

# WHITMIRE COMMUNITY SCHOOL

2023-24

## STUDENT HANDBOOK



Whitmire Community School

*Home of the Whitmire Wolverines*

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

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  
 Tiffani Nolte, Athletic Trainer  
 Stacy Tyson, Band Director

### Elementary (PK-5)

**Pre-K:** Kiki Black  
**Kindergarten:** Ashleigh Wicker, Carley Farmer  
**1<sup>st</sup> Grade:** Rita Baker, Courtney Clevenger  
**2<sup>nd</sup> Grade:** Joye Hall, Jeanne Willard  
**3<sup>rd</sup> Grade:** Chasity Hamilton, Kelly Montgomery  
**4<sup>th</sup> Grade:** Sabrina Martin, Sunshine Hayes  
**5<sup>th</sup> Grade:** Susan Bowers, Sarah Lee  
 Reading Coach: Claire Lester

Art: Taylor Gray  
 P.E.: Eddie Mattocks  
 Music: Abigail Crosby  
 Special Services: Erika Berry  
 Computer Lab: Heather Nelson  
 Speech: Kristin Ruff  
 Literacy Coach: Eiko Hendrix  
 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:** Bailey Enix, Kelcie Fletcher  
**Special Services:** Tangnakika Bennett  
**Special Services:** Sandy Kiker  
**Special Services:** Brittnee Shouse

### Media Center Specialists

**Elementary:** Kevin Boozer  
**Secondary:** Martha Hill  
**Media Assistant:** Maurice Wyatt  
**Whitmire Area Transportation**  
 Mike Plemmons Elayne Little  
 Ricky Williams  
 Daphna Lane  
 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, Heidy Toribo

### High School (9-12)

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

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## **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)

## **SECTION II** **MIDDLE/HIGH DISTRICT GUIDELINES 23-24**

### **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 district's attendance officer.

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

If a student previously referred to the attendance supervisor fails to enroll after the eighth official day of instruction; a second referral will be made by the principal/designee.

Upon receipt of this referral, the attendance supervisor will file a petition for educational neglect against the student's parents.

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

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

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

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

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

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

If the student is absent for 3 or more consecutive days, it is the responsibility of the parents to contact the school and identify the reason for the student's non-attendance. Upon confirmation of the reasons for the student's non-attendance or at the discretion of the principal, the student's absences may be approved as lawful. Only 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, nurses, or mental health professionals.

Absences due to suspension (not to exceed 30 days for the year) will be considered lawful.

The principal will promptly approve or disapprove any student absences in excess of 10 days. A conference will be held with the student and his/her parent to develop a plan or contract to improve future attendance. A copy of this plan or contract will be maintained with the student's attendance records.

If the principal, attendance supervisor, family court or social service agency has previously established a contract with the student and his/her parent to improve future attendance, a telephone call followed by a formal letter may be substituted for a conference.

### **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			
WARN	REST	ADH	DH
Warning	Restitution	Administrative Detention	Detention Hall
OSA	ISS	OSS	RE
Other School Action	In School Suspension	Out of School Suspension	Recommended Expulsion
Contacting the parent and having a conference with the student is mandatory with any behavior violation. Chronic and severe violations may move to the next level.			

## Level I Behavior Offenses

Behavioral misconduct includes any activity in which a student engages that tends 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.

Behavior Offenses	PowerSchool Code	Consequences		
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Distribution/Sale of unauthorized materials	002	DH (1-3 Days)	ISS (1-3 Days)	OSS (1-3 Days)
2. Dress code violation	280	WARN	DH (1-3 Days)	ISS (1 Day)
3. Loitering	240	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
4. Misconduct (minor)	007/017	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
5. ID violation	360	WARN	DH (1 Day)	ISS (1 Day) <i>*1+ ISS Days for any additional violations</i>
6. Unauthorized use of electronic devices	390	WARN	DH (1 Day)	ISS (1 Day)
7. In unauthorized area	200	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
8. Failure to comply with disciplinary action	271	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
9. Tardy (classroom)	180	See Tardy Policy		
10. Leaving class without permission	320	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
11. Cafeteria violation	017	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
12. Other minor offenses	002	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
13. Dishonesty/Lying	006	DH / 1-3 Days	ISS / 1-3 Days	ISS / 3-5 Days
14. Violation of classroom rules (minor)	002	DH / 1-3 Days	ISS / 1-3 Days	ISS / 3-5 Days

15. Public displays of affection	022	Warning	DH 1-3 Days	ISS / 1-3 Days
16. Parking violation	300	OSA / Pay fine	OSA / Pay fine/loss of privileges (1-3 Days)	OSA / Pay fine/driving privileges revoked
17. Driving violation	305	OSA	OSA	Driving privileges revoked
18. Computer violation (minor)	220	WARN	DH (1-3 Days)	ISS (1-3 Days); ISS (3-5 Days); OSS (1-3 Days) *day user
19. Refusal to obey (minor)	270	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
20. Unauthorized use of school equipment	023	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
21. Riding Unauthorized School Bus	340	WARN	ISS (1-3 Days)	OSS (1-2 Days)
22. Failure to report to administrator or staff on due notice	271	DH (1-3 Days)	ISS (1-3 Days)	OSS (1-2 Days)
23. Cheating/Plagiarism	190	Redo assignment; Average (2/3) new assignment and (1/3) zero	ISS (1-2 days); Redo assignment; Average (2/3) new assignment and (1/3) zero	ISS (3-5 Days); Redo assignment; Average (2/3) new assignment and (1/3) zero

## Level II Behavior Offenses

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. This includes actions taken off school property if the conduct causes a substantial disruption to the educational environment. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative consequences, involvement of law enforcement, and court proceedings.

