

--	--	--

2023-2024 Student Handbook



Mid-Carolina Middle School
6794 US Hwy 76
Prosperity, SC 29127
803-364-3634 (phone)
803-364-4877 (fax)



MidCarolinaMiddle



www.mcmiddle.org



@mid_middle

Dr. Paul Dobyns	Principal	pdobyns@sdnc.org
Mr. Eric Thompson	Assistant Principal	ethompson@sdnc.org
Mrs. Katie Joiner	Assistant Principal	kjoiner@sdnc.org
Mr. Jared Jones	Curriculum Coordinator	jjones2@sdnc.org
Mrs. Candice Dixon	School Counselor (J-Z)	cdixon@sdnc.org
Mrs. Stacey Valentine	School Counselor (A-I)	svalentine@sdnc.org
Coach David Meetze	Athletic Director	dmeetze@sdnc.org
Lauren Flynn	School Nurse	lflynn@sdnc.org

This handbook & agenda belongs to:

Name: _____

Homeroom: _____

--	--	--

--	--	--

Mid-Carolina Middle School

Mission Statement: To create a safe and engaging learning environment that challenges all scholars.

Vision Statement: To empower our scholars to maintain a growth mindset as they face future challenges.

School District of Newberry County Mission Statement: The School District of Newberry County, in collaboration with families and the community, will prepare all of our students, through academics, the arts, athletics, and extra-curricular experiences, to be productive, responsible, global citizens who engage in life-long learning.

Academic Recognition- At the end of each nine-week grading period, grades are reviewed to determine qualification for Honor Rolls. Students who qualify for Principal's Honor Roll have earned a grade of A in every subject they have taken for the nine weeks. To qualify for the A-B Honor Roll, students must have earned a grade of A or B in every subject they have taken for that nine-week period. To qualify for Honorable mention, students must have an overall 80 average, with no D's or F's in any classes, and no more than two C's.

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

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

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

After School Tutoring- This will be provided by all staff. Students and parents should check the teacher's syllabus and/or team letter for tutoring days and times. It is the student's responsibility to arrange with the teacher, and a parent note, phone call, or email must be provided to them before a tutoring session may occur.

Agendas- Each student will be issued an agenda at the beginning of the school year. Students are required to use this agenda as a hall pass. To be out of class, students should have signed

--	--	--

permission from a staff member in their agenda with the dismissal time and destination. Students in the hallway without permission on their agenda will be considered out of area and receive a consequence for the offense. It is important to always keep the agenda with them. If the agenda is lost the student will pay \$5.00 to replace it. The agenda is also a useful tool for students to write down assignments, to be used as a communication tool between home and school, and documenting Level One Offenses. Failure to properly maintain and have an agenda will result in the following consequences:

- 1st offense- Warning and Temporary Agenda Assigned
- 2nd offense- Lunch detention and Temporary Agenda Assigned
- 3rd offense- Lunch detention, Parent Contact, and Temporary Agenda Assigned
- 4th offense and beyond- Administrative referral and Temporary Agenda Assigned

The consequences start over every nine weeks.

Arrival and Departure Time- The school day is from 7:25 AM until 3:30 PM. Students should not arrive at school earlier than 7:25 nor remain after 3:30 PM (unless participating in a school-sponsored activity). Adequate supervision is not available prior to 7:25 AM or after 3:30 PM. Car drop off for 6th and 7th grade students is at the 7th grade front/small gym entrance and at the big gym entrance for 8th graders. If a student arrives after the tardy bell, parents are expected to drop them off at the Main Office entrance to sign-in.

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.

Athletics- MCMS sponsors teams in football, basketball (boys and girls), cheerleading, and volleyball. Student athletes must always behave properly as this is a privilege. The student-athletes at Mid-Carolina Middle School are expected to be just that, students first and athletes second. Athletes will be expected to maintain a grade of at least 60% in all classes. A grade below a 60% in any class when **interims** are handed out will result in the following consequences:

- **Below 60% in One Class:** Coaches will give the player **two weeks to improve their grade before the player will be suspended from a game.** The player will be expected to stay after school and in for redo with the teacher for help.
- **Below 60% in Two or More Classes:** The player will be **ineligible for the next game and will not play until grades are pulled up.** After two weeks, if the player still has two failing grades, the player will be dismissed from the team. The player will be expected to stay after school and in for redo with the teacher for help.
- When staying after school you must bring a note from the teacher that shows the time you left after school. Students found to be out of area or playing around from the class to the field may be dismissed from the team.

