

Little Mountain Elementary Student / Parent Handbook

Newberry County School Board

Mr. Lee Attaway, Area II, Vice-Chairman

Term: 11/10-11/14
923 SC Hwy 202
Little Mountain, SC 29075
803-403-2386

Mr. Clyde Hill, Area VII, Sect. and Claims Liaison

Term: 11/10 – 11/14
716 Morgan Street
Newberry, SC 29108
803-276-0827

Mrs. Lucy Anne Meetze, Area III, Legislative Liaison

Term: 11/08 – 11/12
458 Piester Road
Newberry, SC 29108
803-276-2696

Mr. Ike Bledsoe, Area I

Term: 11/08 – 11/12
123 Nance Street
Whitmire, South Carolina 29178
803-694-2803

Mr. Jody Hamm, Area IV, Chairman

Term: 11/08 – 11/12
8186 Hwy 395
Newberry, SC 29108
803-276-7552

Mr. Hugh Gray, Jr., Area V

Term: 11/10 - 11/14
1919 Harper Street
Newberry, SC 29108
803-924-6286

Mr. Gregg Taylor, Area VI

Term: 11/08 - 11/12
260 Henry Longshore Rd.
Newberry, SC 29108
803-276-8522

ADMINISTRATION

Bennie Bennett Superintendent

District Office PO Box 718
Newberry, SC 29108
Phone: 321-2600
Fax: 321-2604

Kimberly S. Mack Principal
692 Mill Street
Little Mountain, SC 29075
Phone: 945-7721
Fax: 945-1058
smack@newberry.k12.sc.us

Website: www.newberry.k12.sc.us/lmes/homepage/htm

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.

Little Mountain Elementary Student / Parent Handbook

DISTRICT POLICIES

Table of Contents

Page 3	School Pledge Mission, Vision, Beliefs Pledge Of Responsibility	Page 13	Accessibility Admissions Asbestos
Page 4	Principal's Message After School Program Attendance Address Changes Awards for Students	Page 14	Address Change Signing Students out of School Attendance
Page 5	Bi-Lo Boosterplus Program Box Tops for Education Bus Rider Campbell's Labels for Education	Page 15	Bus Eligibility Bus Safety and Rules
Page 6	Care of Books Car Riders	Page 16	Child Abuse Computer Education Conduct Behavior Code
Page 7	Cell Phones, Pagers, PDA's, iPods Communication Conduct And Discipline General Rules of our School Conferences Deliveries and Invitations	Page 17	Items Delivered to School Directory Information
Page 8	Detention Dress Code Early Dismissal Procedures	Page 18	Release of School Records Media Release Disclosure Emergency and School Closings GT Identification
Page 9	Emergency Drills / Incidents Fees, Fines, and Charges Field Trips Fundraising	Page 19	Insurance Laser Pointers Honor Roll Special Services
Page 10	Grading Scale Homework Hours Library / Media Center Lost and Found Lunch Money	Page 20	Statement of Nondiscrimination Breakfast and Lunch Program Dietary Substitutions Use of School Facilities Visitors
Page 11	Media Release Medication at School Money at School Notes Required from Parents Parent Teacher Organization Pictures Parties	Page 21	Sexual Discrimination and Harassment School Health Student Medication
Page 12	Progress Reporting Date School Improvement Council Special Areas Student Responsibilities Student Transportation Tardies Telephone Messages	Page 22	Contagious Illnesses at School Student with Special Health Needs Individual Health Care Plans (IHP) 504 Section 504
Page 13	Visitors Weapons Website	Page 23	Individuals with Disabilities Act Medical Homebound Truancy Procedures School Report Card Grading Procedures
		Page 24	Promotion and Retention Appeals Process for Retention
		Page 25	District Testing No Child Left Behind Volunteers / Chaperones Federal Funded Programs
		Page 26	School Calendar
		Page 27	MAP Goals

**Little Mountain Elementary
Student / Parent Handbook**

**Little Mountain Elementary
School Pledge**

We, the students of Little Mountain
pledge loyalty and respect to our school
as we strive for excellence.

We express our eagerness for knowledge
so that we succeed and become
responsible, courteous, and helpful
citizens in our school and our community.

6th Grade Class of 1987

The faculty and staff are most happy to provide you with the Little Mountain Student 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.

MISSION

Faculty, staff, students, parents, and community at Little Mountain Elementary collaborate to provide all students a quality education in a safe environment where students are encouraged and praised as they strive to reach their greatest potential in our diversified society.

OUR VISION

Teaching today's students to become tomorrow's leaders.

OUR BELIEFS

We will ensure:

- Best interest** of children are served
in all decisions
- Expectations** demand that each
child works at his/her highest level
- Lifelong learning** is modeled and
Developed

Invitational relationships are
nurtured throughout the school
community

Effective / efficient use of
resources is practiced

Future-focused curricula develop
citizens competent in an ever-
changing society

Student achievement consistently
improves

**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.

Little Mountain Elementary Student / Parent Handbook

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

Principal's Message

Welcome to the 2011-2012 school year at Little Mountain Elementary. I am so very proud to "come home" to the LME school community. In these short summer months, I have been immersing myself in everything LME and have been impressed with all I've seen. What have I learned? LME is still a place where great things happen and where minds are challenged, friendships are formed, and a family is created. I truly look forward to the upcoming school year with much excitement and promise.

As this is my first year as principal of LME, it is important that I tell you a little about my educational career. I attended LME from 1980-1986. This supports my phrase, "I'm coming home!" I graduated Mid-Carolina High School and continued my education at Newberry College. I have 13 years of educational experience: 12 years in Newberry County, 7 years as a teacher, and 5 years as an administrator.

I assure you that my "heart" lies within the philosophy and core values that will continue to be instilled in our students at Little Mountain Elementary School. Little Mountain Elementary is a place that is filled with the hustle and bustle that go along with a great elementary school. The best way to keep abreast of what is happening is to be involved. Education is a partnership between the home and the school. Parents are a child's first teachers. You have established the rules, expectations and consequences. Through your actions you have taught your children how to interact with others, what you value and the importance of doing your best. As we begin this school year, we renew our partnership. It takes supportive parents at home and those who volunteer in school to accomplish this task.

Please call or email if you have any questions, comments or concerns, or better yet, stop in for a visit. Lastly, please ask your child every night what they learned in school today, and we will do our part to make sure they have a great answer.

Sincerely,

Kimberly Stuckman Mack

Principal

AFTER SCHOOL PROGRAM

Students remaining after 3:00 will be sent to the afterschool program and the following payment schedule will be assessed.

