



The
Palmetto School
at the Children's Attention Home

2020-2021

Parent/Student Handbook

The Palmetto School
1149 Edgemont Ave
Rock Hill, SC 29730
803-328-6555

After reading this handbook, please sign the
last page of this handbook.

Return the signature page to the student's teacher.

Thank you!!

Accidents, Emergencies and Medical Conditions

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows:

- First aid will be administered by authorized school personnel.
- Parent(s) will be called, if the accident is considered serious, or if the child is uncomfortable.
- School faculty and staff will follow directions provided by the parents on the enrollment and consent forms to secure an individual to pick the child up from school or to secure emergency medical treatment if needed, in the event that we are unable to reach a parent.

Note: Please make certain that we are aware of medical and allergic conditions. **Make sure a contact person can be reached at all times. It is critical to have working phone numbers for every student at The Palmetto School.** When children have been sick the previous night, please check them carefully before sending them to school. A student should be fever/vomit free (without fever reducing medication) for 24 hours before returning to school after an illness.

If under exceptional circumstances a child is required to receive medication during school hours and the parent cannot be at school to administer the medication, the medication will be administered by designated school personnel. The regulations for administering medication at school are as follows:

- **Students** should not bring any type of medicine to school please contact the school if more information is needed.
- Parents must bring all medication to the school office and complete the appropriate paperwork. All prescriptions will require a physician's signature.
- Prescribed medication is only dispensed through the office and must be brought to school in the original packaging from the doctor's office or pharmacy.

Parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication. (Note: The school district retains the discretion to reject requests for administration of medication.)

Arrival and Dismissal Procedures

Morning Procedures

The school is open at 8:10. If your child is late they will be marked as "Tardy" and will need to be signed in at the office. If your child was at an appointment a doctor's excuse is needed for an excused absence. If your child needs to be signed out during the school day, a sign out book will be at the front office and school personnel will get your child.

Ring Doorbell

If you are bringing your child to the school or if you need a member of The Palmetto School, please ring the doorbell that is labeled for The Palmetto School. Wait a minute for a response, if none ring the doorbell again. If still no response please call 803-328-6555.

Raptor System

In order to access the building or to be on the grounds of The Palmetto School or The Children's Attention Home, you MUST provide a valid driver's license or ID to be scanned into the Raptor System and a visitor sticker will be given. If you do not have proper identification, you will not be admitted into the building, you will need to stay in the foyer.

Student Transportation

The Palmetto School offers transportation to students who live within the Rock Hill downtown area. Parents or guardians must be at the designated drop off location when students are dropped off. If students are to be dropped off at an afterschool facility, the parent must contact the school.

Release of child to noncustodial parent or other adult

For early dismissal or general dismissal, the school will dismiss the student only into the custody of the adult with legal custody or to individuals listed on your emergency contact form. In the case of children whose parents are divorced, the school shall act in accordance with court documents provided by the parent/legal guardian, which will be maintained in the student's school file. It is the obligation of the parent/legal guardian to ensure the most current court documents are provided to the school. PHOTO ID REQUIRED FOR ANY PICKUP OF YOUR CHILD

Custody - Important Notice

If you and your spouse are separated and you have legal custody of your child(ren), we must have a copy of your legal documents on file here at the school. If, at any time, you feel that a problem may occur concerning custody or the safety of your child, please notify the office immediately so that we have knowledge of this possible problem in the school's office. Your communication with us may be the only way we can be of any help in preventing any problems that may occur at the school. Please present your concerns in writing, if possible, so that we can have a record of your request.

Address Change

It is important that we have the parent's current address and phone number at all times. This information is especially important in cases of emergency.

Attendance

In accordance with state law, all children between the ages of five and seventeen must be enrolled in school. It is expected that they be in regular attendance as well as enrolled. Regular attendance is necessary for the expected and desirable academic and social progress of each child. The school year consists of 180 days. Students are expected to be in attendance each of those days, if possible.

Absences and Tardiness

We ask that students be present and on time each day so that they will not miss any instruction. When necessary, parents will be called to verify their knowledge of the absence.

The State Board of Education has implemented a law that requires districts to report truancy data for students classified as truant according to State Board regulations. A child ages 6 to 17 years meets the definition of truant when the child has three consecutive unlawful absences or a total of five unlawful absences. Parents will receive information in writing of excessive absences. Truant students will receive a referral to the Home School Worker

and an intervention plan will be developed in conjunction with the student and parent(s)/guardian(s).

