



**MID-CAROLINA
HIGH SCHOOL**
2018-2019

377 Cy Schumpert Road
Prosperity, South Carolina 29127
School Telephone (803) 364-2134
School Fax (803) 364-4395

OUR MISSION

To engage students at all levels in
educational experiences that ensure
success and life-long learning.

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FACULTY, STAFF AND ADMINISTRATION

Administration			
Principal	Ray Cooper	Science	Jason Long
Assistant Principal	Tiffani Lyles		Michelle Ashley
Assistant Principal	Zeb Reid		Ann Darr
			Kaitlyn Fugel
			Kanakamary Nadarajan
			Kaitlyn Fugel
			Sheryll Middleton
Guidance			
	Susan Smith		
	Kindred Durant		
	Gwen McAllister		
Support Staff			
Power School Clerk	Teresa Dominick	Social Studies	Tyler Hook
Media Specialist	Jessica Felker		John Bass
Media Assistant	Phyllis Chebbi		Carl Moore
School Nurse	Janet Davenport		Robert Lucas
Secretary	Sissy Delesandro		Kelli Shealy
Receptionist	Alice Martinez		Lukas McCormick
Bookkeeper	Jennifer Long		
SRO	McKeve Shelton	ESOL	Myrna Sanchez
In-School Suspension	Alex Bedenbaugh		
Athletic Director	Louie Alexander	PE	Jackie Harris
Attendance	Gary Wilbanks		Mallory Kimbrell
Cafeteria Manager	Debra Rowe		
Inst. Assistant	Cheryl Metts		
		Business/ Technology	Laura LaBarre
			Ethel Richburg
Athletics			
Athletic Director	Christopher Arnout	Art	Coleen Makoski
Departments			
English	Kristina Cannon	Chorus	Sarah Bridges
	Heather Camp	Band	Brandon Armstrong
	Lavenia Coney		
	Timothy Gfell	Foreign Lang.	Galo Guzman
	Emily Jones		Jazzy Santos
	Peter Lewis		
	Kevin Winch	JROTC	1SGT Donald Foster
			Maj James Taylor
Math	Valerie Haltiwanger		
	Karen Barnes	SPED	Marie Wise
	Lorraine Boyd		Tabitha Harmon
	Kyle Branham		Lorraine Kibler
	Shanek Cooper		Kennedy Knecht
	Nicole Frick		Kim Moore
	Emmett Sullivan	Driver's ED	Lindsay Stribble

ALMA MATER

We hail Mid-Carolina and sing thy high praise,
 And laud thee while classes sweep out with thy days.
 There daily I wander as time rushes by.
 With books held so proudly,
 And spirits so high.
 The chapel, the classroom, the loud ringing bell...
 Sweet memories of M-C, They linger so well.
 With loyal devotion our tributes we bring.
 Of thee Mid-Carolina, forever we sing.

GUIDANCE AND ACADEMICS

Academic Integrity Guidelines

Statement: It is expected that all students of School District of Newberry County adhere to and value these traits as part of the Newberry County community: honesty, commitment, integrity, trust, fairness, respect, and responsibility. Because of this expectation, students will create and represent their own work.

Definitions: The School District of Newberry County defines Academic Dishonesty in three parts: cheating, plagiarism and unauthorized collaboration. Academic Dishonesty includes, but is not limited to:

- Cheating is copying someone else's work, knowingly allowing others to copy your work, and/or unauthorized use of materials, including but not limited to reference materials, text, or calculators, on any academic assessment.
- Plagiarism is deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution to the author.
- Unauthorized collaboration is defined as copying another's work, including but not limited to homework and class work, preparing for cheating in advance, using unauthorized materials during any academic assessment, or sharing responses in any way without permission during any type of academic assessment.

Consequences: Any student who fails to meet the Academic Integrity standards of the School District of Newberry County will be subject to the following consequences:

First offense	Teacher discretion and parent contact by teacher
Second offense	Teacher discretion, parent contact, and referral for up to 2 days of ISS
Third offense	Teacher discretion, parent contact, and referral for 3 to 4 days of ISS
Fourth offense	Teacher discretion, parent contact, and referral for OSS

ACCESSIBILITY

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

ADMISSIONS

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

ADVANCED PLACEMENT PROGRAM

The advanced Placement program offers students the opportunity to pursue college-level studies while in high school and possibly earn credit for these studies when entering college. All students enrolled in AP courses are required to take the AP exam in May.

BETA CLUB REQUIREMENTS

In order for a student to be invited into MCHS Beta Club, he/she must have a grade point average (GPA) of 3.875. Once a student is invited in, he/she must maintain a 3.625 GPA to qualify as an active MCHS Beta Member.

DIPLOMA/CERTIFICATE REQUIREMENTS

1. **STATE DIPLOMA:** The student must earn twenty-four credits according to state guidelines. Acquiring a state diploma will enable the student to enter the following: the work force; the military; two-year technical degree program; and/or four-year college degree program.
2. **NEWBERRY COUNTY SCHOOL DISTRICT (NCSD) HIGH SCHOOL CERTIFICATE:** The student must master the goals on his or her individualized Education Program to earn the units required for a certificate. Acquiring a Newberry County School District High School Certificate will enable the student to enter the following: the work force; adult education; sheltered workshop; assisted living; and/or independent living.

ELIGIBILITY REQUIREMENTS FOR ATHLETICS

All students who participate in interscholastic activities are governed by academic eligibility requirements. Interscholastic activities are those activities that involve competition between schools and require preparation outside the regular classroom more than one day a week. All athletic activities, as well as marching band are considered interscholastic activities. To participate in interscholastic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:

1. To be eligible first semester, a student must pass a minimum of five Carnegie units toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
2. Meet the following conditions to be eligible second semester:
 - a. If the student met first semester eligibility requirements, then he/she must pass the equivalent of four ½ units during the first semester.
 - b. If the student did not meet the first semester eligibility requirements, then he/she must pass the equivalent of five ½ units during the first semester. A student who is repeating a course for which he/she has previously received a credit cannot count this course as one required for eligibility.

EXAMS

Students enrolled in the following courses will not be eligible for exam exemptions: any AP course, Algebra 1, Biology 1, US History and English 1.

Students are required to be present for final exams if their grades do not qualify them for an exemption. A doctor's note, funeral bulletin or court statement, as well as administrator approval, will be required to make up an exam or take one early. Please schedule vacations and other events around semester and final exams to avoid a grade of 0 for the exam.

Semester/final exams will count 10% of students' semester grades. End-of-course exams will count 20% of the final grade.

GRADE CLASSIFICATION

The criteria below will determine a student's official grade classification. It will be adhered to in all situations, including senior privileges, prom, class rings, etc.

- To be classified as a freshman (9th grade), a student must have academic promotion or administrative placement from eighth grade.
- To be classified as a sophomore (10th grade), a student must have a total of 6 credits to include 1 English unit and 1 math unit.
- To be classified as a junior (11th grade), a student must have a total of 12 credits to include 2 English units, 2 math units, and 1 science unit.
- To be classified as a senior (12th grade), a student must have a total of 18 credits to include 3 English units, 3 math units, 2 science units, and 1 social studies unit or be able to graduate with the number/type of credits taken during the senior year.

