



**Reuben Elementary
Student / Parent Handbook**

Newberry County School Board

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<p>Mrs. Lucy Anne Meetze, Area III Chairperson 458 Piester Road Newberry, SC 29108 803-276-2696 Term: 11/20 - 11/24</p>	<p>Mr. Ike Bledsoe, Area I 332 Nance Street Whitmire, South Carolina 29178 803-694-2803 Term: 11/20 - 11/24</p>
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ADMINISTRATION

Alvin Pressley Superintendent
District Office 3419 Main Street
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 Newberry, SC 29108
 Phone: 803-321-2600
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 3605 Spearman Rd.
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 Kfolk@sdnc.org

All information contained in this Student/Parent Handbook is subject to changes as required by law, school board policies and directives. All dates and events listed in the calendar section are subject to change. Understanding and/or accepting the procedures and rules as listed in this handbook is the responsibility of the parent and/or guardian and the student.

The faculty and staff are happy to provide you with the Reuben Student/Parent Handbook, a resource for students and parents. Within these pages you will find many of the answers to questions that will come up during the year. We hope that you will keep this handbook in a place where you can get to it easily should questions arise. We encourage you to review this handbook together. We hope you will find the information useful.

MOTTO



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PLEDGE OF RESPONSIBILITIES FOR SCHOOLS, PARENTS, AND STUDENTS

Principals and teachers

Schools have a responsibility to provide a positive, safe environment that is open to parents and to set high expectations for learning in order to educate students to become successful citizens of tomorrow. Therefore, I pledge that I will be a positive role model, reward and recognize good behavior, provide consistent, fair discipline, and encourage parental involvement in my school. I also pledge to maintain an open-door policy for parents at all times and to establish open lines of communication with parents concerning their child's school performance.

Parents (guardians)

Involvement in my child's school is of paramount importance to improved learning and student conduct. Therefore, as a parent (guardian) I pledge that I will be actively involved in my child's learning, attend conferences with teachers, support school programs, and maintain open, honest communication with the school. I also pledge that I will communicate positive values and model honesty, trust, integrity, compassion, and fairness. I further pledge to provide a supportive home environment in order to ensure success at school.

Students

Success in school is determined in part by accepting responsibility for good behavior in the school as well as the community. Therefore, I pledge that I will respect others, accept responsibility for my behavior, come to school prepared to learn, set high goals for myself, and practice personal and academic honesty.

By signing the handbook release form, we agree to support the above statements to the best of our abilities.

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PRINCIPAL'S MESSAGE

Welcome to the 203-24 School Year

Dear Parents, Visitors, and Guests,

Welcome to the 2023-24 school year! We have worked hard to get ready for yet another wonderful beginning to the school year!

I am Kelly Folk, and I am going into my 3rd year as the Principal of Reuben Elementary School. I am very thankful and blessed to be part of such a wonderful school, supportive staff and community!

I would like to encourage parents to get involved and stay involved in your child's education. It is extremely important in the early years for parents to have an active role in their child's education. Please feel free to visit our school and your child's classroom anytime. We do ask that you schedule the visit ahead of time and check into the main office when you enter the building.

If you are interested in volunteering and/or chaperoning trips, please take time to complete the form for background checks and pay the \$26 processing fee. We welcome your involvement. Forms are available in the main office.

Talk to your child daily about school and READ, READ, READ, to and with your child daily. These little things DO make a difference in your child's success at school. "The more you read, the more you know, the more you know, the more places you will go!"- Dr. Seuss

We are anticipating another great year at Reuben! Thank you for allowing us to work with your child! If you have any questions or concerns, please free to call the school at 321-2664 or email at kfolk@sdnc.org

PRINCIPAL'S BIO

Proud Graduate of Newberry High School Class of 1993. Graduated from Clemson University in 1997 with a B.A. degree in Special Education and Elementary Education. Completed Masters in Education Leadership in 2000 from Clemson University. Educational experience includes general education teacher in third and fourth grades, special education teacher in a resource setting, literacy coach and curriculum coordinator. I reside in Newberry County with my husband of 24 years, Chase, and my two children, William (19) and Cathryn (12). I am blessed to have two parents who were educators with a combined educational career of 70 years.

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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, who 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.

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 Facilities Management 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 School District of Newberry County's Student Services Department.

If the efforts of the attendance supervisor to enroll students due to non-attendance are unsuccessful, a complaint for truancy/educational neglect may 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 may file a petition for educational neglect against the student's parents.

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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.

Lawful Absences

The district will consider students lawfully absent under the following circumstances based on Regulation 43-274.

- Absences caused by a student's own illness
- Absences due to an illness or death in the student's immediate family
- Absences due to a recognized religious holiday of the students' faith
- Absences due to activities that are approved in advance by the principal

Unlawful Absences

The district will consider students unlawfully absent under the following circumstances based on Regulation 43-274:

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parent

Unlawful (unexcused) absences will be counted following the first day the student is actually enrolled.

If the student is absent for 3 or more consecutive days, it is the responsibility of the parent(s)/guardian(s) 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 7 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 parents to develop an intervention plan to improve future attendance. A copy of this plan will be maintained with the student's attendance records.

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.

