

**SOUTH ROCK CREEK SCHOOL
17800 ROCK CREEK ROAD
SHAWNEE, OK 74801**

MESSAGE TO PARENTS/GUARDIANS AND STUDENTS

Dear Parents/Guardians and Students:

It is my honor to serve as Superintendent of Schools for the South Rock Creek School District. Our goal is to give you the best education that we possibly can. Our school is marked by a commitment to educational excellence and a supportive school community of students, parents, faculty, and staff. Together, we will continue to assist all students in reaching their academic goals. We can only reach these goals if there is a cooperative effort amongst us.

The purpose of this handbook is to help familiarize you with the rules and operations of our school so that we can operate as effectively as possible. Please read your handbook carefully and be very familiar with what it contains. If you have any questions, please call the school office. We hope you have a good year!

Sincerely,

Ryan Rosser, Superintendent

DAILY SCHEDULE

Listed below is a schedule of bells and class change times. Sixth through eighth grade students are totally involved. Pre-kindergarten through fifth grades follow the time schedules set up by their homeroom teacher and specialty teacher.

7:55 Warning Bell (applies to all students)
8:00 Tardy Bell (applies to all students)
8:00-9:00 1st Period and homeroom (upper grades)
9:05-9:50 2nd Period
9:55-10:40 3rd Period
10:45-11:30 4th Period
11:35-12:20 5th Period
1:15-2:00 6th Period
2:05-2:50 7th Period

ARRIVAL AND DISMISSAL

Classes will begin at 8:00 A.M. for those students that are car riders, we ask that they not arrive before 7:30. Direct teacher supervision does not begin until 7:30a.m. Therefore, for the safety of the students, please do not leave your child on school property before the designated time. SRC staff will not be responsible for students arriving early. They may not roam the halls or congregate in the classrooms. When students arrive in the morning, they may put their belongings in their lockers or in their rooms if they are open. At 7:30, students will report to the playground unless the temperature is 32 degrees or below. In the event the temperature is 32 degrees or below, students will report to the gymnasium. The dismissal bell rings at 2:50. Buses will load in front of the building after school and depart as soon as the halls are clear. Students that walk home will be dismissed after the car line is complete. During drop-off/pick-up, please remember to form two lines of traffic in the car line. For your child's safety, all drop-off/pick-up must go through the car line. Drivers are asked to form two lines in the parking lot and merge to one line as they enter the concrete driveway.

ATTENDANCE

The absence of a student must be explained by the parent/guardian of a student. This explanation should be done by telephone on the day of the first absence and followed by a written or emailed statement explaining the absence(s) from the parent/guardian on the day the student returns. Student absences are considered verified or unverified. (See below for verified absences). Parents may call the office about a student's absence only three times per nine weeks period for the absences to be considered verified. After three consecutive days of absences, a doctor's note is required. State law requires that a school district report to the Office of District Attorney any student who has four absences in a four-week period of time and any student who has ten absences in a semester. Attendance and participation are integral components of the education process. **A STUDENT WHO ATTENDS, REGARDLESS OF REASON, LESS THAN 90% OF THE DAYS PER GRADING PERIOD MAY RISK FAILURE.** The following are the only exceptions to the 90% rule (verified absences):
-Pupil is too ill to attend school; any absences past three days must be verified by a doctor's statement
-Inclement weather which would be dangerous to the life of the student

- Death in the immediate family
 - Legal quarantine
 - Legal requirements (i.e., court appearance)
- *Work may be made up only if the absence fits into one of the above categories.

TRUANCY

Students who are absent without parental or school consent will be considered truant. Truancy violates state law and will be considered a serious offense. Continued truancy will result in legal action or expulsion from school.

TARDIES

Students are to be at school and ready to start the day at 8:00. Students are to remain at school until 2:50. It is important for your child to arrive at school on time. Students who come late or leave early will be counted tardy. Students who arrive after 8:30 a.m. are counted absent for half a day. A student who is more than 15 minutes late is counted absent for the period in grades 6th - 8th. Tardies during the first hour will be considered excused only in an emergency situation (car problems, illness, etc.) or for a student's doctor/dentist appointment. Repeated tardiness may result in disciplinary action.

LEAVING SCHOOL

Parents are urged to leave their children in school all day. Doctor's or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, she/he should bring a note to her/his teacher stating the time and the reason or a parent or guardian may call and give this information to the office. Parents are asked to sign a student out and back in on the form located in the front office.