All students are required to take a full load of eight (8) units per year. Any early release (less than eight classes) requires all of the following:

- Be a 12th grade student
- Have parental permission
- Have the principal's permission

GRADUATION EXERCISES

Due to the recent changes to the State Uniform Grading Policy, Beta Club, and Honor Graduation requirements are currently being updated. Copies of the revised requirements will be available at registration as well as on the school website.

If a senior would like to have his/her scholarship information printed in the graduation program, documentation stating such from the college or university must be given to his/her guidance counselor no later than a week before graduation practice.

Diplomas will be distributed after graduation exercises to all eligible seniors. Any student participating in graduation exercises who behaves inappropriately before, during, or after the ceremony can have his/her diploma withheld and will receive the equivalent of a suspension to be served at school before the diploma will be issued.

HIGH SCHOOL COURSE REQUIREMENTS FOR APPLICANTS TO SOUTH CAROLINA PUBLIC COLLEGES AND UNIVERSITIES

FOUR UNITS OF ENGLISH: At least two units must have strong grammar and composition components, at least one must be in **English literature**, and at least one must be in **American literature**. Completion of **English I, II, III, and IV** will meet this criterion.

THREE UNITS OF MATHEMATICS: These include **Algebra I** (for which **Foundation of Algebra I/Int. Algebra** may count together as a substitute if a student successfully completes **Algebra II**); **Algebra II**, and **Geometry**. A fourth higher-level mathematics course is strongly recommended and will be required for entering college freshmen in 2017-2018. The fourth course should be selected from among **pre-calculus, AP Calculus, Elementary Problem & Stats, or AP Stats**.

THREE UNITS OF LABORATORY SCIENCE: Two units must be taken in two different fields from among **biology, chemistry, or physics**. The third unit may be from the same field as one of the first two units (**biology, chemistry or physics**) or from **advanced environmental science with laboratory or marine biology with laboratory** for which **biology** and/or **chemistry** is a prerequisite. Courses in earth science, general physical science, or introductory or environmental science for which biology and/or chemistry are **not** a prerequisite will not meet this requirement.

TWO UNITS OF THE SAME MODERN LANGUAGE

Certain colleges require three units.

THREE UNITS OF SOCIAL SCIENCE: One unit of **US History**; a half unit of **Economics** and a half unit in **Government** is required.

FOUR UNITS OF ELECTIVES: Four units taken from three different fields: computer science, fine arts, humanities, math (above Algebra 2), social science, laboratory science or foreign language.

ONE UNIT OF PHYSICAL EDUCATION OR JROTC

ONE UNIT OF FINE ARTS

Note: Each institution may make exceptions in admitting 1) students who do not meet all of the prerequisites, limited to those individual cases in which the failure to meet one or more prerequisites is due to circumstances beyond the reasonable control of the student or 2) students who have taken tech prep courses rather than the required college preparatory curriculum described above and who meet all other institutional admissions criteria.

South Carolina colleges and universities at which requirements are in effect: Clemson University, USC Aiken, College of Charleston, USC Beaufort, Francis Marion University, Coastal Carolina University, Lander University, USC-Columbia, SC State University, USC-Lancaster, The Citadel, USC-Salkehatchie, Winthrop University, USC-Sumter, USC-Union, and USC-Upstate.

HONOR ROLL AND PRINCIPAL'S LIST REQUIREMENTS

To be eligible for the honor roll, students must have a non-weighted GPA of 3.0 or higher (with no grade below an 80) for the quarter. For the principal's list, students will have a non-weighted GPA of at least 4.0 with no grade below a 90 for the quarter. Students must take at least six classes to be included on the honor roll or principal's list.

HONORS COURSES

Due to the recent changes to the State Uniform Grading Policy, Beta Club, and Honors requirements are currently being updated. Copies of the revised requirements will be available at registration as well as on the school and district website.

JUNIOR MARSHALS

These juniors (11th graders) are chosen based upon their cumulative averages after five (5) semesters. They are asked to serve as ushers during graduation exercises. Transfer students are required to be in attendance for one full year from the first day of the second semester of the sophomore year.

**NCAA CLEARINGHOUSE REQUIREMENTS
(NATIONAL COLLEGIATE ATHLETIC ASSOCIATION)**

Athletic programs at most colleges and universities are governed by the NCAA Clearinghouse. This means that there are certain courses that are required in order to participate in college athletics. Currently, English I and Algebra I are not clearly defined as acceptable courses for Clearinghouse certification. Therefore, any eighth grader enrolled in the accelerated program should plan to take an additional high level English and Math course before graduation.

**STATE REQUIREMENTS FOR THE
SC HIGH SCHOOL DIPLOMA**

Subjects	Diploma Requirements 24 Units
English/LA	4 units
Mathematics	4 units
Science	3 units
US History	1 unit
Economics	½ unit
American Gov.	½ unit
Other Social Studies	1 unit
PE1 or JROTC	1 unit
Computer Science	1 unit
Occupational Specialty or Modern Language	1 unit
Core Units	17 units
Electives	7 units
TOTAL UNITS	24 units

GRADING

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

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

Students' grades will be weighted as follows:

- 50% - Major assignments
- 40% - Minor assignments
- 10% - Classwork/homework

STATE UNIFORM GRADING POLICY (Grades 9-12)

Average	Grade	CP/CT	Honors	AP/Dual Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58-0	F	0.800	1.300	1.800

The state-mandated grade point conversion table will be used to define letter grades and convert numerical course grades into quality points in order to calculate grade point ratios and determine class rank.

REPORTING/RECORDING COURSE GRADES

All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course taken (i.e. English I, Algebra II Honors, and Math AP Human Geography). The conversion scale should be printed on the report card. When transcripts are received from out-of-state (or in-state from other than public schools) and only letter grades are recorded, the process listed below will be used to transfer the grades into the student's record. Unless the sending institution provides numerical averages, the following conversion system will apply:

A=95; B=85; C=75; D=65; F=58

Grades lower than 60 received from another school, but which are indicated as a passing grade from the sending institution, will be converted to a 73 numerical grade on the new scale.

A grade of P (passing) received from another school would be converted to a numerical designation based on information secured from the sending institution as to the approximate numerical value of the "P." The receiving school will make the final determination regarding the conversion of a grade P into the uniform grading scale.

WEIGHTING AND DEFINITION OF HONORS, DUAL-CREDIT AND ADVANCED PLACEMENT COURSES

Two categories of weights are allowed: an additional .5 for honors and pre-IB courses; and 1.0 for dual credit, advanced placement and International Baccalaureate courses. Those weightings are built into the conversion chart above.

Honors courses are intended for students exhibiting superior abilities in the course content area. The honors curriculum will place emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Honors courses should not encourage a student to graduate early, but should extend course opportunities at the high school level. Transcripts will reflect honors designation for any honors course taken. Dual credit courses, whether the course is taken at the school site or off campus, are defined as those courses for which the student has received permission from his/her home school to receive both Carnegie units and credit at another institution.

No correspondence or internet-based courses can be given the .5 additional weighting.

CALCULATION OF THE GRADE POINT RATIO (GPR) AND CLASS RANKING PROCEDURE

The state uniform grading scale and system for figuring GPR and class rank will apply to all courses taken by students carrying Carnegie units, including units earned at the middle/junior high school.

