

NHS 2017-2018 Student Handbook

This agenda belongs to:

Academic Record

	ELA	Math	Science	Social Studies
1st Interim				
1st Report Card				
2nd Interim				
2 Report Card				
Semester				
3rd Interim				
3 Report Card				
4th Interim				
Final Report Card				

This is a record of academic progress over the school year. Students are encouraged to write their grades in each column.

MAP Scores

	Spring 2017	Fall 2017	Growth Goal	Spring 2018	Met goal?
Reading					
Math					

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 PD	11 PD	12
13	14 PD	15 PD	16 PD	17 A	18 B	19
20	21 H	22 A	23 B	24 A	25 B	26
27	28 A	29 B	30 A	31 B		

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 A	2
3	4 H	5 B	6 A	7 B	8 A	9
10	11 B	12 A	13 B	14 A	15 B	16
17	18 A	19 B	20 A	21 B	22 A	23
24	25 B	26 A	27 B	28 A	29 B	30

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 A	3 B	4 A	5 B	6 A	7
8	9 B	10 A	11 B	12 A	13 B	14
15	16 A	17 B	18 A	19 B	20 A	21
22	23 B	24 A	25 B	26 A	27 PD	28
29	30 B	31 A				

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 B	2 A	3 B	4
5	6 A	7 B	8 A	9 B	10 A	11
12	13 B	14 A	15 B	16 A	17 B	18
19	20 A	21 B	22 H	23 H	24 H	25
26	27 A	28 B	29 A	30 B		

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 A	2
3	4 B	5 A	6 B	7 A	8 B	9
10	11 A	12 B	13 A	14 B	15 A	16
17	18 B	19 A	20 B	21 A	22 B H	23
24	25 H	26 H	27 H	28 H	29 H	30

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 H	2 H	3 H	4 H	5 H	6
7	8 PD	9 A	10 B	11 A	12 B	13
14	15 H	16 A	17 B	18 A	19 PD	20
21	22 B	23 A	24 B	25 A	26 B	27
28	29 A	30 B	31 A			

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 B	2 A	3
4	5 B	6 A	7 B	8 A	9 B	10
11	12 A	13 B	14 A	15 B	16 A	17
18	19 PD	20 B	21 A	22 B	23 A	24
25	26 B	27 A	28 B			

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 A	2 B	3
4	5 A	6 B	7 A	8 B	9 A	10
11	12 B	13 A	14 B	15 A	16 B	17
18	19 A	20 B	21 A	22 B	23 A	24
25	26 B	27 A	28 B	29 A	30 H	31

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 H	3 H	4 H	5 H	6 H	7
8	9 B	10 A	11 B	12 A	13 B	14
15	16 A	17 B	18 A	19 B	20 A	21
22	23 B	24 A	25 B	26 A	27 B	28
29	30 A					

May/June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 B	2 A	3 B	4 A	5
6	7 B	8 A	9 B	10 A	11 B	12
13	14 A	15 B	16 A	17 B	18 A	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28 H	29 A	30 B	31 A	1 B	2 PD

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NEWBERRY HIGH SCHOOL MOTTO:

"Setting the Standards for Excellence"

Colors: Blue and White

Mascot: Bulldog

MISSION STATEMENT

Newberry High School will ensure that students fulfill the state and national requirements for graduating within four years as they develop talents and make career choices to succeed in life. Our mission engages students, staff, families and the community to achieve this goal through a comprehensive pyramid of support that provides timely assistance.

NEWBERRY HIGH SCHOOL SPIRIT

Courtesy – Toward school staff, fellow students, and sports officials.

Pride – Above all RESPECT YOURSELF. Pride in all the accomplishments of our school (past and present), and in our student body and staff.

Sportsmanship – The ability to win or lose gracefully.

Loyalty – To all school activities and organizations. A loyal student demonstrates "Bulldog Pride" in all he/she does. He/she does the most to maintain the highest standards of academic achievement and personal behavior.

ALMA MATER

Dear Alma Mater,	Though years may beckon
Thy children's praises sing.	Our future lives from thee,
Through vale and woodland	Our hearts will echo
Our voices loudly ring.	With precious loyalty.
Lift high the chorus!	Dear Alma Mater,
May loyalty never fail!	God bless thee every day
Pride of our city	And keep thee noble,
Dear High School, all hail!	Dear High School, always.

NHS ADMINISTRATION

Kyle Cannon	Principal
Brandon Baskett	Assistant Principal
Amanda Finley	Assistant Principal
Lawanda Johnson	Assistant Principal
Chad Cary	Director of Athletics

GUIDANCE

April Cary (N-Z)
TBA (Gambrell-M)
Jennifer Ludwig (A-Gallman)

NHS HANDBOOK INFORMATION

STUDENT AGENDAS

A Student Agenda will be provided for the student on the first day of school. All students must have in their possession a signed agenda if in the hall during class. This agenda will serve as an organizer and informational tool, as well as the student's hall pass. **Loss of the Agenda will result in a \$5.00 replacement charge.** No more than one agenda may be charged to a student's account. All other agendas will be paid for at time of replacement.

POWERSCHOOL PARENT PORTAL

PowerSchool is the student information system used by all schools in South Carolina for scheduling, taking attendance, storing grades, and more.

