



**Newberry County
Career Center**



2026-2027 STUDENT/PARENT HANDBOOK



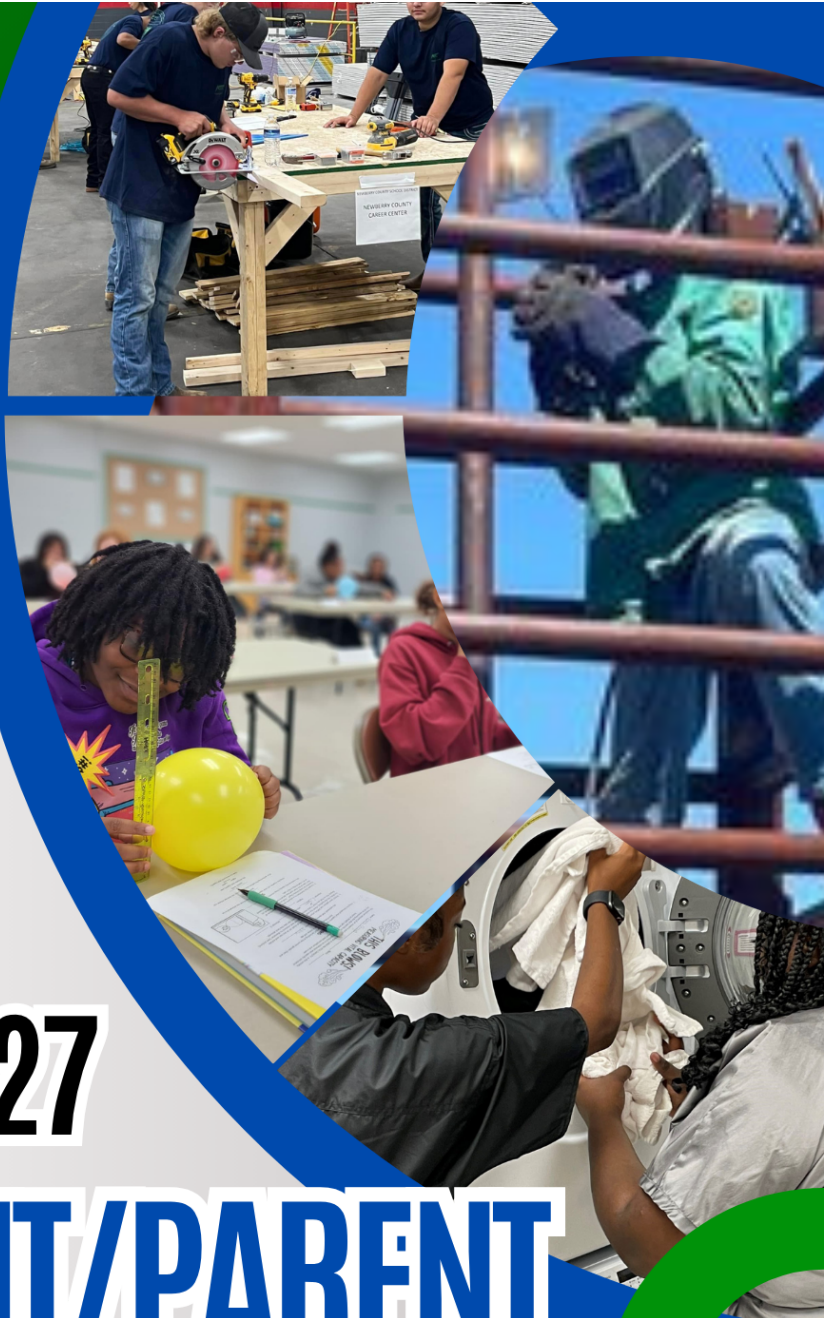
<https://www.newberry.k12.sc.us/o/nccc>



803-321-2674



3413 Main Street,
Newberry SC 29108



NCCC 2026-2027 STUDENT/PARENT **HANDBOOK**

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The SDNC High School Handbook provides students and families with important information regarding attendance, academics, behavior expectations, discipline procedures, transportation, student services, health and safety policies, dress code, student rights and responsibilities, and district operations to support a safe and successful school experience.	
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NC³ Bell Schedule