- 3:00 – 3:15 - \$2.50 / Per Child
- 3:15 – 3:30 - \$5.00 / Per Child
- 3:30 – 5:30 - \$10.00 / Per Child

ATTENDANCE

- Notify the school if you have advance notice of an upcoming absence.
- Call the school by 9:00 a.m. on the day your child is absent.
- **You will be notified via phone call of your child's absence from school daily.**
- Written excuses must be given to the school **within 3 days** of your child's absence. The school will accept doctors' notices and **up to 7 approved notes from the parent.**
- Parent should notify the school of a prolonged absence.
- Parents of absent students may call the school office to request homework assignments. Please call before 9:00 a.m. to give the staff enough time to gather assignments. These assignments will be available in the front office after 3:00pm the same day. As a reminder, please check your teacher's website for assignments.

ADDRESS CHANGES (VERY IMPORTANT)

Contact the school office immediately to report changes in:

- home address (must submit proof of residency)
- home phone number
- cell phone number
- work number
- emergency contacts.

(See district requirements page 14)

AWARDS FOR STUDENTS IN GRADES 1-5

Principal's Honor Roll, Honor Roll, Winning Wildcats, and Perfect Attendance awards are given each nine weeks to those students who have met the criteria for each award.

Principal's Honor Roll – 93 or better in every

Little Mountain Elementary Student / Parent Handbook

subject, no "N"s

Honor Roll – 85 or better in every subject, no "N"s

Winning Wildcat – Improvement from one nine weeks to the next



BI-LO BOOSTERPLUS PROGRAM

Little Mountain Elementary participates in Bi-Lo's Boosterplus Fundraising Program. Enrollment in the program is required. Paper enrollment cards are provided in your child's enrollment packet or may be picked up in the office. Have the cashier scan your boosterplus card with your regular Bi-Lo Bonus Card on your next visit. You only need to do this once, and then Bi-Lo will donate a portion of every purchase to LME throughout the school year!



Box Tops for Education

One of the easiest ways you can make a difference is to sign up for the **Box Tops website** at **boxtops4education.com**. It's easy, free and you'll learn about new ways to help our school earn the extra cash it needs.

Exclusive online benefits:

- Track our school's Box Tops earnings.
- Print money-saving coupons for your favorite Box Tops brands.
- Enter to win Bonus Box Tops for our school.
- Make mealtime easier with family-pleasing recipes.

Plus, you can sign up for regular email updates on our school's progress!

Box Tops offers three easy ways to earn cash for our school through everyday activities like buying groceries, shopping online and making purchases with a credit card – **all at no additional cost to you.**

Clip Box Tops from your favorite brands. Clip Box Tops from hundreds of your family's favorite products from General Mills, Betty Crocker®, Pillsbury®, Ziploc®, Kleenex® and more.

Shop online and earn for our school. Box Tops has partnered with over 60 of the most popular online stores like JCPenney and Lands' End. Our school earns cash from every qualifying purchase, up to \$20,000.

Help our school with every charge. Earn full 1% cash back for our school on every single purchase up to \$20,000. Our school earns the extra cash it needs and you get a 0% introductory APR with no annual fee.

To learn more, visit boxtops4education.com. Thanks for choosing to make a difference for our school with Box Tops!

BUS RIDER

Each student that rides the bus must have a signed district bus contract on file in the bus office. These can be obtained from the school office or the school website.

- Buses will drop off your child(ren) at the side hallway door of the cafeteria building (500 wing).
- Students should report directly to their homerooms.
- Free breakfast will be offered to everyone in the classroom at 7:30. Breakfast will end promptly at 7:45. It is important for students to be ready to begin instruction promptly at 7:45 a.m.
- Bus students will be dismissed at 2:40 p.m. and will wait quietly until escorted by a teacher to their buses.

Campbell's Labels For Education™ Program Awards Free Educational Equipment

The Labels for Education program is a great way to get FREE merchandise for our school, and Campbell makes it so easy to redeem labels. To meet our goals, we need to collect 5,000 labels. With your help, we can make this year the best ever.

Participating in the program is easy — simply save labels from Campbell products and send them to

Little Mountain Elementary Student / Parent Handbook

school. Some of the products eligible for label redemption in the program include:

- Campbell's® soups
- Campbell's Supper Bakes® meal kits
- Campbell's® or Franco-American® SpaghettiOs® pasta
- Campbell's® beans, gravies, and canned pasta
- Prego® pasta sauces
- Swanson® broths and canned poultry
- Pace® salsa and plicate sauces
- V8® vegetable juices and V8 Splash® juice drinks
- Campbell's® tomato juice
- Pepperidge Farm® breads, cookies, crackers, and frozen products
- Pepperidge Farm® Goldfish® crackers
- Campbell's® Foodservice products

Triple your efforts by asking your friends and family to collect labels on behalf of our school. Community members can pledge their support by making a Community Label Pledge at labelsforeducation.com. Simply invite friends and family to visit the website, and click into the "Community Label Pledge" link. Here they can make a voluntary pledge to donate Campbell product labels to our school.

If you have any questions, or would like to help with our Labels for Education collection drive, please contact the school office at 945-7721. Don't forget to visit labelsforeducation.com for a complete listing of participating products and more information about the program.

Thanks so much for your support. Together with Campbell's Labels for Education — we can build a better school for our children — one label at a time.

CARE OF BOOKS

The State Department of Education issues textbooks to elementary school students free of charge. (Textbooks are used for a six-year period.) It is the responsibility of the student to take care of the books issued to him/her during the school year. The teacher will note the condition of a book when he/she issues the book. The student must pay for any torn pages or marks in or on the book that occur after it is issued. Any lost books

are the responsibility of the student and must be paid for by the end of the year.

CAR RIDERS

Students will be dropped off and picked up in the traffic circle, AT THE REAR of the building, only along the curb. Pull all the way forward so that other cars may unload at the same time. Do not pass a car since some children are exiting the car on the driver's side. Please have your child prepared to be dropped off and please do not stop and leave your automobile parked along the curb. Parents coming into the building should park in designated visitor parking and utilize the cross walk. The back doors automatically lock at 7:45 AM when the tardy bell rings. If you are late, please drive your child to the front, and you will have to come into the office IN PERSON to sign your child in late. Due to liability issues, students are not to arrive before 7:15 a.m. Students must be picked up by 3:00 P.M. Students not picked up will be taken to the After School program and will be charged for after school care.

Each family is assigned a family number. FAMILIES WILL RETAIN THE SAME NUMBER IF YOU HAD ONE ASSIGNED THE PREVIOUS YEAR. New users will be issued a car tag at registration to hang on your rear view mirrors. This number will need to be in the car window whenever you or another authorized person will be picking up your child(ren). When you pull into the car line in the afternoons, you will be forming a single line. All persons arriving early will need to pull all the way forward to fill in all available space. Please pull up as close to the car in front of you as possible. All car riders will remain in their classrooms at dismissal time. We will be calling car numbers into the Media Center where the number will be entered on the computer to be displayed on the Smart Boards in the classroom. Teachers will walk the car riders to their cars. As soon as cars are loaded, the first group will be directed to pull out and another group of cars will pull forward. It will be extremely important for your child to know his/her car number and to be paying attention to the Smart Board at dismissal. If a child does not come out with his group, the parent will be directed to pull over and park, and we will recall your child's car number. We ask that you pull over if directed so the entire car line is not disrupted and all students are safe. It is very important that when your child's number is

Little Mountain Elementary Student / Parent Handbook

posted they go immediately to the car rider area. They are not to stop by other rooms or the restroom but proceed directly to the car line. There will be no children outside other than those whose numbers have been called. Students will NOT be dismissed from the office, but only from the car line. With everyone's cooperation, the car rider line will move quickly and smoothly.