Behavior Offenses		Consequences		
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Obscene or profane language/gesture (direct or indirect)	210/ 290	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ days)
2. Cutting class without leaving school premises	160	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ days)
3. Defiance/Disrespect to staff or refusal to obey (major)	270/ 420	OSS (Up to 1-3 Days)	OSS (3+ Days)	OSS (5+ Days)
4. Obscene/Profane language/gesture to staff (clothing, etc.)	210/ 290/	OSS (Up to 1-3 Days)	OSS (3+ Days)	OSS (5+ Days)
5. Fighting or instigating (causing a fight)	009/	3-5 Days OSS - Administrative Discretion – BIP 5+DAYS-		



(including but not limited to videoing and/or posting school-related incidents online)	407	Revisit BIP	Referral Packet	
6. Threatening, sexual harassment, victimizing, arguing or intimidating other students	027/ 407/ 013	OSS (1-3 Days)	OSS (3-5 Days) BIP	OSS (5+ Days)
7. Willful destruction of school property (including school safety equipment)	760	OSS (1-3 Days) REST	OSS (3-5 Days) REST	OSS (5+ Days) REST
8. Unauthorized presence on school grounds (including games and afterschool activities)	750	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5+ Days)
9. Gambling	630	ISS (1-3 Days)	OSS (1-3 Days)	OSS (3+ Days)
10. Possession of contraband	010	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5+Days)
11. Theft (>\$50)	670	OSS (1-3 Days) REST	OSS (3-5 Days) REST	OSS (5+ Days) REST
12. Insubordination	270/ 420	OSS (Up to 1-3 Days)	OSS (3 + Days)	OSS (5 + Days) RE
13. Possession/Distribution of obscene images/literature	018/ 710	ISS (1-3 Days)	OSS (1-3 Days)	OSS (3+ Days) RE
14. Severe misconduct (slamming classroom doors, verbal confrontation, etc.)	017/ 020/ 405	OSS (Up to 1-3 Days)	OSS (3 + Days)	OSS (5 + Days) RE
15. Hit/Kick/Push or Horseplay	014/ 405	ISS (1-3 Days)	OSS (1-3 Days)	OSS (3+ Days) BIP
17. Cutting class and leaving school premises	160	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
18. Tobacco-related paraphernalia (e-cigarettes, vape pens, etc.);	230	ISS (1-3 Days)	OSS (3-5 Days)	OSS (5+ Days)
19. Use or possession of Tobacco-related products (e-cigarettes, vape pens, etc.)	230	Tobacco cessation – if services are refused OSS (1 Day)	OSS (2 Days)	OSS (5 Days)
20. Gang-related activity to include displaying or wearing of gang-related clothing, symbols, body tattoos, etc.	250	OSS (1-2 Days)	OSS (2-4 Days)	OSS (4+ Days)
21. Disturbing class	007	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
22. Forgery	011	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
23. Throwing Objects	028	ISS (1-3 Days) REST	OSS (1-3 Days) REST	OSS (4+ Days) REST
24. Bullying/Cyberbullying, retaliation for bullying/false accusations of bullying/intimidation	651/ 652	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5+ Days)

25. Contract/Probation violation (school)	380	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
26. Other offenses (major)	700	OSS (Up to 1-3 Days)	OSS (3+ Days)	OSS (5+ Days) RE
27. Refusal to Obey (major)	270	OSS (Up to 1-3 Days)	OSS (3+ Days)	OSS (5+ Days) RE
28. Possession of over the counter or prescription medications	031	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5 + Days) or RE
29. Distribution of School Assessments	190	ISS/Zero on Assignment	OSS/Zero on Assignment	OSS/Zero on Assignment
30. In unauthorized area	200	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)

### **Level III Behavior Offenses**

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

### **Coding for Level III Consequences**

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

Behavior Offenses	PowerSchool Code	Consequences	
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
1. Simple Assault to staff and/or students	510/520	RE/LE	
2. Possessing Firearms/BB or Pellet guns/using or threatening to use by showing any instrument	789	RE	
3. Possession of/under influence of illegal drugs, alcoholic beverages, intoxicants, and CBD oils/products	580/680	RAIt	RE
4. Under Influence of illegal drugs/alcoholic beverages/intoxicants	580/680/575	RAIt	RE
5. Distribution of illegal drugs, prescription drugs, or alcoholic beverages, including paraphernalia/ facsimile (materials passed as illegal drugs)	580/680/570	RE	
6. Starting fires on school grounds/building	500	RE & REST	

7.	Indecent exposure	019	RAIt	RE
8.	Setting off fire alarms falsely	350	RE	
9.	Bomb Threats/Threats of violence to school	260	RE	
10.	Severe vandalism	760	RAIt & REST	RE & REST
11.	Sexual misconduct at school	025/610/ 690/720	RAIt	RE
12.	Gross violation of probation/behavior contract	430	RAIt/RE	RE
13.	Threatening, harassing, victimizing, or intimidating staff	012/027/ 407/650	RE	
14.	Extortion	600	RAIt	RAIt/RE
15.	Possession of weapon or a weapon facsimile: such as knife, box cutter, stun gun, mace, pepper spray, etc.	789	RAIt	RE
16.	Lynching/Ganging (including but not limited to videoing and/or posting school related incidents on the internet)	250/700	RAIt	RE
17.	Pornography	710	RAIt	RE
18.	Discharging fire extinguishers	760	RE & REST	
19.	Kidnapping/Abduction	660	RE	
20.	Larceny/Stealing/Theft	670	RAIt	RE
21.	Contract/Probation violation (repeated school or district)	430	RAIt	RAIt

\* If a student is in possession of an illegal drug and self-reports, school administration will contact law enforcement and administer appropriate consequences in accordance with the Code of Student Conduct.