Lawful Absences (excused)

Lawful absences shall include the following:

- Illness/Quarantine: Students who are ill and whose attendance would endanger their health or the health of others may be temporarily excused from attendance.
- Death: Students whose immediate family members become seriously ill or experience death.
- Medical/Dental: Students who have appointments and bring in a professional excuse. (Time of appointment should be included on the excuse.)
- Court proceedings: Students that have documentation showing they were involved in court proceedings.
- Students may be excused for attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school in accordance with local board policies.

Unlawful Absences (unexcused)

When a student is absent from school for any reason other than the reasons above, the child will be given an unexcused absence. Family vacations and trips will be considered as unexcused absences.

Absence Documentation Requirement

All absences require a professional excuse or a written note from the parent/guardian explaining the absences(s). We will accept emailed excuses from a parent or legal guardian. These should be sent to the child's teacher AND to cmiller@thepalmettoschool.org, executive assistant. The student should deliver the excuse/note to the teacher as soon as possible upon return to school; failure to submit such notes within three (3) days after returning to school will result in an unexcused absence being recorded. A professional excuse should be obtained from a physician, a court of law or other agencies, which render appropriate services to students. Absences due to family bereavement will be excused upon receipt of documentation, which may be an obituary or the funeral service bulletin. All excuses shall be confidential. **(NOTE: Only five parental notes will be accepted for an excused absence.)** Excuses must state the date and the reason for the absence(s). False excuses shall be referred to the school administration for appropriate disciplinary action. When a student reaches five unexcused absences, school officials will contact parents to schedule a meeting to create an attendance plan.

Tardiness

Students must be in their classrooms by 8:10 a.m. Those who come to school late miss valuable instructional time. When late students enter the classroom, instruction is interrupted and students miss important explanations of the day's work. **Parents must come into the building with students who come in after 8:10 a.m.** As a school, we have made a collective commitment to begin instruction by 8:10 a.m. each day! We need your help with this. Please have students to school on time.

Birthdays

Birthdays are important. Birthday celebrations will be held once a month at the school. All birthdays in that month will be celebrated. Parents and guardians are welcome to attend lunch. Please let the

school know if you plan to attend lunch so the count can be edited. Party invitations are not to be distributed. Treat bags, flowers or balloons are not to be distributed under any circumstances.

Bus Conduct

The Palmetto School provides transportation to students who are residents in the downtown Rock Hill area. 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 the penalties established for misbehavior while students are on the school premises. Each year, copies of these regulations are provided for all students. If you have transportation questions, please call Mr. B at 803-415-0358.

Cafeteria

Free lunch for all students.

Breakfast will be served daily from **7:45 a.m.-8:10 a.m.** for students. We encourage students to start their day with a good breakfast.

The food service program offers breakfast and lunch prepared and served by professionally trained personnel. Each meal is nutritiously sound.

Communication

To ensure you are informed about events happening at The Palmetto School we encourage you to

- Read classroom newsletters and notes from teachers
- Listen to any automated messages from The Palmetto School
- Read all emails and other form of text communication from The Palmetto School

DRESS CODE

District board policy states that the board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress codes is left to the administration. In order to carry out this policy, The Palmetto School has adopted a standard code of dress. The standard code of dress may be amended throughout the year as deemed necessary and appropriate by the school's administration.

Shirt: collared polo-style shirt in solid red, blue, black, white, or grey. Button down shirts of solid, or patterns are allowed (no shirt should have words, large logos, or torn)

Sweatshirts/Button-down Sweaters: solid red, blue, black, white or grey

Pants/Skirts/Shorts/Capris: khaki, black or navy. Dark blue and black jeans are acceptable

Shoes: any closed toe shoe with heel no higher than 2", sandals permitted with a back strap

Belts must be worn with belt loops on all persons

No article of clothing may have a logo printed or stitched other than Palmetto School logo.

Please refer to the guidelines below for specific details.

