

# Little Mountain Elementary Student / Parent Handbook

## Newberry County School Board

### Mr. Lee Attaway, Area II, Vice-Chairman

Term: 11/14-11/18  
923 SC Hwy 202  
Little Mountain, SC 29075  
803-768-2220

### Mr. Clyde Hill, Area VII, Sect. and Claims Liaison

Term: 11/14 – 11/18  
716 Morgan Street  
Newberry, SC 29108  
803-276-0827

### Mrs. Lucy Anne Meetze, Area III, Legislative Liaison

Term: 11/16 – 11/20  
458 Piester Road  
Newberry, SC 29108  
803-276-2696

### Mr. Ike Bledsoe, Area I

Term: 11/16 – 11/20  
123 Nance Street  
Whitmire, South Carolina 29178  
803-694-2803

### Mr. Jody Hamm, Area IV, Chairman

Term: 11/16 – 11/20  
8186 Hwy 395  
Newberry, SC 29108  
803-276-7552

### Mr. Hugh Gray, Jr., Area V

Term: 11/14 - 11/18  
1818 Main Street  
Newberry, SC 29108  
803-924-6286

### Mrs. Jessie Reeder, Area VI

Term: 11/16 – 11/20  
501 Giff Street  
Newberry, SC 29108  
803-276-4923

## ADMINISTRATION

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Superintendent  
District Office  
3419 Main Street  
PO Box 718  
Newberry, SC 29108  
Phone: 321-2600  
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Kimberly S. Mack  
Principal  
692 Mill Street  
Little Mountain, SC 29075  
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Website: <http://littlemountainelem.sc.nce.schoolinsite.com>

*All information contained in this Student/Parent Handbook is subject to changes as required by law, school board policies and directives. All dates and events listed in the calendar section are subject to change. Understanding and/or accepting the procedures and rules as listed in this handbook is the responsibility of the parent and/or guardian and the student.*

# Little Mountain Elementary Student / Parent Handbook

The faculty and staff are most happy to provide you with the Little Mountain Student Handbook, a resource for students and parents. Within these pages you will find many of the answers to questions that will come up during the year. We hope that you will keep this handbook in a place where you can get to it easily should questions arise. We encourage you to review this handbook together. We hope you will find the information useful.

## Motto:



## Mission

The faculty and staff at LME will prepare responsible leaders and motivated learners who contribute to our school and community. We will do this by working as a team to live, model, and teach the 7 Habits.

Please be sure to ask your child about his/her class mission statement.

## PLEDGE OF RESPONSIBILITIES FOR SCHOOLS, PARENTS, AND STUDENTS

### Principals and teachers

Schools have a responsibility to provide a positive, safe environment that is open to parents and to set high expectations for learning in order to educate students to become successful citizens of tomorrow. Therefore, I pledge that I will be a positive role model, reward and recognize good behavior, provide consistent, fair discipline, and encourage parental involvement in my school. I also pledge to maintain an open-door policy for parents at all times and to establish open lines of communication with parents concerning their child's school performance.

### Parents (guardians)

Involvement in my child's school is of paramount importance to improved learning and student conduct. Therefore, as a parent (guardian) I pledge that I will be actively involved in my child's learning, attend conferences with teachers, support school programs, and maintain open, honest communication with the school. I also pledge that I will communicate positive values and model honesty, trust, integrity, compassion and fairness. I further pledge to provide a supportive home environment in order to ensure success at school.

### Students

Success in school is determined in part by accepting responsibility for good behavior in the school as well as the community. Therefore, I pledge that I will respect others, accept responsibility

for my behavior, come to school prepared to learn, set high goals for myself, and practice personal and academic honesty.

By signing the hand book release form, we agree to support the above statements to the best of our abilities.

## Principal's Message

Welcome to Little Mountain Elementary School. We are so glad you will be part of our school community.

Education and safety receive the highest priority in all that we do and in our school community. We strive to implement best practices, integrating social and academic learning in every aspect of the school day. By teaching and reinforcing expectations, routines and our school rules, we believe students can best focus on their most important job of learning.

We are in our fourth year as a Leader in Me School. The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21<sup>st</sup> century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.

During the 2017 – 2018 school year, we were named as a Leader in Me Lighthouse School by Franklin Covey Education. The recognition is evidence that Little Mountain Elementary has produced outstanding results in school and student outcomes, by implementing the Leader in Me process with fidelity and excellence.

I assure you that my "heart" lies within the philosophy and core values that will continue to be instilled in our students at Little Mountain Elementary School. Little Mountain Elementary is a place that is filled with the hustle and bustle that go along with a great elementary school. The best way to keep abreast of what is happening is to be involved. Education is a partnership between the home and the school. Parents are a child's first teachers. You have established the rules, expectations and consequences. Through your actions you have taught your children how to interact with others, what you value and the importance of doing your best. As we begin this school year, we renew our partnership. It takes supportive parents at home and those who volunteer in school to accomplish this task.

Please call or email if you have any questions, comments or concerns, or better yet, stop in for a visit. Lastly, please ask your child every night what they learned in school today, and we will do our part to make sure they have a great answer.

Sincerely,

*Kimberly Steekman Mack*

Principal

## ATTENDANCE

Refer to District policy on page 10.

## ADDRESS CHANGES

Contact the school office immediately to report changes in:

- home address (must submit proof of residency)
- home phone number

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- cell phone number
  - work number
  - emergency contacts
- (See district requirements page 10)

### AWARDS FOR STUDENTS

#### Pre-K & Kindergarten

Kindergarten students will have the opportunity to earn special recognition upon completion of the following milestones:

- Tying shoe
- Counting to 100
- Reciting the ABC's

#### Grades 1<sup>st</sup> – 2<sup>nd</sup> Semester

Students will have the opportunity to earn an award in math and reading each semester. A student that receives the math award each semester will receive a math award for the year. The same applies for reading.

#### Grades 3<sup>rd</sup> – 5<sup>th</sup> 9-Weeks

Principal's Honor Roll, Honor Roll, Winning Wildcats, and Perfect Attendance awards are given each nine weeks to those students who have met the criteria for each award.

Principal's Honor Roll – 93 or better in every subject, no N's

Honor Roll – 85 or better in every subject, no N's

Winning Wildcat – Improvement from one nine weeks to the next in any one subject without dropping a letter grade in other subjects.

Nine weeks' awards will be recognized during 4 scheduled classroom celebrations.

#### Pre-K – 5<sup>th</sup> Yearly

CERTIFICATE/TAG	RECEIPIENTS	GRADE LEVEL	CRITERIA
Art Award Tag	1 boy and 1 girl per class	Pre-K - 5th	Has all "E"s, actively participates in class, gives a good effort and positive attitude.
Athletic Award Tag	1 boy and 1 girl per class	Pre-Kindergarten - 5th	Someone who consistently gives their best effort and displays good sportsmanship as well as demonstrates age appropriate proficiency at athletic skills.
Book Worm	Anyone	Pre-K and Kindergarten	Total number of books read during the year.
Citizenship Award Tag	1 boy and 1 girl per class	Pre-K - 5th	Individuals that show they are productive and caring members of society; good citizens treat others with respect, they respect authority and they respect the environment. Students vote.
Computer Award Tag	1 boy and 1 girl per class	Pre-K - 5th	Exhibits excellent conduct and work habits. Student demonstrates above

			average skills using the computer (i.e. navigating programs, logging in, etc.)
I know my ABC's Award	Anyone	Pre-K	Students who can say their ABC's
Leadership Award	Everyone	Pre-K - 5th	Students will decide what their most proud leadership experience is for the school year.
Music Award Tag	1 boy and 1 girl per class	Pre-K - 5th	Student participation/effort and conduct/behavior is excellent at all times. Musical skills are above average or student is always demonstrating a sincere effort of trying his/her personal best. Follows classroom expectations and has an aptitude and interest in music.
Perfect Attendance	Anyone	Pre-K - 5th	Attends 180 days
Kindergarten Certificate	Anyone	Kindergarten	Kindergarten will receive a Kindergarten Certificate
Improvement Award Tag	Anyone	1st - 5th	Student met their NWEA Map Rit Goal in either Math, Reading or both
Math	Anyone	1st - 2nd	Must have received the math award both semesters.
Reading	Anyone	1st - 2nd	Must have received the reading award both semesters.
Honor Roll	Anyone	3rd - 5th	Students receiving Honor Roll for the year
Language Arts	2 Students (not gender related)	3rd - 5th	Two top highest averages
Math	2 Students (not gender related)	3rd - 5th	Two top highest averages
Principal's Honor Roll	Anyone	3rd - 5th	Students receiving Principal's Honor Roll for the year
Reading	2 Students (not gender related)	3rd - 5th	Two top highest averages
Science	2 Students (not gender related)	3rd - 5th	Two top highest averages
Social Studies	2 Students (not gender related)	3rd - 5th	Two top highest averages
Duke TIP Awards	Those Invited and Joined	4th - 5th	Students will receive an invitation from the school to join Duke Tip. For those that join he or she will be recognized.
Geography Bee	Geography Bee Participants	4th - 5th	Students that participate on Geography Bee
Math Olympiad	Math Olympiad Participants	4th - 5th	Students that participate in Math Olympiad

# Little Mountain Elementary

## Student / Parent Handbook

### Box Tops for Education

One of the easiest ways you can make a difference is to sign up for the Box Tops website at [boxtops4education.com](http://boxtops4education.com). It's easy, free and you'll learn about new ways to help our school earn the extra cash it needs.

