

**India Hook Elementary School
Parent and Student Handbook
2024-2025**



“All Pirates, All Tools, All Ways.”

2068 Yukon Drive

Rock Hill, SC 29732

Phone: (803) 985-1600

India Hook Elementary School

Home of the Pirates

“All Pirates, All Tools, All Ways.”

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Dear Parents,

Welcome to the 2024-

SCHOOL/DISTRICT POLICIES and PROCEDURES

ARRIVAL/DISMISSAL

Classes will begin at 7:45 a.m. Students are tardy after 7:45 a.m. **Any student arriving after 7:45 a.m. is required to be signed in by a parent.** For those students who ride with parents, we ask that they arrive at school **no earlier than 7:00 a.m. Students will NOT be allowed to enter the school until 7:00 AM.** If you drop your children off in the morning, please remember not to block the lanes of traffic in front of the school. If you need to come inside the school, please park in a parking space. The school day ends at 2:10 p.m. Car riders are picked up in front of the school. Bus students are dismissed at the bus lot located at the rear of the building. **Supervision will be provided for students for no more than 15 minutes after dismissal.**

NO CHANGES WILL BE MADE TO A CHILD'S TRANSPORTATION OVER THE PHONE.

BULLYING, INTIMIDATION, HARASSMENT

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

The school board has adopted policy *JICFAA* on harassment, intimidation, and bullying. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request.

CODE OF CONDUCT (DISCIPLINE)

The school board has adopted policy *JICDA* on the code of conduct for students. A copy of this policy and the accompanying administrative rule is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request. India Hook will follow this policy and administrative rule.

COMMUNICATION

Blackboard is the automated call system used to communicate from Rock Hill Schools to students, their families and our faculty and staff. The call system notifies of student absences, community events, emergency situations and more. It is also the system the school uses to send texts, emails, and phone calls to keep you updated of events, changes in plans due to weather, weekly newsletters, etc. **It is important that we have a correct telephone number and email address at all times in er-41(c)4()-1(r nBT/F1 10 G)4(or)**

DRESS CODE

In an effort to maintain an atmosphere conducive for learning, we have established guidelines in student dress:

1. All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures, and/or patches.
2. Head coverings are not allowed except for religious reasons (scarves, stocking caps, hoods, hats, ears, towels, sunglasses, bandanas, etc.) or for school spirit days (which will be made known to families in advance).
3. Tank tops, see-through blouses or shirts, and bare midriffs are prohibited.
4. Appropriate shoes must be worn at all times. "House slippers" and shoes with wheels are prohibited. To ensure the safety of our students during Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoelaces tied when participating in physical education activities. Clogs, flip-flops, crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in Physical Education classes and may be given an alternate assignment for that day.
5. Students' hair should be well groomed.
6. Shorts/skirts/dresses must be fingertip length without pulling and adjusting.
- 7.

**Notification of Rights under FERPA for
Elementary and Secondary Schools**

3. El derecho a la privacidad de la información personalmente identificable en los registros educativos del estudiante, excepto en la medida en que FERPA autorice la divulgación sin consentimiento. "Una excepción, que permite la divulgación sin consentimiento, es la divulgación a funcionarios escolares con intereses educativos legítimos." "Un funcionario escolar es una persona empleada por la escuela como administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal de salud o médico y personal de la unidad de policía escolar); una persona que sirve en la Junta Escolar; una persona o empresa con la cual la escuela ha subcontratado servicios o funciones que de otra manera realizaría con su propio personal (como un abogado, auditor, consultor médico o terapeuta); un padre o estudiante que sirve en un comité oficial, como un comité disciplinario o de quejas; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar a realizar sus tareas." Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un registro educativo para cumplir con su responsabilidad profesional.

FOOD SERVICES

Every student will be provided a FREE breakfast and lunch this school.
2. To provide a cereal (c O3Fd)-9 completing homework assignments.

HOMEWORK

Homework is important in the learning process in that it extends the active involvement beyond the classroom. Homework is an excellent way for parents to keep informed of a child's progress.

Good communication and cooperation between home and school are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year concerning homework.

The amount of homework per day from individual teachers may vary. The following guidelines are based on an average child who works consistently. It does not take into consideration time spent on long-range projects or the student who wastes time while completing assignments. Homework assignments will not be given on Fridays and on the last day before a holiday.

How Much Homework?

Grades K - 2: 20 minutes max per the district's Grading and Reporting Guidelines.

Grades 3 – 5: 30 minutes max per the district's Grading and Reporting Guidelines.

Students' Responsibility:

1. To bring home assignments and materials.
2. To return completed assignments on time.

Teachers' Responsibility:

1. To provide appropriate and meaningful assignments to reinforce skills taught in class.
2. To explain homework policy and procedures to students and parents at the beginning of the year.
3. To place value on completed work by reviewing, discussing, etc.

Parents' Responsibility:

1. Set aside a regular time and place c O4Fd ompleting homework assignment without di tracti

MCKINNEY-VENTO ACT

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

A motel or campground due to the lack of an alternative adequate accommodations.

A car, park, abandoned building, or a bus or train station.

Doubled-up with other people due to loss of housing or economic hardship a shelter.

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

NURSE

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **We cannot keep ill children at school.**

Non-prescription medicine cannot be administered by the school.

Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. All prescription medications must be in the original container provided at the pharmacy.

PARTIES

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

***Invitations for private parties will not be distributed in class.**

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

The School District has adopted the policy *JICJ* – Possession/Use of Personal Electronic Device or District-Owned Devices. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies", is attached to this document, and is also available upon request.

