

Mid-Carolina Middle School
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www.newberry.k12.sc.us/mcms

Rebels with a Cause...Education

Student Handbook

2017-2018

Mrs. Deedee Westwood	Principal
Mr. Eric Thompson	Assistant Principal
Ms. Beverly Wood	Assistant Principal
Ms. Jessica Beam	Curriculum Coordinator
Stacey Coffman	School Counselor
Candice Dixon	School Counselor
Jared Jones	Athletic Director

This handbook belongs to:

Name _____

Homeroom _____

Mid-Carolina Middle School

Mission Statement

The mission of Mid-Carolina Middle School is to facilitate optimal learning for all students to enable them to lead fulfilling and productive lives in a rapidly changing and increasingly complex society

Vision Statement

To create unity within the school, district, and community forming a culture where collaboration is expected and all ideas are valued.

Our Guiding Beliefs Up the Ladder of Success

We Believe:

Mid-Carolina Middle is

Committed to continuously creating

Meaningful and engaging opportunities which are

Socially relevant and academically challenging for all students.

School District of Newberry County Mission Statement

The School District of Newberry County, in collaboration with families and the community, will prepare all of our students, through academics, the arts, athletics, and extra-curricular experiences, to be productive, responsible, global citizens who engage in lifelong learning.

ACADEMIC RECOGNITION

At the end of each nine-week grading period, grades are reviewed to determine qualification for a specific Honor Roll. Students who qualify for the Principal's Honor Roll have earned a grade of A in every subject they have taken for the nine weeks. To qualify for the A-B Honor Roll, students must have earned a grade of A or B in every subject they have taken for that nine-week period. To qualify for Honorable Mention, students must have an overall B average, with no D's or F's in any classes, no more than 2 C's and an 80 average.

ACCESSIBILITY

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

ADMISSIONS

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

ADDRESS CHANGE

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

AGENDAS

Each student will be issued an agenda the first day of school. **Students are required to use the agenda as their hall pass.** To be out of class, students should have signed permission from the teacher or staff member in their agenda along with the dismissal time and destination. Students in the hallways without permission in their agenda will be considered out of assigned area and will receive a consequence for this offense. It is important to keep the agenda with them at all times. If the agenda is lost the student will pay \$5.00 to replace it. The agenda is also a useful tool for students to write all class assignments and to use as a communication tool between home and school and to document Level One Offenses.

Failure to properly maintain and have an agenda will result in the following consequences:

- 1st Offense- Warning, Temporary agenda assigned (TAA)
- 2nd Offense- Lunch detention, TAA
- 3rd Offense– Lunch detention, parent contact, TAA
- 4th Offense and beyond – Administrative referral, TAA

ALCOHOL AND DRUG USE (Level 3 Offense)

The possession, sale, distribution, or use, in any amount, of alcohol, marijuana, hallucinogenic drugs, or any controlled substance on the school grounds, in the school buildings, on buses, on any school sponsored events, or during any other time that the student is under administrative jurisdiction of the school whether on or off the school grounds, shall be prohibited. The principal may suspend any student who violates this policy or recommend to the Director of Student Services that the student be expelled for the remainder of the particular school year. Law Enforcement will be involved in all investigations.

ARRIVAL AND DEPARTURE TIMES

The school day is from 7:25 a.m. to 3:30 p.m. Students should not arrive at school earlier than 7:25 a.m. nor remain after 3:30 p.m. (unless participating in a school sponsored activity). Adequate supervision is not available prior to 7:25 a.m. or after 3:30 p.m. to safely and effectively supervise and tend to student needs. Drop off for 6th and 7th grade students is at the little gym entrance and at the big gym for 8th grade students. If a student arrives after the tardy bell, parents are expected to sign students in at the main office to receive entrance to class.

ASBESTOS

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

ATTENDANCE

South Carolina requires all children between the ages of five (5) and seventeen (17) attend a public or private school or kindergarten. A parent whose child or ward is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/her child. The Board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

Students living in the School District of Newberry County attendance area should be enrolled no later than the third official day of instruction. If a student is not enrolled or accounted for by the third official day of instruction, the principal or his/her designee will contact the student and parent by telephone, letter, or home visit.

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

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

If a student previously referred to the attendance supervisor fails to enroll after the eighth official day of instruction; a second referral will be made by the principal/designee. Upon receipt of this referral, the attendance supervisor will file a petition for educational neglect against the student's parents.

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

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

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

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

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

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

If the student is absent for three or more consecutive days, it is the responsibility of the parents to contact the school and identify the reason for the student's non-attendance. Upon confirmation of the reasons for the student's non-attendance or at the discretion of

the principal, the student's absences may be approved as lawful. Only seven parental excused absences will be accepted.

Absences may be approved as lawful (excused) or disapproved by the principal or his/her designee following a home visit, phone call, or receipt of written confirmation of the reasons for the student's absences from the parents/guardians, doctors, nurse, or mental health professional. Absences due to suspension (not to exceed 30 days for the year) will be considered lawful.

The principal will promptly approve or disapprove any student absences in excess of 10 days. A conference will be held with the student and his/her parent to develop a plan or contract to improve future attendance. A copy of this plan or contract will be maintained with the student's attendance records. If the principal, attendance supervisor, family court or social service agency has previously established a contract with the student and his/her parent to improve future attendance, a telephone call followed by a formal letter may be substituted for a conference.

BEHAVIOR CODE

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

Level 1 Disorderly Conduct

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

Level 1 Consequences

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

Level 2 Disruptive Conduct

- ❖ Repeated instances of disorderly conduct
- ❖ Use of an intoxicant
- ❖ Fighting
- ❖ Minor vandalism

- ❖ Stealing
- ❖ Threats against others – including any person affiliated with the school
- ❖ Trespassing
- ❖ Abusive language to staff
- ❖ Refusal to obey school personnel
- ❖ Possession or use of unauthorized substances
- ❖ Illegally occupying or blocking school property with the intent of depriving others of its use
- ❖ Unlawful assembly
- ❖ Disrupting lawful assembly

Level 2 Consequences

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

Level 2 Bullying

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

Level 2 Bullying Consequences

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

Level 3 Criminal Conduct

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

- ❖ Furnishing, selling, or possession of controlled substances (drugs, narcotics, poisons)

Level 3 Consequences (School Level Consequences Applied)

- ❖ Out-of-school suspension
- ❖ Assignment to alternative school
- ❖ Expulsion
- ❖ Restitution of property and damages
- ❖ Intervention

Level 3 Bullying

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

Level 3 Bullying Consequences

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

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

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

In addition, if the student is convicted of this offense the information will be included in the student's permanent record and his or her teachers will be informed every year the student is in school. The school reserves the right if a student is suspended, in or out of school, to prohibit the student from participating in activities before, during or after school hours.

MCMS SCHOOL-WIDE CLASSROOM DISCIPLINE GUIDELINES

1. No actions should interfere with the educational process.
2. Students are expected to be in the classrooms on time with your books, assignments, pencils, and paper and remain there until dismissed by teacher.
3. No food or drink will be allowed in the classroom without teacher permission.

4. Respect the property and the rights of others.
5. Code 0 indicates no talking; Code 1 indicates low-level talking.

CLASSROOM DISCIPLINE PLAN FOR LEVEL ONE OFFENSES

STEP 1: THREE STRIKE PHASE

- Strike One: Verbal warning- name on board
- Strike Two: Verbal warning
- Strike Three: Time out to a partner teacher

STEP 2: TIME OUT PHASE (PAPER REFERRAL)

- 1ST Time out: Parent phone call with child when possible, Reflection Card
- 2nd Time out: Team conference with student, Guidance Counselor Referral, and RC
- 3rd Time out: 1st Lunch Detention, Parent Conference, RC
- 4th Time out: 2nd Lunch Detention, Parent Call, and RC

STEP 3: ADMINISTRATIVE PHASE

- 5th Time out: Administrative After School Detention
- 6th Time out: 1 day In-School Suspension (ISS)
- 7th Time out: 1 day ISS
- 8th Time out: Behavior Intervention Plan (BIP), 2 days ISS
- 9th Time out: 2 days ISS
- 10th Time out: 1 day Out of School Suspension (OSS)
- 11th Time out: Revisit BIP and 1 day OSS
- 12th and up: OSS at administrative discretion

Students will be rewarded for appropriate behaviors throughout the school year. The school administration reserves the right to determine what constitutes major misbehavior.

Altering the strike page, being dishonest about the accumulation of strikes, or having excessive strikes prior to a time out will result in an administrative referral.

FIGHTING

Fighting is considered an unacceptable solution to problems at Mid-Carolina Middle School. Both parties are expected to find alternative solutions to problems, which may lead to a fight. At Mid-Carolina Middle School, we have a zero tolerance for fighting. The consequence for fighting is suspension and the implementation of a BIP. Students consistently involved in fighting may be recommended for expulsion or the alternative school. The school reserves the right to include law enforcement at their discretion.

Bell Schedule

All school bell schedules are listed on the school website.

8 th Grade	Time	7 th Grade	Time	6 th Grade	Time
Homeroom	7:55-8:05	Homeroom	7:55-8:05	Homeroom	7:55-8:05
Enrichment	8:05-8:35	Enrichment	8:05-8:35	Enrichment	8:05-8:35
Core 1	8:38-9:43	Core 1	8:38-9:43	Core 1	8:38-9:43
Rel. Arts 1	9:46-10:26	Core 2	9:46-10:51	Core 2	9:46-10:51
Rel Arts 2	10:29-11:09	Rec/Lunch	10:54-11:29	Core 3	10:54-11:59
Core 2	11:12-12:17	Rel Arts 1	11:32-12:12	Rec/Lunch	12:02-12:37
Rec/Lunch	12:30-1:07	Rel Arts 2	12:15-12:55	Core 4	12:40-1:45
Core 3	12:20-2:03	Core 3	1:00-2:03	Rel Arts 1	1:48-2:28
Core 4	2:06-3:10	Core 4	2:06-3:10	Rel Arts 2	2:31-3:10

*** The tardy bell rings at 7:55.**

BETA CLUB

The purpose of this organization is to encourage effort, reward achievement and promote those qualities of character that make for good citizenship in the school and community. This is a service organization. Membership is made up of sixth, seventh and eighth grade students of Mid-Carolina Middle. Membership is limited to students who are worthy of character, show good mentality and demonstrate high academic achievement. To qualify for Beta Club students must have an overall 90 average with no grades below an 85 in all core classes and related arts for 1st, 2nd and 3rd nine weeks report card grades.

Beta members must maintain an overall 90 average in all core subjects and related arts with no grades below an 85. Beta members must also earn at least 10 service hours per semester. Members who do not meet requirements will be placed on probation and have 2 nine weeks to improve their status. Beta members receive a letter each year that gives additional details pertaining to their requirements.

Jr. Beta Club members are expected to exemplify excellent conduct. Members who receive 4 time outs in one school year will be dismissed from Jr. Beta Club. Students will receive a behavior probation letter after the 2nd time out and again after the 3rd time out during one school year. Students who receive Administrative Referrals for Level 1 and Level 2 offenses will either be placed on probation or immediately dismissed based on the severity of the offense. This decision will be made by the administration. Level 3 offenses result in immediate dismissal from Jr. Beta Club. Students begin each year with a "clean slate" regarding behavior.

BREAKFAST AND LUNCH PROGRAMS

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

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

Applications for Free and Reduced meals are available on-line at www.ncsdnutrition.com. Applications are also available at the school cafeteria or school office. All information is confidential. Please complete the application and return it to the cafeteria manager.

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

Money can be deposited by using our online payment program myschoolbucks.com. The student's school meal account works like a checking account at a bank. A deposit is made into a child's account and when the student eats in the cafeteria, the computerized system will deduct the cost of the meal from their account. **Students not approved for free meals must have money in their account to purchase meals.** The money remains in the student's account until it is used. If students have a credit balance at the end of the year, the money will remain in their account to start the new year. Checks are another form of payment for school meals. The check will provide a receipt for the

parents and will guarantee that the money is spent on school meals. **The cafeteria staff will not cash checks for students.** Checks will be applied directly to the student's account on the day that the check is brought to school. Please make all checks payable to the school cafeteria. Please print the child's full name on the bottom of the check in the memo section. Parents are asked to put any cash in a sealed envelope and label the outside front of the envelope with the student's name, account number, amount, grade, and homeroom teacher.

We have an enforced charge policy in our district. A copy of this policy is on our website at www.ncsdnutrition.com. Cashiers print a low balance letter at least once a week indicating monies owed for meals which are sent home with students. We also use the District's School Messenger system to send messages if a child's account is negative. If a student has a negative balance, he/she will not be allowed to purchase special sales until the balance is paid. We never want to embarrass students or deny them meals due to not having money on their account. The child nutrition program is self-supporting, so it is important that we collect money for meals served.

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

Diet Prescription for Meals

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

BUS ELIGIBILITY

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

BUS SAFETY AND RULES

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

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

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

required to have a responsible adult at the bus stop to get your elementary child off of the bus in the p.m. This is for their safety.

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

Students have the privilege of riding a school bus to and from school. The bus is considered an extension of the school building. Proper behavior is expected. Students who refuse to behave in an acceptable manner and who refuse to follow the bus rules will be subject to disciplinary actions. It is the parent's responsibility to provide transportation when a child is denied the privilege of riding the bus. If the student is absent from school, the absences will be considered unlawful absences and subject to attendance policy reporting regulations.

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

Transportation Offenses and Penalties

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

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

Offense	Penalty
<ol style="list-style-type: none"> 1. Bullying Level 1 2. Disobeying driver 3. Disrupting the bus with loud talking or music from cell phones, iPods, etc. 4. Leaving trash on bus 5. Wearing hoods/hats, wave caps 6. Eating or drinking on bus 7. Sitting with feet in the aisle 8. Standing while bus is moving 9. General misbehavior 	<ol style="list-style-type: none"> 1st offense -warning 2nd offense - five (5) days 3rd offense - ten (10) days; intervention services
<ol style="list-style-type: none"> 1. Profanity and inappropriate gestures 2. Ride bus to which you are assigned unless you have prior permission from the bus office. 3. Getting off the bus at an unauthorized stop 4. Excessive sagging pants 5. Moving out of assigned seat 	<ol style="list-style-type: none"> 1st offense - five (5) days 2nd offense - ten (10) days 3rd offense –indefinite; intervention services
<ol style="list-style-type: none"> 1. Bullying Level 2 2. Fighting 3. Any profanity or disrespect addressed directly at the driver 4. Putting arms, legs, feet out of the windows 5. Touching emergency doors/windows or other 	<ol style="list-style-type: none"> No Warning ten (10) days

<p>emergency equipment.</p> <p>6. Throwing objects out of windows (cans, bottles, balls, etc.)</p>	
<p>1. Bullying Level 3: Cyber bullying (sexting, texting, cyber stalking, slap happy, etc.) harassment, etc.</p> <p>2. Indecent exposure</p> <p>3. Possession of concealed weapons</p> <p>4. Smoking, possession of cigarette lighters and/or matches (including E-Cigarettes/vapors)</p> <p>5. Threats directed toward the bus driver or assaulting driver</p> <p>6. Possession of drugs and/or alcohol</p> <p>7. Any actions that are determined to be threatening to the safety and well-being of the other passengers and/or driver</p> <p>8. Participating in gang activity, gang graffiti, wearing gang colors, using gang symbols</p>	<p>Suspended for ten (10) days from the bus with a recommendation to the school administration for expulsion.</p>
<p>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>	<p>Suspended for ten (10) days pending expulsion hearing; referral to court for restitution</p>

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

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.

CAFETERIA

Breakfast will be served to all students at Mid-Carolina Middle School during homeroom. Students are expected to keep the cafeteria a pleasant place for all by being courteous and keeping the cafeteria neat and clean.

CATCH-UP CAFÉ

The purpose of Catch-up Café is to ensure all students master state standards by having an opportunity to complete or redo work. During lunch, students will be allowed to complete assignments.

CELL PHONES

All students are notified of the cell policy at the beginning of school. Cellular phones are not to be seen nor heard and should be turned off at school between the hours of **7:25 a.m. and 3:10 p.m.** After 3:10 p.m., cell phones may be used outside of the building. First offense, the phone will be taken for 24 hours and a parent or guardian must pick it up. Second offense, the phone will be confiscated and returned after 3 school days and a parent or guardian must pick it up. If this happens a third time, the phone will be secured in the main office until the end of the school year at which time a parent or guardian may pick it up. The school/law enforcement reserves the right to hold a

student's cell phone if reasonable suspicion indicates a violation of a school or district policy.

CHANGES IN HANDBOOK INFORMATION

The Student Handbook is written during the summer. While it is current at that time, it is often necessary to make changes in rules or policies during the year. If such a case presents itself, parents and students will be notified of the change and the effective dates for these changes.

CHEATING

Each individual teacher will explain the policy concerning cheating. If a teacher observes a case of cheating or plagiarism, the administration will be notified and will take appropriate action.

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.

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.

CLUBS

MCMS offers club opportunities for every student. Club days are held once a month for the last 45 minutes of school. From a master list, students will select 3 clubs and be assigned to one in the first nine weeks of school. Once they have been assigned to a club of their choice, they will remain there until the next rotation. Students who do not participate appropriately in their club choice may be reassigned by an administrator at any time.

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's goals are to make students proficient in keyboarding, word processing and to reinforce skills taught in the classroom. These goals include safety, accessing and interacting on the Internet, researching libraries and other resources, troubleshooting minor problems, and being familiar with software programs, and hardware. Parents and students will sign a computer use agreement as part of the registration packet and follow the terms of the Acceptable Use Policy posted on the district website. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the Acceptable Use Policy and/or other School Board Policies and school regulations governing student discipline. It

is vital that all students understand the importance of Internet/computer safety. Information on this subject will be made available to all students throughout the school year. Additional Internet/computer safety tips can be found on www.newberry.k12.sc.us.

CONDUCT

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

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

Be prompt and prepared

Come on time.
Come with needed materials.
Come with assignments complete.

Respect the rights of others

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

Display a concern for learning

Remain on task.
Allow others to remain on task.

Display appropriate social skills

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

Respect authority

Listen to authority.
Follow directions promptly.
Accept responsibility for your behavior.

Respect property

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

Display appropriate character

Display positive character.
Display productive character.

DELIVERY OF ITEMS TO STUDENTS

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

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

DIRECTORY INFORMATION

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

- Name
- Address
- Telephone number

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

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

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.

DISTRICT TESTING PROGRAM

Students in grades 6-8 will participate in the state testing program in the spring of each year. Results will be used to assist teachers in preparing lessons to meet the individual needs of students. The district will also administer Measures of Academic Progress (MAP) at least once per year in ELA and math.

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

<u>Test</u>	Spring RIT 2017	Fall RIT 2017	RIT Point Growth	Target RIT	Spring RIT 2018	Actual RIT Growth
Reading						
Math						

DRESS FOR SCHOOL

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

1. No headwear will be worn in the building between the hours of 7:30 a.m. and 3:30 p.m. The first offense will result in the item being confiscated. The purpose of this policy is to promote courtesy and respect and to increase safety on campus.
2. No bare midriffs, halter-tops, tank tops, spaghetti or "T" straps, see-through shirts, or blouses. Sleeveless blouses should be at least three (3) inches across the shoulders.
3. No skin should be showing between a student's shirt and his/her pants, skirt or shorts. This includes holes in pants above the knee showing skin.
4. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.
5. 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 official.
6. No sagging pants.
7. Shorts, dresses 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 or walking.
8. If leggings or jeggings are worn, tops/skirts/shorts must be no higher than three inches from the top of the knee. **Leggings/excessively tight knit pants (ex: yoga pants) are not to be used as a substitute for pants.**
9. Students should not wear heavy chains, jewelry, or clothing with spikes or sharp points.
10. Bedroom slippers or pajamas are not to be worn on campus.

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. Students who cannot go home to change or refuse to change will be assigned to ISS for the remainder of the day.

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.

DUKE TIP

Seventh grade students who have scored at or above the 95th percentile on the national norms of a standardized achievement, aptitude or mental ability test battery are eligible to participate in Duke TIP. Participants take the PSAT/SAT.

EARLY DISMISSALS

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.

The attendance clerk may call the parent/guardian at the number given on the note to verify the request if all information is not provided on it or if there are problems with it.

EMERGENCY AND SCHOOL CLOSINGS

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

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

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

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

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

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

The announcement will also be provided to local digital and broadcast media. These media outlets historically include, but are not limited to, WKDK AM 1240 radio

(Newberry), WIS-TV (Columbia), WLTX-TV (Columbia), WOLO-TV (Columbia), WYFF-TV (Greenville), and WSPA-TV (Spartanburg), among others.

FEDERALLY FUNDED PROGRAMS

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

FIELD TRIPS

Field trips are enriching experiences for students and it is the goal of MCMS that all students participate in field trips. However, in order to prevent excessive costs when a student remits a deposit it will be nonrefundable. If a student is unable to attend the trip, a portion of the total cost may be refunded. When students indicate they are participating and later withdraw this increases the cost of the remaining participating students. Therefore, dates for payments will be set and must be adhered to in order to ensure fairness to all. All school rules and regulations apply.

Students must display appropriate behavior at all times and disruptive students may be removed from the field trip. Inappropriate or disruptive behavior may prohibit a student from participating on a field trip. **School faculty and staff will serve as primary chaperones.** Parents who request to serve as chaperones will be able to attend on a first come first serve basis, if space is available.

FUN FRIDAYS

As a reward for students who have held to high behavioral expectations, a reward celebration will be once a quarter. This will typically take place on Friday, pending the school calendar and end of nine weeks. Students are not to have any discipline referrals and no more than one reflection card in a nine week period.

GIFT/INVITATION GIVING

On occasions which involve the giving and sharing of gifts/invitations, many students have had their feelings hurt when they were not included in the exchange of gifts/invitations. We have also experienced problems when gifts/invitations were lost or gifts were broken. With this in mind, no gifts/invitations will be exchanged at school. We appreciate your cooperation and support with this.

GRADE REPORTS

Interims will be issued on September 18, 2017, November 16, 2017, February 16, 2018 and April 24, 2018. Report cards will be issued October 26, 2017, January 18, 2018, March 29, 2018, and June 2, 2018 (mailed). Interim reports will be issued for every student in every subject. The grading scale below will be utilized for all students.

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

Number grades will be used on all interim reports and report cards. Final report cards will not be issued until all school obligations are met. This includes lost books and/or library fees, return of uniforms, etc.

GT IDENTIFICATION (New guidelines effective 07-01-04)

Each year the district will identify students for the gifted and talented program according to State of South Carolina guidelines. Three dimensions must be considered for placement in grades 6-8. Students must meet two of the three areas to qualify.

Dimension A - Aptitude: Students in grade 6-8 with achievement scores that meet the qualifications, but do not have an aptitude score, will be given the CoGAT.

Dimension B - Achievement: Students in grades 6-8 must have met the state standards on SC READY on either ELA or math. Reading and math scores on the fall MAP assessments will also be included with a 94% or higher required.

Dimension C - Performance: Students in grades 6-8 will use a grade point average, which must be 3.75 or higher in order to qualify. Subjects considered are ELA, math, science and social studies.

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

Any parent or teacher may request screening for GT for a student who was not identified by the above process. A screening will consist of a review of the test results for identification purposes. If a child meets either A or B above (but not both), a review of performance task results or calculating the grade point average will be done.

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

Curriculum/Instruction: Grades 3 – 8

Students will take GT courses based on their identified area of giftedness (ELA or Math).

Guidelines for Academic Probation for GT Students

Students in a GT class must maintain a B average in the GT subject(s) each nine weeks they are in the program. At the end of each nine weeks students who do not maintain a B average in the GT subjects will be placed on probation.

Placement on probation

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

1. Not having a B average in the GT subject(s)
Probation is for one nine weeks with a review of student progress at the end of the nine weeks at which time:

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

HEALTH ROOM PROCEDURES

The health room is operated daily under the supervision of a registered nurse. Minor first aid will be administered for illness and injuries occurring at school and a record maintained on each child. It is requested that students be kept at home when they are sick, have fever or undiagnosed rashes. A child should be fever-free for 24 hours before returning to school. (See School Health and Medication Sections also)

Today great emphasis is being placed on educating our children about drug abuse. Drug dependency has become a national problem, and our school has joined forces with families and the community to teach children to say NO to drugs. Because of our concern over the issue, we request that "as needed" medications be sent to school one dose at a time to be given on the day it is sent. Medication must be in the original container. We ask for your cooperation in this procedure so we can teach our children that medication is not always the only solution to feeling bad and "coping" with life. If you have questions, please call the school nurse.

