

Reuben Elementary School

Student / Parent Handbook



Reuben Elementary
Student / Parent Handbook
Newberry County School Board

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Mrs. Lucy Anne Meetze (Area 3) 458 Piester Road Newberry, SC 29108 803-276-2696 Term: 11/24 – 11/28	Mrs. Debra H. Templin (Area 4) 1346 Fire Tower Road Prosperity, SC 29127 803-315-2921 Term: 11/24 – 11/28
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Administration

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All information contained in this Student/Parent Handbook is subject to changes as required by law, school board policies and directives. All dates and events listed in the calendar section are subject to change. Understanding and/or accepting the procedures and rules as listed in this handbook is the responsibility of the parent and/or guardian and the student. The faculty and staff are happy to provide you with the Reuben Student/Parent Handbook, a resource for students and parents.

Within these pages you will find many of the answers to questions that will come up during the year. We hope that you will keep this handbook in a place where you can get to it easily should questions arise. We encourage you to review this handbook together. We hope you will find the information useful.

MOTTO

Soar with Purpose
Lead with Heart
Grow Together

MISSION

“In partnership with families and the community, is to educate all students in a safe, nurturing, and creative environment to become responsible, productive citizens in an ever-changing society.”



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PLEDGE OF RESPONSIBILITIES FOR SCHOOLS, PARENTS, AND STUDENTS

Principals and teachers

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

Parents (guardians)

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

Students

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

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

Reuben Elementary Student / Parent Handbook

PRINCIPAL'S MESSAGE

Welcome to the 26-27 School Year

Dear Parents, Visitors, and Guests,

Welcome to the 2026-2027 school year! We have worked hard to get ready for yet another wonderful beginning to the school year!

I am Kelly Folk, and I am going into my 6th year as the Principal of Reuben Elementary School. I am very thankful and blessed to be part of such a wonderful school, supportive staff and community!

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

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

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

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

PRINCIPAL'S BIO

Proud Graduate of Newberry High School Class of 1993. Graduated from Clemson University in 1997 with a B.A. degree in Special Education and Elementary Education. Completed Masters in Education Leadership in 2000 from Clemson University. Educational experience includes general education teacher in third and fourth grades, special education teacher in a resource setting, literacy coach and curriculum coordinator. I reside in Newberry County with my husband of 27 years, Chase, and my two children, William (22) and Cathryn (15). I am blessed to have two parents who were educators with a combined educational career of 72 years.

2026-2027 Elementary 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, 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. Children ages 6 to 17 years meet the definition of truant when the child has 3 consecutive unlawful absences or a total of 5 unlawful absences an Attendance Intervention Plan should be developed.

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 and Unlawful Absences

Lawful Absences

Lawful absences shall include, but are not limited to, the following:

- Student illness when attendance would endanger the student's health or the health of others
- Illness or death of an immediate family member
- Observance of a recognized religious holiday
- Students whose parents/guardians are experiencing a military deployment.
- Suspensions are **not** counted as unlawful absences for truancy purposes.
- School-approved activities authorized in advance by the principal up to 10 days per school year. Principals will make the final decision.

Unlawful Absences

Unlawful absences include, but are not limited to:

- Absences without parental knowledge
- Absences without acceptable cause*, even with parental knowledge. This can include a vacation or trip when school is in session.
- Student exceeds 7 parent notes for the current school year
- Absences with no documentation are automatically considered unlawful.

**Acceptable Cause - would include either a death or illness.*

Parent Notes and Documentation

- Parents or guardians may submit **up to seven (7) written parent notes** per academic year to excuse absences.
- After the **seventh parent note**, all additional absences must be supported by **official documentation** (e.g., medical or legal documentation) to be considered lawful.
- Absences beyond seven parent notes that lack official documentation may be classified as unlawful, resulting in an unexcused absence for the student.
- Students are required to bring written documentation for absences within 5 days from the day they return from an absence.

When a student is absent more than a total of TEN days, the Board has designated the school principal as a designee to approve or disapprove of any additional absences.

Instructional Seat-Time Makeup Requirement

Once a student exceeds **seven (7) parent-excused absences** with principal discretion, the district will require the student to **make up instructional seat-time** to ensure compliance with attendance and learning requirements. Makeup opportunities may include:

- After-school instructional sessions
- Saturday school
- Other district-approved instructional time

These measures ensure students maintain adequate instructional engagement while remaining consistent with state attendance expectations.

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

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

Absences may be approved as lawful (excused) or disapproved by the principal or his/her designee following a home visit, phone call, or receipt of written confirmation of the reasons for the student's absences from the parents/guardians, doctors, nurse, or mental health professional.

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

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

Chronic Absenteeism

In accordance with the Office of Civil Rights' guidance, a student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Any student who is absent a minimum of **10 percent** of the enrollment period – for any reason (e.g. illness, suspension, excused or unexcused) is considered as being chronically absent from school.