If a student discovers an illegal item (i.e. weapons or drugs) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report.

**Arrest or Conviction of Crimes - Charges of Extremely Serious Misconduct:**

A. Students convicted of serious criminal charges, regardless of whether or not the conduct was school-related, may be denied admission or continued attendance to school if school authorities deem such student's attendance to be threatening and/or disruptive to students, staff, and/or the school program, or to pose a danger to the physical or emotional welfare of a student so convicted. (For students identified to receive IDEA services, these provisions are subject to limitations.)

B. Students against whom allegations of extremely serious misconduct have been brought, or who have been arrested by law enforcement authorities for serious criminal charges, regardless of whether or not the conduct was school-related, may be denied admission or continued attendance to school if school authorities deem such student's attendance to be threatening and/or disruptive to students, staff, and/or the school program, or to pose a danger to the physical or emotional welfare of a student so accused or charged. Such student will be placed in alternative educational services such as a virtual setting until the pending allegations or charges have been resolved.

C. No administrative decision to take action under either (A) or (B) above shall be made without giving written notice to the parent or legal guardian advising such parent or legal guardian of the proposed action, the reason for it, and setting a time and place when the administrator shall be available for a conference with the parent or legal guardian within three (3) days of such notice. Any action taken under these provisions [VIII (A) & (B)] of the Student Conduct Code is appealable as set forth in The Disciplinary Procedure under section (IX) below, including the right to appeal to the Board of Education.

### Definitions

<b>Alternative Placement</b>	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.
<b>Assault</b>	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.
<b>Bullying</b>	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.
<b>Cheating</b>	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.
<b>Computer Violation</b>	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.
<b>Contraband</b>	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.
<b>Cutting class</b>	An unauthorized absence from an assigned class or related activity.
<b>Defiance</b>	Refusal to comply with a request from school staff/personnel.
<b>Disrespect</b>	Lack of courteous regard for another person.
<b>Disturbing class</b>	Behavior which disrupts the orderly educational process of school.
<b>Electronic device</b>	Device such as: cell phone, smart watches, iPod, head phones, handheld video game devices, etc.
<b>Extortion</b>	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.
<b>Facsimile/Imitation Drugs</b>	A pill, capsule, tablet, or other item which is <b>not</b> 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>Paging device</b>	(Per state law 59-63-280/Safe Schools Act) electronic summoning device will be confiscated.
<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>	<p>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.</p> <p><b>**Students should report all incidents of sexual harassment to administration immediately.</b></p>
<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.
<b>Victimizing</b>	Harming/Taking advantage of another person

### **Discipline of Students with Disabilities**

#### *Disciplinary process*

Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of such students to the extent that current educational expertise permits.

#### *Program prescriptions*

The staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individual Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student's individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion which are conducted in accordance with regulation.

#### *Suspensions*

The administration may suspend a student with a disability. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend a student for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement under the law).

**However, students who bring weapons to school or a school function or knowingly possess or use illegal drugs or solicit the sale of controlled substances or have inflicted serious bodily injury upon another person while at school or a school function may be removed for up to 45 days at a time.**

**If school officials believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, they may ask an impartial, state approved hearing officer to order that the child be removed to an interim alternative educational setting for a period up to 45 days.**

#### *Expulsions*

**Expulsion of a student with a disability is equivalent to a change in educational placement and therefore requires special procedures. Before such a student may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.**

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

#### *Immediate removal*

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with a disability from school immediately under emergency conditions.



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

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

In addition, if the student is convicted of this offense the information will be included in the student's permanent record and his or her teachers will be informed every year the student is in school.

#### **DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS**

1. When the conduct of a student requires such action for the general welfare of the school system, the principal or other persons in charge of the school may make immediate suspension. In appropriate circumstances, notice prior to suspension or the initiation of expulsion procedures will be given.
2. When the conduct of a student requires that he/she be suspended, the principal or designee shall immediately make every effort to notify the parent that his/her child has been suspended. A written notice by the principal or designee to the parent or other person in loco parentis will be given stating the nature of the conduct leading to the suspension in such a manner that they are sufficiently appraised of the charges made against him/her. A conference may be arranged between the principal or designee and parent/guardian to discuss all aspects of a suspension.
3. The suspension of a pupil may not exceed ten days for any one offense and not more than thirty days in one school year.