PowerSchool Parent Portal is an online resource that allows you to see your student's grades, attendance, and teacher assignments. It allows you to set up an email address to receive reports. All parents/guardians who have students at NHS may have access to PowerSchool.

Parents/guardians will have to go to the school and **show picture ID to have an account set up** with user name and password, which will not be issued over the telephone or via email to protect student information. PowerSchool is accessed on-line at <http://ps.newberry.k12.sc.us/public/>

PARENT CONFERENCES/OFFICE HOURS

The school district has scheduled parent/teacher conferences twice during the school year. October 26 (PM) & 27 (AM), 2017 and January 18 (PM) & 19 (AM), 2018

Parents are encouraged to visit the school and talk with teachers and administrators. ***Appointments can be made in advance to assure the availability of personnel. Appointments can be made through the Guidance Office or through the individual teacher.***

ILLNESS, EMERGENCIES AND STUDENT INFORMATION

A student who is in need of first aid and/or becomes ill during the school day should report to the front office. In case of an emergency or serious illness, parents will be notified. **Therefore, it is imperative that emergency information be on file in the office for every student.** (Registration-Health-Emergency Information Sheet) The parent should contact the main office in the event of any change in student information.

It is the responsibility of the student to report any accident or emergency to the main office. All accidents must be reported to the school at once if you expect the school insurance to cover the incident.

HEALTH ROOM

We have a school nurse that is able to advise/treat students with complaints of ailments. Health Room visits are documented and students are provided with a pass back to class by the nurse. If necessary, the nurse will contact the parent(s)/guardian(s)

OFFICE PHONES

The office telephones are business phones and should be used by school staff only. Students must go to the Nurse's Office to call home for illness. For educational integrity, phone calls received by NHS staff asking to speak to a student, leave a message for a student, or call a student out of class are not allowed. Emergency situations will be referred to Administration.

DISMISSAL TIME (Signing out)

Students are released from school at 3:20 p.m. each day. Parents/Guardians who need to pick up their student before that time must do so before 2:50 p.m. **Students will not be released between 2:50 and 3:20 p.m.** (District Policy – Page 45) Emergency situations will be referred to Administration.

SCHOOL-SPONSORED TRIPS AND ACTIVITIES

For any school-sponsored trip or activity that transports a student off the school campus, each student must return the permission form sent home by the teacher, signed by his/her parent or guardian. Students will be subject to school rules while on the trip and will be responsible for the payment of any designated fees associated with the activity. Students are covered under school insurance while on a school-sponsored trip.

STUDENT FUND RAISING ACTIVITIES

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

- Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program or community involvement.
- The principal or his designee will approve and supervise each campaign.
- Students may not participate in fund-raising activities during school hours without the express approval of the principal.
- Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the

permission of the superintendent. Only organizations, not individuals, may conduct fund-raising activities. Clubs or organizations requesting permission to hold a fund-raiser must have a valid charter or board-approved by-laws and have been in existence for at least four months prior to the request. Organizations must make written requests in accordance with Board Policy JJE-R.

STUDENT FEES, FINES, AND CHARGES

The Board charges student fees to offset the cost of educational materials and supplies. The district will not deny any student an education because of his or her failure to pay these charges; however, **the school reserves the right to deny certain privileges such as Senior parade, driving privileges, prom, and graduation ceremony for failing to clear financial obligations.** No student is exempt from charges for books, lockers, materials, supplies and equipment that are lost or damaged.

IDENTIFICATION CARDS (I.D.s)

At NHS, 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 library 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 NHS 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 and **\$1** for a lanyard).
6. Students who do not have their permanent ID on will be issued a **temporary ID sticker at a charge of \$50.**
7. Students are required to have their ID to check out books or computers in the media center.

- 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.

LOCKERS/P.E. LOCKERS

Lockers are available for all students. **Students should not share lockers** or combinations to the lock with anyone. Once locker information is shared, the security of a lock is gone. Personal locks **will not** be permitted on school lockers. **The school reserves the right to cut/remove any personal locks from lockers.**

Under no circumstances should a student leave valuables unattended. Students should bring only the amount of money that is absolutely necessary. The school cannot and will not be responsible for lost or stolen items.

The person who is assigned a locker is responsible for any damages, repairs, and any items stored in the locker. **Lockers will be routinely inspected.** At the end of the year, a final inspection will be conducted. No stickers or marks can be placed inside or outside the locker.

Each student will be assigned a locker and provided a school lock. Failure to return the assigned lock to the school will result in a \$5.00 fine. The administration reserves the right to assess a fine or deny the privilege of locker usage to any individual who abuses this privilege (including the use of an incorrect locker). If a student does not clear the locker at the end of the year a fee will be assessed.

TEXTBOOKS

Textbooks adopted by the State Board of Education are provided free of charge to every student. Each student will be issued a textbook for each subject as appropriate (one book per student by subject). **An exception to this policy S. C. Dept. of Education Regulation No. R43-71 which states all previous textbook debts must be cleared before new books can be issued.**

When a book is issued, the student becomes responsible for the care of it. Students are required to pay for any lost and/or damaged books. Book covers, when available, should be placed on textbooks. The student is responsible for returning to each subject teacher the textbook which was issued to him. If a book is lost during the year, it must be paid for before another book is issued. If books have not been turned in appropriately, there will be a fine assessed.

FOOD AND DRINKS

Vending machines are not to be used during class time. Students cannot consume food, candy and drinks in the classroom and should therefore not bring cups, bottles, food, etc. into the classrooms. Students are not permitted to order or have food delivered by individuals or businesses during the school day. No fast food will be

allowed in the cafeteria or classrooms. Any exceptions to this policy must have prior approval from the administration. Teachers and administrators have the authority to confiscate any food or drink seen in the school building, including the classroom, hall, and gym.

GUIDANCE DEPARTMENT

The primary purpose of the guidance program is to help every student discover and develop his potential. This is a continuous process and one in which the counselors work with students in educational, social, vocational, and personal development. Guidance services are available to all students and include assistance with the following:

Development of IGP (Individual Graduation Plans):

- registration/course selection
- educational and career planning
- interpretation of test scores
- occupational information

Character Building:

- study skills
- home, school, and social concerns
- conflict resolution

Services are provided through individual or group counseling, or by referral of students to outside agencies. The Guidance Department encourages EACH STUDENT and ALL PARENTS to take advantage of the varied services provided.

TRANSCRIPTS

Current senior students may request at no cost from their school counselor:

- Up to four In-Progress Transcripts to colleges/universities of which the student has completed the initial application process.
- The student's Final Transcript to the school the student has agreed to attend.

Additional In-Progress Transcripts or Final Transcripts may be requested at a cost of \$8 using our online system:

<https://sdncsc.scribborder.com/application>.

STUDENT APPOINTMENTS

Counselors will make every possible effort to see students within 24 hours of the student's request. As always, the counselors' schedules will be flexible in seeing students with emergencies.

Students may arrange for an appointment with guidance during lunch, between classes, and before and after school. Guidance will call for students during the day, but students will not be taken from English, math, science and social studies classes unless an emergency exists.

SCHOLASTIC AWARDS AND FINANCIAL AID

The Guidance Department keeps students informed of scholarship opportunities throughout the year via PowerPoint slides which can be viewed in the classrooms and in the cafeteria. All students should be alert to these announcements and should see guidance for scholarship application and financial aid forms for which they may be eligible. This information is also available by going to our school website www.newberryhs.org and then clicking on "Guidance" in the left hand column of the page.

SOUTH CAROLINA UNIFORM GRADING SYSTEM POLICY

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.

GRADE POINT CONVERSION TABLE

Avg.	Grade	CP	Honors	DC/AP/IB
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	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF	F	0.000	0.000	0.000
WP	-	0.000	0.000	0.000

THE INSTRUCTIONAL PROGRAM

COURSE LOAD REQUIREMENTS

All students are encouraged to take a full load of classes each year 9 – 12 (8 units per year). Newberry High School will consider students to be full-time if they meet the following criteria:

- 9th Grade – 8 classes
- 10th Grade – 8 classes
- 11th Grade – 8 classes
- 12th Grade – 6 classes*

* To be considered for **EARLY RELEASE** or less than a full load of courses, a student must meet the following criteria:

- Earned 18 units entering the 12th grade
 - 8 or fewer days absent from Junior (11th grade) school year
 - 4 or fewer OSS days from Junior school year
 - 2.0 GPA
 - Reliable transportation to be dropped off and/or picked up
- Students must leave campus or receive disciplinary actions. Page 27**

PROMOTION/RETENTION OF STUDENTS GRADES 9-12

The following criteria apply in making the decision to promote or retain a child:

- Successful completion of individual course requirements
- Accumulation of the required number of units for classification in each grade

GRADE CLASSIFICATION

Freshmen-Grade 9

Academic promotion or administrative placement from the eighth grade.

Sophomore-Grade 10

6 Units total to include:

1 Unit English

1 Unit Math

Junior – Grade 11

12 units total to include:

2 Units English

2 Units Math

1 Unit Science

1 Unit Social Studies

Senior – Grade 12

18 Units total to include:

3 Units English

3 Units Math

2 Units Science

1 Unit Social Studies

Note: Senior must be able to graduate with the number of credits taken in the senior year.

LIMITED ENGLISH PROVISIONS

ESOL (English for Speakers of Other Languages) classes are designed to accommodate students who use English as a second language.

GIFTED AND TALENTED (GT)

Honors classes, taught by an endorsed GT teacher will meet the needs of identified GT students. GT students can also participate in AP and Dual Credit classes.

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 semester and final exams if their grades do not qualify for exemption. **A doctor's note, funeral bulletin or court statement 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.

First semester exams are typically held before winter break. Final exams are typically held the last 4 days of school for underclassmen.

REPORTS CARDS/INTERIMS

All students will receive an **interim** grade report on the following dates: 9/18/17, 11/16/17, 2/16/18 and 4/24/18

Exams will be given at the end of each semester. **Report cards** will be issued at the end of each quarter/9-weeks on the following dates: 10/26/17, 1/18/18, 3/29/18, (week of 6/4/18 mailed)

RECOGNITION FOR ACADEMIC EXCELLENCE

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.

BETA CLUB

The overall average for students who are invited to become a member of the Beta Club is being adjusted due to the new state grading scale. A student must maintain an overall TBA average, meet attendance requirements, and earn no grade lower than TBA to maintain membership.

Incoming 9th grade students that have a TBA final cumulative grade point average for their 8th grade year will be invited to join the NHS Beta Club. Qualifying students who were members of Junior Beta in the 8th grade will have their membership transferred.

NATIONAL HONOR SOCIETY (Newberry High School Chapter)

Selection for membership in the Newberry High Chapter of the National Honor Society is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Candidates eligible for election to the chapter shall have a cumulative grade average of 4.50, be a member of the junior or senior class, and have attended Newberry High School for at least one semester. The faculty council shall then evaluate candidates on the basis of service, leadership, and character. Members who do not maintain a cumulative grade average of 4.0 or who fall below the standards which were the basis for their selection will be given written notification and sufficient time to correct these deficiencies.

GOLD HONOR STOLE

Each graduating senior who has earned an overall average of 4.0 or above, without rounding off the average, during his/her high school career will be given a gold stole to wear with the cap and gown during the graduation program.

VALEDICTORIAN AND SALUTATORIAN

Calculations for Valedictorian and Salutatorian are made at the end of a student's senior year, based on cumulative GPA.

JUNIOR MARSHALLS

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.

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 |
| 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 |

Student Conduct and Responsibilities

CAFETERIA/LUNCH PERIOD

1. Do not mark on or deface any part of the cafeteria tables or cafeteria furnishings.
2. Each student is responsible for leaving the area in which he/she eats clean and free of litter. All trays, food scraps, and trash are to be properly discarded.
3. Cooperate with the cafeteria staff and follow the instructions of any staff member.
4. Breaking in the lunch line is prohibited.
5. Use only appropriate language – no profanity or vulgarity.
6. Use only the designated restrooms during a given lunch period.
7. ***Food may not be delivered to the school during the day without the prior knowledge and consent of the administration. This includes food delivered by either a business or individual.***
8. ***All students are expected to wear and use their school I.D. card while participating in the lunch program.***
9. Students without ID's will go to the back of the line.
10. Failure to obey any of the above regulations may result in disciplinary action.
11. **Newberry High School has a closed campus policy. No Student is allowed to leave school for lunch.**
12. Teachers and administrators have the authority to confiscate any Food or drink seen in the halls or classrooms.

LIBRARY/MEDIA CENTER PROCEDURES

The Library offers students a quiet place for academic assignments, research and leisure reading. The Library is open from:

7:30 a.m. - 4:00 p.m. Mondays, Tuesdays and Thursdays;

7:50 a.m. - 3:30 p.m. Wednesdays and Fridays.

3:20-4:00 p.m. Monday-Thursday -After school tutoring.

Any student that needs to use a computer for school work may use one while teachers are present, but those students and teachers participating in tutoring take first priority in computer availability.

Those not participating in tutoring are not guaranteed to have computer access.

Students must sign in and out when using the library. Times other than lunch, students must have a library pass to enter.

No food or drink is allowed in the media center, except for special occasions as approved by NHS Administration.

Checkout:

·I.D. card must be presented.

·Two weeks for regular books.

·Overnight for reference books and all other materials, such as

reserved books; pick up for these is at end of school day; return before 8:00 a.m. next school day.

Late Fees:

Library items that are returned after the due date will accrue late fees until the item is renewed or returned. The late fee for each overdue item is **10 cents per day**, and the maximum late fee charged per item is **\$5** dollars.

Fines:

- Fines assessed for damaged books.
- Full payment at replacement cost for lost books.
- Debt sheets are written at the end of school year and remain in student's permanent file until clear.
- Students with overdue materials and/or fines from a previous school year lose checkout privileges until obligations are cleared.

Printing: Students are allowed to print school assignments that are turned in for a grade at no charge. Anything printed for personal use is .10 per page. Photos are .25 per page.

Behavior:

- Any tampering with computers, monitors, setups, barcodes, date due stickers within books, and book pockets or cards will be referred to the administration.
- A student whose behavior is disruptive will be asked to leave and may lose Media Center privileges.
- Internet and computers- Acceptable Use District policies must be followed. No streaming video or music allowed due to district bandwidth limitations.

DRESS CODE

Students are required to dress in a manner not to disrupt instruction or the educational process and/or place themselves at risk as related to health and safety regulations. Failure to follow the dress code will 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 between the hours of 7:50 AM and 3:20 PM. 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 promote courtesy and respect and to increase safety on campus.
2. Female students: No bare midriffs, racer backs, off-the-shoulder tops, 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.
Male students: No tank tops

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 student's back.
4. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.
5. Any endorsement or glorification of weapons, 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 or displayed in the school building unless medically necessary. Students with a medical necessity must see a school administrator for clearance.
7. Pants worn below the waist or any other comparable disruptive trend will not be tolerated. (NO SAGGING PANTS!) Tie clips or belts will be given to students. **If sagging becomes a habit for a student, discipline action will be taken.**
8. **Shorts and skirts are to be knee length or longer.** Please take into consideration the length of these items when sitting and walking. Shorts and skirts must still meet this requirement, even if leggings or tights are worn under them.
9. **NO LEGGINGS OR JEGGINGS** unless worn with a shirt or dress that is at least knee length.
10. There will be no holes showing skin or undergarments more than three inches above the knee.
11. Undergarments should not be visible at any time.
12. Cleavage should not be visible at any time.
13. Students are not allowed to have chains with them on campus. This includes thick chains worn around the neck or as belts, and wallets attached to chains. It does not include standard silver or gold chain-type necklaces. Students should not have any jewelry or clothing with spikes.
14. Bedroom slippers, Chinese slippers, or pajamas are not to be worn on campus. Heels that are higher than an inch present a safety issue for our female students. They should not wear heels higher than an inch (no stilettos).
15. Blankets are not permitted in the building.

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

DISCIPLINE PROCEDURES

The following offenses will be handled in the designated manner:

1. **Fighting**

Fighting is simply an unacceptable solution to problems. When a fight occurs at school, all parties will be suspended regardless of who makes the first contact. If it can be determined that one of the parties sought to avoid the situation, then he/she will be recognized as a victim and the suspension may be reduced. If it is determined that criminal action and/or disruption of school occurred, then the school resource officer will be summoned for involvement and arrest.

Minimum consequences:

1st offense: 5 day OSS and/or arrest

2nd offense: 10 day OSS and/or arrest; and
recommendation for expulsion or alternative school

2. **Leaving school grounds without permission**

1st offense: 1 day OSS

2nd offense: 2 days OSS

3. **Cutting class – THIS INCLUDES DOG TIME**

1st offense: 2 day ISS

2nd offense: 1 day OSS

4. **Damage to school property**

Make restitution for the damages and/or ISS/OSS

5. **Missing Teacher Lunch Detention (unexcused)**

Any unexcused absence from Teacher Lunch Detention will result in 1 day After School Detention (ASD).

6. **Physically or verbally harassing students - bullying**

1st offense: ISS (at least 2 days) or OSS and copy of referral to parent/guardian and Guidance referral

2nd offense: 2 or more days of OSS and referral to SRO

7. **Sexual Harassment/Sexual Offenses**

Students will respect the rights and privacies of teachers, staff, and classmates. Sexually suggestive statements, gestures, or physical contact will result in an immediate report to the School Safety Officer and other disciplinary action.

8. **Theft**

Referral to SRO and ISS, OSS, or possible recommendation for alternative placement and/or expulsion depending upon severity. If the theft involves school and/or district property restitution may also be considered.

9. Assault and battery against school personnel

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 person 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.

Any verbal threat to faculty, staff or administration will result in immediate suspension, referral to school safety officer and a possible recommendation for expulsion.

10. Profanity directed at students

1st offense: ISS (at least 2 days) or OSS

2 or more offenses: 1 day OSS

11. Profanity directed at staff members

1st offense: 3 days OSS

2nd offense: 5 days OSS each occurrence

12. Forgery of an excuse or pass

1st offense: ISS (at least 2 days)

2nd offense: 1 day OSS

13. Student use of electronic devices, such as, but not limited to, **Cell phones**, iPods, radios, Gameboys, TV's, and laser pointers are prohibited in school during school hours.

1st offense: Teacher will confiscate device and turn in to an administrator. The device will be returned to the student at the end of the day.

2nd offense: Teacher will confiscate the device and turn in to An administrator. A parent must meet with the administrator for the device to be returned. The administrator will explain the policy for future offenses.

3rd offense: Teacher will confiscate the device and turn in to an administrator. The device will be kept in the administrator's office until the last day of the current school year.

Failure to surrender electronic device to teacher or administrator will result in 2 days OSS for blatant refusal to obey.

Note: NHS assumes no responsibility for loss of these items.

14. **Tardiness to School/Class (for each 9 week period)**
Tardies to class (no more than 15 minutes late), unless excused by the staff member that delayed the student, will be dealt with as follows:
 - 1st & 2nd Warning by teacher
 - 3rd Referral and After School Detention (ASD)
 - 4th Referral and In-School Suspension; Parent Meeting
 - 5th Referral and Out of School Suspension (OSS)
 - 6th Referral, OSS and Parent Conference with Contract
15. **Possession of any type of weapon** on a person or in a vehicle while at school:
OSS and/or recommended expulsion and referral to SRO.
16. **Possession of any type of ammunition** on a person or in a vehicle while at school:
 - 1st offense:** Parental conference and possible disciplinary action.
 - 2nd offense:** 3 days of OSS and referral to SRO.
17. **Use of any type of weapon at school**
Recommended expulsion. Referral to School Safety Officer and local authorities.
18. **Possession or use of any type of illegal, unauthorized, Or counterfeit drugs** at school, or being under the influence of any drugs not prescribed by a doctor: The administration may recommend expulsion or suspension depending upon the severity of the offense. Counseling may be required.
19. **Distribution of a controlled substance** on school grounds or at a school sponsored activity:
Recommendation for expulsion and referral to SRO.
20. **Possession or use of any type of fireworks** including but not limited to firecrackers, smoke bombs, stink bombs, etc.:
2 or more days of OSS
21. Parents and students will sign a **computer use agreement** ensuring the proper use and care of the school's computers. Violation of district/school computer policy and guidelines:
 - 1st offense:** Warning-Student will lose computer privileges/Internet access until a parent conference is held. The administration will determine further loss of privilege and length of time.