CELL PHONES, PAGERS, PDA'S, IPODS, ETC.

Although it is not against District policy to have a cell phone on school property, it is highly discouraged for elementary age students to have cell phones. If a student has a cell phone in his/her possession, it MUST be kept powered off and out of sight in a bookbag. Students will not be permitted to carry cell phones attached to any part of the clothing. If a cell phone or other device is activated or in sight during school hours, it will be confiscated and the parent must come to pick up the phone at school. Items such as cell phones, pagers, PDAs, IPODS, Nintendo, PSPs, etc. create a disruption to the educational process.

COMMUNICATION

Little Mountain Elementary School wants to keep you informed throughout the year. School papers and notes are sent home with students every Wednesday. The newsletter is sent home the last Wednesday of the month. The newsletter is also posted on the school website as well as emailed to parents. Emergency announcements for school closings, early dismissals, or emergency situations will be sent via the Alert Now system by phone, WKDK, and/or WIS.

CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to a student's 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. Violations of these policies and rules will result in disciplinary actions. Students will NOT be permitted to disrupt the education and learning of other students in the classroom.

At Little Mountain Elementary we put our best PAWS forward.

Personal Best
Act Responsibly
Work and play safely
Show Respect

GENERAL RULES OF OUR SCHOOL

1. Students are to move quietly through the halls. No running, pushing or playing inside the building will be permitted.
2. Students are not allowed to chew gum or wear hats inside the school building.
3. Trash is to be put in cans conveniently located on the school campus.
4. Each student is to have needed materials at the beginning of each class.
5. NO tackle football or rough play is allowed or any other game that involves the pushing or knocking down of students.

CONFERENCES

Conferences should be planned with your child's teacher ahead of time. Conferences can be arranged by calling the office and scheduling a time or by sending a note to the teacher to schedule a time. Parent/Teacher Conference Days are built into the district schedule during the fall and at the end of the first semester.

Appointments with the principal can be made at any time by calling the school and speaking with the school secretary.

Please do not expect "impromptu" conferences with teachers just before the morning bell and at dismissal. Your child's teachers are available to you, but please call to make an appointment. **Out of fairness to all students in the classroom, the teacher's first priority is to the children.** All visitors to classrooms MUST sign-in at the office and check-out upon leaving.

DELIVERIES AND INVITATIONS

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, and other similar items will not be accepted during school hours for delivery to students.

Little Mountain Elementary Student / Parent Handbook

These items are not safe on buses and therefore, are not permitted on buses.

The delivery of invitations (such as birthday parties) is not allowed UNLESS the entire class is invited. If you would prefer selecting students for attendance at home parties, those invitations should be mailed and will not be handed out at school. By law, the school is not allowed to issue home mailing addresses and phone numbers of students. We can only give you a class list of names, if requested.

DETENTION

Sometimes it becomes necessary for students to serve After School Detention. Thursday of each week is our detention day. Detention will start at 3:00 and end promptly at 3:30. Students who are late being picked up from detention will be sent to the After School Program and a fee will be assessed.

DRESS CODE

Students are expected to dress in a manner that will not disrupt classes. Most dress code violations interrupt the learning process by drawing attention away from the purpose of the class instruction.

The administration reserves the right to determine when the appearance of individual students is detrimental to the well being of the school, students, and the educational atmosphere. Parents will be contacted if a child comes to school inappropriately dressed so that proper attire can be brought to the school, or the child may be asked to change at school.

Faddish haircuts, out of the ordinary body piercings and tattoos also fall into the dress code standards. Parents are asked to help us enforce the dress code by checking your child before he/she leaves for school in the morning.

The following guidelines will help to define an acceptable dress code:

- Pants should be worn in a manner that the waist of the pants is at the natural waistline of the body. Drooping and sagging pants will NOT be tolerated. Students should wear a belt. If this becomes a problem, the parent will be notified and asked to bring replacement

clothing and / or a belt, or the child could be sent home if this is a persistent problem.

- Hats and other types of headgear or sunglasses should not be worn inside the building. Bandanas and “do rags” are NOT permitted at any time.
- Hats on the bus are at the discretion of the bus driver.
- Shirts with obscene or offensive messages or satanic symbols cannot be worn.
- Short-shorts, mini-skirts or mini-dresses, halter-tops, and tank tops are considered inappropriate. A general guide for shorts and skirts is no less than a dollar bill’s length from the top of the knee to the bottom of the garment. A general guide for tank tops is at least 2-3 adult fingers width at the shoulder strap.
- Profane, vulgar language or drawings, or references to alcohol, drugs or weapons are not allowed on any part of a student’s clothing or jewelry.
- Gym, biking, or spandex shorts are not allowed. Shorts and skirts are to be no less than a dollar bill’s length from the top of the knee to the bottom of the garment.
- Shoes with cleats or roller blades (to include hee-lies) are not permitted.
- Sandals are permitted, but are highly discouraged for safety reasons during recess, and especially on PE days.
- Shower shoes or plastic / rubber flip-flops with the strap connector visible on the bottom of the shoe **are not allowed**.
- Students should be aware of physical education days and dress in appropriate clothes and tennis shoes. Parent need to be aware of these days, too.
- Boxer shorts or other under garments MUST NOT be visible.
- The midriff area should not be visible.
- Persistent violation of the dress code may result in suspension from school.

EARLY DISMISSAL PROCEDURES AND SIGNING STUDENTS OUT

See District policy page 14

Little Mountain Elementary Student / Parent Handbook

EMERGENCY DRILLS / INCIDENTS

Emergency drills will be conducted on a regular basis during the school day. Tests include fire drills, intruder and lock-down drills, tornado drills and other emergency drills as needed. Visitors to the school are REQUIRED to participate in emergency drills if they occur while present on the campus. Procedures will be reviewed with students. All drills are considered "reality situations."

Lock Down - Parents are asked to stay away from the school as it will be locked down, and no one will be permitted to enter. Also very important, do not call the school. We will need all lines of communication open for authorities.

Tornado - . NO STUDENT will be allowed to leave from Little Mountain Elementary. All parents that arrive at the school during the tornado watch / warning stages will be asked to report to the hallway of the 100 wing.

FEES, FINES, AND CHARGES

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

Report cards will be held by the school if school fees are not paid by the beginning of the 2nd 9 weeks.

No student is exempt from charges for books, materials, supplies and equipment that are lost or damaged.

