

NEWBERRY HIGH SCHOOL

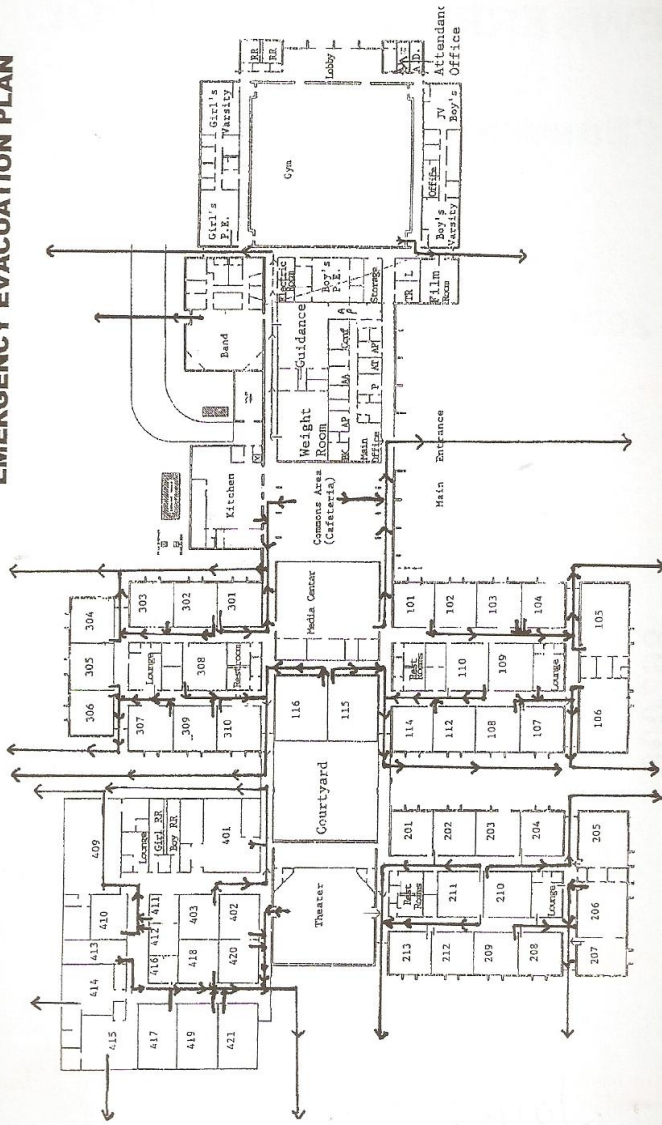
“Ensuring Success for All Students”

2011-2012 Student Handbook



This agenda belongs to:

EMERGENCY EVACUATION PLAN



NEWBERRY HIGH SCHOOL EMERGENCY EVACUATION PLAN

The School District of Newberry County 2011-2012 Calendar

July 2011						
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Jul 4 Holiday – schools/offices closed
 July 19 – 21 HSAP
 Aug 9 New Employee Orientation
 Aug 10 – 16 Teacher Professional Development & Preparation
 Aug 17 First Day of School
 Sept 5 Labor Day Holiday – schools/offices closed
 Sept 16 Interim Reports Issued
 Sept 28 Early Release Teacher
 Planning
 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
 Nov 22 Interim Reports Issued
 Nov 23-25 Thanksgiving Holidays – schools/offices closed
 Dec 19 - Jan 1 Winter Holidays – schools/offices closed
 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
 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
 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
 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 8-11 Pass Testing; make-up thru 18th
 May 28 Memorial Day Holiday – schools/offices closed
 May 29 Half Day for Students
 May 30 Whitmore Community Graduation; Half Day for Students
 May 31 Last Day for Students; 180th day; Newberry High Graduation
 June 1 Last Day for Teachers; Mid-Carolina High Graduation

JANUARY 2012						
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August 2011

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September 2011

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October 2011

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November 2011

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December 2011

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January 2012

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February 2012

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March 2012

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April 2012

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May 2012

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MISSION STATEMENT

Newberry High School will ensure that students fulfill the state and national requirements for graduating within four years as they develop talents and make career choices to succeed in life. Our mission engages students, staff, families and the community to achieve this goal through a comprehensive pyramid of support that provides timely assistance.

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 has 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 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 occupational/technical education, regardless of race, color, national origin, religion, age, handicap, or sex.

NEWBERRY HIGH SCHOOL MOTTO:
"Setting the Standards for Excellence"

Colors: Blue and White

Mascot: Bulldog

NEWBERRY HIGH SCHOOL SPIRIT

Courtesy – Toward school staff, fellow students, and sports officials.

Pride – Above all RESPECT YOURSELF. Pride in all the accomplishments of our school (past and present), and in our student body and staff.

Sportsmanship – The ability to win or lose gracefully.

Loyalty – To all school activities and organizations. A loyal student demonstrates "Bulldog Pride" in all he/she does. He/she does the most to maintain the highest standards of academic achievement and personal behavior.

ALMA MATER

Dear Alma Mater,	Though years may beckon
Thy children's praises sing.	Our future lives from thee,
Through vale and woodland	Our hearts will echo
Our voices loudly ring.	With precious loyalty.
Lift high the chorus!	Dear Alma Mater,
May loyalty never fail!	God bless thee every day
Pride of our city	And keep thee noble,
Dear High School, all hail!	Dear High School, always.