Grade point ratios will be figured uniformly using the following formula. The formula will yield each student's GPR that can then be ranked from highest to lowest rank in class. Computations will not be rounded to a higher number. All diploma candidates are included in the ranking.

$$\text{GPA} = \frac{\text{SUM (QUALITY POINTS X UNITS)}}{\text{SUM OF UNITS ATTEMPTED}}$$

The grade point averages of the students in the senior class are computed at the end of the fourth nine weeks and ranked from highest to lowest. Valedictorian or salutatorian will be determined at the end of the fourth nine weeks of students' senior year. Marshals will be determined after the first semester of the junior year.

In order for transfer students to be candidates for valedictorian, salutatorian, or marshal, they must meet the following criteria:

- Be in attendance for one full year (valedictorian and salutatorian – from the first day of the senior year. Marshal – from the first day of the second semester of sophomore year.)
- Be in good standing at the sending school, and
- Come from an accredited school.

Newberry County Honor Graduate status is determined at the end of the third nine weeks of senior year. LIFE Scholarships are determined at the conclusion of the senior year.

COURSE WITHDRAWALS

With the first day of enrollment as the baseline, students who withdraw from a course within 5 school days in a 90-day course or 10 school days in a 180-day course will do so without penalty. Students who withdraw from a course after the specified time of 5 days in a 90-day course or 10 days in a 180-day course shall be assigned a WF and the F (numerical grade of 51 and 0 quality points) will be calculated in the student's overall grade point average/ratio. The 5-, 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes initiated by the administration of a school.

RETAKEING COURSES

Students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of a D or F was earned may be retaken.
- The course in which a D or F was earned can only be retaken during the current academic year or no later than the next academic school year.
- Failed language arts or math courses may be retaken during Extended Semester or during the regular school year.
- A passed course may be retaken only once at the same level and during the regular school year.

The student's record will reflect all courses taken and the grade earned, with the following exception: **Students taking courses for a Carnegie unit prior to their 9th grade year may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in figuring the student's GPR and only the 9th grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.**

SUMMER SCHOOL (EXTENDED SEMESTER)

The district will operate the summer program in accordance with the State Board of Education regulations and standards required by the SC Department of Education and AdvancED. Schools may charge students a fee to cover the expenses of staffing, providing instructional materials, textbooks, and other expenses directly related to the instructional program of the summer school.

TESTING

All mandatory tests administered by or through the State Board of Education to the students of the district will be administered in accordance with state law and regulations.

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is offered to 11th grade students. It is a survey of students' interests and aptitudes. The guidance department uses it as a diagnostic tool to help students pick careers and/or college majors.

ACT/SAT & WIN

Students in 11th grade will take two assessments: The ACT/SAT, a college and career readiness assessment and WIN, which measures essential workforce skills.

In addition to the required courses, students who score below the established standard on the state's testing program in math, reading, and/or writing are required to enroll in an appropriate course of academic assistance.

MAP

Measures of Academic Progress (MAP) is given to all ninth and tenth grade students, as well as students in academic assistance classes. This is a computer-based, diagnostic test that allows teachers to measure students' growth from the fall to spring of each school year in reading, language usage, math and science.

TRANSCRIPTS

Transcripts will be printed at a cost of \$8.00 each and will be requested online at <https://sdncsc.scriborder.com/>. For current students, the first four transcripts are free.

STUDENT INFORMATION AND PROCEDURES**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.

AGENDAS

Students are given agendas at the beginning of the school year. Students are expected to carry their agendas with them at all times and not to leave classes without them. Pages should not be torn out of the agenda. Students will be subject to discipline if they are found in the halls or elsewhere on campus during class without their agendas. Students MUST purchase a new agenda from the main office if theirs are lost or stolen. Replacement agendas cost \$5.00.

ALCOHOL AND DRUG ABUSE

The possession, sale and consumption of alcoholic beverages, controlled substances, counterfeit substances, and narcotics on school property or at a school-sponsored event shall be considered a suspension and/or expulsion level offense. Such drugs and beverages are declared to be contraband. The only approved exception to this regulation would be when a physician prescribes the substance. In this case, the student must bring the substance to the office along with a "Permission for Medication" form signed by a parent.

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.

ASSIGNMENT TO CLASSES

Because changing student's classes or program may result in some classes being overloaded or an imbalance in teaching loads, students will not be allowed to drop courses or change class schedules except in the following cases:

1. When students have failed a course and the failure is removed by attendance in summer school.
2. When there is a computer or administrative error.

Refer also to Course Withdrawals, State Uniform Grading Policy. A "Request for Schedule Change" form must be completed in order for any changes to be considered. All changes will be approved by the principal or her designee. **A student's schedule will not be changed to allow him/her to have a preferred teacher.**

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 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.

CHRONIC ABSENTEEISM

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

MAKE-UP WORK

Teachers will permit students to make up work missed during an absence as long as the student makes appropriate arrangements with the teacher no later than his/her fifth day back at school. The student must then complete the work within 10 days after his/her return to school. It is the student's responsibility to inquire about make-up work due to absences and suspensions.

SEAT TIME REQUIREMENT: AFTER TEN ABSENCES OF ANY KIND (FIVE ABSENCES IN A SEMESTER CLASS), STUDENTS MUST HAVE EXCUSED ABSENCES. STUDENTS MUST BE IN CLASS FOR AT LEAST 75 MINUTES TO BE COUNTED AS PRESENT FOR A CLASS. THE S.C. STATE DEPT. OF EDUCATION REQUIRES STUDENTS TO HAVE NO LESS THAN 120 HOURS OF SEAT TIME FOR A ONE-UNIT CLASS (60 HOURS FOR A ½ UNIT CLASS). WITHOUT PRINCIPAL APPROVAL, TIME MISSED BEYOND THIS MUST BE MADE UP IN SATURDAY SCHOOL.

TRUANCY PROCEDURES

- 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.
1. 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.
 2. 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.

3. 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.
4. 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.

ATTENDANCE MAKE-UP PROGRAM

The School District of Newberry County permits Mid-Carolina High School to use Saturday School to allow students with excessive absences in their classes to make up time missed due to unlawful absences. As stated above, students with more than ten unexcused absences in a yearly course or more than five in a semester course are in jeopardy of being denied credit for the course. Coming to Saturday School **will not guarantee** that the student will receive credit for the course, but it will be used to give the student a better chance of meeting the state-mandated attendance requirements for each course. Attendance at Saturday School will count toward recovering up to four-and-a-half hours (7:30 AM-12 PM). **Students may not make up more than 9 hours for any one class in Saturday Schools. Students will not have any other opportunities to make up time--Saturday School will be the only option. Students are encouraged not to wait until the last minute to make up time, as this will jeopardize their chance to get credit for the class.** Students will have to pay \$10 for every 1.5 hour class to make up time. Students must pre-pay for all make up time the Thursday before Saturday School--otherwise they will not be admitted. The following procedures should be followed for students who wish to make up time lost due to excessive absences:

1. Find out from the office staff dates Saturday School will be held.
2. Let your teacher know that you will be attending Saturday School to do make-up work, giving him/her the chance to give you any assignments that may need to be completed.
3. Pay \$10 cash for every 1.5 hour class you wish to make up on the Thursday **before** a scheduled Saturday School.
4. Attend Saturday School. Bring books and all necessary materials with you. Failure to work on provided materials will cause students to lose credit for attending.