Students must go through the Health Room before calling parents about illness even if the parent has sent a note for the student to call. **Students must have a nurse referral form completed prior to seeing the nurse. A copy will be sent home.**

Accidents occurring in the school or on school property should be documented on an accident form. The nurse will initiate filling out the form and the teacher on duty should complete the form, describing the accident in detail. The form is then filed in the office with the school secretary. This information is necessary for insurance and for legal protection.

HOMEWORK POLICY

Homework is defined as any preparation for class to be written, read, or reviewed outside of class. Research on homework indicates that homework is effective in improving student achievement. It is the student's responsibility to see that his/her first priority is his/her daily preparation for each class. It is the parent's responsibility to help students make schoolwork a top priority. **Homework comprises 10% of a student's average.**

ID BADGES

At MCMS 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 below listed information 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.
3. ID badges must be worn on the correct colored school issued lanyard.

4. ID badges are property of MCMS and must not be defaced. (The badge will be confiscated and the student must purchase a new ID if this occurs.)
5. Students must not wear an ID badge belonging to another student or a previous year's ID. These IDs will be confiscated.
6. 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, \$1 for each lanyard, \$1 for protective cover).
7. Failure to properly wear an ID badge will result in the following consequences:
 - 1st Offense- Warning and temporary ID sticker
 - 2nd Offense- Lunch detention and temporary ID sticker
 - 3rd Offense- Lunch detention and parent contact and temporary ID sticker
 - 4th Offense- Administrative referral and temporary ID sticker
8. Students without their ID badge will eat last and be issued a temporary ID sticker to be worn appropriately on their outer clothing as their ID.
9. Students are required to have their ID to check out books in the media center, at lunch and for identification on field trips.

INAPPROPRIATE ITEMS AT SCHOOL

CD/DVD/Tape players/recorders, walkmans, radios, iPods, MP3 players, laser pointers and other personal property that interferes with instruction are not to be brought to school. If any of these items brought to school without the permission of a teacher or administrator, they will be kept in a secured location until the end of the school year. Items may be returned at the request of the owner after a conference with administration for the first offense. Skateboards and mopeds will not be permitted at school. This practice is enforced to maintain an appropriate learning environment and to prevent the theft of costly items. Expensive items of clothing, jewelry, cameras and large sums of money should not be brought to school because of potential loss, theft or damage. The school is not responsible for lost, misplaced or stolen items or valuables.

IN-SCHOOL SUSPENSION (ISS)/ALTERNATE CLASS PLACEMENT (ACP)

In School Suspension is an alternative to out-of-school suspension. Students are expected to complete all assigned work and to abide by the alternative class placement guidelines. Students who do not complete assignments will be assigned another day of ISS. Each student is given a list of ISS procedures and guidelines to read and sign.

Students who do not abide by ISS guidelines will be suspended.

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.

INTERSCHOLASTIC SPORTS

MCMS sponsors teams in football and girl's and boy's basketball, cheerleading and girl's volleyball. Student athletes are expected to conduct themselves properly at all times. Failure to do so may result in removal from the team for the remainder of the season. A school suspension, in or out of school, will result in a parent conference and possible removal from the team or from participating as a member of the team.

DATES	Volleyball	Football	DATES	Basketball
August			November	
30		Jamboree	27	@ Whitmire
September			30	@ Gray Court
7		@ Clinton Middle	December	
11	@ Hickory Tavern/Gray Court		4	Vs. Clinton Middle Red
13	@ Clinton Middle		7	@ Clinton Middle White
14		Vs. Whitmire	11	@ Hickory Tavern
18	@ Southside/Newberry		14	Vs. Southside Christian
19	Vs. Hickory Tavern/Newberry		18	Vs. Newberry Middle
21		@ Fairfield Central	21	Vs. Whitmire
25	Vs. Newberry Middle		January	
26	@ Newberry/Gray Court		10	Vs. Gray Court
October	Vs. Clinton Middle		11	@ Clinton Middle Red
2			17	@ Clinton Middle White
4	Vs. Southside/Newberry		18	Vs. Hickory Tavern
5		Vs. Gray Court	22	@ Southside Christian
11	@ Newberry Middle		25	@ Newberry Middle
12		@ Hickory Tavern	29	Girls Tournament Round 1
16	TBA		30	Boys Tournament Round 1
17	TBA			
19		Vs. Southside Christian		
26		Vs. Newberry Middle		

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 or 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.

LOCKERS

Use of student lockers is a privilege. Students are permitted to use their lockers as determined by teacher rules; however, it is the students' responsibility to manage their locker time effectively and report to class before they are tardy.

The school cannot and will not be responsible for lost, misplaced, or stolen items and valuables placed in lockers. Students are discouraged from giving their locker combination to others, even friends. You must not tamper with lockers. Doors and locks should be closed securely after opening. Any damage to the locker, by the user, will be charged to him or her.