Elementary Tardy Policy

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

ELEMENTARY

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	ISS	OSS	OSA	REST	RE	DET
Warning	In School Suspension	Out of School Suspension	Other School Action	Restitution	Recommended Expulsion	Detention
*Chronic and severe violations on Level 1 may move to the next level.						

Level I Behavior Offenses (PK-2nd grade)

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

Behavior Offenses	PowerSchool Code	Consequences	
		1 st Offense	2 nd Offense
1. Inappropriate behavior– behavior which disrupts the orderly educational process of school (loud talking, yelling, out of line, etc.)	(017)	WARN/OSA	DET /OSA

2. Throwing objects	(028)	WARN/OSA	DET/OSA
3. Disrespectful towards others	(420)	WARN/OSA	DET/OSA
4. Refusal to obey, being defiant	(270)	WARN/OSA	DET/OSA
5. Inappropriate language	(016)	WARN/OSA	DET/OSA
6. Disrupting Class	(007)	WARN/OSA	DET/OSA
7. Tardiness – arriving late for school	(180)	Conference with Parents/Attendance Intervention	

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

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

Behavior Offenses	PowerSchool Code	Consequences		
		1 st Offense	2 nd Offense	3 rd Offense
1. Possession or distribution of obscene literature, pictures, or devices	018	DET (1 day)	DET (2-3 days)	DET (3 days)
2. Forgery/tampering – changing, signing or altering records or documents of the school by any method	011	DET (1 day)	DET (2-3 days)	DET (3 days)
3. Gambling – participation in games of chance for money and/other things of value	630	WARN/RES T	DET (1 day)	DET (2-3 days)
4. Leaving class without permission	320	DET (1 day)	DET (1-2 days)	DET (3 days)
5. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	006	DET (1 day)	DET (1-2 days)	DET (3 days)

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

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

Behavior Offenses	PowerSchool Code	Consequences		
		1 st Offense	2 nd Offense	3 rd Offense
1. Hit/Kick/Push	014	OSA/DET (1 day)	DET/OSA/OSS (1-3 days)	DET/OSA/OSS (2-3 days)
2. Bite/Pinch/Spit	003	OSA/DET (1 day)	DET/OSA/OSS (1-3 days)	DET/OSA/OSS (2-3 days)
3. Threatening others – written/verbal assault to others	027	DET/OSS (Up to 5 days)	OSS (Up to 10 days)	LE - RE
4. Vandalism – cutting, defacing, or in any way damaging property	760	DET/OSS/REST (1 day)	OSS/REST (1-3 days)	OSS/REST (3-5 days)
5. Stealing	017	OSA/DET (1 day)	DET/OSA/OSS (1-3 days)	DET/OSA/OSS (2-3 days)

6. Inappropriate behavior	017	OSS (1 day)	OSS (2 days)	OSS (3-5 days)
7. Possession of stolen goods	017	OSS/RES T (1 day)	OSS/RES T (2 days)	OSS/REST (3-5 days)
8. Fighting, instigating a fight or physical abuse	009	DET/OSS (1-3 days)	DET/OSS (3-5 days)	OSS (Up to 10 days)
9. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact	013	DET/OSS (1-3 days)	DET/OSS (3-5 days)	OSS (up to 10 days)
10. Indecent exposure	019	OSA/DET/OSS (1-3 days)	DET/OSS (3-5 days)	OSS (up to 10 days)
11. Possession of contraband	004/018 789	OSS (1-3 days)	OSS (2-4 days)	OSS (3-5 days)
12. Computer Violation (See 1:1 Handbook)	220	DET/OSA (1 day)	OSA/OSS (2-3 days)	OSS/OSA (3-5 days)
13. Defiance - refusal to comply	270	DET/OSS (1 day)	OSS (2-3 days)	OSS (3-5 days)
14. Bullying	650, 651, 652	OSS (1-3 days)	OSS (3-5 days)	RE
15. Disrespect towards others	420	OSS (1-3 days)	OSS (3-5 days)	RE
16. Possession of over-the-counter medication	31	OSA/OSS (1 day)	OSA/OSS (2-3 days)	OSA/OSS (3-5 days)
17. Possession of/or use of alcohol, dangerous drugs, or controlled substances	230-Tobacco 580-Drugs 680-Alcohol	OSS (3 days)	OSS (3-5 days)	RE
18. Use of Tobacco-related products (e-cigarettes, vape pens, etc.)	230	OSS (1-3 Days)	OSS (1-3 Days)	OSS (3+ Days)

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

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

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

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

WEAPONS - KNIVES (Student Action and Potential Consequences)

