

# 2023-2024

## WHITMIRE COMMUNITY SCHOOL

### Elementary Student Handbook



Whitmire Community School  
*Home of the Whitmire Wolverines*

2597 Highway 66  
Whitmire, S.C. 29178  
803-694-2320  
803-694-3400

## Wolverines Committed to Success!!

Allison K. Stribble, Principal  
Martha Suber, 6-12 Assistant Principal, Bus Coordinator  
Lauren Senn, PK-5 Assistant Principal  
Toni Jenkins, Secondary Guidance (6-12)  
Matthew Tepper, Elementary Guidance (PK-5)  
Jennifer Hix, Secretary to the Principal/Pre K-5<sup>th</sup> Receptionist  
April Gilliam, 6<sup>th</sup>-12<sup>th</sup> Secondary Secretary  
Gwen Clark, Accounting/PowerSchool  
Donald Addis, Athletic Director  
Stacy Tyson, Band Director

# FACULTY AND STAFF

### Elementary (PK-5)

Pre-K: Kiki Black	Art: Taylor Gray
Kindergarten: Ashleigh Wicker, Carley Farmer	P.E.: Sara Epting
1 <sup>st</sup> Grade: Rita Baker, Courtney Clevenger	Music: Abigail Crosby
2 <sup>nd</sup> Grade: Joye Hall, Jeanne Willard	Special Services: Erika Berry
3 <sup>rd</sup> Grade: Chastity Hamilton, Kelly Montgomery	Computer Lab: Heather Nelson
4 <sup>th</sup> Grade: Sabrina Martin, Sunshine Hayes	Speech: Kristin Ruff
5 <sup>th</sup> Grade: Susan Bowers, Sarah Lee	Literacy Coach: Eiko Hendrix
Reading Coach: Claire Lester	Math Interventionist: Jordan Boulware

### Support Staff

School Nurse: Chelsea Prewitt  
School Psychologist: Laura Rogers  
SRO: Clay Babb  
Cafeteria Manager: Lora Franklin  
Cafeteria Staff: Marie Brotherton,  
Leighann McCarley, Charles Taylor,  
Elayne Little, Kippy Avinger  
Custodians: Elizabeth Gregory, Charles  
Taylor, Tracy Robertson, Ernestine  
Vanlue, Otis Ettson, Cornelia Ettson,  
James Sanders and Terry Whitener,  
Ola Howell  
Instructional Assistants  
Pre-K: Paula Riffey  
K: Kelcie Fletcher, Bailey Enix, Britney  
Shouse, Sandy Kiker  
Special Services: Tangnakika Bennett  
Media Center  
Specialist-  
Elementary: Kevin Boozer  
Secondary: Martha Hill  
Media Assistant: Maurice Wyatt

#### **Whitmire Area Transportation**

Mike Plemmons	Elayne Little
Daphna Lane	Ricky Williams
Maurice Wyatt	

### Middle School (6-8)

Math: Ben Burleson, Tonia Jeter  
Science: Juliette Nguyen, Maggie Hydrick, Ben Burleson  
ELA: Alison Cody, Rebecca Egan  
Social Studies: Andrew Bowers, Andrew Campbell  
Special Services: Jill Green, Erika Berry

### High School (9-12)

ELA: Alida Maffett, CJ Saverance  
Math: Rebecca Corey, Steve Lockwood  
Science: Bethany Crumpton, Maggie Hydrick  
Social Studies: Andrew Campbell, Chris Martin,  
Noah Armstrong  
Spanish: Ivone Londono  
Art: Laura Bryant  
Band: Stacy Tyson  
MS/HS PE/Health: Jarrod King, Andrew  
Campbell  
Driver's Ed/S.S.: Donald Addis  
Special Services: Jill Green  
Computer/Keyboarding: Hurley Johnson  
ISS/Attendance: Joe Brown

## SECTION I

### SCHOOL VISION

Whitmire Community School envisions a school where the education and well-being of children are the priorities of all citizens in our town and county. Furthermore, we envision a school where the rights of children are protected, where there is a shared passion for learning, where children are expected to achieve at their highest levels, and where our children are prepared to function successfully in an increasingly global society.

Our school will be inviting. Our families and communities will be collaborators. Our educators will be highly qualified. Our facilities will be designed, built, and equipped for the delivery of comprehensive curricula.