NHS ADMINISTRATION

Katrina Singletary	Principal
Kim Hamilton	Assistant Principal
Courtney Giles	Assistant Principal
Chad Cary	Director of Athletics

GUIDANCE

Candice Dixon
Wendy Pollard
Latasha Simon

GENERAL INFORMATION

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.

Each school and school district will receive one of five academic ratings: Excellent, Good, Average, Below average and Unsatisfactory.

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 a school with students in grades 9 – 12 is student performance on the High School Assessment Program (HSAP), End of Course testing, and graduation rate.

The HSAP 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.

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.

STUDENT AGENDAS

A Student Agenda will be provided for the student on the first day of school. All students must have in their possession a signed agenda if in the hall during class. This agenda will serve as an organizer and informational tool as well as the student's hall pass. **Loss of the Agenda will result in a \$5.00 replacement charge.** No more than one agenda may be charged to a student's account. All other agendas will be paid for at time of replacement.

ACCESSIBILITY

It is the policy of the School District of Newberry 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.

SPECIAL SERVICES

The School District of Newberry provides educational opportunities for all students, including those with physical, mental and emotional handicaps. The district provides transportation when students must participate in classes outside of their regular attendance areas.

ADDRESS CHANGE

Students 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

MEDIA RELEASE INFORMATION

Our school often has 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.

STUDENT DIRECTORY INFORMATION

Each student's education records 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
- Date and place of birth
- Grade Level
- Participation in officially recognized activities and sports
- Weight and Height of members of athletic teams
- Photograph
- Dates of attendance
- Diploma or certificate and awards received
- The most recent, previous educational agency or institution attended by the student
- Other similar information

The district will not release directory information to any person or agency for commercial use. **Two federal laws require the district to provide military recruiters with directory information to include names, addresses and telephone listings. Parents can "opt out" by providing written notification to the principal.**

RELEASE OF SCHOOL RECORDS

The Family Education and Privacy Act of 1974 requires the following procedures in the release of school records. The district cannot release

school records to any person or agency (employer, government agency, etc.) without the written 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.

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 other individuals.

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.

POWERSCHOOL PARENT PORTAL

PowerSchool is the student information system used by all schools in South Carolina for scheduling, taking attendance, storing grades, and more.

PowerSchool Parent Portal is an online resource that allows you to see your student's grades, attendance, and teacher assignments. It allows you to set up an email address to receive reports.

All parents/guardians who have students at NHS may have access to PowerSchool.

Parents/guardians will have to go to the school and **show picture ID to have an account set up** with user name and password, which will not be issued over the telephone or via email to protect student information. PowerSchool is accessed on-line at <http://ps.newberry.k12.sc.us/public/>

PARENT CONFERENCES/OFFICE HOURS

Newberry High School will schedule an Open House in the fall and spring. Announcements as to the date and time will be sent home with the students and noted in the local newspaper.

Parents are encouraged to visit the school and talk with teachers and administrators. ***Appointments can be made in advance to assure the availability of personnel. Appointments can be made through the Guidance Office or through the individual teacher.***

VISITORS

Only visitors who are on school business will be permitted on school grounds during school hours. ***Visitors are to sign-in with the main office immediately upon arrival to the building. All visitors must wear a visitor's identification card.***

No visitor will be permitted in the school corridors without prior authorization from the office. Visitors should park on the front circle and enter the building through the front doors. To avoid disruptions in the school program, it is necessary that visitations in the classroom be made only by prior arrangement/approval. ***Students are not allowed to have visitors during the school day. Any person who is on campus without authorization shall be considered a trespasser.*** Bringing infants and small children on campus is strongly discouraged.

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.

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 closing and cancellations as soon 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.

INSURANCE

Newberry County School district provides school-time insurance for all students. This coverage is secondary and is not designed to replace family health insurance coverage. If you prefer 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.

LUNCH/BREAKFAST PROGRAM

The Newberry County school lunch and breakfast programs operate under the federal 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 manager. **A new application must be completed at the beginning of each school year. Parents are responsible financially for student meals until the approved notification letter has been sent home.**

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 the 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, a 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.

Checks are the preferred form of payment for 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 form of the envelope as illustrated: Name, Account #, Amount, and 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 for 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 that 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 doctors 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.

ILLNESS, EMERGENCIES AND STUDENT INFORMATION

A student who is in need of first aid and or becomes ill during the school day should report to the front office. In case of an emergency or serious illness, parents will be notified. **Therefore, it is imperative that emergency information be on file in the office for every student.** (Registration-Health-Emergency Information Sheet) The parent should contact the main office in the event of any change in student information.

It is the responsibility of the student to report any accident or emergency to the main office. All accidents must be reported to the school at once if you expect the school insurance to cover the incident.

HEALTH ROOM

Health Room visits are documented.

Students are provided with a pass back to class by the nurse.

STUDENT MEDICATIONS

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 question 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 in sixth grade and below. Students in grades 7 through 12 may bring the medication with a signed permission slip to the office for appropriate storage.