--	--	--

- If a student has two failing grades at the time of tryouts (boys/girls' basketball, they will not be allowed to try out for the team.

Middle school students who participate in high school athletics should consult the high school handbook. MCMS athletic calendars will be posted on the athletic website.

Attendance- South Carolina requires all children between the ages of five (5) and seventeen (17) attend a public or private school or kindergarten. A parent whose child or ward is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/her child.

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

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

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

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

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

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

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

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

- The district will consider students lawfully absent under the following circumstances:
- The student is ill and attendance in school would endanger their health or the health of others.
 - There is a death or serious illness in the immediate family.
 - There is a recognized religious holiday of their faith.

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

--	--	--

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

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

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

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

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

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

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

Behavior Code- The Student Behavior Code offers the following list of offenses and the recommended consequences in three categories. Committing these offenses will result in disciplinary action.

Level 1 - Disorderly Conduct- Disorderly conduct 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.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner to interfere with the instructional process

--	--	--

- abusive language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- school tardiness
- truancy
- possession and/or use of an electronic communications device in conflict with district policy (See Policy IJNDB-R)

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
- If a certain misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for the action specified under this policy.
- The administrator should meet with the reporting staff member, the student, and the parent/legal guardian, and take appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

Level I – Consequences

- Verbal reprimand
- Withdrawal of privileges
- Detention
- In-school suspension
- Intervention
- Administrative transfers

Level II - Disruptive Conduct- 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. Some instances of disruptive conduct may overlap certain criminal offenses, justifying administrative sanctions, involvement of law enforcement, and court proceedings.

Acts of disruptive conduct may include, but are not limited to, the following:

- repeated instances of disorderly conduct
- use of intoxicant
- fighting
- harassment, intimidation or bullying
- vandalism (minor)
- stealing

--	--	--

- threats against others – includes threats directed at students and/or other staff members
- trespassing
- abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- hazing
- gang activity

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct and effect the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should contact law enforcement authorities.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

Level II - Consequences

- temporary removal from class
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- Interventions

Level III - Criminal Conduct- 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 resulting in the student's immediate removal from school, law enforcement authorities' intervention, and/or action by the Board.

Acts of criminal conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- possession, use, or transfer of dangerous weapons
- sexual offenses
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, other staff, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- If appropriate, school officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

Level III – Consequences

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

Extenuating, Mitigating, or Aggravating Circumstances- The Board may give the appropriate administrator the authority to consider extenuating, mitigating, or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

--	--	--

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

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

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

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

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

Expulsions- Expulsion of a student with a disability is equivalent to a change in educational placement and therefore requires special procedures. Before such a student may be expelled, a multi-disciplinary team must determine if there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.

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

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

--	--	--

The School Safety Act of 1997 states the following: A student who commits an assault and battery, other than one that is aggravated, on school grounds or at a school-sponsored event against any persons affiliated with the school in an official capacity including, but not limited to, administrators, teachers, faculty, substitute teachers, teachers' assistants, student teachers, custodial staff, food service staff, volunteers, law enforcement officers, school bus drivers, school crossing guards, or other regularly assigned school-contracted persons is guilty of assault and battery against school personnel which is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both.

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

DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS

1. When a student's conduct 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.

Bell Schedule-

8th Grade	Time	7th Grade	Time	6th Grade	Time
Homeroom	7:45-7:55	Homeroom	7:45-7:55	Homeroom	7:45-7:55
Enrichment	8:00-8:30	Enrichment	8:00-8:30	Enrichment	8:00-8:30
Core 1	8:34-9:34	Core 1	8:34-9:34	Core 1	8:34-9:34
RA 1	9:38-10:23	Core 2	9:38-10:38	Core 2	9:38-10:38
RA 2	10:27-11:12	Lunch	10:42-11:22	Core 3	10:42-11:42
Core 2	11:16-12:16	RA 1	11:26-12:11	Lunch	11:46-12:26
Core 3.1	12:20-12:29	RA 2	12:15-1:00	Core 4	12:30-1:30

Lunch	12:33-1:13	Core 3	1:04-2:04	RA 1	1:34-2:19
Core 3.2	1:17-2:04	Core 4	2:08-3:10	RA 2	2:23-3:10
Core 4	2:08-3:10				

