Student/Parent Handbook

2026– 2027

Newberry Alternative School (NAS)

6794 U.S. Highway 76, Round Building

Prosperity, SC 29127

(803) 321-2683

NAS Mission Statement



One District One Team One Mission

DISTRICT MISSION STATEMENT

To engage students at all levels in educational experiences that ensure success and life-long learning.

DISTRICT VISION

Our visions of a culture where-

- ~ all ideas are valued;
- ~ a cooperative relationship exists between the school district and the community;
- ~ collaboration is expected;
- ~ people want to work and students want to learn.

NEWBERRY ALTERNATIVE SCHOOL MISSION STATEMENT

Newberry Alternative School (NAS) offers a meaningful and measurable learning experience through targeted instructional support, aiming to produce positive outcomes for students who face challenges with attendance, behavior, and/or academics in the traditional school settings. NAS is specifically designed for students who have experienced attendance, behavior and/or achievement problems. NAS is committed to providing a positive, student centered, safe, and academically comprehensive program that is sensitive to the varied learning styles of all students.

NEWBERRY ALTERNATIVE SCHOOL VISION

Our vision is to prepare each student to return to the home school by equipping them with eh social, emotional, and academic skills necessary to remain in the home school setting.

NAS 2026 – 2027 Staff

Neda Y. Epps, Principal

Kely Koon, ISS Monitor

Jacqueline Deas, Guidance Counselor

Shannon K. Tooley, Secretary/Bookkeeper

Colette Reamer, Math Teacher

Jackson Achankunju, Science Teacher

Benjamin Sandrowitz, ELA Teacher

Cristin Atchison, Social Studies Teacher

Damali Harris, Lab Monitor

Cari Bonhomme, Shared Resource Teacher

Michael Schaeffer, Shared PE

NAS ADMISSION PROCESS

Criteria for Admission

Frequent manifestation of oppositional behavior
Frequent outbursts of anger that cannot be brought under control
Frequent examples of violent behavior intended to inflect harm (hitting, kicking)
GED – excessive retention in the ninth grade
Returning from an alternative placement.
Launch Program
Choice

Admission Process

If the principal of the school believes that a student is a candidate for the program, he/she is to submit a case-file of documented evidence of behaviors meeting the criteria to the Assistant Superintendent of Student Services. The District Review Committee will review the file and make a decision on whether or not to admit to the program. If student admitted, the NAS Principal will consult with the principal to establish individual goals for the student to meet prior to returning to the regular program.

The purpose of Newberry Alternative School will be explained to the student and parent

(The alternative school is an Interim Alternative Educational Setting that provides a meaningful and measurable learning experience for students who have been unsuccessful in their traditional school setting. Once the student's recommended timeframe is reached, he/she is expected to return to the home school, unless circumstances occur that could cause an extension to the student's recommended timeframe.

Upon the student entering NAS:

1. The recommended timeframe by the Hearing Officer will be discussed with the student and the parent.

2. The student and the parent will sign a behavioral contract.

3. The School District of Newberry County Code of Conduct Secondary Behavior Offenses, Disciplinary Procedures, & Behavior Consequences will be shared in writing with the student and parent.

4. The parent and student will sign a transportation form and expectations of riding the school bus will be explained.

5. Each student will establish a behavioral and academic goal.

STUDENT EXIT PROCEDURES

Upon the end of the recommended timeframe for students to return to their home school, the home school principal(s) will be emailed a list of student names who are projected to return to their school. The recommendation will be based on the recommended timeframe granted by the Hearing Officer. Since some students enroll in NAS with failing grades and behavioral issues, their academic/behavioral progress will be monitored and shared with the home school. Still, it will not be considered a factor in extending the recommended time frame at NAS unless there is a major infraction.

To ensure all involved are aware of expectations upon re-entry to the home school, the parent, student, home school principal or designee, guidance counselor, school psychologist, Resource Teacher (SPED only), and Behavioral Interventionist will meet to discuss strategies that could continue the student's success.

