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Dear Parents,

Welcome to the 2013-2014 school year! This handbook is provided to each child so that you will have a handy reference about the operation of our school. Please read it and use it during the school year to check important dates and review school rules, policies and procedures. As your child's principal, I want to make sure you are well-informed about school events and the progress of your child. If at any time you feel the need to speak with me, please do not hesitate to give me a call. Our faculty and staff will strive to do their best in meeting the needs of your child while preparing him/her for a changing world. The following is a quote from one of our teachers that I believe exemplifies what all of us here at Finley Road believe:

"We are here because we love the children. Teaching is woven into the tapestry of who we are. We need it. We love it. We were called to teach. It has never been about the salary, the recognition, or the misconception of only working nine months and having summers free with our families. Rather, it is the joy of knowing that we are not only teaching young minds, but we are also touching tender hearts."

We are looking forward to a great school year with you and your child!

Christopher Roorda, Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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SCHOOL POLICIES and PROCEDURES

ARRIVAL/DISMISSAL

Classes will begin at **7:45 a.m.** For those students who ride with parents, we ask that they arrive at school **no earlier than 7:10 a.m.** If you drop your children off in the morning, please remember not to block the lanes of traffic in front of the school. If you need to come inside the school, please park in a parking space. The school day ends at **2:25 p.m.** Car riders are picked up in front of the school. Bus students are dismissed at the bus lot located at the rear of the building. **Supervision will be provided for students for no more than 15 minutes after dismissal.**

ATTENDANCE

Students are expected to attend school on a regular basis. Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within **THREE** days after the student returns to school, the absence will be **UNLAWFUL**. Students will be considered lawfully absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family
- c. There is a recognized religious holiday of their faith.
- d. Activities are approved in advance by the principal.
- e. The student is suspended from school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

The maximum number of days that will be recorded as lawful absences with parent notes will be **FIVE**. The maximum number of days a student is allowed to miss is **TEN** per school year (lawful or unlawful).

Students are tardy after 7:45 a.m. Any student arriving after 7:45 a.m. is required to be signed in by a parent. We realize that anyone could be late occasionally. However, habitual tardiness is a disruption to classroom instruction. Please make every effort to have your child at school daily and on time.

BULLYING/INTIMIDATION/HARASSMENT

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

The school board has adopted policy JICFAA on harassment, intimidation and bullying. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies" and is also available upon request of the student's principal or the districts' Office of Public Information.

BUS TRANSPORTATION AND CONDUCT

If you have questions regarding bus transportation, please call the Rock Hill Schools Transportation Department at 980-9022. Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Bus transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises. Cameras have been installed on every bus to monitor student behavior.

CHALLENGER PROGRAM

Challenger is an after-school enrichment program that provides after school care integrated with an academic component for students in kindergarten through fifth grade. Challenger operates from 2:30 p.m. until 6:00 p.m. each school day. For additional information, please contact our Challenger Director, Delphine Perry, at 981-1280.

CHARACTER EDUCATION

At Finley Road, one of our goals is to provide students with a Character Education Program which will help them become a productive citizen who respects others. Our program focuses on seven core virtues: **Respect, Honesty, Giving, Responsibility, Compassion, Self-discipline, and Perseverance**. Our program features several components which will be explained during the school year.

CONFERENCES

Communication is an essential part of the educational program. Roland Barth, in his book Improving Schools From Within, said: **“The nature of the relationships among the adults who inhabit the school has more to do with the accomplishments of its pupils than any other factor”**. We feel it is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Teachers, parents, or the principal may call for a conference when desired or necessary. Parents may call the school office (981-1280) to set up an appointment. We prefer that conferences be scheduled after 2:30 p.m. on Mondays, Wednesdays or Thursdays. However, attempts will be made to arrange a time convenient to all.

CODE OF CONDUCT

“It is the desire of the Rock Hill School District Three Board of Trustees that the public schools of the district offer opportunities for each student to learn in an atmosphere that is most conducive to the realization of his/her potential. Basic to this goal is the provision of schools/classrooms that are safe and orderly, where students and staff recognize and respect the rights of others and where each student is free from intimidation, fear, and disruption of the educational process.” “All deviant behavior cannot be measured on an objective scale, nor can such behavior be attributed to the same motives. Therefore, the rules do not attempt to cover every potential misbehavior. Nor do they limit the discretionary authority of the principal in the day-to-day administration of discipline.”