PROMOTION/RETENTION OF STUDENTS

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

PTO

The India Hook Elementary School Parent Teacher Organization is open to any relative of a current student. The main purpose of the PTO is to work with the school in creating a safe, happy environment where our children can learn and grow. For more information, please contact our PTO President, Jerry LaMonica indiahookpto@gmail.com.

REPORTING TO PARENTS

Samples of your child's work are sent home periodically; however you will be able to stay updated almost instantly regarding your student's grades through Parent Portal. Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. **Report cards are issued every nine weeks.** You are encouraged to request conferences as needed.

The evaluation of student achievement is one of the important functions of the teacher. Each student is evaluated with reference to his or her own instructional level.

The accepted marking system for K-2 is as follows:

1-Beginning: Limited mastery of standard. Requires assistance and extended time in applying knowledge & skills.

2-DeW* nBT/F0eT[DeW* n2 /SpanBC-27(/F22 G[00G0.00000912 0 612 792 reW* nB4)T42(one5-31(wor41(of

Section 20-7-100.

SUPERVISION OF STUDENTS

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. All other students should arrive no earlier than **7:00 a.m. and be picked up no later than 15 minutes after classes are dismissed at 2:10 pm.**

TOBACCO-FREE, SMOKE-FREE ENVIRONMENT

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco and snuff by all students, staff and visitors. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities, vehicles, and grounds and at all district-sponsored events or when district facilities are being use.

TRANSPORTATION – WALKERS, CAR RIDERS, BUS RIDERS

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

Walkers/Bike Riders

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

Students in grades Kindergarten through first grade will not be allowed to walk home without a parent/legal guardian, older sibling, or an approved person on the student’s emergency card meeting them at the school. Anyone other than an older sibling meeting a Kindergarten through first grader will need to have the student’s walker pass to receive the walker.

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

Car Riders

All car riders are to only be picked up and dropped off from the designated school pick up area –

school drop off and pick up areas. Students will only be released to individuals that have the student's car pass. Car passes will only be issued to those individuals the parent/legal guardian has included on their student information card as being able to pick up their student. If a student is to be picked up by someone without a car pass, then he/she must park and sign the student out from the main office.

Bus Riders

Students will not be released off the bus for grades Kindergarten and first unless an authorized adult is present at the bus stop. Any student not dropped off will be returned to their home school. If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-9022.

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Bus transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises. Cameras have been installed on every bus to monitor student behavior. You can also track your child's bus through the "My Ride K-12". Student Transportation Regulations and Information is attached to this document and is available upon request.

VISITORS

Visitors who are on school business are welcome at school; however, immediately upon entering the school building, all visitors must sign-in at the school office and state the nature of their visit. In-district students will not be allowed to visit between schools of the district. Out-of-town student visitors or relatives must obtain prior permission or special invitation to visit the school. Anyone failing to comply with the check-in procedure will be asked to leave the campus. This policy is subject to change based on the School Board's discretion.

From School Board Policy Administrative Rule AR KI-R School Visitors Code, to ensure the safety of students in Rock Hill Schools, a nation-wide offender check will be conducted on each visitor by the district's Visitor Management System.

Definition: A visitor is any person who visits on the premises of district property.

Procedures:

1. Upon entering the school and signing in, an offender check is conducted by the Visitor Management System on all visitors.
2. All visitors are required to present a valid State Issued Driver's License or Government Issued Photo Identification card to sign into the Visitor Management System.

Exceptions to this rule are:

- a. Children of minor age may be allowed to enter the school without photo identification if directly escorted by a parent, legal guardian, or responsible adult at all times.
- b. International visitors, who may use a valid visa or passport as identification.
- c. Private visitor tour groups, whose entry into the school is arranged by the school or district ahead of time, and who would normally be escorted on campus.

3. In the event that a visitor does not possess a valid State Issued Driver's License or Government Issued Photo Identification card, or does not meet one of the exceptions above, front office personnel will notify a building level administrator immediately. The building level administrator will determine if access to the school facility will be granted. If granted access, such undocumented visitors will be under the immediate and escorted supervision of the Principal or his/her designee at all times during the visit.
4. The printed visitor/volunteer badge will serve as verification of approval for the visitor to enter the building/event. The visitor/volunteer badge should include a name, date, time, and purpose of the visit to the school or event. Each visitor/volunteer should always wear his/her badge.
5. In the case of large groups visiting for the purpose of meetings, trainings, school arts performances, athletic events or other public assemblies, the principal may suspend the requirement for all visitors to sign in using the Visitor Management System. Such groups are expected to be supervised by an administrator of the school and to provide adequate security in accordance with Board Policy and, Community Use of School Facilities.
6. If a visitor's identification is matched against the National Sex Offender Registry, front office personnel will notify a school administrator immediately. The school administration will deny entry to the school/event. Under the immediate and escorted supervision of the principal, parental offenders will be permitted to enter the school and conduct business related to his or her child.
7. Random audits will be conducted and documented by district level administrators to monitor the frequency of offender checks and to ensure that volunteer name badges are visible at school related activities.

Classroom Visits and Observations

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

VOLUNTEERS

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. **All volunteers must be approved by completing a volunteer application form. The online application is located on the district website. Click on "Parent", scroll to the bottom of the page and the link will be on the left side of the screen.** Volunteers are used in the teacher work room, the reading program, the math program, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. Volunteers should sign in using the volunteer computer in the main office and wear a name tag. This policy is subject to change based on the School Board's discretion.

WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. Your cooperation is always greatly appreciated.

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