School lockers are the property of Mid-Carolina Middle School and Newberry County School District. At no time does the school/school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for health and safety reasons may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

The homeroom teacher will assign lockers and locks. A student may not switch lockers with another student without obtaining permission from their homeroom teacher. Only school-owned locks may be used. If you have a problem with your locker, report it promptly to your homeroom teacher.

LOST AND FOUND

Students are encouraged to put their full names on all personal items. If items are lost, students should check in the Lost & Found area before or after school. Any items still unclaimed at the end of each nine weeks period will be donated to charity.

MAKE-UP WORK

A student will be permitted to make up work missed during an absence, as long as the student makes arrangements with her/his teachers. This work should be completed within five (5) school days of the current nine weeks. Parents of absent students (or absent students themselves) may call the school office to request homework assignments. Please call before 9:00 a.m. to give the staff enough time to obtain the assignments. These assignments will be available in the front office by dismissal at 3:10 p.m. the same day. Students who are absent from school for one day due to illness are encouraged to contact classmates for missed homework assignments.

MEDIA RELEASE INFORMATION (District)

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 321-2600.

NIGHT ACTIVITIES

During the school year there will be activities that take place at night at the school. It is important that parents/guardians pick up their children promptly at the end of these activities. Students not picked up at the designated time will not be allowed to attend any other nighttime activities. The school reserves the right to have a School Resource Officer to assist if necessary.

"NO CHILD LEFT BEHIND" NOTIFICATION

In January 2002, President George W. Bush signed the "No Child Left Behind" Act into law. Designed to ensure that all children have an opportunity to obtain a quality education, this new law is already bringing many changes to South Carolina's schools.

As a parent of a student in The School District of Newberry County, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner.

If you would like to receive this information, please complete a request form that can be obtained from your child's school or The School District of Newberry County Human Resource Office. The requested information will be mailed to you. We look forward to partnering with you this year as we work to provide a quality education for your child.

OFFICE HOURS

Office hours are from 7:30 a.m. until 4:00 p.m. 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. A parent may make an appointment to see a teacher, administrator or other individuals as requested. Parents or other visitors are required to sign in at the front office upon entering the building.

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 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.

POWERSCHOOL PARENT PORTAL

This tool provides real time access for parents to their child's grades, attendance, assignments and more. To access this account, you must report to the main office with a photo ID and receive a designated user number and password. This information will not be given over the phone or via email due to confidentiality of the information. PowerSchool can be accessed using <http://ps.newberry.k12.sc.us/public>.

PROMOTION/RETENTION

Students who pass all core area classes will be promoted to the next grade level. Students who do not pass a core area class(es) will be required to attend summer school, required to complete a remedial program, or will be retained.

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, kissing at school/other school related events.

READY Time

READY Time is an opportunity in the morning for students to get an early start on achievement. READY stands for Read, Enrich And Do what You need. Students may enter the classroom beginning at 7:25 am to use this time to read silently, make-up work or receive tutoring. Students who do not use this time accordingly will be asked to leave.

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.

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 321-2600. Additional school health services information, forms, and helpful links are available on the District's website.

SCHOOL REPORT CARD

The school report card is an annual rating of how well each school and school district as a whole is educating its students. State law requires that for school years 2014-15 and 2015-16 the Education Oversight Committee (EOC) will not rate schools or districts but will instead report on student academic performance.

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

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

SEARCHES

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

SECTION 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504 contact the Special Services Director at 321-2600.

Individuals with Disabilities Education Act (IDEA)

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

health services for the student during the school day if needed. Contact the Special Services Director – 321-2600 to learn more about the IDEA.

SELLING AND ADVERTISING

No selling or advertising of items or services, except for school related activities, is permitted. Any school group that wishes to engage in such activities must obtain prior approval by the principal or district superintendent. This policy also pertains to all political activities.

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.

SOUTH CAROLINA JUNIOR SCHOLARS

Eighth grade students are eligible to take the PSAT. Students who score greater than or equal to 50 on the PSAT in verbal, math or writing will be identified as Junior Scholars. These students are eligible to participate in a number of different summer programs created for Junior Scholars.

SPECIAL SERVICES

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

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

Students who need 61% or more of the school day in special education may receive those services in classrooms across the district specific to the child's category of disability. The school district will provide transportation when a student's disability requires service out of the zoned attendance area.

STATEMENT OF NONDISCRIMINATION

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

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

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

Section 504: Director of Special Services 803-321-2600

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

STUDENT ADVISORY COMMITTEE

The Student Advisory Committee (SAC) will be composed of a representation from the student population. The SAC will serve as a voice of the students to the administration.