In order for a student to be counted present at Reuben Elementary, the student must not be checked out before 11:13am or must be checked into school by 11:13am.

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BEHAVIOR CODE

Though not specifically mentioned in the list of behaviors, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.

Coding for Level I & Level II Consequences						
WARN	DET	OSS	OSA	REST	RE	LE
Warning	Detention	Out of School Suspension	Other School Action	Restitution	Recommended Expulsion	Call to Law Enforcement
*Chronic and severe violations on Level I may move to the next level.						

Level I Behavior Offenses (PK-2nd grade)

Contacting the parent and having a conference with the student is mandatory with any behavior violation.

Behavior Offenses	Power School Code	Consequences	
		1st Offense	2nd Offense
1. Inappropriate behavior– behavior which disrupts the orderly educational process of school (loud talking, yelling, out of line, etc.)	(017)	WARN/OSA	DET /OSA
2. Throwing objects	(028)	WARN/OSA	DET/OSA
3. Disrespectful towards others	(420)	WARN/OSA	DET/OSA
4. Refusal to obey, being defiant	(270)	WARN/OSA	DET/OSA
5. Inappropriate language	(016)	WARN/OSA	DET/OSA
6. Disrupting Class	(007)	WARN/OSA	DET/OSA
7. Tardiness – arriving late for school	(180)	Conference with Parents/Attendance Intervention	

Level I Behavior Offenses (3rd grade- 5th grade)

Behavioral misconduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles and other school-sponsored activities. Contacting the parent and having a conference with the student is mandatory with any behavior violation.

Behavior Offenses	Power School Code	Consequences		
		1st Offense	2nd Offense	3rd Offense
1.	018	DET/OSS (1 day)	DET/OSS (2-3 days)	DET/OSS (3-5 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	011	DET (1 day)	DET (2-3 days)	DET (3 days)
3. Gambling – participation in games of chance for money and/other things of value	630	WARN/REST	DET/OSS (1 day)	DET/OSS (3 days)
4. Leaving class without permission	320	WARN /DET (1 day)	DET/OSS (1-2 days)	DET/OSS (3-5 days)
5. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	006	DET (1 day)	DET/OSS (1 day)	DET/OSS (2-3 days)
6. Profanity – directing profanity, vulgar language, ethnic/racial slurs, or obscene	016/210	DET (1 day)	DET/OSS (2-3 days)	DET/OSS (2-3 days)

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gestures toward adults, school staff, or visitors				
7. Use of or display of electronic devices and/or cell phones	018/390	OSA	OSA/DET (1 day)	ISS 2-3 days)
8. Disrespectful towards others	420	OSA	DET (1-2 days)	DET (2-3 days)
9. Disrupting Class	007	OSA	DET (1-3 days)	DET/OSS (2-3 days)
10. Gang Signs	250	DET (1 day)	DET (1-3 days)	DET (2-3 days)
11. Truancy – 3 consecutive unlawful, 5 unlawful absences	151	SEE ATTENDANCE PROCEDURES		

Level II Behavior Offenses (Pre-K - 5th grade)

Disruptive conduct is defined as those activities engaged in by a student which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level One) may be reclassified as disruptive conduct (Level Two) if it occurs three or more times. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles and other school-sponsored activities. Contacting the parent and having a conference with the student is mandatory with any behavior violation.

Behavior Offenses	Power School Code	Consequences		
		1 st Offense	2 nd Offense	3 rd Offense
1. Hit/Kick/Push	014	OSA/DET (1 day)	DET/OSA/OSS (1-3 days)	DET/OSA/OSS (2-3 days)
2. Bite/Pinch/Spit	003	OSA/DET (1 day)	DET/OSA/OSS (1-3 days)	DET/OSA/OSS (2-3 days)
3. Threatening others – written/verbal assault to others	027	DET/OSS (Up to 5 days)	OSS (Up to 10 days)	LE - RE
4. Vandalism – cutting, defacing, or in any way damaging property	760	DET/OSS/ REST (1 day)	OSS/REST (1-3 days)	OSS/REST (3-5 days)
5. Stealing	017	OSS (1 day)	OSS (2 days)	OSS (3-5 days)
6. Inappropriate behavior	017	OSS (1 day)	OSS (2 days)	OSS (3-5 days)
7. Possession of stolen goods	017	OSS/REST (1 day)	OSS/REST (2 days)	OSS/REST (3-5 days)
8. Fighting, instigating a fight or physical abuse	009	DET/OSS (1-3 days)	DET/OSS (3-5 days)	OSS (Up to 10 days)
9. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact	013	DET/OSS (1-3 days)	DET/OSS (3-5 days)	OSS (up to 10 days)
10. Indecent exposure	019	OSA/DET/OSS (1-3 days)	DET/OSS (3-5 days)	OSS (up to 10 days)
11. Possession of contraband	004/018 789	OSS (1-3 days)	OSS (2-4 days)	OSS (3-5 days)
12. Computer Violation (See 1:1 Handbook)	220	DET/OSA (1 day)	OSA/OSS (2-3 days)	OSS/OSA (3-5 days)
13. Defiance - refusal to comply	270	DET/OSS (1 day)	OSS (2-3 days)	OSS (3-5 days)