Exclusive online benefits:

- Track our school's Box Tops earnings;
- Print money-saving coupons for your favorite Box Tops brands;
- Enter to win Bonus Box Tops for our school;
- Make mealtime easier with family-pleasing recipes.

Plus, you can sign up for regular email updates on our school's progress!

Box Tops offers three easy ways to earn cash for our school through everyday activities like buying groceries, shopping online and making purchases with a credit card – all at no additional cost to you.

Clip Box Tops from your favorite brands. Clip Box Tops from hundreds of your family's favorite products from General Mills, Betty Crocker®, Pillsbury®, Ziploc®, Kleenex® and more.

Shop online and earn for our school. Box Tops has partnered with over 60 of the most popular online stores like JC Penney and Lands' End. Our school earns cash from every qualifying purchase, up to \$20,000.

Help our school with every charge. Earn full 1% cash back for our school on every single purchase up to \$20,000. Our school earns the extra cash it needs and you get a 0% introductory APR with no annual fee.

To learn more, visit [boxtops4education.com](http://boxtops4education.com). Thanks for choosing to make a difference for our school with Box Tops!

### BUS RIDER

Each student that rides the bus must have a signed district bus contract on file in the bus office. These can be obtained from the school office or the school website.

- Buses will drop off your child(ren) at the side hallway door of the cafeteria building (500 wing).
- Students should report directly to their homerooms.
- Free breakfast will be offered to everyone in the classroom at 7:30. Breakfast will end promptly at 7:45.
- Bus students will be dismissed at 2:40 p.m. and will wait quietly until escorted by a teacher to their buses.
- Questions regarding bus pick-up / drop-off times should be directed to the school bus office at 803-364-3877.

### CAFETERIA

Breakfast is provided to all students free of charge as part of a grant through the Office of Child Nutrition. However, breakfast will not be served on days with a 2-hour delayed start schedule.

Community Eligibility Provision has been implemented in all elementary schools throughout the School District of Newberry County. There is no charge for elementary students to eat lunch.

If you plan to eat lunch with your child, it is your responsibility to notify the lunchroom by 8:30 a.m. or send a note to your child's homeroom teacher. You will need to sign in at the office and wait outside the cafeteria building for your child's class to come to lunch.

### CARE OF BOOKS

The State Department of Education issues textbooks to elementary school students free of charge. (Textbooks are used for a six-year period.) It is the responsibility of the student to take care of the books issued to him/her during the school year. The teacher will record the condition and student's name inside each book when issued. The student must pay for any torn pages or marks in or on the book that occur after it is issued. Any lost books are the responsibility of the student and must be paid for by the end of the year.

### CAR RIDERS

Students will be dropped off and picked up in the traffic circle, AT THE REAR of the building. Pull all the way forward so that other cars may unload at the same time. Do not pass a car since some children are exiting the car on the driver's side. Please have your child prepared to be dropped off and please do not stop and leave your automobile parked along the curb. Parents coming into the building should park in designated visitor parking and utilize the cross walk. The back doors automatically lock at 7:45 a.m. when the tardy bell rings. If you are late, please drive your child to the front and you will have to come into the office in person to sign in your child. Due to liability issues, students are not to arrive before 7:15 a.m. Students must be picked up by 3:00 p.m. Students not picked up will be charged \$5.00 per 15 minute increments.

Each family is assigned a family number. Families will retain the same number if you had one assigned the previous year. New users will be issued a car tag at registration to hang on your rear view mirrors. This number will need to be in the car window whenever you or another authorized person will be picking up your child(ren). This is a security measure we have put into place at our school. By displaying your car tag properly, we as a school know that it is ok for the person picking up your child. All persons arriving prior to 2:00 will need to form a single file line until the traffic cones are removed. Once the cones are removed, you will be forming a double line. Please pull up as close to the car in front of you as possible and put your car in park. All car riders will remain in their classrooms at dismissal time. We will be calling car numbers into the Media Center where the number will be entered on the computer to be displayed on the Smart Boards in the classroom. Teachers will walk the car riders to their cars. As soon as cars are loaded, the first group will be directed to pull out and another group of cars will pull forward. It will be extremely important for your child to know his/her car number and to be paying attention to the Smart Board at dismissal. If a child does not come out with his group, the parent will be directed to pull to the lower parking lot and park, and we will re-call your child's car number. We ask that you pull down if directed so the entire car

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line is not disrupted and all students are safe. It is very important that when your child's number is posted they go immediately to the car rider area. They are not to stop by other rooms or the restroom but proceed directly to the car line. There will be no children outside other than those whose numbers have been called. Students will NOT be dismissed from the office, only from the car line. With everyone's cooperation, the car rider line will move quickly and smoothly. The carline is part of our district's no tobacco use campus.

### CELL PHONES / ELECTRONIC DEVICES

Although it is not against District policy to have a cell phone on school property, it is highly discouraged for elementary age students to have cell phones. If a student has a cell phone in his/her possession, it must be kept powered off and out of sight in a book bag. Students will not be permitted to carry cell phones in their pockets. If a cell phone or other device is activated or in sight during school hours, it will be confiscated. First offense, the phone will be taken for 24 hours and a parent or guardian must pick it up. Second offense, the phone will be returned after 3 school days and a parent or guardian must pick it up. If this happens a third time, the phone will be secured in the main office until the end of the school year at which time a parent or guardian may pick it up. The school reserves the right to hold a student's cell phone if reasonable suspicion indicates a violation of school or district policy. Note: iPods, Nintendo, PSPs, and other gaming systems are not allowed at all.

### COMMUNICATION

Little Mountain Elementary School wants to keep you informed throughout the year. School papers and notes are sent home with students every Wednesday. Papers should be signed and returned with your child on the following day. The school newsletter is sent home the last Wednesday of the month. The school newsletter is also posted on the school website. Emergency announcements for school closings, early dismissals, or emergency situations will be sent via the School Messenger system by phone, WKDK, WIS, and Facebook.

### CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to a student's actions toward other students and teachers, their language, their dress, and their manners. Students have a responsibility to know and respect the policies, rules, and regulations of the school. Violations of these policies and rules will result in disciplinary actions. Students will not be permitted to disrupt the education and learning of other students in the classroom.

### GENERAL RULES OF OUR SCHOOL

1. Students are to move quietly through the halls. No running, pushing or playing inside the building will be permitted.
2. Students are not allowed to wear hats inside the school building unless for a school sponsored function.
3. Trash is to be put in cans conveniently located on the school campus.

4. No tackle football or rough play is allowed or any other game that involves the pushing or knocking down of students.

### CONFERENCES

Conferences should be planned with your child's teacher ahead of time. Conferences can be arranged by calling the office and scheduling a time or by sending a note to the teacher to schedule a time. A Parent/Teacher Conference Day is built into the district schedule.

Appointments with the principal can be made at any time by calling the school and speaking with the school secretary.

Please do not expect "impromptu" conferences with teachers just before the morning bell, during teacher planning, at lunch, recess, and at dismissal. Your child's teachers are available to you, but please call to make an appointment. Out of fairness to all students in the classroom, the teacher's first priority is to the children. All visitors to classrooms must sign-in at the office and check-out upon leaving.

### DELIVERY OF ITEMS TO STUDENTS

Refer to District policy on page 15.

### DRESS CODE

Students are expected and required to dress in a manner not to disrupt instruction or the educational process. Repeated failure to follow the dress code can result in a referral to the administration. The following guidelines will be observed:

1. No skin should be showing between a student's shirt and his/her pants, skirt or shorts. This includes holes in pants above the knee showing skin, or leggings or undergarments.
2. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing or jewelry.
3. Pants should not be worn below the waist.
4. Yoga pant / leggings are allowed with a shirt that covers the mid thigh area.
5. Hats and other types of headgear or sunglasses should not be worn inside the building. These items may be approved for a school sponsored event.
6. Short-shorts, mini-skirts or mini-dresses, halter-tops, see through shirts, and tank tops are considered inappropriate. A general guide for shorts and skirts is no less than a credit card length from the top of the knee to the bottom of the garment. A general guide for tank tops is at least 2-3 adult fingers width at the shoulder strap.
7. Sandals are permitted, but are highly discouraged for safety reasons during recess.
8. Shower shoes or plastic / rubber flip-flops with the strap connector visible on the bottom of the shoe are not allowed at any time.
9. Students should be aware of physical education days and dress in appropriate clothes and tennis shoes. Parents need to be aware of these days, too.
10. Persistent violations of the dress code may result in suspension from school.