BETA Club - This organization's purpose is to encourage effort, reward achievement, and promote those character qualities that make for good citizenship in the school and community. This is a service organization. Membership is made up of sixth, seventh, and eighth grade students at Mid-Carolina Middle School. Membership is limited to students who are worthy of character, show a good mentality, and demonstrate high academic achievement. To qualify for Beta Club and maintain membership students must have an overall 90 average with no grades below an 80 in all core classes and related arts for 1st, 2nd, and 3rd nine weeks Report Card grades. Students who do not maintain the grade requirements will be placed on probation and have one semester to raise their grades. If the student cannot maintain the grade expectations after being placed on probation, the student will be removed from the Jr. Beta Club.

Beta members must also earn at least 10 service hours per semester. Members who do not meet service requirements will be placed on probation and have 2 to nine weeks to improve their status. Beta members receive a letter each year that gives additional details about their requirements.

Jr. Beta Club members are expected to exemplify excellent conduct. Members who receive 3 timeouts in one school year will be dismissed from Jr. Beta Club. Students will receive a behavior probation letter after the 2nd time-out out during one school year. Students who receive Administrative Referrals for Level 1 and Level 2 offenses will either be placed on probation or immediately dismissed based on the severity of the offense. This decision will be made by the administration. Level 3 offenses will result in immediate dismissal from Jr. Beta Club.

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

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

--	--	--

The district charges students with conduct responsibility, resulting 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 behave on the bus 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. The 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 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 disciplinary proceedings. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulation.

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

Bus Transportation Offenses and Penalties- Students have the privilege of riding a school bus to and from school. The bus is considered an extension of the school building. Proper behavior is expected. Students who refuse to behave in an acceptable manner and who refuse to follow the bus rules will be subject to disciplinary action.

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.

<u>Offense</u>	<u>Penalty</u>
1. Bullying Level 1 2. Disobeying driver 3. Disrupting the bus (loud talking or music from cell phones, iPods, etc.) 4. Leaving trash on bus 5. Wearing hoods/hats, wave caps 6. Eating or drinking on bus 7. Sitting with feet in the aisle 8. Standing while bus is moving 9. General misbehavior	1st offense -warning 2nd offense - five (5) days 3rd offense - ten (10) days; intervention services
1. Profanity and inappropriate gestures	1st offense - five (5) days 2nd offense - ten (10) days

--	--	--

<ol style="list-style-type: none"> Ride bus to which you are assigned unless you have prior permission from the bus office. Getting off the bus at an unauthorized stop Excessive sagging pants Moving out of assigned seat 	3rd offense –indefinite; intervention services
<ol style="list-style-type: none"> Bullying Level 2 Fighting Any profanity or disrespect addressed directly at the driver Putting arms, legs, feet out of the windows Touching emergency doors/windows or other emergency equipment. Throwing objects out of windows (cans, bottles, balls, etc.) 	No warning - ten (10) days
<ol style="list-style-type: none"> Bullying Level 3: Cyber bullying (sexting, texting, cyber stalking, slap happy, etc.) harassment, etc. Indecent exposure Possession of concealed weapons Smoking, possession of cigarette lighters and/or matches (including E-Cigarettes/vapors) Threats directed toward the bus driver or assaulting driver Possession of drugs and/or alcohol Any actions that are determined to be threatening to the safety and well-being of the other passengers and/or driver Participating in gang activity, gang graffiti, wearing gang colors, using gang symbols 	Suspended for ten (10) days from the bus with a recommendation to the school administration for expulsion
<ol style="list-style-type: none"> Cutting seats, writing on seats, intentionally damaging any part of the bus (restitution if seat covers or bus parts must be replaced) 	Suspended for ten (10) days pending expulsion hearing; referral to court for restitution

Warning: The transportation coordinator will tell students what is expected of them. A letter is sent home to parents and parents are contacted by transportation office.

Depending on the offense, a student may be denied bus privileges for five (5) days, ten (10) days, or for an indefinite period.

--	--	--

Catch-Up CAFÉ- The purpose of Catch-Up CAFÉ is to ensure all students master state standards by having an opportunity to complete or redo work. During lunch, students will be allowed to complete assignments.

Changes in Handbook Information-The Student Handbook is written during the summer. While it is current at the time, it is often necessary to make changes in rules or policies during the year. If such a case presents itself, parents and students will be notified of the change and the effective dates of these changes.