Program Hours & Daily Schedule

NAS-Newberry Alternative School
6794 U.S. Highway 76, Round Building
Prosperity, SC 29127
(803) 321-2683

School Hours – Daily Schedule

The following is NAS' daily schedule M-F, except for holidays and other approved NCSD work days:

7:30– 8:00 a.m. Instruction/Tutoring

7:30 a.m. – 2:00 p.m. Academic Coursework & Activities

STUDENT SCHEUDLE

Bells	Lab	Sandrowitz	Reamer	Achankunju	Atchison	SPED
7:30 – 8:30	<no students>	ENRICH & breakfast	ENRICH & breakfast	ENRICH & breakfast	ENRICH & breakfast	<no students>
8:30 – 10:00	**VSC** (all day in lab)	**8th**	**6th & 7th & Launch**	**VSC**	**VSC**	**Klinger Middle School**
10:00 – 11:30		**6th & 7th & Launch**	**8th**	**VSC**	**VSC**	<no students>
11:30 – noon	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Noon – 1:00	**VSC** (all day in lab)	**VSC**	**VSC**	**8th**	**6th & 7th & Launch**	<no students>
1:00 – 2:00		**VSC**	**VSC**	**6th & 7th & Launch**	**8th**	**High School**

2026-2027 Handbook Info

Accessibility

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

Admissions

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in South Carolina law, board policy, and administrative regulations. Students and their parents should contact the school office for admission requirements. Generally, all persons of legally defined and mandated school age, who reside in the district and who have presented required certificates of immunization, may attend the public schools.

Parents must provide **one** of the following for proof of residence: Current property tax notice/paid receipt, lease agreement (including physical address), mortgage agreement (including physical address), current federal tax return. Tax information: should include 4% assess value of the property to meet admissions to school for property owners. If an individual is living with someone without one of the proofs listed above, contact the Office of Student Services to complete a Student Residency Statement. A post office box will not suffice for an address. (In the case of parents that own additional property in the district, the definition of Residency as defined by the Board of Trustees will apply.) Any **two** of the following documents listed may serve as "Required Supporting Documents" and the service address listed should be the same as the physical address: Current power bill, current phone bill, current water bill, current cell phone bill, satellite TV/Cable bill, South Carolina Drivers License, Automobile Tax/Automobile registration card.

*Defining Residency Each student will attend the school that serves his/her place of legal residence as determined by the district's Board of Education. The normal definition of a resident is one who occupies a dwelling within the area at issue, has a present intent to remain within that area for a period of time, and manifests the genuineness of that intent by establishing an ongoing physical presence within that area together with indicia that his presence is something other than merely transitory in nature – i.e., one's domicile.

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 1st of the school year may waive kindergarten attendance for his/her child.

The Board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

Students living in the School District of Newberry County attendance area should be enrolled no later than the third official day of instruction.

If a student is not enrolled or accounted for by the third official day of instruction, the principal or his/her designee will contact the student and parent by telephone, letter, or home visit.

The principal or his/her designee will contact students not enrolled by the fifth official day of school again. Also, a referral will be made to the district's attendance officer.

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

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

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

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

Lawful Absences

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

- Absences caused by a student's own illness
- Absences due to an illness or death in the student's immediate family
- Absences due to a recognized religious holiday of the students' faith
- Absences due to activities that are approved in advance by the principal
- A child in foster care who must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services

Unlawful Absences

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

- 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 Offenses, Disciplinary Procedures, & Behavior Consequences

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		
		1st Offense	2nd Offense	3rd 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) **1+ ISS Days for any additional violations*
6. Unauthorized use of electronic devices	390	WARN	DH (1 Day)	ISS (1 Day)
7. Failure to comply with disciplinary action	271	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
8. Tardy (classroom)	180	See Tardy Policy		
9. Leaving class without permission	320	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
10. Cafeteria violation	017	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
11. Other minor offenses	002	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
12. Dishonesty/Lying	006	DH / 1-3 Days	ISS / 1-3 Days	ISS / 3-5 Days
13. Violation of classroom rules (minor)	002	DH / 1-3 Days	ISS / 1-3 Days	ISS / 3-5 Days
14. Public displays of affection	022	Warning	DH 1-3 Days	ISS / 1-3 Days

