

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: 11/12 – 11/16
458 Piester Road
Newberry, SC 29108
803-276-2696

Mr. Ike Bledsoe, Area I

Term: 11/12 – 11/16
123 Nance Street
Whitmire, South Carolina 29178
803-694-2803

Mr. Jody Hamm, Area IV, Chairman

Term: 11/12 – 11/16
8186 Hwy 395
Newberry, SC 29108
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Mr. Hugh Gray, Jr., Area V

Term: 11/14 - 11/16
1827 Harrington Street
Newberry, SC 29108
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Mrs. Jessie Reeder, Area VI

Term: 11/12 – 11/16
501 Giff Street
Newberry, SC 29108
803-276-4923

ADMINISTRATION

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District Office
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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.

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Little Mountain Elementary School Pledge

We, the students of Little Mountain
pledge loyalty and respect to our school
as we strive for excellence.

We express our eagerness for knowledge
so that we succeed and become
responsible, courteous, and helpful
citizens in our school and our community.

6th Grade Class of 1987

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 third year as a Leader in Me School. The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st 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.

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 Steckman Mack

Principal

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ATTENDANCE

Refer to District policy on page 9.

ADDRESS CHANGES

Contact the school office immediately to report changes in:

- home address (must submit proof of residency)
 - home phone number
 - cell phone number
 - work number
 - emergency contacts

(See district requirements page 9)

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 1st – 2nd

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 3rd – 5th

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.

Awards are also given at the end of the year for various accolades.

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. 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. 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.

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.

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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 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.

DELIVERIES AND INVITATIONS

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.

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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.

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 19.

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 2nd 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. 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.

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

GRADING SCALE = Kindergarten – Second Grades

Refer to District policy on page 14.

GRADING SCALE = Third – Fifth Grades

Refer to District policy on page 14.

HOMEWORK

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

LUNCH MONEY

Lunch accounts must be kept current. You are encouraged to pay ahead of time. Money in surplus at the end of the school year will carry over to begin as a credit in the next school year. Lunch prices are subject to change.

Lunch accounts can be paid online at www.myschoolbucks.com. Please be advised that it will take several days for your payment to process.

Students that owe money can be denied the prepared lunch and could be given an alternative lunch. In order to avoid this situation, please keep your account current. Notices for outstanding accounts are sent home periodically.

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.

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.

MEDICATION AT SCHOOL

See District policy page 18.

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 written on it, the amount enclosed, teacher name, and purpose. Write your child's name and what the check is for on the memo line.

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2. Do not combine payments for separate purchases (example: lunch and fieldtrips, fieldtrips and pictures, and SLED check, etc.)
3. Send correct change. We do not keep change at the school.
4. 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
- 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 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 RESPONSIBILITIES

It is very important that we teach our students responsibility. Suffering the consequences of not bringing homework, lunch money, fieldtrip money/permission, planners, books, etc. is part of learning responsibilities of everyday life. Left items should be brought to school the next school day. We will not interrupt instructional time to give a student items left at home. If brought to the office, those items will be put in teachers' boxes and picked up at their earliest convenience. Along the same lines, we will not allow a student to use the telephone to call about items left at home. We believe that interrupting class is disruptive to the educational process and places additional demands on school staff.

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.

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- 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.

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.

Parents are welcome to observe classes anytime as long as their presence in the classroom is not a distraction. 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.)

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. Please do not bring small children with you if you visit. All visitors must receive permission from the school office before going to any other part of the building or school grounds. 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>

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

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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 1st 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.

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

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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

- ❖ Classroom tardiness
- ❖ Cheating on examinations or classroom assignments
- ❖ Lying
- ❖ Acting in a manner that interferes with the instructional process
- ❖ Abusive language between/among students
- ❖ Failure to complete assignments or carry out directions
- ❖ Use of forged notes or excuses
- ❖ Cutting class
- ❖ School tardiness
- ❖ Truancy
- ❖ Bullying 1st offense to include (but not limited to): bumping, elbowing, shouldering, pinching, poking, touching, tugging, restraining, tripping, throwing things at someone (paper, spitballs, pencil erasers, depending on object), name calling, insults, isolating, ignoring, excluding, spreading rumors.

Level 1 – Consequences

- ❖ Verbal reprimand
- ❖ Withdrawal of privileges
- ❖ Detention (remove corporal punishment)
- ❖ In-School suspension
- ❖ Intervention
- ❖ Transfers (Administrative)

Level 2 – Disruptive Conduct

- ❖ Repeated instances of disorderly conduct
- ❖ Use of an intoxicant
- ❖ Fighting
- ❖ Minor vandalism
- ❖ Stealing
- ❖ Threats against others – including any person affiliated with the school
- ❖ Trespassing
- ❖ Abusive language to staff
- ❖ Refusal to obey school personnel
- ❖ Possession or use of unauthorized substances

- ❖ Illegally occupying or blocking school property with the intent of depriving others of its use
- ❖ Unlawful assembly
- ❖ Disrupting lawful assembly

Level 2 Consequences

- ❖ Temporary removal from class
- ❖ Alternative education program
- ❖ In-School suspension
- ❖ Out-of-school suspension
- ❖ Transfer
- ❖ Referral to outside agency
- ❖ Expulsion
- ❖ Intervention

Level 2 Bullying

- ❖ Bullying to include (but not limited to): hitting, slapping, kicking, tripping, throwing things (desk, chairs, tables, full cans, etc.), damaging, taking or stealing someone's property, threats, spreading rumors (verbal joke or comment, social rumor, etc.). This includes when a pattern occurs of disruptive and repeated incidents of bullying are reported, including using computers, cell phones, or other electronic devices.