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NOTE: The administration reserves the right to require a student to change clothes if what he or she is wearing is deemed to be inappropriate for school. The misconduct will be handled with disciplinary action if it occurs more than once. If a student has to go home to change, the absence(s) will be unexcused. Students who cannot go home to change or refuse to change will be assigned to ISS for the remainder of the day.

## DUE DATES

All due dates will be strictly adhered to (yearbook, picture, fieldtrip, t-shirt, fundraisers, etc.).

## EARLY DISMISSAL PROCEDURES AND SIGNING STUDENTS OUT

See District policy page 20.

## ELEVATOR USAGE

A doctor's statement is required for the use of the elevator.

## EMERGENCY DRILLS / INCIDENTS

Emergency drills will be conducted on a regular basis during the school day. Drills include fire, intruder, lock-down, tornado, and other emergency drills as needed. Visitors to the school are required to participate in emergency drills if they occur while present on the campus. Procedures will be reviewed with students. All drills are considered "reality situations."

Lock Down - Parents are asked to stay away from the school as it will be locked down, and no one will be permitted to enter. It is also very important that you do not call the school. We will need all lines of communication open for authorities.

Tornado - No student will be allowed to leave from Little Mountain Elementary. All parents that arrive at the school during the tornado warning stages will be asked to report to the central office hallway of the 100 wing.

## EXTRA CURRICULAR ACTIVITIES

If you sign up for extracurricular activities, please do not pick up your children before the activity is over. Students will dismiss at the car rider line. Please remain in your car as your student will be loaded into cars by sponsors of the activities. Parents will not be permitted in the building during these activities unless otherwise stated.

## FACEBOOK

We encourage you to like and follow Little Mountain Elementary Facebook page.

[Facebook.com/littlemountainelementary](https://www.facebook.com/littlemountainelementary)

## FEES, FINES, AND CHARGES

The Board recognizes that it can charge student fees to offset the costs of educational materials and supplies. The district will not deny any student an education because of his or her failure to pay these charges.

Report cards and Interim Reports will be held by the school if school fees are not paid by the beginning of the 2<sup>nd</sup> 9 weeks.

No student is exempt from charges for books, materials, supplies and equipment that are lost or damaged.

## FIELD TRIPS

- Educational field trips are planned to provide experiences related to subjects studied in classrooms. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers.
- If a bus is used for transportation, a fee will be charged to cover the expense.
- All chaperones on field trips are an extension of the school staff and will conduct themselves accordingly. Chaperones will not smoke, consume alcoholic beverages, or use language that is not appropriate in a school setting. Chaperones will follow direction of teachers in charge and cannot assume their own agenda or deviate from the field trip plan. Persons that abuse the right to be a chaperone will not be permitted to participate in future field trips.
- Only students in the grade level of the field trip are allowed on the trip. No other children are allowed.
- All chaperones, mentors, and volunteers are required to have a SLED investigation check 4-weeks prior to the field trip. Additional fees apply.

## FUND-RAISING ACTIVITIES

Schools will keep fund-raising campaigns to a minimum so as not to impair the efficiency and effectiveness of the educational program. Schools may undertake such campaigns under the following conditions.

- No one may solicit monetary contributions from students at any time.
- The school can use students as couriers between school and home for information, order blanks, and materials about fund-raising activities sponsored by the school and school-related organizations.
- Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program.
- The principal will approve and supervise each campaign.
- Students may not participate in fund-raising activities during school hours without the approval of the principal.
- Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent. Only organizations, no individuals, may conduct fund-raising activities. Clubs or organizations requesting permission to hold a fund-raiser must have a valid charter or board-approved by-laws and have been in

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existence for at least four months prior to the request. Organizations must make written request in accordance with Board Policy JJE.

reasonable time, usually the end of the semester, will be donated to local charities.

### GRADING SCALE = PRE-Kindergarten & Kindergarten Grades

M – Meets Expectations  
P = Progressing Towards Expectations  
N = Needs Improvement

### GRADING SCALE = 1<sup>st</sup> & 2nd Grades

E = Exemplary (100 – 90)  
M = Met (89 – 80)  
P = Progressing (79 – 70)  
N = Needs Improvement (69 – below)

### GRADING SCALE = Third – Fifth Grades

Refer to District policy on page 16.

### HOMWORK

Homeroom teachers will set expectations of homework during Open House.

Parents of absent students may call the school office to request homework assignments. Please call before 9:00 a.m. to give the staff enough time to gather assignments. These assignments will be available in the front office after 3:00pm the same day.

### HOURS

School hours are 7:45 A.M. – 2:40 P.M. Students should not arrive before 7:15 A.M. and should be picked up by 3:00 P.M. The tardy bell rings at 7:45 A.M. All students should be in class by that time. Breakfast is available from 7:15 – 7:45 A.M. All students will be offered breakfast in the classroom.

### INTERIM REPORTS

Interim reports will be sent out at the mid-point (4 1/2 weeks) of each nine weeks to all students.

### LIBRARY / MEDIA CENTER

- Students may use the Media Center at his/her regularly scheduled time, during recess, in the mornings, and any time during the day with a pass from their teacher.
- Students are to respect others who are in the Media Center and to follow the rules set up by the Media Specialist.
- Students are responsible for books checked out in their name. Make sure books are returned on time. Any lost books are the responsibility of the student and must be paid for.

### LOST AND FOUND

Students and parents should check lost and found when items are misplaced. A lot of clothing looks the same, so please label all clothing, jackets, hats, gloves, etc. with your child's first and last name in an obvious location. Lost and Found will be located near the cafeteria. Please check it often. Items not claimed after a

### MEDICATION AT SCHOOL

See District policy page 19.

### MONEY AT SCHOOL

Procedures for making payments for food services, school pictures, insurance, PTO purchases, field trips and the like are as follows.

1. Money/Check(s) should be placed in an envelope with the student's name, the amount enclosed, teacher name, and purpose written on it. Write your child's name and what the check is for on the memo line.
2. Do not combine payments for separate purchases (example: fieldtrip, pictures, and SLED check, etc.)
3. Do not combine payments for multiple students that are not in the same class.
4. Send correct change. We do not keep change at the school.
5. All monies should be sent to your child's homeroom teacher. DO NOT drop money off at the office. This creates opportunity for monies to get misplaced or not sent to the proper person.

Neither the teacher nor the school can be responsible for lost or misplaced money.

### NOTES REQUIRED FROM PARENTS

The school requires notes from parents explaining the following:

- Absences (within 3 days of an absence)
- Request for early dismissal
- Request to miss recess or physical education per written statement from doctor's office.
- Permission for field trips
- Permission to go home with another student
- Prolonged absences from school
- We must have a note if there is a change in transportation. We cannot make changes in transportation based on the word of the student. In cases of extreme emergency, a parent or guardian must call the office to change transportation. This must be done before 2:00. A note to the teacher is the best method.
- Authorization to administer prescription medicine
- Allergic reactions, especially to certain foods
- Specific medical treatment or special health needs
- Use of elevator per doctor's order.
- Changes in home address or phone, work numbers, or changes in emergency contacts.
- If there are any court orders regarding custody, visitations, etc. we need to have the most current information in the office. Please update all documents when changes occur.

### PARENT TEACHER ORGANIZATION

Little Mountain Elementary PTO is extremely active in supporting the school's program for students. You are invited to join the PTO. Membership dues are \$5.00. The meetings are scheduled

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throughout the year, and Open House is held prior to school opening.

### PICTURES

Individual student pictures are made twice during the year. Class pictures are taken in the spring of each year. The school receives a percentage of all sales and money is used to support school programs.

### PARTIES

No parties will be held during school hours except those deemed appropriate by the homeroom teacher.

### SCHOOL IMPROVEMENT COUNCIL

Nominations and voting for the School Improvement Council takes place at the end of each school year. The SIC makes recommendations to the principal on school and community matters and reviews the Annual School Report. SIC meetings are scheduled throughout the school year to discuss school progress.

### SHOPAROO

Shoparoo is a free iPhone and Android app that turns pictures of your shopping receipts into donations to the school or charity of your choice. Just take a quick moment to snap a quick picture of your receipt and voila, you've made an instant cash donation to the school or charity of your choice. Snap pictures of your receipts from any store, big or small, that sells grocery items to earn Roo Points (cash donations) for your school. Whether you're shopping at a supercenter, dollar store, or local convenience store - it doesn't matter where you shop or what items you buy - Shoparoo will make a cash donation for every receipt! Submit up to 20 grocery receipts within a rolling 7-day period.

