE) activities. Children with mononucleosis (Mono) or cytomegalovirus (CMV) may be told not to participate in PE or sports in order to avoid injuries. Children with diarrhea should not participate in water activities like swimming, splash pads, or water tables until two weeks after diarrhea stops.

Questions to Consider When Your Child is Sick:

1. Does your child's illness keep your child from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school or childcare.

Staying Home from School or Childcare When Your Child is Sick



If you think that your child has an illness that can be spread to others, please keep him or her home from school or childcare. Contact your health care provider or clinic.
The School and Childcare Exclusion List was updated January 31, 2018

School and Childcare Exclusion List:

A Quick Reference for Parents of Children

Chicken Pox / Varicella

Children with chicken pox may return with a **parent note** once all of the sores and blisters are dried or scabbed over. If there are no scabs, the child may return to school or childcare when no new sores appear for 24 hours.

Diarrhea

For *most kinds* of diarrhea (defined as 3 or more loose stools in 24 hours):

Students in 1st through 5th grades should stay home until diarrhea stops for 24 hours, or until a health care provider clears the child to return to school. Your child can return with a **parent note**.

Older children in **6th through 12th grades** with diarrhea do

not have to stay home, unless they are spreading illness in the school setting, they have diarrhea with blood or mucus, or they have diarrhea from one of the contagious conditions listed below.

Children of any age must have a **medical note** to return to school or childcare after having diarrhea that contains blood or mucus. Children with non-infectious illnesses such as Irritable Bowel Syndrome (IBS) or Crohn's Disease often have uncontrolled diarrhea containing either blood or mucus. These children do not have to have a medical note to return to school or childcare once symptoms have resolved.

Children who can use the restroom or whose diarrhea is contained in diaper-type underwear do not have to be excluded if the diarrhea is known to be from a non-contagious condition, or if it continues after the child completes antibiotics for a diarrhea-causing illness.

A medically fragile child or child who needs help with using the bathroom may need to be out of school or childcare if the diarrhea makes it hard for his or her caretakers to keep the classroom clean.

***E. coli* 0157:H7 and other Shiga Toxin Producing *E. coli* (STEC):** For all ages do not allow recreational water activities (pools, splash pads, water tables, etc.) until 2 weeks after diarrheal symptoms stop.

Children of any age are excluded with Diarrhea from Campylobacter, Cryptosporidium, *E. coli* (Enteropathogenic *E. coli* (EPEC), Enterotoxigenic *E. coli* (ETEC), Shiga Toxin Producing *E. coli* (STEC)), Giardia, Norovirus, Rotavirus, Salmonella, or Shigella:

- **Children in childcare and students in kindergarten** must have 2 back to back tests taken at least 24 hours apart test negative for ***E. coli* 0157:H7**. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion. A **health care provider** must clear the child to return to school or childcare.
- **Students in grades 1-12:** Exclude until diarrhea has stopped for at least 24 hours. A **parent note** is required to return to school or childcare.

***Salmonella* Typhi (Typhoid fever):** Children of any age must be out of school or childcare until the diarrhea stops and 3 lab tests taken at least 24 hours apart test negative for *Salmonella* Typhi. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion. A **health care provider** must clear the child to return to school or childcare.

Shigella: Children of any age are excluded for *Shigella*.

- **Children in childcare and students in kindergarten** must be removed for 24 hours or more after diarrhea has stopped and at least one stool culture is negative. If antibiotics were prescribed the tests must be collected at least 48 hours after antibiotic completion. A **health care provider** must clear the child to return to school or childcare.
- **Students in grades 1-12:** Remove until diarrhea has stopped for 24 hours or more: provided that the student has good handwashing and is able to self-toilet. A **parent note** is required to return to school or childcare.
- A student with questionable or poor hand hygiene may be required to have at least one *Shigella*-negative stool culture and to be diarrhea-free for at least 24 hours prior to returning. If antibiotics were prescribed, stool cultures must be collected 48 or more hours after the antibiotics are completed.

Campylobacter, Enteropathogenic *E. coli* (EPEC), Enterotoxigenic *E. coli* (ETEC), Giardia, Norovirus, Rotavirus, and most types of Salmonella: Your child may return with a **parent note** after diarrhea stops for 24 hours.

Fever only

Keep your child home for a fever of 101 degrees or higher by mouth or 100 degrees or higher if taken under the arm. Your child can return to school or childcare with a **parent note** when the fever is gone for at least 24 hours without the use of fever reducing medications. Please note: An infant 4 months of age or younger with a fever (100.4 F) should receive medical attention.

Flu, Influenza or Influenza-Like Illness (ILI)

(ILI is defined as an oral temperature of greater than 100° F with a cough and/or sore throat for which there is no other known cause)

A child will be excluded for a fever of 100 degrees with cough and/or sore throat. Your child can return to school or childcare with a **parent note** when the fever is gone for at least 24 hours without the use of any fever reducing medications.

Hand, Foot, and Mouth Disease

Children with hand, foot, and mouth disease should be out of school or childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities. Your child may return with a **parent note**.

Head Lice

Children with crawling lice or with nits (eggs) 1/4 inch or closer to the scalp may be sent home at the end of the day, if head-to-head contact with other children can be avoided. Otherwise, they may be sent home immediately.

Your child may return with a **parent note** after their first treatment with a facility-approved lice removal product, if there are no active lice crawling on your child's head.

The school or childcare should check your child's scalp for

any newly hatched lice 7-10 days after treatment. If any are present, your child will have to be removed and retreated for lice in order to come back to school or childcare.