### **Bus Eligibility**

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

### **Bus Safety and Rules**

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

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

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

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

**\* 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>
1. <b>Bullying Level 1</b> 2. <b>Disobeying driver</b> 3. <b>Disrupting the bus with loud talking or music from cell phones, iPods, etc.</b> 4. <b>Leaving trash on bus</b> 5. <b>Wearing hoods/hats, wave caps</b> 6. <b>Eating or drinking on bus</b> 7. <b>Sitting with feet in the aisle</b> 8. <b>Standing while bus is moving</b> 9. <b>General misbehavior</b>		<b>1<sup>st</sup> offense - warning</b> <b>2<sup>nd</sup> offense - five (5) days</b> <b>3<sup>rd</sup> offense - ten (10) days; intervention services</b>
1. <b>Profanity and inappropriate gestures</b> 2. <b>Ride bus to which you are assigned unless you have prior permission from the bus office.</b> 3. <b>Getting off the bus at an unauthorized stop</b> 4. <b>Excessive sagging pants</b> 5. <b>Moving out of assigned seat</b>		<b>1<sup>st</sup> offense - five (5) days</b> <b>2<sup>nd</sup> offense - ten (10) days</b> <b>3<sup>rd</sup> offense –indefinite; intervention services</b>
1. <b>Bullying Level 2</b> 2. <b>Fighting</b> 3. <b>Any profanity or disrespect addressed directly at the driver</b> 4. <b>Putting arms, legs, feet out of the windows</b> 5. <b>Touching emergency doors/windows or other emergency equipment.</b> 6. <b>Throwing objects out of windows (cans, bottles, balls, etc.)</b>		<b>No warning - ten (10) days</b>
1. <b>Bullying Level 3: Cyber bullying (sexting, texting, cyber stalking, slap happy, etc.) harassment, etc.</b> 2. <b>Indecent exposure</b> 3. <b>Possession of concealed weapons</b> 4. <b>Smoking, possession of cigarette lighters and/or matches (including E-Cigarettes/vapors)</b> 5. <b>Threats directed toward the bus driver or assaulting driver</b> 6. <b>Possession of drugs and/or alcohol</b> 7. <b>Any actions that are determined to be threatening to the safety and well-being of the other passengers and/or driver</b> 8. <b>Participating in gang activity, gang graffiti, wearing gang colors, using gang symbols</b>		<b>Suspended for ten (10) days from the bus with a recommendation to the school administration for expulsion</b>
1. <b>Cutting seats, writing on seats, intentionally damaging any part of the bus (restitution if seat covers or bus parts have to be replaced)</b>		<b>Suspended for ten (10) days pending expulsion hearing; referral to court for restitution</b>

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 and in the computer lab. Our computer lab goals are to make students proficient in keyboarding, word processing and to reinforce skills taught in the classroom. These goals include safety, accessing and interacting on the Internet, researching libraries and other resources, troubleshooting minor problems, and being familiar with software programs, and hardware. Parents and students will sign a computer use agreement as part of the registration packet and follow the terms of the Acceptable Use Policy posted on the district website. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the Acceptable Use Policy and/or other School Board Policies and school regulations governing student discipline. It is vital that all students understand the importance of Internet/computer safety. Information on this subject will be made available to all students throughout the school year. Additional Internet/computer safety tips can be found on [www.newberry.k12.sc.us](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.

### *Respect authority*

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

### *Respect the rights of others*

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

### *Respect property*

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

### *Display a concern for learning*

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

### *Display appropriate social skills*

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

### *Display appropriate character*

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

### **Delivery of Items to Students**

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

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

### **Directory Information**

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

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

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

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

### **Disclosure (except for directory information)**

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

### **District Testing Program**

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

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

### **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 semester 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 automated messaging system. For this reason, parents must ensure that the district has accurate telephone contact information.

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

### **Federally Funded Programs**

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

### **Grading**

The district grading scale for grades 3-12 is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Students' grades will be weighted as follows:

50% - Major assignments

40% - Minor assignments

10% - Classwork/homework

### **GT Identification**

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

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

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

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

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

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

If you have any questions, please contact the GT Coordinator at the School District of Newberry County at (803) 321-2600

### **GT Curriculum/Instruction: Grades 3-8**

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

### **Guidelines for Academic Probation for GT Students**

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

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

### **Placement on probation**

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

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

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

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

### **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.

## **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 Assistant Superintendent of Administration and Student Services at (803) 321-1363.

## **Parent Contact Information**

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

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

## **Release of School Records**

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

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

## **School Breakfast and Lunch Programs**

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

Beginning with the 2023-2024 school year, all schools be operating under the Community Eligibility Provision (CEP).

Under the CEP, all students in all schools are offered breakfast **and** lunch at no charge each school day. All 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 include but not limited to: vision - Pre-K, K, 1st, 2<sup>nd</sup>, 3rd, 5th and 7th grades; hearing - Pre-K, K, and 1st, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> 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.

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

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 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.

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

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

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

## **Guidelines for Managing Contagious Illnesses in School**

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

The school district will enforce the Official List of Conditions Requiring School Exclusion issued annually by the South Carolina Department of Health and Environmental Control (DHEC) (SC regulation #61-20). A complete list is available from the school nurse, the district website or the SC DHEC website [www.scdhec.gov/health/disease/exclusion](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 (803) 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.

## **Truancy Procedure**

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

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

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

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

## **Use of School Facilities**

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

## **Visitors**

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

## **Volunteers/Chaperones**

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

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

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

### SECTION III -WHITMIRE SELF DISCIPLINE CODE

In the past, one of the strengths of Whitmire Community School has been that students have demonstrated behavior that showed good judgment, ethical conduct and a sense of personal responsibility. The code of conduct seeks to encourage student self-discipline.

A Whitmire Community School student is urged to follow the school's code of discipline and the School District of Newberry County Student Discipline and Behavior Codes. **(Please note that the school code is an extension of the county code and is not in conflict with the county codes.)** Listed below is the Whitmire Community School Code of Self-Discipline.