### SLED CHECKS

Volunteer / Chaperone Forms should be completed by the first two weeks of school. Parents who wish to volunteer / chaperone later in the year should turn in a completed form four weeks prior to the desired date. Forms should be submitted with payment.

### SPECIAL AREAS

Students are scheduled for special area instruction in art, music, physical education, library, and computer. Times with guidance will be scheduled as needed.

### STUDENT TRANSPORTATION

- Communicate with your child's teacher in writing how he/she will travel to and from school each day.
- Any changes concerning your child's transportation (for one day or everyday) require a notice in writing. No exceptions. This should be sent to school with your child.
- Permission to go home with another student requires a written note from each student's parent / guardian.
- We cannot change transportation based on the word of the student.

- We believe phone calls and faxed messages regarding transportation changes leave too much room for error. Therefore, your child's teacher must be notified in writing if there is a change in his/her transportation.
- Do not call the school office to communicate this information to your child. In cases of extreme emergency, a parent or guardian must call the office to change transportation. This must be done before 2:00.
- Change of transportation via email and/or fax is unreliable.

### TARDINESS

Students arriving late to school must be signed in by an adult. Students are expected to come to school on time. Students arriving late are a disruption to classroom instruction. Persistent tardiness is detrimental to your child's progress in the classroom especially if they miss the same information each morning. It is also a disruption to the educational setting for other students. Instruction begins promptly at 7:45 A.M. Students arriving late must report to the office to sign in before going to their classroom. The tardy bell rings at 7:45. Breakfast will not be served to students after the tardy bell has rung.

A good work ethic begins early in a child's life. Please have your child at school ready to begin before 7:45.

The School District of Newberry County's standard of excellence was developed to ensure all students were provided opportunities to learn skills to be successful in school, careers, and life. Learning the importance and responsibility of arriving to school or class on time is an integral part of this standard of excellence. For this reason, the School District of Newberry County has developed a Tardy Practice to emphasize the importance of each student arriving to school on time and attending class for the entire instructional day.

In our schools, instructional time is viewed as a precious resource. Therefore, we view chronic tardiness as a serious problem which impacts the learning of our students. Students must be inside their classroom by **7:45** a.m. Students entering the building after 7:45 a.m. must use the main entrance to the school, sign in at the office, and receive a tardy slip to be admitted to class. Tardiness to school will be **unexcused** even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused.

There are circumstances where tardies are excusable by a school official. A note from a parent or a professional note/excuse from a doctor/dentist will be required for verification for the following circumstances to be considered excused:

1. Court appointment
2. Student has a doctor/dentist appointment

The following are consequences for repeated tardiness to school. Please note, administration has the right to substitute an alternative disciplinary intervention for repeated offenders.



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## Student / Parent Handbook

The number of tardiness to school	Consequences
5 <sup>th</sup> tardy	School will notify parents/guardians (phone, conference, etc.)
10 <sup>th</sup> tardy	School will send a letter to parents/guardians
15 <sup>th</sup> tardy	School will develop an Intervention Plan
20 <sup>th</sup> tardy	Referral to Tardy Court

We are committed to working with our parents and students to maximize the learning opportunities for students to gain skills to be college and career ready. Learning the importance of being punctual is one of the first steps that not only ensures students receive the maximum time to learn skills but also demonstrates a student's commitment and desire to be successful in school, college, careers, and life.

### TELEPHONE MESSAGES

Students, teachers and other staff members may not receive telephone calls, except for emergencies. Teachers may not leave their classrooms for telephone conferences with parents; however, telephone conferences may be arranged during teacher planning time. Parents may leave messages for teachers with the school office. Requests for homework should be made by 9:00 a.m. and it will be available for pick up after 3:00 P.M

Students will not be permitted to use the school telephone except for emergencies.

### TOBACCO USE

In order to provide a healthy learning environment, to set positive examples of healthy behavior for students and the community, and to provide a tobacco-free workplace for the employees, the district does not permit smoking in or on any of its indoor facilities / school campuses including, but not limited to, the schools and school campuses, district offices, leased facilities and all athletic facilities. No smoking is allowed in our morning or afternoon car rider pick up lanes.

### VISITORS

Parents are encouraged to visit Little Mountain Elementary at any time. All visitors to the school are required to have a state issued id or driver's license. You should report to the office immediately upon arrival and receive principal's authorization before visiting elsewhere in the building. All visitors will sign in utilizing the School Visitor Management Systems by Raptor Technologies. This is required for the safety of all children and for accountability of all occupants of the building.

Conferences should be planned with your child's teacher ahead of time and not expected at the beginning of the day, at dismissal, or during a class visit (unless it is scheduled by the teacher.)

Building a partnership between home and school is important and we welcome you to visit your child's classroom. In order to assure students, receive uninterrupted instructional time, we ask you to observe the following guidelines:

- Make an appointment with your child's teacher at least 2 days in advance. This courtesy enables you to schedule the visit for maximum benefit.
- Sign in at the office before going to the classroom.
- Lessons must proceed as planned.
- Please do not talk with the teacher during class time.
- Please sit in the designated area appointed by the teacher for parent / guardian observation.
- Siblings or younger children may not visit the classroom during the school day but are welcome to join their parent and sibling at lunch.
- Please do not text, answer phone calls, or make phone calls while you are observing in the classroom.
- If you wish to discuss your visit, or any other aspect of your child's education, please set up a conference with the teacher at a mutually convenient time.
- No visits after 2:00 p.m.

All visitors are required to check out upon leaving.

### WEAPONS

No weapons (to include pocket knives, pocket tools, and laser pointers) or look-alike weapons (including toy guns, squirt guns, and replica guns) are allowed at school. Fireworks or explosive devices are also considered weapons. Bringing a weapon to school may result in a police incident report and/or recommendations for expulsion. If a student sees or hears of another student with a weapon, he/she is reminded to immediately report any information to a teacher or another adult. All reports will be investigated by the principal, his designee, or the School Resource Officer.

### WEBSITE

Little Mountain Elementary has a web page. Please take a few minutes and peruse through our very informative sight. Website highlights:

- Contact your child's teacher via email;
- Current month's newsletter;
- Copies of documents that have been sent home;
- School calendar of events for the entire year;
- Student handbook;
- Register a new student;
- Pictures;
- And much, much more.

We are very excited to be able to offer this tool to our Little Mountain family. Any comments or suggestions for future postings to this website will be greatly appreciated.

<http://littlemountainelem.sc.nce.schoolinsite.com>

# Little Mountain Elementary Student / Parent Handbook

## School District of Newberry County Handbook Insert

### Accessibility

It is the policy of the School District of Newberry County to move any meeting to an accessible arena when notified in writing three (3) days prior to the meeting that the planned site is inaccessible.

### Admissions

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in South Carolina law, board policy, and administrative regulations. Students and their parents should contact the school office for admission requirements. Generally, all persons of legally defined and mandated school age, which reside in the district and who have presented required certificates of immunization, may attend the public schools. Parents must provide proof of residence (homeowner's sales contract, lease agreement, statement from landlord, utility bill, landline telephone bill, tax receipt) in order to enroll a student. Tax information: should include 4% assess value of the property to meet admissions to school for property owners.

### Address Change

Parents should report changes of address or telephone number changes to the main office within three (3) days of the change. New addresses will require the appropriate district proof of residency.

### Asbestos

The School District of Newberry County has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors. The district has developed a management plan for the control of this substance. The management plan is available for public inspection in the school office or at the district Building and Grounds office.

### Attendance

South Carolina requires all children between the ages of five (5) and seventeen (17) attend a public or private school or kindergarten. A parent whose child or ward is not six years old on or before September 1<sup>st</sup> of the school year may waive kindergarten attendance for his/her child.

The Board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

Students living in the School District of Newberry County attendance area should be enrolled no later than the third official day of instruction.

If a student is not enrolled or accounted for by the third official day of instruction, the principal or his/her designee will contact the student and parent by telephone, letter, or home visit.

The principal or his/her designee will contact students not enrolled by the fifth official day of school again. Also, a referral will be made to the district's attendance officer.

If the efforts of the attendance supervisor to enroll students due to non-attendance are unsuccessful, a complaint for truancy/educational neglect will be filed with the Department of Juvenile Justice, Family Court, Department of Social Services, or any other appropriate agency.

If a student previously referred to the attendance supervisor fails to enroll after the eighth official day of instruction; a second referral will be made by the principal/designee.

Upon receipt of this referral, the attendance supervisor will file a petition for educational neglect against the student's parents.

No student will be denied enrollment and/or admittance to school due to non-payment of instructional fees, provided the student, his/her parents, and the principal can establish a plan or contract to assure restitution of required fees.

The district will consider students lawfully absent under the following circumstances:

- The student is ill and attendance in school would endanger their health or the health of others.
- There is a death or serious illness in the immediate family.
- There is a recognized religious holiday of their faith.