Haemophilus influenzae Type B (Hib)

Children with a Hib infection are excluded until cleared by a **health care provider** to return to school or childcare.

Hepatitis A

Children are excluded until 1 week after the start of illness or jaundice. The child may return with a **medical note** 1 week after the start of the jaundice.

Impetigo

Your child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A **parent note** is needed to return to school or childcare.

Measles (Rubeola)

Children with measles can return with a **medical note** 4 days after the rash begins, if they have no fever and feel well enough to participate in regular school or childcare activities.

Meningitis

A child with signs of meningitis (high fever, rash, stiff neck) must remain out of school or childcare until a **health care provider** provides a medical note stating that the child may return.

Mouth Sores

Exclude young children for sores, including mouth ulcers and blisters, inside the mouth associated with uncontrolled drooling, unless the child's health care provider states that the child is noninfectious. A **parent note** is required to return.

Mumps

Children with mumps can return with a **medical note** 5 days after the beginning of swelling.

Pink-eye / Conjunctivitis

Exclude symptomatic children who have fever, severe eye pain, purulent drainage or are too sick to participate in routine activities. Your child may return with a **parent note**.

Rash with fever, behavioral changes or other symptoms Exclude children with rash until a health care provider has determined that the illness is not a communicable disease. A **medical note** is required to return.

Ringworm

Children with **ringworm of the scalp** must remain out of school or childcare from the end of the day until they have begun treatment with a prescription oral antifungal medication. Your child may return with a **medical note**.

Children with **ringworm of the body** must remain out of school or childcare from the end of the day until they have begun treatment with a topical antifungal medication. Your child may return with a **parent note**.

RSV (Respiratory Syncytial Virus)

Exclude younger children with RSV if the child has a fever or if the child is too sick to participate in activities with other children and staff. Your child may return with a **parent note**.

Rubella / German Measles

Keep your child home until 7 days after rash starts. The child may return with a **medical note**.

Scabies

Keep children with scabies out of school or childcare until treatment/medication has been completed (usually overnight). A **medical note** is required to return.

Shingles

Keep children home who have shingles sores or blisters that cannot be covered. Your child may return with a **parent note** once the sores are dried or scabbed.

Skin Infections from Staph or Strep (includes MRSA) or Herpes Gladiatorum

Children may attend school or childcare if the sores are covered with clothes or dressings, and if the drainage does not come through clothes or dressing.

Strep Throat / Streptococcal Pharyngitis

Your child with "Strep throat" can return to school or childcare with a **medical note** 24 hours after starting antibiotics, if there is no fever.

Tuberculosis (TB)

Keep children with active TB home until the health care provider treating the TB writes a medical note that says that the child is no longer contagious.

Vomiting

Keep young children home when vomiting has occurred 2 or more times in a 24 hour period. All children should stay home for any green or bloody vomit. If the child is vomiting and also has not urinated for 8 hours the child should stay home. **Whooping Cough / Pertussis**

Children with whooping cough can return to school or childcare with a **medical note** after completing 5 days of antibiotics.

If there is an outbreak of disease in your child's school or childcare, DHEC may change the exclusions found in this document in order to stop the spread of disease.

If your child has not received immunizations to protect against diseases like Measles, Mumps, Rubella (German measles), or Chickenpox, your child may need to be removed from school or childcare if there are cases of these illnesses in the school or childcare. Your school nurse will provide more information if there is an exposure or outbreak.

OK to Attend

Children with the following conditions do not have to be excluded from school or out-of home childcare, if they feel well enough to participate in regular activities:

- Canker Sores
- Chronic Hepatitis B or C
- Colds or coughs, without fever or other signs of illness
- Cold Sores
- Croup
- Cytomegalovirus (your child may need to stay out of PE and sports)
- Disease spread by mosquitos: Malaria, West Nile Virus
- Diseases spread by ticks: Babesiosis, Ehrlichiosis, Lyme Disease, Rocky Mountain Spotted Fever, Tularemia
- Ear Infection
- Fifth Disease
- HIV infection
- Mononucleosis (your child may need to stay out of PE and sports)

- MRSA, if child is only a carrier
- Pinworms
- Rash without fever or behavior change
- Roseola, once the fever is gone
- Thrush
- Urinary Tract Infection
- Warts, including Molluscum contagiosum
- Yeast Diaper Rash

Help your child stay healthy and ready to learn.

We hope that your child never has to miss school or childcare because of illness. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child receives immunizations and by making sure your child washes his or her hands often.

DHEC / Bureau of Disease Control Division of Acute Disease Epidemiology 2600 Bull Street Columbia SC
29201 Phone: 803.898.0861 / Fax: 803.898.0897
http://www.scdhec.gov/Health/ChildTeenHealth_SchoolExclusion/



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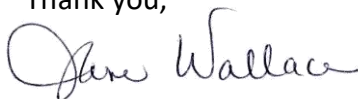
Hunter Street Elementary School
Student/Parent Handbook
2019-20

Dear Parents,

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

- Student/Parent Handbook
- Important School Attendance Information
- FERPA Rights of Parents and Guardians (Student Directory Information Notice)
- Bus Conduct Agreement

Thank you,



Jane Wallace, Principal

“I have read, reviewed, and agree to follow the following policies and procedures: The Student/Parent Handbook, Important School Attendance information, FERPA Rights of Parents and Guardians (Student Directory Information Notice), and Bus Conduct Agreement.”

Student Name (Please Print)

Date:

Parent/Guardian Signature

Date: