

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.

Address Changes

Students 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 proofs of residency.

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.

Alcohol Use

Students who are found to be in possession of or under the influence of alcohol will be suspended from school and recommended for expulsion. In addition, the incident will be reported to law enforcement for possible legal action. Students who intentionally sell or distribute alcohol will be recommended for expulsion.

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.

Assemblies

Assemblies are an important part of the educational process. Students are expected to conduct themselves in a proper manner during assemblies. Misbehavior at assemblies will cause removal and forfeiture of attendance at future assemblies.

Athletics

Students have the opportunity to participate as a member of athletic teams provided that they meet the requirements of

the SCHSL and Newberry Middle School. Football, basketball, volleyball, track, golf, wrestling, soccer, tennis, swimming, and softball are available for students in grades seven and eight. Students must meet academic and behavior requirements. Cheerleading squads for football and basketball are chosen by a competitive audition. Cheerleaders must meet academic and behavior requirements. Sixth grade students are not allowed to participate in any after school athletic activity or high school sponsored after school activity. Inappropriate behavior may cause a student to be placed on probation or removed from a team. The expectations for student behavior are outlined in an athletic handbook and will be explained thoroughly by each coach. The district provides basic school insurance. Parents may purchase the 24-hour protection plan at the beginning of the year.

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.

Book Bags

Book bags are not allowed inside the classroom and should be placed in the school issued locker during homeroom. No rolling book bags allowed.

Building Hours for Students

Students should not arrive on campus before 7:40 am. Upon arrival, they should enter the designated area based upon grade level and be seated until time to report to homeroom. School is dismissed at 3:15. At time of dismissal, students should report to the bus loop or at the car rider drop off/pick up area at the gym. All car rider students should be picked up by 3:30pm daily.

Bullying

Bullying is when someone does or says things to have power over another person. Some of the ways bullies try to hurt other people are by calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting, kicking, or making them do things they do not want to do. Please report bullying to your grade level administrator. The school does not tolerate bullying.

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 | 1st offense - warning 2nd offense - five (5) days 3rd offense - ten (10) days; intervention services |
| <ol style="list-style-type: none"> 1. Profanity and inappropriate gestures 2. Ride bus to which you are assigned unless you have prior permission from the bus office. 3. Getting off the bus at an unauthorized stop 4. Excessive sagging pants 5. Moving out of assigned seat | 1st offense - five (5) days 2nd offense - ten (10) days 3rd offense – indefinite; intervention services |
| <ol style="list-style-type: none"> 1. Bullying Level 2 2. Fighting 3. Any profanity or disrespect addressed directly at the driver 4. Putting arms, legs, feet out of the windows 5. Touching emergency doors/windows or other emergency equipment. 6. Throwing objects out of windows (cans, bottles, balls, etc.) | No warning - ten (10) days |
| <ol style="list-style-type: none"> 1. Bullying Level 3: Cyber bullying (sexting, texting, | Suspended for ten (10) days from the bus with a |

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| <p>cyber stalking, slap happy, etc.) harassment, etc.</p> <ol style="list-style-type: none"> 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>recommendation to the school administration for expulsion</p> |
| <ol style="list-style-type: none"> 1. Cutting seats, writing on seats, intentionally damaging any part of the bus (restitution if seat covers or bus parts have to be replaced) | <p>Suspended for ten (10) days pending expulsion hearing; referral to court for restitution</p> |

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

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

Child Abuse

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

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.

Classroom “PAWSitive” Behavior Plan

Prompt and Prepared

Act Responsibly

Work with Integrity

Show Respect

If you choose to break a rule, you will receive:

REMINDER ONE- Verbal warning

REMINDER TWO- Verbal warning

REMINDER THREE- TIMEOUT

***Reminders start over EACH class EACH day!**

Consequences for Timeouts:

- **Timeout 1-** “PAWS”itive Reflection Sheet and/or other assignment(s), Loss of team incentive & Call parent
- **Timeout 2-** Lunch/recess detention & Call parent
- **Timeout 3-** 2 days Lunch/recess detention & Call parent
- **Timeout 4-** Office Referral – ISS (1 Day) & Call parent
- **Timeout 5-** Office Referral – ISS (2 Days) & Call parent

***All timeouts beyond the 5th will result in an additional discipline referral.**

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.

Conferences

We strongly encourage parents to meet with teachers. If you wish to meet with teachers, please call the Guidance Office to set up a meeting. Core teachers have a common planning period and can meet with parents during planning except during team planning time.

Confiscated Items

Items that are confiscated will be held in the office. Parents or guardians must report to the school to sign a release for the item. Students should not bring unnecessary items to school. Cell phones are brought to school at the risk of the student. No cell phones should be on or out on campus between the hours of 7:15AM and 3:05PM. Upon entering the building, all students will turn off their cellphones and be required to leave them in their lockers during the school day. The school will not be responsible for locating or searching for items such as these. Additionally, the school will not be financially responsible for confiscated items.

DO NOT BRING THEM TO SCHOOL!

Fidget spinners, rubix cubes, and other little toy like distraction pieces are not allowed unless deemed as appropriate by an IEP or 504.

- The first time an item is confiscated from a student a warning will be issued, the item will be turned into the front office and returned to the student at the end of the day.
- The second time an item is confiscated from a student, the item will be turned into the front office and held until it can be picked up by the parent/guardian.
- The third time an item is confiscated it will be turned in to the front office, there will be a 24-hour holding period before item is released to parents/guardians. NOTE: If the item is confiscated on a Friday, it will be available for pick-up on the following Monday morning.
- The fourth time an item is confiscated it will be turned in to the front office and held for the remainder of the school year.

Delivery of Items to Students

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

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

Directory Information

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

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

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

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

Disclosure (except for directory information)

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

District Testing Program

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

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

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 7:20 AM and 3:05 PM. 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. No bare midriffs, halter tops, tank tops, spaghetti or "T" straps, see-through shirts or blouses. Sleeveless blouses should be at least three (3) inches across the shoulders. When a student is wearing leggings or jeggings the top (shirt) must be long enough to cover the student's hip and thigh region in both the front and back at all times (even when the student is walking and/or sitting).
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 habit for a student, parents will be contacted for a conference.
8. Shorts, dresses and skirts are to cover the thigh and should be no higher than three (3) inches from the top of the knee. Please take into consideration the length of these items when sitting and walking. Shorts and skirts must still meet this requirement, even if leggings or tights are worn under them.
9. There will be no holes showing skin or undergarments more than three inches above the knee.
10. Undergarments should not be visible at any time.
11. Cleavage should not be visible at any time.
12. 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.
13. 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. It is not recommended that students wear heels higher than an inch.
14. Blankets are not permitted in the building.
15. No "Heelys" or other shoes with wheels are allowed unless wheels are taken completely out and left at home.

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

Drug Use

Students who are found to be in possession of or under the influence of drugs will be suspended from school and will be recommended for expulsion. In addition, the incident will be reported to law enforcement for possible legal action. Students who intentionally sell or distribute alcohol will be recommended for expulsion.

Early Dismissal From 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.

Procedures for Signing Students Out of School

Students are to be dismissed from school only to parents, guardians, or others who are designated by parents on sign-out cards. At least three people are to be designated to pick up a student. This information will be kept on file. No student will be allowed to leave campus with anyone who has not been designated to pick him/her up! When making appointments for students, please consider the bell schedule so your child does not have to miss instructional class time. Please try to avoid early dismissals from school between 2:45 – 3:10 p.m. The school is involved in closing out the school day and dismissal interruptions impede the process.

Doctor 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 attendance office for verification prior to first period.

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. PIN number given by parent
4. 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.

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.

Emergency Drills

Emergency drills for fire, tornado, earthquake, intruder, bus evacuation, and other emergencies are held periodically. Procedures for these drills are posted in classrooms. These drills are for the students' safety. Please move in an orderly fashion quietly to the nearest exit or assume the designated safety position. If a student pulls a fire alarm, law enforcement will be notified.