Students will:

1. Be honest, courteous, and respectful to peers, teachers, administrators, and staff.
2. Respect school property and the property of others.
3. Exhibit self-discipline in the classroom by abiding by the following rules:
  - a. Be seated and ready to work before the tardy bell sounds.
  - b. Have all materials required for class, including books, pencil and paper.
  - c. Be an active participant in a disruption-free classroom.
  - d. Follow all other rules that the teacher has communicated to him/her.
4. Refrain from eating or drinking except in designated areas and at the designated times. Students should refrain from eating and drinking in hallways and classrooms. All trash must be deposited in trash cans. The administration reserves the right to alter this privilege if students fail to follow the conditions above.
5. Students will exhibit self-discipline by conducting themselves in the following manner on campus:
  - a. Students will move through the halls in an orderly manner.
  - b. Cell phones should be powered off and put away during instructional time
  - c. Students will assemble only in designated areas before, during and after school.
  - d. Displays of affection will be limited to the holding of hands outside of the classroom.
  - e. Students dismissed early from school will leave the grounds and return only through the permission of the principal or his designee.
  - f. Students will not sit in or on parked cars during school hours. Students also are not to play their car radios during the school day.
  - g. All contact with outsiders will be handled through the main office. (Parents, former students, and other visitors will report to the office **PRIOR** to making contact with students, faculty or staff.)
  - h. Students will refrain from littering the school campus. All students are expected to dispose of waste in receptacles located throughout the campus.
6. Students will exhibit the following behavior in the cafeteria:

Seniors and career center students will be dismissed to go to the cafeteria five minutes before the other students. Seniors will not be allowed to cut to the front of the lunch line. The administration reserves the right to rescind the five-minute privilege due to hall disruptions and/or discipline problems.

Students will enter the cafeteria in a safe and orderly manner. Running, pushing and loud talking is not permitted. Upon finishing lunch, students should not return to the cafeteria without permission.
7. Students will exhibit orderly behavior in assemblies by:
  - a. Sitting in their assigned section and following the instructions given by the teacher assigned to duty in this area.
  - b. Students will be attentive, orderly, and respectful to the performers or speakers as well as to the rest of the audience.

8. Students are reminded that athletic events, dances, pageants, proms, field trips, etc. are extensions of the school day. Any violation of the school discipline policy while attending such events will result in the appropriate disciplinary action.
9. Any student who is under suspension or expulsion from school **may not** attend an extra-curricular event sponsored by Whitmire Community School.

**High school students are not allowed to enter the elementary or middle school wing unless there is written permission from the administration or staff.** Students serving as teacher assistants, mentors, or performing service learning, etc. for elementary students **MUST** report to the Service Learning Coordinator in room 222 to receive a pass to enter the elementary or middle school wing. **Conversely, NO elementary/middle school students should enter the 9-12 grade wing without written permission from the main office.** Middle school students enrolled in advanced, related arts, or special education classes which meet in the 9-12 grade areas are allowed to enter the area for those specific classes only. Middle and High School students will use the **rear outdoor covered walkway for all access to the elementary wing. (Cafeteria, main office, nurse, etc....)** **Middle and High School students will use the rear door of the Art Room for Art classes to avoid use of elementary hallways. Middle and High school students should only use restrooms located in the middle and high school. Elementary students should only use the restrooms located in the elementary hallways.**

## DRESS CODE

Students are expected and required to dress in a manner not to disrupt instruction or the educational process and/or place themselves at risk as related to health and safety regulations. **\*\*\* The administration reserves the right to require a student to change clothes if what he or she is wearing is deemed to be inappropriate for school. \*\*\*** The misconduct will be handled with disciplinary action if it occurs more than once. If a student has to go home to change, the absence(s) will be unexcused. Appropriate **t-shirts or paper shorts** will also be available in the office for students to wear should they need to change. **Students who cannot go home to change or refuse to change will sit in ISS for the remainder of the day.**

Please take the following guidelines into consideration when choosing school clothes:

- a. Hats and hoods of any kind are not to be worn in the interior of the building or classrooms. The penalty is confiscations until picked up by a parent/guardian. This pertains to male and female students.
- b. Tops must have a strap a minimum of three (3) inches wide. No **bare mid-drifts**, halter tops, tank tops, backless, see-through shirts or blouses. Any spaghetti or "T" straps must cover mid-drift and be accompanied by a full-length shirt or blouse.
- c. **No skin should be showing between a student's shirt and his/her pants, skirt, or shorts.** This includes when students are sitting, standing, or walking. Shirts should not expose a large portion of a student's back.
- d. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.
- e. Any endorsement or glorification of guns, drugs, tobacco, or of an alcoholic beverage will not be permitted on clothing.
- f. Pants will not be worn below the hips
- g. Shorts, dresses, and skirts must be at least finger-tip length. Please take into consideration the length of these items when sitting or walking.
- h. Cleavage should not be visible at any time.
- i. No kind of head covering such as costume wigs and masks should be worn.
- j. Skin should not be exposed through holes in jeans above finger tip length.

### **EARLY RELEASE/ LATE ARRIVAL (HIGH SCHOOL SENIORS ONLY)**

Students who have met the following criteria may qualify for early release from school on either A or B days for one period (either the first period or last period of the day only):

- Have a passing average in all courses presently taking
- Earned 18 units entering the 12<sup>th</sup> grade

Students who have met the following criteria may qualify for early release from school on either A or B days for two periods (either the first period or last period of the day only):

- Have a passing average in all courses presently taking
- Earned 22 units entering the 12<sup>th</sup> grade
- Have a 3.5 GPA

The period approved must not interfere with the student taking required courses for graduation. The administration of Whitmire Community School reserves the right to revoke this privilege at any time.

### **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.**

## **EXAMS**

Cumulative examinations will be given at the end of each semester. For students in grades 9-12, the exam will count no more than 10% of the semester grade. As noted in school board policy, End of Course exams as mandated by the state will count a mandatory 20% of the student's final grade.