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

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

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

Definitions

Alternative Placement	A student who violates the rules set forth in the Code of Student Conduct may be assigned Alternative Placement as a consequence of poor behaviors. Placement may include assignment to home-based instruction. **3rd – 5th Grades at Elementary Level.
Assault	An actual offensive and intentional touching or striking of an individual, without use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.
Bullying	Per state law 59-63-120) A gesture, an electronic communication, or a written, verbal, physical, or sexual

	school- act that takes place on school property, at any sponsored function where the school is responsible for the child, or on a school bus or other related vehicle, at an official school bus stop and school 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, 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.
Public Display of Affection	Kissing, cuddling, necking or petting in public.
Refusal to Obey/Defiance:	Refusal to comply with established rules; disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers. Refusal to accept consequences such as after school detention or failing to report to in school suspension.
Restitution	In the case of serious acts of vandalism, students shall pay for damage done to buildings, equipment or other property of the school, staff, or other students before returning to school.
Sexual Harassment	Unwanted or unwelcome behavior of a sexual nature that includes touching, groping, patting, snapping a bra or pulling down someone's pants, as well as sexual or derogatory comments, sexually suggestive gestures or sounds, spreading rumors, offensive text messages or emails, or postings to social media. **Students should report all incidents of sexual harassment to administration immediately.
Threatening	To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm.
Tobacco/Paraphernalia	Use/Possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, e-cigarettes, vapors etc.
Unauthorized Use of School Equipment	Low-intensity misuse of property; tampering with equipment/impairing its usefulness. Tampering with a computer's settings; Using staff copy equipment; using vending machines not allowed for student use.

DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS

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

Bus Eligibility

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

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 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.				

Level I 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			
	1 st Offense	2 nd Offense	3 rd Offense	4 th 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			
	1 st Offense	2 nd Offense	3 rd Offense	4 th 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 Science and Digital Library Standards

South Carolina Computer Science and Digital Literacy Standards were developed to expand availability of computer science education to all students in South Carolina in response to the growing number of employment opportunities related to the field of computer science and related areas available in our state.

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 make sure that during registration in FinalForms select the option to deny or grant permission to release directory information.

Disclosure (except for directory information)

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

Elementary 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:

- Pants, shorts, and skirts should fit appropriately and be at a length that the hem of the clothing be 6” inches above the knee.
- Pants must be worn at the natural waistline and undergarments are not to be visible.
- Bare midriffs, halter-tops, tank tops, see-through, or low-cut blouses are not permitted.
- All tops must cover cleavage, midriffs, and undergarments.
- 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.)
- Sunglasses, hats, headgear, head coverings to include bandanas and “do rags,” are not allowed to be worn in the school building.
- Students may not wear “Heeleys” or cleats at school during the school day or at any school function.
- The administration reserves the right to require that students change clothes when deemed necessary.
- Dress code violations will be addressed by school administration in accordance with the School District of Newberry County Code of Conduct.
- Bedroom slippers are not allowed.

Elementary State Testing Program

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

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.

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

Emergency and School Closings

Each school in the district has an emergency preparedness plan, which has been developed in cooperation with local law enforcement and other emergency response agencies.

Schools will conduct fire drills at least once each month without notice. Students will be trained in prompt and orderly evacuation.

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

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

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

The superintendent will make the decision regarding school closings and cancellations as early as possible. The district will send the announcement to parents via 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 1-12 is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Students' grades will be weighted as follows:

50% - Major assignments

40% - Minor assignments

10% - Participation

Guidelines for Principal's Honor Roll and Honor Roll

Principal's Honor Roll - Grade 1-5

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

Honor Roll - Grades 1-5

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

GT Identification

Each year the district will identify students for the gifted and talented program according to State of South Carolina guidelines. Three dimensions must be considered for each child, grades 2-5 for placement. Students must meet two of the three areas to qualify.

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

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

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

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

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

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

Guidelines for Academic Probation for GT Students

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

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

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

In order to focus on academics, minimize disruptions, and respect students' privacy, party invitations will not be distributed or exchanged at school.

Snack and Treats

To help ensure a safe and healthy learning environment for all students, any snacks brought to school for sharing must be store-bought, individually packaged, nut-free, and have ingredient labels clearly visible. Homemade food items are not permitted.

Parents/guardians are asked to notify the teacher in advance if they plan to send snacks for the class. Please note that additional classroom restrictions may apply due to student allergies or dietary needs. For the safety of all students, food may not be shared among classmates.

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.

Retention Procedures

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

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

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

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

Appeals Process for Retention

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

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

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

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

School Breakfast and Lunch Programs

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

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

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

Additional items are available for purchase if students choose to do so. However, charging is not allowed. To purchase additional items, students may use their My School Bucks account. The My School Bucks account works like a checking account at a bank. Money is deposited into the identified students account at www.myschoolbucks.com. 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.

Statement of Nondiscrimination

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

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

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

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

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

Title IX

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

Use of School Facilities

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

Visitors

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

Volunteers/Chaperones

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

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

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