Cheating- Each individual teacher will explain the policy concerning cheating. If a teacher observes a case of cheating or plagiarism, the administration will be notified and will take appropriate action. A zero (0) will be applied for the original assignment (1/3 of the final grade) and the student can redo it (2/3 of the final grade).

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.

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 absent at least 10 percent of the enrollment period – for any reason (e.g., illness, suspension, excused or unexcused) is considered chronically absent from school.

Clubs- MCMS offers club opportunities for every student. Club days are held once a month for the last 45 minutes of school. From a semester master list, students will select 3 clubs and be assigned to one for each semester. Students who do not participate appropriately in their club choice may be reassigned by an administrator.

Communication Devices (Cell Phones, Smartwatches, etc.)- Students are notified of the communication device policy at the beginning of the school year. Communication devices are not to be seen nor heard. They should be turned off and stored in a bookbag or locker at school between the hours of 7:25 AM and 3:10 PM. After 3:10 PM communication devices may be used outside of the building. Examples of communication devices include but are not limited to cellphones, smartwatches, etc. A result of violating the communication device policy will result in a discipline referral and administrative action. The school/law enforcement reserves the right to hold a student's communication device if reasonable suspicion indicated a violation of a school or district policy. The administration reserves the right to modify this expectation pending extenuating circumstances.

--	--	--

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 the 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 the speaker.
3. Respect the opinions of others.
4. Refrain from harassment.

Respect property.

1. Respect the 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 comparable items will not be accepted during school hours for delivery to students. After-school programs are considered part of the school day.

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

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

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

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

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

--	--	--

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

District Testing Program- Students in grades 6-8 will participate in the state testing program in the spring of each year. Results will be used to help teachers prepare lessons to meet the individual needs of students. The district will also administer the iReady diagnostic at least once per year in ELA (English Language Arts) and math.

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

Dress for School: Students are expected and required to dress not to disrupt instruction or the educational process. Repeated failure to follow the dress code can result in a referral to the administration. The following guidelines will be observed:

1. No headwear, including bandanas, will be worn on campus during school hours. The first offense will result in the item being confiscated. Hats may not have items attached which could jeopardize the safety of others. This includes but is not limited to-- fishhooks, gun bullets, etc.
2. No bare midriffs, halter-tops, tank tops, spaghetti, or "T" straps, see through shirts or blouses. Sleeveless blouses should be at least 2 inches across the shoulders.
3. No skin should be shown between a student's shirt and his/her pants, skirt, or shorts. This includes holes, splits, and slits in bottom wear showing skin should be higher than mid-thigh.
4. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be promoted on clothing. This includes alcohol or drug products, weapons, etc.
5. Sunglasses/shades or flip lens glasses are not to be worn in the school building unless medically necessary. Students with a medical necessity must see a school official.
6. No sagging pants.
7. Shorts, dresses, and skirts should reach the mid-thigh. This includes: the tops of holes, splits, and slits in bottom wear. Please consider the length of these items when sitting or walking.
8. If leggings, Yoga pants, or jeggings are worn, they are acceptable if the top fully covers the mid-thigh area.
9. Students should not wear heavy chains, jewelry, or clothing with spikes or sharp points.
10. Bedroom slippers or pajamas are not to be worn on campus.

- | | | |
|--|--|--|
| | | |
|--|--|--|
11. Special dress or costumes may be worn during the school day for special occasions when approved by the administration.

NOTE: The administration reserves the right to require a student to change clothes if what he/she is wearing is deemed inappropriate for school. The misconduct will be handled with disciplinary action if it occurs more than once. Students unable to change clothes will be assigned to ISS for the rest of the day.

DUKE TIP- Seventh grade students who have scored at or above the 95th percentile on the national norms of a standardized achievement, aptitude, or mental ability test battery are eligible to participate in Duke TIP. Participants will take the PSAT/SAT.

Extra-Curricular Events/Activities- During the school year, activities will take place in the evenings on the school campus. All middle and elementary aged students must be accompanied by a parent or guardian. Students not accompanied by a parent or guardian will not be allowed to enter the event and must leave. The school reserves the right to have a School Resource Officer to assist if necessary and revoke future participation or attendance from extracurricular activities.

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

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

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

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

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

The superintendent will decide on school closings and cancellations as early as possible. The district will send the announcement to parents via automated messaging system. For this reason, parents must ensure that the district has accurate telephone contact information.