Emergency Numbers/Information

The school must always be informed as to home, work, cellular, or emergency phone numbers in the event students become ill or injured at school. It is essential for parents to give the school up-to-date information. Should there be an emergency involving students, and parents or guardians cannot be reached for illness, students will be taken to the Newberry County Hospital for treatment by the emergency room doctor on call.

Extra-Curricular Activities

Newberry Middle School offers several extra-curricular activities. Our goal is to educate the whole child. We offer the following: FCA, Beta Club, Art Club, Science Olympiad, Academic Bowl Team, Archery, Student Government and others.

Federally Funded Programs

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

Field Trips/Field Studies

Field trips/studies will be planned during the year. These experiences are designed to enrich classroom activities. Students must be in compliance with dress code and ID rules while on field trips/studies or while participating in activities that may occur on the weekends. Any student who behaves in a manner that brings dishonor to Newberry Middle School will forfeit the right to future field trips for

up to one year and face disciplinary consequences upon returning to school. The school desires for all students to participate in field trip/study experiences; however, if a student's behavior is problematic, participation will be denied and money paid may not be refunded. Parents may be given the opportunity to pay the cost of the trip to chaperone their child. The school cannot be responsible for students who have been disruptive and unruly at school but yet expect to participate in field trips/studies.

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. Punishment for fighting:

1st Fight: 3-Day Suspension (Behavior Intervention Plan) and/or arrest

2nd Fight: 5-Day Suspension and/or arrest

3rd Fight: 10-Day Suspension and/or Expulsion Recommended/Arrest

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

GT Identification

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

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

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

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

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

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

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

GT Curriculum/Instruction: Grades 3-8

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

Guidelines for Academic Probation for GT Students

Students in a GT class must maintain a B average in the GT subject(s) each nine weeks they are in the program.

At the end of each nine weeks students who do not maintain a B average in the GT subjects will be placed on probation.

Placement on probation

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

1. Not having a B average in the GT subject(s)

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

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

Guidance Department

The guidance and counseling program is designed to develop all students to their fullest potential. This is accomplished by providing services in the areas of self-awareness, interpersonal relationships, career development, and health/safety issues. A student may request a private conference by making an appointment with a counselor through their homeroom teacher. In addition to private conferences, services are provided through small groups and classroom presentations. Parents may call the counselors or schedule an appointment.

Hall Passes and Hallways

Each teacher is provided a set of passes at the beginning of the year. Students are issued a pass (bathroom, library, nurse, etc.) by their classroom teachers as needed, when deemed appropriate.

Whenever students are moving about the building, they are expected to walk on the right side of the hallway in an orderly manner. Running in the hallways is never acceptable and is subject to disciplinary action.

Health Room/Medication

Students who become sick during the day will be sent to the Health Room. Parents will be notified of an illness or injury and will be expected to pick up their child as soon as possible. If it is necessary for a student to take any medication at school, a signed medication form from a physician or the school's medication form must be completed to submit to the school's nurse. All medications must be turned in to the school nurse upon arrival on campus.

Homework

It is the student's responsibility to complete all homework assignments. The teacher will notify parents when failure to turn in work becomes a problem. A conference will be held with the teacher, parents or guardians, student, and the administration if the problem continues. Homework is posted on the faculty web page. This can be accessed from our school website under faculty pages.

Honor Rolls

We recognize our students each semester for outstanding achievement using the Honor Roll system. The Principal's Honor Roll is for students who maintain an "A" in all classes. The "A/B" Honor Roll is for students who maintain "A's/B's" in all of their classes. Assemblies are held and students are highlighted in the school's newsletter and local newspaper.

Identification Badges—ID's

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

1. ID badges must be worn at all times.
2. ID badges must be visible and worn outside of clothing around the neck.
3. ID badges must be worn on the correct colored school issued lanyard.
4. ID badges are property of NMS and must not be defaced. (The badge will be confiscated and the student must purchase a new ID if this occurs.)
5. Students must not wear an ID badge belonging to another student or a previous year's ID. These IDs will be confiscated.
6. Every student is issued an ID badge and lanyard at the beginning of the school year. If students do not have their ID, a new one must be purchased. Students will not be allowed to charge more than one ID badge. (\$5 for each badge, \$1 for each lanyard)

7. Failure to properly wear an ID badge will result in the following consequences:
 - 1st offense- Warning and temporary ID sticker
 - 2nd offense- Lunch detention and temporary ID sticker
 - 3rd Offense— Lunch detention and parent contact and temporary ID sticker
 - 4th Offense – In School Suspension (ISS)
8. Students without their ID badge will eat last and be issued a temporary ID sticker to be worn appropriately on their outer clothing as their ID.
9. Students are required to have their ID to check out books in the media center, at lunch and for identification on field trips.