#### **OUR MISSION**

Whitmire Community School, while providing a safe and nurturing environment and collaborating with families and the community, will prepare all of our students through academics, the arts, athletics, and extra-curricular experiences to be productive, responsible, global citizens who engage in lifelong learning.

#### **BELIEFS**

We will ensure that:

**Best interests** of children are served in all decisions,

**Expectations** demand children work at their highest,

**Lifelong learning** is modeled and developed,

**Invitational relationships** are nurtured throughout the school community,

**Effective/ efficient** use of resources is practiced,

**Future-focused** curricula develop citizens competent in a global society,

**Student achievement** consistently improves.

#### **ALMA MATER**

IN THE HEART OF EVERY PUPIL  
FAR ABOVE THE REST  
IS THE LOVE FOR WHITMIRE HIGH SCHOOL  
THAT WILL STAND THE TEST.

PROUDLY BEAR THAT NAME FOREVER  
AS THE SCHOOL WE LOVE.  
HERE'S A TOAST TO WHITMIRE HIGH SCHOOL  
ALMA MATER HAIL.



#### **WOLVERINE CREED**

A Wolverine is pound for pound the meanest animal  
in the world and his fight is always to the death  
because he NEVER QUIT!!

#### **Title 1 School**

*WCS is a Title 1 School.*

*We receive federal funding for many programs that impact the students of WCS*

**Wolverines Committed to Success**

## **TIPS TO HELP YOUR CHILDREN SUCCEED IN SCHOOL**

### **LET YOUR CHILDREN KNOW YOU CARE**

Tell your children that you love them – and tell them again and again.

Tell your children that you have confidence in their abilities to succeed in school.

Expect your children to do their best, both in and out of school.

Ask your children how they feel and listen to their concerns; help them resolve their problems.

Encourage, encourage, and encourage.

### **ESTABLISH FAMILY ROUTINES**

Establish a schedule for eating, sleeping, playing, working, studying, and reading.

Find a time for reading with your children every day.

Limit the amount of time your children spend watching television.

Supervise Internet access.

### **MAKE DAILY READING A HABIT**

- Have your children read to you every day.
- Get a library card so that your children have access to free reading materials.
- Play games with words so that your children use them to describe their world and expand their vocabulary.
- Encourage your children to ask “Why,” and then find the answer through reading.

### **INSIST ON COMPLETED HOMEWORK**

- Provide your children with a quiet place to study.
- Insist that the TV remain turned off until homework is completed.
- Ask your children’s teachers for examples of “good” work so you can guide your children at home.

### **KNOW YOUR CHILDREN’S FRIENDS**

- Meet your children’s friends and make certain they are good role models.
- Invite the friends to your home so you can get to know them.
- Whenever possible, get to know the parents of your children’s friends and establish common rules.
- Ensure that after-school and summer activities are supervised by adults.
- Establish rules regarding visitors when no adults are home.

### **WORK WITH THE SCHOOL TO CHALLENGE YOUR CHILDREN**

- Ensure that your children enroll in courses that challenge them.
- Keep in touch with your children’s teachers through telephone calls, school visits or notes.
- Tell the teacher about your children’s interests, talents and problems.
- Work with your school to establish consistent expectations for your children.

### **ATTEND CONFERENCES WITH YOUR CHILDREN’S TEACHERS**

- Start the conference right; be there on time.
- If you cannot meet during regular hours, work with the teacher to set a special time.
- If there is a problem, look for solutions, not blame.
- Talk to your children before conferences so you understand their concerns.
- Take notes so you can remember what you want to say and what the teacher shares with you.
- Leave the conference with a plan that involves your children, the teacher and you.
- Stay in touch with your children’s teachers.
- Remember – the goal is for your children to succeed in life.
- Monitor grades on Parent Portal. (See main office for more information)



# SCHOOL DISTRICT OF NEWBERRY COUNTY ELEMENTARY HANDBOOK

## **ACCESSIBILITY**

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

## **ADMISSIONS**

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

## **ADDRESS CHANGE**

Parents should report changes of address or telephone number changes to the main office within five (5) days of the change. New addresses will require the appropriate district proof of residency.

## **ASBESTOS**

The School District of Newberry County has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors. The district has developed a management plan for the control of this substance. The management plan is available for public inspection in the school office or at the district 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 1<sup>st</sup> 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.

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 parent 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.

## **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**

<b>WARN</b>	<b>DET</b>	<b>OSS</b>	<b>OSA</b>	<b>REST</b>	<b>RE</b>	<b>LE</b>
Warning	Detention	Out of School Suspension	Other School Action	Restitution	Recommended Expulsion	Call to Law Enforcement
*Chronic and severe violations on Level 1 may move to the next level.						

### **Level I Behavior Offenses (PK-2<sup>nd</sup> grade)**

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

<b>Behavior Offenses</b>	<b>Power School Code</b>	<b>Consequences</b>	
		<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
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 (3<sup>rd</sup> grade- 5<sup>th</sup> 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		
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> 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 gestures toward adults, school staff, or visitors	016/210	DET (1 day)	DET/OSS (2-3 days)	DET/OSS (2-3 days)
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 - 5<sup>th</sup> 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> 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)
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 - 5<sup>th</sup> 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.

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

<b>Behavior Offenses</b>	<b>PowerSchool Code</b>	<b>Consequences</b>
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.

<b>Weapon</b>	<b>Intent</b>	<b>K-2 Consequences</b>	<b>3-5 Consequences 1st Offense</b>	<b>3-5 Consequences 2nd Offense</b>	<b>3-5 Consequences 3rd Offense</b>
	Possession (self -reported)	Parent Contact or Conference	Parent Contact or Conference	1-3 days OSS	RAIt/RE



<b>Knife with blade less than 2"</b>	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
<b>Knife with 2.5" blade</b>	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
<b>Knife with 3" or greater blade</b>	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. **\*\*3<sup>rd</sup> – 5<sup>th</sup> 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:

- 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;
- 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.

**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.
<b>Fighting</b>	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.
<b>Forgery</b>	Signing someone else's name or using a signature which is not authentic.
<b>Gambling</b>	Participation in games of chance for money and/or other things of value.
<b>Ganging/ Gang-related activities</b>	Group activity which involves intimidating, threatening, lynching, or physical violence.
<b>Harassing</b>	Repeated annoyance of students/staff.
<b>Hit/Kick/Push</b>	Horseplay, grabbing, pinching, nonaggressive punching or slapping, chasing, shoving, or other such low impact incident not severe enough to constitute a fight.
<b>Horseplay</b>	Rough or boisterous behavior that can unintentionally result in someone getting injured.
<b>Insubordination</b>	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.
<b>Intimidating</b>	To frighten/inhibit another person.
<b>Intoxicating substance</b>	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.
<b>Larceny/Theft</b>	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.
<b>Laser pointer</b>	If used to inflict harm, it will be considered a weapon.
<b>Loitering</b>	To stand idly by without legitimate reason or business.
<b>Lynching</b>	Group activity involving physical violence.
<b>Misconduct</b>	Behavior not conforming to school rules/regulations.
<b>Non-forcible sex offense</b>	Unlawful, non-forcible sexual intercourse; or unlawful sexual exposure.
<b>Obscene/ Profane</b>	Offensive or degrading
<b>Other Offenses</b>	Problem behavior not specifically listed or defined in the student code of conduct.
<b>Physical Altercation</b>	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.
<b>Pornography</b>	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.
<b>Public Display of Affection</b>	Kissing, cuddling, necking or petting in public.
<b>Refusal to Obey/Defiance:</b>	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.

<b>Restitution</b>	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.
<b>Sexual Harassment</b>	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. <b>**Students should report all incidents of sexual harassment to administration immediately.</b>
<b>Threatening</b>	To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm.
<b>Tobacco/Paraphernalia</b>	Use/Possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, e-cigarettes, vapors etc.
<b>Unauthorized Use of School Equipment</b>	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.
3. The suspension of a pupil may not exceed ten days for any one offense and not more than thirty days in one school year.

### **BUS ELIGIBILITY**

To be eligible to ride a bus, students must live at least 1.5 miles from the school. A bus cannot leave an approved route to pick up a student who lives within walking distance or less than .3 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.