The district will consider students unlawfully absent under the following circumstances:

- The student is willfully absent from school without the knowledge of his/her parents.
- The student is absent without acceptable cause with the knowledge of his/her parents.

Unlawful (unexcused) absences will be counted following the first day the student is actually enrolled. After three consecutive unlawful (unexcused) absences, the principal or his/her designee will contact the student and his/her parent to determine the reasons for the student's continued non-attendance.

If the student is absent for three or more consecutive days, it is the responsibility of the parents to contact the school and identify the reason for the student's non-attendance. Upon confirmation of the reasons for the student's non-attendance or at the discretion of the principal, the student's absences may be approved as lawful. Only seven parental excused absences will be accepted.

Absences may be approved as lawful (excused) or disapproved by the principal or his/her designee following a home visit, phone call, or receipt of written confirmation of the reasons for the student's absences from the parents/guardians, doctors, nurse, or mental health professional.

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Absences due to suspension (not to exceed 30 days for the year) will be considered lawful.

The principal will promptly approve or disapprove any student absences in excess of 10 days. A conference will be held with the student and his/her parent to develop a plan or contract to improve future attendance. A copy of this plan or contract will be maintained with the student's attendance records.

If the principal, attendance supervisor, family court or social service agency has previously established a contract with the student and his/her parent to improve future attendance, a telephone call followed by a formal letter may be substituted for a conference.

### **Behavior Code**

The Student Behavior Code offers the following list of offenses and the recommended consequences in three categories. Committing these offenses will result in disciplinary action.

#### **Level 1 - Disorderly Conduct**

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- school tardiness
- truancy
- possession and/or use of an electronic communications device in conflict with district policy (See Policy IJNDB-R)

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

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

- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

#### **Level I – Consequences**

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension
- intervention
- Administrative transfers

#### **Level II - Disruptive Conduct**

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

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

- Repeated instances of disorderly conduct
- use of intoxicant
- fighting
- harassment, intimidation or bullying
- vandalism (minor)
- stealing
- threats against others – includes threats directed at students and/or other staff members
- trespassing
- abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- hazing
- gang activity

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

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them

## Little Mountain Elementary Student / Parent Handbook

about the student's misconduct and effect the appropriate disciplinary action.

- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should contact law enforcement authorities.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

### **Level II - Consequences**

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

### **Level III - Criminal Conduct**

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

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

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

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

- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

### **Level III – Consequences**

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

### Extenuating, Mitigating, or Aggravating Circumstances

The board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

### **Discipline of Students with Disabilities**

#### **Disciplinary Process**

Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of such students to the extent that current educational expertise permits.

#### **Program Prescriptions**

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

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suspension or expulsion which are conducted in accordance with regulation.

### **Suspensions**

The administration may suspend a student with a disability unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend a student for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement under the law).

However, students who bring weapons to school or a school function or knowingly possess or use illegal drugs or solicit the sale of controlled substances or have inflicted serious bodily injury upon another person while at school or a school function may be removed for up to 45 days at a time.

If school officials believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, they may ask an impartial, state approved hearing officer to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

### **Expulsions**

Expulsion of a student with a disability is equivalent to a change in educational placement and therefore requires special procedures. Before such a student may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

### **Immediate Removal**

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with a disability from school immediately under emergency conditions.

### **The School Safety Act of 1997 states the following:**

A student who commits an assault and battery, other than one that is aggravated, on school grounds or at a school-sponsored event against any persons affiliated with the school in an official capacity including, but not limited to, administrators, teachers, faculty, substitute teachers, teachers' assistants, student teachers, custodial staff, food service staff, volunteers, law enforcement officers, school bus drivers, school crossing guards, or other regularly assigned school-contracted persons is guilty of assault and

battery against school personnel which is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both.

In addition, if the student is convicted of this offense the information will be included in the student's permanent record and his or her teachers will be informed every year the student is in school.

### **DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS**

1. When the conduct of a student requires such action for the general welfare of the school system, the principal or other persons in charge of the school may make immediate suspension. In appropriate circumstances, notice prior to suspension or the initiation of expulsion procedures will be given.
2. When the conduct of a student requires that he/she be suspended, the principal or designee shall immediately make every effort to notify the parent that his/her child has been suspended. A written notice by the principal or designee to the parent or other person in loco parentis will be given stating the nature of the conduct leading to the suspension in such a manner that they are sufficiently appraised of the charges made against him/her. A conference may be arranged between the principal or designee and parent/guardian to discuss all aspects of a suspension.
3. The suspension of a pupil may not exceed ten days for any one offense and not more than thirty days in one school year.

### **Bus Eligibility**

To be eligible to ride a bus, students must live at least 1.5 miles from the school. A bus cannot leave an approved route to pick up a student who lives within walking distance or less than .3 miles from the point where the bus passes. Bus stops must be at least two tenths of a mile apart. Bus drivers are required to drive only on approved routes and make only approved stops.

### **Bus Safety and Rules**

Safety is of prime importance for our students as we transport them to and from school and school-sponsored activities. Safety requires the cooperation of students, parents, and school personnel.

The district charges students with the responsibility of conduct which will result in safe transportation, respect for school personnel, and respect for other students. The school bus is an extension of school activity. Therefore, the Board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

All bus riders must cooperate fully with the bus driver and observe the bus rules. All bus riders must sign a contract each year. Parents must sign each year for each of their children to ride the bus. A location of where you live must be completed once you sign the bus rider's contract. Parents are required to make sure that your child is at the

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designated bus stop when the bus arrives in the a.m. Parents of small children are required to have a responsible adult at the bus stop to get your elementary child off of the bus in the p.m. This is for their safety.

The district will use video cameras to monitor student behavior. The district may use videotapes as evidence at a disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulation.

\* Transportation discipline is only for removing students from the bus, not for out of school suspension unless for fighting or referral to school administration for expulsion recommendation.

### **Bus Transportation Offenses and Penalties**

Students have the privilege of riding a school bus to and from school. The bus is considered an extension of the school building. Proper behavior is expected. Students who refuse to behave in an acceptable manner and who refuse to follow the bus rules will be subject to disciplinary actions.

It is the parent's responsibility to provide transportation when a child is denied the privilege of riding the bus. If the student is absent from school, the absences will be considered unlawful absences and subject to attendance policy reporting regulations.

Offense	Penalty
<ol style="list-style-type: none"> <li>1. Bullying Level 1</li> <li>2. Disobeying driver</li> <li>3. Disrupting the bus with loud talking or music from cell phones, iPods, etc.</li> <li>4. Leaving trash on bus</li> <li>5. Wearing hoods/hats, wave caps</li> <li>6. Eating or drinking on bus</li> <li>7. Sitting with feet in the aisle</li> <li>8. Standing while bus is moving</li> <li>9. General misbehavior</li> </ol>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> offense -warning</li> <li>➤ 2<sup>nd</sup> offense - five (5) days</li> <li>➤ 3<sup>rd</sup> offense - ten (10) days; intervention services</li> </ul>
<ol style="list-style-type: none"> <li>1. Profanity and inappropriate gestures</li> <li>2. Ride bus to which you are assigned unless you have prior permission from the bus office.</li> <li>3. Getting off the bus at an unauthorized stop</li> <li>4. Excessive sagging pants</li> <li>5. Moving out of assigned seat</li> </ol>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> offense - five (5) days</li> <li>➤ 2<sup>nd</sup> offense - ten (10) days</li> <li>➤ 3<sup>rd</sup> offense – indefinite; intervention services</li> </ul>

<ol style="list-style-type: none"> <li>1. Bullying Level 2</li> <li>2. Fighting</li> <li>3. Any profanity or disrespect addressed directly at the driver</li> <li>4. Putting arms, legs, feet out of the windows</li> <li>5. Touching emergency doors/windows or other emergency equipment.</li> <li>6. Throwing objects out of windows (cans, bottles, balls, etc.)</li> </ol>	<ul style="list-style-type: none"> <li>➤ No warning - ten (10) days</li> </ul>
<ol style="list-style-type: none"> <li>1. Bullying Level 3: Cyber bullying (sexting, texting, cyber stalking, slap happy, etc.) harassment, etc.</li> <li>2. Indecent exposure</li> <li>3. Possession of concealed weapons</li> <li>4. Smoking, possession of cigarette lighters and/or matches (including E-Cigarettes/vapors)</li> <li>5. Threats directed toward the bus driver or assaulting driver</li> <li>6. Possession of drugs and/or alcohol</li> <li>7. Any actions that are determined to be threatening to the safety and well-being of the other passengers and/or driver</li> <li>8. Participating in gang activity, gang graffiti, wearing gang colors, using gang symbols</li> </ol>	<ul style="list-style-type: none"> <li>➤ Suspended for ten (10) days from the bus with a recommendation to the school administration for expulsion</li> </ul>
<ol style="list-style-type: none"> <li>1. Cutting seats, writing on seats, intentionally damaging any part of the bus (restitution if seat covers or bus parts have to be replaced)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Suspended for ten (10) days pending expulsion hearing; referral to court for restitution</li> </ul>

Warning: The transportation coordinator will tell students what is expected of them. A letter is sent home to parents and parents are contacted by transportation office.

Depending on the offense, a student may be denied bus privileges for five (5) days, ten (10) days, or for an indefinite period of time.

### **Child Abuse**

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the County Department of Social Services

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## Student / Parent Handbook

or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

### **Chronic Absenteeism**

In accordance with the Office of Civil Rights' guidance, a student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Any student who is absent a minimum of **10 percent** of the enrollment period – for any reason (e.g. illness, suspension, excused or unexcused) is considered as being chronically absent from school.

### **Computer Education**

Computers are integrated into the instructional program at all schools. Students are introduced to computers through an awareness program and use computer assisted instruction in their classrooms and in the computer lab. Our computer lab goals are to make students proficient in keyboarding, word processing and to reinforce skills taught in the classroom. These goals include safety, accessing and interacting on the Internet, researching libraries and other resources, troubleshooting minor problems, and being familiar with software programs, and hardware. Parents and students will sign a computer use agreement as part of the registration packet and follow the terms of the Acceptable Use Policy posted on the district website. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the Acceptable Use Policy and/or other School Board Policies and school regulations governing student discipline. It is vital that all students understand the importance of Internet/computer safety. Information on this subject will be made available to all students throughout the school year. Additional Internet/computer safety tips can be found on [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us).

### **Conduct**

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of these policies and rules will result in disciplinary actions.

The School District of Newberry County has established behavior expectations that are posted in every classroom. They are as follows:

#### **Be prompt and prepared**

1. Come on time.
2. Come with needed materials.
3. Come with assignments complete.

#### **Respect authority**

1. Listen to authority.
2. Follow directions promptly.

3. Accept responsibility for your behavior.

#### **Respect the rights of others**

1. Use the appropriate voice and language.
2. Listen to speaker.
3. Respect opinions of others
4. Refrain from harassment.

#### **Respect property**

1. Respect property of others.
2. Respect your own property.
3. Use materials and equipment appropriately.

#### **Display a concern for learning**

1. Remain on task.
2. Allow others to remain on task.

#### **Display appropriate social skills**

1. Cope (disagreement, teasing, failure).
2. Display courtesy and tact.
3. Interact with others appropriately.

#### **Display appropriate character**

1. Display positive character.
2. Display productive character.

### **Delivery of Items to Students**

The practice of sending items to students while in school is disruptive to the educational process and places additional demands on school staff therefore, flowers, balloons, fast food, and other similar items will not be accepted during school hours for delivery to students. After school programs are considered to be part of the school day.

Deliveries can be made after school hours for extracurricular events such as pageants and organizational meetings. In these instances, the florist will be required to contact the school to determine the proper delivery time and location. Neither the school nor the district will incur any responsibility for items delivered.

### **Directory Information**

Each student's education record will be treated as confidential and primarily for local school use. The exception to this rule is for directory information, which includes the following information about a student.

- Name
- Address
- Telephone number
- Electronic mail address
- Date and place of birth
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Dates of attendance
- Diploma or certificate and awards received
- The most recent previous educational agency or institution attended by the student
- Other similar information

The district will not release directory information to any person or agency for commercial use. The district expects its employees to use good judgment in releasing directory information so it serves the best interests of the student.

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If you do not want your son's/daughter's name to appear on a directory information list, please notify the principal in writing.

## **Disclosure (except for directory information)**

The school district has the right to disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency, if knowledge of the information is immediately necessary to protect the health or safety of the student or the individuals.

## **Elementary District Testing Program**

Students in grades 3-5 will participate in the state testing program in the spring of each year. Results will be used to assist teachers in preparing lessons to meet the individual needs of students. The district will also administer the ITBS, CoGAT, and Performance Task test at appropriate grade levels for use in identifying students for the Gifted and Talented program. Students will participate in Measures of Academic Progress (MAP) testing at least once per year.

Your school will notify you of testing dates prior to the test and suggest ways you can help your student to be better prepared on testing days.

## **Emergency and School Closings**

Each school in the district has an emergency preparedness plan, which has been developed in cooperation with local law enforcement and other emergency response agencies.

Schools will conduct fire drills at least once each month without notice. Students will be trained in prompt and orderly evacuation.

A plan has been developed to provide for the protection of students in the event of a tornado or other natural disaster. Each school will conduct at least one emergency drill within the first month of school to ensure safety against such disasters.

The superintendent is empowered to close the schools in the event of hazardous weather, epidemics, or other emergencies, which threaten the safety or health of students or staff members.

The superintendent also has the authority to delay the opening of any or all schools or to dismiss them early, due to weather conditions or other emergencies.

The superintendent will make the decision regarding school closings and cancellations as early as possible. The district will send the announcement to parents via School Messenger. For this reason, parents must ensure that the district has accurate telephone contact information.

The announcement will also be provided to local digital and broadcast media. These media outlets historically include, but are not limited to, WKDK AM 1240 radio (Newberry), WIS-TV (Columbia), WLTX-TV (Columbia), WOLO-TV

(Columbia), WYFF-TV (Greenville), and WSPA-TV (Spartanburg), among others.

## **Federally Funded Programs**

The School District of Newberry County receives federal funds for programs within our district under Title I, Title II, Title III, Title IV, and Title VI. We want your input into the spending of these funds. Should you have suggestions on the use of these funds you can submit them in writing to the Title I Coordinator, PO Box 718 Newberry, SC, 29108, by April 20<sup>th</sup> of each school year.

## **Grading**

The district grading scale for grades 3-12 is as follows:

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
59 and below = F

Students' grades will be weighted as follows:

50% - Major assignments  
40% - Minor assignments  
10% - Participation

## **Guidelines for Principal's Honor Roll and Honor Roll**

### **Principal's Honor Roll - Grade 3-5**

Students must have a 90 or above on all numerical graded subjects and E's or S's on subjects graded E or S.

### **Honor Roll - Grades 3-5**

Students must have an 80 or above on all numerical graded subjects and E's or S's on subjects graded E or S.

## **GT Identification**

Each year the district will identify students for the gifted and talented program according to State of South Carolina guidelines. Three dimensions must be considered for each child, grades 2-5 for placement. Students must meet two of the three areas to qualify.

**Dimension A - Aptitude:** Students in grade 2 will be given the CoGAT test early each year. In order to meet this area of consideration, students must score at the 93<sup>rd</sup> age percentile or higher on either the verbal or non-verbal area. Students needing aptitude scores in grade 3-5 will be given CoGAT and must score at the 93<sup>rd</sup> age percentile or higher on either the verbal, non-verbal or total test for placement in the program.

**Dimension B - Achievement:** All students in grade 2 will be given Iowa Test of Basic Skills for consideration into GT for the first time in grade 3. In order to meet this requirement, students must have a 94<sup>th</sup> age percentile rank or higher in reading or math. Students in grades 3-5 must have a state required score on PASS on either reading or math. Reading and math scores on the fall MAP Assessments will also be included with a 94% or higher required.



# Little Mountain Elementary Student / Parent Handbook

## Invitations

Party invitations will not be distributed or exchanged at school.

## Laser Pointers in School

Purpose: To establish the basic structure for the board's prohibition of student use of laser pointers/lights in school.

No student may possess a laser pointer/light, and other electronic devices under the following circumstances:

- while on school property
- while attending a school sponsored or school related activity on or off school property

A student who has a laser pointer/light device as outlined in this policy is subject to discipline as provided by board policy.

A person who finds a student in possession of a laser pointer/light without permission must report the student to the school principal. The principal or a school resource officer must confiscate the device. The device will be forfeited to the school district.

## Media Release Information

Our schools often have the opportunity for positive media coverage of special events in the life of the students while they are at school or are participating in school-sponsored events. The school district encourages media coverage so that the citizens of Newberry County may learn about the awards and accomplishments of students.

With your permission, your student may be included in such media activities at school. This coverage may include photographs and/or articles in print and digital media and audio recordings in digital and broadcast media. If you do not want your child to participate in media coverage, ensure the proper box is checked in the registration packet indicating you do not give permission for participation.

## Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Director of Student Services at 321-1363.

## Parent Contact Information

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the

**Dimension C - Performance:** Students in grade 2-5 who have met either Dimension A or B but not both, will be given a performance task evaluation. If they have at least 90% correct responses, they will qualify. Grades will be considered for 5<sup>th</sup> grade students going to 6<sup>th</sup> grade. Students must have three A's and one B at a minimum in the core academic subjects to meet the requirements for Dimension C.