15. Parking violation	300	OSA / Pay fine	OSA / Pay fine/loss of privileges (1-3 Days)	OSA / Pay fine/driving privileges revoked
16. Driving violation	305	OSA	OSA	Driving privileges revoked
17. Computer violation (minor)	220	WARN	DH (1-3 Days)	ISS (1-3 Days); ISS (3-5 Days); OSS (1-3 Days) *day user
18. Refusal to obey (minor)	270	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
19. Unauthorized use of school equipment	023	DH (1-3 Days)	ISS (1-3 Days)	ISS (3-5 Days)
20. Riding Unauthorized School Bus	340	WARN	ISS (1-3 Days)	OSS (1-2 Days)
21. Failure to report to administrator or staff on due notice	271	DH (1-3 Days)	ISS (1-3 Days)	OSS (1-2 Days)
22. Cheating/Plagiarism	190	OSA/Redo assignment, Parent Contact; 75 Maximum grade	OSA/Redo assignment, Parent Contact; 50 Maximum grade	OSA/Parent Contact & Zero for assignment

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		
		1st Offense	2nd Offense	3rd 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) (including but not limited to videoing and/or posting school-related incidents online)	009/ 407	3-5 Days OSS - Administrative Discretion – BIP 5+DAYS- Revisit BIP Referral Packet		

1. Threatening, sexual harassment, victimizing, arguing or intimidating other students	027/ 407/ 013	OSS (1-3 Days)	OSS (3-5 Days) BIP	OSS (5+ Days)
2. Willful destruction of school property (including school safety equipment)	760	OSS (1-3 Days) REST	OSS (3-5 Days) REST	OSS (5+ Days) REST
3. Unauthorized presence on school grounds (including games and afterschool activities)	750	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5+ Days)
4. Gambling	630	ISS (1-3 Days)	OSS (1-3 Days)	OSS (3+ Days)
5. Possession of contraband	010	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5+Days)

6. Theft (>$50)	670	OSS (1-3 Days) REST	OSS (3-5 Days) REST	OSS (5+ Days) REST
7. Insubordination	270/ 420	OSS (Up to 1-3 Days)	OSS (3 + Days)	OSS (5 + Days) RE
8. Possession/Distribution of obscene images/literature	018/ 710	ISS (1-3 Days)	OSS (1-3 Days)	OSS (3+ Days) RE
9. Severe misconduct (slamming classroom doors, verbal confrontation, etc.)	017/ 020/ 405	OSS (Up to 1-3 Days)	OSS (3 + Days)	OSS (5 + Days) RE
10. 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. Use or possession of tobacco-related paraphernalia and or product (e-cigarettes, vape pens, etc.)	230	OSS (1-3 Days)/Vape Education Program Completion	OSS (3-5 Days)	OSS (5+ Days)
19. 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)
20. Disturbing class	007	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
21. Forgery	011	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
22. Throwing Objects	028	ISS (1-3 Days) REST	OSS (1-3 Days) REST	OSS (4+ Days) REST
23. Bullying/Cyberbullying, retaliation for bullying/false accusations of bullying/intimidation	651/ 652	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5+ Days)

24. Contract/Probation violation (school)	380	ISS (1-3 Days)	OSS (1-3 Days)	OSS (4+ Days)
25. Other offenses (major)	700	OSS (Up to 1-3 Days)	OSS (3+ Days)	OSS (5+ Days) RE
26. Refusal to Obey (major)	270	OSS (Up to 1-3 Days)	OSS (3+ Days)	OSS (5+ Days) RE
27. Possession of over the counter or prescription medications	031	OSS (1-3 Days)	OSS (3-5 Days)	OSS (5 + Days) or RE
28. Distribution of School Assessments	190	ISS/Zero on Assignment	OSS/Zero on Assignment	OSS/Zero on Assignment
29. 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**	**RAlt**	**RE**	**REST**
Call to Law Enforcement	Out of School Suspension	Recommended for Alternative Placement	Recommended Expulsion (and possible Criminal Charges filed).	Restitution
Note: Any student with serious criminal charges pending may be subject to recommendation for expulsion.				