<b>Offense</b>	<b>Penalty</b>
<ol style="list-style-type: none"> <li>1. Bullying Level 1</li> <li>2. Disobeying driver</li> <li>3. Disrupting the bus with loud talking or music from cell phones, iPods, etc.</li> <li>4. Leaving trash on bus</li> <li>5. Wearing hoods/hats, wave caps</li> <li>6. Eating or drinking on bus</li> <li>7. Sitting with feet in the aisle</li> <li>8. Standing while bus is moving</li> <li>9. General misbehavior</li> </ol>	<ol style="list-style-type: none"> <li>1<sup>st</sup> offense -warning</li> <li>2<sup>nd</sup> offense - five (5) days</li> <li>3<sup>rd</sup> offense - ten (10) days; intervention services</li> </ol>
<ol style="list-style-type: none"> <li>1. Profanity and inappropriate gestures</li> <li>2. Ride bus to which you are assigned unless you have prior permission from the bus office.</li> <li>3. Getting off the bus at an unauthorized stop</li> <li>4. Excessive sagging pants</li> <li>5. Moving out of assigned seat</li> </ol>	<ol style="list-style-type: none"> <li>1<sup>st</sup> offense - five (5) days</li> <li>2<sup>nd</sup> offense - ten (10) days</li> <li>3<sup>rd</sup> offense –indefinite; intervention services</li> </ol>
<ol style="list-style-type: none"> <li>1. Bullying Level 2</li> <li>2. Fighting</li> <li>3. Any profanity or disrespect addressed directly at the driver</li> <li>4. Putting arms, legs, feet out of the windows</li> <li>5. Touching emergency doors/windows or other emergency equipment.</li> <li>6. Throwing objects out of windows (cans, bottles, balls, etc.)</li> </ol>	No warning - ten (10) days
<ol style="list-style-type: none"> <li>1. Bullying Level 3: Cyber bullying (sexting, texting, cyber stalking, slap happy, etc.) harassment, etc.</li> <li>2. Indecent exposure</li> <li>3. Possession of concealed weapons</li> <li>4. Smoking, possession of cigarette lighters and/or matches (including E-Cigarettes/vapors)</li> <li>5. Threats directed toward the bus driver or assaulting driver</li> <li>6. Possession of drugs and/or alcohol</li> <li>7. Any actions that are determined to be threatening to the safety and well-being of the other passengers and/or driver</li> <li>8. Participating in gang activity, gang graffiti, wearing gang colors, using gang symbols</li> </ol>	Suspended for ten (10) days from the bus with a recommendation to the school administration for expulsion
<ol style="list-style-type: none"> <li>1. Cutting seats, writing on seats, intentionally damaging any part of the bus (restitution if seat covers or bus parts have to be replaced)</li> </ol>	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.

### **CHILD ABUSE**

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

### **COMPUTER EDUCATION**

Computers are integrated into the instructional program at all schools. Students are introduced to computers through an awareness program and use computer assisted instruction in their classrooms. 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](http://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.

**Display appropriate social skills**

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

**Respect authority**

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

**Display appropriate character**

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

**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.

## **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.

## **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 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 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.

### **Parent Information Center**

**First Baptist Church**

**302 Glenn St.**

**Whitmire, SC 29178**

In this situation, school personnel and law enforcement will be present to assist parents and to notify them of the proper procedures to pick up students.

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 soon as possible and announce the decision to the local news media, including the following radio stations:

WKDK – Newberry

WFBC – Greenville

WMHK – Columbia

WPCC – Clinton

WCRS – Greenwood

WVOC – Columbia

WJRQ – Saluda

WSPA – Spartanburg

WLGB – Laurens

When it can be determined before 11:00 p.m. that road conditions will be hazardous the next morning, the decision to close school will be announced on the radio stations listed above and on WIS – Channel 10, WSPA – Channel 7, WYFF – Channel 4, WLTX – Channel 19, and WVOC – Channel 25.

If the decision cannot be made until morning, the announcement will be broadcast beginning at 7:00 a.m.

The School District also uses a **SCHOOL MESSENGER** , which will call the home of every student to give important information. **It is important that parents update telephone numbers with the main office to ensure contact is made.**

## **FIELD TRIP ELIGIBILITY**

A student must be in good standing at Whitmire Community School (i.e., not be suspended or expelled) in order to participate in the field trip. A student in good standing must meet the following criteria to be eligible for a field trip: **NOT BE ON SUSPENSION, NOT BE EXPELLED, AND NOT BE A THREAT TO SAFETY OF SELF AND/OR OTHERS, EVEN WITH ACCOMMODATIONS.** The administration reserves the right to deny any student field trip eligibility on the above criteria.

