

Mid-Carolina Middle School
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Rebels with a Cause...Education

Student Handbook

2011-2012

Mrs. Deedee Westwood

Mr. Ray Cooper

Mrs. Sarah Clark

Mrs. Kaye Jamison

Principal

Assistant Principal

Assistant Principal

Curriculum Coordinator

This handbook belongs to:

Name _____

Homeroom _____

Mid-Carolina Middle School

Mission Statement

The mission of Mid-Carolina School is to facilitate optimal learning for all students to enable them to lead fulfilling and productive lives in a rapidly changing and increasingly complex society

Vision Statement

To create unity within the school, district, and community forming a culture where collaboration is expected and all ideas are valued.

Our Guiding Beliefs Up the Ladder of Success

We Believe:

Mid-Carolina Middle is

Committed to continuously creating

Meaningful and engaging opportunities which are

Socially relevant and academically challenging for all students.

School District of Newberry County

Mission Statement

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

ACADEMIC RECOGNITION

At the end of each nine-week grading period, grades are reviewed to determine qualification for the Principal's List or for the Honor Roll. Students who qualify for the Principal's List have earned a grade of A in every subject they have taken for the nine weeks. To qualify for the Honor Roll, students must have earned a grade of A or B in every subject they have taken for that nine-week period.

ACADEMIC TEAMS

Mid-Carolina Middle School will sponsor a number of academic teams during the school year. These activities are designed to offer students the opportunity to utilize their intellectual capacities in a competitive setting. School personnel will sponsor the activities and practices will be held during and after school. The competitions will be scheduled after the regular school hours.

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.

ADDRESS CHANGE

Students should report changes of address or telephone number changes to the main office within three (3) days of the change. Parents should report changes of address or telephone 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 attendance office for verification prior to first period.

Students are to be dismissed from school only to parents, guardians, or others who are designated on the school release form. At least three people are to be designated to pick up a student. This information will be kept on file.

A picture ID is required as well as:

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 out the student on the computer system in the office and someone from the office will call the child from their class.

AGENDAS

Each student will be issued an agenda the first day of school. **Students are required to use the agenda/planner as their hall pass.** To be out of class, students should have signed permission from the teacher or staff member in their agenda along with the dismissal time and destination. Students in the hallways without permission in their agenda will be considered out of assigned area and will receive a consequence for this offense. It is important to keep the agenda/planner with them at all times. If the agenda is lost the student will pay \$5.00 to replace it. The agenda is also a useful tool for students to write down all class assignments and to use a communication tool between home and school.

ALCOHOL AND DRUG USE

The possession, sale, distribution, or use, in any amount, of alcohol, marijuana, hallucinogenic drugs, or any controlled substance on the school grounds, in the school buildings, on buses, on any school sponsored events, or during any other time that the student is under administrative jurisdiction of the school whether on or off the school grounds, shall be prohibited. The principal may suspend any student who violates this policy or recommend to the Hearing Officer appointed by the Board of Trustees that the student be expelled for the remainder of the particular school year. All principals are instructed to cooperate fully with law enforcement agencies and are to report to them any and all information that would be considered pertinent or beneficial to their efforts to stop the sale, possession, and use of illegal drugs and controlled substances.

ARRIVAL AND DEPARTURE TIMES

The school day is from 7:20 to 3:20 p.m. Students should not arrive at school earlier than 7:20 a.m. nor remain after 3:30 p.m. (unless participating in a school sponsored activity). Adequate supervision is not available prior to 7:20 a.m. or after 3:20 p.m. to safely and effectively supervise and tend to student needs. Drop off for 6th and 7th grade students is at the little gym entrance and at the big gym for 8th grade students. If a student arrives after the tardy bell they should be dropped off at the main office to receive a pass for entrance to class.

ASBESTOS

The School District of Newberry County has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors. The district has developed a management plan for the control of this substance. The management plan is available for public inspection in the school office or at the district Building and Grounds office.

ATTENDANCE

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

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

Students living in the Newberry County School District 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.

Excuses must be sent to the attendance clerk the following day or their first day back at school.

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.

Absences may be approved as lawful (excused) or disapproved by the principal or his/her designee following a home visit, phone call, or receipt of written confirmation of

the reasons for the student's absences from the parents/guardians, doctors, nurse, or mental health professional. **Only seven parental excuses will be allowed.** Absences due to suspension (not to exceed 30 days for the year) will be considered lawful.

Alert Now System will automatically call the home number after an absence.

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.

Bell Schedule

8th Grade	Time	7th Grade	Time	6th Grade	Time
Homeroom	7:45-7:55	Homeroom	7:45-7:55	Homeroom	7:45-7:55
Core 1	7:55-9:00	Core 1	7:55-9:00	Core 1	7:55-9:00
Enrichment	9:03-9:33	Enrichment	9:03-9:33	Enrichment	9:03-9:33
Core 2	9:36-10:41	Rel. Arts 1	9:36-10:16	Core 2	9:36-10:41
Rec/Lunch	10:44-11:19	Rel Arts 2	10:19-10:59	Core 3	10:44-11:49
Rel Arts 1	11:22-12:02	Core 2	11:02-12:07	Rec/Lunch	11:52-12:27
Rel Arts 2	12:05-12:45	Rec/Lunch	12:10-12:47	Core 4	12:30-1:35
Core 3	12:48-1:53	Core 3	12:48-1:53	Rel Arts 1	1:38-2:18
Core 4	1:56-3:00	Core 4	1:56-3:00	Rel Arts 2	2:21-3:00

* **The tardy bell rings at 7:45.**

BETA CLUB

The purpose of this organization is to encourage effort, reward achievement and promote those qualities of character that make for good citizenship in the school and community. This is a service organization. Membership is made up of sixth, seventh and eighth grade students of Mid-Carolina Middle. Membership is limited to students who are worthy of character, show good mentality and demonstrate high academic achievement. To qualify for Beta Club students must have an overall 93 average with no grades below an 85 in all core classes and related arts for 1st, 2nd and 3rd nine weeks report card grades.

Beta members must maintain an overall 90 average in all core subjects and related arts with no grades below an 85. Beta members must also earn at least 10 service hours per semester. Members who do not meet requirements will be placed on probation and have 2 nine weeks to improve their status. Beta members receive a letter each year that gives additional details pertaining to their requirements.

BREAKFAST AND LUNCH PROGRAM

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 #: Homeroom Class:
Amount: Grade:

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, 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.

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.

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

Transportation Offenses and Penalties

Level One Offense

- Disobeying driver
- Talking loud
- Leaving trash on bus
- Leaving personal items on bus
- 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

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

Penalty

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

Level Three Offense

- Fighting
- Opening windows without permission

Penalty

- No Warning ten (10) days off bus
- Throwing objects out of windows

Putting arms, legs, feet out of windows
Touching emergency doors or other bus equipment

Level Four Offense

Penalty

Bullying other students
expulsion hearing
Indecent exposure
Possession of concealed weapons
Smoking
Possession of cigarette lighters and/or matches
Threatening or assaulting driver
Possession of drugs and/or alcohol
Any actions that are determined to be threatening to the safety and well being of the other passengers

Suspended for ten (10) days pending

Level Five Offense

Cutting seats or making marks on bus

Penalty

Suspended for ten (10) days pending expulsion hearing and a 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.

CAFETERIA

Breakfast will be served to all students at Mid-Carolina Middle School during homeroom. Students are expected to keep the cafeteria a pleasant place for all by being courteous and keeping the cafeteria neat and clean.

CELL PHONES

All students are notified of the cell policy at the beginning of school. Cellular phones are not to be seen nor heard, and should be turned off at school between the hours of **7:20 AM and 3:00 PM**. After 3:00 PM, cell phones may be used outside of the building. First offense, the phone will be taken for 24 hours and a parent or guardian must pick it up. Second offense, the phone will be confiscated and returned after 3 school days and a parent or guardian must pick it up. If this happens a third time, the phone will be secured in the main office until the end of the school year at which time a parent or guardian may pick it up.

CHANGES IN HANDBOOK INFORMATION

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

CHEATING

Each individual teacher will explain the policy concerning cheating. If a teacher observes a case of cheating or plagiarism, appropriate action will be taken at the discretion of the teacher. Cheating on class/homework assignments is not acceptable behavior.

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.

CLASSROOM ASSESSMENTS

All tests, exams and other assessments should be positive learning experiences for both students and teachers. The review and application of the material learned should provide this experience for the student. The testing should provide the teacher with the opportunity to observe the level of mastery the student has achieved. The purpose of examinations at Mid-Carolina Middle School is to accomplish both goals listed above and to provide the student with experience of taking and preparing for examinations in a non-threatening environment.

Nine week tests at all grade levels may be scheduled at the discretion of the teacher. These tests will be given in a standard length class period.

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 outlining proper use and care of computers. In the case of inappropriate use of computers, students will receive an administrative referral.

CONDUCT

The School Board of Newberry County 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

Come on time.
Come with needed materials.
Come with assignments complete.
behavior.

Respect the rights of others

Use the appropriate voice and language.
Listen to speaker.
Respect opinions of others
appropriately.

Display a concern for learning

Remain on task.
Allow others to remain on task.

Display appropriate social skills

Cope (disagreement, teasing, failure).
Interact with others appropriately.