All Middle School students will take cumulative exams (mid-term and final) in their core content classes during an assigned exam period. Eighth grade exams will count 10% of the semester grade, sixth and seventh grade exams will be recorded in the teacher's gradebook as a major grade.

## **EXAM EXEMPTIONS**

### **EXEMPTION OF EXAMS - Guidelines**

- Seniors may exempt an exam if they have a B (80) cumulative average at the time of the final exam.
- Underclassmen may exempt an exam with an A (90) cumulative average at the time of the final exam.
- Students in Gateway courses (English 1, Algebra 1, Biology 1, US History) will take the mid-term exam provided by the district and End-of-Course exam provided by the state. The exam will count 20% of the yearly average (district exam will count 10% of mid-term average).
- Do not tell your students that they do not have to come to review if they have exempted exams.
- Teachers are not to give their exams at an earlier time; please use the district-established schedule to be fair to all students.
- Students will find out whether or not they are exempt the class period before the exam—no earlier!
- Eligible students may elect to take final exams if they desire to do so.
- Any student who is exempting an exam must not be on school grounds during the exam. If a student chooses to come to school during the exempted exam time, that student must report to that particular class. He/she will not be allowed to sit in the office, another teacher's classroom, library, etc.

## **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in extra-curricular programs. Each club or organization is under the auspices of the school administration and must comply with established administrative policies. Activities available for student participation include the following:

Band:	The Royal Regiment High School Band, Jazz Band
Athletics:	Football (Varsity and Junior Varsity); Basketball (Boys' and Girls' Varsity and Boys' and Girls' Junior Varsity); Baseball (Varsity and Junior Varsity); Softball (Varsity and Junior Varsity); Cheerleaders (Varsity and Junior Varsity); Volleyball; Girls' Tennis; and Wrestling (Varsity and Junior Varsity)
Clubs:	Junior and Senior Beta Clubs; Student Council; Fellowship of Christian Athletes, Academic Team, Archery



## Requirements for Extra-Curricular Activities

Academic Requirements for Grades 9-12: A student, while participating, must be taking a minimum of four academic courses, or its equivalent, for which no previous credit has been received. A student who is repeating a course for which he has previously received credit cannot count this course as one of the four required for eligibility. This is considered as monitoring a course.

To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
2. To be eligible during the second semester, the student must meet one of the following conditions:
  - a. If the student met first semester eligibility requirements, then he or she must pass the equivalent of four,  $\frac{1}{2}$  units during the first semester.
  - b. If the student did not meet first semester eligibility requirements, then he or she must pass the equivalent of five,  $\frac{1}{2}$  units during the first semester.

In most cases on a traditional or AB block schedule, the following example would apply:

- If eligible first semester, must pass four subjects.
- If not eligible first semester, must pass five subjects.

### Block "W" Eligibility Requirements

1. ATHLETES – Student athletes will become eligible to order a Block W jacket when entering the 12<sup>th</sup> grade. A student athlete will letter after completing two full seasons on a varsity athletic team. This could include lettering two years in the same sport or one year in two sports. Service bars will be awarded to each athlete upon completion of each season.
2. CHEERLEADERS – A cheerleading season includes both football and basketball.
3. MANAGERS – Managers are under the same criteria as all other athletes, including regular attendance at practice and games.
4. Any athlete who fails to complete a season due to disciplinary problems or multiple ejections from a South Carolina High School League sponsored event WILL NOT meet the criteria for Block W eligibility. No jacket or service bars will be awarded under these circumstances.
5. Head coaches in every varsity sport will turn in an end of the season roster which will identify athletes and managers who have met the above criteria. This roster will be turned in to the athletic director immediately upon completion of each sport season.
6. Any athlete who QUIT SCHOOL or who is EXPELLED from school prior to receiving a Block W jacket will not be awarded a jacket.
7. Jackets will be ordered on or before September 15<sup>th</sup> of each school year. Jackets will only be awarded one time per year with the following exception: Any athlete or manager who completes his/her second sport season during their senior year will be allowed to order a jacket immediately upon completion of that sport.
8. An athlete will only be awarded a jacket one time during his/her high school career. Any athlete who requests a second jacket must pay full price prior to the order being placed.

Students are eligible to wear their letter jacket in their Junior year.

2 letters – Student is responsible for 60% of letter jacket

3 letters – Student is responsible for 40% of letter jacket

4 letters – Student is responsible for 20% of letter jacket

5 letters – Student will receive letter jacket at no cost.

### **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.

### **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.

### **LIFE SCHOLARSHIP**

To qualify for a LIFE Scholarship, students must meet two of the following three criteria.

- 3.0 Grade point average
- 1100 SAT or 24 ACT score
- Top 30% of graduating class

\* To qualify for a LIFE Scholarship at a two year institution the sole requirement is a 3.0 GPA.

### **LOCKERS**

Lockers are available for all 6<sup>th</sup>–12<sup>th</sup> grade students at no charge. A lost lock will result in a \$6-dollar replacement cost. Students should not discuss their combinations with anyone. **Lockers should remain locked at all times.** Students who have problems with their lockers should report the problem to the middle/high school office. **Lockers are considered the property of the school, and the administration of the school reserves the right to inspect the lockers whenever sufficient cause is established.**

### **LOST AND FOUND**

Students and parents should check the lost and found cabinet located in the office when items are misplaced. Unclaimed lost and found items will be donated to charity at the end of each month.

provide special foods outside of the regular food purchases.