## **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 20<sup>th</sup> of each school year.

## **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.

**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 93<sup>rd</sup> 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 93<sup>rd</sup> 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 94<sup>th</sup> 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 5<sup>th</sup> grade students going to 6<sup>th</sup> 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.

### **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 (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.

### **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.

### **MAIN BELL SCHEDULE**

#### **Pre-K/K**

**First Bell 7:30**  
**Tardy Bell 7:55**  
**Dismissal 2:25**

#### **Grades 1-5**

**First Bell 7:30**  
**Tardy Bell 7:55**  
**Dismissal 2:50**

\*High School Drivers who pick up Elementary will drive to Elementary Pick Up Line

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

### **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.

### **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 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.

Beginning with the 2018-2019 school year, all elementary schools will be operating under the Community Eligibility Provision (CEP). Under the CEP, all students in all elementary schools are offered breakfast **and** lunch at no charge each school day. Elementary 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](http://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](http://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**

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.

## **SCHOOL HEALTH**

The School Nurses of School District of Newberry County provide health screenings to students based on the recommendations of DHEC that are issued each school year. The screening guidelines and procedures used for screening are based on DHEC and South Carolina State Department of Education policies and procedures. Examples of health screenings are but not limited to: vision - Pre-K, K, 1st, 2<sup>nd</sup>, 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 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.

### **Student Medication**

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

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

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

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

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

A parent/legal guardian **must** bring ALL medications to the school for all students. 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.

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](http://www.scdhec.gov/health/disease/exclusion).

### **Students with Special Health Care Needs**

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

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

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

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

## **SCHOOL REPORT CARD**

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

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

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

## **SEXUAL DISCRIMINATION AND HARASSMENT**

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

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

## **SIGNING STUDENTS OUT OF SCHOOL**

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

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

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

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

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

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

## **SPECIAL SERVICES**

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

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

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

## **STATEMENT OF NONDISCRIMINATION**

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

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

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

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

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

### **TITLE IX**

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

### **USE OF SCHOOL FACILITIES**

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

### **VISITORS**

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

### **VOLUNTEERS/CHAPERONES**

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

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

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

### **EMERGENCY PROCEDURES**

#### **FIRE EMERGENCY PROCEDURES**

**SIGNAL:** A continuous ringing of the fire alarm.

**STEPS OF ACTION:**

Sound the Fire Alarm

Secretary to call Fire Department (911)

Inform them of nature of emergency and the location of the emergency on campus.

Close all windows and doors to confine the fire.

Teacher duties:

- A. Evacuate classes to designated areas.
- B. STAY WITH CLASSES!
- C. Take class rosters and check roll.
- D. Notify firemen if any students are missing
- E. Students should remain quiet and in a straight line with teacher for duration of emergency procedure

**ROLES:**

Principal:

Supervise evacuation and check for injuries.

Secretary:

Notify Superintendent

Assistant Principals:

Monitor and assist teachers

Cafeteria/Custodial Staff:

Assist with evacuation

### **FIRE EXIT PLAN**

Rooms 101-108	To Front Lawn
Rooms 207-210;214-230	To Back Lawn
Rooms 211-212	To Front Lawn
Rooms 301-308	To Front Lawn
Rooms 417-424	To Front lawn
Rooms 411-416	To Side Lawn
Rooms 429-443	To Back Lawn

## **TORNADO EMERGENCY PROCEDURES**

**SIGNAL:** Three blasts of the fire alarm, followed by a five second pause, and three more blasts of the fire alarm (to be repeated as needed).

**STEPS OF ACTION:** Students will assume protective positions as indicated on the map of the school. Protective position includes head between knees, back to the wall, and a textbook or other protective cover over the head.

**ROLES:**

Teachers:	1. Close doors in classroom and take class roster with you. 2. Monitor students and maintain calm in the hallways. 3. Notify principal in case of injury.
Principal:	1. Maintain contact with Emergency Preparedness officials. 2. Monitor radio for reports of threatening weather.
Secretary:	1. Keep telephone lines open for emergency communications. 2. Notify Superintendent as instructed by Principal.