SRC DISCIPLINE

To promote a positive learning environment, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the rights of teachers to teach and students to learn. All teachers and staff members have the right to correct unruly behavior at any time.

DISCIPLINARY CONSEQUENCES

The following are suggested guidelines (in random order) for the teachers and administrators to use.

1. Verbal reprimand
2. Written work
3. Parents contacted
4. Corporal punishment (with permission)
5. Noon detention/Laps
6. I.S.D. (In-school detention)
7. Citizenship Duty
8. Sent to principal's office
9. Individual behavior plan

For severe infractions such as but not limited to possession of weapons, alcohol, drugs, illegal substances, threatening, or causing bodily harm to a student or teacher, a student may receive suspension/expulsion at the discretion of the school administration.

*The Gun-Free Schools Act states that each State receiving Federal funds under ESEA must have in effect, by October 20, 1995, a state law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to school. Each State's law also must allow the chief administering officer of the local educational agency (LEA) to modify the expulsion requirement on a case-by-case basis.

EXAMPLES OF MISCONDUCT

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students will be disciplined for any of the following:

1. Use of profanity
2. Possess sexually oriented material
3. Fighting
4. Inappropriate display of affection (such as holding hands, kissing, hugging, or sitting on laps)
5. Leaving classroom without permission
6. Rowdy behavior such as pushing, shoving, yelling, running in halls, etc.
7. Vandalizing or stealing property belonging to the school or individuals at school
8. Being disrespectful to others
9. Threatening, intimidating, or causing bodily harm to any person
10. Gum chewing and eating of candy (in any building or on the buses)
11. Bringing knives or weapons to school
12. Bullying (reported incidents will be documented and placed in student's file)
13. Vaping.

(CYBER) BULLYING, SEXUAL HARRASSMENT, and HAZING

SRC is committed to creating a safe learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among all students. We expect our students to demonstrate respectful behavior throughout the campus, on the bus, and at school activities. Any type of unkind actions or comments that reflect a lack of respect for others will not be tolerated at school. This includes school facilities, premises, and non-school property if the student is at any school-sponsored activities where students are under the supervision of school staff. In the event of a bullying situation, it is the student/parent/guardian responsibility to report the situation immediately.

*See bullying policy for more information.

DETENTION AND SEARCH OF STUDENTS

The superintendent, principal, teachers or support personnel of South Rock Creek School, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Dangerous Substances Act, prescription drugs, intoxicating beverages, non-intoxicating beverages (beer, wine coolers, etc.), or for missing or stolen property if said property be reasonable suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex.

The extent of any search conducted pursuant to this policy shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any search.

CAFETERIA REGULATIONS

1. Form a line when you enter and keep your place in line. Do not run or crowd while in line.
2. Do not hold a place in line for friends.
3. No one is allowed to enter the serving area.
4. Observe the rules of etiquette and order in the lines and at the tables.
5. When students have finished eating, deposit trash, trays and silverware in proper places.
6. No energy drinks.
7. Soft drinks are not allowed in the cafeteria. Parents bringing lunches to their child are asked to refrain from soft drinks.
8. Food must be consumed in the lunchroom.
9. Remain seated until you have finished eating your lunch.
10. Please talk quietly.
11. When the weather permits, leave the cafeteria when finished eating unless recess is before lunch.
12. To keep our faculty and students as safe as possible, no guests are allowed in the cafeteria.
13. All lunches from home must not require being heated up.

LIBRARY REGULATIONS

We are proud of our library and our librarian. Please cooperate with her in the use of the library.

1. Appropriate behavior in the library is essential. Work quietly so that you do not disturb others.
2. You are responsible for any library books checked out to you.
3. All books should be returned on time. Students with overdue books will receive late fees.
4. Reference books may not be taken from the library.

AUTHORITY OF TEACHERS

The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district. Students are expected to obey any teacher on the South Rock Creek School staff.

BUILDING RULES

1. Students are not allowed in the classrooms unless a teacher is present.
2. When going down the hallway, please be considerate of others.
3. After going to lunch, students are to re-enter the building only when the bell rings or with a teacher's permission. Students should only use the west doors. No one is to be in the building without permission.
4. Bicycles ridden to school must be parked in the front of the gym and left there until the end of the day. Please place a lock on your bicycle.
5. Vulgar language will not be tolerated.
6. No running, pushing, tripping, hitting, etc. will be tolerated.
7. Students are encouraged to leave valuables at home.
8. No playing in the restrooms. Do not climb on the backs of the stools, hang on the partitions, sit on the sinks, or waste paper or water.
9. Students are not allowed to load any software onto school computers.
10. Students using the Internet at school are required to have an Internet user agreement on file.
11. Electronic devices are not allowed to be used.