2nd offense: Dependent upon the seriousness of the offense, the administration reserves the right to take one or more of the following steps:

- Lunch Detention
- Removal from the class and recommendation for suspension
- Permanent loss of computer privileges
- ISS or OSS depending upon the nature of the offense.

3rd offense: Expulsion – conduct that contains the element of criminal mischief.

NOTE: *The student could be expelled from school if he/she engages in conduct that contains the elements of the offense of criminal mischief, as defined by local, state and federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet or compromise another computer network.*

22. **Violation of dress code** to include hats, sunglasses, head coverings etc.

1st offense: Referral to office. Student will be requested to modify dress immediately. Refusal to do so will result in ISS.

2nd offense: Student will be assigned to 1 day of ISS

3rd offense: 1 day of OSS

4 or more offenses: 2 or more days of OSS

23. **Abuse of Emergency 911 Number**

It is unlawful for a person to make a prank call to 911. Any violation of this law will result in OSS, an automatic Referral to the SRO, and the possibility of alternative placement or expulsion.

24. **Blatant disrespect or refusal to obey a teacher** will result in a referral and/or removal from class.

1st offense: 2 days ISS

2nd offense: 1 day OSS

25. Any student whose behavior that contributes to or causes a **school disruption** will be subject to OSS and/or referral to SRO.

26. **Cheating** on any assessment or assigned work:

1st offense: Teacher discretion and parent contact

2nd offense: Teacher discretion, parent contact, and referral for up to 2 days of ISS

3rd offense: Teacher discretion, parent contact, and referral for 3 to 4 days of ISS

4th offense: Teacher discretion, parent contact, and referral for OSS

NOTE: Student's work in question may be graded at the teacher's discretion.

27. **Being in an unauthorized area** (any area in which the student does not have teacher/administrator permission)

1st offense – 2 days ISS

2nd offense – 1 day OSS

28. **Disrupting Class**

1st offense: 2 days ISS or OSS

2nd offense: 2 days OSS

29. **TOBACCO USE**

The use of and/or possession of tobacco products and smoking materials, such as e-cigs, any type of electronic cigarette, vapor cigarettes and their accessories, will be subject to discipline as specified below.

1st offense: 1 day OSS

Principal or his/her designee will notify parents of rule infraction after first offense and advise parents of consequences of this policy.

2nd offense: 2 days OSS and parent conference

3rd offense: 5 days OSS

4th offense: 10 days OSS

5th offense: Expulsion

30. **Parking without Parking Registration completed**

1st offense: Warning ticket—there will be no charge for this ticket; each additional ticket will be \$5.

2nd & 3rd offenses: Notice sent home; discipline referral

Additional offenses: Cars that are repeatedly ticketed will be towed at the owner's expense.

Loss of Privileges:

When students incur multiple out-of-school suspensions for discipline infractions, administration will meet with the student and parent to discuss and sign a Behavior Contract. If the behavior and the suspensions continue, students will begin to lose privileges such as extra-curricular activities, participating in graduation, etc.

CREATING A FALSE FIRE ALARM

S.C. State Law Reads as Follows:

"16-17-570. Interference with Fire Alarm and Police Alarm Boxes. Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give false alarm from such box or break the glass in such box of any fire or police alarm system in the state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the

state penitentiary or on the chain gang in a county having payment of a fine of not more than two hundred dollars.”

Students found guilty of pulling a false alarm or making false calls to emergency officials will be suspended with recommendation for expulsion. Legal authorities will also be notified.

NOTE: *Students who have knowledge of any of the above offenses and fail to cooperate with school officials may face disciplinary action along with those people who are found directly involved.*

TEACHER DETENTION

Teachers have the authority to assign teacher-held detention according to their classroom expectations/procedures. They must notify the student at least one (1) day prior to the assigned detention date. Teachers are not required to establish detention days/times for the convenience of the student.

After School Detention (ASD) Level I Offenses held from 3:25 – 4:00 after school Tuesdays and Thursdays. The student is responsible for notifying his/her parent and arranging for transportation. The student must have materials to read or study during this period. Failure to report to ASD is one day ISS.

IN-SCHOOL SUSPENSION (ISS) Level I and Level II offenses

The In-School Suspension program is designed as an alternative to out-of-school suspension. Students will be assigned to this program by the administration. Students will be assigned work from their regular classroom teachers to complete during their stay in the in-school suspension program. If a student does not abide by the guidelines of this program, he/she will receive out-of-school suspension. In school suspension will be assigned for a minimum of 2 days.

OUT-OF-SCHOOL SUSPENSION (OSS) Level II and III Offenses

This consequence is used for more serious infraction of school rules.

Students who receive out-of-school suspensions may not attend classes or be on any school property 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 comes on campus during a suspension may be arrested for trespassing.***

Suspensions will begin at the end of the school day the student is notified of the suspension and the student may not participate in any school related activity until the suspension has been lifted.

Students may be suspended a maximum of the (10) consecutive school days. Multiple suspensions may lead to expulsion.

After a student has accumulated ten (10) days of OSS, any further suspendable offense (ISS or OSS) may result in a recommendation for

alternative placement or expulsion.