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14. Bullying	650, 651, 652	OSS (1-3 days)	OSS (3-5 days)	RE
15. Disrespect towards others	420	OSS (1-3 days)	OSS (3-5 days)	RE
16. Possession of over the counter medication	31	OSS (1-3 days)	OSS (3-5 days)	RE
17. Possession of/or use of alcohol, dangerous drugs, or controlled substances	230-Tobacco 580-Drugs 680-Alcohol	OSS (3 days)	OSS (3-5 days)	RE

Level III Behavior Offenses (Pre-K - 5th grade)

Offenses which involve threats or acts against a person or property of another which seriously endanger the health and safety of others. Level Three offenses shall be dealt with by the administration. Contacting the parent and having a conference with the student is mandatory with any behavior violation.

Coding for Level III Consequences			
LE	OSS	RAIt	RE
Call to Law Enforcement	Out of School Suspension	Recommended for Alternative Placement	Recommended Expulsion (and possible Criminal Charges filed).
Note: Any student with serious criminal charges pending may be subject to recommendation for expulsion.			

Behavior Offenses	PowerSchool Code	Consequences
1. Extortion/Coercion/Blackmail – obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	600	LE/OSS/RAIt/RE
2. Bomb Threat/Intentional false fire alarm	260/350	LE/OSS/RAIt/RE
3. Possession/Use transfer of dangerous weapons – any weapon, firearm, knife, gun, BB gun, pellet gun, mace, box cutters, instrument or article that might be injurious to a person or property	789	LE/OSS/RAIt/RE
4. Major vandalism exceeding \$100.00 in damage	760	LE/OSS/RAIt/RE
5. Assault – an intentional, unlawful act to do violence to another person	510/520	LE/OSS/RAIt/RE
6. Arson	500	LE/OSS/RAIt/RE
7. Use of/Possession/Possession with intent to distribute/Selling illegal drugs, prescription drugs, or alcoholic beverage, including paraphernalia/facsimile (materials passed as illegal drugs) and CBD oils and materials	570/580	LE/OSS/RAIt/RE
8. Forced Sexual Offenses	610	LE/OSS/RAIt/RE

WEAPONS - KNIVES (Student Action and Potential Consequences)

As a reminder, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be disciplined according to the nature and degree of the offense or act at the discretion of the administration.

Weapon	Intent	K-2 Consequences	3-5 Consequences 1st Offense	3-5 Consequences 2nd Offense	3-5 Consequences 3rd Offense

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Knife with blade less than 2"	Possession (self -reported)	Parent Contact or Conference	Parent Contact or Conference	1-3 days OSS	RAIt/RE
	Possession (shown to others)	1-3 days OSS	3-5 days OSS	5+ days OSS	RAIt/RE
	Possession (threat to others)	5+ days OSS	RAIt/RE/LE	RAIt/RE/LE	RAIt/RE/LE
Knife with 2.5" blade	Possession (self -reported)	Parent Contact or Conference	Parent Contact or Conference	1-3 days OSS	RAIt/RE
	Possession (shown to others)	1-3 days OSS	3-5 days OSS	5+ days OSS	RAIt/RE
	Possession (threat to others)	5+ days OSS	RAIt/RE/LE	RAIt/RE/LE	RAIt/RE/LE
Knife with 3" or greater blade	Possession (self -reported)	Parent Contact or Conference	Parent Contact or Conference	1-3 days OSS	RAIt/RE
	Possession (shown to others)	1-3 days OSS	3-5 days OSS	5+ days OSS	RAIt/RE
	Possession (threat to others)	5+ days OSS	RAIt/RE/LE	RAIt/RE/LE	RAIt/RE/LE

Definitions

Alternative Placement	A student who violates the rules set forth in the Code of Student Conduct may be assigned Alternative Placement as a consequence of poor behaviors. Placement may include assignment to home-based instruction. **3rd – 5th Grades at Elementary Level.
Assault	An actual offensive and intentional touching or striking of an individual, without use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.
Bullying	Per state law 59-63-120) A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child, or on a school bus or other school-related vehicle, at an official school bus stop and that: <ul style="list-style-type: none"> a) a reasonable person should know, under the circumstances, the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; <li style="text-align: center;">or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
Cheating	Academic dishonesty involving copying another student’s work or allowing a student to copy your own work on homework, classwork, tests, exams, projects. Includes but is not limited to plagiarism, passing another person’s work as your own.
Computer Violation	Unauthorized or excessive personal use of school computers and computing equipment. This includes but is not limited to accessing websites without permission, sending inappropriate emails/messages, deleting other students’ files, or accessing unauthorized staff/student information.
Contraband	Items including but not limited to toys, lighters, matches, bullets, fireworks, stink bombs, which disrupt or distract from the learning process or pose safety hazards.
Cutting class	An unauthorized absence from an assigned class or related activity.