1. Students must be in dress code when they arrive on campus. Clothing must fit appropriately to the student's body.
2. Students are permitted to wear short or long sleeved collared golf shirts with 2, 3 or 4 buttons. These shirts may be solid white, gray, blue, black or red. "V" neck shirts are not permitted. Shirts may not have woven patterns such as stripes, flowers, or logos manufactured into the cloth. Button down shirts of solid, or patterns are allowed (no shirt should have words, large logos, or torn)
3. Official Palmetto School logos are permitted on tops. Manufacturer's brand/slogan/logo or

- any non-school logos are not allowed on shirts.
4. Students may wear undershirts in dress code colors (including turtlenecks or mock turtlenecks) under their collared shirt. Undershirts must not have any visible writing or artwork. Undershirts may only be visible in the neck region with the exception of long sleeves.
 5. Jackets/coats/windbreakers are to be taken off while in the school building and placed in the designated area assigned by the teacher or administration.
 6. Dress code colored sweatshirts or button down sweaters without any logos may be worn. Sweatshirts must be worn over a collared shirt where the collar is visible. Sweatshirts with pockets, snaps, or zippers are not permitted.
 7. Tee shirts or henley type shirts may not be worn over collared shirts.
 8. Students may not wear more than one collared shirt at a time.
 9. Students may wear pants, skirts, shorts, skorts, capris, or jumpers that are khaki, navy, or black in color. Dark blue and black jeans are acceptable.
 10. Windpants, biker shorts, pajama-type pants and sweat pants are not permitted. Pants with rivets are not acceptable. Pant legs may not be tucked into socks.
 11. All pants, skirts, shorts, and capris must be worn at the waist and may not be worn on or below the hips. Belts are required if pants are too large to stay up. All belts must be buckled and belt sashes tied. Belt buckles of a size or design that cause distraction are prohibited.
 12. All shorts, skirts and jumpers should be worn no shorter than 3 inches from the top of the knee. The slit of a skirt may not be any higher than 3 inches from the top of the knee.
 13. Clothing should be worn with appropriate undergarments and undergarments should not be visible except undershirts as described above. Provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, muscle shirts, revealing clothing, tank tops, see-through clothing) tattered or torn clothes, and frayed hems are prohibited. No skin should be visible between the pant and shirt at any time.
 14. All students must wear shoes in matched pairs as the manufacturer intended. Shoes designed to be tied or buckled must be tied or buckled. Students may not wear flip flops, shower/soccer shoes, bedroom type shoes, or shoes with spiked heels. Heels higher than 2" are not permitted.
 15. Stockings/leggings must be a school dress code color or nude in color and worn under a skirt or jumper. No fish net stockings, stockings with holes, or stockings with visible seams allowed. If leggings are worn, students must wear an appropriate top that covers their backside.
 16. Headgear such as caps, hats, sweat bands, do-rags, stocking caps, scarves, bandanas, sunglasses or other head covering may not be worn in school. Hoodie hoods are not to be worn inside the building.
 17. Hair, including facial hair, must be neat and well-groomed. No hair rollers, picks, or combs are allowed while in school. Hair style and color must not create a distraction.
 18. No hoops or dangling earrings may be worn (post-type earrings only). Students are not allowed to wear heavy chains or large medallions. Necklaces and other small jewelry worn around the neck must be worn underneath the school shirt. With the exception of earrings, no body jewelry, painting or tattoos may be visible.
 19. Students may not carry a purse or book bag to class; this includes knapsack, back-pack, or totes.

Every attempt will be made to assist the student in obtaining appropriate dress items to reduce time out of class. If the student violates the dress policy, they will be removed from class and their parent/guardian will be called to bring the appropriate attire. Students will need to make up any work that is missed while out of the classroom.

Emergency Drills

The purpose of fire and tornado drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Evacuation routes are posted in each room. During a fire drill, students are to line up immediately inside the room in single file and follow the teacher to the designated area. Tornado, earthquake, and lockdown drills will be held at specified times during the school year as required by the school district or emergency management agencies.

Emergency Telephone Numbers

Police, Fire or Medical Emergencies	911
Ambulance (Non-Emergency Transport)	329-1115
York County Emergency Management	326-2300
Fire (Non-Emergency)	329-7220
Poison Control	1-800-922-1117
Police (Non-Emergency)	329-7200
Rescue Squad	329-2212
Sheriff's Office	628-3056
South Carolina Highway Patrol	366-7668

Entry Requirements

In order to enroll a student in any Rock Hill Schools facility the following age limits, documents, and immunizations are required...

- Students entering kindergarten must be 5 years old before midnight August 31. Students entering first grade must be 6 years old before midnight August 31.
- A copy of a birth certificate and immunizations are required.

Immunization Requirements

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or child development program under the control of the State Department of Education for the 2020-21 school year.

Minimum Requirements:

- Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubella (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month.
- One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine with the third dose received greater than or equal to 24 weeks of age and at least 16 weeks after the first dose.
- All 7th and 8th graders are required to have a Tdap vaccine
- Two (2) doses of Varicella vaccine for students entering 5K-2nd grade with two doses received on or after the first birthday and separated by at least 4 weeks or positive history

of disease. 3rd- 5th grade should receive one dose of varicella vaccine on or after the first birthday or positive history of disease.

