

CASTLE HEIGHTS MIDDLE SCHOOL

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PARENT/STUDENT HANDBOOK 2024-2025

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PARENT INVOLVEMENT, SCHOOL FEES/EXPENSES AND SU12 712 0 612 792 reW* n792 reW* n792 reW*

Do not talk on cell phones in the classroom or take part in any activity that will distract from instruction. As welcome as visitors are, the school does reserve the right to limit the frequency and/or duration of visits.

We welcome volunteers to Castle Heights. Please fill out a volunteer form at the start of the year so we can recognize your contributions.

PTO and School Improvement Council: Parents are urged to join the PTO. The PTO is involved in several

Wanda Canty – Registrar
Lisa Harrington – Administrative Assistant
Christy Faulkenberry – Receptionist
Jessica Dawkins – Bookkeeper
Summer Shaver – Attendance

SCHOOL FEES/EXPENSES AND SUPPLIES

Please be aware that students owing fines are not eligible to participate in extracurricular athletics, clubs, or field trips throughout the school year.

Athletic Fee----\$60 per school year for eligibility for athletic team membership

The list of technology offenses from the guide include:

- Illegal installation or transmission of copyrighted materials

- Unauthorized use of Internet or computer games

- Unauthorized recording of audio or video images on school property or during extracurricular activities with district or personally owned devices

- Downloading inappropriate applications

- Giving out personal information over the Internet

- Bypassing the RH Schools web filter

- Action violating school policy or public law

- Deleting district system applications and/or changing of device settings

Sixth grade students, except those who are taking full-year music classes, are scheduled into an exploratory wheel of classes of rotating elective classes. Seventh and eighth graders select semester or year-long electives. A student in any grade may be assigned to an academic assistance program instead of an elective.

Enrichment

Every student takes part Monday through Friday in an extra period known as Enrichment, which includes

Rock Hill Schools grading guidelines are designed to ensure all students in the district are evaluated using a consistent, fair, and equitable grading system across classrooms and schools. Grading procedures in Rock Hill Schools reflect the following beliefs:

- Grades should reflect student proficiency on grade level standards and competencies, as well as clear learning targets.
- Grades should be balanced and reflect quality over quantity.
- Feedback is critical to student learning and grades alone are not a sufficient form of feedback.

Major assignments and assessments make up 60% of a student's final quarter grade. Minor assignments and assessments make up 40% of a student's final quarter grade.

The purpose of homework is to provide students independent practice on skills or previously taught content. When homework is assigned, teachers should consider students' instructional levels and ensure homework is purposeful. At the middle school level, homework is not graded. Teachers will reward students for homework completion, but not penalize them.

Per district policy, all high school credit-b(u)-11(t)54

1. Shirts must have a collar and sleeves. Shirts can be any solid color. Styles of shirts include golf shirts, button-down shirts, or blouses. (Knit tops without buttons or low-cut in front are not acceptable.) Shirts must be long enough to be tucked in and have buttons. A solid color long-sleeved t-shirt may be worn under the collared shirt for warmth. Visible long-sleeved thermal underwear or chemises are not appropriate. Castle Heights swag (t-shirts...academic, team, fine arts, athletic) may be worn with appropriate dress code bottoms.

2. Pants, skirts, shorts, capris, and skorts must be solid black, grey, navy, or khaki. Wind pants, sweatpants, blue denim jeans, corduroy material, or athletic/biker's shorts are not permitted. Leggings are not acceptable except under dresses or skirts. Dresses or jumpers which meet the dress code standards are also allowed. All dresses, skirts, shorts, and skorts should be worn no shorter than four inches from the knee

CHMS Code of Conduct

The students at Castle Heights Middle School are expected to meet the expectations of courtesy, honesty, and appropriate behavior set for them by their parents and teachers. The **District and School Code of Conduct** exists to outline the unacceptable behavior and the consequences which may result from it. Castle Heights Middle School students are expected to exercise the highest standards of respect, manners, courtesy, sportsmanship, and self-discipline. The following are expectations of students while in attendance at Castle Heights Middle School:

To ensure consistency in handling student misbehavior the Code of Conduct will be enforced by the teachers and administrators of this school.