FIELD TRIPS

- ◆ Educational field trips are planned to provide experiences related to subjects studied in classrooms. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers.
- If a bus is used for transportation, a fee will be charged to cover the expense. All chaperones on field trips are an extension of the

school staff and will conduct themselves accordingly. Chaperones will not smoke, consume alcoholic beverages, or use language that is not appropriate in a school setting. Chaperones will follow direction of teachers in charge and can NOT assume their own agenda or deviate from the field trip plan. Persons that abuse the right to be a chaperone will not be permitted to participate in future field trips.

- ALL CHAPERONES, MENTORS, and VOLUNTEERS will be subject to a SLED investigation. Additional fees may apply.

FUND-RAISING ACTIVITIES

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

- No one may solicit monetary contributions from students at any time.
- Students in grades kindergarten through fifth will not participate in fund-raising activities. The school can use these students as couriers between school and home for information, order blanks, and materials about fund-raising activities sponsored by the school and school-related organizations.
- Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program.
- The principal will approve and supervise each campaign.
- Students may not participate in fund-raising activities during school hours without the express approval of the principal.
- Students will not solicit personal contributions to meet the basic needs of the school or to finance extracurricular activities.

Organizations or students seeking to distribute materials to students unrelated to the individual school or school district must have the permission of the superintendent. Only organizations, no individuals, may conduct fund-raising activities. Clubs or organizations requesting permission to hold a fund-raiser must have a valid charter or board-approved by-

Little Mountain Elementary Student / Parent Handbook

laws and have been in existence for at least four months prior to the request. Organizations must make written request in accordance with Board Policy JJE.

GRADING SCALE

A = 93 – 100
B = 85 – 92
C = 77 – 84
D = 70 – 76
F = 0 – 69
E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

HOMEWORK

Homework is assigned to provide student practice, to enrich skills and concepts taught in the class, to foster independent study skills, to develop responsibility for bringing home books and assignments, to complete work and return it on time, and to enhance parent awareness of student progress. Homework is as important as any other part of schoolwork.

It is the responsibility of students to take assignments and materials home and to return completed assignments on time. Teachers are responsible for providing appropriate and meaningful assignments and ensuring that students understand the assignment, for explaining homework policies and procedures to students and parents at the beginning of the school year, and for placing value on completed work. Parents are responsible for setting aside a regular time and place for completing homework assignments without distractions and providing necessary materials for completing homework assignments. All homework is the responsibility of the student.

As a general guideline, homework for 1st graders will usually take about 15 minutes, for 2nd and 3rd graders no more than 30 minutes, and for 4th and 5th graders about 45 – 50 minutes. This assumes that the student is working the entire time. Kindergarteners will not usually have written homework, although there may be some home review that is suggested.

Parents of absent students may call the school office to request homework assignments. Please call before 9:00 a.m. to give the staff enough time to gather assignments. These assignments will be available in the front office after 3:00pm the same day. As a reminder, please check your teacher's website for assignments.

HOURS

School hours are 7:45 A.M. – 2:40 P.M. Students should not arrive before 7:15 A.M. and should be picked up by 3:00 P.M. The tardy bell rings at 7:45 A.M. All students should be in class by that time. Breakfast is available from 7:25 – 7:40 A.M. All students will be offered breakfast in the classroom.

LIBRARY / MEDIA CENTER

- Students may use the Media Center at his/her regularly scheduled time, during recess, in the mornings, and any time during the day with a pass from their teacher.
- Students are to respect others who are in the Media Center and to follow the rules set up by the Media Specialist.
- Students are responsible for books checked out in their name. Make sure books are returned on time. Any lost books are the responsibility of the student and must be paid for.

LOST AND FOUND

Students and parents should check lost and found when items are misplaced. A lot of clothing looks the same, so please label all clothing, jackets, hats, gloves, etc. with your child's FIRST and LAST NAME in an obvious locations. Lost and Found will be located near the cafeteria. Please check it OFTEN. Items not claimed after a reasonable time, usually the end of the semester, will be donated to local charities.

LUNCH MONEY

Lunch accounts must be kept current. You are encouraged to and can pay ahead of time. Money in surplus at the end of the school year will carry over to begin as a credit in the next school year. Lunch prices are subject to change.

Little Mountain Elementary Student / Parent Handbook

Students that owe money can be denied the prepared lunch and could be given an alternative lunch. In order to avoid this situation, please keep your account current. Notices for outstanding accounts are sent home periodically.

Breakfast is provided to all students free of charge as part of a grant through the Office of Child Nutrition. HOWEVER, breakfast WILL NOT be served on days with a 2-hour delayed start schedule.

If you plan to eat lunch with your child, it is your responsibility to notify the lunchroom by 8:30 a.m. or send a note to your child's homeroom teacher.

MEDICAL RELEASE INFORMATION

See District policy page 21

MEDICATION AT SCHOOL

See District policy page 21

MONEY AT SCHOOL

Procedures for making payments for food services, school pictures, insurance, PTO purchases, field trips and the like are as follows.

Money/Check(s) should be placed in an envelope with the student's name written on it, the amount enclosed, teacher name, and purpose. Please do not have children bring money loose.

Do not combine payments for separate purchases (example: lunch and fieldtrips, fieldtrips and pictures, afterschool and sled check, etc.)

Payments sent to school should be separated for each child. We do not have change available at school so please send the correct amount of cash. Students should not carrying large amounts of cash to school.

Neither the teacher nor the school can be responsible for lost or misplaced money.

NOTES REQUIRED FROM PARENTS

The school requires notes from parents explaining the following:

- Absences (within 3 days of an absence)
- Request for early dismissal

- Request to miss recess or physical education
- Permission for field trips
- Permission to go home with another student
- Prolonged absences from school
- Changes in usual method of transportation
- We must have a note if there is a change in transportation. WE CANNOT MAKE CHANGES IN TRANSPORTATION BASED ON THE WORD OF THE STUDENT. In cases of **extreme emergency**, a parent or guardian can call the office to change transportation. THIS MUST BE DONE BEFORE 2:00. A note to the teacher is the BEST method.
- Authorization to administer prescription medicine
- Allergic reactions, especially to certain foods
- Specific medical treatment or special health needs
- Changes in home address or phone, work numbers, or changes in emergency contacts.
- If there are any court orders regarding custody, visitations, etc. we need to have the most current information in the office. Please update all documents when changes occur.

PARENT TEACHER ORGANIZATION

Little Mountain Elementary PTO is extremely active in supporting the school's program for students. You are invited to join the PTO. Membership dues are \$5.00. The meetings are scheduled throughout the year, and Open House is held prior to school opening. PTO meetings begin at 7:00 p.m. followed by a short program. Meetings are usually adjourned by 8:00 p.m.

PICTURES

Individual student pictures are made twice during the year. A convenient package is provided for each student to purchase. The school receives a percentage of all sales and money is used to support school programs.

PARTIES

NO parties will be held during the school hours except those at designated holidays (Christmas, Valentine's, & Easter).