ALTERNATIVE PROGRAM

The Newberry Alternative Program is for students who have violated the student behavior policy in excess. Students who violate the re-entry behavior contract can be recommended to the Alternative Program (NAS).

EXPULSION

Recommendation for expulsion takes place when the school administration finds no other alternative for a chronic or severe discipline problem, act of violence and/or of an illegal nature. Students are removed from school for a period not exceeding ten (10) consecutive days. An Expulsion Hearing will be held to determine whether the student will finish the academic school year.

DRUGS

See page 35 under Level 3 Criminal Conduct and Level 3 Consequences for the School Board Policy on drugs. (JICDA-R) NHS administration will suspend students who violate this policy and recommend expulsion.

STUDENT PARKING

Registration Information

1. **All** vehicles driven onto campus **MUST be registered** with a current NHS parking tag and parked in the assigned space.
2. Parking registration and tag purchase requires:
 - **Vehicle registration,**
 - **Alive at 25 certificate #**
 - **Student's driver's license** (Learner's Permits are not allowed)
 - **\$10 purchase price**
 - **Registration form with parent signature**
3. Parking tags (\$10) or replacement tags (\$5) may be purchased during the school year from the bookkeeper.
Parking tags are nontransferable between students.
4. Parking tag **MUST** hang from the rearview mirror.
Parking space ID # MUST BE VISIBLE.
5. Student Government will maintain permit records. The Front Office will keep current copies of this information.
6. **Bus transportation is available for ALL students.** Therefore driving a personal vehicle to school is by choice. Newberry High School assumes no responsibility for any possible theft, damage, or vandalism to a personal vehicle or its contents.
7. Students must request permission from the Career Center Director and the NHS Principal in order to drive to the Career Center. A Career Center fee may be charged.

No student may ride with another student.

8. Change of vehicle forms will be available at the front desk and must be filed in Room 201 AFTER school.
9. *If you arrive at school and someone has parked in your space, **you should park across from the tennis courts.** If you park in someone's numbered space you will be in violation of the parking rules, which could result in suspension of your privileges. **If your space is taken, report your space number, the make/model/color of the vehicle in violation, the license, and/or parking tag number, and your name to the front desk IMMEDIATELY.***

Parking Regulations

1. No loitering in the parking lots *before, during, or after* school. Enter the building immediately upon your arrival, and leave the parking lot immediately after dismissal. Students are not allowed in the parking lots during the day without a pass from office unless he/she is leaving the school due to early dismissal. Students found in any parking lot without authorization will face disciplinary action.
2. The front circle and faculty parking lot is **off-limits** to student parking.
3. Resource Officers, Administrative Staff, and/or the SGA Officers will ticket cars improperly parked. Fines may be assessed for the following offenses:
 - Parking in the wrong parking space
 - No visible parking ID
 - An unregistered vehicle
 - Illegally parked (backing into spaces, loading zones, no parking zones, handicapped, staff, visitor parking, etc.)
 - City noise ordinance
 - Entering the wrong way
 - Speeding
 - Driving over cement parking blocks
4. Cars in violation of above stated rules will be subject to the following:

1st offense: Warning ticket—there will be no charge for this ticket; each additional ticket will be \$5.

Additional offenses: Each ticket is \$5 and will be charged to the student's fees. After five offenses, parents will be contacted and the car will be subject to towing at the owner's expense.

The school reserves the right to:

1. Revoke the driving privilege of any student who refuses to adhere to published rules and expectations, who has

excessive absences or tardies, or who leaves campus without permission.

2. Require that fees be paid **before** the student is permitted to continue parking on campus.
3. 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 policy, school rules, or state law.
4. Search and seize any weapons, intoxicants, controlled substances, and/or any other illegal contraband in any vehicle driven by any student. ***The student driver assumes all responsibility for items found in his/her vehicle.*** 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 action will be taken as per South Carolina law and Newberry County School Board Policy.

SIGNING STUDENT IN LATE

Students should make every attempt to arrive on time to school! Late arrivals must report directly to the Attendance Office. The attendance clerk will write admit slips to class with the time noted. Unauthorized lateness will count as a tardy or absence depending upon the time of arrival.

SIGNING STUDENT OUT EARLY

Students must have a written excuse from parent/guardian noting date, time and reason the student is to be dismissed early. The note must contain a phone number where the parent/guardian can be reached during the day. The phone number must match the number on the emergency information sheet on file or dismissal will not be allowed. If the parent cannot be reached, dismissal will not be allowed. Students must sign out anytime they leave.

Parents/Guardians picking students up early must sign them out from the attendance office and before 2:50 p.m. **Students will not be released between 2:50 and 3:20 p.m.** Emergency situations will be referred to Administration.

Students are to remain in class until the parent or guardian arrives to pick them up, at which time the attendance clerk will call for the student.

EARLY DISMISSAL/LATE ARRIVAL

Early dismissal/Late arrival is granted to those **students who qualify** to leave early or arrive late (**page 11**). Early dismissal/Late arrival

must be approved by administration. If a student has approved Early Dismissal/Late arrival, the **student must leave the campus immediately at the time of dismissal**. Failure to do so will result in the following disciplinary actions:

1st offense 2 days ISS

2nd offense 1 day OSS

3rd offense 2 days OSS and/or referral to SRO for trespassing

*** * * SPECIAL NOTE * * ***

It is impossible for the school to anticipate every possible scenario regarding school discipline. Therefore, the school reserves the right to adopt, adjust or create consequences, within the guidelines of school board policy, as necessary to handle discipline situations.