According to State guidelines, in order to qualify for GT, students must meet two of the three dimensions listed above. No retest or outside testing may be used for qualification purposes. Students new to the district will be tested in the fall if they do not have sufficient testing information for placement into the program.

Any parent or teacher may request screening for GT for a student that was not identified by the above process. A screening will consist of a review of the test results for identification purposes or if a child meets either A or B above but not both, a review of performance task results will be done.

If you have any questions, please contact the GT Coordinator at the School District of Newberry County office at 321-2600.

## Guidelines for Academic Probation for GT Students

Students in a GT class must maintain a high academic performance level in the GT subject(s) each nine weeks they are in the program.

At the end of each nine weeks' students who do not maintain a high academic performance level in the GT subjects will be placed on probation.

## Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. Contact the Director of Special Services at 321-2611 to learn more about the IDEA.

## Insurance

The School District of Newberry County provides school-time insurance for all students. This coverage is secondary and is not designed to replace family health insurance coverage. If you prefer additional optional insurance, a form must be completed at the beginning of the school year. Applications are sent home the first day of school, along with cost information for extra coverage.

## Little Mountain Elementary Student / Parent Handbook

year, you provided contact information, including the number to which these automated calls should be directed, that the district will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the district of your revocation. Please contact the school office for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information.

The district requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the district within five (5) days. This includes any change in the cell number you provided to the district. Correct contact information is needed so that the district may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the district updated contact information, including notification that a cell phone number you have given the district has been disconnected or reassigned, please be aware that the district disclaims liability for any alleged damages resulting from your failure to do so.

### **Release of School Records**

The Family Education and Privacy Act of 1974 requires the following procedures in the release of school records.

- The district cannot release school records to any person or agency (employer, government agency, etc.) without consent of a student's parent. If the student is 18 years of age, he/she may sign for the release of his/her records.
- The district will release school records, without prior written consent of parent or eligible student, to officials of other educational institutions in which the student seeks or intends to enroll. The school will notify the student's parent of the transfer only if he/she has requested this exception to the district's policy.

### **Retention Procedures**

Parents of students that are performing below grade level will be notified early for the need for a conference. The conference will be held at least by mid-January. The student will be identified using the following criteria:

- Assessment results (school and state where applicable)
- School work
- Grades
- Teacher judgment

At the conference, the student, parent, and appropriate school personnel will discuss the necessary steps to ensure student success.

The SC Read to Succeed ACT aims to improve literacy and reading proficiency for all students. A student must be retained in third grade if the student fails to demonstrate reading proficiency by the end of third grade (as indicated

by scoring at the lowest achievement level on the state summative reading assessment).

### **Appeals Process for Retention**

According to the School District of Newberry County's Board Policy you have the right to appeal the retention decision on behalf of your child:

All appeals will be considered thoughtfully and any decisions should be made in the best interest of the student as the focus. The procedures for making an appeal are:

1. Submit in writing the reasons for making an appeal to your child's principal within 5 calendar days of receiving notice from the school.
2. The principal will contact the parent with 3 calendar days in order to set up a conference to discuss the appeal.
3. The principal will make and provide a decision regarding the appeal within 3 calendar days to the parent.
4. If the parent does not agree with the decision of the principal, he/she will contact the principal, in writing within 5 calendar days, specifying the grounds for further appeal.
5. The principal will submit the second appeal to the district appeals committee within 3 calendar days. The principal will also provide the committee with the first appeal letter, all pertinent academic records of the student, and the written justification for having denied the parental appeal.
6. The District Appeals Committee will provide the parent and the principal with a written notice of their decision regarding the appeal with 5 calendar days. The decision of the District Appeals Committee is final.

The success of the students of the School District of Newberry County is our district's first priority. Appeals made by parents on behalf of their children will be considered carefully and individually.

### **School Breakfast and Lunch Programs**

The School District of Newberry County operates its child nutrition programs under the guidelines of The United States Department of Agriculture and the State Department of Education.

Beginning with the 2018-2019 school year, all elementary schools will be operating under the Community Eligibility Provision (CEP). Under the CEP, all students in all elementary schools are offered breakfast **and** lunch at no charge each school day. Elementary students are able to participate in these meal programs without having to pay a fee or submit an application.

Additional items are available for purchase if students choose to do so. However, charging is not allowed. To purchase additional items, students may use their My School Bucks account. The My School Bucks account works like a checking account at a bank. Money is deposited into the identified students account at [www.myschoolbucks.com](http://www.myschoolbucks.com). When a purchase is made in the cafeteria, the cost is

## Little Mountain Elementary Student / Parent Handbook

deducted from their account. The money remains in the student's account until it is used. If students have monies remaining at the end of the year, the money will carry forward to the next school year. Cash and Checks are other forms of payment for additional items. Checks will provide a receipt for the parents and will guarantee that the money is spent on cafeteria purchases. The cafeteria staff will not cash checks for students. Checks will be applied directly to the students' account on the day that the check is brought to school. Please make all checks payable to the school cafeteria and print the child's full name on the bottom of the check in the memo section. Parents/Guardians are asked to put any cash in a sealed envelope and label the outside front of the envelope with the students' name, account number, amount, grade, and homeroom teacher.

We have an enforced charge policy in our district. A copy of this policy is on our website at [www.ncsdnutrition.com](http://www.ncsdnutrition.com). Cashiers print a low balance letter at least once a week indicating monies owed which are sent home with students. The district's School Messenger system is used to send automated messages if a student's account is negative.

School menus are available online. The menus offer entrée choices and a variety of fruits and vegetables daily. A variety of flavored milk is served with meals. Students are encouraged to choose a variety of foods for a balanced meal and good nutrition.

We appreciate your support of the child nutrition program and we invite you to visit us for lunch.

### **Diet Prescription for Meals**

Cafeteria managers work with the school nurse to assist students who have any dietary restrictions or modifications. A diet prescription form for meals at school should be completed by a doctor each school year or if the diet is modified.

### **School Health**

The School Nurses of School District of Newberry County provide health screenings to students based on the recommendations of DHEC that are issued each school year. The screening guidelines and procedures used for screening are based on DHEC and South Carolina State Department of Education policies and procedures. Examples of health screenings are but not limited to: vision - Pre-K, K, 1st, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grades; hearing - Pre-K, K, and 1st, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grades; blood pressure - at least once in grades 9-12. If you have any questions or concerns regarding your child's health or screening process contact your school nurse or the school nurse coordinator at 321-2620.

Additional school health services information, forms, and helpful links are available on the district's website.

### **Student Medication**

All medications that can be given at home should be given at home.

It is the responsibility of the parent/legal guardian to notify the school personnel about medical conditions of the student and to keep the school information current. (School staff will make sure the school health nurses are notified of student health issues.)

Students will not be allowed to have medications (prescription, herbal, homeopathic or over the counter) in their possession on school premises except for medical indications that are covered by Individual Health Care Plans developed by the school nurse.

The school reserves the right to refuse to assist with any medication if there are questions and/or doubts about the medication until one of the school district nurses has obtained satisfactory clarification from the person submitting the medication and/or from the student's physician.

A Health Information Sheet will be completed for each student yearly. Health/emergency information sheets, which indicate health problems, will be reviewed by the nurses and appropriate Individual Health Care Plans will be developed as needed.

A parent/legal guardian must bring ALL medications to the school for all students. No medications (prescription, herbal, homeopathic or over the counter) will be accepted unless they are in an appropriate pharmacy-labeled container or manufacturer's original container. When necessary the parent/legal guardian should obtain an extra pharmacy-labeled container for school use when the medication is to be taken both at home and at school especially if the medication is to be given longer than two weeks. No medications will be accepted in Ziploc bags, envelopes, etc.

When medication changes are required, the parent or legal guardian must provide updated and appropriately labeled pharmacy containers and permission forms. The parent/legal guardian will supply the school with medications in adequate amounts so the child does not run out of needed medication.

School personnel are not responsible for reminding the parent/legal guardian when medication supplies are low. However, as circumstances permit, the parent/legal guardian may be notified when additional prescription medications are needed.

All over-the-counter medications will be given as directed by the manufacturer label unless a physician provides a written prescription otherwise.

Any questions or concerns can be directed to the school nurse at each school.

### **Student Medication Procedure at School**

Before the school nurse (or principal's designee in the absence of the school nurse) will accept medication or assist the student with medication, there must be on file a dated request, signed by the parent/legal guardian in the school office. It should include:

## Little Mountain Elementary Student / Parent Handbook

- child's name
- physician's name
- name of the medication
- time medication to be taken at school
- dosage
- termination date for administering the medication.

Standard medication permission forms are available from the school nurse or can be obtained from the district's website.

One permission slip per year will suffice for medications, which will be given on a long-term basis or those medications, which must be administered in case of exposure to allergens (for example, adrenaline for bee stings) provided there are no changes in dosage or times of administration.

The parent/legal guardian will need to provide written documentation from a doctor or a new pharmacy-labeled container when changes occur in medication dosages or times.