DIRECTORY INFORMATION

The following information is releasable upon request at the direction of the student’s school principal: the student’s name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both annual and daily basis), diplomas and awards received, and the most recent previous education agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any or all of the information designated above not be released without the parent’s or guardian’s prior consent must notify the Office of the Superintendent, Rock Hill Schools, P. O. Drawer 10072, Rock Hill, SC 29731 in writing by the Tuesday following Labor Day. If such notice is given, the school attended by the student must be notified.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child(ren) the importance of and the need for good behavior and a good attitude while at school. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the code. Students have the right to a free, public education; however students have a responsibility not to interfere with the education of others. **We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property**. Students who break rules continuously will be sent to the office and handled accordingly. If problems recur, parents will be called to come in to help resolve the problem. .

Each classroom has the following rules:

1. Respect Self.
2. Respect Others.
3. Respect Property.

Students who break rules continuously, or who are interfering with other students’ learning, will be disciplined in the classroom or referred to the **Recovery Room**. An opportunity will be given for “cooling down” before returning to class.

DISCIPLINED (continued)

Office Referral:

If a student has an office discipline referral, these are the possible consequences that will be administered by the principal or assistant principal:

- Student conference with principal
- Parent conference with principal
- Loss of privileges
- Assignment to work detail
- Assignment to Recovery Room
- Suspension from school.

DRESS CODE

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

- 1. All clothing will be worn in the manner intended by the manufacturer with appropriate undergarments and void of any suggestive writing, pictures, and/or patches.**
- 2. Tank tops, see-through blouses or shirts, and bare midriffs are prohibited.**
- 3. Hats and caps may not be worn inside the building. Bandannas are to be left at home.**
- 4. Appropriate shoes must be worn at all times. "House slippers" and shoes with wheels are prohibited.** To ensure the safety of our students during Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoe laces tied when participating in physical education activities. Clogs, flip-flops, crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in Physical Education classes and may be given an alternate assignment for that day.
- 5. Students' hair should be well groomed. Painted hair will not be allowed!**
- 6. Shorts (excluding bicycle shorts) may be worn by students, but should be no shorter than the fingertips when the student's arms are by his/her side.**

Students who fail to comply with the standards may be warned, sent home to change, or disciplined as determined appropriate by the principal.

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, please send a note with your child in the morning. You, the parent, must come to the office to sign your child out. If someone other than the parent signs the child out, that person must provide permission from the parent before the child will be permitted to leave the building. Proper picture identification will be required for dismissing a child. All arrangements for changes in end-of-the-day transportation **should be communicated in writing**, i.e. permission to visit friends, transportation to athletic and social activities. No changes will be made to a child's transportation over the phone after 2:00 PM.

EMERGENCY DRILLS

Emergency drills are necessary for the safety of students, staff, and faculty. Everyone is given specific directions for reaching safety points from those areas of the school building in which he/she may be. Specific information for emergency drills is posted in each room. In the event of a radiation disaster, students will be transported by school bus to designated shelter areas. Finley Road students will be transported to Rock Hill High School. Students will remain at the above shelter for four hours, and then, if a state of emergency still exists and they have not been picked up, will be moved to Lancaster High School. You should have received this information in an Emergency Planning Information booklet which is provided by the Catawba Nuclear Station, Rock Hill School District #3, and the York County Emergency Preparedness Office.

ENTRANCE REQUIREMENTS

Students entering kindergarten must be five years old on or before September 1. All students entering a South Carolina school for the first time must have a birth certificate, South Carolina Certificate of Immunization, a Social Security number, and proof of residence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student personnel records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of this policy is on the Rock Hill Schools' website under the link "District Policies" and is also available upon request of the student's principal or the districts' Office of Public Information.

FINANCIAL OBLIGATIONS

Parents of any student who have a financial obligation to the school/district, (lost textbooks, library fines, fees, etc.) should pay within the prescribed time, or sanctions will be taken by the school/district to collect the outstanding debt. In addition, fines will be assessed on any removed barcode labels from library or textbooks.