## **EARTHQUAKE PROCEDURES**

**DEFINITION:** Trembling and shaking of buildings and grounds.

**SIGNAL:** Announcement on P.A. system

**STEPS OF ACTION:**

Duck and cover drill. Protect face and head from flying debris with arms, books, coats, etc. Avoid cabinets, bookshelves, etc., which are not attached to the wall!

Stay in this position until building tremors and/or flying debris ceases.

Await further instructions.

If the fire alarm sounds, evacuate the building using the same evacuation route used for fire drills.

**RESPONSIBILITIES:**

Teachers:	1. Assist students with duck and cover procedures. 2. When evacuation alarm sounds LEAD students out of the building. 3. Be alert for fallen electrical lines, broken gas lines, and other potential emergencies. 4. Take class roll book and account for all students.
Administrators:	1. Determine the need for evacuation and notify staff. 2. Assess injuries. 3. Assign first aid assistance (First Responders) 4. Have maintenance assess soundness of building before students return. 5. Shut off electrical and gas sources, if possible.
Secretaries:	1. Call emergency numbers listed below: Newberry County Emergency- 911 Superintendent- 321-2600 Maintenance- 321-2645 Transportation- 276-5332

## **SPECIFIC INFORMATION FOR ELEMENTARY**

### **School Hours**

Students may enter the building at 7:30 a.m.

Tardy bell rings at 7:55 a.m.

Pre-K & Kindergarten dismissal is at 2: 25 p.m.

1<sup>st</sup>-5<sup>th</sup> Grade dismissal is at 2:50 p.m.

### **Attendance**

Students are required to attend 180 days.

We accept 7 parent excuses after which a medical excuse will be necessary for the absence to be marked excused. (See District Attendance Policy)

Excessive absences will be turned over to our Truancy Court.

### **Early Dismissal**

- Early dismissals are discouraged and should not occur on a regular basis.
- Students requiring early dismissal must be signed out before 2:10 p.m.
- It is important that your child complete a full day in school. At the end of the day, teachers review lessons or complete lessons and review any student assignments.
- There will be no early dismissals during the last 30 minutes of the school day except in the case of extreme emergencies.

### **Car Riders**

- Student drop off and pick up begins at the covered walkway.
- Beginning at 7:30, car riders may be dropped off in the car rider line.
- Please do not drop students off before 7:30 a.m. Teachers are on duty beginning at 7:30 a.m.
- Teachers/staff members will monitor the arrival car line to ensure the safety of our students.
- Parents needing to come into the school should park in the available parking area and sign in at the office. All visitors must have an office pass.
- Please see Early Dismissal for information about picking your child up early.
- All students must be picked up no later than 3:05 p.m.
- Parents must come in the office to sign out their child after 3:05 p.m.

### **Communication**

Whitmire Elementary School understands the importance of keeping our parents informed throughout the year. The following will be sent home:

- Wednesday folders will be sent home weekly.
- School newsletters will be sent home each month.
- School messenger
- Website
- Email
- Facebook
- School marquee

### **Notes Required from Parents**

The school requires notes from parents for the following situations:

- Absences
- Requests for early dismissal
- Requests to miss recess/physical education
- Permission for field trips
- Permission to go home with another student
- Prolonged absences from school
- Changes in usual method of transportation

### **School Nurse**

- A parent/guardian must bring in any medication, prescribed or over the counter, a child will need to take during the school.
- Forms to administer medicine must be completed by the parent. Forms are available from the nurse.
- Please notify our nurse of any special medical treatment or special health needs such as asthma, allergic reactions, etc.

### **Field Trips**

- Educational field trips are planned to provide experiences that correlate with subjects studied in the classroom.
- Students must have a parent's written permission slip and medical form (out-of-district trips only) in order to go on the trip.
- All trips are chaperoned by school personnel and parent volunteers.
- Parent volunteers must complete a district volunteer form and pay fees for background check at least 3 weeks prior to attending any trips.
- Background checks are \$26.00. There are no refunds for background checks.

### **School Messenger and Remind**

We will use School Messenger to send announcements to your home phone concerning school events, report cards, etc. Please listen to the entire message when you receive these calls.

Parents can also sign up for “Remind” to receive text message reminders and announcements from administration and individual teachers.

### **Telephone Messages**

The telephone is used for school business. We value uninterrupted time for student learning. For this reason, students will not be called to the phone.