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

--	--	--

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

Field Trips- Field trips are enriching experiences for students, and it is the goal of MCMS that all students participate in field trips. However, to prevent excessive costs when a student remits a deposit that may be non-refundable. If a student is unable to attend the trip, a portion of the total cost may be refunded. When students indicate they are participating and later withdraw, this increases the costs for the remaining students. Therefore, dates for payments will be set and must be adhered to, to ensure fairness to all. All school rules and regulations apply.

Students must always display appropriate behavior, and disruptive students may be removed from the field trip. Inappropriate or disruptive behavior may prohibit a student from participating in a field trip. School faculty and staff will serve as primary chaperones. Parents who request to serve as chaperones can attend first come first served if space allows.

Food/Drinks- No food, except school lunches, shall be brought into the building without administrative approval. Only prepackaged, sealed items may be shared with classmates, as approved by the administration. No gum or candy is allowed in the classroom.

All students may have bottled water per the following: Food and drinks will not be allowed in classrooms and the gymnasium except capped, bottled water. Be mindful of water around school-issued technology. If bottled water causes a disruption in class, it may be confiscated. The school also sells bottled water before school, at lunch, and after school in the canteen area.

Fun Days- As a reward for students who have held to high behavioral expectations, a reward celebration will be planned once a quarter. Students are not to have any discipline referrals (school, bus, or truancy) and no more than one reflection card in a nine-week period.

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

--	--	--

Grade reports (interims and report cards) will be sent out based on days designated on the district calendar. Number grades will be used on all interims and report cards. Final report cards will not be issued until all school obligations are met. This includes lost books and/or library fees, return of uniforms, etc.

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

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

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

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

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

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

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

GT Curriculum/Instruction: Grades 3-8- Students will take GT courses based on their identified area of giftedness (ELA or math).

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

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

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

--	--	--

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

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

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

Homework Policy- Homework is defined as any preparation for class to be written, read, or reviewed outside of class. Research on homework indicates that homework is effective in improving student achievement. It is the student's responsibility to see that his/her daily preparation for each class. It is the parent's responsibility to help students make schoolwork a top priority. Homework assignments may comprise 10% of a student's average.

ID Cards/Badges- At MCMS we strive for excellence as well as safety. Our IDs are used so we can quickly identify the students in the building, for lunch and the media center. Please adhere to the below-listed information concerning your ID:

1. ID badges must always be visibly worn outside your clothing around the neck.
2. ID badges must be worn on the correct school-issued lanyard.
3. ID badges are property of MCMS and must not be defaced. (The badge will be confiscated, and the student must purchase a new ID if this occurs.)
4. Students must not wear an ID badge belonging to another student or a previous year's ID. These IDs will be confiscated.
5. Every student is issued an ID badge and lanyard at the beginning of the school year. If students do not have ID, a new one must be purchased. Students will not be allowed to charge more than one ID badge. (\$5 for each badge, \$1 for each lanyard, and \$1 for the protective cover.)
6. IDs are checked daily in homeroom, failure to properly wear an ID badge will result in the following consequences:
 - 1st Offense- Warning and temporary ID
 - 2nd Offense- Lunch detention and temporary ID
 - 3rd Offense- Lunch detention, parent contact, and temporary ID
 - Each additional offence- Administrative referral and temporary ID
7. Repeatedly asking students to wear an ID will result in a referral.
8. Students without their ID badge will eat last and be issued a temporary ID to be worn appropriately.

--	--	--

9. Students must have their ID to check out books in the media center, at lunch, and for identification field trips.

Inappropriate Items at School- Individual personal property that interferes with instruction are not to be brought to school. If any of these items are brought to school without the permission of a teacher or administrator, they will be kept in a secure location until the end of the school year. Skateboards and mopeds will not be allowed at school. Expensive jewelry, cameras, and large sums of money should not be brought to school because of potential loss, theft, or damage. The school is not responsible for lost, misplaced, or stolen items or valuables.

Individuals with Disabilities Education Act (IDEA)- Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. Contact the Director of Special Services at (803) 321-2611 to learn more about IDEA.

In-School Suspension (ISS)/Alternative Class Placement (ACP)- ISS is an alternative to out-of-school suspension (OSS). Students are expected to complete all assigned work and to abide by the alternative class placement guidelines. Students who do not complete assignments may be assigned another day of ISS. Each student is given a list of ISS procedures and guidelines to read and sign. Students who do not abide by ISS guidelines will be suspended.