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Defiance	Refusal to comply with a request from school staff/personnel.
Disrespect	Lack of courteous regard for another person.
Disturbing class	Behavior which disrupts the orderly educational process of school.
Electronic device	Device such as: cell phone, smart watches, iPod, head phones, handheld video game devices, etc.
Extortion	Attempting to obtain/obtaining money or other item(s) of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
Facsimile/ Imitation Drugs	A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, or illegal drugs, but which by appearance, including color, shape, size, marking or package, or by representations made, is intended to lead a person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, or marijuana.
Fighting	Actions involving serious physical contact where injury may occur. Two or more parties striking each other with the intent to cause bodily harm. A student who is assaulted and retaliates by hitting, striking, or kicking, may be disciplined for fighting.
Forgery	Signing someone else's name or using a signature which is not authentic.
Gambling	Participation in games of chance for money and/or other things of value.
Ganging/ Gang-related activities	Group activity which involves intimidating, threatening, lynching, or physical violence.
Harassing	Repeated annoyance of students/staff.
Hit/Kick/Push	Horseplay, grabbing, pinching, nonaggressive punching or slapping, chasing, shoving, or other such low impact incident not severe enough to constitute a fight.
Horseplay	Rough or boisterous behavior that can unintentionally result in someone getting injured.
Insubordination	Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. refusal to complete assignments, refusal to participate in school activities.
Intimidating	To frighten/inhibit another person.
Intoxicating substance	Any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.
Larceny/Theft	Taking materials that belong to students/staff/school. While both terms share the same definition, Theft may be considered the minor of the two, and classified as inappropriate behavior. Larceny should be considered the more serious offense, often with the stolen materials being of a higher monetary value.
Laser pointer	If used to inflict harm, it will be considered a weapon.
Loitering	To stand idly by without legitimate reason or business.
Lynching	Group activity involving physical violence.

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Misconduct	Behavior not conforming to school rules/regulations.
Non-forcible sex offense	Unlawful, non-forcible sexual intercourse; or unlawful sexual exposure.
Obscene/ Profane	Offensive or degrading
Other Offenses	Problem behavior not specifically listed or defined in the student code of conduct.
Physical Altercation	Any physical contact occurring with the intent to cause discomfort or an incidence of slight physical contact will constitute an altercation between students. Physical contact of a threatening or provoking nature to another student.
Pornography	Printed or visual material containing the explicit description or display of sexual organs or activity, intended to stimulate erotic rather than aesthetic or emotional feelings.
Public Display of Affection	Kissing, cuddling, necking or petting in public.
Refusal to Obey/Defiance:	Refusal to comply with established rules; disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers. Refusal to accept consequences such as after school detention or failing to report to in school suspension.
Restitution	In the case of serious acts of vandalism, students shall pay for damage done to buildings, equipment or other property of the school, staff, or other students before returning to school.
Sexual Harassment	Unwanted or unwelcome behavior of a sexual nature that includes touching, groping, patting, snapping a bra or pulling down someone's pants, as well as sexual or derogatory comments, sexually suggestive gestures or sounds, spreading rumors, offensive text messages or emails, or postings to social media. **Students should report all incidents of sexual harassment to administration immediately.
Threatening	To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm.
Tobacco/Paraphernalia	Use/Possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, e-cigarettes, vapors etc.
Unauthorized Use of School Equipment	Low-intensity misuse of property; tampering with equipment/impairing its usefulness. Tampering with a computer's settings; Using staff copy equipment; using vending machines not allowed for student use.

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.

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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.

BIRTHDAYS & CELEBRATIONS

Birthday Treats and Other Food Items

You may bring purchased cupcakes to the school to celebrate your child's birthday. The packaging has to be sealed with the list of ingredients on the package. Please be in direct contact with your child's teacher a week in advance to schedule the best time to distribute the cupcakes.

Invitations

Party invitations will not be distributed or exchanged at school.

BUS INFORMATION

Bus Contact Information - 803-364-3877

BUS ELIGIBILITY

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

BUS SAFETY AND RULES

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

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

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

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

*** 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.

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

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

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

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CAFETERIA

School Breakfast and Lunch Programs

Breakfast is provided to all students free of charge as part of a grant through the Office of Child Nutrition. However, breakfast will not be served on days with a 2-hour delay start schedule.

If you plan to eat lunch with your child, it is your responsibility to notify the lunchroom by 8:30 a.m. or send a note to your child's homeroom teacher. You will need to sign in at the office and wait outside the cafeteria building for your child's class to come to lunch. Any visitor, including younger siblings, the cost is \$5.75 for lunch (includes tea). This price is the minimum set forth by the State Department of Education.

Per District Policy ADF School Wellness:

Parents are discouraged from bringing fast food into the cafeteria to be consumed. You may sit with your child at a special table and have lunch. No other children will be allowed to sit with you and your child.

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.

Beginning with the 2018-2019 school year, all schools will be operating under the Community Eligibility Provision (CEP).

Under the CEP, all students in all schools are offered breakfast **and** lunch at no charge each school day. Students are able to participate in these meal programs without having to pay a fee or submit an application.