FOOD SERVICES

On the first day in school, students will receive an application for free or reduced-priced meals. Only those who wish to apply need to return this form. Students are encouraged to pay for meals for the week on Monday. Any student who has no money for lunch will be given an IOU. **If the student receives an IOU, payment will be expected on the following day.** If the student has three unpaid IOU's, he/she will be given a snack. You may pay for your child's meals or IOU's through Mealpay Plus, the district's online prepayment system. You may access this through our district's website by clicking on "Departments" and then "Food Service".

HEALTH ROOM

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **We cannot keep ill children at school.** Non-prescription medicine cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. All prescription medications must be in the original container provided at the pharmacy.

HOMEWORK

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

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

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

How Much Homework?

1st grade: 10 - 15 minutes daily

2nd grade: 15 - 25 minutes daily

3rd grade: 20 - 35 minutes daily

4th grade: 30 - 45 minutes daily

5th grade: 40 - 55 minutes daily.

Students' Responsibility:

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

Teachers' Responsibility:

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

Parents' Responsibility:

1. Set aside a regular time and place for completing homework assignments without distractions.
2. To provide necessary materials for completing homework assignments.

LATE START DAYS

This year students will have six late start days. These days allow teachers to participate in intensive staff development. We are very grateful to the community for the support you have shown in allowing these days. On late start days, the doors will open at 9:10. Breakfast will not be served on late start days. Students will be considered tardy at 9:45. Please make the necessary arrangements for your student(s). If childcare is needed on these dates, please contact the principal.

LOST AND FOUND

All items which are lost at school may be claimed at the office. **We urge parents to put the child's name in coats and sweaters to help us return lost items.** Since storage space is a problem, we urge students to inquire about lost items as soon as they are discovered to be lost.

MEDIA CENTER

The library will be opened at 7:20 a.m. and remain open throughout the day until 3:10 p.m. Students are encouraged to use the library as much as possible. Students are responsible for all library books issued to them during the school year. All lost or damaged books must be paid for by the student. All payments are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, payment will be refunded.

PARENTLINK

ParentLink is the automated call system used to communicate from Rock Hill Schools to students, their families and our faculty and staff. The call system notifies of student absences, community events, emergency situations and more. **It is important that we have a correct telephone number at all times in order for you to receive these messages.**

PARTIES

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

***Invitations for private parties will be distributed only in cases where all students in the class receive an invitation.**

PERSONAL ELECTRONIC DEVICES

From School Board Policy JICJ - Use of Cell Phone/Personal Electronic Devices in School:

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.

Middle school and elementary school students may possess a cell phone or other electronic device as long as the device remains off and is not visible during the school day. Middle and elementary students are not permitted to use cell phones or other personal electronic devices during the school day. A student in possession of a cell phone, or other personal electronic device in conflict with this policy may have the device confiscated and will be subject to discipline as provided under the district's code of student conduct.

A copy of this policy is on the Rock Hill Schools' website under the link "District Policies" and is also available upon request of the student's principal or the districts' Office of Public Information.

PROMOTION/RETENTION OF STUDENTS

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

PTO

The Finley Road Elementary School Parent Teacher Organization is open to relatives and teachers of students. The main purpose of the PTO is to work with the school in creating a safe, happy environment where our children can learn and grow. This year our officers are: Carla Thomasson - President, Beth Burbank - Vice President, Ty Miller - Treasurer, and Lynn Glasgow - Secretary.

REPORTING TO PARENTS

Samples of your child's work are sent home periodically. In an effort to improve home/school communication, a special folder will be provided to each student for this purpose. The entire staff will send all notices, work samples, newsletters, etc. **on Tuesday of each week.** Please expect all communications on this day, review them, and return the folder to the school. You will receive more specific information from your child's teacher. Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. **Report cards are issued every nine weeks.** You are encouraged to request conferences as needed.

The evaluation of student achievement is one of the important functions of the teacher. Each student is evaluated with reference to his or her own instructional level. The accepted marking system is as follows:

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

2-Developing: Partial mastery of standard. Demonstrates partial success in tasks using this knowledge or skill.