ATTENDANCE PROCEDURES

HOMEROOM PROCEDURES

Homeroom/Connections will meet when necessary for specific accounting and/or distribution of materials and/or dissemination of information.

EXCUSED TARDIES TO SCHOOL AND/OR CLASS

1. All late bus students are to come to the attendance office and get a pass for an excused tardy class.
2. Students who are tardy to school are to come directly to the attendance office to sign in. EXCUSED tardies will be issued with authorized documentation (doctor's statement, legal notices, etc.). Excused tardies will not be given for any other reason.
3. Students are expected to report directly to class after signing in, regardless of how late they are for class.

UNEXCUSED TARDIES TO SCHOOL AND/OR CLASS

The staff believes it is their responsibility to prepare students for the world of work. Therefore, just as one is expected to be at work on time, students are expected to be on time for school and class. The consequences listed below apply to all tardies after the third, including school and class tardies, and they are specific to any class. Consequences for tardies will start over the first day of second semester. Parent notes do not excuse tardies.

4th offense

Administrative conference

5 th -6 th offenses	Detention
7 th offense	Admin. After School Detention/ISS
8 th and thereafter	ISS, OSS, suspend or revoke driving privileges

PROCEDURES FOR LATE ARRIVAL/EARLY DISMISSAL

1. The student must turn in a note from a parent to the attendance clerk upon arrival at school. The note must contain the following: student name, date and time of dismissal, reason for dismissal, parent's signature and telephone number where he or she can be reached during the day. **The parent's name and number should be the same as the number on file.**
2. The attendance clerk will contact the parent to verify the dismissal. **If the parent cannot be reached, dismissal will not be allowed.** Dismissals will not be allowed by any other method except by an administrator or nurse with the parent picking up the student in person.
3. No student will be allowed to sign out of school at any time to purchase food or snacks (including during lunch).
4. With the exception of medical appointments and sudden emergencies, students may only sign out BETWEEN classes.
5. Work-related dismissal
 - a. There will be no permanent out early passes unless a student has a job or extenuating circumstance. The parent/guardian AND employer must request in writing that a student be dismissed early from school.
 - b. Early dismissal from school will be approved by application only.
 - c. An approved application must be on file in the office prior to any dismissal.
 - d. Permission to leave early will be granted only if no conflict arises in the student's academic schedule. This takes first priority.
6. Students who leave school without signing out (and without permission from a school official) will face disciplinary action for cutting class/not signing out. Students are to sign out at all times! **It is the responsibility of the student to make sure that he/she has been cleared to sign out by the attendance clerk.**
7. Classes that are missed due to signing out are treated as absences. This includes cases in which a parent signs a student out before a class is over. A student must be in attendance for **75 minutes** to be counted as present.
8. Students are not to sign out early on a regular basis unless they have turned in an Early Release Form signed by their parents and/or guardians. Students are not allowed to sign out and return to school later the same day unless they have a bona-fide medical appointment, court appointment, or a funeral to attend (documentation must be furnished upon their return).
9. These procedures apply on every school day, including during exams. Students who have exempted exams are expected to follow these procedures.

NO STUDENT SHALL LEAVE CAMPUS AT ANY TIME DURING THE SCHOOL DAY WITHOUT PROPER AUTHORIZATION FROM A SCHOOL OFFICIAL.

ATTENDANCE AND PARTICIPATION IN SCHOOL CO-CURRICULAR ACTIVITIES

Students should be in attendance a minimum of two (2) full periods to participate in co-curricular activities held that day. Where extenuating circumstances exist, students and/or parents may appeal to the principal or her designee.

BOOKS, LOCKERS, AND OTHER POSSESSIONS

It is the student's responsibility to keep up with his/her books and other valuables at all times. Lockers and combinations should not be shared. Lockers should not be preset to open. Students are expected to notify a school official immediately if their lockers are not working properly. Students are

expected to secure books, other valuables, etc., and are reminded to think before leaving pocketbooks, books, candy, money, etc. in the building unattended. The school will not be responsible for lost, misplaced, or stolen items, including, but not limited to books and valuables left in lockers, cars, or anywhere on school grounds. **UNDER NO CIRCUMSTANCES SHOULD STUDENTS LEAVE VALUABLES UNATTENDED. Valuables that are not intended to be used at school for instructional purposes should not be brought on campus at all.**

Students are also expected to use lockers between classes only. All lockers in the school district are to be considered the property of the district. Use is a privilege granted by the administration. Storage of unlawful items or contraband in lockers is prohibited and punishable as per Newberry County School Board Policy and state law. The board reserves the right to have lockers inspected by the superintendent or his representative without any notice. Students will be supplied with one combination lock from the school (replacement cost is \$5.00). Only locks from Mid-Carolina High School will be allowed on lockers. Any other locks found on lockers will be removed.

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 mile 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.

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 	<p>1st offense - warning 2nd offense - five (5) days 3rd offense - ten (10) days; intervention services</p>
<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 	<p>1st offense - five (5) days 2nd offense - ten (10) days 3rd offense – indefinite; intervention services</p>
<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.) 	<p>No warning - ten (10) days</p>
<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 	<p>Suspended for ten (10) days from the bus with a recommendation to the school administration for expulsion</p>
<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) 	<p>Suspended for ten (10) days pending expulsion hearing; referral to court for restitution</p>

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

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

CHILD ABUSE

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the County Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

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.

CONNECTIONS/LUNCH ADVISORY PERIOD

Time in Lunch Advisory Period/Connections can be used for silent sustained reading and/or studying. Students who are struggling are encouraged to use this time to meet with their academic teachers to get extra help and make up missed assignments and tests. If a student cuts Lunch Advisory Period/Connections, they will receive an administrative consequence. Students must have prior permission to leave their assigned connections/lunch advisory period class. (24 hours/1 day approved permission from assigned teachers)

CUTTING SCHOOL

Any student absent from class or off campus without proper authorization is truant. Truancy could result not only in disciplinary action, but also in a referral to the director of student services for investigation. Students are to follow the procedures specified for early dismissal. The school reserves the right to suspend or revoke a student's driving privileges and/or take other administrative disciplinary action for cutting school or for leaving school without permission.

DELIVERY OF ITEMS TO STUDENTS

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

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

DIRECTORY INFORMATION

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

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

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

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.

DRESS CODE

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment and/or places students at risk as related to health and safety regulations is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: spandex, sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. Failure to follow the dress code can result in a referral to the administration. The following guidelines will be observed:

1. No headwear (male or female) will be visibly carried or worn on campus. This includes hats, sweatbands, do-rags, wave caps, bandannas, hair picks, hoods, etc. The first offense will result in the item being confiscated and returned only to the parent. In addition to the item being confiscated, disciplinary action will also be taken at the second offense. The purpose of this policy is to keep our campus safe and also to promote courtesy and respect.
2. No bare midriffs, halter tops, tank tops, spaghetti or "T" straps, see-through shirts or blouses. Sleeveless blouses will be at least the width of three fingertips across the shoulders. Males will be required to wear shirts with sleeves at all times.