Additional items are available for purchase if students choose to do so. However, charging is not allowed. To purchase additional items, students may use their My School Bucks account. The My School Bucks account works like a checking account at a bank. Money is deposited into the identified students account at www.myschoolbucks.com. When a purchase is made in the cafeteria, the cost is deducted from their account. The money remains in the student's account until it is used. If students have monies remaining at the end of the year, the money will carry forward to the next school year. Cash and Checks are other forms of payment for additional items. Checks will provide a receipt for the parents and will guarantee that the money is spent on cafeteria purchases. **The cafeteria staff will not cash checks for students.** Checks will be applied directly to the students' account on the day that the check is brought to school. Please make all checks payable to the school cafeteria and print the child's full name on the bottom of the check in the memo section. Parents/Guardians are asked to put any cash in a sealed envelope and label the outside front of the envelope with the students' 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 which are sent home with students. The district's automated message system is used to send messages if a student's account is negative.

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

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

Diet Prescription for Meals

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

CAR RIDERS

Students will be dropped off and picked up in the designated area. The doors automatically lock at 7:45 a.m. when the tardy bell rings. If you are late, please drive your child to the front and you will have to come into the office in person to sign in your child. Due to liability issues, students are not to arrive before 7:15 a.m.

Each family is assigned a car tag. This tag will need to be displayed in the car whenever you or another authorized person will be picking up your child(ren). This is a security measure we have put into place at our school. By displaying your car tag properly, we as a school know that it is ok for the person picking up your child. The carline is part of our district's no tobacco use campus.

CELL PHONES OR PERSONAL ELECTRONIC DEVICES

Although it is not against District policy to have a cell phone on school property, it is highly discouraged for elementary age students to have cell phones. If a student has a cell phone in his/her possession, it must be kept powered off and out of sight in a book bag. Students will not be permitted to carry cell phones in their pockets. If a cell phone or other device is activated or in sight during school hours, it will be confiscated. First offense, the phone will be taken for 24 hours, and a parent or guardian must pick it up. Second offense, the phone will be returned after 3 school days and a parent or guardian must pick it up. If this happens a third time, the phone will be secured in the main office until the end of the school year at which time a parent or guardian may pick it up. The school reserves the right to hold a student's cell phone if reasonable suspicion indicates a violation of school or district policy. Note: Gaming systems are not allowed at school.

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.

COMMUNICATION

Reuben Elementary School wants to keep you informed throughout the year. School papers and notes are sent home with students every Wednesday. Please check our website and Facebook page for updated information.

CONFERENCES

Conferences should be planned with your child's teacher ahead of time. Conferences can be arranged by calling the office and scheduling a time or by sending a note to the teacher to schedule a time. A Parent/Teacher Conference Day is built into the district schedule.

Appointments with the principal can be made at any time by calling the school and speaking with the school secretary.

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Please do not expect “impromptu” conferences with teachers just before the morning bell, during teacher planning, at lunch, recess, and at dismissal. Your child’s teachers are available to you, but please call to make an appointment. Out of fairness to all students in the classroom, the teacher’s priority is to the children. All visitors to classrooms must sign-in at the office and check-out upon leaving.

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.

DIRECTORY INFORMATION

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

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

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

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

DISCLOSURE (EXCEPT FOR DIRECTORY INFORMATION)

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

DRESS CODE

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

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1. No skin should be showing between a student's shirt and his/her pants, skirt, or shorts. This includes holes in pants above the knee showing skin, or leggings or undergarments.
2. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing or jewelry.
3. Pants should not be worn below the waist.
4. Yoga pants / leggings are allowed with a shirt that covers the mid thigh area.
5. Hats and other types of headgear or sunglasses should not be worn inside the building. These items may be approved for a school sponsored event.
6. Short-shorts, mini-skirts or mini-dresses, halter-tops, see through shirts, and tank tops are considered inappropriate. A general guide for shorts and skirts is no less than a credit card length from the top of the knee to the bottom of the garment. A general guide for tank tops is at least 2-3 adult fingers width at the shoulder strap.
7. Sandals are permitted but are highly discouraged for safety reasons during recess.
8. Shower shoes or plastic / rubber flip-flops with the strap connector visible on the bottom of the shoe are not allowed at any time.
9. Students should be aware of physical education days and dress in appropriate clothes and tennis shoes. Parents need to be aware of these days, too.
10. Persistent violations of the dress code may result in suspension from school.

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

DUE DATES

All due dates will be strictly adhered to (yearbook, picture, fieldtrip, t-shirt, fundraisers, etc.).

ELEMENTARY DISTRICT TESTING PROGRAM

Students in grades 3-5 will participate in the state testing program in the spring of each year. Results will be used to assist teachers in preparing lessons to meet the individual needs of students. The district will also administer the ITBS, CoGAT, and Performance Task test at appropriate grade levels for use in identifying students for the Gifted and Talented program. Students will participate in iReady testing at least once per year. Students in Kindergarten will participate in the Kindergarten Readiness Assessment (KRA.) Students in PreK-2 will participate in a universal screener at least once a year.

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

EMERGENCY DRILLS 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.

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Emergency drills will be conducted on a regular basis during the school day. Drills include fire, lock-down, tornado, and other emergency drills as needed. Visitors to the school are required to participate in emergency drills if they occur while present on the campus. Procedures will be reviewed with students. All drills are considered “reality situations.”

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 Thrillshare. 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.