A new permission form will be required when changes are ordered in current medications (e.g. dosage or time of administration).

### **Guidelines for Managing Contagious Illnesses in School**

Mild illnesses are very common in school age children and youth. There are only a few illnesses that mandate exclusion from school attendance.

The school district will enforce the Official List of Conditions Requiring School Exclusion issued annually by the South Carolina Department of Health and Environmental Control (DHEC) (SC regulation #61-20). A complete list is available from the school nurse, the district website or the SC DHEC website [www.scdhec.gov/health/disease/exclusion](http://www.scdhec.gov/health/disease/exclusion).

### **Students with Special Health Care Needs**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people, such as teachers on duty during recess, bus drivers, and cafeteria employees, to make sure that the students' needs are met throughout the school day.

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual Health Care plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs

are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the school nurse coordinator at 321-2620.

### **School Report Card**

The school report card is an annual rating of how well each school and school district as a whole is educating its students.

The Profile of the SC Graduate serves as the overall objective of the state's public education system.

Information included on the School Report Card is annual test results, student data, teacher data, and district data.

### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make accommodations so that students with certain disabilities can learn and participate in settings as other non-disabled students. Each school in the School District of Newberry County has a staff member designated as the 504 Chairperson who oversees the development and adherence to 504 Accommodations Plans for students. In order for a student to have a 504 plan in effect, a parent or guardian may contact the 504 Chairperson to initiate the 504 process. Once the school has knowledge of a diagnosed condition, the 504 chairperson will convene a 504 evaluation committee to determine how the disability has interfered with the life activities involved in an educational setting. When a student meets eligibility for a 504 Plan, the chairperson for the school will convene a 504 committee consisting of the parents and school staff as well as anyone else who has knowledge of the child, the child's disability, and the school setting. The 504 committee will develop an accommodation plan which a 504 committee will review at least annually to address the student's needs in the school environment. Anyone who has questions regarding Section 504 should contact the Director of Special Services for the School District at (803) 321-2611.

### **Sexual Discrimination and Harassment**

The district prohibits sexual harassment of students by district employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take appropriate steps to correct or rectify the situation.

### **Signing Students Out of School**

Early dismissals are discouraged and should not occur on a regular basis. It is important that your child complete a full day in school. The end of the school day is an important time for students. Teachers review the school day, complete

## Little Mountain Elementary Student / Parent Handbook

lessons and/or review assignments. Therefore, there will be no early dismissals during the last 30 minutes of the school day except in the case of extreme emergencies.

Doctor's appointments should be made after school hours if at all possible. If this becomes impossible, a note requesting early dismissal must be submitted to the office for verification at the beginning of the day.

Students are to be dismissed from school only to parents, guardians, or others who are designated by parents in writing. At least three people are to be designated to pick up a student. This information will be kept on file. Two forms of identification will be required:

1. Driver's license/picture ID
2. Name on list
3. Parent will be called if name is not on the list

No student will be allowed to leave campus with anyone who has not been designated to pick him/her up.

Those designated to pick up a child leaving early must first sign the early dismissal sheet in the office and someone from the office will call the child from their class.

### **Special Services**

The School District of Newberry County provides educational opportunities for all students, including those with disabilities. These students must meet the state's criteria for eligibility for special education services.

Each school offers support to students with disabilities from a teacher certified in special education. Services from the support services teacher may occur within the general education classroom or during times designated for special instruction for all students.

The school district will provide transportation when a student's disability requires service out of the zoned attendance area.

### **Statement of Nondiscrimination**

The School District of Newberry County does not discriminate on the basis of race, religion, color, national origin, language, disability, marital or parental status, or sex in providing education or access to benefits of educational services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School District of Newberry County. The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Title IX: Chief Human Resources Officer  
803-321-2600

Section 504: Director of Special Services  
803-321-2611

All students attending the School District of Newberry County may participate in education programs and activities, including but not limited to health, physical education, music, and career/technical education, regardless of race, color, national origin, religion, age, handicap, or sex.

### **Title IX**

The School District of Newberry County does not discriminate on the basis of race, color, national origin, sex, or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding nondiscrimination policies should be made to the Title IX Coordinator, Pamela Arrington, Chief Human Resource Officer, PO Box 718, Newberry, SC 29108, 803-321-2600.

### **Truancy Procedure**

After a total of three (3) unlawful absences (two at the high school), school officials will notify the parents first by phone and then by letter.

After three (3) consecutive or a total of five (5) unlawful absences, school officials will notify the parents to come to the school to develop a Truancy Intervention Plan. (A Case Manager will do a home visit at this time).

If the student accumulates two (2) more unlawful absences after the request for the development of the Intervention Plan, the student will be referred to the Director of Student Services for further actions.

The Director of Student Services will review the student's attendance records, and either refers the student/family back to the school, family court and/or the Department of Social Services.

### **Use of School Facilities**

The principal has custody of all facilities at his/her school campus. The principal will be responsible for receiving requests for the use of school facilities by outside groups. Requests shall be approved by the principal and submitted to the district office for action.

### **Visitors**

Parents are encouraged to visit the school to observe classroom programs. **ALL** visitors must receive permission from the school office before going to any other part of the building or school grounds.

### **Volunteers/Chaperones**

Volunteers work at school sites or at school-sponsored activities without compensation or employee benefits of any kind. They support district instructional programs and activities by assisting employees in providing school/community relations.

Volunteers will be under the immediate supervision and direction of a certified person when assisting in an

## **Little Mountain Elementary Student / Parent Handbook**

instructional setting. They will be under the supervision of appropriate approved personnel when assisting in a non-instructional setting. The use of volunteers within the district is not to conflict with or replace any regularly authorized personnel position. No one will give volunteers the authority to have access to student records.

Volunteers are expected to comply with all rules and regulations set forth by the district. Volunteers/chaperones must submit and pay for a background check by the district.



# Little Mountain Elementary Student / Parent Handbook

## The School District of Newberry County 2018-2019 Calendar

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
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SEPTEMBER 2018						
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OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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30	31					

July 4  
Aug 1 & 2  
Aug 9  
Aug 13 - 17  
Aug 20  
Aug 22  
Aug 27  
Sept 3  
Sept 21  
Sept 26  
Oct 18  
Oct 25  
Nov 5  
Nov 6  
Nov 20  
Nov 21-23  
Dec 18 - 21  
Dec 21  
Dec 24- Jan 4  
Jan 7  
Jan 8  
Jan 17  
Jan 18  
Jan 21  
Jan 31  
Feb 6  
Feb 14  
Feb 18  
March 13  
March 20  
March 22  
April 15 - April 22  
April 30  
May 6 - June 3  
May 23 - 29  
May 24  
May 27  
May 30 - June 4  
June 3  
June 4  
June 5  
June 6

Holiday - Schools/Offices Closed  
Registration (all schools 8 am- 6 pm)  
New Employee Orientation  
Professional Development & Teacher Planning & Preparation  
First Day for Students  
First Day for PK & 4 yr old Montessori students  
First Day for 3 yr old Montessori  
Labor Day Holiday - Schools/Offices Closed  
Interim Reports Issued  
Early Release  
End of 1<sup>st</sup> Nine Weeks  
Report Cards Issued  
Parent Teacher Conferences  
Election Day - Schools/Offices Closed  
Interim Reports Issued  
Thanksgiving Holidays - Schools/Offices Closed  
High School Exams  
Half Day for students; End of 2<sup>nd</sup> Nine Weeks  
Winter Holidays - Schools/Offices Closed  
Teacher Planning & Preparation  
Students Return  
Parent Teacher Conferences - Evening;  
Report Cards Issued  
Parent Teacher Conferences - Morning (no students)  
Martin Luther King, Jr. Holiday - Schools/Offices Closed  
Parent Teacher Conference Make-Up Day - Evening (only if Jan. 17 or 18 is cancelled due to bad weather)  
Early Release  
Interim Reports Issued  
Professional Development - (no students); 1<sup>st</sup> Make-Up Day  
Early Release  
End of 3<sup>rd</sup> Nine Weeks  
Report Cards Issued  
Spring Holidays - Schools/Offices Closed;  
April 22 - 2<sup>nd</sup> Make-Up Day  
Interim Reports Issued  
State Testing Window  
High School Exams (Seniors)  
Last Day for 3 yr old Montessori  
Memorial Day Holiday - Schools/Offices Closed; 3<sup>rd</sup> Make-Up Day  
High School Exams  
Half Day for Students  
Half Day for Students; End of 4<sup>th</sup> Nine Weeks; Whitmire Community School Graduation  
Teacher Workday; Mid-Carolina High Graduation  
Newberry High Graduation

JANUARY 2019						
S	M	T	W	T	F	S
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27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

	Holidays		End of Nine Weeks
	Professional Development / Teacher Planning Preparation		Early Release