The rules are effective during the following times and in the following places:

- in route to and from school on a school bus or other school vehicle or at an official school bus stop
- on the school grounds before, during, and after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function, or event

INTERVENTION LEVEL

Teachers or staff members will use interventions prior to addressing infractions. These interventions may include:

- verbal warning
- communication with parents or guardians
- change in seat assignment
- “time-out” in another classroom
- student/parent conferences with the team or individual teachers
- guidance referrals

The staff at Castle Heights prefers to use the interventions above prior to student behavior moving to one of the levels described below and the consequences that follow. It is a staff member’s determination as to when interventions are appropriate and effective.

LEVEL I

For each of the following infractions the student may be assigned one (1) day of lunch detention/working lunch which will be served the following day. The parents will be informed in writing for the first and second lunch detention. For the third lunch detention a phone call will also be made.

Students are expected to report directly to lunch detention at the beginning of the lunch period and will not be allowed to use the vending machines.

- A. Gum chewing in PE, music classes, and computer labs. (The principal may determine a time when chewing gum may not be allowed at all within the building. This determination depends on the cleanliness of the school, whether gum is being disposed of properly, and responsible gum use. A teacher may determine the same for the classroom when a health or safety issue exists.)
- B. Third and subsequent tardies to class without a valid pass

- C. Running in the hallways
- D. Noise that disrupts the learning environment
- E. Major inattention in class
- F. Being in an unauthorized area not indicated on the hall pass such as the vending area, health room, or guidance office
- G. Sharing a locker with another student or not properly securing their locker.
- H. Eating, drinking (other than water) or possessing food in the building other than in the cafeteria.
- I. Disruption of class
 - 1. Talking out during instruction time without permission
 - 2. Out of seat without permission
 - 3. Making noises in class as to disrupt teacher and others
 - 4. Unauthorized handling of other's property (where theft does not occur)
- J. Inappropriate/obscene language, comments or gestures not directed at a specific person
- K. Book bags, backpacks or purses in class except for 6th and 7th period related arts classes
- L. Technology violation (use of device without classroom direction, gaming, unauthorized use of the internet)

Cell Phones – No cell phones after 8:15 am. Phones will remain in lockers between 8:15 am – 3:15 pm. Students will have access to school phones in case of an emergency. Students should receive a verbal warning for the first cell phone violation.

LEVEL II

D. Leaving the classroom without permission or skipping class

E.

L. Failure to report knowledge of weapons or explosive devices to school authorities

M. Sexual offenses

N. Theft, possession of or sale of stolen property

O. Vandalism (greater than \$50)

P. Rioting or lynching

Q. Knowingly and willfully delivering or conveying to a public official, teacher or principal any letter, document, etc., which contains a threat of death or bodily harm to that person or a member of the person's immediate family.

R. Ongoing harassment and/or bullying of another student after intervention

3. Minimal disciplinary action to be applied in case of criminal conduct may include, but is not limited to:

Out-of-school suspension

Assignment to alternative program

Expulsion

Restitution of property and damages, where appropriate

2. Vending machines may be used only at lunch.

Outside Area:

1. The grade level assistant principal or counselor or a teacher will indicate when students may go from the cafeteria to the outside area. Tables must be clear of all trash.
2. Students may walk the area, play basketball or four square. Participation is for all, and a game may not be “closed” to others.
3. If a student is not playing basketball, he/she may not be on the court.
4. When the whistle is blown to return to the building, games should immediately be stopped, and balls given up for collection.
5. Fair play and courteous participation are expected of all our students.
6. A quick and calm return to the building is expected.

Bus Procedures

State 59-67-240. Duties and Powers of School Bus Drivers

The driver of each school bus shall cooperate with the teachers in their work in the school to which he/she is transporting pupils by being on time in the mornings and waiting in the afternoons until all pupils are dismissed by the school faculty and safely aboard the bus. They shall take notice along their route in the mornings and give pupils within sight a reasonable time in which to board the bus. The driver shall be responsible for maintaining good conduct upon their bus and shall report promptly to the governing head of the school, to or from which the pupils are transported, any misconduct or violation of the driver’s instruction by any person riding the bus.

District boards of school trustees of this state may authorize school administrators to suspend or expel pupils from riding a

15. The use of profanity on the school bus is prohibited, as well as obscene gestures.
16. Never throw objects on or from the bus.
17. Proper school dress code is enforced.

*Parents will receive a detailed pamphlet titled Student Transportation Regulations.

Student Activities

Usually, the more involved a student can be in school activities, the more successful the student's school experience can be. The school strives to provide a wide range of activities at Castle Heights including athletics and other activities.