EXTRA CURRICULAR ACTIVITIES

If you sign up for extracurricular activities, please do not pick up your children before the activity is over. Students will dismiss at the car rider line. Please remain in your car as your student will be loaded into cars by sponsors of the activities. Parents will not be permitted in the building during these activities unless otherwise stated.

FACEBOOK

We encourage you to like and follow the Reuben Elementary Facebook page.

FEDERALLY FUNDED PROGRAMS

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

FIELD TRIPS

- Educational field trips are planned to provide experiences related to subjects studied in classrooms. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers.
- If a bus is used for transportation, a fee will be charged to cover the expense.
- All chaperones on field trips are an extension of the school staff and will conduct themselves accordingly. Chaperones will not smoke, consume alcoholic beverages, or use language that is not appropriate in a school setting. Chaperones will follow the direction of teachers in charge and cannot assume their own agenda or deviate from the field trip plan. Persons that abuse the right to be a chaperone will

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not be permitted to participate in future field trips.

- Only students in the grade level of the field trip are allowed on the trip. No other children are allowed.
- All chaperones, mentors, and volunteers are required to have a SLED investigation check 4-weeks prior to the field trip. Additional fees apply.

FUND-RAISING ACTIVITIES

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

- No one may solicit monetary contributions from students at any time.
- The school can use students as couriers between school and home for information, order blanks, and materials about fund-raising activities sponsored by the school and school-related organizations.
- Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program.
- The principal will approve and supervise each campaign.
- Students may not participate in fund-raising activities during school hours without the approval of the principal.
- Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent. Only organizations, no individuals, may conduct fund-raising activities. Clubs or organizations requesting permission to hold a fund-raiser must have a valid charter or board-approved by-laws and have been in existence for at least four months prior to the request. Organizations must make written requests in accordance with Board Policy JJE.

GRADING

The district grading scale for grades 1-12 is as follows:

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

Students' grades will be weighted as follows:

50% - Major assignments
40% - Minor assignments
10% - Participation

Guidelines for Principal's Honor Roll and Honor Roll

Principal's Honor Roll - Grade 1-5

Students must have a 90 or above on all numerical graded subjects.

Honor Roll - Grades 1-5

Students must have an 80 or above on all numerical graded subjects.

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 each child, grades 2-5 for placement. Students must meet two of the three areas to qualify.

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Dimension A - Aptitude: Students in grade 2 will be given the CoGAT test early each year. In order to meet this area of consideration, students must score at the 93rd age percentile or higher on either the verbal or non-verbal area. Students needing aptitude scores in grade 3-5 will be given CoGAT and must score at the 93rd age percentile or higher on either the verbal, non-verbal or total test for placement in the program.

Dimension B - Achievement: All students in grade 2 will be given Iowa Test of Basic Skills for consideration into GT for the first time in grade 3. In order to meet this requirement, students must have a 94th age percentile rank or higher in reading or math. Students in grades 3-5 must have a state required score on SC Ready on either reading or math. Reading and math scores on the fall iReady Assessments will also be included with a 94% or higher required.

Dimension C - Performance: Students in grade 2-5 who have met either Dimension A or B but not both, will be given a performance task evaluation. If they have at least 90% correct responses, they will qualify. Grades will be considered for 5th grade students going to 6th grade. Students must have three A's and one B at a minimum in the core academic subjects to meet the requirements for Dimension C.

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

Any parent or teacher may request screening for GT for a student that was not identified by the above process. A screening will consist of a review of the test results for identification purposes or if a child meets either A or B above but not both, a review of performance task results will be done.

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

Guidelines for Academic Probation for GT Students

Students in a GT class must maintain a high academic performance level in the GT subject(s) each nine weeks they are in the program.

At the end of each nine weeks' students who do not maintain a high academic performance level in the GT subjects will be placed on probation.

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 - PreK, 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.

These are only screenings. Should a parent/guardian have a concern, even if their child passes a screening, it is advised to follow up with their child's healthcare provider.

If a parent/guardian wishes to opt out of mass screenings for their child, he/she needs to put in writing and give it to the school nurse.

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 (803) 321-2620.

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

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Medication

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

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

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

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

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

A parent/legal guardian **must** bring ALL medications to the school for all students. All medications, prescription or over the counter can only be accepted by the school nurse. If a parent/guardian is planning to bring medication for their child, they need to call the school ahead of time to ensure that the nurse will be available. No medications (prescription, herbal, homeopathic or over the counter) will be accepted unless they are in an appropriate pharmacy-labeled container or manufacturer's original container. When necessary the parent/legal guardian should obtain an extra pharmacy-labeled container for school use when the medication is to be taken both at home and at school especially if the medication is to be given longer than two weeks. **No medications will be accepted in Ziploc bags, envelopes, etc.**

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

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

A prescribing health care provider's signature on the District's Permission for School Administration of Medication is required for prescription, herbal, homeopathic, or over-the-counter medications with dosage outside of manufacturer's recommendations.

Any medication that the nurse has received a healthcare provider's order (i.e., prescription, medication permission) is to be treated as a prescription medication and must have a pharmacy label on the bottle in order to administer.

Medications are given within 30 minutes before or after the ordered time as designated by the student's health care provider. In the event of a delayed start to the school day, any morning medications given at school will need to be given at home as the school nurse will not be able to administer. This applies to early release days as well.

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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 will accept medication or assist the student with medication, there must be on file a dated request, signed by the parent/legal guardian in the school office. It should include:

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

Standard medication permission forms are available from the school nurse or can be obtained from the district's website. One permission slip per year will suffice for medication, 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

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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.

HOURS

School hours are 7:45 A.M. – 2:40 P.M. Students should not arrive before 7:15 A.M. and should be picked up by 3:05 P.M. The tardy bell rings at 7:45 A.M. All students should be in class by that time. Breakfast is available from 7:15 – 7:45 A.M. All students that arrive by 7:45 A.M. will be offered breakfast.

INDIVIDUALS WITH 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 (803) 321-2611 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.

LOST AND FOUND

Students should check lost and found when items are misplaced. A lot of clothing looks the same, so please label all clothing, jackets, hats, gloves, etc. with your child's first and last name in an obvious location. Lost and found will be located near the cafeteria. Please check it often. Items not claimed after a reasonable time, usually the end of the semester, will be donated to local charities.

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.

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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 School District of Newberry County's Student Services Department at (803) 321-2600.

MONEY AT SCHOOL

Procedures for making payments for food services, school pictures, insurance, PTO purchases, field trips and the like are as follows.

1. Money/Check(s) should be placed in an envelope with the student's name, the amount enclosed, teacher name, and purpose written on it.
Write your child's name and what the check is for on the memo line.
2. Do not combine payments for separate purchases (example: fieldtrip, pictures, and SLED check, etc.)
3. Do not combine payments for multiple students that are not in the same class.
4. **Send the correct change.** We do not keep change at the school.
5. All monies should be sent to your child's homeroom teacher. DO NOT drop money off at the office. This creates an opportunity for monies to get misplaced or not sent to the proper person.

Neither the teacher nor the school can be responsible for lost or misplaced money.

NOTES REQUIRED FROM PARENTS

The school requires notes from parents explaining the following:

- Absences (within 3 days of an absence)
- Request for early dismissal
- Request to miss recess or physical education per written statement from the doctor's office
- Permission for field trips
- Permission to go home with another student
- Students are not allowed to ride home on the bus with a friend, unless that student is a current bus rider on that particular bus.
- Prolonged absences from school
- We must have a note if there is a change in transportation. We cannot make changes in transportation based on the word of the student. Please send in a written note or email the teacher and school secretary. In cases of extreme emergency, a parent or guardian must call the office to change transportation. This must be done before 2:00. A note to the teacher is the best method.

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- Allergic reactions, especially to certain foods • Specific medical treatment or special health needs
- Changes in home address or phone, work numbers, or changes in emergency contacts.
- If there are any court orders regarding custody, visitations, etc. we need to have the most current information in the office. Please update all documents when changes occur.

PARENT CONTACT INFORMATION

Contact the school office immediately of the change.

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

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.

PICTURES

Individual student pictures are made twice during the year. Class pictures are taken each year. The school receives a percentage of all sales and money is used to support school programs.

READ TO SUCCEED ACT

Act 284 (Read to Succeed) requires that, beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment SC READY. A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. The Read to Succeed Team is aware of research around third grade retention and is currently researching models and solutions in other states and among stakeholders in South Carolina.

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.

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- The district will release school records, without prior written consent of parent or eligible student, to officials of other educational institutions in which the student seeks or intends to enroll. The school will notify the student's parent of the transfer only if he/she has requested this exception to the district's policy.

RETENTION PROCEDURES

Parents of students that are performing below grade level will be notified early for the need for a conference. The conference will be held at least by mid-January. The student will be identified using the following criteria:

- Assessment results (school and state where applicable)
- School work
- Grades
- Teacher judgment

At the conference, the student, parent, and appropriate school personnel will discuss the necessary steps to ensure student success.

The SC Read to Succeed ACT aims to improve literacy and reading proficiency for all students. A student must be retained in third grade if the student fails to demonstrate reading proficiency by the end of third grade (as indicated by scoring at the lowest achievement level on the state summative reading assessment).

Appeals Process for Retention

According to the School District of Newberry County's Board Policy you have the right to appeal the retention decision on behalf of your child:

All appeals will be considered thoughtfully and any decisions should be made in the best interest of the student as the focus. The procedures for making an appeal are:

1. Submit in writing the reasons for making an appeal to your child's principal within 5 calendar days of receiving notice from the school.
2. The principal will contact the parent with 3 calendar days in order to set up a conference to discuss the appeal.
3. The principal will make and provide a decision regarding the appeal within 3 calendar days to the parent.
4. If the parent does not agree with the decision of the principal, he/she will contact the principal, in writing within 5 calendar days, specifying the grounds for further appeal.
5. The principal will submit the second appeal to the district appeals committee within 3 calendar days. The principal will also provide the committee with the first appeal letter, all pertinent academic records of the student, and the written justification for having denied the parental appeal.
6. The District Appeals Committee will provide the parent and the principal with a written notice of their decision regarding the appeal within 5 calendar days. The decision of the District Appeals Committee is final.

The success of the students of the School District of Newberry County is our district's first priority. Appeals made by parents on behalf of their children will be considered carefully and individually.