Note: IDs will be collected at the end of each day and returned the following day during Homeroom.

Individuals with Disabilities Education Act (IDEA)

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

Insurance

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

Invitations

Party invitations will not be distributed or exchanged at school.

Laser Pointers in School

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

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

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

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

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

Lockers

Lockers are a privilege provided for students as a convenience for the safekeeping of textbooks and personal belongings. It is expected that you will keep your locker neat and orderly. Lost locks will be replaced at a fee of \$7.00. Students who abuse the privilege of locker usage will lose the privilege of having a locker. The administration reserves the right to search and inspect lockers at any point when there is suspicion of contraband contained within the locker. Students who use lockers without school-issued locks will lose their locker privilege. Students will have specific times during the day to report to their lockers. Please be aware that locker usage is not an excuse to be late to class. Students are responsible for bringing proper materials to class and will not be allowed to go to lockers after the tardy bell rings or class instruction has begun unless a teacher grants permission.

Lost and Found

Lost and found items are to be turned in to the main office. Unclaimed clothing will be periodically donated to community service organizations.

Meals - School Breakfast and Lunch Programs

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

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

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

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

Money can be deposited by using our online payment program myschoolbucks.com. The student's school meal account works like a checking account at a bank. A deposit is made into a child's account and when the student eats in

the cafeteria, the computerized system will deduct the cost of the meal from their account. **Students not approved for free meals must have money in their account to purchase meals.** The money remains in the student's account until it is used. If students have a credit balance at the end of the year, the money will remain in their account to start the new year. Checks are another form of payment for school meals. The check will provide a receipt for the parents and will guarantee that the money is spent on school meals. **The cafeteria staff will not cash checks for students.** Checks will be applied directly to the student's account on the day that the check is brought to school. Please make all checks payable to the school cafeteria. Please print the child's full name on the bottom of the check in the memo section. Parents are asked to put any cash in a sealed envelope and label the outside front of the envelope with the student's name, account number, amount, grade, and homeroom teacher.

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

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

Diet Prescription for Meals

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

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.

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.

"No Child Left Behind" Parent Notification

In January 2002, President George W. Bush signed the "No Child Left Behind" Act into law. Designed to ensure that all children have an opportunity to obtain a quality education, this new law is already bringing many changes to South Carolina's schools. As a parent of a student in The School District of Newberry County, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner. If you would like to receive this information, please complete a request form that can be obtained from your child's school or The School District of Newberry County Human Resource Office. The requested information will be mailed to you. We look forward to partnering with you this year as we work to provide a quality education for your child.

Non-Discrimination Statement

The Newberry County School District does not discriminate on the basis of race, religion, color, national origin, 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 : | Pamela Arrington | 803-321-2600 |
| Section 504: | Wendy Stoudemire | 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 occupational/technical education, regardless of race, color, national origin, religion, age, handicap, or sex. Furthermore, the Board affirms the rights of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. Harassment/discriminatory behavior that denies civil rights or access to equal educational opportunities includes name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national

origin, sex, or disability of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

Parent Portal

Web access information is now available for each parent in order to access their student's information. A parent account allows you to view the information for one or more students with a single sign in. You can also manage your personal account preference. Please come by the main office during office hours in order to obtain your Access ID and Access Password.

Parent Teacher Organization

The Parent Teacher Organization (PTO) provides an opportunity to contribute to the improvement of our educational program. Monthly meetings are held. Notices of meetings are placed on monthly calendars and other school bulletins. Throughout the year, many educational fun-filled fundraising events occur.