- Emergency messages will be delivered by the office staff to students at an appropriate time.
- Students will not be allowed to use the school telephone except for emergencies.
- Changes in transportation are not considered an emergency.
- If you need to deliver something to your child or give him/her a message, please see the office personnel. The office staff will make sure the message is delivered at an appropriate time.

### **Homework/Student Planner**

\*Parents please check your child’s planner each day.

Homework serves an important purpose in your child’s school life. It is a means of reviewing and reinforcing school lessons. Homework also helps your child to develop work and study habits that will assist him/her throughout the school years. Help your child develop some routines that will be of assistance in successfully completing homework assignments.

- Students are responsible for bringing assignments and materials home and to return completed assignments on time.
- Teachers are responsible for providing appropriate and meaningful assignments and ensuring that students understand the assignments, for explaining homework policy and procedures to students and parents at the beginning of the school year.
- Parents are responsible for setting aside a regular time and place for completing homework assignments without distractions and providing necessary materials for completing homework assignments.



### **Elementary Conduct - Grades Pre-K-5**

A fair and comprehensive discipline code is a major part of the foundation of education. Our desire is to use such a discipline code to provide each child with a safe environment for learning.

Purple	Fantastic Day
Blue	Excellent Behavior
Green	Great Behavior
Yellow	Warning
Red	Loss of privileges and parent contact documented by teacher
Orange	Office referral/Administrative Detention

### **Elementary Consequences**

- \*After 3 assigned administrative detentions, any future referrals may result in In-School or Out-of-School suspension. In accordance with the Newberry County Student Behavior Code, any Level 2 or Level 3 offenses may result in ISS or OSS.
- \*Any student who is suspended for a total of ten (10) cumulative days must schedule a conference with the principal before being readmitted to school. The parent and student must be involved in this conference.
- \*NOTE: After a student has accumulated ten (10) days of OSS, any further suspendable offense (ISS or OSS) may result in a recommendation for alternative placement or expulsion.

### **Whitmire Elementary School Wide Rules**

- Follow teacher directions immediately.
- Keep hands, feet and objects to yourself.
- Come to class prepared.
- Walk quietly on the right side of the hall.
- Respect the learning of others.

### **Any student disrupting the learning process will be:**

- Removed from the class for a period of time through our intervention procedures.
- Parents will be notified if the student is removed for an extended period of time.
- Other methods of correction may include loss of recess, parent conferences, and/or counseling referrals.
- Behaviors not corrected by school and parent intervention may result in suspension from school.
- A Student Discipline Report will be sent home with any student assigned to Intervention or Suspension.
- Every effort will be made to notify parents by phone or mail.

***WARNING: STUDENTS ARE NOT TO BRING KNIVES, LOOK ALIKE WEAPONS, OR ANY ITEM THAT COULD BE USED TO HARM SOMEONE. THIS IS AN EXPULSION OFFENSE (See District Policy)***

### **Inappropriate Items**

Radios, headphones, cell phones, pagers, hand-held games, toys, items that could cause harm and/or items that look like weapons, etc. should not be brought to school. These items will be taken from the student and a parent must come to school to claim these items.

### **Textbooks**

Students are issued textbooks at no charge. Any student losing a book is required to pay for a replacement. Students must pay for any unusual or intentional damage to textbooks. Students may not write in or on books. Any textbook fees must be paid before receiving a final report card.

### **Parent Teacher Conferences**

Every effort is made to provide parents with access to teachers.

- Unannounced visits are not permitted.
- Conferences may be requested by calling 694-2320.
- Teachers are available during planning and after school.

### **Parent Teacher Organization**

The Whitmire's Parent Teacher Organization (PTO) is a vital part of the school. All parents are encouraged to actively participate in the activities of the PTO.

### **Parent Involvement/Volunteers**

All parents, grandparents, and guardians are encouraged to become involved with school programs. We welcome all persons interested in the progress of our school and students to spend time assisting in the educational process. If interested:

- Contact the Principal or Assistant Principal at 694-2320.
- Background checks must be applied for and approved prior to volunteering.
- Volunteers must sign in at the office and wear a visitor badge at all times.

### **Breakfast in the Classroom**

- Students arriving by 7:55 am will receive breakfast in the classroom.