Respect authority

Listen to authority.
Follow directions promptly.
Accept responsibility for your
behavior.

Respect property

Respect property of others.
Respect your own property.
Use materials and equipment
Refrain from harassment

Display appropriate character

Display positive character.
Display productive character.

Display courtesy and tact

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 on exams or classroom assignments
Lying
Disrupting 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

Level 1 – Consequences

Verbal reprimand
Demerits
In-School suspension

Withdrawal of Privileges
Detention

Level 2 – Disruptive Conduct

Repeated instances of disorderly conduct
Use of an intoxicant
Trespassing
Refusal to obey school personnel
Possession or use of unauthorized substances
Disrupting lawful assembly
Illegally occupying or blocking school property with the intent of depriving others of its use

Fighting
Minor vandalism
Abusive language to staff
Unlawful assembly
Stealing
Threats against others

Level 2 Consequences

Temporary removal from class
Alternative education program
Referral to outside agency
Expulsion

Transfer
In-School suspension
Out-of-School suspension

Level 3 – Criminal Conduct

Assault and battery

Extortion

Possession, use, or transfer of dangerous weapons

Theft, possession, or sale of stolen property

Furnishing or selling unauthorized substances

Furnishing, selling, or possession of controlled substances (drugs, narcotics, poisons)

Bullying (harassment, sexting, cyber bullying to include: texting, flaming, exclusion, outing, impersonation, cyber stalking, denigration, slap happy)

Gang related activity (gang sign symbols, graffiti, wearing prohibited gang colors or caps. Using a phone to transmit obscene material, symbols, images, beat in, etc., forcing a person to participate or encouraging a person to take part in gang activity is prohibited)

Bomb threat

Arson

Sexual offenses

Major Vandalism

Level 3 Consequences

Out-of-school suspension

Assignment to alternative school

Restitution of property and damages

Expulsion

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. The school reserves the right if a student is suspended, in or out of school, to prohibit the student from participating in activities before, during or after school hours.

SCHOOL-WIDE CLASSROOM DISCIPLINE GUIDELINES **MID-CAROLINA MIDDLE SCHOOL**

1. No actions should interfere with the educational process.
2. Students are expected to be in the classrooms on time with your books, assignments, pencils, and paper and remain there until dismissed by teacher.
3. No food, drink, or gum will be allowed in the classroom without teacher permission.
4. Respect the property and the rights of others.

CLASSROOM DISCIPLINE PLAN FOR LEVEL ONE OFFENSES

STEP 1: THREE STRIKE PHASE

Strike One: Verbal warning- name on board

Strike Two: Verbal warning

Strike Three: Time out to a partner teacher

STEP 2: TIME OUT PHASE (PAPER REFERRAL)

1ST Time out: Parent phone call with child when possible, Red Reflection Card

2nd Time out: Team conference and 1st Lunch Detention and RRC

3rd Time out: 2nd Lunch Detention, Guidance Counselor Referral, RRC, parent letter

4th Time out: 3rd Lunch Detention and Parent Call and RRC

STEP 3: ADMINISTRATIVE PHASE

5th Time out: Administrative After School Detention

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

7th Time out: 1 day ISS

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

9th Time out: 2 days ISS

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

11th Time out: Revisit BIP and 1 day OSS

12th and up: OSS at administrative discretion

Students will be rewarded for appropriate behaviors throughout the school year.

FIGHTING

Fighting is considered an unacceptable solution to problems at Mid-Carolina Middle School. Both parties are expected to find alternative solutions to problems, which may lead to a fight. At Mid-Carolina Middle School we have a zero tolerance for fighting. The consequence for fighting is suspension and the implementation of a BIP. Students consistently involved in fighting may be recommended for expulsion or the alternative school. The school reserves the right to include law enforcement at their discretion.

MAJOR MISBEHAVIORS

Each grade level will communicate their plan for discipline and routines to students. Students are expected to obey grade level and class rules and are subject to the consequences of their misbehaviors. These will be sent home with the course expectations during the first two weeks of school. In instances where major misbehaviors occur (constant disruption in class or school, fighting, possession of weapons, etc.), students will be immediately removed from the classroom. Major misbehavior usually results in suspension from school and the possibility of receiving a Behavior Intervention Plan. In some instances, students will be referred to the Hearing Board for expulsion. **The school administration reserves the right to determine what constitutes major misbehavior.**

STUDENT EXPECTATIONS

RESPECT is the key word at Mid-Carolina Middle School. Students are expected and will be reminded to show respect for and consideration of the rights, privileges, feelings and needs of themselves and others. Student behavior management is the first step toward creating an environment in which teachers can teach and students can learn. It is the belief of Mid-Carolina Middle School that first and final responsibility for student behavior management lies with the student. Choices made by the student create the circumstances in which he/she finds himself/herself. It is the duty of the parents,

teachers, and administrators to monitor the choices made by the students, to provide appropriate guidance, as well as positive and negative consequences which will help the student shape his/her behavior patterns appropriately.