CELL PHONE POLICY

Student Use of Electronic Device

Purpose

The purpose of this policy is to set forth expectations for a safe and productive learning environment through acceptable and appropriate use of electronic devices.

General Statement of Policy

Our goal is to give you the best education that we possibly can. You can only reach this goal if there is a cooperative effort between you and your teachers, administrators, parents, and community.

South Rock Creek holds high expectations for student behavior, for academic integrity, and for responsible use of technology.

Restriction use of electronic devices

1. The use of electronic devices for any purpose, including telephone calls, text messaging, games, and other functions is not allowed during instruction. Electronic devices shall remain off and be kept out of sight during school hours, unless allowed by the teacher for educational purposes.
2. Electronic devices are not allowed in restrooms or locker rooms.

3. Students shall not record, photograph, or video any other students or staff.
4. Electronic devices shall not be used in any way that may cause a teacher to question whether a student may be cheating.

Students with Medical Conditions

Students will be allowed to possess and use electronic devices, if a genuine health emergency exists and will be subject to appropriate restrictions.

Responsibility of Personal Property

1. Students who bring electronic devices to school assume all responsibilities and risks relating to the possession and use of electronic devices.
2. Teachers and staff will not be responsible for the storing of a student's electronic devices.
3. The district and teachers will not be responsible or liable for theft, loss, or damage to an electronic device on school property. SRC is not responsible for the loss or theft of any item confiscated.

Violations of this Policy

1. First offense- Device will be confiscated and kept in office until the end of the day.
2. Second offense- Electronic devices will be confiscated and can be picked up by a parent/guardian at the end of the day.
3. Third offense- Electronic devices will be confiscated. The parent/guardian will have to meet with the administrator to pick up the device. Students could be suspended for a maximum of 3 days.
4. Subsequent offenses- Frequent violators of the electronic device policy may be subject to disciplinary action. Such action may include suspension or forfeiture of the privilege to have an electronic device when the student is on school premises or is in transit to or from school in a school vehicle.

Warning

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under the state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion. School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or is in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is improperly using a wireless communication device. School personnel searching or authorizing the search upon reasonable suspicion that the student is improperly using a wireless communication device shall have the authority to remove the wireless communication device from the student's possession.

PLAYGROUND RULES

1. Students stay in the designated area.
2. Do not throw rocks, sand, or snowballs.
3. Slide down the slides feet first.
4. Playing two-below football is accepted (Tagging with two hands below the waist.) No tackle football.
5. Do not double swing, run under the swings, or jump from the swings.
6. Do not climb on any fences.
7. No toys, purses or backpacks are allowed at recess.

8. Do not climb up basketball poles or hang on the rims or nets.
9. Do not push or pull anyone on the monkey bars and do not stand on top of the monkey bars.
10. Food and/or candy should not be taken on the playground.
11. Only soft plastic bats should be taken on the playground.
12. Students should not be on the west side of the basketball court.
13. No cell phones are allowed on the playground.

DIRECTORY INFORMATION

The South Rock Creek School District designates the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information unless a parent or legal guardian notifies the school district in writing (a letter to the superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student. Notification must be within two weeks of the start of school. This designation will remain in effect until it is modified by the written direction of the student's parent or legal guardian.

1. The student's name, address, and phone number
2. The names of the student's parents
3. The student's class designation (i.e., 1st grade, 7th grade, etc.)

CHANGE OF ADDRESS OR PHONE NUMBERS

VERY IMPORTANT -Any address or phone number change should be reported to the office immediately so that a parent or guardian can be contacted in case of a sickness or an emergency and so that the School Reach automated call system can reach parents for important messages. Each student should also have an emergency number on file in case a parent or guardian cannot be contacted.

SALES/FUNDRAISERS

NO one is allowed to sell anything at school or school sponsored activities unless the superintendent approves it. Only school organizations need to apply.

VISITORS

All visitors to the school including parents must sign in at the school office and pick up a visitor's pass. Upon departure, visitors are to sign out as well. During normal school hours, students are not permitted to have visitors with the exception of parents. No visitors are allowed on the playground.

COMMUNITY CLUB

Parents are encouraged to attend and participate in activities of the South Rock Creek Community Club which is an organization very similar to the Parent/Teacher Association (PTA). The Community Club meets once a month.