Insurance- The School District of Newberry County provides school-time insurance for all students. This coverage is secondary and is not designed to replace family health insurance coverage. If you prefer additional optional insurance, a form must be completed at the beginning of the school year. Applications are sent home the first day of school, along with cost information for extra coverage.

Invitations- Party invitations will not be distributed or exchanged at school.

Laser Pointers in School- Purpose: To establish the basic structure for the Board's prohibition of student use of laser pointers/lights in school.

No student may possess a laser pointer/light, and other electronic device 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.

Level 1 Discipline System- Classroom Discipline Plan

Step 1: Three Strike Phase

Verbal Warning

Strike 1- Verbal Warning, strike given and recorded

Strike 2- Strike given and recorded

Strike 3- Strike given and recorded. Student timed out to partner teacher.

Step 2: Time Out Phase (Team Level)

1st Time Out- Reflection card (RC) and parent phone call with student.

2nd Time Out- RC, team conference, and guidance referral

3rd Time Out- RC, 1st Lunch Detention, and Parent Conference

4th Time Out- RC, 2nd Lunch Detention, and Parent Call

Step 3: Administrative Phase (Referral- Educator's Handbook)

5th Time Out: Administrative Detention

6th Time Out: 1 day- In-School-Suspension (ISS)

7th Time Out: 1 day ISS

8th Time Out: 2 days ISS, Behavior Intervention Plan (BIP)

9th Time Out: 2 days ISS

10th Time Out: 1 day Out-of-School Suspension (OSS)

11th Time Out: 1 day OSS and revisit BIP

12th Time Out and up: OSS at administrative discretion

Students will be rewarded for appropriate behaviors throughout the school year. The school administration reserves the right to determine what constitutes major misbehavior.

Altering the strike page, being dishonest about the accumulation of strikes, or having excessive strikes (5 or more in 3 days) before a time out will result in an administrative referral. A missing strike page will result in lunch detention and a new strike page be provided.

Lost and Found- Students are encouraged to put their full names on all personal items. If items are lost, they should check the Lost and Found area (Room 323) before or after school. Items left unclaimed at the end of each semester will be donated to charity.

Make-Up Work- A student will be permitted to do make-up work if the student makes arrangements with his/her teachers. This work should be completed within three (3) school days. Parents of absent students (or students themselves) may call the school office to

--	--	--

request homework assignments. Please call/email before 9:00 AM to give the staff enough time to obtain the assignments. These assignments will be available in the front office by dismissal at 3:10 PM the same day. Students absent from school for one day to illness are encouraged to contact classmates for missed assignments. **Extenuating circumstances must be approved by the principal.*

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 prolonged period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Chief Student Services Officer at (803) 321-1363.

Office Hours- Office hours are from 7:25 AM until 4:00 PM. Telephone calls are answered during this time and visitors are accepted. The office staff will be able to assist you in many instances or will refer you to the proper individual.

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 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.

PowerSchool/Parent Portal- This is a tool providing real-time access for parents to their child's grades, attendance, assignments and more. To access this account, you must report to the main office with a photo ID to receive a designated username and password. This information will not be given out over the phone or email due to its confidentiality.

Promotion/Retention- Students who pass all core content area classes will be promoted to the next grade level. Students who do not pass core content classes must attend summer school, complete a remedial program, or be retained.

READY TIME- READY Time is an opportunity in the morning for students to get an early start on achievement. When students enter the classrooms beginning at 7:25, they should Read, Enrich, And Do what You need; this could include reading silently, complete make-up/missing assignments, study or receive tutoring.

Re-do Policy- All students will have an opportunity to redo major assessments (except district assessments) or complete work. Students must receive a tutoring session to any retakes either at READY time, Catch-Up Café, after school, or an alternative setting agreed upon by the teacher. Students will have five (5) school days after the assignment is returned to the students to complete a re-take. After the retake, the new grade will be calculated as follows: old test= 1/3 and new test grade=2/3.

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 the 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.

Our District offers universal breakfast at NO COST to all students at every school. Breakfast is the most important meal of the day. Research states that students who eat school breakfast

--	--	--

have improved concentration, alertness, comprehension, memory, and learning. Please encourage your child to participate in the breakfast program. A quality nutritious breakfast that comes with juice, fruit, and milk is offered daily.