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 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 Nursing Office (321-2620) or the School Nurse at each school (321-2621).

STUDENT MEDICATION PROCEDURE

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, physician's name, name of the medication, time of medication to be taken at school, dosage, termination date for administering the medication.
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. dosages or time of administration).

NCSD 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:
 - Fever- 101 degrees or more before medication is given to reduce the fever
 - Vomiting – 2 or more times in 24 hours
 - Difficulty Breathing
 - Diarrhea – 2 or more times in 24 hours
3. A communicable disease such as:
 - Strep throat/streptococcal pharyngitis – until 24 hours after antibiotic and no fever
 - Chicken pox – until lesions are crusted over and fever free
 - Conjunctivitis – (Drainage from the eye that is not clear) until evaluated and treated
 - Impetigo – until 24 hours after antibiotic treatment
 - 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 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. 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 321-2600.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA 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. The IEP may include health services for the student during the school day if needed. Contact the 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 at 321- 1363.

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.

TELEPHONES

The office telephones are business phones and should be used by school staff only. Students must go to the Nurse's Office to call home for illness. Class will not be interrupted for calls to students. Messages for students can be left with the school secretary by parents/guardians only.

SCHOOL-SPONSORED TRIPS AND ACTIVITIES

For any school-sponsored trip or activity that transports a student off the school campus, each student must bring written permission signed by his/her parent or guardian. Students will be subject to school rules while on the

trip and will be responsible for the payment of any designated fees associated with the activity. Students are covered under school insurance while on a school-sponsored trip.

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 during 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 school district will incur any responsibility for items delivered.

Deliveries for faculty and staff will be accepted.

STUDENT FUND RAISING ACTIVITIES

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

- Fund-raising campaigns must be in support of specific student activities or projects that will contribute to the improvement of the school's program or community involvement.
- The principal or his designee 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, not 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-laws and have been in existence for at least four months prior to the request. Organizations must make written requests in accordance with Board Policy JJE-R.

STUDENT FEES, FINES, AND CHARGES

The Board charges 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; however, **the school reserves the right to deny certain privileges such as Senior parade, driving privileges, prom, and graduation ceremony for failing to clear financial obligations.** No student is exempt from charges for books, lockers, materials, supplies and equipment that are lost or damaged.

IDENTIFICATION CARDS

At NHS, 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 information listed below 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. Temporary IDs will be displayed in the chest/shoulder region of the body.
3. ID badges are property of NHS and must not be defaced or modified in any way (the badge will be confiscated and the student must purchase a new ID if defaced/modified). This includes, but is not limited to, cutting/breaking pieces off, punching multiple holes in it, peeling portions of it off, adding stickers, writing on it, etc.
4. Students must not wear an ID badge belonging to another student or an ID from another school year. The ID will be confiscated.
5. Every student is issued an ID badge and lanyard at the beginning of the school year. If students do not have their ID, a new one must be purchased. Students will not be allowed to charge more than one ID badge (\$5 for each badge).
6. Students who forget their permanent ID will be issued a temporary ID sticker.
7. Students will be dismissed last for lunch and report to the end of the line when they are wearing a temporary ID.
8. Students are required to have their ID to check out books or computers in the media center.
9. IDs must be displayed properly when the student enters the building. They cannot be stored in lockers, classrooms, etc. Tardies to class due to obtaining IDs are unexcused.
10. See pg. 29 for the discipline procedures regarding ID violations.

LOCKERS/P.E. LOCKERS

Lockers are available for all students. **Students should not share lockers** or combinations to the lock with anyone. Once locker information is shared, the security of a lock is gone. Personal locks **will not** be permitted on school lockers. **The school reserves the right to cut/remove any personal locks from lockers.**

Under no circumstances should a student leave valuables unattended.

Students should bring only the amount of money that is absolutely

necessary. The school cannot and will not be responsible for lost or stolen items.

The person who is assigned a locker is responsible for any damages and repairs. **Lockers will be routinely inspected.** At the end of the year, a final inspection will be conducted. No stickers or marks can be placed inside or outside the locker.

Each student will be assigned a locker at a cost of \$5.00. School locks are provided. Failure to return the assigned lock to the school will result in a \$5.00 fine. The administration reserves the right to assess a fine or deny the privilege of locker usage to any individual who abuses this privilege (including the use of an incorrect locker).

TEXTBOOKS

Textbooks adopted by the State Board of Education are provided free of charge to every student. Each student will be issued a textbook for each subject as appropriate (one book per student by subject). **An exception to this policy S. C. Dept. of Education Regulation No. R43-71 which states all previous textbook debts must be cleared before new books can be issued.**

When a book is issued, the student becomes responsible for the care of it. Students are required to pay for any lost and/or damaged books. Book covers, when available, should be placed on textbooks. The student is responsible for returning to each subject teacher the textbook which was issued to him. If a book is lost during the year, it must be paid for before another book is issued.

HALLWAYS/FOOD AND DRINKS

Food purchased in the cafeteria must be consumed in the cafeteria. NO FOOD IN CLASSROOMS.

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.

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 Buildings and Grounds office.

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.

STUDENT SERVICES

The primary purpose of the guidance program is to help every student discover and develop his potential. This is a continuous process and one in which the counselors work with students in educational, social, vocational, and personal development. Guidance services are available to all students and include assistance with the following:

Development of IGP (Individual Graduation Plans):

- registration/course selection
- educational and career planning
- interpretation of test scores
- occupational information

Character Building:

- study skills
- home, school, and social concerns
- conflict resolution

Services are provided through individual or group counseling, or by referral of students to outside agencies. The Guidance Department encourages EACH STUDENT and ALL PARENTS to take advantage of the varied services provided.

TRANSCRIPTS

Every student is entitled to one free transcript. A fee of \$3.00 will be charged for each additional transcript. The fee must be paid at the time the request is made. Transcripts that are requested to accompany a scholarship application are provided free of charge.

STUDENT APPOINTMENTS

Counselors will make every possible effort to see students within 24 hours of the student's request. As always, the counselors' schedules will be flexible in seeing students with emergencies.

Students may arrange for an appointment with guidance during lunch, between classes, and before and after school. Guidance will call for students during the day, but students will not be taken from English, math, science and social studies classes unless an emergency exists.

SCHOLASTIC AWARDS AND FINANCIAL AID

The Guidance Department keeps students informed of scholarship opportunities throughout the year via PowerPoint slides on the TVs, which are in every classroom as well as in the Commons area. All students should be alert to these announcements and should see guidance for scholarship application and financial aid forms for which they may be eligible. This information is also available by going to the District website www.newberry.k12.sc.us Click on Newberry High School; then click the

NHS website; lastly, click on Student Services/Scholarships.

SOUTH CAROLINA UNIFORM GRADING SYSTEM POLICY

The state-mandated grade point conversion table will be used to define letter grades and convert numerical course grades into quality points in order to calculate grade point ratios and determine class rank.

GRADE POINT CONVERSION TABLE

Avg.	Grade	CP	Honors	DC/AP/IB
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.365
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.00	1.500	2.000
68	F	.875	1.375	1.875
67	F	.750	1.250	1.750
66	F	.625	1.125	1.625
65	F	.500	1.000	1.500
64	F	.375	0.875	1.375
63	F	.250	0.750	1.250
62	F	.125	0.625	1.125
0-61	F	.000	0.000	0.000

THE INSTRUCTIONAL PROGRAM

COURSE LOAD REQUIREMENTS

All students are encouraged to take a full load of classes each year 9 – 12 (8 units per year). Newberry High School will consider students to be full-time if they meet the following criteria:

9th Grade – 8 classes

10th Grade – 8 classes

11th Grade – 7 classes

12th Grade – 6 classes*

* To be considered for early release or less than a full load of courses, a student must meet the following criteria:

- Classified as a Junior or Senior
- Met standard on all portions of the Exit Exam
- Written parental permission
- Approval by the Principal

PROMOTION/RETENTION OF STUDENTS GRADES 9-12

The following criteria apply in making the decision to promote or retain a child:

- Successful completion of individual course requirements
- Accumulation of the required number of units for classification in each grade

GIFTED AND TALENTED (GT)

Honors classes, taught by an endorsed GT teacher will meet the needs of identified GT students. GT students will also participate in AP and Dual Credit classes.

GRADE CLASSIFICATION

Freshmen-Grade 9

Academic promotion or administrative placement from the eighth grade.

Sophomore-Grade 10

6 Units total to include:

1 Unit English

1 Unit Math

Junior – Grade 11

12 units total to include:

2 Units English

2 Units Math

1 Unit Science

Senior – Grade 12

17 Units total to include:

3 Units English

3 Units Math

2 Units Science

1 Unit Social Studies

Note: Senior must be able to graduate with the number of credits taken in the senior year.

LIMITED ENGLISH PROVISIONS

ESOL (English for Speakers of Other Languages) classes are designed to accommodate students who use English as a second language.

GRADE REPORTS

All students will receive an interim grade report at the mid-point of each nine-week grading period. Exams will be given at the end of each semester. Report cards will be issued at the end of each quarter/9-weeks.

Students and parents should refer to the school or District Calendar for the specific distribution dates of grade reports.

"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.

RECOGNITION FOR ACADEMIC EXCELLENCE

HONOR ROLL AND PRINCIPAL'S LIST REQUIREMENTS

To be eligible for the honor roll, students must have a non-weighted GPA of 3.0 or higher (with no grade below an 85) for the quarter. For the principal's list, students will have a non-weighted GPA of at least 4.0 with no grade below a 93 for the quarter. Students must take at least six classes to be included on the honor roll or principal's list.

BETA CLUB

Students who have earned an overall average of 4.0 or above are invited to become a member of the Beta Club. A student must maintain an overall 3.75 average, meet attendance requirements, and earn no grade lower than 3.0 to maintain membership.

JR. BETA CLUB

Incoming 9th grade students that have a 93 final cumulative grade point average for their 8th grade year will be invited to join the NHS JR Beta Club. Qualifying students who were members of Junior Beta in the 8th grade will have their membership transferred. Qualifying students who were not members in 8th grade will be inducted into the Junior Beta Club during the Fall Semester.

NATIONAL HONOR SOCIETY (Newberry High School Chapter)

Selection for membership in the Newberry High Chapter of the National Honor Society is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Candidates eligible for election to the chapter shall have a cumulative grade average of 4.25, be a member of the junior or senior class, and have attended Newberry High School for at least one semester. The faculty council shall then evaluate candidates on the basis of service, leadership, and character. Members who do not maintain a cumulative grade average of 4.0 or who fall below the standards which were the basis for their selection will be given written notification and sufficient time to correct these deficiencies.

GOLD HONOR STOLE

Each graduating senior who has earned an overall average of 4.0 or above, without rounding off the average, during his/her high school career will be given a gold stole to wear with the cap and gown during the graduation program.

VALEDICTORIAN AND SALUTATORIAN

Calculations for Valedictorian and Salutatorian are made at the end of a student's senior year, based on cumulative GPA.

JUNIOR MARSHALLS

These juniors (11th graders) are chosen based upon their cumulative averages after five (5) semesters. They are asked to serve as ushers during graduation exercises. Transfer students are required to be in attendance for one full year from the first day of the second semester of the sophomore year.

EXAMS

Students enrolled in the following courses will not be eligible for exam exemptions: any AP course, Algebra 1, Math Tech 1, Math Tech 2, Physical Science, Biology 1, US History and English 1.

Students are required to be present for final exams if their grades do not qualify for exemption. A doctor's note, funeral bulletin or court statement will be required to make up an exam or take one early. Please schedule vacations and other events around semester and final exams to avoid a grade of 0 for the exam.

Semester/final exams will count 10% of students' semester grades.

End-of-course exams will count 20% of the final grade.

Student Conduct and Responsibilities

CAFETERIA/LUNCH PERIOD

1. Sit only on the stools of the tables. **DO NOT SIT ON TABLES.** Do not mark on or deface any part of the cafeteria table or cafeteria furnishings.
2. Each student is responsible for leaving the area in which he/she eats clean and free of litter. All trays, food scraps, and trash are to be properly discarded. Students that do not adhere will be given cafeteria work detail.
3. Cooperate with the cafeteria staff and follow the instructions of any staff member.
4. Breaking in the lunch line is prohibited.
5. Use only appropriate language – no profanity or vulgarity.

6. Use only the designated restrooms during a given lunch period.
7. All food served in the cafeteria must be eaten there.
8. ***Food may not be delivered to the school during the day without the prior knowledge and consent of the administration. This includes food delivered by either a business or individual.***
9. Students should refrain from eating except at lunchtime.
10. ***All students are expected to carry and use their school I.D. card while participating in the lunch program.***
11. Students without ID's will go to the back of the line.
12. Failure to obey any of the above regulations may result in disciplinary action.
13. **Newberry High School has a closed campus policy. No Student is allowed to leave school for lunch.**
14. Teachers and administrators have the authority to confiscate any food or drink seen in the halls or classrooms.

MEDIA CENTER PROCEDURES

The Media Center offers students a quiet place for academic assignments, research and leisure reading. The Media Center is open from **7:30 a.m. until 3:30 p.m.** (4:15 on Tuesday).

Students must sign in and out when using the library. Times other than lunch, students must have a library pass to enter.

No food or drink is allowed in the media center, except for special occasions. Photocopies of academic material may be produced for a fee of 25 cents per page.

Checkout:

- I.D. card must be presented.
- Two weeks for regular books – 2 book maximum.
- Overnight for reference books and all other materials, such as reserved books; pick up for these is at end of school day; return before 8:00 a.m. next school day.

Fines:

- Fines assessed for damaged books.
- Full payment at replacement cost for lost books.
- Debt sheets are written at the end of school year and remain in students permanent file until clear.
- Students with overdue materials and/or fines from a previous school year lose checkout privileges until obligations are cleared.

Behavior:

- Any tampering with computers, monitors, setups, barcodes, date due stickers within books, and book pockets or cards will be referred to the administration.
- A student whose behavior is disruptive will be asked to leave and may lose Media Center privileges.
- Internet and computers- Acceptable Use District policies must be followed. No streaming video or music allowed due to district bandwidth limitations.

SUBSTITUTE TEACHERS

It is the responsibility of the student to treat a substitute with the same respect and courtesy due all people at Newberry High School.

DRESS CODE

Students are required to dress in a manner not to disrupt instruction or the educational process and/or place themselves at risk as related to health and safety regulations. Failure to follow the dress code will result in a referral to the administration. The following guidelines will be observed:

1. No headwear (male or female) will be visibly carried or worn on campus between the hours of 7:20 AM and 3:20 PM. This includes hats, sweatbands, do-rags, wave caps, bandannas, hair picks, hoods, etc. The first offense will result in the item being confiscated and returned only to the parent. In addition to the item being confiscated, disciplinary action will also be taken at the second offense. The purpose of this policy is to promote courtesy and respect and to increase safety on campus.
2. No bare midriffs, racer backs, off-the-shoulder tops, 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 when students are sitting, standing or walking. Shirts should not expose a student's back.
4. No vulgar, obscene, or otherwise inappropriate/offensive symbols, language, or wording will be permitted on clothing.
5. Any endorsement or glorification of weapons, drugs, tobacco, or of an alcoholic beverage will not be permitted on clothing worn to school.
6. Sunglasses/shades or flip lens glasses are not to be worn or displayed in the school building unless medically necessary. Students with a medical necessity must see a school administrator for clearance.
7. Pants worn below the waist or any other comparable disruptive trend will not be tolerated. (NO SAGGING PANTS!) Tie clips or belts will be given to students. If sagging becomes habit for a student, parents will be contacted for a conference.
8. Shorts 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 and walking.** Shorts and skirts must still meet this requirement, even if leggings or tights are worn under them.
9. When wearing leggings, jeggings and tights, they must be accompanied with a shirt that is not higher than three inches above the knee.
10. There will be no holes showing skin or undergarments more than three inches above the knee.
11. Undergarments should not be visible at any time.
12. Cleavage should not be visible at any time.
13. Students are not allowed to have chains with them on campus. This includes thick chains worn around the neck or as belts, and wallets attached to chains. It does not include standard silver or gold chain-type necklaces. Students should not have any jewelry or clothing with spikes.
14. Bedroom slippers, Chinese slippers, or pajamas are not to be worn on campus. Heels that are higher than an inch present a safety issue for our female students. They should not wear heels higher than an inch.
15. Blankets are not permitted in the building.

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. Appropriate t-shirts will also be available in the office for students to wear should they need to change. Students who cannot go home to change or refuse to change will sit in ISS for the remainder of the day.

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, cell phones and other electronic devices while on school property or 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.

STUDENT CLASSROOM 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 opinion of others.
4. Refrain from harassment.

Respect property

1. Respect property of others.
2. Respect 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 other appropriately.

Display appropriate character

1. Display positive character.
2. Display productive character.

DEVELOPING STUDENT OWNERSHIP AND RESPONSIBILITY

Progressive Classroom Consequences:

1. WARNING WITH AN INTERACTION
 - A. What the student did wrong
 - B. What is expected
 - C. What is the next consequence

 - D. Student commitment to improve behavior
2. TEACHER DETENTION AND CALL PARENT/GUARDIAN
3. CONFERENCE WITH PARENT/GUARDIAN
4. OFFICE REFERRAL AND BEHAVIOR IMPROVEMENT CONTRACT

STUDENT BEHAVIOR CODE

The Student Behavior Code offers the following list of offenses and the recommended consequences in three categories. Committing these offense 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

Level 1 – Consequences

- Verbal reprimand
- Withdrawal of privileges
- Demerits
- Detention

- Corporal Punishment (by principal only)
- In-school suspension

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 of unauthorized substances
- Illegally occupying or blocking school property with 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
- 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)
- **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.

Level 3 - Consequences

- Out-of-school suspension
- Assignment to alternative school
- Expulsion
- Restitution of property and damages

DISCIPLINE PROCEDURES

The following offenses will be handled in the designated manner:

1. **Fighting**

Fighting is simply an unacceptable solution to problems. When a fight occurs at school, all parties will be suspended regardless of who makes the first contact. If it can be determined that one of the parties sought to avoid the situation, then he/she will be recognized as a victim and the suspension may be reduced. If it is determined that criminal action and/or disruption of school occurred, then the school resource officer will be summoned for involvement and arrest.

Minimum consequences:

1st offense: 5 day OSS and/or arrest

2nd offense: 10 day OSS and/or arrest; and recommendation for expulsion or alternative school

2. **Leaving school grounds without permission**

1st offense: 1 day OSS

2nd offense: 2 days OSS

3. **Cutting class**

1st offense: 2 day ISS

2nd offense: 1 day OSS

4. **Damage to school property**

Make restitution for the damages and/or ISS/OSS

5. **Missing Lunch Detention** (unexcused)

Any unexcused absence from Lunch Detention will result in 2 days of ISS.

6. **Physically or verbally harassing students** - bullying
1st offense: ISS (at least 2 days) or OSS and copy of referral to parent/guardian and Guidance referral
2nd offense: 2 or more days of OSS and referral to SRO
7. **Sexual Harassment**
Students will respect the rights and privacies of classmates. Sexually suggestive statements, gestures, or physical contact will result in an immediate report to the School Safety Officer and other disciplinary action.
8. **Theft**
Referral to SRO and ISS, OSS, or possible recommendation for alternative placement and/or expulsion depending upon severity. If the theft involves school and/or district property restitution may also be considered.
9. **ID violations**
1st-3rd Offenses- Lunch Detention
4th-6th Offenses- After School Detention
7th-9th Offenses- ISS
10th Offense and above- OSS
10. **Assault and battery against school personnel**
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 person 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.
Any verbal threat to faculty, staff or administration will result in immediate suspension, referral to school safety officer and a possible recommendation for expulsion.
11. **Profanity directed at students**
1st offense: ISS (at least 2 days) or OSS
2 or more offenses: 1 day OSS

12. **Profanity directed at staff members**
1st offense: 3 days OSS
2nd offense: 5 days OSS each occurrence
13. **Forgery of an excuse or pass**
1st offense: ISS (at least 2 days)
2nd offense: 1 day OSS
14. **Student use of electronic devices**, such as, but not limited to, **Cell phones**, iPods, radios, gameboys, TV's, and laser pointers are prohibited in school during school hours.
1st offense: Teacher will confiscate device and turn in to an administrator. The device will be returned to the student at the end of the day.
2nd offense: Teacher will confiscate the device and turn in to an administrator. A parent must meet with the administrator for the device to be returned. The administrator will explain the policy for future offenses.
3rd offense: Teacher will confiscate the device and turn in to an administrator. The device will be kept in the administrator's office until the last day of the current school year.
Failure to surrender electronic device to teacher or administrator will result in 2 days OSS for blatant refusal to obey.
Note: NHS assumes no responsibility for loss of these items.
15. **Tardiness to School/Class**
Tardies to class (no more than 15 minutes late), unless excused by the staff member that delayed the student, will be dealt with as follows:
 - 3 unexcused tardies per semester – teacher warning
 - 4-7 unexcused tardies – Lunch Detention
 - 8-9 unexcused tardies – 2 days ISS
 - 10 and above – 1 day OSS
16. **Possession of any type of weapon** on a person or in a vehicle while at school:
OSS and/or recommended expulsion and referral to SRO.
17. **Possession of any type of ammunition** on a person or in a vehicle while at school:
1st offense: Parental conference and possible disciplinary action.
2nd offense: 3 days of OSS and referral to SRO.

18. **Use of any type of weapon at school**
Recommended expulsion. Referral to School Safety Officer and local authorities.
19. **Possession or use of any type of illegal, unauthorized, or counterfeit drugs** at school, or being under the influence of any drugs not prescribed by a doctor:
The administration may recommend expulsion or suspension depending upon the severity of the offense. Counseling may be required.
20. **Distribution of a controlled substance** on school grounds or at a school sponsored activity
Recommendation for expulsion and referral to SRO.
21. **Possession or use of any type of fireworks** including but not limited to firecrackers, smoke bombs, stink bombs, etc.:
2 or more days of OSS
22. Parents and students will sign a **computer use agreement** ensuring the proper use and care of the schools computers.
Violation of district/school computer policy and guidelines:
1st offense: Warning-Student will lose computer privileges/Internet access until a parent conference is held. The administration will determine further loss of privilege and length of time.
2nd offense: Dependent upon the seriousness of the offense, the administration reserves the right to take one or more of the following steps:
- Lunch Detention
 - Removal from the class and recommendation for suspension
 - Permanent loss of computer privileges
 - ISS or OSS depending upon the nature of the offense.
- 3rd offense:** Expulsion – conduct that contains the element of criminal mischief.
- NOTE:** *The student could be expelled from school if he/she engages in conduct that contains the elements of the offense of criminal mischief, as defined by local, state and federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet or compromise another computer network.*
23. **Violation of dress code**
1st offense: Referral to office. Student will be requested to modify dress immediately. Refusal to do so will result in

parent conference/OSS.

2nd offense: ISS/OSS

24. Abuse of Emergency 911 Number

It is unlawful for a person to make a prank call to 911.

Any violation of this law will result in OSS, an automatic referral to the SRO, and initiation of procedures for alternative placement.

25. Blatant disrespect or refusal to obey a teacher will result in a referral and/or removal from class.

1st offense: 2 days ISS

2nd offense: 1 day OSS

26. Any student whose behavior that contributes to or causes a school disruption will be subject to OSS and/or referral to SRO.

27. Cheating on any assessment or assigned work:

- Copying someone else's work.
- Knowingly allowing others to copy your work.
- Unauthorized use of reference materials, text, calculators, etc. on test.
- Representing someone else's work as your own.
- Preparing for cheating in advance. Such actions involve having in your possession a copy of a test to be given or having been given by a teacher, using the test or notes during a test or examination, talking while taking quizzes, tests or exams.
If a student is found guilty of cheating he/she will be given a zero (0) on that given assignment and one of the following.

1st offense: 2 days of ISS and parental contact

2nd offense: 4 days of ISS

NOTE: Student's work in question may be graded at the teacher's discretion.

28. Being in an unauthorized area (any area in which the student does not have teacher/administrator permission)

1st offense – 2 days ISS

2nd offense – 1 day OSS

29. Disrupting Class

1st offense: 2 days ISS or OSS

2nd offense: 2 days OSS

30. Accepting food delivered from off-campus by an individual or business.
1st offense: Warning
2nd offense: Lunch Detention
31. **TOBACCO USE**
 The use of and/or possession of tobacco products and smoking materials will be subject to discipline as specified below.
1st offense: 1 day OSS
 Principal or his/her designee will notify parents of rule infraction after first offense and advise parents of consequences of this policy. Student will be referred to guidance and required to view a presentation on under-age smoking.
2nd offense: 2 days OSS and parent conference
3rd offense: 5 days OSS
4th offense: 10 days OSS
5th offense: Expulsion
32. **Parking violations**
1st offense: Warning ticket
2nd & 3rd offenses: Notice sent home. \$5 fine placed on school fees
4th & 5th offenses: Possible loss of parking privileges and a \$10 fine placed on school fees charge.
Additional offenses: Towing at expense of the owner of the vehicle or additional fines and loss of privileges