CONFERENCES

Parent/Teacher conferences will be held once during each semester. Teachers will communicate to schedule an appointment for you to visit with your child's teacher(s). Additional conferences may be scheduled if the need arises or called for by the teacher, parent, or administration.

TEXTBOOKS

Textbooks are provided by the school and are school property, paid for by tax paying citizens. Once a textbook is issued into the care and use by a student that student becomes responsible for its care and safekeeping. Replacement of damaged, lost or stolen textbooks will be responsible for replacement. Within a week of notifying the teacher that a textbook is lost or destroyed, the student will need to pay for its replacement. If the book is located late, the student will be refunded.

GRADING SCALE/GRADES (1st-8th grade)

A	93 - 100	D	67 - 74
B	85 - 92	F	0 - 66
C	75 - 84	I	Incomplete

Student grades may be viewed on South Rock Creek's online gradebook. A parent or guardian must go through the office to receive a password which is necessary to view student grades.

*The Algebra 1 class is on a 10-point grade scale.

MAKEUP WORK

When a student has a verified absence, he or she will be expected to make up any missed assignments. For each day missed, students have an equal number of days to make up missed work. For instance, if a student was absent Monday and Tuesday, he or she would have until Friday to hand in missed assignments. However, if an assignment was made on Wednesday and was due on Thursday and then the student was absent on Thursday, the assignment would be due on the day he/she returns. Assignments not handed in will result in a zero. It is up to each individual student to find out what has been missed and the assignments turned in on time. Make up work for all grades may be picked up after the third day of absences.

LATE WORK

Ten points may be taken off for each assignment turned in late. No more than three (3) late assignments per subject will be accepted in a nine-week period. If a late assignment is not handed in the next scheduled class period, a zero will be recorded for that assignment. * At the teacher's discretion.

TESTS

In order to maintain the process of accountability in public schools, state law requires criterion referenced tests (CRT) be given to students beginning in the 3rd grade. These tests are taken in the spring each year. Each student's attendance is very important during the testing period.

HONOR ROLLS

Superintendent's Honor Roll-requires a 4.0 average; Principal's Honor Roll-requires a 3.0 - 3.9 average. Valedictorian and salutatorian is determined by the grades from the two semesters of seventh grade and the first three nine weeks of eighth grade.

ACADEMIC FIELD TRIPS

For safety reasons, educational field trips will be limited and based on administrative discretion. All students may attend academic field trips unless the student is currently suspended from school or has failed to return a permission slip. If a student has 3 or more office referral/pink slips, parental escort may be required for the student to attend.

The eighth graders will be the only students attending field trips.

SCHOOL-WIDE CELEBRATION

Students at SRC will participate in a school wide end of the year celebration on campus in place of the end of year field trips.

ACTIVITY PARTICIPATION LIST (ELIGIBILITY)

It is the goal of South Rock Creek School that all students make good progress academically and socially. Students not progressing in both areas will be limited in their extracurricular activities. It is the responsibility of the student to work with her/his teachers to assure satisfactory progress is taking place. Any student who is not making satisfactory progress will be placed on probation. Any student who has a grade average below 67% will be placed on the academic probation/non-participation list. Eligibility for participation will be based on a cumulative semester average. The eligibility report is completed each Monday.

Example:

A student's average in history has fallen to 66%; he/she will be placed on academic probation for the following week. If the student brings his/her average in history up to a 67% or higher by the next week, they will come off the academic probation and suffer no consequences. However, if the student does not bring his/her average up to a 67% or higher, they will be placed on the academic non-participation list until the average is brought up to passing. Furthermore, if while on academic probation, he/she raises the history grade to passing, but their grade in any other subject falls below 67%; the student will still be placed on the academic non-participation list until all subject areas have an average of 67% or higher.

A student will be placed on the social probation/non-participation list if she/he fails to conduct herself/himself in an appropriate manner in the classroom, at school, on a field trip or on the bus. In grades 3rd - 8th, teachers are required to record at least two documentable grades per week.

BUS TRANSPORTATION

Bus Transportation/Safety Procedures

School bus transportation is a privilege. Improper conduct on or around the buses/bus stops may result in that privilege being denied. A student is to ride the bus to which she/he is assigned. Consequences for school bus/bus stop misconduct will be imposed by the building principal. Serious misconduct may be reported to local law enforcement. Only regularly scheduled bus students are to ride the school buses. A parent may contact the school to request that their child ride home with another student. Notes must be provided from the student's parents. Bus students are to go immediately to the buses as soon as they are dismissed from school.