3. No skin should be showing between a student's shirt and his/her pants, skirt or shorts. This includes when students are sitting, standing or walking. Shirts should not expose a large portion of a student's back. Sheer, see-through, lace or crocheted tops must have a camisole or tank top underneath that meets dress code.
4. No vulgar, obscene or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing. Clothing that promotes thug life, gangs or disrespect to police officers is not permitted.
5. Any endorsement or glorification of guns, drugs, tobacco or of an alcoholic beverage will not be permitted on clothing worn to school.
6. Sunglasses/shades or flip lens glasses are not to be worn in the school building unless medically necessary. Students with a medical necessity must see a school administrator for clearance.
7. Pants will not be worn below the waist.
8. Shorts and skirts are to cover the thigh and should be no higher than three (3) inches from the top of the knee. Please take into consideration the length of these items when sitting and walking. If leggings are worn, tops/skirts/shorts must be no higher than three inches from the top of the knee. **Leggings/excessively tight knit pants are not to be used as a substitute for pants.**
9. There will be no holes showing skin or undergarments more than three inches above the knee.
10. Pants, shorts and skirts will cover undergarments. Clothes will not be see-through.
11. Cleavage should not be visible at any time.
12. Wallet/pocket chains will not be excessively long. Students will not have any jewelry or clothing with spikes.
13. Bedroom shoes or pajamas are not to be worn on campus. Blankets and pillows are not permitted in the building.
14. Shoes must be worn and remain on feet at all times.
15. No fish hooks may be attached to clothing

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. Appropriate t-shirts will also be available in the office for students to wear should they need to change. Students who cannot go home to change or refuse to change will sit in ISS for the remainder of the day.

DRUG AND WEAPONS DETECTION

The Newberry County School Board allows M-C High School to use trained dogs to participate in drug and weapon detection activities on the campus. Such activities include sniffing lockers, students' possessions, and vehicles. These dogs are trained to sniff narcotics, weapons, and ammunition. Any student found using or possessing drugs or weapons illegally on the M-C High School campus will be recommended for expulsion. A weapon is a firearm, knife, razor, box cutter, eyebrow shaver or other potentially dangerous object.

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.

ENTERING THE BUILDING

Students should only enter and exit the building through the student entrance in the back. **Car riders cannot be dropped off or picked up in the front visitor entrance area, faculty parking area, bus loading/unloading area or band area** (students staying after school for extra help with a teacher can be picked up in the front of the building after 4:00). For safety reasons, exterior doors (except the door to the main office) are locked at all times.

FEDERALLY FUNDED PROGRAMS

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

FEES, FINES AND CHARGES

The board recognizes that it may charge student fees to offset the costs of educational materials and supplies. In some subject areas, there may be additional costs for lab manuals, study guides, etc. The district will not deny any student an education because of his or her failure to pay these charges. No student is exempt from charges for books, lockers, materials, supplies and equipment that are lost, stolen, or damaged.

FIELD TRIPS

Students traveling to and from trip destinations must travel together on school-sponsored transportation. Students traveling with the group will be under the jurisdiction of the school, and will abide by the same rules of conduct and discipline listed herein. Each student who goes on a field trip must have written parental permission on the DISTRICT APPROVAL FORM. A handwritten note will no longer be sufficient. Only a student in good standing can participate in a field trip. A student in good standing is one who is not on suspension, not expelled from school, and not a threat to safety of self and/or others, even with accommodations. Students with excessive absences could be denied the privilege to participate in a field trip or in job shadowing. Due to the potential for disruptions and safety issues, the administration reserves the right to exclude students with frequent assignments to in-school suspension or any out-of-school suspensions from field trips. These decisions will be made on a case-by-case basis.

FIRE DRILLS AND OTHER EVACUATION PLANS

Each classroom teacher will review fire drills and other evacuation plans. To avoid a possibly tragic event, everyone must cooperate to ensure that proper routes out of the school building are used. Students and teachers should walk and stay with their assigned group and take personal possessions with them. NOTE: ANYONE FOUND TAMPERING WITH THE FIRE ALARM SYSTEM OR OTHER SUPPORT SYSTEM WILL BE SUBJECT TO SUSPENSION WITH RECOMMENDATION

OF EXPULSION. IN ADDITION, THE STUDENT MAY BE CHARGED WITH DISTURBING SCHOOLS.

FOOD AND DRINKS

Vending machines will only be used during lunch and after school. Students are not permitted to order or have food delivered by individuals or businesses during the school day. In addition, students returning to MCHS from service learning, Teacher Cadet, NCCC, Piedmont Tech, etc., will not bring outside food into the building. Any exceptions to this policy must have prior approval by the administration. Teachers and administrators have the authority to confiscate any food or drink, if necessary. With the exception of plain water in clear cups or water bottles, food and drink will not be allowed in classrooms or in the gym.

FUND-RAISING ACTIVITIES

Only school-sponsored organizations, not individuals, may conduct fund-raising activities. School-sponsored 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 requests in accordance with Board Policy JJE-R.

HALLWAYS

Students should not be in the halls during class unless it is an emergency. It is the student's responsibility to have his or her agenda if leaving class for any reason and to have the hall pass section properly completed and signed by the teacher. Students who are assisting a teacher or those who are in yearbook must wear badges at all times.

HARASSMENT, INTIMIDATION or BULLYING

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

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions

as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy. The superintendent will also ensure that a process is established for discussing the district policy with students.

HEALTH ROOM

1. Unless the student is picked up by a parent/guardian, a student cannot remain in the health room longer than 15 minutes.
2. Students who are sick and need to call home will be checked by the nurse first.

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

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

IDENTIFICATION CARDS

At MCHS, we strive for excellence as well as safety. Our IDs are used so we can quickly identify the students in the building as well as for lunch and media center activities. Please adhere to the information listed below concerning your ID:

1. ID badges must be worn at all times.
2. ID badges must be visible and worn outside of clothing, around the neck. Temporary IDs will be displayed in the chest/shoulder region of the body.
3. ID badges are property of MCHS and must not be defaced or modified in any way (the badge will be confiscated and the student must purchase a new ID if defaced/modified). This includes, but is not limited to, cutting/breaking pieces off, punching multiple holes in it, peeling portions of it off, adding stickers, writing on it, etc.
4. Students must not wear an ID badge belonging to another student or an ID from another school year. The ID will be confiscated.
5. Every student is issued an ID badge and lanyard at the beginning of the school year. If students do not have their ID, a new one must be purchased. Students will not be allowed to charge more than one ID badge (\$5 for each badge).
6. Students who forget their permanent ID will be issued a temporary ID sticker. Each temporary ID will cost 50 cents. Once a student is issued 10 temporary IDs, he/she will be assigned to lunch detention, after school detention and/or ISS (depending on number of temporary IDs).
7. Students will be dismissed last for lunch when they are wearing a temporary ID.
8. Students are required to have their ID to check out books or computers in the media center.
9. IDs must be displayed properly when the student enters the building. They cannot be stored in lockers, classrooms, etc. Tardies to class due to obtaining IDs are unexcused.