Newberry County School District Handbook Information

Accessibility

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

Admissions

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

Address Change

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

Asbestos

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

Attendance

South Carolina requires all children between the ages of five (5) and seventeen (17) attend a public or private school or kindergarten. A parent whose child or ward is not six years old on or before September 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.

DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS

1. When the conduct of a student requires such action for the general welfare of the school system, the principal or other persons in charge of the school may make immediate suspension. In appropriate circumstances, notice prior to suspension or the initiation of expulsion procedures will be given.

2. When the conduct of a student requires that he/she be suspended, the principal or designee shall immediately make every effort to notify the parent that his/her child has been suspended. A written notice by the principal or designee to the parent or other person in loco parentis will be given stating the nature of the conduct leading to the suspension in such a manner that they are sufficiently appraised of the charges made against him/her. A conference may be arranged between the principal or designee and parent/guardian to discuss all aspects of a suspension.

3. The suspension of a pupil may not exceed ten days for any one offense and not more than thirty days in one school year.

Bus Eligibility

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

Bus Safety and Rules

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

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

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

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

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

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

Bus Transportation Offenses and Penalties

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

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

Offense	Penalty
<ol style="list-style-type: none"> 1. Bullying Level 1 2. Disobeying driver 3. Disrupting the bus with loud talking or music from cell phones, iPods, etc. 4. Leaving trash on bus 5. Wearing hoods/hats, wave caps 6. Eating or drinking on bus 7. Sitting with feet in the aisle 8. Standing while bus is moving 9. General misbehavior 	<p>1st offense -warning</p> <p>2nd offense - five (5) days</p> <p>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</p> <p>2nd offense - ten (10) days</p> <p>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>

<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>
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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.

Chronic Absenteeism

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

Computer Education

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

www.newberry.k12.sc.us.

Conduct

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

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

Be prompt and prepared

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

Respect authority

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

Respect the rights of others

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

Respect property

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

Display a concern for learning

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

Display appropriate social skills

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

Display appropriate character

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

Delivery of Items to Students

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

Deliveries can be made after school hours for extracurricular events such as pageants and organizational meetings. In these instances, the florist will be

required to contact the school to determine the proper delivery time and location. Neither the school nor the district will incur any responsibility for items delivered.

Directory Information

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

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

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

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.

Emergency and School Closings

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

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

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

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

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

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

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

Federally Funded Programs

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

Grading

The district grading scale for grades 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

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. Contact the Director of Special Services at 321-2600 to learn more about the IDEA.

Insurance

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

Laser Pointers in School

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

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

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

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

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

Media Release Information

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

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

Medical Homebound Instruction

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

at school. To learn more about medical homebound services, contact the Director of Student Services at 321-1363.

Parent Contact Information

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the school office for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information.

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

Release of School Records

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

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

School Breakfast and Lunch Programs

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

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

Applications for Free and Reduced meals are available 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.

School Health

The School Nurses of School District of Newberry County provide health screenings to students based on the recommendations of DHEC that are issued

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

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

Student Medication

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

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

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

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

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

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

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

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

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

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

Student Medication Procedure at School

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

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

Standard medication forms are available for parents to use.

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

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

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

Guidelines for Managing Contagious Illnesses in School

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

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

Students with Special Health Care Needs

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

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

Individual Health Care Plans or Individual Health Plans (IHPs)

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

School Report Card

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

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

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

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

Section 504 is a federal law that requires public schools to make accommodations so that students with certain disabilities can learn and participate in settings as other non-disabled students. Each school in the School District of Newberry County has a staff member designated as the 504 Chairperson who oversees the development and adherence to 504 Accommodations Plans for students. In order for a student to have a 504 plan in effect, a parent or guardian may contact the 504 Chairperson to initiate the 504 process. Once the school has knowledge of a diagnosed condition, the 504 chairperson will convene a 504 evaluation committee to determine how the disability has interfered with the life activities involved in an educational setting. When a student meets eligibility for a 504 Plan, the chairperson for the school will convene a 504 committee consisting of the parents and school staff as well as anyone else who has knowledge of the child, the child's disability, and the school setting. The 504 committee will develop an accommodation plan which a 504 committee will review at least annually to address the student's needs in the school environment. Anyone who has questions regarding Section 504 should contact the Director of Special Services for the School District at 803.321.2600.

Sexual Discrimination and Harassment

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

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

Signing Students Out of School

Early dismissals are discouraged and should not occur on a regular basis. It is important that your child complete a full day in school. The end of the school day is an important time for students. Teachers review the school day, complete lessons and/or review assignments. **Therefore, there will be no early dismissals during the last 30 minutes of the school day except in the case of extreme emergencies.**

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

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

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

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

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

Special Services

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

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

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

Statement of Nondiscrimination

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

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

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

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

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

Summer School

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.

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

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.

Truancy Procedure

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

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

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

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

Use of School Facilities

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

Visitors

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

Volunteers/Chaperones

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

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

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