### **School Improvement Council**

The School Improvement Council is composed of at least two parents elected by the parents of the children in the school, at least two teachers elected by the faculty, other representatives of the community, and persons elected by the principal. The term of office for all elected members is two years. The Council makes recommendations to the principal on school and community matters and reviews the Annual School Report. The School Improvement Report will be made available to parents.

### **Visitors **\*\*Must have a photo ID.\*\*****

Parents and family members are welcome to visit Whitmire Elementary School at any time. All visitors must report to the office and sign in before visiting the school. This helps us monitor who is on the campus and/or make sure the persons you wish to visit are available.

### **Pictures**

Individual student pictures are made twice during the year. A convenient package is provided for the student to purchase. Class pictures are taken in the spring. The school receives a percentage of all sales and the money is used to support school programs.

### **Classroom Observations**

Parents may come and observe classes anytime as long as their presence in the classroom is not a distraction.

- To protect the learning environment of all our students, we ask that you limit your observation to 30 minutes unless prior arrangements have been made with administration.
- Observations must be arranged ahead of time.

- Infants and small children are not allowed during observations. We also ask that no more than 2 people observe a child at one time. This prevents other students from being distracted.

### **Media Center**

Students may use the Media Center at his/her regularly scheduled time, during recess, in the mornings, and any time during the day with a pass from the classroom teacher. Any lost or damaged books are the responsibility of the student and must be paid for.

### **Technology**

Our school is equipped with the latest technology. We expect our students to become responsible users of technology.

- Students must have a Technology Use Agreement signed by the parent (and on file in the office) before they will be allowed Internet access.
- Violations to this agreement are serious and have consequences.

### **Money at School**

- Payments for school pictures, yearbooks etc. should be made by check.
- When sending cash, the money should be in an envelope with the following information:
- Student's name
- Teacher's name
- Amount
- Reason – fees, pictures, etc.
- Neither the teacher nor the school can be responsible for lost or misplaced money.

### **Lost and Found**

- All clothing found on campus, is placed in the lost and found in front office workroom.
- Money, jewelry, or other articles of value are turned into the office.
- Students may claim them after proper identification.
- Items not claimed at the end of the school year will be donated to charity.
- The student's name should be in caps, coats, etc. so that misplaced items can be promptly returned to the student.

### **Elementary Lunchroom Procedures**

- Enter the cafeteria door silently, in a single-file line. Go through the line silently and listen to instructions from teacher and cafeteria staff. Students are not allowed to have soft drinks (Coke, Pepsi, etc.) in the cafeteria.
- **Eat:** Silent lunch may be utilized at the teacher/administrator's preference.  
Use quiet, inside voices for the remainder of lunch.
- **Exit:** Teacher dismisses students from table.  
Students silently walk to return trays and line up at door of cafeteria.
- **Consequences:** Warning  
Silent Lunch  
Lunch Isolation

### **Elementary Special Areas**

Students are scheduled for special area instruction in art, music, physical education, guidance and library each week.

### **Emergencies, Safety Drills, School Closings**

Each school in the School District of Newberry County has an emergency preparedness plan, which has been developed in cooperation with local law enforcement and other emergency response agencies.

In the event of an actual crisis situation, that requires a complete evacuation of our school, please refrain from attempting to come to the school to pick up your child. This may result in traffic congestion, which may interfere with the safe evacuation of our students. In the event of a school evacuation, all parents are asked to report to the following location:

### **Title I Parent Involvement Policy**

Under No Child Left Behind, each Title I school jointly develops with parents a written parental involvement policy that describes the means for carrying out the requirements of the legislation. Please assist the school by providing suggestions on its parent involvement policy.

#### **As a school, we will**

- Provide high-quality instruction in a supportive and effective learning environment that enables the students to meet the state's academic achievement standards
- Provide ongoing communication between teachers and parents through parent teacher conferences and frequent reports to parents.
- Provide reasonable access to staff through an "open door" policy.
- Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.
- Provide fair treatment to all children individually.

#### **As a parent, I will**

- Support my child's learning
- Monitor my child's attendance, homework completion and television viewing.
- Volunteer in my child's classroom
- Participate in decision relating to the education on my child
- Make positive use of my child's extra-curricular time.

#### **As a student, I will**

- Do my best on all assignments.
- Come to school prepared.
- Ask for help when I don't understand.
- Respect my teacher, classmates and myself.