Seventh and eighth grade students are eligible to participate in sports. Unfortunately, the High School League prohibits the involvement of sixth graders in inter-scholastic sports, but the school does attempt to provide several activities for all students.

Fall Sports- Football, Volleyball, Cheer

Winter Sports-Basketball, Wrestling, Cheer

Spring Sports- Softball, Track

Students are encouraged to participate in activities such as Step Team, Heart n Sole, Academic Challenge, Math Counts, Student Advisory Board, Fellowship of Christian Athletes, yearbook staff, various mentoring groups, Beta Club, intramural teams, and other clubs or groups. Often students who share an interest will approach a staff member to sponsor a group, and they are encouraged to do so.

Student Incentives

When students follow the guidelines for dress and behavior at school, they will experience progress in academic achievement. To encourage and reward this behavior, Castle Heights has several school-wide incentive programs.

Attendance Incentives Students are required to attend school 180 days a year. To encourage good attendance, students will be periodically rewarded for good attendance during the week, month, or semester. Students who have a perfect attendance record for the entire year receive a certificate during the summer.

Positive Behavior Intervention System (PBIS) Castle Heights PBIS school-wide program is ARMOR. It stands for accountable, reliable, motivated, observant, and rational. Students earn stickers daily for displaying ARMOR character traits. Students who earn stickers may cash them in for weekly and quarterly incentives.

Academic Recognitions We are extremely proud of our students. Academic Recognition will occur every quarter where students will be recognized for academic achievement in core and elective classes and the ARMOR character traits.

SAFETY AND SECURITY

Student supervision before and after school Students should be dropped off no earlier than 7:45 am in the morning as supervision of students does not begin until that time. The end of the middle school day is 3:15 pm. Students should be picked up no later than 3:30 pm. In the event your child needs to be picked up early, please do so before 2:50 pm.

Students should be picked up no later than 10 minutes after the end of an athletic event or other school events in the evenings. Repeated failures to be picked up in a timely manner after evening events may result in a child being temporarily banned from attending school events.

Lockers Lockers are assigned to each individual student, and lockers should not be shared with other students. Administration has the right to inspect lockers at any time.

Emergency procedures and drills The safety of our students is important to us. Drills are held periodically for emergencies such as fires, high winds, or other situations. Students are expected to be fully cooperative during these drills, and parents and other visitors are expected to do so.

- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

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

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

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

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

Level II - Disruptive Conduct

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

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

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

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

- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

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

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

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

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

Extenuating, Mitigating, or Aggravating Circumstances

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

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

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

Discipline of Students with Disabilities

Disciplinary process

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

Program prescriptions

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

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified using multiple methods of communication (by phone and in writing) of the time and the place of a hearing before the district hearing officer. The hearing will take place within five school days of the incident barring unforeseen circumstances, such as incarceration, illness, etc., at a time and place designated by the school, unless the parent/legal guardian has requested to delay or if a manifestation determination must be held. A decision will be rendered within three school days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures. It is the district's intention to process hearings and appeals in a timely manner in an effort to limit the number of school days missed by the student.

At the hearing, the parents/legal guardian will have the right to legal counsel and to all other regular legal rights, including the right to question witnesses in a manner determined by the district hearing officer. The student and/or parent/legal guardian has the right to appeal the decision of the district hearing officer. The first line of appeal is to the superintendent or his/her designee. The superintendent or his/her designee may provide an opportunity for the expelled student to re-enroll and attend classes at an alternative educational setting. The decision of the superintendent or his/her designee may be appealed to the Rock Hill School District Three of York County Board of Trustees.

Within three school days of the hearing, the hearing officer will notify the student and parent/legal guardian of the decision as to whether the student committed the alleged rule violation(s) or misconduct, based upon the evidence presented at the hearing, and the appropriate consequence. If the hearing officer determines that grounds for expulsion exist, he/she may expel the student for the remainder of the first semester, for the remainder of the current school year, or permanently. With a decision to expel, the hearing officer or the superintendent's designee, may make a recommendation that the student receive an application to attend an alternative program.

The hearing officer will report his/her decision in writing to the student, the parent/legal guardian, the superintendent, and the school. If the hearing officer determines that grounds for expulsion do not exist, absences resulting from the suspension may be excused if appropriate, and the student's record will reflect the decision of the hearing officer. The student will be allowed to make up missed work as appropriate.