Grading System

Please see district calendar for dates that report cards will go home. Grades are assigned on the following basis.

<u>GRADE LEVEL</u>	<u>MARKING SYSTEM</u>
Kindergarten through Grade 2	SC State Standards Based Report Card
Grade 3 through Grade 8	Traditional Report Card (A,B,C,D,F) 10pt scale

Each student is evaluated with reference to his or her instructional level. Midway between grading periods, progress reports are sent to parents.

Homework

Each teacher will send homework instructions.

Hours of Operation

The school day for grades K-8th begins at 8:10 a.m. and ends at 3:10 p.m.

Insurance

Parents are encouraged to protect their children with accident insurance.

School-Wide Discipline Plan

The Palmetto School uses the PBIS behavior system. This stands for Positive Behavior Intervention System. Just as we teach academics, we must also teach proper behaviors. PBIS maintains a focus on students exhibiting positive behaviors, being recognized for doing so, and receiving various levels of rewards for doing so. Through PBIS, our goal is to implement a framework or approach comprised of intervention practices and organizational systems for establishing the social culture, learning, and teaching environment, and individual behavioral supports needed to achieve academic and social success for all students. Look for more details in weekly communication from your teacher and the school.

Order of consequences:

First offense= Name on the board (Warning)

Second offense= One tally (Silent Lunch)

Third offense= Two tallies (Opportunity Table)

Fourth offense= Three tallies (Administrator Referral, Parent Contact and Lunch Room Detail)

Fifth offense= Suspension

Anything that is classified under the District Code of Conduct may result in suspension.

(Code of Conduct, pg. 11)

Dismissal Information

It is important to note that students' behavior must represent the mandates of a Level 1 group-home facility as mandated by DSS. Students can only have mild to moderate cases of student misbehavior, continuous patterns of disruptive and violent behaviors will warrant dismissal from

the School. The Executive Director also determines that the student is not currently suspended or expelled from a school due to issues of violence or drugs. A suspended or expelled student may not be eligible to attend The Palmetto School.

Supplies for School

Students are provided with all school supplies.

Textbooks

All textbooks are the property of the South Carolina Department of Education. They are bar-coded for The Palmetto School and checked out to students for their use while attending The Palmetto School. All textbooks must be returned to the homeroom teacher at the end of the school year or in case of student transfer to another school within Rock Hill School District Three or at the time of student transfer outside of this district.

Tobacco - 100% 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, e-cigarettes and snuff by all students, staff and visitors within all district facilities, vehicles and grounds and at all district-sponsored events or when district facilities are being used.

Visitors

Parents and visitors are welcome and are encouraged to visit the school. They must first contact the school office at 803-328-6555 prior to visiting. All visitors should bring a form of photo identification to sign into the building. **Please do not enter the building from any door other than the Main Entrance. Please see Ring Doorbell procedure on pg 3.**

USE OF INTERNET AND EDUCATIONAL APPLICATIONS

Use of the Internet

Student Assurances: When using network or Internet resources, students will...

1. Use the Internet for legitimate educational purposes
2. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet
3. Not attempt to download or save files to the computer without teacher permission
4. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities

5. Not use or attempt to engage in interactive internet exchanges without teacher permission
6. Not harass, insult, or attack others via electronic communications
7. Not damage or alter computers, computer systems, or computer networks
8. Not violate copyright laws
9. Not trespass in another's folders, work, or files
10. Computer and internet use agreement must be completed; returned to student's teacher

DISTRICT CODE OF CONDUCT - Administrative Rule (Rock Hill School Board)

The staff will follow these basic enforcement procedures in instances of disorderly conduct, disruptive conduct and/or criminal conduct

- 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 as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- 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.

Level I – Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency of seriousness of which disturb the classroom or school.

Acts of disorderly conduct may include,

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

- gambling
- internet violations
- unauthorized use of computers
- unauthorized distribution or presentation of a publication or material

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
- 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 of possession of tobacco products or materials
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, 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 or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property.

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

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

Level III – Criminal Conduct

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

Acts of criminal conduct may include, but are not limited to, the following.

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

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

I verify that I have read the 2020-2021 Palmetto School student handbook.
Please sign below and return this form to your child's teacher. We must have
a signed form for every student.

Student Name

Date

Parent or Guardian

Date