It is not the purpose of MCMS to punish students for negative behavior management, but rather to help the students understand the consequences of negative behavior and to rethink his/her actions.

The faculty and staff at MCMS believe in working closely with students and parents so those students will be successful both academically and socially

TOBACCO USE

The use of and/or possession of tobacco products and smoking materials will be subject to discipline as specified below.

First Offense - Conference with the student and offer the after school Tobacco Intervention Program (TIP) in lieu of other disciplines this first offense. Contact the parents in writing to tell them of the situation and to explain the date, time and place the student is assigned to attend TIP. The scheduling of TIP participation would be at least three days after contacting the parent to allow for transportation arrangements. If the student or the parent refuses the student's participation in TIP, proceed with the following discipline:

First Offense (if TIP is refused): One-day suspension plus two hours work detail. Principal or his/her designee will notify parents of rule infraction after first offense and advise parents of consequences of this policy.

Second Offense: Two days suspension. **Fourth Offense:** Ten days suspension

Third Offense: Five days suspension **Fifth Offense:** Expulsion

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:

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

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

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

DISCLOSURE (except for directory information)

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

DRESS FOR SCHOOL

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

1. No headwear will be worn in the building between the hours of 7:00 a.m. and 3:15 p.m. The first offense will result in the item being confiscated. The purpose of this policy is to promote courtesy and respect and to increase safety on campus.
2. No bare midriffs, halter-tops, tank tops, spaghetti or "T" straps, see-through shirts, or blouses. Sleeveless blouses should be at least three (3) inches across the shoulders.
3. No skin should be showing between a student's shirt and his/her pants, skirt or shorts. This includes holes in pants above the knee showing skin, or leggings or undergarments.
4. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.
5. Sunglasses/shades or flip lens glasses are not to be worn in the school building unless medically necessary. Students with a medical necessity must see a school administrator for clearance.
6. Pants should not be worn below the waist.
7. Shorts, dresses and skirts are to cover the thigh and should be no higher than three (3) inches from the top of the knee. Please take into consideration the length of these items when sitting or walking.
8. Students should not wear heavy chains, jewelry, or clothing with spikes.
9. Bedroom slippers or pajamas are not to be worn on campus.

NOTE: The administration reserves the right to require a student to change clothes if what he or she is wearing is deemed to be inappropriate for school. The misconduct will be handled with disciplinary action if it occurs more than once. If a student has to go home to change, the absence(s) will be unexcused. Students who cannot go home to change or refuse to change will be assigned to ISS for the remainder of the day.

DUE PROCESS PROCEDURE FOR SUSPENSIONS AND EXPULSIONS

Suspensions:

1. When the conduct of a student requires such action for the general welfare of the school system, the principal or other persons in charge of the school may make immediate suspension. In appropriate circumstances, notice prior to suspension or the initiation of expulsion procedures will be given.
2. When the conduct of a student requires that he be suspended, the principal or designee shall immediately make every effort to notify the parent that his child has been suspended. A written notice by the principal or designee to the parent or other person in loco parentis will be given stating the nature of the conduct leading to the suspension in such a manner that they are sufficiently appraised of the charges made against him. This written notice shall set the time and place when the principal or designee shall be available for a conference with parent or guardian.
3. The suspension of a pupil may not exceed ten days for any one offense and not more than thirty days in one school year. No student shall be suspended during the last ten days of a year without the approval of the School Board, if the suspension will make the pupil ineligible to receive credit for the school year. If the presence of the pupil constitutes an actual threat to a class or a school hearing is granted within twenty-four hours of the suspension.

Expulsions:

1. Expulsion is recommended in only the most serious of cases. The role of the Hearing Officer is to provide an intermediate step between the suspension of the student and the expulsion. His function is to determine what is fact and, on the basis of his findings, makes a recommendation to the district administration and Board of Education or Board appointed panel for action. The following steps must be followed:

- | | |
|---|---|
| a. Investigative/Suspension Phase | d. Notice to parents of expulsion recommendation. |
| b. Parent Conference | |
| c. Recommendation for expulsion referred to Hearing Officer | |
2. By end of second day after receiving recommendation, the Hearing Officer will contact the student and parents advising them of the following:
- | | |
|--|---|
| a. Rule infraction | e. Availability of witness statements at school |
| b. Right to a hearing | f. Right to review student's records |
| c. Time and place of hearing | |
| d. Procedures at hearing, including the right to an attorney | |

A response is requested from the parents no later than 8 hours prior to the hearing unless an alternate hearing date is agreed upon.