Applications for Free and Reduced meals are available on-line at www.ncsdnutrition.com. Applications are also available in the school cafeteria or school office. All information is confidential. Please complete the application and return it to the cafeteria manager.

A new application must be completed at the beginning of each school year. Parents are responsible financially for student meals until the approved notification letter has been sent home.

Paying for school meals: Money can be deposited into students' accounts by utilizing My School Bucks. My School Bucks 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 money remaining at the end of the year, the money will carry forward to the next school year. Students not approved for free meals must have money in their account to purchase meals. Cash and Checks are other forms of payment for school meals. Checks will provide a receipt for the parent/guardian and will guarantee that the money is spent on school meals. The cafeteria staff will not cash checks for students. Checks will be applied directly to the student's account on the day it 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. Parent/guardians are asked to put any cash in a sealed envelope and label the outside front of the envelope with the student's name, account number, amount, grade, and date.

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 weekly indicating monies owed which are sent home with students. The district's automated message system is used to send automated messages if a student's account is negative. If a student has a negative balance, he/she will not be allowed to purchase special sales until the balance is paid. We never want to embarrass students or deny them meals due to not having money in their account. The child nutrition program is self-supporting, so it is important that money is collected for meals served.

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 include but are not limited to vision - Pre-K, K, 1st, 2nd, 3rd, 5th and 7th grades; hearing - Pre-K, K, and 1st, 2nd, 3rd, 5th and 7th grades; blood pressure - at least once in grades 9-12.

These are only screenings. Should a parent/guardian have a concern, even if their child passes a screening, it is advised to follow up with their child's healthcare provider.

If a parent/guardian wishes to opt out of mass screenings for their child, he/she needs to put in writing and give it to the School Nurse.

If you have any questions or concerns regarding your child's health or screening process, contact your school nurse or the school nurse coordinator at (803) 321-2620.

Additional school health services information, forms, and helpful links are available on the district's website.

Student Medication-All medications that can be given at home should be given at home.

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

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

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

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

A parent/legal guardian must bring ALL medications to the school for all students. All medications, prescription or over the counter, can only be accepted by the school nurse. If a parent/guardian is planning to bring medication for their child, they need to call the school

--	--	--

ahead of time to ensure that the nurse will be available. No medications (prescription, herbal, homeopathic or over the counter) will be accepted unless they are in an appropriate pharmacy-labeled container or manufacturer's original container. When necessary, the parent/legal guardian should obtain an extra pharmacy-labeled container for school use when the medication is to be taken both at home and at school, especially if the medication is to be given longer than two weeks. No medications will be accepted in Ziploc bags, envelopes, etc.

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

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

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

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

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

Medications are given within 30 minutes before or after the ordered time as designated by the student's health care provider. In the event of a delayed start to the school day, any morning medications given at school will need to be given at home as the school nurse will not be able to administer. This applies to early release days as well.

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

Student Medication Procedure at School- Before the school nurse accepts medication or assists 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.

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 educates 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.

Searches- School administration has the right to search for a child's locker, purse, bookbag, desk, gym bag or any other item carried or possessed by the student, the student's person, or pockets upon reasonable suspicion. Metal detectors may be used according to board policy.

Section 504 of the Rehabilitation Act of 1973 (Section 504)- Section 504 is a federal law that requires public schools to make accommodations so that students with certain disabilities can learn and participate in settings as other non-disabled students. Each school in the School District of Newberry County has a staff member designated as the 504 Chairperson who oversees the development and adherence to 504 Accommodations Plans for students. In order for a student to have a 504 plan in effect, a parent or guardian may contact the 504 chairperson to initiate the 504 process. Once the school has knowledge of a diagnosed condition, the 504 chairperson will convene a 504 evaluation committee to determine how the disability has interfered with the life activities involved in an educational setting. When a student meets eligibility for a 504 Plan, the chairperson for the school will convene a 504-committee consisting of the parents and school staff as well as anyone else who has knowledge of the child, the child's disability, and the school setting. The 504 committee will develop an accommodation plan which a 504 committee will review at least annually to address the student's needs in the school environment. Anyone who has questions regarding Section 504 should contact the Director of Special Services for the School District at 803-321-2611.

Selling and Advertising- No selling or advertising of items or services, except for school related activities, is permitted. Any school group that wishes to engage in such activities must obtain prior approval from the principal or district superintendent. This policy also pertains to all political activities.