Bus Rules

I. Previous to loading (on the road and at school):

1. To keep the bus on schedule, be at the designated bus stops on time.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the bus stop.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

II. While on the bus:

1. No part of the body shall be extended through the bus window.
2. Assist in keeping the bus safe and clean
3. No screaming.
4. Bus riders should never tamper with the bus or any of its equipment.
5. Do not leave books, lunches, or clothing on the bus.
6. Keep the aisles clear.
7. Help look after the safety and comfort of younger children.
8. Do not throw anything out the window.
9. Students shall stay in their seats while the bus is in motion.
10. Horseplay is not permitted around or on the bus.
11. Bus riders are expected to be courteous to fellow students, the driver, and any others who may be on the bus.
12. Students should be quiet while the bus is stopped for a railroad crossing.
13. Profane language or insulting remarks will not be tolerated.
14. In case of a road emergency, students are to remain on the bus unless told by the driver to evacuate.
15. No food, chewing gum, or drinks are permitted on the buses.
16. Students will sit facing forward in the bus at all times.
17. The usage of any electronic device is NOT permitted on the bus at any time.

III. After leaving the bus:

1. Go at least ten (10) feet in front of the bus stop, check traffic, wait for the bus driver's signal and then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of younger children.

The School District school bus safety rules will be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges.

Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (see suspension policy) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.

*Consequences for write-ups from bus:

(Depending on the severity of the incident)

1st: Warning/Probation

2nd: 3 days of suspension from bus

3rd: 2 weeks suspension from bus

4th: Suspension for semester or year

Each student/incident will be handled on an individual basis. Severe incidents may result in more severe consequences on the first offense.

Parent/Guardian responsibilities

1. Becomes familiar with school district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them. Recognize their responsibilities for the actions of their students.
3. Respect the rights and privileges of others. Communicate safety concerns to school administrators.

* Administration discretion

HALL PASSES

No student should leave a classroom during class periods without a hall pass. Teachers will use discretion concerning emergency situations.

LOST AND FOUND

Items (such as books, jackets, lunchboxes, etc.) that have been found should be turned in to the front office. It is a good idea to clearly mark items with the owner's name so that they can be returned easily.

LOCKERS

Students in grade 3-8 will be issued a locker. It is the student's responsibility to keep his/her locker neat and clean. No pictures or posters will be allowed inside or outside the lockers. Lockers are the property of the school and will be regularly checked. The student to whom the locker is assigned will pay for any damage to the locker. Books, school supplies, book bags, coats, etc. should be kept inside the assigned locker, not on the hall floor. Backpacks are to remain in lockers at all times.

USE OF THE TELEPHONE

Students will be called to the telephone during a class period only in case of an emergency. The telephones in the office may be used only with permission from a teacher. Students must have a legitimate reason for wanting to use the phone.

ILLNESS OR INJURY

If a student should become injured or ill at school, it should be reported at once to a faculty/staff member or the school nurse. If the injury is minor, first aid will be administered. In case of an injury requiring more than first aid, parents will be notified. In the case of illness, an evaluation will be made by the teacher or office personnel as to whether the need exists to notify a parent or guardian. If an injury or illness does not permit a student to go outside or participate in a P.E. class, please send a note indicating the reason and the length of time required.

MEDICATION

Students needing medication while at school must have a statement of permission signed by a parent or guardian. All medication must be kept and issued in the nurse's station. Prescription medication must contain the student's name and the dosage required. When possible, a school nurse may be employed to oversee medical issues.

Safety Drills

Practice drills for fire, tornado, intruder, and lockdown drills will be conducted during the school year. Diagrams of evacuation procedures will be posted in the rooms.

BAD WEATHER DAYS

In the event of inclement weather and school must be closed, parents/guardians will be notified through the automated call system or any of the major news channels.

STUDENT DRESS CODE

Students' dress should be comfortable, safe and in good taste. All students should follow the dress code guidelines. Those students who violate the South Rock Creek dress code will be required to change clothing before proceeding to class. If violations of the dress code are continuous, a discipline slip will be issued.

1. Clothing or jewelry advertising alcoholic beverages, tobacco, or containing violent, inappropriate language and/or messages, cannot be worn.
2. Gang related clothing cannot be worn.
3. Third through eighth graders' shorts and skirts must be mid-thigh or longer. This length is not affected by the wearing of shorts or any other garment worn under the shorts or skirts.
4. No P.E. clothing is allowed except during physical education classes.
5. All students must wear shoes at all times for health and safety reasons. Flip flops/slides must not be

worn for safety reasons.