Morning

8:10	Doors Open
8:20	Classes Begin (Period 1) – Tardy Bell
9:40	Period 2 Begins
10:55	Whitmire bus riders and Whitmire drivers released
11:00	MCHS and NHS drivers and car riders

Afternoon

12:10	Doors Open
12:20	Classes Begin (Period 3) – Tardy Bell
1:40	Period 4 Begins
2:30	Whitmire bus riders and drivers released
2:45	MCHS bus riders released
2:55	MCHS drivers, NHS drivers, & car riders released
3:05	NHS bus riders released

Newberry County Career Center Administrative and Support Staff

Position:	Staff Member:	Email:
Director	Jennifer Holliday	jholliday@sdnc.org
Assistant Director	Paul Dobyns	pdobyns@sdnc.org
Bookkeeper	Kim Ackerman	kackerman@sdnc.org
Administrative Assistant	Brandy Metts	bmetts@sdnc.org
School Counselor	Krystal Brown	knbrown@sdnc.org
Special Populations Coordinator	Tricia Ulch	pulch@sdnc.org
Work based Learning Coordinator	Laurie Suber	lsuber@sdnc.org
Career Specialist	Jennifer Moore	jmoore@sdnc.org
School Nurse	Lauren Flynn	lflynn@sdnc.org

Newberry County Career Center Courses/Instructors

<u>Courses:</u>	<u>Instructor:</u>	<u>Email:</u>
Agricultural, Food and Natural Resources	Jacob Cathcart	jcathcart@sdnc.org
Automotive Collision Repair and Technology	Johnny Amick	jamick@sdnc.org
Automotive Technology	Josh Mills	jfills@sdnc.org
Biomedical Sciences	Erika Campbell	ecampbell@sdnc.org
Building Construction	Michael Cruickshanks	mcruickshanks@sdnc.org
Business Education	Jarva Crawford	jcrawford@sdnc.org
Business Education	Elizabeth Modzel	emodzel@sdnc.org
Business Ed./Information Technology	Jimmy Gregory	jgregory@sdnc.org
Cosmetology	Daphne Suber	ddsuber@sdnc.org
Health Science	Alicia Rosemond	arosemond@sdnc.org
Health Science	Jessica Morris	jmorris@sdnc.org
Law, Public Safety and Security	Gary McGlohorn	gmcglohorn@sdnc.org
Machine Tool Technology	Tyler Mills	tylermills@sdnc.org
Mechatronics Integrated Technology	Donald Sral	dsral@sdnc.org
Pre-Engineering	Karen Jackson	kjackson@sdnc.org
Sports Medicine	Kate Cheeks	jcheeks@sdnc.org
Welding Technology	Mike Jaeger	mjaeger@sdnc.org

NCCC MISSION STATEMENT

Our goal is to utilize the power of career and technical education so that students can be the driving force of positive growth for themselves and for the community.

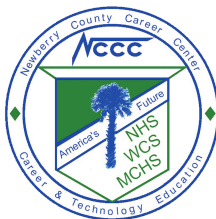
NCCC VISION

To create a high-quality career and technical education in which every student reaches their fullest potential and is prepared for their personalized path post-graduation.

NCCC STATEMENT OF BELIEFS

We believe...

- Every individual can learn.
- Every individual must be given the opportunity to reach his/her full potential.
- Learning is a life-long process.
- Respecting differences in others benefits everyone.
- Every individual must be treated with dignity.
- Every individual must have a caring and safe environment in which to work and learn.
- Individuals must understand and be responsible for their own choices and actions.
- Willingness to change is necessary for progress and success.
- Education is the shared responsibility of the entire community.
- Family involvement is important to the development of the child.



2026-2027 NCCC Specific Procedures and Information

Absence Recovery

The Newberry County Career Center offers students a chance to complete attendance recovery at our center. For students that need to complete absence recovery, please refer to the [Seat Time Recovery - NCCC document](#). General seat time information can be found [here](#) ([Spanish version](#))).

Artificial Intelligence Use Statement

The School District of Newberry County (SDNC) recognizes that Artificial Intelligence (A.I.) is a developing technology that is used in many different areas, including education. SDNC has developed guidance and support for A.I. use in our schools, please refer to the SDNC Artificial Intelligence Position statement on the district website.