STUDENT EXPECTATIONS

RESPECT is the key word at Mid-Carolina Middle School. Students are expected and will be reminded to show respect for and consideration of the rights, privileges, feelings and needs of themselves and others. Student behavior management is the first step toward creating an environment in which teachers can teach and students can learn. It is the belief of Mid-Carolina Middle School that first and final responsibility for student behavior management lies with the student. Choices made by the student create the circumstances in which he/she finds himself/herself. It is the duty of the parents, teachers, and administrators to monitor the choices made by the students, to provide appropriate guidance, as well as positive and negative consequences which will help the student shape his/her behavior patterns appropriately.



Student Medication

All medications that can be given at home should be given at home. It is the responsibility of the parent/legal guardian to notify the school personnel about medical conditions of the student and to keep the school information current. **(School staff will make sure the school health nurses are notified of student health issues.)**

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

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

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

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

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

School personnel are not responsible for reminding the parent/legal guardian when medication supplies are low. However, as circumstances permit, the parent/legal guardian may be notified when additional prescription medications are needed. All over-the-counter medications will be given as directed by the manufacturer label unless a physician provides a written prescription otherwise. Any questions or concerns can be directed to the school nurse at each school.

Student Medication Procedure at School

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

- child's name
 - physician's name
 - name of the medication
 - time medication to be taken at school dosage-termination date for administering the medication
- Standard medication forms are available for parents to use.

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

The parent/legal guardian will need to provide written documentation from a doctor or a new pharmacy-labeled container when changes occur in medication dosages or times. A new permission form will be required when changes are ordered in current medications (e.g. dosage or time of administration).

Guidelines for Managing Contagious Illnesses in School

Mild illnesses are very common in school age children and youth. There are only a few illnesses that mandate exclusion from school attendance. 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 321-2600.

TARDINESS

Late to School:

When a student reports to school late, she/he must sign in at the attendance office and bring a note of explanation from the parent/guardian or doctor. The same excuses used for absences are accepted for tardies. Those students without an acceptable note will be credited with an unexcused tardy and subject to the disciplinary action described below. Students arriving after 7:55 a.m. should report to the main office for a pass to class.

Late to Class:

Tardiness to class interrupts learning time for the entire class. All students should be seated in their desks ready for instruction when the bell rings to begin each class. Students who are late to class without a pass are credited with an unexcused tardy by the teacher. Excessive unexcused tardies will be reported by each teacher to the administrative office and the following disciplinary action will follow:

- | | |
|--------------------------------------------------------|--------------------------------------------------|
| 1 st Offense- Warning | 2 nd Offense- Lunch detention |
| 3 rd Offense- Lunch Detention and call home | 4 th Offense- Administrative referral |

TECHNOLOGY

Technology is a constant changing resource at MCMS. Students are to adhere to all school and district policies for the use of school issued or use of technology which includes but is not limited to laptops, computers, iPads, smart boards, document cameras, etc. Any damage to part or all of a school issued or used piece of technology will result in an administrative referral and restitution paid to MCMS/SDNC.

TELEPHONE USE

There is a telephone available for student use before school begins and after school ends. Should an emergency arise and a student needs to use the phone during the school day, he/she must have agenda signed from a teacher. Students will not be called out of any class to come to the telephone, except in an extreme emergency.

TEXTBOOKS

When a textbook is issued to a student, its condition is noted on a standard form. Each student is responsible for returning her or his textbooks in that same condition. If it is lost or returned damaged the student must pay a fine or the full cost determined by the State Department of Education. During the year, there will be periodic book checks. All books are expected to be covered.

THE 7 MINDSETS (Character Education to support The Rebel Way)

The 7 Mindsets are research based practices from studies of the happiest and most successful people who've ever lived. This curriculum will be used during Rebelution (Advisor/Advisee Time). The 7 Mindsets are:

Mindset 1: Everything Is Possible	Mindset 2: Passion First
Mindset 3: We Are Connected	Mindset 4: 100% Accountable
Mindset 5: Attitude is Gratitude	Mindset 6: Live to Give
Mindset 7: The Time is Now	

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

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

As soon as students arrive at school (no earlier than 7:25 a.m.) they must report to their assigned area. Failure to follow this procedure will result in the students being charged in an unauthorized area. During class time, students who are not in class must have a pass; if not, these students will be charged with being in an unauthorized area. At dismissal, students must go to the car line or bus area in a timely matter (unless the student is

participating in an after school activity). Failure to follow these procedures will result in the student being charged with being in an unauthorized area.

USE OF SCHOOL FACILITIES

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

VISITORS

Parents/guardians are encouraged to visit the school to observe classroom programs; however, **ALL** visitors must show proper identification and receive permission from the school office before going to any other part of the building or school grounds. All guests must be on the emergency release form for that student and then may check in the office and receive a badge before entering other areas of the school. Students from other schools may not be on the MCMS campus without the permission of the administration.

VOLUNTEERS

Volunteers work at school sites/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.

WATER POLICY

All students may have bottled water per the following: Food and drinks will not be allowed in classrooms and the gyms with the exception of **capped, clear, untampered bottled water**. No personal water containers may be brought to school. No liquids are allowed in the computer labs or around other school technology. If bottled water causes a disruption in class, they may be confiscated. The school also sells bottled water before school, at lunch and after school in the main hall canteen area.