Little Mountain Elementary Student / Parent Handbook

PROGRESS REPORTING DATES

- **Signed papers will be sent home each Wednesday** by students for you to see. We request that these be signed and returned to school. Contact the teacher for ways you can give additional help if the need exists.
- Interim reports will be sent out at the mid-point (4 1/2 weeks) of each nine weeks to all students. These reports will give the students time to pull up poor grades by the end of the nine weeks.

SCHOOL IMPROVEMENT COUNCIL

Nominations and voting for the School Improvement Council takes place at the beginning of each school year. The SIC makes recommendations to the principal on school and community matters and reviews the Annual School Report. SIC meetings are scheduled throughout the school year to discuss school progress

SPECIAL AREAS

Students are scheduled for special area instruction in art, music, physical education, and computer. Times in the Media Center and with guidance will be scheduled as needed with the appropriate instructor.

STUDENT RESPONSIBILITIES

It is very important that we teach our students responsibility. Suffering the consequences of not bringing homework, lunch money, fieldtrip money/permission, planners, books, etc. is part of learning responsibilities of everyday life. Left items should be brought to school the next school day. We will not interrupt instructional time to give a student items left at home. If brought to the office, those items will be put in teachers' boxes and picked up at their earliest convenience. Along the same lines, we will not allow a student to use the telephone to call about items left at home. We believe that interrupting class is disruptive to the educational process and places additional demands on school staff.

STUDENT TRANSPORTATION

- Communicate with your child's teacher in writing how he/she will travel to and from school each day.

- **ANY CHANGES** concerning your child's transportation (for one day or everyday) require a notice **in writing**. NO EXCEPTIONS. This should be sent to school with your child.
- Permission to go home with another student requires a written note from each student's parent / guardian.
- We cannot change transportation based on the word of the student.
- We believe phone calls and faxed messages regarding transportation changes leave too much room for error. Therefore, **your child's teacher must be notified in writing if there is a change in his/her transportation.**
- **Do not call the school office to communicate this information to your child.**

TARDINESS

Students arriving late to school MUST BE SIGNED IN BY AN ADULT. Students are expected to come to school on time. Students arriving late are a disruption to classroom instruction. Persistent tardiness is detrimental to your child's progress in the classroom especially if they miss the same information each morning. It is also a disruption to the educational setting for other students. Instruction begins promptly at 7:45 A.M. Students arriving late must report to the office to sign in before going to their classroom. The tardy bell rings at 7:45. Breakfast will not be served to students after the tardy bell has rung.

Students who have in excess of five unexcused tardies will be assigned after school detention.

A good work ethic begins early in a child's life. On time is the right time!!! Please have your child at school ready to begin at 7:45.

TELEPHONE MESSAGES

Students, teachers and other staff members may not receive telephone calls, except for emergencies. Teacher may not leave their classrooms for telephone conferences with parents; however, telephone conferences may be arranged during teacher planning time (Special Area time.) Parents may leave messages for teachers with the school office. Requests for homework should be made in the morning to pick up work after 3:00 P.M

Little Mountain Elementary Student / Parent Handbook

WEBSITE

Students will not be permitted to use the school telephone except for emergencies.

VISITORS

Parents are encouraged to visit Little Mountain Elementary at any time. All visitors to the school are required to report to the office immediately upon arrival to get a visitor's pass and to sign the visitor's log. All visitors will sign in utilizing the computerized system (National Safe Schools Initiative sponsored by Ident-A-Kid.) This is required for the safety of all children and for accountability of all occupants of the building. Parents are welcome to observe classes anytime as long as their presence in the classroom is not distraction. Conference should be planned with your child's teacher ahead of time and not expected at the beginning of the day, at dismissal, or during a class visit (unless it is scheduled by the teacher.)

Please do not expect "impromptu" conferences just before the morning bell and at dismissal. Your child's teachers are available to you, but please call to make an appointment. Out of fairness to all students in the classroom, the teacher's first priority is to the children. Please do not bring small children with you if you visit. All visitors must receive permission from the school office before going to any other part of the building or school grounds. All visitors are required to check out upon leaving.

WEAPONS

No weapons (to include pocket knives, pocket tools, and laser pointers) or look-alike weapons (including toy guns, squirt guns, and replica guns) are allowed at school. Fireworks or explosive devices are also considered weapons. Bringing a weapon to school may result in a police incident report and/or recommendations for expulsion. If a student sees or hears of another student with a weapon, he/she is reminded to immediately report any information to a teacher or another adult. All reports will be investigated by the principal, his designee, or the School Resource Officer.

Little Mountain Elementary has a web page. Please take a few minutes and peruse through our very informative sight. You will be able to:

- Contact your child's teacher via email;
- Find back to school information;
- Review the current month's newsletter;
- See our school calendar of events for the entire year;
- Reference our student handbook;
- Register a new student;
- See pictures;
- And much, much more.

Best of all, you can do this from the comfort of your own home anytime of the night or day.

We are very excited to be able to offer this tool to our Little Mountain family. Any comments or suggestions for future postings to this website will be greatly appreciated.

www.newberry.k12.sc.us/lmes/homepage.htm

School District of Newberry County Handbook Insert

Accessibility

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

Admissions

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

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

Little Mountain Elementary Student / Parent Handbook

for public inspection in the school office or at the district Building and Grounds office.

Address Change

Parents should report changes of address or telephone number changes to the main office within three (3) days of the change. New addresses will require the appropriate district proof of residency.

Procedures for 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 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. Drivers license/Picture I.D
2. Name on list.
3. PIN number given by parent.
4. 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.

Attendance

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

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

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

If a student is not enrolled or accounted for by the third official day of instruction, the principal or his/her designee

will contact the student and parent by telephone, letter, or home visit.

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

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

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

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

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

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

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

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

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

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

If the student is absent for three 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 seven parental excused absences will be accepted.

Absences may be approved as lawful (excused) or disapproved by the principal or his/her designee following a

Little Mountain Elementary Student / Parent Handbook

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 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.

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.

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.

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

Students have the privilege of riding a school bus to and from school. The bus is considered an extension of the

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

Transportation Offenses and Penalties

Level One Offense

1. Disobeying driver
2. Talking loud
3. Leaving trash on bus
4. Leaving personal items on bus
5. Eating or drinking on bus

Penalty

- 1st offense warning
- 2nd offense five (5) days off bus
- 3rd offense ten (10) days off bus

Level Two Offense

1. Profanity and ugly gestures
2. Ride bus to which you are not assigned unless you have prior permission from the bus office.
3. Excessive sagging pants

Penalty

- 1st offense five (5) days off bus
- 2nd offense ten (10) days off bus
- 3rd offense indefinitely off bus

Level Three Offense

1. Fighting
2. Opening windows without permission
3. Putting arms, legs, feet out of windows
4. Touching emergency doors or other bus equipment
5. Throwing objects out of windows

Penalty

- No Warning ten (10) days off bus

Level Four Offense

1. Bullying other students
2. Indecent exposure
3. Possession of concealed weapons
4. Smoking
5. Possession of cigarette lighters and/or matches
6. Threatening or assaulting driver
7. Possession of drugs and/or alcohol
8. Any actions that are determined to be threatening to the safety and well being of the other passengers

Penalty

- Suspended for ten (10) days pending expulsion hearing

Level Five Offense

1. Cutting seats or making marks on bus

Little Mountain Elementary Student / Parent Handbook

Penalty

Suspended for ten (10) days pending expulsion hearing.
Referral to court for restitution.

