

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

### **MESSAGE TO STUDENTS**

Our goal is to give you the best education that we possibly can. You can only reach this if there is a cooperative effort as a student working along with the teachers, administrators, parents, and the community. We will expect you to become actively involved in your studies and put forth the best effort that you can.

Please read your handbook carefully and be very familiar with what it contains. If there are things that you don't understand, please discuss them with your parents, teacher, and the administration. We hope you have a good year, and if you have any problems, personal or academic, please feel free to come to the office and visit with me.

Have a good year,

Mike Crawford, Elem. Supt.

### **MESSAGE TO PARENTS**

Dear Parent:

The overall objective of South Rock Creek School is to help guide your child toward the realization of his or her highest capabilities.

We recognize the importance of a proper attitude toward this endeavor. Because of this importance, we will be greatly concerned with the attitude your child displays toward herself/himself, her/his peers, the school, and the educational process. It has long been recognized at South Rock Creek that observance of the rules contributes to a positive attitude and ultimate success at South Rock Creek as well as the high school she/he attends in the future.

South Rock Creek School strives for the following:

1. Develop within the student a high degree of integrity and respect for individuals, authority, and property.
2. Attempt to engender an interest and desire to search for truth and understanding.
3. Emphasize the worth and dignity of all essential work.
4. Promote health, cleanliness, and physical fitness.

The school's concept is designed to teach skill and allow students to explore many areas of study.

Please observe the information in this handbook concerning rules, regulations, and practices of our school.

I invite you to call and make an appointment with your child's teacher(s) or with me to discuss matters concerning your child's welfare, behavior, grades, attitude, attendance, etc.

Please help your child to store this in a place where you can both refer to it. I hope that it is helpful to you.

Sincerely,

Mike Crawford, Elem. Supt.

## DAILY SCHEDULE

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

|             |   |
|-------------|---|
| 7:50        | 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                                      |
| 10:45-11:10 | 1 <sup>st</sup> and 2 <sup>nd</sup> grade Lunch |
| 10:45-11:30 | 4th Period                                      |
| 11:35-11:55 | 3 <sup>rd</sup> -4 <sup>th</sup> grade Lunch    |
| 11:55-12:20 | 5 <sup>th</sup> -8 <sup>th</sup> grade Lunch    |
| 12:25-1:10  | PK-K Lunch                                      |
| 12:25-1:10  | 5 <sup>th</sup> Period                          |
| 1:15-2:00   | 6th Period                                      |
| 2:05-2:50   | 7th Period                                      |

## ARRIVAL AND DISMISSAL

Classes will begin at 8:00 A.M. Because teacher supervision does not begin until 7:30, we ask that students not arrive at school before that time unless the superintendent grants permission. Students who arrive early must sit in the lobby next to the office. 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. If the first bell has not rung, they must then vacate the hallway going immediately to their assigned playground areas. Loitering in the halls, classrooms or in the restrooms is not permitted.

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. Parents who bring their children and/or pick them up are asked to do so in the rear parking lot so as to cut down on congestion and to keep students safe. 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 (273-6072) on the day of the first absence and followed by a written 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 80% OF THE DAYS PER GRADING PERIOD MAY RISK FAILURE. The following are the only exceptions to the 80% 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)

### **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**

A student is tardy when not in his/her seat and not prepared when the bell to begin class rings. A student who arrives after 8:30 a.m. is counted absent for half a day in grades pre-k - 5th. A student who is more than 15 minutes late is counted absent for the period in grades 6th - 8th. Tardies during first hour will be considered excused only in an emergency situation (car problems, illness, etc.) or for a student's doctor/dentist appointment.

For each tardy after the third in a nine weeks period, students will be required to make up time during in-school suspension.

### **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 PROCESS**

First Office Referral: Conference with student, noon detention or corporal punishment

Second Office Referral: Corporal punishment or in-school suspension

Third Office Referral: In-school suspension or short term home suspension (two-three days)

Fourth Office Referral: Five to ten day home suspension

Fifth Office Referral: Ten day suspension or one semester expulsion/alternative school\*

For severe infractions such as but not limited to possession of weapons or drugs, 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
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)

#### **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 warrantless 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 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. Lunches are to be paid for by a week or more at a time.
7. Soft drinks are not allowed in the cafeteria. Parents bringing lunches to their child are asked to refrain from being 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. Each week students will be given a receipt showing the standing of their lunch account. Please take the slip home as accounts need to be kept up to date.
13. Parents are invited to eat lunch with their children at any time but are asked not to bring food items except to their children.