Behavior Offenses	PowerSchool Code	Consequences	
		1st Offense	2nd 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	RAlt	RE
4. Under Influence of illegal drugs/alcoholic beverages/intoxicants	580/680/ 575	RAlt	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	RAlt	RE
8. Setting off fire alarms falsely	350	RE	
9. Bomb Threats/Threats of violence to school	260	RE	
10. Severe vandalism	760	RAlt & REST	RE & REST
11. Sexual misconduct at school	025/610/690/ 720	RAlt	RE
12. Gross violation of probation/behavior contract	430	RAlt/RE	RE
13. Threatening, harassing, victimizing, or intimidating staff	012/027/407/ 650	RE	
14. Extortion	600	RAlt	RAlt/RE
15. Possession of weapon or a weapon facsimile: such as knife, box cutter, stun gun, mace, pepper spray, etc.	789	RAlt	RE

16. Lynching/Ganging (including but not limited to videoing and/or posting school related incidents on the internet)	250/700	RAlt	RE
17. Pornography	710	RAlt	RE
18. Discharging fire extinguishers	760	RE & REST	
19. Kidnapping/Abduction	660	RE	
20. Larceny/Stealing/Theft	670	RAlt	RE
21. Contract/Probation violation (repeated school or district)	430	RAlt	RAlt

***** 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 guard-ian advising such parent or legal guardian of the proposed action, the reason for it, and setting a time and place when the administra-tor 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 sec-tion (IX) below, including the right to appeal to the Board of Education.

Definitions

Alternative Placement	A student who violates the rules set forth in the Code of Student Conduct may be assigned Alternative Placement as a consequence of poor behaviors. Placement may include assignment to home-based instruction.
Assault	An actual offensive and intentional touching or striking of an individual, without use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.

Bullying	Per state law 59-63-120) A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child, or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
Cheating	Academic dishonesty involving copying another student's work or allowing a student to copy your own work on homework, classwork, tests, exams, projects. Includes but is not limited to plagiarism, passing another person's work as your own.

Computer Violation	Unauthorized or excessive personal use of school computers and computing equipment. This includes but is not limited to accessing websites without permission, sending inappropriate emails/messages, deleting other students' files, or accessing unauthorized staff/student information.
Contraband	Items including but not limited to toys, lighters, matches, bullets, fireworks, stink bombs, which disrupt or distract from the learning process or pose safety hazards.
Cutting class	An unauthorized absence from an assigned class or related activity.
Defiance	Refusal to comply with a request from school staff/personnel.
Disrespect	Lack of courteous regard for another person.
Disturbing class	Behavior which disrupts the orderly educational process of school.
Electronic device	Device such as: cell phone, smart watches, iPod, head phones, handheld video game devices, etc.

Extortion	Attempting to obtain/obtaining money or other item(s) of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
Facsimile/Imitation Drugs	A pill, capsule, tablet, or other item which is **not** a controlled substance, an alcoholic beverage, or illegal drugs, but which by appearance, including color, shape, size, marking or package, or by representations made, is intended to lead a person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, or marijuana.
Fighting	Actions involving serious physical contact where injury may occur. Two or more parties striking each other with the intent to cause bodily harm. A student who is assaulted and retaliates by hitting, striking, or kicking, may be disciplined for fighting.
Forgery	Signing someone else's name or using a signature which is not authentic.
Gambling	Participation in games of chance for money and/or other things of value.
Ganging/Gang-related activities	Group activity which involves intimidating, threatening,

	lynching, or physical violence.
Harassing	Repeated annoyance of students/staff.
Hit/Kick/Push	Horseplay, grabbing, pinching, nonaggressive punching or slapping, chasing, shoving, or other such low impact incident not severe enough to constitute a fight.
Horseplay	Rough or boisterous behavior that can unintentionally result in someone getting injured.
Insubordination	Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/ volunteers, or law enforcement officers is considered insubordination. refusal to complete assignments, refusal to participate in school activities.
Intimidating	To frighten/inhibit another person.
Intoxicating substance	Any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by