EARLY DISMISSALS

Students are expected to attend all classes each day of the school year, except for medical and family emergencies. In case of an emergency, or an unusual need to leave campus before the end of the school day, an early dismissal for a student may be requested by the parent/guardian. Classes missed due to an early dismissal are counted as class absences and students are responsible any missed assignments.

Please follow these guidelines when requesting early dismissals:

1. Early dismissal should be requested in writing by the parent/guardian.
2. Dismissal notes should include the following: Student's name and grade, date and time of early dismissal, reason for early dismissal, telephone number where parent/guardian can be reached during the morning, and signature of the parent/guardian.
3. At the time of dismissal, the student will be called once their ride arrives.
4. Students are not allowed to leave school unsupervised. A parent must pick up and sign out the student in the main office.

******Students may only be picked up by individuals listed on their emergency release form.***

The attendance clerk may call the parent/guardian at the number given on the note to verify the request if all information is not provided on it or if there are problems with it.

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.

FEDERAL FUNDED PROGRAMS

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

FIELD TRIPS

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

Students must display appropriate behavior at all times and disruptive students maybe removed from the field trip. Inappropriate or disruptive behavior may prohibit a student from participating on a field trip.

School faculty and staff will serve as primary chaperones. Parents who request to serve as chaperones will be able to attend on a first come first serve basis if space is available.

GIFT GIVING

On occasions which involve the giving and sharing of gifts, such as during winter holiday season, many students have had their feelings hurt when they were not included in the exchange of gifts. We have also experienced problems when gifts were lost or broken. With this in mind, we would encourage that personal gifts be exchanged away from school. We appreciate your cooperation and support in this matter.

GRADE REPORTS

Report cards will be issued October 26, 2011, January 12, 2012, March 27, 2012, and June 1, 2012. Interim reports will be issued for every student in every subject. The grading scale below will be utilized for all students.

A = 93 - 100

D = 70 - 76

B = 85 - 92

F = below 70

C = 77 - 84

Number grades will be used on all interim reports and report cards. Final report cards will not be issued until all school obligations are met. This includes lost books and/or library fees, return of uniforms, etc.

GT 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 placement in grades 6 - 8. Students must meet two of the three areas to qualify.

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

Dimension B: Achievement: Students in grades 6 - 8 must have met the state standards on 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 grades 6 – 8 will use a grade point average, which must be 3.75 or higher in order to 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 or calculating the grade point average will be done.

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

HEALTH ROOM PROCEDURES

The health room is operated daily under the supervision of a registered nurse. Minor first aid will be administered for illness and injuries occurring at school and a record maintained on each child. It is requested that students be kept at home when they are sick, have fever or undiagnosed rashes. A child should be fever-free for 24 hours before returning to school.

Today great emphasis is being placed on educating our children about drug abuse. Drug dependency has become a national problem, and our school has joined forces with families and the community to teach children to say NO to drugs. Because of our concern over the issue, we request that “as needed” medications be sent to school one dose at a time to be given on the day it is sent. Medication must be in the original container. We ask for your cooperation in this procedure so we can teach our children that medication is not always the only solution to feeling bad and “coping” with life. If you have questions, please call the school nurse.

Students must go through the Health Room before calling parents about illness even if the parent has sent a note for the student to call.

Accidents occurring in the school or on school property should be documented on an accident form. The nurse will initiate filling out the form and the teacher on duty should complete the form, describing the accident in detail. The form is then filed in the office with the school secretary. This information is necessary for insurance and for legal protection.

HOMEWORK POLICY

Homework is defined as any preparation for class to be written, read, or reviewed outside of class. Research on homework indicates that homework is effective in improving student achievement. We recognize that student achievement rises when teachers regularly assign homework and students conscientiously do it. It is the student's responsibility to see that his/her first priority is his/her daily preparation for each class. It is the parent's responsibility to help students make schoolwork a top priority. **At the beginning of the year each teacher will explain his/her homework requirements to students and parents. This will be done as a part of the course outline.**

ID BADGES

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

1. ID badges must be worn at all times.
2. ID badges must be visible and worn outside of clothing around the neck.
3. ID badges must be worn on the correct colored school issued lanyard.
4. ID badges are property of MCMS and must not be defaced (The badge will be confiscated and the student must purchase a new ID if this occurs.)
5. Students must not wear an ID badge belonging to another student or a previous year's ID. These IDs will be confiscated.
6. Every student is issued an ID badge and lanyard at the beginning of the school year. If students do not have their ID, a new one must be purchased. Students will not be allowed to charge more than one ID badge. (\$5 for each badge, \$1 for each lanyard).
7. Failure to properly wear an ID badge will result in the following consequences:
 - 1st offense- Warning
 - 2nd offense- Lunch detention
 - 3rd Offense– Lunch detention and parent contact
 - 4th Offense and beyond – Administrative referral.
8. Students without their ID badge will eat last and be issued a temporary ID sticker to be worn appropriately on their outer clothing shirt as their ID.
9. Students are required to have their ID to check out books in the media center, at lunch and for identification on field trips.