By default, the use of A.I. tools are not permitted unless explicit permission is granted by the instructor for a specific assignment. When authorized, A.I. may be used as a support tool (such as for brainstorming or editing) provided all generated work is properly cited or referenced. Conversely, A.I. use is strictly prohibited on all Assessments, homework or coursework where prohibited, and any assignment requiring original work. Unauthorized use of A.I. constitutes a violation of the SDNC District Code of Conduct, which may result in parent contact, mandatory assignment redo with grade reductions, or a grade of zero for repeated offenses.

Student Breaks

Soft drinks and snacks are made available. The privilege to have a break and/or leave the classroom/shop may be denied by the instructor when, in his/her judgment, such privilege is not deserved or is being abused. Students should know that breaks are not mandatory and are a privilege only.

NCCC Bus Transportation

Bus transportation is provided for all Newberry County Career Center students to and from their home schools. Students who miss buses intentionally or unintentionally must present a pass signed by a school official from the home high school before reporting to class at the Career Center. Absences and tardiness due to missing the bus will be considered unexcused and will be dealt with as such.

There will be no walking to or from Newberry High School. Walking between schools is an offense that may be punishable by OSS.

Club Opportunities at NCCC

FFA- The National Future Farmers of America organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. www.ffa.org

NTHS- The National Technical Honor Society is a non-profit organization for outstanding students enrolled in career and technology education programs. The mission of NTHS is to promote service, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist students' education and career goal setting; and to promote a stronger link between local career and technical education centers of America. Since 1989, outstanding Newberry County Career Center students have been inducted to this worthy organization based on achievement and teacher recommendations. www.nths.org

DRIVING/TRANSPORTATION/RIDING REGULATIONS

The School District of Newberry County provides bus transportation between the high school campuses and Newberry County Career Center for ALL enrolled students free of charge. All students will ride the bus unless they obtain permission to drive and/or ride. If a student along with their parent/guardian, choose to drive or ride, they must agree to the following:

- Students will not be granted permission to drive or ride until their Newberry County Career Center fees are paid in full. *
- Students will be issued their driving/riding permit once course fees have been paid, the application has been fully completed, and the rider (\$5.00)/driver permit (\$10.00) fee has been paid.
- The cost to reissue a driver/rider pass will be \$5.00.
- All vehicles driven onto campus MUST be registered with a current NCCC parking tag and parked in the student parking lot. Parking tags are non-transferable between students.
- Riders MUST have a riding permit to ride to and from their home school and NCCC.
- Drivers may only transport ONE registered rider.
- The Newberry County Career Center Parking tag should be displayed, hanging from the rearview mirror. Vehicles without a parking tag may be towed at the owner's expense.
- Passing a stopped school bus at any time on campus will not be allowed unless you are directed to do so by the driver or teacher on duty.
- Abide by State and Local Traffic Laws and drive in a safe and courteous manner. The maximum speed limit on campus is 10 mph.
- Report to class immediately upon arrival. No loitering in your car or in the NCCC parking lot. You may not return to your car without administrator's approval or until dismissed.
- Once on campus, students may not leave campus unless they have been signed out in the front office.
- Place trash, food, drinks, etc. in trash receptacles or leave it in your car.
- Excessively loud music is not allowed anywhere on campus.
- NCCC assumes no responsibility for any theft, damage, or vandalism to a personal vehicle or its contents.
- Students are to enter and leave NCCC by using the NCCC entrance and exit, not going through the district office parking lot.

The school reserves the right to:

1. Revoke the driving privileges of any student who refuses to adhere to the published rules and expectations, who has excessive absences or tardies, or who leaves campus without permission.
2. Fees must be paid before the student can continue parking on campus.
3. Conduct routine searches of the exterior of student automobiles parked on school property at any time. The administration retains the authority to search student automobiles' interior when a school official believes a student has violated board policy, school rules, or state law.
4. Search and seize weapons, intoxicants, controlled substances, and/or any other illegal contraband in any vehicle driven by any student. The student driver assumes all responsibility for items found in the vehicle they are driving. All violations of the criminal conduct provision of the Newberry County School District Discipline Behavior Code and Disciplinary Policy will be reported to the Newberry County Sheriff's Department, in addition to school district administration. Appropriate action will be taken as per South Carolina law and Newberry County School District Board Policy.