	state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.
Larceny/Theft	Taking materials that belong to students/staff/school. While both terms share the same definition, Theft may be considered the minor of the two, and classified as inappropriate behavior. Larceny should be considered the more serious offense, often with the stolen materials being of a higher monetary value.
Laser pointer	If used to inflict harm, it will be considered a weapon.
Loitering	To stand idly by without legitimate reason or business.
Lynching	Group activity involving physical violence.
Misconduct	Behavior not conforming to school rules/regulations.
Non-forcible sex offense	Unlawful, non-forcible sexual intercourse; or unlawful sexual exposure.
Obscene/Profane	Offensive or degrading
Other Offenses	Problem behavior not specifically listed or defined in the student code of conduct.

Physical Altercation	Any physical contact occurring with the intent to cause discomfort or an incidence of slight physical contact will constitute an altercation between students. Physical contact of a threatening or provoking nature to another student.
Pornography	Printed or visual material containing the explicit description or display of sexual organs or activity, intended to stimulate erotic rather than aesthetic or emotional feelings.
Paging device	(Per state law 59-63-280/Safe Schools Act) electronic summoning device will be confiscated.
Public Display of Affection	Kissing, cuddling, necking or petting in public.
Refusal to Obey/Defiance:	Refusal to comply with established rules; disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers. Refusal to accept consequences such as after school detention or failing to report to in school suspension.
Restitution	In the case of serious acts of vandalism, students shall pay

	for damage done to buildings, equipment or other property of the school, staff, or other students before returning to school.
Sexual Harassment	Unwanted or unwelcome behavior of a sexual nature that includes touching, groping, patting, snapping a bra or pulling down someone's pants, as well as sexual or derogatory comments, sexually suggestive gestures or sounds, spreading rumors, offensive text messages or emails, or postings to social media. ****Students should report all incidents of sexual harassment to administration immediately.**
Threatening	To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm.
Tobacco/Paraphernalia	Use/Possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, e-cigarettes, vapors etc.
Unauthorized Use of School Equipment	Low-intensity misuse of property; tampering with equipment/impairing its usefulness. Tampering with a computer's settings; Using staff copy equipment; using vending machines not allowed for student use.

Victimizing	Harming/Taking advantage of another person

Definitions

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.

Any request for transportation changes must be made in Final Forms under the Transportation Information section. Within three days, the parent and/or the guardian will receive an email from Final Forms notifying that the Transportation Department has approved or denied the request.

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

TRANSPORTATION CODE OF CONDUCT

BEHAVIOR OFFENSES, DISCIPLINARY PROCEDURES AND BEHAVIOR CONSEQUENCES

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

Coding for Level l and Level ll Consequences				
WARN	DH	ISS	OSS	RE
Warning	Detention Hall	In School Suspension	Out of Suspension	Recommended for Disciplinary Hearing
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 l Behavior Offenses

Behavioral misconduct includes any activity in which a student engages that tends to impede the operation of the school bus or the frequency or seriousness of which disturbs the school bus.

Behavior Offenses	Consequences 1st Offense	2nd Offense	3rd Offense	4th Offense
Horseplay/distracting behavior (minor)	DH or 1-3 days ISS or	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Eating/drinking/littering (minor)	DH or 1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Leaving seat/ standing without permission	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Profanity/obscene gestures/ possession of unacceptable material	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
False identification/refusal to identify oneself	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Riding wrong bus or using wrong bus stop	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Riding or attempting to ride any bus during bus suspension	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Disobedient to the driver	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges
Inappropriate cell phone use	1-3 days ISS	3-5 days ISS	5-10 day bus suspension	Loss of bus privileges

LEVEL II Behavior Offenses

Behavior Offenses	Consequences			
	1st Offense	2nd Offense	3rd Offense	4th Offense
Hanging out of the window	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Throwing Objects	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Bullying/physical aggression	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Profanity/threats/obscene gestures directed toward driver	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Possession or use of a controlled substance	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Any infringement to the bus "DANGER ZONE"	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Lighting of matches/lighters/any flammable object or substance	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Any unauthorized use of the emergency door/equipment	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Possession or Threat of weapons/explosive/flammables	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Verbal or physical sexual conduct	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges
Fighting	3 day bus suspension	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges

(Driver has the authority to assign/reassign seats at any time)

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by Newberry School District policy. The bus driver has the authority to assign/reassign seats. The sexual/racial/religious harassment policy, the weapons policy, and bully policy of Newberry School District will be strictly enforced on the school bus as well as at school. Video cameras may be used on school buses.