### **MEDIA CENTER**

The media center provides approximately 13,000 print volumes for grades PK-12 which support the curriculum and recreational reading. In addition, students have access to the DISCUS virtual library and internet for research and multimedia projects. The media center program includes student orientation,

WCS Morning News Show, WCS Book Blog, South Carolina Book Awards, Children's Book Week, Teen READ week, State Library Read-IN, Chess Club and Service Learning.

Media Specialists provide instruction in research, information literacy, and media literacy. They coordinate the use of print and audio-visual materials with classroom teachers to supplement the instructional program. Media Specialists organize the use and dissemination of audio-visual equipment and technology throughout the school.

Students may visit the media center to check out books, research class assignments, read, and play chess. Classes may use the research lab for inquiry projects or students may check out laptops for individual research within the media center. Laptops may not be taken home. The media center is open from 7:30 – 3:15. Food, drinks, and gum are not permitted in the media center. Students need a signed pass from their classroom teacher stating the purpose of the visit.

### **MEDIA RELEASE INFORMATION**

Our school often has the opportunity for positive media coverage of special events in the life of the students while they are at school or participating in school-sponsored events. The School District of Newberry County 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.

### **MONEY AT SCHOOL**

Whenever possible, payments should be made by check for school pictures, insurance, PTO purchases and the like. All students, especially young children, should place money in an envelope with his/her name written on it as well as the amount enclosed and its purpose. Neither the teacher nor the school can be responsible for lost or misplaced money.

### **NOTES REQUIRED FROM PARENTS**

The school requires written notification from parents explaining the following:

- Absences

- Requests for early dismissal

- Requests to miss recess or physical education

- Permission for field trips

- Permission to go home with another student

- Prolonged absences from school

- Changes in usual method of transportation, including bus changes**

- Authorization to administer prescription medicine

- Allergic reactions

- Specific medical treatment or special health needs

**Phone calls will not be accepted. All requests must be in WRITING and signed by the parent or legal guardian.**

## **PARENT OBSERVATIONS AND PARENT TEACHER CONFERENCES**

Parents who visit classrooms to observe are respectfully requested to refrain from interrupting the instructional process. All parent/teacher conferences must take place before or after school or during the teacher's planning period, with no exceptions. Parents are encouraged to schedule conferences at least 24 hours in advance to avoid conflicts with district/ school meetings and conferences

## **PROMOTION/RETENTION OF STUDENTS**

### **PROMOTION AND CLASSIFICATION POLICY FOR 9<sup>TH</sup> –12<sup>TH</sup> GRADERS**

All students must take English courses in sequence. English I must be completed before taking English II; English I and II must be completed before taking English III, etc. Only one English course at a time may be taken during the school year or in summer school.

The requirements for grade placement are as follows:

***Freshman*** – 9<sup>th</sup> Grade: Academic promotion or administrative placement from eighth grade.

***Sophomore*** – 10<sup>th</sup> Grade: A total of six (6) units must have been earned including one unit in English and one unit in math. Students must be enrolled in a science and social studies course.

***Junior*** – 11<sup>th</sup> Grade: A total of twelve (12) units must have been earned including at least two units in English, two units in mathematics, one unit in science and one unit in social studies.

***Senior*** – 12<sup>th</sup> Grade: A total of eighteen (18) units, to include three English units, three math units, two science units and one social studies unit. (Seniors must be able to graduate with the number of credits taken in the senior year.)

### **Retention Appeals Process**

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 with 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.

### **Notification of Rights under FERPA For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **REPORT CARDS**

Report cards will be issued to students at the end of each quarter of the year.

***Parents may check grades at any time on the District Parent Portal. Contact the school for information on how to access the Parent Portal.***

## **SCHEDULE CHANGES**

Students may not officially add, drop, or change a course schedule without the approval of the guidance counselor. Schedule changes will not be made after the first week of school. Students who were scheduled into classes they selected during pre-registration may not change the schedule without acceptable justification.

## **SCHOOL HEALTH**

The School Nurses of the 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, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grades; Hearing - Pre-K, K, and 1<sup>st</sup> grades; Scoliosis – 7<sup>th</sup> grade. Blood Pressure – at least once in grades 9 – 12 grade. If you have any questions or concerns regarding your child's health or screening process contact your School Nurse Coordinator at 321-2620

Additional School Health Services information, forms, and helpful links are available at:  
[www.newberry.k12.sc.us/nurse/isstart.asp](http://www.newberry.k12.sc.us/nurse/isstart.asp)

## **STUDENT FEES, FINES, AND CHARGES**

The Board recognizes that it may charge student fees to offset the costs of educational materials and supplies. The district will not deny any student an education because of his or her failure to pay these charges.

No student is exempt from charges for books, lockers, materials, supplies and equipment that are lost or damaged. These fees and other monies owed will accrue throughout the school years and must be paid in full to receive the student's report card. All fees and other expenses must be paid in full prior to graduation.

### **Newberry County School District High School Fees**

School Fees	\$30.00		
Driver's Ed.	\$150.00		
Art	\$25.00	Ceramics \$35.00	Photography \$25.00
Parking	\$10.00	Technology Fee \$25.00	

## **STUDENT FUND-RAISING ACTIVITIES**

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

No one may solicit monetary contributions from students at any time.

Students in grades kindergarten through seven will not participate in fund-raising activities. Schools may use these students as couriers between school and home for information, order blanks, and materials about fund-raising activities sponsored by the school and school-related organizations.

Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program.

The principal will approve and supervise each campaign.

Students may not participate in fund-raising activities during school hours without the express approval of the principal.

Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent. Only organizations, not individuals, may conduct fund-raising activities. Clubs or organizations requesting permission to hold a fund-raiser must have a valid charter or board-approved by-laws and have been in existence for at least four (4) months prior to the request. Organizations must make written requests in accordance with Board Policy JJ.

### **STUDENT PARKING**

By the conclusion of the first week of school students must complete a Parking Contract between the student, parent, and school AND purchase a parking decal for \$10.00 prior to parking on school grounds. All student parking will be located in the parking lot located on the upper side of the school. Student parking will be on a first come, first serve basis. Students are NOT allowed to go to their cars during the school day without prior approval from the administration or properly following early dismissal procedures. All students are required to exit vehicles immediately upon arrival on the school campus. **All vehicles are subject to search when sufficient cause to do so has been established.** All student drivers must complete Alive@ 25 driver safety class.

### **TARDIES (9 – 12)**

All students who are tardy to school must report to the attendance office and receive an admit slip to class. Tardy students are to be admitted to class and a record kept by the teacher. A student who is more than five minutes late for class without acceptable documentation should be sent to the office to be issued a pass or for disciplinary action. When a student has accumulated three (5) tardies in a class, he/she is to be referred to the office. The minimum punishment will be a phone call to the parent, with more serious punishments for repeat offenders. **Grade 6-12 students must report to The Main Office to sign in and receive a tardy slip before being admitted to class.**

### **SCHOOL TELEPHONES**

Office phones may be used only with the permission of the office staff, but not during class time. Students are not to be excused from class to use the telephone unless they are called for by a member of the office staff or there is a medical emergency. Messages will be forwarded to students only in cases of great urgency, as explained by parents or guardians.

### **TEXTBOOKS**

Textbooks will be issued to all students where applicable. Students will be held responsible for the care and return of all books. Students who lose or damage textbooks will be charged for their damage and/or replacement. **Students must pay for lost books before being issued a new textbook.**

### **SUMMER SCHOOL**

The district will operate the summer school program in accordance with the State Board of Education regulations and standards required by the SC Department of Education and Advance Ed. Schools may charge a fee to cover expenses of staffing, providing instructional materials, textbooks, and other expenses directly related to the instructional program of the summer school. **Student must have finished with a yearly average grade in class no lower than a 55 to be eligible for summer school.**

## **TRANSPORTATION TO NEWBERRY COUNTY CAREER CENTER**

Students who are assigned to the Career Center in Newberry are to ride the bus to Newberry. Any exceptions must be approved in advance by both the Director of the Career Center and the Principal or Whitmire Community School Transportation Coordinator.

## **WELLNESS POLICY**

The School District of Newberry County has adopted a School Wellness policy with the purpose of providing a district and school environment that promotes and protects children's health, wellbeing and ability to learn by supporting healthy eating and physical activity. Parents can visit the Child Nutrition Services website on the School District of Newberry County website to read more about the School Wellness policy.

## **IMPORTANT NEW INFORMATION FOR PARENTS AND STUDENTS:**

To insure that all food provided to students during the school day is safe, ***all food for celebrations and special occasions that are provided to a whole class by parents or brought in by students must be pre-packaged.*** To insure the safety of students, we can no longer allow homemade goodies to be brought in to the school for a class treat.

## **WITHDRAWAL PROCEDURE**

To withdraw from school, a student needs to follow these steps:

- Obtain a withdrawal form from the office.
- Present the form to each of your teachers during your last day in class. Each teacher will record your grades on the form.
- Turn in your textbook to the Assistant Principal.
- Have Book Keeper initial the form indicating that you do not owe any fees.
- Have Media Specialist initial the form indicating that you are clear with the media center.
- Take the form to the office and have your Counselor record your date of withdrawal.

Present the form to the registrar or counselor at your new school

## **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

## **MIDDLE SCHOOL BELL SCHEDULE (6<sup>TH</sup>-8<sup>TH</sup> GRADES)**

7:55 – 8:10	Promoting Achievement in Whitmire (PAW)
8:14 – 9:14	1 <sup>st</sup> Period
9:18 – 10:18	2 <sup>nd</sup> Period
10:22 – 11:22	3 <sup>rd</sup> Period
11:27 – 12:27	4 <sup>th</sup> Period
12:27 – 12:57	<b>LUNCH</b>
1:01 – 2:01	5 <sup>th</sup> Period
2:05 – 3:05	6 <sup>TH</sup> Period



## **HIGH SCHOOL BELL SCHEDULE (9<sup>TH</sup>-12<sup>TH</sup> GRADES)**

7:55 – 8:00	<b>Promoting Achievement in Whitmire (PAW)</b>
8:06 - 9:36	1 <sup>st</sup> Block
9:42 - 11:18	2 <sup>nd</sup> Block Seniors and NCCC 11:12
11:18 - 11:50	<b>LUNCH</b>
11:55 – 1:25	3 <sup>rd</sup> Block
1:31 – 3:05	4 <sup>th</sup> Block

2:35 Elementary Car Riders Line Up  
2:55 High School Drivers and Middle School Riders with High School Drivers report to cars  
2:55 High School Bus Riders to Bus  
2:57 Middle School Bus Riders to Bus  
3:00 Elementary to Bus  
3:05 Middle and High Car Riders  
High School Drivers who pick up Elementary will drive to Elementary Pick Up Line

## **SECTION V- Link to Newberry County School District Program of Studies**

<https://www.newberry.k12.sc.us/page/2023-2024-program-of-studies>

The Program of Studies is updated yearly with the most accurate information regarding Graduation Requirement. Follow the link to access the School District of Newberry County PROGRAM OF STUDIES