Level 2 Bullying Consequences

- ❖ Temporary removal from class – Administrative suspension
- ❖ Alternative education program
- ❖ In-school suspension (3-5 days)
- ❖ Out-of-school suspension (3-9 days)
- ❖ Transfer (Administrative)
- ❖ Referral to outside agency
- ❖ Expulsion (up to 10 days pending hearing)
- ❖ Intervention

Level 3 – Criminal Conduct

- ❖ Assault and battery
- ❖ Extortion
- ❖ Bomb threat
- ❖ Possession, use, or transfer of dangerous weapons
- ❖ Sexual offenses
- ❖ Major Vandalism
- ❖ Theft, possession, or sale of stolen property
- ❖ Threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family.
- ❖ Arson
- ❖ Furnishing or selling unauthorized substances
- ❖ Furnishing, selling, or possession of controlled substances (drugs, narcotics, poisons)

Level 3 Consequences (School Level Consequences Applied)

- ❖ Out-of-school suspension
- ❖ Assignment to alternative school
- ❖ Expulsion

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- ❖ Restitution of property and damages
- ❖ Intervention

Level 3 Bullying

- ❖ Bullying to include (but not limited to) the following: **isolation, ignoring, excluding, spreading rumors, using body language or gestures, verbal jokes, social humor, physical touch, sexual harassment.**
- ❖ Harassment
- ❖ Sexting
- ❖ Cyber Bullying to include: texting, flaming, exclusion, outing, impersonation, cyber stalking, denigration, slap happy
- ❖ This includes gang related activity, gang signs/symbols, graffiti, and wearing prohibited gang colors or caps; using a phone or electronic device to transmit obscene material, videos, symbols, images, etc. Forcing a person to participate or encouraging a person to take part in gang activity is prohibited.

Level 3 Bullying Consequences

- ❖ Out-of-school suspension – up to 10 days
- ❖ Assignment to alternative school
- ❖ Expulsion – 10 days pending hearing
- ❖ Restitution of property and damages
- ❖ Intervention Services

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 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.

Students have the privilege of riding a school bus to and from school. The bus is considered an extension of the

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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.

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

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

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

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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 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 chronic 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.

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

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- 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.

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, 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 20th of each school year.

Grading

The district grading scale for grades K-2 is as follows:

90-100 = E
80-89 = M
70-79 = P
69 and below = N

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

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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 93rd 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 93rd 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 94th 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.

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 5th grade students going to 6th 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.

Placement on probation

Parents must be notified that their child is being placed on probation for the following reason(s):

1. Not having a high academic performance in the GT subject(s)

Probation is for one nine weeks with a review of student progress at the end of the nine weeks at which time:

1. Probation is removed due to the student meeting the requirement of a high academic performance in the GT subject(s).
2. Probation is extended one more nine weeks due to effort and attitude of the student as they work to get to a high academic performance level in the GT subject(s). If higher academic performance is not met at the end of the next nine weeks, the student will be removed from the GT program.
3. The student is removed from the GT program for the remainder of the school year with the option to reinstate for the next school term under a probationary status.

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 321-2600 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.

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

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- 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 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. Beginning with the 2017-18 school year, 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).

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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.

Our District offers universal breakfast at NO COST to all of our students at every school. Breakfast is the most important meal of the day. Research states that students who eat school breakfast have improved concentration, alertness, comprehension, memory, and learning. Please encourage your child to participate in the breakfast program. Our schools offer a quality nutritious breakfast that comes with juice, fruit, and milk.

Applications for Free and Reduced meals are available online at www.ncsdnutrition.com. Applications are also

available at the school cafeteria or school office. All information is confidential. Please complete the application and return it to the cafeteria manager.

A new application must be completed at the beginning of each school year. Parents are responsible financially for student meals until the approved notification letter has been sent home.