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.*

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.

Secondary School Dress Code

Students are required to dress in a manner not to disrupt educational process or place themselves at risk as it relates to health and safety regulations. Failure to follow the dress code may result in a student receiving a consequence in accordance with the School District of Newberry County Student Code of Conduct.

The following guidelines will be observed:

•Shorts and skirts should be no more than 6" above the knees.

•Pants or shorts exposing a student's skin or undergarments are not allowed.

•Bare midriffs, halter-tops, tank tops, see-though, or low-cut blouses are not permitted.

•All shirts/tops must cover cleavage, midriffs, and undergarments.

•Spandex or form-fitting dresses are not allowed.

•Leggings are not permitted unless worn with a long shirt or tunic worn over them that is 6" above the knees.

•Pants must be worn at the natural waistline and undergarments are not to be visible.

•Bedroom slippers, pajamas or blankets are not allowed.

•Sunglasses, hats, headgear, head coverings to include bandanas and "do rags," are not allowed to be worn in the school building. This also includes hoods, bonnets, sweatbands, wave caps, hoods, etc.

•Clothing must not have vulgar, obscene, gang related, or otherwise inappropriate/offensive symbols or language.

•Clothing or accessories endorsing weapons, drugs, drug paraphernalia, tobacco, or an alcoholic beverage are not permitted. (Ex.: Book bags, jewelry, hats, etc.)

•Chains are not permitted to be worn around the neck, used as belts, or attach wallets on campus. This does not include standard silver or gold necklaces.

•Jewelry or clothing which contain spikes will not be allowed on campus.

•Dress code violations will be addressed by school administration in accordance with the School District of Newberry County Code of Conduct.

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 the District's electronic messaging system. For this reason, parents must ensure that the district has accurate telephone contact information.

The announcement will also be posted to the district website and social media outlets and 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), among others.

Federally Funded Programs

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

Grading

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

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Students' grades will be weighted as follows:

50% - Major assignments

40% - Minor assignments

10% - Classwork/homework

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 receive a free and appropriate public education. A team decides if a student qualifies as a student with a

disability 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. The homebound forms are available in the school office, as well as the Student Services office. 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 will be operating under the Community Eligibility Provision (CEP).

Under the CEP, all students in all schools are offered breakfast **and** lunch at no charge each school day. 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. When a purchase is made in the cafeteria, the cost is deducted from their account. The money remains in the student's account until it is used. If students have monies remaining at the end of the year, the money will carry forward to the next school year. Cash and Checks are other forms of payment for additional items. Checks will provide a receipt for the parents and will guarantee that the money is spent on cafeteria purchases. **The cafeteria staff will not cash checks for students.** Checks will be applied directly to the students' account on the day that the check is brought to school. Please make all checks payable to the school cafeteria and print the child's full name on the bottom of the check in the memo section. Parents/Guardians are asked to put any cash in a sealed envelope and label the outside front of the envelope with the students' name, account number, amount, grade, and homeroom teacher.

We have an enforced charge policy in our district. A copy of this policy is on our website at www.ncsdnutrition.com. Cashiers print a low balance letter at least once a week indicating monies owed which are sent home with students. The district's automated message system is used to send messages if a student's account is negative.

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

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

Diet Prescription for Meals

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 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:

1. Elementary: Hearing and Vision Screenings (grades: PK, K, 1, 2, 3, 5) (4 - vision only)

2. Middle: Hearing and Vision Screenings (grade: 7)

3. High Schools: Vision, Hearing and Blood Pressure Screenings (grade: 9)

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. The first dose of a new medication must be given at home for the parent/guardian to monitor for any adverse reactions or side effects before it is administered at school.