A letter will be sent home to the parent and the parent will be contacted by the transportation office when violations of offenses occur. Please be reminded, depending on the offense a student may be denied bus privileges for five days, ten days or an indefinite period of time.

- ❖ **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, it may be considered an unlawful absence and subject to attendance policy reporting regulations.**

Child Abuse

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the County Department of Social Services or appropriate law enforcement agency in accordance with the S.C. Child Protection Act of 1977.

Computer Education

Computers are integrated into the elementary 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's goals are to make students proficient in keyboarding, word processing and to reinforce skills taught in the classroom. These goals have been expanded to 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.

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.

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

- ❖ Classroom tardiness
- ❖ Cheating
- ❖ Lying
- ❖ Interfering with the instructional process
- ❖ Abusive language between/among students
- ❖ Failure to complete assignments or carry out directions
- ❖ Use of forged notes or excuses
- ❖ Cutting class
- ❖ School tardiness
- ❖ Truancy
- ❖ Bullying

Level 1 – Consequences

- ❖ Verbal reprimand
- ❖ Withdrawal of privileges
- ❖ Demerits
- ❖ Detention

Little Mountain Elementary

Student / Parent Handbook

- ❖ Corporal punishment (by principal only)
- ❖ In-School suspension

- ❖ Assignment to alternative school
- ❖ Expulsion
- ❖ Restitution of property and damages

Level 2 – Disruptive Conduct

- ❖ Repeated instances of disorderly conduct
- ❖ Use of an intoxicant
- ❖ Fighting
- ❖ Minor vandalism
- ❖ Stealing
- ❖ Threats against others
- ❖ Trespassing
- ❖ Abusive language to staff
- ❖ Refusal to obey school personnel
- ❖ Possession or use of unauthorized substances
- ❖ Illegally occupying or blocking school property with the intent of depriving others of its use
- ❖ Unlawful assembly
- ❖ Disrupting lawful assembly
- ❖ Bullying
- ❖ Use of harassment, gang symbols, colors, drawings, graffiti, etc. on buses or school property

Level 2 Consequences

- ❖ Temporary removal from class
- ❖ Alternative education program
- ❖ In-School suspension
- ❖ Out-of-school suspension
- ❖ Transfer
- ❖ Referral to outside agency
- ❖ Expulsion

Level 3 – Criminal Conduct

- ❖ Assault and battery
- ❖ Bullying
- ❖ Extortion
- ❖ Bomb threat
- ❖ Possession, use, or transfer of dangerous weapons
- ❖ Sexual offenses
- ❖ Major Vandalism
- ❖ Theft, possession, or sale of stolen property
- ❖ Arson
- ❖ Furnishing or selling unauthorized substances
- ❖ Furnishing, selling, or possession of controlled substances (drugs, narcotics, poisons)
- ❖ Gang related activity, gang sign symbols, graffiti, wearing prohibited gang colors or caps. Using phone to transmit obscene material, symbols, etc. is prohibited.

• Bullying

- Harassment
- Sexting
- Cyber Bullying to include: texting, flaming, exclusion, outing, impersonation, cyber stalking, denigration, slap happy

Level 3 Consequences

- ❖ Out-of-school suspension

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.

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, 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.

However, 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

Little Mountain Elementary Student / Parent Handbook

- 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.

Release of School Records

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

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

School District of Newberry 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.

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.

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 directly to parents via the Alert Now communication system. For this reason, parents must ensure that the district has accurate 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.

GT Identification

(New guidelines effective 07-01-04)

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

Little Mountain Elementary Student / Parent Handbook

or higher in reading or math. Students in grades 3-5 must have a state required score on PASS on either reading or math. Reading and math scores on the fall MAP 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.

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 purpose 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 Director of Early Childhood at 321-2600.

Guidelines for Academic Probation for GT Students

1. 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.
2. 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.

Placement on probation requires:

- A. Parents be notified that their child is being placed on probation for the following reason(s):
- a. Not having a high academic performance in the GT subject(s)
- B. Probation is for one nine weeks with a review of student progress at the end of the nine weeks at which time:
- a. Probation is removed due to the student meeting the requirement of a high academic performance in the GT subject(s).
 - b. Probation extended one more nine weeks due to effort and attitude of the student as they work to get to a high academic performance level in the GT subject(s). If higher academic performance is not met at the end of the next nine weeks the student will be removed from the GT program.
 - c. Student 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.

Insurance

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

Laser Pointers in School

Purpose: To establish the basic structure for the board's prohibition of student use of Laser Pointers/Lights in school.

No student may possess a laser pointer/light, and other electronic devices under the following circumstances:

- while on school property
- while attending a school sponsored or school related activity on or off school property

A student who has a laser pointer/light device as outlined in this policy is subject to discipline as provided by board policy.

A person who finds a student in possession of a laser pointer/light without permission must report the student to the school principal. The principal or a School Resource Officer must confiscate the device. The device will be forfeited to the school district.

Guidelines for Principal's Honor Roll and Honor Roll Principal's Honor Roll

Grade 1 - 5

93 or above on all numerical graded subjects and E's or S's on subjects graded E or S.

Honor Roll

Grades 1 – 5

85 or above on all numerical graded subjects and E's or S's on subjects graded E or S.

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.

Students who need sixty-one percent or more of the school day in special education may receive those services in classrooms across the district specific to the child's category of disability. The school district will provide transportation when a student's disability requires service out of the zoned attendance area.

Little Mountain Elementary Student / Parent Handbook

Statement of Nondiscrimination

The Newberry County School District 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: Executive Director of Human Resources
803-321-2600**

**Section 504: Director of Special Services
803-321-2600**

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.

School Breakfast and Lunch Programs

The Newberry County school lunch and breakfast programs operate under the guidelines of The United States Department of Agriculture.