Money can be deposited by using our online payment program myschoolbucks.com. The student's school meal account works like a checking account at a bank. A deposit is made into a child's account and when the student eats in the cafeteria, the computerized system will deduct the cost of the meal from their account. Students not approved for free meals must have money in their account to purchase meals. The money remains in the student's account until it is used. If students have a credit balance at the end of the year, the money will remain in their account to start the new year. Checks are another form of payment for school meals. The check will provide a receipt for the parents and will guarantee that the money is spent on school meals. The cafeteria staff will not cash checks for students. Checks will be applied directly to the student's account on the day that the check is brought to school. Please make all checks payable to the school cafeteria. Please print the child's full name on the bottom of the check in the memo section. Parents are asked to put any cash in a sealed envelope and label the outside front of the envelope with the student's 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. Cashiers print a low balance letter at least once a week indicating monies owed for meals which are sent home with students. We also use the District's School Messenger system to send messages if a child's account is negative. If a student has a negative balance, he/she will not be allowed to purchase special sales until the balance is paid. We never want to embarrass students or deny them meals due to not having money on their account. The child nutrition program is self-supporting, so it is important that we collect money for meals served.

Our menus are also available online at our website. The menus offer entrée choices and a variety of fruits and vegetables daily. We also serve a variety of flavored milk with our meals. We encourage our students to choose a variety of foods for a balanced meal and good nutrition. Additional food items may be purchased at an additional cost. We appreciate your support of the child nutrition program and we invite you to visit us for lunch.

Diet Prescription for Meals

Our cafeteria managers work with the nurses in our schools to assist our students who have any dietary restrictions or modifications. A diet prescription form for meals at school

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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, 2nd, 3rd, 5th and 7th grades; hearing - Pre-K, K, and 1st, 2nd, 3rd, 5th and 7th 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 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 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:

- 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 forms are available for parents to use.

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.

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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.

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. State law requires that for school years 2014-15 and 2015-16 the Education Oversight Committee (EOC) will not rate schools or districts but will instead report on student academic performance.

On February 9, 2015, the EOC approved a list of various indicators and measurements, including the assessments to report on student academic performance in school year 2014-15. The Profile of the SC Graduate serves as the overall objective of the state's public education system.

The EOC must also develop and recommend a single accountability system that meets federal and state accountability requirements by the Fall of 2016.

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) 321-2600.

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 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

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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.

Students who need 61% or more of the school day in special education may receive those services in classrooms across the district specific to the child's category of disability. 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**
803-321-2600

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.

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 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.

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The School District of Newberry County 2017-2018 Calendar

July 2017						
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AUGUST 2017						
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NOVEMBER 2017						
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DECEMBER 2017						
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- July 4 Holiday – Schools/Offices Closed
- Aug 1 & 2 Registration (all schools 8 am- 6 pm)
- Aug 9 New Employee Orientation
- Aug 10-16 Professional Development & Teacher Planning & Preparation
- Aug 17 First Day for Students
- Aug 21 Schools and Offices Closed (Solar Eclipse)
- Aug 22 First Day for PK & 4 yr old Montessori students
- Aug 24 First Day for 3 yr old Montessori
- Sept 4 Labor Day Holiday – Schools/Offices Closed
- Sept 18 Interim Reports Issued
- Sept 27 Early Release
- Oct 20 End of 1st Nine Weeks; 45th Day
- Oct 26 Parent Teacher Conferences – Evening; Report Cards Issued
- Oct 27 Parent Teacher Conferences – Morning (no students)
- Nov 16 Interim Reports Issued
- Nov 22-24 Thanksgiving Holidays – Schools/Offices Closed
- Dec 19-22 High School Exams
- Dec 22 ½ Day; End of 2nd Nine Weeks
- Dec 25- Jan 5 Winter Holidays – Schools/Offices Closed
- Jan 8 Teacher Planning & Preparation
- Jan 9 Students Return
- Jan 12 90th Day
- Jan 15 Martin Luther King, Jr. Holiday – Schools/Offices Closed
- Jan 18 Parent Teacher Conferences – Evening; Report Cards Issued
- Jan 19 Parent Teacher Conferences – Morning (no students)
- Jan 31 Early Release
- Feb 16 Interim Reports Issued
- Feb 19 Professional Development – (no students); 1st Make-Up Day
- March 14 Early Release
- March 21 End of 3rd Nine Weeks; 135th Day
- March 29 Report Cards Issued
- March 30 – April 6 Spring Holidays – Schools/Offices Closed; March 30 – 2nd Make-Up Day
- April 24 Interim Reports Issued
- May 22-25 High School Exams (Seniors)
- May 25 Last Day for 3 yr old Montessori
- May 28 Memorial Day Holiday – Schools/Offices Closed; 3rd Make-Up Day
- May 29 – June 1 High School Exams
- May 30 Whitmire Community School Graduation
- May 31 Half Day for Students; Newberry High Graduation
- June 1 Half Day for Students; End of 4th Nine Weeks; 180th day; Mid-Carolina High Graduation
- June 2 Last Day for Teachers
- May 4 – June 1 State Testing Window

JANUARY 2018						
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FEBRUARY 2018						
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APRIL 2018						
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MAY 2018						
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JUNE 2018						
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Holidays	Testing	End of Nine Weeks
Professional Development / Teacher Planning Preparation	Early Release	

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