6. Sunglasses are not to be worn inside the building.
7. Hats, caps, hoodie hoods, or other head coverings are not to be worn inside the building.
8. Halter-tops, midriff tops, or muscle shirts are not to be worn.
9. Third through eighth graders straps on shirts should be at least the width of two inches.
10. Shirts and blouses must be appropriately fastened and cover the entire back.
11. Undergarments should not be showing.
12. Clothing should not have holes above the knee.
13. Pants or shorts which sag should not be worn.
14. Dress should be appropriate for weather.
15. No shorts or other summer attire should be worn before Spring Break or after Halloween. Students who do not comply with the above dress code will be asked to change their clothing.

DRESS REQUIREMENTS FOR SPORTS/P.E.

Students who participate in P.E. or competitive sports will be required to dress in accordance with the guidelines set by the coaching staff.

Any student participating in activities taking place in the gym will be required to wear clean athletic shoes, a t-shirt, and gym shorts. Shoes worn to school cannot be worn on the gym floor. In order for students to participate in gym activities, students will need to bring an extra pair of athletic shoes which will be left in their lockers or classrooms.

STUDENT WITHDRAWAL

Students withdrawing from South Rock Creek School to attend another school must complete withdrawal procedures in the office. All books must be returned and lockers cleared. Any lunch or breakfast charges, library fines, or book damages should be paid at this time.

FERPA POLICY

South Rock Creek School ensures that it shall permit parents to inspect and review any educational records relating to their child that are collected, maintained, or used by South Rock Creek School. If a parent requests to inspect or review records, South Rock Creek will:

1. comply with the request without unnecessary delay and within no more than 45 days;
2. respond to reasonable requests for explanations and interpretations of records;
3. allow a parent to inspect and review records relating to his or her child unless South Rock Creek School has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce;
4. keep a record of parties obtaining access to education records;
5. provide to parents upon request, a list of the types and location of educational records collected, maintained, or used by South Rock Creek School.

South Rock Creek does not charge a fee for search and retrieval of information for the parent but may charge fees for copies of records provided the fee does not prevent the parent from exercising his/her rights.

1. There will be no fee charged to any person or agency that has a legal right to request and receive such records for their respective initial requests.

2. No fee will be charged to parents or eligible students who request that copies of records be sent to more than one school or agency.

3. Subsequent requests or requests for additional sets of copies to be sent to the same recipient will be assessed a charge of ten (10) cents per each side of a page.

A parent who believes that the education records collected, maintained, or used under this part are inaccurate, misleading, or violate the privacy or other rights of the child may request South Rock Creek to amend the same.

1. A written request from the parent or eligible student must be filed with the Central Office and should include a statement of what is believed to be incorrect and why, or what is believed to be misleading and why, or what is believed to be in violation of student rights and why.

2. The Office Personnel and/or administrator will determine if the request for the change can be made. She/He will notify the requester of her/his decision and correct the record as appropriate.

3. If the Office Personnel and/or administrator cannot change the record to requester's satisfaction or the record does not appear to be obviously incorrect, the administrator will notify the parent or eligible student in writing within two weeks of the date on which the request was received and give the reason(s) for denying the request and advise the requester of her/his right to request a hearing before the South Rock Creek Board of Education at its next scheduled regular meeting.

4. If, as a result of the hearing, the South Rock Creek Board of Education decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it will direct the Administrator to amend the information accordingly and so inform the parent in writing, within two weeks, that the corrections have been made as directed by the Board.

5. Any explanation by parents placed in the records of the child will be maintained as part of the records as long as the record or contested portion is maintained by South Rock Creek School and be disclosed by South Rock Creek to any party.

South Rock Creek requires the parental or adult (18 or over) student consent be obtained before personally identifiable information is disclosed to anyone other than officials of participating agencies collecting or using this information or is used for any purpose other than meeting a requirement under this part.

South Rock Creek School documents the following safeguards regarding confidentiality:

1. South Rock Creek School protects the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

2. The Principal assumes responsibility for ensuring the confidentiality of any personally identifiable information. 3. All individuals collecting or using personally identifiable information will be required to attend in-service training in federal and state confidentiality policies and procedures.

4. South Rock Creek School maintains for public inspection a current listing of the names and positions of the employees within South Rock Creek School who have access to personally identifiable information. 5. South Rock Creek School maintains educational records for five years, at which time South Rock Creek School may determine the information is no longer needed to provide educational services.

6. South Rock Creek School informs parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child.