Parking/Driving/Rider Fines and Consequences:

Parking fines and/or disciplinary consequences will be issued for violations of parking and driving regulations; such as: parking tag not visible, parking out of area/improperly; unauthorized rider, no rider pass; speeding; failure to stop, etc. NCCC has the right to revoke driving privileges because of reckless driving, poor conduct, and other offenses so designated by the administration.

NCCC Dress Code

NCCC will follow the Dress Code rules outlined in the SDNC High School Handbook below. Due to the nature of courses and programs at NCCC, any additional dress code requirements will be reviewed and specified in the class syllabus.

Exams

For students in grades nine through 12, exams will count 10% of the quarter grade.

Any student in grades in when final exams are given may exempt the final exam if the student has a cumulative A average at the time of the exam, with the exemption of required end-of-course exams. Seniors may exempt the final exam in which they maintain a B average at the time of the exam.

NCCC Makeup Work

- Classwork and/or Projects
 - Student has 24 hours or one school day from his/her return to school to turn work in for full credit
 - 10 points will be deducted from the earned grade for each day the work is late (after the one-day grace period for full credit)
 - If a student is absent for consecutive days, the student has one day to turn in the work for each day missed in order of absences
 - Example:
 - Absent Dates = 10-1 and 10-2
 - Return Date = 10-3
 - Work for 10-1 is due 10-4 for full credit
 - Work for 10-2 is due 10-5 for full credit
- Tests/Quizzes
 - Unlawful absence: Student must take a missed test or quiz upon return to school with 10pt deduction
 - Lawful Absence: Student must take a missed test or quiz upon return to school
 - Teacher discretion on allowing makeup tests/quizzes beyond 1 day, but full credit cannot be received if makeup test/quiz is taken beyond 3 school days.

Identification Cards (IDs)

At NCCC, we strive for excellence as well as safety. IDs are used so we can quickly identify the students in the building. Please adhere to the information listed below concerning your ID:

1. ID badges must be worn at all times and be displayed properly when the student enters the building. They cannot be stored in lockers, classrooms, etc.
2. If identified by your instructor as a safety hazard while in the shop, IDs should be worn as advised while in the shop.
3. ID badges must be visible and worn outside of clothing, around the neck. Temporary IDs will be displayed in the chest/shoulder region of the body.
4. ID badges are property of your home high school and must not be defaced or modified in any way (the badge will be confiscated, and the student must purchase a new ID if defaced/modified). This includes, but is not limited to, cutting/breaking pieces off, punching multiple holes in it, peeling portions of it off, adding stickers, writing on it, etc.
5. Students must not wear an ID badge belonging to another student or an ID from another school year. The ID will be confiscated.
6. Every student is issued an ID badge and lanyard at the beginning of the school year by their home high school. If students do not have their ID, a new one must be purchased.
7. Students who forget their permanent ID will be issued a temporary ID sticker. Each temporary ID will cost \$1.
8. Tardies to class due to obtaining IDs are unexcused.

Medical Homebound Instruction

Skills taught at the Newberry County Career Center require the use of specialized software and computers, equipment, machinery, and field studies not always available to the homebound student. Therefore, students in need of extended homebound instruction may not complete the required competencies for course credit which includes industry certifications. This may require students to withdraw from these courses with a WP or WF determined by the student's grade. A WP does not affect students' GPA.

NCCC Office Hours

Office hours are from 7:30 AM until 4:00 PM. Telephone calls will be answered during this time. The office staff will be able to assist in many instances or will refer students to the proper individual.

Special Populations Services

Coordination, referral, and support services are available for all students in the following special population categories: teen pregnancy, ESL, academic barriers, economic barriers, homeless, immigrant, migrant, military-connected, students placed in alternative or correctional settings/placements and/or non-traditional career paths.

Signing Students Out of School at NCCC

At NCCC due to our staggered dismissal times, morning students should not be signed out after 10:30 AM and afternoon students should not be signed out after 2:30. Please see the section in the SDNC High School Handbook on “Signing Students Out of School” for additional details on what is required to sign a student out.

NCCC Tardy Procedures

The staff believes it is their responsibility to prepare students for the world of work. Therefore, just as one is expected to be at work on time, students are expected to be on time for school and class. Students who are tardy to school (Unexcused or Excused) are to come directly to the Front Office to sign in to receive a tardy pass. Students are expected to report directly to class after signing in and receiving a tardy pass.