3-Meeting: Mastery of the standard. Demonstrates competency of subject matter knowledge.

4-Exceeding: Performs above standard. Applies knowledge and skills to develop new understandings & solutions.

RIGHTS OF PARENTS

Questions regarding parental rights often arise regarding children of divorced parents. The following information describes the rights of parents according to the law of South Carolina:

Section 20-7-100. Rights and duties of parents in regard to their minor children.

The mother and father are the joint natural guardians of their minor children and are equally charged with the welfare and education of their minor children and the care and management of the estates of their minor children; and the mother and father have equal power, rights, and duties, and neither parent has any right paramount to the right of the other concerning the custody of the minor or the control of the services or the earnings of the minor or any other matter affecting the minor. Each parent, **whether the custodial or noncustodial parent of the child**, has equal access and the same right to obtain all educational records and medical records of their minor children and the right to participate in their children's school activities unless prohibited by order of the court. Neither parent shall forcibly take a child from the guardianship of the parent legally entitled to custody of the child.

SCHOOL CLOSINGS and DELAYS

Announcements concerning school closings or delayed openings will be provided to parents through the parent notification phone system and will be broadcasted on all local radio and TV stations as soon as the decision is made. **When schools operate on a delayed opening due to bad weather, do not bring your child at the regular time. There will be no one available to supervise your child.** In ALL delayed openings, the morning sessions of four year old early childhood kindergarten classes do not convene and the breakfast program does NOT operate.

If hazardous weather develops during the school day, a decision to close school early will be announced via the parent notification phone system and on all local radio and TV stations. Please have a plan for this situation and discuss this plan with your child. Announcements about school openings or delays may be heard on these stations:

RADIO: WBT 110, WXLF 1150, WRHI 1340, WRHM FM 107.1, WSOC FM 103.7

TELEVISION: WBTV, WSOC, WCMC, WSPA, CN 2

The school district will also post information online on the district website.

SCHOOL IMPROVEMENT COUNCIL

Finley Road has a School Improvement Council composed of at least two elected parents, two teachers, and two members appointed by the principal. School Improvement Council elections are held at the beginning of the school year during the district-wide Open House. If you are interested in being a part of this council, please contact the principal.

SCHOOL INSURANCE

School insurance is available to all students. An information packet will be sent home for you. In the past, this insurance has been provided free of charge, but due to budget constraints we are not able to offer this insurance for free anymore. We encourage you to look over the information and make the best decision for your family.

STUDENT INFORMATION FORM

During the first week of school your child's teacher will be sending home an information card for you to complete. This information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a local person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date.

SUPERVISION OF STUDENTS

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

TOBACCO-FREE, SMOKE-FREE ENVIRONMENT

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

TRANSPORTATION CHANGE

Please notify the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home. If a situation arises after the start of school and you need to call to make a change in your child's transportation home, please do so by 2:00p.m.

VISITORS

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

VOLUNTEERS

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. All volunteers must be approved by completing a volunteer application form. These forms are available at the front office. Volunteers are used in the teacher work room, the reading program, the math program, as classroom helpers, and with PTO projects. Our goal is to have every parent involved in our school. Volunteers should sign in using the volunteer computer in the main office and wear a name tag.

WITHDRAWAL OF STUDENTS

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

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

Title I Overview

Federal Legislation

Title I of “No Child Left Behind” provides federal assistance to school districts to help fund high quality, challenging instructional programs for children in schools that have highest concentrations of poverty.

Program Description

Title I is a federal program that provides opportunities for the children served to acquire the knowledge and skills necessary to meet challenging state content standards. Resources are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction. Title I coordinates services with other educational services, and to the extent feasible, with health and social services programs. Title I provides greater decision making authority and flexibility within the schools and for teachers. However, greater responsibility for student performance in the exchange made for this flexibility.