- Free/Reduced meal applications are available from the Child Nutrition Office. All information is confidential. Please complete the application and return it to the cafeteria. **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**

The Child Nutrition Program operates at no cost to the taxpayers of the school district. The program pays for food, salaries, supplies, equipment, etc. Pre-payments, pay-as-you-eat and Free/Reduced meal plans are the only methods of meal payment allowed. Lunch and breakfast money is to be paid on Monday mornings for that week. The student's school meal account works just like a checking account at a bank. A deposit is made into your child's account on Monday mornings. When the student eats in the cafeteria, the computerized system will deduct the cost of the meal from their account. **Students not approved for free meals must have money in their account to eat.** The money stays in the account until it is used. Students with a credit

balance at the end of the year will open the new year with the same credit balance on their account. Checks are the preferred form of payment of school meals. The check will provide a receipt for the parents and will guarantee that the money is spent on school meals. **The cafeteria staff will not cash checks for students.** These Checks will be applied directly to the student's account on the day that the check is brought to school. Please make all checks payable to the school. Please print your child's full name on the bottom of the check. Parents are asked to put money in a sealed envelope. Please label the outside front of the envelope as illustrated:

Student's Name:
Account #:
Amount:
Grade:
Homeroom Class:

Students are not allowed to charge. Cashiers will print at least once a week or more often if necessary, letters indicating monies owed for meals or extra sales items.

Cashiers are required by federal regulations to inspect each student's tray to determine that they have taken the proper nutritional items from the line. **Each student is given a selection of five or more items each day to choose from. All students are required to pick up at least three of the five items offered.** Students are offered one entrée, two servings of fruit and/or vegetable, bread, and milk. Additional food items may be purchased at an additional cost. **Federal law requires a doctor's statement when a child has food intolerance.**

Students with food allergies must give the cafeteria manager a detailed doctor's statement, which lists all foods to which the child is allergic. This must be done at the beginning of each school year.

Dietary Substitutions

Federal regulations require school districts each school year to obtain a doctor's prescription for a child that cannot eat the regular meal. The prescription must include the following: diagnosis, caloric requirements, copy of recommended meal plan, and list of specific foods to be omitted and suggested substitutions. The Child Nutrition department will make substitutions of foods that are already being purchased. The parent must provide special foods outside of the regular food purchases.

Use of School Facilities

The principal has custody of all facilities at his/her school plant. Therefore, 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.

Little Mountain Elementary Student / Parent Handbook

Visitors

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

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.

School Health

The School Nurses of Newberry County School District provide health screenings to students based on the recommendations of DHEC that is issued each school year. The screening guidelines and procedures used for screening are based on DHEC and South Carolina State Department of Education policies and procedures. Examples of health screenings are but not limited to: Vision – Pre-K, K, 1st, 3rd, 5th and 7th grades, Hearing - Pre-K, K, and 1st, Scoliosis – 7th grade. 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 321-2620.

Additional School Health Services information, forms, and helpful links are available at:

www.newberry.k12.sc.us/nurse/isstart.asp

Student Medication

All medications that can be given at home should be given at home.

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

Students **will not** be allowed to have medications (prescription 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 is a questions and/or doubt 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

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

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

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

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

Any questions or concerns can be directed to the School Nurse (321-2620) or the School Secretary at each school.

Student Medication Procedure at School

1. Before the School Nurse (or principal designee in the absence of the school nurse) will accept medication or assist the student with medication, there must be on file a dated request, signed by the parent/legal guardian in the school office. It should include:

- child's name
- physician's name
- name of the medication
- time medication to be taken at school
- dosage
- termination date for administering the medication

Standard medication forms are available for parents to use.

Little Mountain Elementary Student / Parent Handbook

2. 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.
3. 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.
4. A new permission form will be required when changes are ordered in current medications. (e.g. dosage or time of administration)
 - a. Strep throat/streptococcal pharyngitis – until 24 hours after antibiotic and no fever.
 - b. Chicken pox – until lesions are crusted over and fever free.
 - c. Conjunctivitis – (Drainage from the eye that is not clear) until evaluated and treated.
 - d. Impetigo – until 24 hours after antibiotic treatment.
Ringworm – any area that cannot be covered or 24 hours after anti fungal treatment

School District of Newberry 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 following are guidelines for parents as well as school officials to use in determining the necessity for a student to remain at home. The principal or their designee will ensure these guidelines are followed at school. The school nurse shall be notified to assist with problems or if more information is needed to make a decision.

The school district will enforce the Official List of Conditions Requiring School Exclusion issued level of individual students. (SC Regulation #61-20). A complete list is available from the school nurse, Health Services web site @ www.newberry.k12.sc.us/nurse/iisstart.asp or the SC DHEC web site www.scdhec.gov/health/disease/exclusion.

The school district will report and follow DHEC recommendations and guidelines for management of all communicable disease. (Rubella, measles, meningitis, or any other)

General Guidelines to consider when a child should not attend school:

1. Any illness that prevents a child from participating in normal school activities.
2. Any illness with the following symptoms:
 - a. Fever – 101 degrees or more before medication is given to reduce the fever.
 - b. Vomiting – 2 or more time in 24 hours.
 - c. Difficulty Breathing
 - d. Diarrhea – 2 or more times in 24 hours
5. A communicable disease such as:

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 Health Services Coordinator – 321-2620.

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.

Little Mountain Elementary Student / Parent Handbook

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 803.321.2600.

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 Paula Hamm, Special Services Director – 321-2600 to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Student Services Director – 321-1363.

Truancy Procedure

- A. After a total of three (3) unlawful absences (two at the high school), school officials will notify the parents first by phone and then by letter.
- B. After three (3) consecutive or a total of five (5) unlawful absences, school officials will notify the parents to come to the school to develop a Truancy Intervention Plan. (A Case Manager will do a home visit at this time.
- C. 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 Director of Student Services for further actions.
- D. The Director of Student Services 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.

The School Report Card

The school report card is an annual rating of how well each school and school district as a whole is educating its students. The information on the report card is intended to provide parents and the general public with a look at the performance of a school or school district. It should be used as a diagnostic tool to look for strengths and to find ways to address weaknesses within the academic programs provided by the school or school district. It provides data that can be used for recognizing schools or districts with high performance and for helping make decisions aimed at targeting resources to aid schools or districts with low performance.

The criteria used to calculate a school's rating depends upon the grade levels included within the school. School and district ratings are calculated by using a mathematical formula based on a certain set of criteria. Criteria used to calculate the ratings for school with students in grades 3-5 is student performance on the Palmetto Assessment of State Standards (PASS).

The PASS test features multiple-choice questions to measure what students have mastered from the South Carolina Curriculum Standards. The curriculum standards provide an outline for what students should know and be able to accomplish in four disciplines: English/language arts, mathematics, science and social studies. Standards for English/language arts (reading/writing, speaking, and listening) and mathematics were adopted by the state in 2002. Standards for science and social studies were adopted and published in 2000.

There are four main purposes of the report card as outlined in the Educational Accountability Act: inform parents and public about the school or school district's performance; assist in addressing the strengths and weaknesses within a particular school; recognize schools with high performance; and evaluate and focus resources on school with low performance.

If South Carolina students are going to have the ability to compete with their peers across the nation and to meet the demands of our quickly changing world, we must provide them with a high quality and high standards educational program.

Grading Procedures

Kindergarten

Student progress in kindergarten is reported on a district-defined checklist of kindergarten readiness skills, including mathematics and language development.