Personal Property

School is a place for learning. Bring only those items to school that are necessary for learning. Items that are not necessary will be confiscated and will be returned only to parents. Please be aware that possession of CD players, toys, I-Pods, games, electronic devices, teddy bears, blankets, etc. will be confiscated. These items cause a disturbance to the learning process. Remember, if it is not necessary, don't bring it! The school will not be responsible for locating lost or stolen items.

- The first time an item is confiscated from a student a warning will be issued, the item will be turned into the front office and returned to the student at the end of the day.
- The second time an item is confiscated from a student, the item will be turned into the front office and held until it can be picked up by the parent/guardian.
- The third time an item is confiscated it will be turned in to the front office, there will be a 24-hour holding period before item is released to parents/guardians.
- The fourth time an item is confiscated it will be turned in to the front office and held for the remainder of the school year.
-

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.

Report Cards/Interim Reports

Computer-generated report cards are sent home at the end of every nine-week marking period. Interim Reports indicating progress are issued at the midpoint of each nine-week period.

Parent Conference

| <u>Days</u> | <u>Interims</u> | <u>Report Cards</u> |
|-------------|-----------------|---------------------|
| Jan. 18 -PM | Sept. 18 | Oct. 26 |
| Jan. 19-AM | Nov. 16 | Jan. 18 |
| | Feb. 16 | March 29 |
| | April 24 | end of school |

School Improvement Council (SIC)

Under state law, each school must assemble a School Improvement Council comprised of parents, teachers, and community members. These councils assist in the preparation of the five-year School Renewal Plans and annual updates, required by the state. They also assist with the development and monitoring of school improvement and innovation, provide advice on the use of school grants and provide other assistance as the principal may request to improve the school.

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.

Smoking

The use of tobacco products by students, staff, or visitors is prohibited. These products should not be in the possession of students. Students who violate this policy are subject to punishment under Level 1 of the discipline code or referral to the TIPS program. Refer to section on Tobacco Use.

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.

Super Fun Friday

Students not receiving any Discipline Referrals, will participate in our monthly **SUPER FUN FRIDAY!** Students get a clean slate on the next day after the last Super Friday.

| | |
|----------|----------|
| Aug. 25 | Feb. 16 |
| Sept. 22 | April 13 |
| Nov. 17 | May 4 |

Suspensions

The school utilizes the consequence of In-School Suspension and Out-of-School Suspension. In-School Suspension is a classroom setting for time out for an entire day or by class period. Students receive assignments from teachers to be completed while serving their In-School suspension consequence. Out-of-School Suspension may be assigned as Overnight to Return with Parent or a designated number of days. Parents are notified of the OSS by mail, and students are given a copy. Attempts will be

made to contact parents or emergency contact designees by phone. Any student who has been suspended from school will not be allowed to go on any field trip if his/her suspension occurs on the date of the scheduled activity. While suspended from school, students may not participate in any school activity or be present on the grounds of any Newberry County school during the time of suspension. Suspensions begin at the end of the school day issued and are completed on the morning of the date assigned to return to school.

Tardiness to School/Class

All students are expected to report to school and class on time. The general tardy consequences per nine weeks are as follows and teacher teams may develop a specific tardy consequence as well:

Tardiness can also result in students not being able to participate in Super Fun Friday. Tardiness to class ten (10) or more minutes is considered cutting class. Failure to arrive at school or to class on time may result in disciplinary action.

Telephone/Cell Phone Use

A telephone on the counter in the main office is available for students to use with proper permission. Please refer to the Section "Confiscated Items" for questions regarding Cell Phone Possession and Use at School.

Textbooks

All basic textbooks are loaned to students free of charge by the State Department of Education. If a student loses or damages a textbook, parents are financially responsible. If a textbook is lost, check with lost and found or grade level administrators. Books left in the office will be delivered to the issuing teacher. Textbooks not returned at the end of the year will be considered lost, and the parent will be responsible for paying for its replacement.

Tobacco Use

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

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

Second Offense: Two day suspension

Third Offense: Five day suspension

Fourth Offense: Ten day suspension

Fifth Offense: Expulsion

Truancy 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 to the School/Classrooms

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.