INAPPROPRIATE ITEMS AT SCHOOL

I-PODS, ELECTRONIC GAMES/EQUIPMENT, PLAYING CARDS, ETC...These items are not allowed at school! The penalty is confiscation until picked up by a parent/guardian in addition to disciplinary action. These items do not contribute to an orderly educational environment. There will be no exceptions to this policy. The administration reserves the option of holding these items until the end of the year for second offenses and beyond. Items that are not picked up at the end of the year will be discarded. Electronic items, including cellular phones, and personal devices will be confiscated if they are seen or heard during the school day (7:35-3:15) and will be returned only to a parent/legal guardian one (1) day after they are confiscated (for first offense). On the second offense, the item will be kept for 5 days. On the third offense, the item will be confiscated for the remainder of the school year. If the confiscation period ends on a non-school day the item will be returned the next regular/business school day. Students who refuse to give these items to a staff member or administrator upon request will automatically receive three (3) days of OSS.

INSTRUCTIONAL TIME

Instructional time is of extreme importance and should be guarded by students and teachers. Teachers are asked not to let students leave classrooms to come to the office unless it is an emergency or unless they are called for. Students desiring to speak with members of guidance, the administration or staff should come to the office between classes, before school, during lunch or after school to make an appointment.

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.

IN-SCHOOL SUSPENSION

In-school suspension is a method of disciplining a student as an alternative to out-of-school suspension or expulsion. It is an effort by the administration to help the student without removing him from school, and gives the student another chance to correct inappropriate behavior. In-school suspension meets Monday through Friday from 7:55 AM until 3:15 PM.

PROCEDURES

1. Get breakfast from cafeteria.
2. Report to ISS at 7:55 AM.
3. Bring all required materials (paper, books, pens, pencils, assignments, etc.). No student will be allowed to leave ISS to get assignments or materials.
4. All assignments must be completed and checked by the ISS monitor. Students will be assigned an out-of-school suspension if they refuse to cooperate with the monitor or work on their assignments. Students will receive an additional day of ISS if assignments are not fully completed.
5. No snacks will be allowed in ISS. Only lunches from the main line of the cafeteria will be served.
6. Students are to remain quiet at all times. Talking is not allowed in ISS.
7. Students are not allowed to leave early or arrive late for any reason. Students that usually leave early or arrive late (due to open periods) will be expected to stay in ISS for the entire school day (7:55 AM-3:15 PM).

JUNIOR-SENIOR PROM

A student must be officially classified as a junior or senior in order to attend and be eligible to invite persons to the Junior-Senior Prom. See page 5 for further details on grade classification. Students will be charged a fee to attend the prom. Students who are attending must have permission from the principal if

they plan on bringing a date other than a current MCHS student. Dates must be at least a freshman in high school and no older than 21 years of age. All ticket holders and their dates must have either a school ID or valid driver's license with them before they will be allowed into the prom.

LASER POINTERS IN SCHOOL

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

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

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

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

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

LIBRARY/MEDIA CENTER

In order to provide a suitable environment for use of the library media center, students are responsible for behavior that maintains a learning environment where others can read, study, and complete assignments. All students entering the library will sign in and out at the circulation desk. A student must have a signed agenda when coming to the library from a class. To preserve the library collection, no food or drink is allowed in the library.

1. Books may be checked out for two weeks and renewed for an additional two weeks.
2. Periodicals should be used in library but may be checked out overnight by checking out the periodical 30 minutes before the end of school and returning it by 8:00 AM the next morning.
3. The school library provides a scanner, copy machine, and color and black and white printers for student use. Copy machine and black and white print copies are 10 cents per page. Color and graphic print-outs are 25 cents per page.
4. Students must have a signed district Technology Agreement form on file to use school computers and must comply with state and district policies regarding use of the Internet.

Overdue and Lost Books

1. Fines for overdue materials are as follows: 10 cents per day applied on days when school is in session; 25 cents per hour for reference books and periodicals.
2. Lost or misplaced books should be reported immediately to the library. If a book is lost, the student is responsible for the replacement cost of the book. If the book is returned before the end of the semester in which it was lost, the replacement cost will be refunded less the fine that was incurred.
3. Books that are overdue at the end of the semester or academic year are viewed as an unfulfilled obligation. Students with overdue materials or fines will not receive their grades at the end of the year until charges are paid.

Library Card Catalog

The Destiny card catalog for library resources can be accessed through the school website <www.mid-carolinahighschool.org> by clicking on the Library icon link. A link to Newberry County Public Library, among other helpful resources, can be found on the Destiny card catalog homepage.

LOITERING

Students are expected to leave the building and the campus immediately after school unless they are participating in a school-sponsored activity. Students not participating in school activities who are found on campus after school will be disciplined for loitering. Students are not allowed to stay on campus after school because they are attending an evening event—they should go home and return at the time of the event. Students staying after school for valid reasons, as mentioned above, are expected to be under the direct supervision of a sponsor, teacher or coach following the last bell (3:15 PM) and until picked up from campus. Students found in the gym or elsewhere on campus without legitimate staff supervision will be disciplined. **All car riders will be picked up no later than 3:40 PM.** Parents who cannot pick up children by that time should direct them to ride the bus to avoid being disciplined for loitering. MCHS students are not allowed on the MCMS campus without permission from an administrator.

LOSS OR DAMAGE OF EQUIPMENT

Parents or legal guardians of minor children are responsible for all losses or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student. Cost of repairs to the building may be obtained from the maintenance department. When a staff member receives money for the damages, he or she should give a receipt and transmit such money to the district office.

LOST AND FOUND

The main office is the designated area for lost and found items/books. If you find something, please be a good citizen and turn it in to the office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded. Books that are left in the halls will be taken to the office, and students will have to get them from an administrator.

Students are asked to keep valuables at home, including large amounts of money. Students who bring money to school to turn in for fundraisers should bring checks instead of cash whenever possible. If a student must bring cash to school, he/she should turn it in to the organization's sponsor immediately after arriving on campus. The school is not responsible for money or items that are lost or stolen at school.

LUNCH AND BREAKFAST 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 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. A quality nutritious breakfast that comes with juice, fruit, and milk is offered daily.

Applications for Free and Reduced meals are available on-line at www.ncsdnutrition.com. Applications are also available in 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.

Paying for school meals: Money can be deposited into students' accounts by utilizing My School Bucks. My School Bucks works like a checking account at a bank. Money is deposited into the identified students account at www.myschoolbucks.com. When a purchase is made in the cafeteria, the cost is deducted from their account. The money remains in the student's account until it is used. If students have monies remaining at the end of the year, the money will carry forward to the next school year. Students not approved for free meals **must have money in their account to purchase meals.** Cash and Checks are other forms of payment for school meals. Checks will provide a receipt for the parent/guardian 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 students account on the day that the check is brought to school. Please make all checks payable to the school cafeteria and print the students full name on the bottom of the check in the memo section. Parent/Guardians 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 date.

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 weekly indicating monies owed which are sent home with students. The district's School Messenger system is used to send automated messages if a student's account is negative. 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 money is collected for meals served.

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

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

Diet Prescription for Meals

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

LUNCH DETENTION

Teachers have the authority to assign lunch detentions to students who do not follow rules and procedures. An administrator can also assign students to lunch detention in ISS.

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.

MEETING SITE 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.

NETWORKED COMPUTER SYSTEM

MCHS is equipped with a district file server and a completely networked system of computers in all classrooms. A student must present his/her student ID with barcode to check out a computer in the library.