Little Mountain Elementary Student / Parent Handbook

Grade 1

Numerical grades will be given in the areas of reading and math. Reading grades are based on classroom assessments of stories from reading textbooks, leveled texts, children's literature, oral reading, and sight word vocabulary recognition. Hands – on math activities, class work, and curriculum assessments are combined to achieve the numerical math grades. All other subject areas are given a grade of E, S, N, or U. FOSS science kits will be used to address science standards. Social studies and health will be taught through thematic units.

Grade 2

Numerical grades will be given in the areas of reading, English language arts, and mathematics. These grades are based on classroom assessments that address the South Carolina Standards. All other subject areas will be given a grade of E, S, N, or U. Reading instruction includes basal reading, leveled texts, comprehension skills, and phonics. Trade books and multicultural books are used to enhance instruction. The writing process and grammar are components of English language arts. Mathematics instruction is aligned to the South Carolina state standards. The use of manipulatives and enrichment activities are used to challenge students at higher levels. Social studies instruction includes map skills, geography, history and current events. Science and health instruction includes literature, FOSS kits, and manipulatives that promote observations and investigations through the inquiry process.

Grade 3/4/5

Numerical grades will be given in all academic subjects. These grades are based on classroom assessments that address the South Carolina Standards. All Related Arts (art, music, physical education) subject areas will be given a grade of E, S, N, or U. Methods used and assessed in the academic areas include:

Reading- aligned to South Carolina state standards, use of basal, short novels, and integrated reading from a variety of content areas

Lang. Arts- aligned to South Carolina state standards, rubric evaluated writing, daily oral language activities, spelling

Math- aligned to South Carolina state standards, enhanced by hands-on, cooperative learning, real-life applications

Promotion and Retention Procedures

The school hopes that academic excellence and performance will be the goal of each student and parent. Students that meet these academic standards will be promoted to the next grade.

Promotion

Grades 1 and 2:

Students will be promoted or retained based on performance in reading and math as indicated by grades less than 70, teacher judgment and other assessment measures.

Grades 3 through 5:

Students will be promoted or retained based on performance in language arts, math, science, and social studies as indicated by grades less than 70, teacher judgment and other assessment measures. Students who receive passing grades during the school year will be academically promoted to the next grade. State testing results will be used as directed by the state as an indicator for promotion.

Retention

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.

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

Little Mountain Elementary Student / Parent Handbook

with 5 calendar days. The decision of the District Appeals Committee is final.

Should you have questions you may contact the Director of Elementary Education and Title I at 321-2600.

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.

Elementary District Testing Program

Students in grades 3-5 will participate in the state-testing program (PASS) in the spring of each year. Results will be used to assist the teacher in preparing lessons to meet the individual needs of students and determine the report card rating for individual schools.

The district will also administer the ITBS, CoGAT, and Performance Task test at appropriate grade levels for us in identifying students for the Gifted and Talented program.

Each 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.

“No Child Left Behind” Parent Notification

In January 2002, President George W. Bush signed the “No Child Left Behind” Act into law. Designed to ensure that all children have an opportunity to obtain a quality education, this new law is already bringing many changes to South Carolina's schools.

As a parent of a student in The School District of Newberry County, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner.

If you would like to receive this information, please complete a request form that can be obtained from your child's school or The School District of Newberry county Human Resource Office. The requested information will be mailed to you. We look forward to partnering with you this year as we work to provide a quality education for your child.

School Choice Provision of “No Child Left Behind”

As part of the federal regulation act – “No Child Left Behind” – Title I Schools that do not meet Adequate Yearly Progress (AYP) for two consecutive years will be identified for Title I School Improvement.

Each summer (late July – early August) you will receive notice of your school's possible status. One option that will be offered is school choice and schools available for such choice as well as the procedure to follow to make the choice request. Under the law priority must be given to lowest achieving students from low-income families.

Volunteers/Chaperones

Volunteers are person who 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. Use of volunteer 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 Volunteer Form which includes the requirement of a background check by the district.

Federal 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 Director of Elementary Education, P.O. Box 718 Newberry, SC 29108, by April 20 of each school year.

**Little Mountain Elementary
Student / Parent Handbook**

2011 - 2012 CALENDAR

**THE SCHOOL DISTRICT OF NEWBERRY
COUNTY**

JULY

- Jul 4 Holiday – schools/offices closed
- July 19 – 21 HSAP

AUGUST

- Aug 9 New Employee Orientation
- Aug 10 – 16 Teacher Professional Development & Preparation
- Aug 17 First Day of School

SEPTEMBER

- Sept 5 Labor Day Holiday – schools/offices closed
- Sept 16 Interim Reports Issued
- Sept 28 Early Release Teacher Planning

OCTOBER

- Oct 10 Professional Development
- Oct 18-20 Fall HSAP; make-up thru 28th
- Oct 20 End of First Nine Weeks; 45th day
- Oct 26 Report Cards Issued

NOVEMBER

- Nov 22 Interim Reports Issued
- Nov 23-25 Thanksgiving Holidays – schools/offices closed

DECEMBER

- Dec 19 - Jan 1 Winter Holidays – schools/offices closed

JANUARY

- Jan 2 Teacher Planning & Preparation
- Jan 3 Students Return
- Jan 11 End of First Semester ; 90th day
- Jan 12 Parent-Teacher Conferences— PM
- Jan 13 Parent-Teacher Conferences— AM
- Jan 16 Martin Luther King, Jr. Holiday – schools/offices closed

FEBRUARY

- Feb 1 Early Release Teacher Planning
- Feb 14 Interim Reports Issued
- Feb 17 Professional Development; 1st make-up day
- Feb 20 Presidents' Day Holiday – schools/offices closed; 2nd make-up day

MARCH

- Mar 7 Early Release Teacher Planning
- Mar 20 End of Third Nine Weeks; 135th day; PASS Writing 20th & 21st; make-up thru 27th
- Mar 27 Report Cards Issued

APRIL

- Apr 2 - 6 Spring Holidays – schools/offices closed
- Apr 9 Holiday – schools/offices closed; 3rd make-up day
- Apr 17-19 Spring HSAP; make-up thru 27th
- Apr 26 Interim Reports Issued

MAY

- May 8-11 Pass Testing; make-up thru 18th
- May 28 Memorial Day Holiday – schools/offices closed
- May 29 Half Day for Students
- May 30 Whitmire Community Graduation; Half Day for Students
- May 31 Last Day for Students; 180th day; Newberry High Graduation

JUNE

- June 1 Last Day for Teachers; Mid-Carolina High Graduation

Little Mountain Elementary 2011-2012 Map Goals and Scores

Math	Previous year score	September Goal	September Score	February Goal	February Score
Total (used for 1st grade only)					

Reading	Previous year score	September Goal	September Score	February Goal	February Score
Total (used for 1st grade only)					

Language Arts	Previous year score	September Goal	September Score	February Goal	February Score
Total (used for 1st grade only)					

Student Signature					
Teacher Signature					
Parent Signature					