#### **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 are fined.
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. Cell phones that are brought to school must be **turned off** during school hours. Phones will be confiscated if they are turned on during school hours. If a student's phone is turned on during school hours on a regular basis, the student must leave his/her phone at home.
12. Electronic type games and players (i.e. mp3 players, Game Boys, etc.) are not allowed. Exceptions may be made by a teacher on special event days. Items of this nature will be confiscated. (First time, the item will be returned at the end of the day; second time, the item will be in the office where a parent must pick it up).

## PLAYGROUND RULES

1. No throwing rocks, sticks, sand, or snowballs.
2. No tackling or rough play.
3. No chicken fighting.
4. No jumping from the swings.
5. Stay out of water and mud.
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. Return all borrowed equipment to the proper place(s).
10. Food and/or candy should not be taken on the playground.
11. Hitting a baseball/softball is only allowed during noon recess and only on the baseball/softball field.
12. Only soft plastic bats should be taken on the playground.
13. Students should not be on the west side of the basketball court.

## 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**

Students are not allowed to sell anything at school or school sponsored activities unless the superintendent approves it. Only school organizations need apply.

#### **VISITORS**

All visitors to the school including parents must sign in at the school office and pick up a visitors 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.

#### **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). Community Club meets once a month.

#### **CONFERENCES**

Parent/Teacher conferences will be held in October and February. Please call and 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 or administration.

#### **TEXTBOOKS**

1. Write your name in each textbook checked out to you.
2. Make no marks in books except your name.
3. Do not throw books or leave them lying around.
4. Lost or damaged books must be paid for.

#### **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 to the office to receive a password which is necessary to view student grades.

## **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 pre-kindergarten through second grade may be picked up the day of the first absence. Make up work for third grade through the eighth grade 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.

## **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 3<sup>rd</sup> grade. These tests are given during the month of April. Federal NAEP testing is required occasionally and the school is notified when chosen to participate, including the grade, subject(s) and date.

## **HONOR ROLLS**

Superintendent's Honor Roll-requires a 4.0 average; Principal's Honor Roll-requires a 3.0 - 3.9 average.

## **FIELD TRIPS**

Students will occasionally be going on field trips. Any information will be sent home for each trip. Students will not be allowed to go on a field trip without a signed permission slip. Students who have been suspended from school or who have more than three office referral slips, will not be allowed to attend field trips. Students who are academically ineligible will not be allowed to attend field trips. If the field trip is part of an academic assignment, an alternative assignment will be given to students who are not eligible to go.

## **END OF YEAR CLASS TRIPS**

Students at SRC have traditionally gone on end of the year class trips. Information will be sent home for each trip. Students will not be allowed to go on a class trip without a signed permission slip. Students who have been suspended from school or who have more than three office referral slips, will not be allowed to attend class trips.

All fines and/or charges must be paid before a student attends a class trip.

## **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.

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.

## **BUS TRANSPORTATION**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which she/he is assigned. Any request to ride a different bus must be approved by the office, and a note must be received from a parent or guardian. The bus driver is to be in complete charge of the bus and its occupants at all times.

### **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 when 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. Keep hands and heads inside the bus at all times after boarding and until departing the bus.
2. Keep the bus clean at all times
3. Remember that loud talking and laughing diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment with respect. Damage to seats, etc. must be paid for by the offender.
5. Students should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books bags, coats, and all other objects out of the aisles.
8. Do not throw anything on the bus or out of the bus windows.
9. Students will sit facing the front of the bus at all times.
10. Students are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the bus.
12. Students are expected to be courteous to fellow students and the bus driver.
13. Keep absolutely quiet when approaching a railroad-crossing stop.
14. Fighting will not be tolerated.
15. Remain in the bus during emergencies except when it may be hazardous to your safety,
16. No bottles or cans are to be brought onto the bus.

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 small children.

#### **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 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 the 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. Placing a lock on your locker is suggested.

#### **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 written 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 the playground teacher or classroom teacher. 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 office. Prescription medication must contain the student's name and the dosage required. When possible a school nurse may be employed to oversee medical issues.

#### **FIRE DRILLS**

In case of a fire, the signal to evacuate the building will be one ring of the bell. There will be an evacuation plan posted in each classroom. Teachers will provide instruction as to where to go in such an event.

#### **TORNADO DRILLS**

In case of a tornado, there will be three intermittent rings of the bell. Teachers will provide instruction as to where to go.

## **BAD WEATHER DAYS**

Inclement weather may dictate that schools must close. When this occurs, the major stations (4, 5, 9) will broadcast the closing. Parents may also be notified through the automated call system.

## **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 no shorter than the tip of the longest finger. 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 must not be worn for safety reasons.
6. Sunglasses are not to be worn inside the building.
7. Hats, caps, 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 three fingers.
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.

## **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 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 Principal 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 Principal cannot change the record to requester's satisfaction or the record does not appear to be obviously incorrect, the Principal 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 Principal 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.