INAPPROPRIATE ITEMS AT SCHOOL

CD/DVD/Tape players/recorders, walkmans, radios, iPods, MP3 players and other personal property that interferes with instruction, if brought to school without the permission of a teacher or administrator, will be kept in a secured location until the end of the school year. Items may be returned at the request of the owner after a conference with administration for the first offense. Skateboards and mopeds will not be permitted at school. This practice is enforced to maintain an appropriate learning environment and to prevent the theft of costly items. Expensive items of clothing, jewelry, cameras and large sums of money should not be brought to school because of potential loss, theft or damage. The school is not responsible for lost, misplaced or stolen items or valuables.

IN SCHOOL SUSPENSION (ISS)/ALTERNATE CLASS PLACEMENT (ACP)

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

INSURANCE

The School District of Newberry 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.

INTERSCHOLASTIC SPORTS

Mid-Carolina Middle School sponsors interscholastic teams in football and girl's and boy's basketball, girl's volleyball. Also there is a cheerleading squad to support these teams. The middle school teams compete against other middle school teams of schools of comparable size. MCMS students may also participate in junior varsity and/or varsity level athletics at Mid-Carolina High School.

The goal of these programs is to provide students the opportunity to compete on an interscholastic level so they may better understand the game, develop a higher level of skill, develop an enjoyment of athletics and to provide additional opportunities for students to explore.

Student athletes are expected to conduct themselves properly at all times. Failure to do so may result in removal from the team for the remainder of the season. A school suspension, in or out of school, will result in a parent conference and possible removal from the team or from participating as a member of the team.

MCMS FOOTBALL 2011

8th Grade

MCMS Head Coach: Jared Jones
Wicker jjones@newberry.k12.sc.us

8-31-11 – Jamboree at NHS
9-8-11 – Gilbert (Home) 5:30PM
9-15-11 – JET (Home) 5:30PM
9-22-11 – at Newberry 5:30PM
9-29-11 – at Merriwether 5:30PM
10-6-11 – at Saluda 5:00PM
10-13-11 – B-L (Home) 5:00PM
10-20-11 – OPEN
10-27-11 – Newberry (Home) 5:30PM

7th Grade

MCMS Head Coach: Daniel
jwicker@newberry.k12.sc.us

8-31-11 – Jamboree at NHS
9-22-11 at Newberry 5:00
10-6-11 at Saluda 5:00
10-13-11 B-L Home 5:00
10-27-11 Nby. Home 5:00

VOLLEYBALL 2011

Tuesday, Sept. 6th (Tri-Match) Westview & MCMS @ Newberry MS (Away) 5:00PM
Wednesday, Sept. 7th (Tri-Match) NMS & MCMS @ Northside MS (Away) 5:30PM
Monday, Sept. 12th (Tri-Match) NMS & Fairfield @ MCMS (HOME) 5:30PM
Wednesday, Sept. 14th (Tri-Match) NMS & MCMS @ J.E.T. MS (Away) 5:30PM
Monday, Sept. 19th (Tri-Match) J.E.T. & NMS @ MCMS (HOME) 5:30PM
Wednesday, Sept. 21st (Tri-Match) NMS & MCMS @ Newberry Academy (Away) 5:30PM
Monday, Sept. 26th (Tri-Match) MCMS & Northside @ Newberry MS (Away) 5:00PM
Tuesday, Sept. 27th (Tri-Match) (Tri-Match) MCMS & NMS @ Westview (Away) 5:30PM
Monday, October 3rd (Tri-Match) MCMS & NMS @ Fairfield MS (Away) 5:30PM
Wednesday, October 5th NMS @ MCMS (HOME) 5:30PM
Tuesday, October 11th (Tri-Match) NMS & Newberry Academy @ MCMS (HOME) 5:30PM
Wednesday, October 12th MCMS @ Newberry MS (Away) 5:00PM

2011-12 Middle School Basketball Schedule

****All games begin @ 5:30 unless noted otherwise**

Coach Zeb Reid- Head Boy's Basketball Coach

Coach Mike Schaeffer- Head Girl's Basketball Coach

Thursday, December 8

M-C @ B-L

Monday, December 12

M-C @ Mer

Thursday, December 15

M-C @ Gil

Thursday, January 5

JET @ M-C

Monday, January 9

M-C @ Sal

Thursday, January 12

M-C open

Wednesday, January 18

M-C @ NEW (5PM)

Thursday, January 19

B-L @ M-C

Monday, January 23

Mer @ M-C

Thursday, January 26

Gil @ M-C

Monday, January 30

M-C @ JET

Thursday, February 2

Sal @ M-C

Monday, February 6

M-C open

Wednesday, February 8

New @ M-C

* Other athletic schedules were not ready at the time of print.