It is the responsibility of the parent/legal guardian to notify the school personnel about any 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 (unopened). 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 plastic bags, envelopes, etc.

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

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

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

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

Medications are given within one (1) hour before or after the ordered time as designated by the student's health care provider. In the event of a delayed start to the school day, any morning medications given at school will need to be given at home as the school nurse will not be able to administer. This applies to early release days as well.

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

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

Student Medication Procedure at School

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

1. child's name

2. physician's name

3. name of the medication

4. time medication to be taken at school

5. dosage

6. 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 each medication, which will be given on a long-term basis or those medications, which must be administered in case of exposure to allergens (for example, epinephrine for bee stings) provided there are no changes in dosage or times of administration. The parent/legal guardian will need to provide written documentation from a doctor or a new pharmacy-labeled container when changes occur in medication dosages or times. A new permission form will be required when changes are ordered in current medications (e.g. dosage or time of administration).

Guidelines for Managing Contagious Illnesses in School

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

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

Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people, such as teachers on duty during recess, bus drivers, and cafeteria employees, to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual Health Care plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the school nurse coordinator at (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 adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. 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.

State Testing Program-Middle School

The South Carolina College- and Career-Ready Assessment (SC READY) program is a statewide assessment in English Language Arts (ELA) and Mathematics in grades 3–8 and science for grades 4 and 6. The SC READY tests measure the South Carolina Standards taught in ELA, Math, and Science classes. These standards are located on the SCDE website. Additionally, SCDE provides a parent resource page including brochures, sample items, sample score reports, Score Report User's Guide, translations and alternate formats for these resources on the SCDE Website. All students, including students with disabilities and multilingual learners (MLs), must be administered SC READY except for those students who qualify for the South Carolina Alternate Assessment (SC-Alt) as determined by their IEP team. Please note when testing sessions will occur and make arrangements to ensure attendance for the assessment session. Visit https://bit.ly/statetestingprogram for more details.

Per SCDE guidelines, during testing, students may not be in possession of any electronic devices that can be used for communicating, timing, creating images, or storing images. These devices include but are not limited to cellphones, smart watches, Bluetooth devices, e-readers, and any other electronic device not used for testing*. Devices will be collected by the test administrator and returned after testing is complete. To learn more about investigation and

discipline procedures related to electronics use during state testing, please review this guidance document (https://bit.ly/statetestingelectronics). *This restriction does not apply to medical devices documented and approved for use during testing in a student's IEP, 504 Plan, or Individual Health Plan.

The district will also administer the iReady diagnostic as the state required formative assessment during the fall, winter, and spring each 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.

State Testing Program-High School

The End-of-Course Examination Program (EOCEP) is a statewide assessment program for specific courses awarding units of credit in English/language arts, mathematics, science, and social studies. State End of Course (EOCEP) exams are taken in the following courses: English II, Algebra I, Intermediate Algebra, Biology I, US History, and HIS 202. The exams must be taken to earn a graduation requirement credit for the course. Additionally, scores must be counted as 20% of the final grade in the aligned course. EOCEP test items are written to assess the knowledge and skills described in the academic standards.

Please note when testing sessions will occur and make arrangements to ensure attendance for the exam. Visit https://bit.ly/statetestingprogram for more details.

Per SCDE guidelines, during testing, students may not be in possession of any electronic devices that can be used for communicating, timing, creating images, or storing images. These devices include but are not limited to cellphones, smart watches, Bluetooth devices, e-readers, and any other electronic device not used for testing*. Devices will be collected by the test administrator and returned after testing is complete. To learn more about investigation and discipline procedures related to electronics use during state testing, please review this guidance document (https://bit.ly/statetestingelectronics). *This restriction does not apply to medical devices documented and approved for use during testing in a student's IEP, 504 Plan, or Individual Health Plan.

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.

Transcripts

Transcripts will be printed at a cost of $8.00 each and will be requested online at **https://sdncsc.scriborder.com/**. For current students, the first four transcripts are free.

Truancy Procedure

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

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

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