Students are not allowed to "chat" or play games on school computers. The Newberry County School District Acceptable Use Policy can be found on the district web page www.newberry.k12.sc.us under Technology, then under Support and Help Files. We follow those guidelines summarized below:

- Use for educational purposes only
- Have signed parent permission for technology use on file to access the Internet
- Not divulge personal information over the Internet
- Access personal e-mail for school-related purposes only and under teacher or librarian's supervision

NEWBERRY COUNTY CAREER CENTER STUDENTS – TRANSPORTATION RULES TO FOLLOW

The first bus (for blocks 1A/3A & 2B/4B) will leave promptly at 7:55 AM for morning classes. The second bus (for blocks 5A/7A & 6B/8B) will leave MCHS immediately after first lunch for afternoon classes. Therefore, all afternoon NCCC students will report to 1st lunch at the second bell. The loading and drop-off area is in the bus loop. Please observe the following rules:

1. Students who have afternoon classes should report to the bus loading area immediately when first lunch ends.
2. If a student misses the NCCC bus, it will be considered cutting class. When a student misses the bus, he/she MUST report to an administrator. He/she will then be placed in ISS for the duration of the NCCC class. Failure to do so will result in more severe disciplinary action.
3. Students who drive to NCCC for afternoon classes will report to first lunch. These students are not allowed to leave the cafeteria/lunch area (or the M-C campus) until the bell rings ending first lunch.
4. Students are not to drive to NCCC or sign out without securing permission from an M-C administrator first.
5. No food or drinks will be allowed on the bus.
6. When students return from NCCC on the bus in the afternoon, they are expected to get in their vehicles and leave campus. Those who ride a bus are expected to be quiet as they enter the building and remain in the hallway in front of the gym and not enter the rest of the building until the 3:15 bell. Classes are still in session at this time and need not be interrupted.
7. Afternoon NCCC students who drive or ride in vehicles other than the school bus are not to return to the MCHS campus unless they have another class or are **participating** in a school-sponsored event (extracurricular activity or

after-school detention). Students who are picking up car riders on the MCHS or MCMS campuses must do so using the designated pick-up areas in front of those schools, not the parking lots.

8. Morning NCCC students who drive or ride in vehicles should not report to the MCHS campus in the mornings. They are expected to drive/ride directly to NCCC from home.

OFFICE HOURS

Office hours are from 7:30 AM until 4:00 PM. Telephone calls are answered during this time. The secretary and clerical assistants will be able to assist in many instances or will refer students to the proper individual. Students should make an appointment to see a guidance counselor. Students who wish to see the principal, assistant principal or counselors should make arrangements for an appointment during non-instructional time.

OUT-OF-SCHOOL SUSPENSION

This consequence is used for more serious or repeated infractions of school rules. Students who receive an out-of-school suspension may not attend class or be on any school property (including NCCC) during the suspension period. They may not ride any school bus or attend any day or night school function (athletic competitions included). A student who is found on campus or at an activity during a suspension will receive additional out-of-school suspension days for trespassing and may be arrested as well. Students are responsible for making up all assignments and/or tests missed while on suspension. It is the responsibility of the student, not teachers or office personnel, to do this after returning from suspension. In some cases, an administrator may suspend a student pending a parent conference.

PARENT CONFERENCES

Parents are encouraged to visit the school and talk with teachers, counselors and administrators. Appointments should be made in advance to assure the availability of personnel. Appointments can be made by calling 364-2134. If there is a concern or problem with a teacher or staff member, parents should first meet with that individual to attempt to solve the problem before contacting an administrator.

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.

PROCEDURES FOR 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
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.

POWERSCHOOL PARENT PORTAL

PowerSchool's Parent Portal provides real-time access for parents to their child's grades, attendance, assignments, and more. It allows you to set up an email address to receive reports. All parents/guardians have access to PowerSchool. Parents/guardians must come to the office and show picture ID to have an account set up. Usernames and passwords will not be given over the telephone or via email to protect student information. Accounts that are already set up will not need to be reactivated each year. PowerSchool can be accessed using this link: <http://ps.newberry.k12.sc.us/public/>.

PUBLIC DISPLAY OF AFFECTION

Students are expected to refrain from excessive touching of other students, as well as touching others in inappropriate places, hugging excessively and kissing at school and at school-sponsored events. Displays will be limited to holding hands. Public Display of Affection can result in Administrative Consequences per behavior and or repeated offenses.

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.

RIGHTS

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his or her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights. Rights bring responsibilities. Behavior that disrupts the normal functioning of classes and school activities is an infringement on the rights of others.

RESPONSIBILITIES

Students are responsible for the consequences of their behavior. Each student is responsible for knowing and obeying all school rules and regulations, as well as directives from faculty and staff members. Students are also responsible for reporting any illegal activities or serious violations that threaten the health, safety, or property of themselves or others.

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.

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, herbal, homeopathic or over the counter) in their possession on school premises except for medical indications that are covered by Individual Health Care Plans developed by the school nurse.

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

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

A parent/legal guardian **must** bring ALL medications to the school for all students. No medications (prescription, herbal, homeopathic, or over the counter) will be accepted unless they are in an appropriate pharmacy-labeled

container or manufacturer's original container. When necessary the parent/legal guardian should obtain an extra pharmacy-labeled container for school use when the medication is to be taken both at home and at school especially if the medication is to be given longer than two weeks. **No medications will be accepted in Ziploc bags, envelopes, etc.**

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

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

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

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

Student Medication Procedure at School

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

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

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

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

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

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

Guidelines for Managing Contagious Illnesses in School

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

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

Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care

information is shared with the appropriate people, such as teachers on duty during recess, bus drivers, and cafeteria employees, to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual Health Care plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the school nurse coordinator at 321-2620.

SCHOOL REPORT CARD

The school report card is an annual rating of how well each school and school district as a whole is educating its students. The Profile of the SC Graduate serves as the overall objective of the state's public education system. Information included on the School Report Card is annual test results, student data, teacher data, and district data.

SEARCHES

School administrators have the right to search a student's desk, locker, purse, gym bag, backpack, any other item carried or possessed by a student, the student's person, pockets, or car upon reasonable suspicion. Metal detectors may be used in accordance with board policy.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504)

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

SENIOR CLASS RINGS

Class rings should not be cheapened by being made available to students who are unlikely to graduate from the school that the ring represents. Therefore, the following regulations will be followed:

1. Class rings will be made available for purchase during the junior year to students officially classified as juniors or seniors.

2. The school will not assume responsibility for the cost of the rings.

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.

SPECIAL SERVICES

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

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

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

STATEMENT OF NONDISCRIMINATION

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

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

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

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

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

Title IX

The School District of Newberry County does not discriminate on the basis of race, color, national origin, sex, or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding n

STUDENT 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.
- 4.

Display appropriate character

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

STUDENT BEHAVIOR CODE

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

Level 1 - Disorderly Conduct

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses

- cutting class
- school tardiness
- truancy
- possession and/or use of an electronic communications device in conflict with district policy (See Policy IJNDB-R)

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

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction, and maintain a record of the misconduct and the sanction.
- If a certain misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this policy.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should effect the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

Level I – Consequences

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

Level II - Disruptive Conduct

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

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

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

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

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct and effect the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should contact law enforcement authorities.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

Level II - Consequences

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

Level III - Criminal Conduct

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

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

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

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

- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student.

- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

Level III – Consequences

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

Extenuating, Mitigating, or Aggravating Circumstances

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

Discipline of Students with Disabilities

Disciplinary process

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

Program prescriptions

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

Suspensions

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

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

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

Expulsions

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

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

Immediate removal

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

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

A student who commits an assault and battery, other than one that is aggravated, on school grounds or at a school-sponsored event against any persons affiliated with the school in an official capacity including, but not limited to, administrators, teachers, faculty, substitute teachers, teachers' assistants, student teachers, custodial staff, food service staff, volunteers, law enforcement officers, school bus drivers, school crossing guards, or other regularly assigned school-contracted persons **is guilty of assault and battery against school personnel which is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both.**

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

DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS

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

WEAPONS

In accordance with Section 59-63-235 of the Code of Laws of South Carolina, any student who brings a firearm, loaded or unloaded, to school or to any setting under the jurisdiction of the Newberry County Board of Education will be expelled for no less than one year and will be referred to the local department of juvenile justice officer. State law allows the district superintendent to modify this requirement on a case-by-case basis, such as when a student's behavior is

related to a mental or emotional disability. Under no circumstances will a student who commits this offense remain in the regular school setting.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

All car riders are to be dropped off and picked up in the car rider loop in the back of the school, which is accessed by the front driveway. Students may not be picked up or dropped off in any other location on campus. All students will enter and leave school through the back entrance by the gym.

TELEPHONES

Office and classroom telephones have been installed for the use of administrative and teaching personnel. Students, only in emergency situations, will use these telephones. Social conversations are not permitted at any time. Messages and deliveries should be left in the office. Students will be called out of class only in an emergency.

TOBACCO USE

The use of and/or possession of tobacco products and smoking materials, including vapor or e-cigarettes will be subject to discipline as specified below. All district facilities are tobacco free at all times (this includes athletic and school-sponsored events).

First Offense: One-day suspension. Principal or his/her designee will notify parents of rule infraction after first offense and advise parents of consequences of this policy.

Second Offense: Two day suspension

Third Offense: Five day suspension

Fourth Offense: Ten day suspension

Fifth Offense: Expulsion

TRANSPORTATION - CARS

Any and all vehicles driven by students to M-C High School must be registered and must display a current 2018-2019 MCHS movable permit at a cost of \$10.00. Replacement tags will cost \$10.00. Vehicles that have not been registered and/or do not display a tag can be towed at the owner's expense. Students will be assessed a parking violation fee if the permit is not displayed properly or if the car is not parked in the proper location. Permits are not transferable from one student to another. All students are required to complete the "Alive at 25" class before driving to school. Classes are offered in the summer and periodically throughout the school year. Students who drive and/or ride in cars to school are expected to adhere to the following rules:

1. Arrive in time to be in class prior to 7:55 AM tardy bell.
2. Leave cars immediately and enter the building upon arriving at school.
3. Do not return to cars for any reason until school is out for the day.
4. Drive in a safe and responsible manner on school grounds (the speed limit is 5 MPH).
5. Park in designated areas and/or parking spaces (one space per vehicle). Students are only allowed to park in the student parking lot.
6. Avoid playing music loudly in vehicle while on campus.
7. Students are not allowed to park in or drive in the visitor, bus or teacher parking areas at any time. THESE ARE NOT DROP-OFF AREAS.
8. Students who are caught leaving school grounds without permission may have their driving privileges suspended or revoked, as will students who are found transporting other students off campus unlawfully. This may also be the case for student drivers who have excessive tardies to school.
9. Students who attend NCCC will not be allowed to return to the MCHS campus following afternoon classes. If a student has to legitimately pick up a MCHS or MCMS student, he/she must use the designated student pick up/drop off area at that school. Under no circumstances should NCCC afternoon students be in the student parking lot. Students who have to return to school to attend an extracurricular activity should park their

vehicle in the parking lot and report directly to the designated activity's location. If school is still in session, said students should report to the office.

10. Students who attend NCCC for one block only must ride the bus. The only students who will be allowed to drive to NCCC are those who report to NCCC directly from home in the mornings or those who report directly home from NCCC in the afternoons. All students who drive to NCCC must be granted special permission from the administration to drive.
11. Students who leave campus to attend NCCC, PTC, or do service learning or Teacher Cadet work will not make any stops between those locations and MCHS while driving during the school day.
12. Students cannot decorate other students' vehicles on school grounds.
13. Students may not ride in the bed of pick-up trucks. Student must be in the cabin area of pick-up truck (seatbelt)

The school reserves the right to:

1. Revoke the privilege to drive of any student who refuses to adhere to published rules and expectations (including general school rules and expectations).
2. Revoke the privilege to drive of any student who has excessive tardies or who is caught leaving campus without permission.
3. Assess a nominal fee for parking violations. Fees must be paid **before** the student is permitted to continue parking on campus.
4. Conduct routine searches of the exterior of student automobiles parked on school property at any time. The administration retains authority to conduct searches of the interior of student automobiles whenever a school official has reason to believe that a student has violated board policies, school rules, or state law.
5. Search and seize any weapons, intoxicants, controlled substances, and/or any other illegal contraband in any vehicle driven by any student. Any and all violations of the criminal conduct provision of the **Newberry County School District Discipline Behavior Code and Disciplinary Policy** will be reported to the Newberry County Sheriff's Department, in addition to school district administration. Appropriate legal action will be taken as per South Carolina Law and Newberry County School Board Policy.

THE SCHOOL IS **NOT** RESPONSIBLE FOR VANDALISM, THEFT, OR DAMAGE TO ANY VEHICLE. All vehicular accidents will be investigated by the South Carolina Highway Patrol.

TRUANCY PROCEDURES

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.

UNAUTHORIZED AREAS

For safety reasons, students are only allowed to be in areas where there is supervision by faculty and/or staff members. The gym and locker rooms are off limits to any student who is not scheduled to have P.E. during the time in question. The gym/locker room area is off limits to all students before school,

during lunch, between classes and after school. Athletes are not allowed in the gym/locker room area until practice time. No students, including athletes, should be in the gym after school unless they are using it for practice (with direct supervision from their coach). Students will not be allowed to go to the parking lot during school hours. Students are not to cross the street to go to MCMS when there is not a resource officer on duty to stop traffic. Students will not to go MCMS without permission from an MCHS administrator.

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.

STUDENT MAP GOAL SETTING WORKSHEET

	Fall 2018	Fall 18-Spring 19				
<i>Subject</i>	<i>RIT</i>	<i>Typical Growth</i>	<i>RIT Target</i>	<i>My Goal</i>	<i>2016 RIT</i>	<i>2016 RIT Growth</i>
Reading						
Math						

Goal Strands - Reading	RIT 2018	RIT 2019
Literary Texts		
Informational Texts		
Building Vocabulary		

Reading goal strand to work on: _____

Goal Strands - Math	RIT 2018	RIT 2019
Number and Operations		
Algebra		
Geometry		
Measurement		
Data Analysis and Probability		

Math goal strand to work on: _____