LASER POINTERS AT SCHOOL

No student may possess a laser pointer/light, and other electronic devices under the following circumstance while on school property or attending a school sponsored event. A student who has a laser pointer/light device as outlined in this policy is subject to discipline as provided by board policy.

LOCKERS

Use of student lockers is a privilege. Students are permitted to use their lockers as determined by teacher rules; however, it is the students' responsibility to manage their locker time effectively and report to class before they are tardy.

Under no circumstances should a student leave valuables unattended. To discourage theft, do not use your locker for such items or have them with you at school. The school cannot and will not be responsible for lost, misplaced, or stolen items and valuables. Students are discouraged from giving their locker combination to others, even friends.

You must not tamper with lockers. Doors and locks should be closed securely after opening. Any damage to the locker, by the user, will be charged to him or her.

School lockers are the property of Mid-Carolina Middle School and Newberry County School District. At no time does the school/school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for health and safety reasons may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

The homeroom teacher will assign lockers and locks. A student may not switch lockers with another student without obtaining permission from their homeroom teacher. Only school-owned locks may be used. If you have a problem with your locker, report it promptly to your homeroom teacher.

LOST AND FOUND

Students are encouraged to put their full names on all personal items. If items are lost, students should check in the Lost & Found area before or after school. Any items still unclaimed at the end of each nine weeks period will be donated to charity.

MAKE-UP WORK

A student will be permitted to make up work missed during an absence, as long as the student makes arrangements with her/his teachers. This work should be completed as soon as possible within each nine weeks grading period. Parents of absent students (or absent students themselves) may call the school office to request homework assignments. Please call before 9:00 a.m. to give the staff enough time to obtain the assignments. These assignments will be available in the front office by dismissal 3:00pm) the same day. Students who are absent from school for one day due to illness are encouraged to contact classmates for missed homework assignments.

MEDIA CENTER

Mid-Carolina Middle School's Media Center maintains a wide variety of materials and media to enhance and expand the curriculum. The media staff is available throughout the school year to help students and teachers with all areas of learning. The media center is open during regular school hours.

MEDIA RELEASE INFORMATION (District)

Our schools often have the opportunity for positive media coverage of special events in the life of the students while they are at school or are participating in school-sponsored events. The school district encourages media coverage so that the citizens of Newberry County may learn about the awards and accomplishments of students.

With your permission, your student may be included in such media activities at school. This coverage may include photographs and/or articles in print and digital media and audio recordings in digital and broadcast media. If you do not want your child to participate in media coverage ensure the proper box is checked in the registration packet indicating you do not give permission for participation.

MEDICAL HOMEBOUND INSTRUCTION

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

NIGHT ACTIVITIES

During the school year there will be activities that take place at night at the school. It is important that parents/guardians pick up their children promptly at the end of these programs. Students not picked up at the designated time will not be allowed to attend any other nighttime activities. The school reserves the right to have a School Resource Officer to assist if necessary.

"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 up to make the choice request. Under the law priority must be given to lowest achieving students from low-income families. Should you have any questions you may contact the Title I Coordinator at 321-2600.

OFFICE HOURS

Office hours are from 7:20 AM until 4:00 PM. Telephone calls are answered during this time. The secretary and clerical assistants will be able to assist in many instances or will refer students to the proper individual. A parent may make an appointment to see a teacher, administrator or other individuals as requested. Parents or other visitors are required to sign in at the front office upon entering the building.

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 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

SCHOOL REPORT CARD

The school report card is an annual rating of how well each school and school district as a whole meets state standards. 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 6-8 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.

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.

SELLING AND ADVERTISING

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

SEXUAL DISCRIMINATION AND HARRASSMENT

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.

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.

STATEMENT OF NONDISCRIMINATION

The Newberry County School District does not discriminate on the basis of race, religion, color, national origin, 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:	Human Resource Director	803-321-2600
Section 504:	Special Services Director	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 occupational/technical education, regardless of race, color, national origin, religion, age, handicap, or sex.

STUDENT ADVISORY COMMITTEE

The Student Advisory Committee (SAC) will be composed of a representation from the student population. The SAC will serve as a voice of the students to the administration.

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 (364-3634) or the School Secretary at each school.