Unexcused Tardies to School and/or Class

The NCCC administration will follow the SDNC Code of Conduct Tardy Policy (Appendix A) for unexcused tardies. Consequences for tardies will start over at the end of each quarter. Parent notes do not excuse tardiness.

Excused Tardies to School and/or Class

- An EXCUSED tardy pass will be issued with authorized documentation (doctor’s statement, legal notices, etc.). Excused tardies will not be given for any other reason.

Technology Handbook

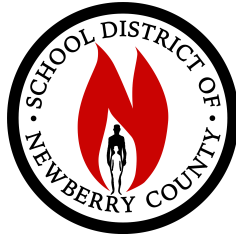
The School District of Newberry County views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the School District of Newberry County to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege comes responsibilities for the parent and for the student. Please review the [SDNC 2026-2027 1:1 Technology Handbook Link](#) for complete information.

Tools and Equipment

NCCC has a goal to furnish all shops with the latest equipment used in industry. Students may be issued tools and equipment. Students are completely responsible for their proper use, and care, and for their return when their usage is complete. Students will be required to pay for losses, negligence or intentional damage to equipment and/or buildings. Reporting lost or damaged property does not relieve a student of financial responsibility. The taking of any tool/equipment without permission or knowledge of the instructor will be defined as theft and disciplinary actions will be taken.

Valuable Property

Newberry County Career Center will not be responsible for lost or stolen personal property. Valuable items that cannot be worn or carried in your pocket at all times should not be brought to NCCC. Never lay down jewelry, such as a ring, chain, watch or a wallet while you are working. Always exercise caution regarding your personal property.



2026-2027 High School Handbook - SDNC

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 **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 School District of Newberry County's Student Services Department.

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

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

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

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

Lawful Absences:

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

- Absences caused by a student's own illness
- Absences due to an illness or death in the student's immediate family
- Absences due to a recognized religious holiday of the students' faith
- Absences due to activities that are approved in advance by the principal
- 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 on Regulation 43-274:

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

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

If the student is absent for 3 or more consecutive days, it is the responsibility of the parent(s)/guardian(s) to contact the school and identify the reason for the student's non-attendance. Upon confirmation of the reasons for the student's non-attendance or at the discretion of the principal, the student's absences may be approved as lawful. Only 7 parental excused absences will be accepted.

Absences may be approved as lawful (excused) or disapproved by the principal or his/her designee following a home visit, phone call, or receipt of written confirmation of the reasons for the student's absences from the parents/guardians, doctors, 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 an intervention plan to improve future attendance. A copy of this plan will be maintained with the student's attendance records.

Truant:

A child ages 6 to 17 years meets the definition of a truant when the child:

- Has 3 consecutive unlawful absences or a total of 5 unlawful absences.
- An Attendance Intervention Plan should be developed

Habitual Truant:

A child ages 12 to 17 years meets the definition of a habitual truant when the child:

- Has reached the level of truant.
- Fails to comply with the intervention plan developed by the school, child, and parent/guardian.
- Accumulates 2 or more additional unexcused absences.

Chronic Truant:

A child ages 12 to 17 years meets the definition of a chronic truant when the child:

- Has been through the intervention process.
- Has reached the level of habitual truant.

Has been referred to family court and placed on an order to attend school, and continues to accumulate additional unexcused absences

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

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	Power School Code	Consequences		
		1 st Offense	2 nd Offense	3 rd 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. 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; 25% Grade reduction on assignment	OSA/Redo assignment, Parent Contact; 50% Grade reduction	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	Power School Code	Consequences		
		1 st Offense	2 nd Offense	3 rd 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		
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. Use or possession of Tobacco-related paraphernalia (e-cigarettes, vape pens, etc.)	230	OSS (1-3 Days)	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	RAIt	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	Power School Code	Consequences 1 st Offense 2 nd Offense
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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)	580/680/5 70	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	025/610/6 90/720	RAlt	RE
12. Gross violation of probation/behavior contract	430	RAlt/RE	RE
13. Threatening, harassing, victimizing, or intimidating staff	012/027/4 07/650	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 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

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	Devices such as: cell phone, smart watches, iPod, headphones, 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

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.

Students have the privilege of riding a school bus to and from school. The bus is considered an extension of the school building. Proper behavior is expected. Students who refuse to behave in an acceptable manner and who refuse to follow the bus rules will be subject to disciplinary actions. It is the parent's responsibility to provide transportation when a child is denied the privilege of riding the bus. If the student is absent from school, the absences will be considered unlawful absences and subject to attendance policy reporting regulations.