School Selection

Title I schools within the district are selected based on information obtained from the March, 135th Day Attendance Count, and the percentage of students who are on free and reduced lunch. A poverty index for the district is determined and the schools are ranked from highest to lowest poverty. A school which serves an attendance area which is not less than 40% poverty may qualify to be Schoolwide. Schoolwide programs may use funds or services in combination with other Federal, State, and local funds it receives, to upgrade the entire educational program within the school. Schoolwide programs are eligible to use funds to support systemic reform and instructional improvement. All students attending school at a Schoolwide Title I site may use materials and/or be serviced by personnel funded through Title I. Targeted Assistance: A school which serves an attendance area which is less than 40% poverty may qualify to be Targeted Assistance. Schools identified for Targeted Assistance must utilize standardized test data and teacher judgment to identify students for participation in the Targeted Assistance program, and only those identified through the student selection process as needing assistance may use materials and/or be serviced by personnel funded through Title I. Targeted Assistance schools must implement a scientifically-based instructional program to assist the identified students.

Allocation of Funds

The amount of funds allocated to each Title I school is based on a per poverty student enrollment allocation. The district Title I allocation is, in turn, allocated to schools based on the number of poverty students in each Title I school as determined by the previous March free/reduced lunch report from School Food Service. Allocation may change from year to year, depending on a change in the number of students receiving free or reduced lunch within each school and/or a change in the district's allocation.

Planning Committee

A school-level planning team must be assembled in each Title I school to give input on the use of all Title I expenditures. The required planning team representatives must include, but are not limited to: 1-principal, 2-teachers, 2-additional staff members, 2-parents, 1-student services worker, 1-district administrator, 1-technical assistance provider, 2-community members, and, if the school is a high school, 1-student. The planning team should meet regularly throughout the year to discuss the implementation of the current plan and to decide on changes or additions to the plan for the next school year. The planning team should be given an agenda and sign-in attendance sheet for documentation purposes. The Title I committee chairperson will need to take notes in order to keep track of adjustments that need to be made to the plan.

Needs Assessment

The law requires that in each Title I school, a comprehensive needs assessment should be conducted in order to identify the needs of the students. The plan developed at each school must reflect needs identified by the needs assessment and programs designed to meet these needs. The needs assessment should: 1.) discuss discrepancies between what exists and what students need in order to achieve, 2.) describe present conditions and areas of weakness, 3.) provide a reason for areas where the greatest need exists, 4.) contain at least 3 years of test data, 5.) use additional data received from attendance reports, teacher surveys, parent surveys, etc. A needs assessment will not only identify areas that need to be addressed by the Title I plan, but will act as a basis for building a priorities list on which subsequent plans can be based.

Research-Based Instruction

Once the areas of greatest need have been determined, research-based strategies must be selected to address them. The South Carolina Curriculum Standards and the Common Core State Standards should be used as a basis for deciding which instructional strategies should be selected. Only the best and most effective research-based instruction should be included to address the needs of the students within the Title I school.

Parent Involvement

Parent involvement is a critical portion of the Title I plan. Every Title I school is expected to include a certain percentage of the total allocation toward improving parent involvement within the school. Each school/district must also develop a parent involvement policy, outlining expectations and opportunities for including parents in the education of their children. Parents must be included on the planning committee and should be notified of all activities implemented through Title I. Parents must also be offered the opportunities to give feedback on the plan.

Documentation

Documentation is a necessary but often time-consuming part of implementing the Title I plan. Office of Federal Programs' staff works with the school staff on a routine basis to design a system to most effectively document efforts. Regularly occurring monitoring visits by independent and/or SDE auditors ensure the school followed all legal requirements for planning and implementing the written plan. Activities listed within the Title I plan must have written documentation to show that the strategies are implemented as defined in the school plan. While documentation can be cumbersome, it can be quite beneficial to future planning. Documentation can show the progress of instructional strategies and whether or not they were successfully implemented supporting adjustments made in subsequent plans. The agenda, sign-in sheet and minutes from the planning team meeting need to be sent to the Office of Federal Programs for documentation purposes.

Evaluation of Adequate Progress

Following the implementation of a Title I plan the State Department of Education will determine whether a school made adequate academic progress from the prior year based on the school's most recent PASS test results. The second year a school does not make adequate progress a school is designated as being in School Improvement, resulting in the development and implementation of a school improvement plan and the offering of school choice. The school must make adequate progress for two consecutive years to lose the designation as In School Improvement.

Supplemental Education Services

Supplemental educational services are additional academic instruction designed to increase the academic achievement of students in low-performing Title I schools through after-school tutoring programs.