Student Medication Procedure at School

1. Before the principal or designee 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
 - dosage
 - physician's name
 - name of the medication
 - termination date for administering the medication
 - time medication to be taken at school
 - Standard medication forms are available for parents to use.
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)

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
3. A communicable disease such as:
 - 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.
 - E. Ringworm – any area that cannot be covered or 24 hours after anti fungal treatment

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 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, 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.

SECTION 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make accommodations so that students with certain disabilities can learn and participate in settings as other non-disabled students. Each school in the School District of Newberry County has a staff member designated as the 504 Chairperson who oversees the development and adherence to 504 Accommodations Plans for students. In order for a student to have a 504 plan in effect, a parent or guardian may contact the 504 Chairperson to initiate the 504 process. Once the school has knowledge of a diagnosed condition, the 504 chairperson will convene a 504 evaluation committee to determine how the disability has interfered with the life activities involved in an educational setting. When a student meets eligibility for a 504 Plan, the chairperson for the school will convene a 504 committee consisting of the parents and school staff as well as anyone else who has knowledge of the child, the child’s disability, and the school setting. The 504

committee will develop an accommodation plan which a 504 committee will review at least annually to address the student's needs in the school environment. Anyone who has questions regarding Section 504 should contact the Director of Special Services for the School District at 803.321.2600.

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.

TARDINESS

Late to School:

When a student reports to school late, she/he must sign in at the attendance office and bring a note of explanation from the parent/guardian or doctor. The same excuses used for absences are accepted for tardies. Those students without an acceptable note will be credited with an unexcused tardy and subject to the disciplinary action described below. Students arriving after 7:55 should report to the main office for a pass to class.

Late to Class :

Tardiness to class interrupts learning time for the entire class. All students should be seated in their desks ready for instruction when the bell rings to begin each class. Students without a pass, who are late to class, are credited with an unexcused tardy by the teacher. Excessive unexcused tardies will be reported by each teacher to the administrative office and the following disciplinary action will follow:

- 1st Offense- Warning
- 2nd Offense- Lunch detention
- 3rd Offense- Lunch Detention and call home
- 4th Offense- Administrative referral

TELEPHONE USE

There is a telephone available for student use before school begins and after school ends. Should an emergency arise and a student needs to use the phone during the school day, he/she must have agenda signed from a teacher. Only in cases of extreme emergency should parents call to have messages delivered to students. Students will not be called out of any class to come to the telephone, except in an extreme emergency.

TESTING

MCMS participates in MAP testing twice a year, once in September and once in March. These scores are one indicator of where the student stands academically. All students then participate in PASS testing in May. Eighth graders take a writing test in March that is also a piece of PASS. The chart which follows is to assist you and your child with setting goals for the new year.

Test	Spring RIT 2011	Fall RIT 2011	RIT Point Growth	Target RIT	Spring RIT 2012	Actual RIT Growth
Reading						
Language						
Math						

TEXTBOOKS

When a textbook is issued to a student, its condition is noted on a standard form. Each student is responsible for returning her or his textbooks in that same condition. If it is returned damaged the student must pay a fine. If a book is lost or damaged, the cost will be determined by the schedule provided by the State Department of Education. During the year, there will be periodic book checks. All books are expected to be covered.

TRUANCY PROCEDURES

- 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.

UNAUTHORIZED AREAS

As soon as students arrive at school (no earlier than 7:20 a.m.) they must report to their assigned area. Failure to follow this procedure will result in the students being unquestionably charged with being in an unauthorized area. During class time, students who are not in class must have a pass; if not, these students will be charged with being in an unauthorized area. At dismissal, students must go to the car line or bus area in a timely matter to be safely escorted by an adult (unless the student is participating in an after school activity). Failure to follow these procedures will result in the student being charged with being in an unauthorized area. For the safety of all students, the entire staff will strictly enforce the authorized area policy. Mid-Carolina Middle School's goal is to have all students in their assigned areas at the appropriate times. The end result will be a safe school.

USE OF SCHOOL FACILITIES

The principal has custody of all facilities at his/her school campus. 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.

VISITORS

Parents/guardians are encouraged to visit the school to observe classroom programs; however **ALL** visitors must show proper identification and receive permission from the school office before going to any other part of the building or school grounds. All guests must be on the emergency release form for that student and then may check in the office and receive a badge before entering other areas of the school. Students from other schools may not be on the Mid-Carolina Middle School campus without the permission of the Administration. We also request that our students do not bring visitors to the school. This will cause a disruption to the instructional program.

VOLUNTEERS

Volunteers are persons 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 certificated 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 volunteers within the district is not to conflict with or replace any regularly authorized personnel position. No one will give volunteers the authority to have access to student records. Volunteers are expected to comply with all rules and regulations set forth by the district. Volunteers must submit a Volunteer Form, which includes the requirement of a background check by the district.