A student who has been expelled is not permitted on the grounds of any of the district's schools; not permitted to attend school activities, functions, or events on or off school grounds, except for a prearranged conference with an administrator; and not permitted to board school buses. A student found on school grounds; at school activities, functions or events; or on a school bus, without permission from an administrator, while expelled will be subject to further discipline.

Acts of criminal conduct that may prohibit an expelled student from applying to the alternative program include but are not limited to the following:

- firearm on campus
- selling/distributing drugs on school property or within one-half mile of school grounds
- brandishing a weapon
- threats to take life or inflict bodily harm upon a teacher, principal, or members of their family
- serious crimes in the community

Adopted 10/23/89; Revised 5/28/90, 7/28/03, 9/22/08, 10/24/16, 6/22/17, 6/13/23

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

Issued 6/23

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

Personal Electronic Device

For purposes of this policy, "personal electronic device" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or

deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell.

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

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

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

The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school

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

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

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

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

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take 8(on)-11(fro)23(m)-7()-1bpy1s

La administración puede reclasificar un comportamiento de alteración del orden (Nivel I) como comportamiento perjudicial (Nivel II) si el estudiante frecuentemente incurre en la alteración del orden (Nivel I).

Los actos de comportamiento perjudicial pueden incluir, entre otros, los siguientes:

- uso de una sustancia intoxicante
- consumo o posesión de productos o materiales relacionados con el tabaco
- pelear
- incitar a otros a la violencia o provocar una pelea
- vandalismo (menor)
- robo
- amenazas contra otras personas
- acoso, intimidación, rituales de iniciación u hostigamiento (bullying)
- invadir la propiedad
- uso de lenguaje profano o abusivo dirigido al personal de la escuela
- negarse a obedecer al personal o a los empleados de la escuela (como voluntarios o chaperonas) cuyas responsabilidades

que tienen como resultado retirar directamente al estudiante de la escuela, la intervención de las autoridades policiales y/o una medida de la junta.

Los actos de conducta criminal pueden incluir, entre otros, los siguientes:

- agresión y pelea
 - extorsión
 - amenaza de bomba
 - falsas alarmas contra incendios
 - posesión/uso de fuegos artificiales o dispositivos explosivos
 - no informar la presencia de armas o dispositivos explosivos a las autoridades de la escuelas
 - posesión, uso o traslado de armas peligrosas
 - posesión o traslado de armas de juguete
 - agresiones sexuales
 - vandalismo (grave)
 - robo, posesión o venta de artículos robados
 - incendio intencional
 - proveer o vender sustancias no autorizadas, según lo definido por la política de la junta
 - proveer, vender o poseer sustancias controladas (drogas, narcóticos o venenos)
 - distribución, venta, compra, fabricación o posesión ilegal de una sustancia controlada mientras está en la escuela o en un radio de media milla del área de la escuela
 - amenazar con matar o lesionar físicamente a un/a maestro/a, director/a o miembros de su familia directa
- En caso de conducta criminal, el personal seguirá los procedimientos básicos para el cumplimiento de la política:
El administrador se contactará con la policía

permitir que el estudiante regrese a su cronograma normal de clases y eliminar toda evidencia de suspensión
colocar al estudiante en proceso de probation y permitir que el estudiante reinicie sus clases normalmente
colocar al estudiante en proceso de probation y permitir que el estudiante continúe con su trabajo en clases pero restringir la participación del estudiante en actividades extracurriculares y/o actividades escolares designadas, por ejemplo, clubes, grupos de estudios, concentraciones previas a los partidos deportivos, actividades de gobierno estudiantil, etc.
suspender al estudiante
recomendar que el estudiante sea expulsado pero permitirle acceso a programas virtuales de educación a través de la escuela alternativa del distrito (estos estudiantes sólo tienen permiso para ingresar al campus de la escuela alternativa para ver los cursos y exámenes que requieren de un supervisor en una escuela virtual, a la cual se accede a través de nuestra escuela alternativa del distrito), los estudiantes que no puedan inscribirse con éxito serán expulsados durante el resto del año escolar
recomendar que el estudiante sea expulsado durante el resto del año escolar

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request

que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 antes del martes siguiente al Día del Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.

Thank you for accessing your Parent/Student Handbook. Please verify in the Parent Portal by completing the eCollect Handbook Verification in Form that you have read and understand student expectations.