Monitoring of Highly Qualified Paraprofessionals

The No Child Left Behind Act requires that all instructional teacher aides at Title I schools must meet one of the following three requirements:

Associates Degree from an accredited college,

Or, 60 hours toward a Bachelors Degree at an accredited college

Or, score of 456 or higher on the ETS ParaPro Test.

The Office of Federal Programs monitors newly hired teacher aides to ensure that one of these requirements is met.

2013-2014 Title I Newsletter
Finley Road Elementary - A Title I Schoolwide School

Purpose of Title I

- ~ Title I (of the federal *No Child Left Behind* legislation) is a federal program that provides opportunities for the children served to acquire the knowledge and skills necessary to meet challenging state content standards.
- ~ Title I resources are distributed to schools where needs are the greatest, in amounts sufficient to make a difference in the improvement of instruction.
- ~ Title I coordinates services with other educational services and, to the degree possible, with health and social services programs.
- ~ Title I provides greater decision-making authority and flexibility within the schools and for teachers. However, greater responsibility for student performance is the exchange made for this flexibility.

Components of a Title I Schoolwide Program

- ~ A comprehensive needs assessment of the entire school is conducted.
- ~ Schoolwide reform strategies provide opportunities for all children to meet the State's performance standards.
- ~ Instruction is conducted by a highly qualified staff.
- ~ Professional development is conducted on a continual basis throughout the year.
- ~ Activities are conducted to increase parent involvement.
- ~ Plans are included to provide transitional assistance from pre-school to elementary, from elementary to middle school, and from middle school to high school.
- ~ Measures are taken to include teachers in decisions about assessment.
- ~ Activities are conducted to ensure that students with learning difficulties receive assistance.

Parental Involvement

Parental involvement is an integral part of the Title I program. Parents are encouraged to become partners in helping their children achieve and become actively involved in all aspects of the process of the Title I program, from the writing of the plan to its implementation and evaluation.

A strong connection between the home and the school is a key element in student success. Materials, strategies, and help from teachers are available to all parents within a Title I school. Opportunities for active parent participation should include, but not be limited to open house, parent workshops, school-parent compacts, home visitation, parent-teacher organizations, conferences, monthly newsletters, and more.

The *No Child Left Behind* legislation requires schools to utilize a portion of their Title I funds to support parent involvement. Parents should contact the school principal with any comments or suggestions regarding the school's parent involvement expenditures.

Parent Involvement Policy and School-Parent Compact

Each Title I school is required to ask for input from parents regarding the development of a parent involvement policy and a school-parent compact.

The parent involvement policy explains how the school plans to work with parents to review and improve parent programs and describes how parents can participate in planning these programs.

The school-parent compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the State's high standards.

Finley Road continually monitors the implementation of the Title I plan and welcomes input from parents, school staff, and community members regarding its current and future Title I plans. If you would like to participate on the school's Title I planning team or make comments on the plan, please contact the principal at 803- 981-1280. Please also read the attached copies of the parent involvement policy and the school-parent compact and give us your suggestions or comments. Thank you!

Rock Hill Schools provides a high-quality curriculum based upon the South Carolina Curriculum Standards. This curriculum has been approved by the South Carolina Board of Education and adopted by the Rock Hill Schools Board of Education. Textbooks used in the classrooms have been reviewed by a committee of teachers and adopted and endorsed by

the State Department of Education. Specific educational programs in each school are targeted to meet the identified needs of the children in the school.

Rock Hill Schools Public Schools administer a variety of standardized assessments to its students. The Palmetto Assessment of State Standards (PASS), which is part of the state assessment program, is given to students in grades three through eight and measures student performance on the state standards.

For each PASS test, three overall performance levels will be reported:

Exemplary - The student demonstrated exemplary performance in meeting the grade level standard.

Met - The student met the grade level standard.

Not Met - The student did not meet the grade level standard.

Beginning in the tenth grade, the High School Assessment Program (HSAP) is administered. This test is in accordance with *No Child Left Behind* and measures students' academic achievement on high school academic standards. To monitor student progress throughout the year, all students are given teacher-prepared and textbook-provided assessments.