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 regularly. It is important that your child completes a full day in school. The end of the school day is a crucial 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 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.

South Carolina Junior Scholars- Eighth grade students are eligible to take the PSAT/NMSQT. Students with scores of 550 or higher in Evidenced-Based Reading and Writing or 530 or higher in Mathematics will be identified as Junior Scholars. These students are eligible to participate in different summer programs created for Junior Scholars.

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

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

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

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

Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School District of Newberry County. The following have been designated to coordinate compliance with these

--	--	--

legal requirements and may be contacted at the district office for additional information and/or compliance issues:

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

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

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

Student Expectations- RESPECT is the key word at MCMS. Students are expected and will be reminded to show respect and consideration of the rights, privileges, feelings, and needs of themselves and others. MCMS believes that responsibility for student behavior management lies within the student. Choices made by the student create the circumstances in which they find themselves. It is the duty of parents, teachers, and administrators to monitor the choices made by our students, to provide appropriate guidance and positive and negative consequences which will help shape his/her behavior patterns.

Student Government Association- The Student Government Association (SGA) will be composed of a representation of the student population, serving as a voice to the administration.

Suicide Hotline- 1-800-273-8255 (24-hour helpline)

Telephone Use- There are telephones on campus for students to use before and after school. Should an emergency arise, and a student need to use the phone during the school day, he/she must have a teacher signed pass. Students will not be called out of class to come to the telephone, except in an extreme emergency.

Textbooks- Textbooks are issued at the request of a parent/guardian. When a textbook is issued to a student its condition is noted. Each student is responsible for returning their textbooks in the same condition. If lost or damaged the student must pay a fine or replacement cost determined by the State Department of Education.

The 7 Mindsets- The 7 Mindsets Curriculum will be used during Rebelution (Advisor/Advisee Time) and are research based social-emotional practices. The Mindsets are: Everything Is Possible, Passion First, We Are Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now.

Title IX- The School District of Newberry County does not discriminate based on 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.

--	--	--

Tobacco Use- The use of and/or possession of tobacco products and smoking materials, including vapor or e-cigarettes will be subject to discipline as specified below. All district facilities are tobacco free (including athletic and school-sponsored events).

- First Offense: One-day suspension. Principal or his/her designee will notify parents of rule infraction after first offense and advise parents of consequences of this policy.
- Second Offense: Two-day suspension
- Third Offense: Five-day suspension
- Fourth Offense: Ten-day suspension
- Fifth Offense: Expulsion

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

After three consecutive or five unlawful absences, school officials will notify the parents to come to the school to develop a Truancy Intervention Plan. A Case Manager will do a home visit now.

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

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

Unauthorized Areas/Out of Area- As soon as students arrive on campus (no earlier than 7:25 AM) they must report to their assigned area. Failure to follow this procedure will result in the students being charged in an unauthorized area. During class, students not in class must have a pass; if not, they will be charged with being in an unauthorized area. At dismissal, students must follow dismissal procedures for their grade level, in a timely manner to avoid being charged with being in an unauthorized area.

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/guardians 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 supervised by appropriate approved personnel when assisting in a non-instructional setting. The use of volunteers within the district does not 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.

--	--	--

iReady Data

<u>Reading</u>	<u>Math</u>
Fall Assessment Score:	Fall Assessment Score:
Typical Growth:	Typical Growth:
Stretch Growth:	Stretch Growth:
Winter Assessment Score:	Winter Assessment Score:
Fall to Winter Difference:	Fall to Winter Difference:
Spring Assessment Score:	Spring Assessment Score:
Fall to Spring Difference:	Fall to Spring Difference:

The

- R** -Respect (Respect yourself and all others: Attitude of Gratitude)
- E** -Exemplary (Always putting forth your best in work, character and actions: Passion First)
- B** -Behave Well (Represent yourself, family, school and community in a positive way: Live to Give)
- E** -Explain Calmly (Explain in a calm, respectful manner your perspective: 100% Accountable)
- L** -Listen ("By listening, you will grow by leaps and bounds"- J.R.: We Are Connected)
- W** -Wise (Make positive choices: 100% Accountable)
- A** -Ask Questions (Do not hesitate, smart people always ask: The Time Is Now)
- Y** -Yes, you can! (Persevere, show your grit, no excuses! Everything Is Possible)