*** Transportation discipline is only for removing students from the bus, not for out of school suspension unless for fighting or referral to school administration for expulsion recommendation.**

Bus Transportation Offenses and Penalties

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 I and Level II 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.				

Behavior Infractions: 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.

Level I Behavior Offenses

<u>Level I Behavior Infractions</u>	<u>Level II Behavior Infractions</u>	<u>Level III Behavior Infractions</u>
Horseplay/distracting behavior	Hanging out of windows	Fighting
Eating/drinking/littering	Throwing objects	Verbal/physical sexual misconduct
Leaving seat/ standing without permission	Bullying, Harassment, or Intimidation	Possession/use of controlled substance
Minor Profanity/inappropriate language not directed towards others	Riding or attempting to ride any bus during bus suspension	Possession, use, or threat involving weapons
False identification/refusal to identify oneself	Unauthorized leaving/entering through an emergency exit	Possession/use of explosives or inflammable devices

Riding wrong bus or using wrong bus stop	Tampering with bus equipment	Lighting matches, lighters, or flammable substances
Disobedient to the driver	Profanity, threats, or obscene gestures directed towards others	Any infringement to the bus "DANGER ZONE"
Inappropriate cell phone use	Physical aggression toward another student	Serious threats towards students driver or staff
Other minor offense reported by driver or school administrator	Possession of inappropriate materials	Severe bullying resulting in harm or fear
	Repeated Level I Infractions	Any action creating an immediate safety risk to assen ers
	Other offenses reported by driver or administrator	Other major offenses as determined by administration

Consequences

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

	Consequences			
	1 st Offense	2 nd Offense	3 rd Offense	4th Offense
LEVEL I	Warning, parent contact, conference with student, seat reassignment, or other school action	1 day ISS or 1 day bus suspension	1-3 day bus suspension	3-5 day bus suspension
LEVEL II	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension	Possible loss of all bus privileges for the semester
LEVEL III	5-10 day bus suspension and administrative review	5-10 day bus suspension	10 day bus suspension	Loss of all bus privileges for the remainder of the school ear

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by the School District of Newberry County policy. The bus driver has the authority to assign and reassign seats. The sexual/racial/religious harassment policy, the weapons policy, and bully policy of the School District of Newberry County will be strictly enforced on the school bus as well as at school. Video cameras may be used on 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-through, 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 month without notice. Students will be trained in prompt and orderly evacuation.

A plan has been developed to provide for the protection of students in the event of a tornado or other natural disaster. Each school will conduct at least one emergency drill within the first month of school to ensure safety against such disasters.

The superintendent is empowered to close the schools in the event of hazardous weather, epidemics, or other emergencies, which threaten the safety or health of students or staff members.

The superintendent also has the authority to delay the opening of any or all schools or to dismiss them early, due to weather conditions or other emergencies.

The superintendent will make the decision regarding school closings and cancellations as early as possible. The district will send the announcement to parents via 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, Title IV and Title VI. We want your input into the spending of these funds. Should you have suggestions on the use of these funds you can submit them in writing to the Title I Coordinator, PO Box 718 Newberry, SC, 29108, by April 20th of each school year.

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

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.

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

Parent Contact Information

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which

these automated calls should be directed, that the district will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the district of your revocation. Please contact the school office for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information.

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

Release of School Records

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

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

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

Child Nutrition 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 Public Health (DPH) (SC regulation #61-20). A complete list is available from the school nurse, the district website or the SC DPH website <https://dph.sc.gov/health-wellness/child-teen-health/school-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.

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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.

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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.

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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 included 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

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.scribborder.com/>. For current students, the first four transcripts are free.

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.

Appendix A - Secondary Tardy Policy (2025-2026)



Secondary Tardy Policy 2025-26

<u>Number of Tardies</u>	<u>Consequence</u>
1	Warning
2	Warning
3	Parent Contact
4	30min Detention (Before School/Lunch/After School)
5	30min or 1Hr Detention (Before School/Lunch/After School)
6	ISS for 1 Day & Parental Contact
7	1 Day Suspension
8	1-3 Day Suspension
9	3+ Days Suspension
10	Administrative Discretion