Parent's Right to Know

As a parent of a student enrolled at Finley Road, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- ~ whether the teacher is certified to teach the subjects and/or grade levels the teacher is teaching,
- ~ whether the teacher's certificate is a waiver or substandard certificate,
- ~ the teacher's academic major, graduate degrees, if any, and
- ~ the teacher's certification area.

If you would like to receive this information, please call the Personnel Department at 981-1024.

South Carolina Department of Education Complaint Resolution Procedures

The State Department of Education (SDE) has the authority to hear complaints and appeals regarding certain federal programs and requires school districts to distribute the following information concerning the South Carolina Department of Education's complaint resolution procedures:

- ~ Organizations or individuals may file a complaint that applies to Title I within thirty days of receiving the decision by the school district or group of districts.
- ~ Complaints and appeals must be made in writing and they must contain a statement indicating the violation, the facts on which the statement is based, and the specific requirement of law or regulation allegedly violated. Complaints and appeals must be filed with the State Superintendent of Education at the S.C. Department of Education, 1429 Senate Street, Columbia, South Carolina 29201.
- ~ The SDE will confirm receipt of the complaint within ten business days and will conduct an investigation to determine the merits of the complaint. The Deputy Superintendent will issue a final decision regarding the complaint within 60 days, except under exceptional circumstances that warrant an extension.
- ~ The final decision of the SDE may be appealed to the Secretary of the U. S. Department of Education.

Title I Expenditures for 2013-2014

The PASS test results will be used for school and school district accountability purposes for the 2013-2014 school year. The assessment results will also be used for federal accountability purposes (No Child Left Behind). To aid in reaching this goal, the activities listed below are included in the school's Title I plan that was jointly developed by the members of the school's Title I planning team.

- ~ Three instructional assistants were hired to support the classroom teachers.
- ~ One Reading Recovery teacher was hired to provide early intervention in literacy.
- ~ One 4K teacher and instructional assistant were hired to serve a historically under-served population.
- ~ A part-time certified teacher was hired to serve as an interventionist with small group academic instruction in the core academic areas.

Christopher Roorda, Principal **6-17-2013**

Finley Road Parent/Family/School Compact 2013-2014

As a parent/family/caregiver, I pledge to:

- Encourage high standards of academic achievement and positive behavior
- Make sure my child attends school regularly and on time
- Find out how my child is doing by attending conferences, looking at my child's schoolwork, calling the school, and/or volunteering my time
- Respond promptly with all school communication
- Read and discuss the Finley Road Handbook with my child and follow the guidelines
- Show respect and support for my child, the teacher, and the school

Parent/Family/Caregiver Signature _____

As a Finley Road staff member I pledge to:

- Encourage high standards of academic achievement and positive behavior
- Provide meaningful and appropriate classwork/homework activities
- Respectfully and accurately inform parents of their child's progress
- Respond promptly to all home communication
- Help children to resolve conflicts fairly and consistently to build a positive sense of community
- Communicate weekly through progress reports and monthly newsletters
- Be available during school hours by voice mail and email
- Schedule and participate in parent/teacher conferences at least one time a year and as needed
- Offer opportunities to parents to volunteer in the school

Staff Signature _____

As a Finley Road student I pledge to:

- Maintain positive behavior and respect the other students, their families, and staff to provide a safe environment
- Work hard to do my best in class and complete my homework
- Ask the teacher any questions about classwork/homework
- Discuss with my parents what I am learning in school

Student Signature _____

As Finley Road's Principal I pledge to:

- Represent all Finley Road Staff in affirming this contract
- Offer opportunities to parents to volunteer in the school

Principal Signature _____

2013 – 2014 Title I Project Review

Please provide us with your comments, suggestions and recommendations for the Title I project. A copy of the current Title 1 project is located in the school's lobby or you may request one from the principal at any time. Your comments are important to us and will be taken to committee for discussion and inclusion in the project where possible.

Print Name

Signature

Please provide us with your comments, suggestions and recommendations for the Title I project. A copy of the current Title 1 project is located in the school's lobby or you may request one from the principal at any time. Your comments are important to us and will be taken to committee for discussion and inclusion in the project where possible.

Print Name

Signature