SCHOOL REPORT CARD

The school report card is an annual rating of how well each school is educating its students.

The Profile of the SC Graduate serves as the overall objective of the state's public education system.

Information on the School Report Card includes annual test results, student data, teacher data, and district data.

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

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

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.

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.

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

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

STATEMENT OF NONDISCRIMINATION

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

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

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

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

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

TARDIES

The School District of Newberry County's standard of excellence was developed to ensure all students were provided opportunities to learn skills to be successful in school, careers, and life. Learning the importance and responsibility of arriving at school or class on time is an integral part of this standard of excellence. For this reason, the School District of Newberry County has developed a Tardy Practice to emphasize the importance of each student arriving at school on time and attending class for the entire instructional day. In our schools, instructional time is viewed as a precious resource. Therefore, we view chronic tardiness as a serious problem which impacts the learning of our students. Students must be inside their classroom by 7:45 a.m. Students entering the building after 7:45 a.m. must use the main entrance to the school, sign in at the office, and receive a tardy slip to be admitted to class. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. There are circumstances where tardies are excusable by a school official. A note from a parent or a professional note/excuse from a doctor/dentist will be required for verification for the following circumstances to be considered excused:

Court Appointment

Doctor/Dentist Appointment for Student

The following are consequences for repeated tardiness to school. Please note, administration has the right to substitute an alternative disciplinary intervention for repeated offenders.

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Elementary Tardy Policy

Number of Tardies	Consequence
3	Notify Parent(s) Guardian(s) by Phone
5	Parent Conference
10	Tardy Intervention Plan Developed
15	Referral to Student Services for Tardy Hearing

We are committed to working with our parents and students to maximize the learning opportunities for students to gain skills to be college and career ready. Learning the importance of being punctual is one of the first steps that not only ensures students receive the maximum time to learn skills but also demonstrates a student's commitment and desire to be successful in school, college, careers, and life.

Should you have any questions regarding this issue, please call Chris Earl, ED.S., Chief Student Services Officer at 803-321-2600 ext. 20151

TECHNOLOGY

The link below takes you to the 1:1 Technology Use Handbook for The School District of Newberry County. It includes guidelines, resources, technology insurance details, and other helpful information.

https://docs.google.com/document/d/1ProQ6azXJ7wc_1iIYbGBSMMWEkne2o_H49yHcy5oXg4/edit?usp=sharing

CARE OF DEVICES

Do Not:

- Do not leave it in a cold-hot car, near a heater, or anywhere the temperature is extremely cold or hot.
- Do not leave it at a relative's house after you visit. (Grandma, Aunt, etc.)
- Do not allow other people to use your school-issued laptop/iPad.
- Do not leave it plugged in for more than 8 to 10 hours.
- Do not eat or drink near your laptop/iPad.
- Do not leave it on the floor where it can be stepped on or on a bed/couch/chair where it will be sat on.

Do:

- Do turn off your laptop/iPad when you are not using it.
- Do keep your laptop/iPad away from little brothers/sisters/pets.
- Do keep your laptop/iPad in its case to help prevent damage.

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- Do keep your charger with your laptop/iPad so you do not lose it.

TITLE IX

The School District of Newberry County does not discriminate on the basis of race, color, national origin, sex, or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding nondiscrimination policies should be made to the Title IX Coordinator, Chief Human Resource Officer, PO Box 718, Newberry, SC 29108, 803-321-2600.

TOBACCO USE

In order to provide a healthy learning environment, to set positive examples of healthy behavior for students and the community, and to provide a tobacco-free workplace for the employees, the district does not permit smoking in or on any of its indoor facilities / school campuses including, but not limited to, the schools and school campuses, district offices, leased facilities and all athletic facilities. No smoking is allowed in our morning or afternoon car rider pick up lanes.

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 Reuben Elementary at any time. All visitors to the school are required to have a state issued id or driver's license. You should report to the office immediately upon arrival and receive the principal's authorization before visiting elsewhere in the building. All visitors will sign in utilizing the School Visitor Management Systems by Raptor Technologies. This is required for the safety of all children and for accountability of all occupants of the building.

Conferences should be planned with your child's teacher ahead of time and not expected at the beginning of the day, at dismissal, or during a class visit (unless it is scheduled by the teacher.)

Building a partnership between home and school is important and we welcome you to visit your child's classroom. In order to assure students, receive uninterrupted instructional time, we ask you to observe the following guidelines:

- Make an appointment with your child's teacher at least 2 days in advance. This courtesy enables you to schedule the visit for maximum benefit.
- Sign in at the office before going to the classroom.
- Lessons must proceed as planned.
- Please do not talk with the teacher during class time.
- Please sit in the designated area appointed by the teacher for parent / guardian observation.
- Please do not text, answer phone calls, or make phone calls while you are observing in the classroom.
- If you wish to discuss your visit, or any other aspect of your child's education, please set up a conference with the teacher at a mutually convenient time.

All visitors are required to check out upon leaving.

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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.

WEBSITE

Reuben Elementary has a web page. Please take a few minutes and peruse through our very informative site.
<https://www.reubenes.org/o/reuben>