STUDENT PARKING REGULATIONS

- All** vehicles driven onto campus **MUST be registered** with a current NHS parking ID and park in the assigned space.
- Parking registration requires **vehicle registration, Alive at 25 certificate #, and student's driver's license. These documents must be presented at time of registration.**
- Parking tags can be purchased from SGA at a cost of \$10.00 per vehicle registered. Replacement tags are \$5.00.
- Parking ID **MUST** hang from the rearview mirror. **Parking space ID # MUST BE VISIBLE.**
- To purchase a parking tag, students **MUST** have completed **Alive at 25** training and have a valid driver's license [Learner's Permits are not allowed].
- No loitering in the parking lots *before, during, or after* school. Enter the building immediately upon your arrival, and leave the parking lot immediately after dismissal. Students are not allowed in the parking lots during the day without a pass from office unless he/she is leaving the school due to early dismissal. 35 Students found in any parking lot

- without authorization will face disciplinary action.
7. Students are not permitted in the staff parking area.
 8. Bus transportation is available for ALL students. Therefore driving a personal vehicle to school is by choice. Newberry High School assumes no responsibility for any possible theft, damage, or vandalism to a personal vehicle or its contents.
 9. Students are expected to ride a school bus to and from the Career Center. Students with special circumstances must request permission from the Career Center Director and the NHS Principal in order to drive/ride to the Career Center. A Career Center fee may be charged.
 10. The front circle is **off-limits** to student parking.
 11. Student Government will maintain permit records. The Front Office will keep current copies of this information. Resource Officers, Administrative Staff, and/or the SGA Officers will ticket cars improperly parked. Fines may be assessed for the following offenses:
 - Parking in the wrong parking space
 - No visible parking ID
 - An unregistered vehicle
 - Illegally parked (loading zones, no parking zones, handicapped, staff, visitor parking, etc)
 - Backing into spaces
 - City noise ordinance
 - Entering the wrong way
 - Speeding
 - Driving over cement parking blocks
 12. Cars in violation of above stated rules will be subject to the following:
 - 1st offense:** Warning ticket. There will be no charge for this ticket.
 - 2nd & 3rd offenses:** Notice sent home. \$5 fine placed on school fees.
 - 4th & 5th offenses:** Possible loss of parking privileges and a \$10 fine placed on school fees.
 - Additional offenses:** Towing at the expense of the owner or additional fines and loss of privileges.
 13. Change of vehicle forms will be available through SGA and must be filed in Room 303 AFTER school.
 14. Parking IDs may be purchased during the school year from the SGA Advisor in Room 303 AFTER School.
 15. If you arrive at school and someone has parked in your space, **you should park in the Baseball parking lot.** If you park in someone's numbered space you will be in violation of the parking rules, which could result in suspension of your privileges. **If your space is taken, report your space number, the make/model/color of the vehicle in violation, the license, and/or parking tag number, and your name to an administrator, the school resource officer, or the SGA Sponsor IMMEDIATELY.**

CREATING A FALSE FIRE ALARM

S.C. State Law Reads as Follows:

"16-17-570. Interference with Fire Alarm And Police Alarm Boxes. Any person

who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give false alarm from such box or break the glass in such box of any fire or police alarm system in the state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the state penitentiary or on the chain gang in a county having payment of a fine of not more than two hundred dollars."

Students found guilty of pulling a false alarm or making false calls to emergency officials will be suspended with recommendation for expulsion. Legal authorities will also be notified.

NOTE: *Students who have knowledge of any of the above offenses and fail to cooperate with school officials may face disciplinary action along with those people who are found directly involved.*

CONSEQUENCES FOR MISCONDUCT

The administration will handle all acts of student misconduct with fairness and consistency. However, it does reserve the right to administer punishment based upon available facts, conduct record, and the severity and/or chronic nature of an act.

Administrative action includes, but is not limited to:

- Parental contact/conference
- Warning/reprimand
- Lunch Detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Alternative placement
- Recommendation for Hearing Officer
- Contract and/or expulsion.

TEACHER DETENTION

Teachers have the authority to assign teacher-held detention according to their classroom expectations/procedures. They must notify the student at least one (1) day prior to the assigned detention date. Teachers are not required to establish detention days/times for the convenience of the student. Failure to attend teacher detention will result in 2 days ISS.

DETENTIONS for Level I offenses: Students who have less serious school violations may be assigned to one of these detentions.

Lunch Detention (LD) held during school at lunch time

After School Detention (ASD) held from 3:25 - 3:55 after school Tuesdays and Thursdays. The student is responsible for notifying his/her parent and arranging for transportation. The student must have materials to read or study during this period. Failure to report to LD or ASD is one day ISS.

IN-SCHOOL SUSPENSION (ISS) Level I and Level II offenses

The In-School Suspension program is designed as an alternative to out-of-school suspension. Students will be assigned to this program by the administration. Students will be assigned work from their regular classroom

teachers to complete during their stay in the in-school suspension program. If a student does not abide by the guidelines of this program, he/she will receive out-of-school suspension. In school suspension will be assigned for a minimum of 2 days.

OUT-OF-SCHOOL SUSPENSION (OSS) Level II and Level III Offenses

This consequence is used for more serious infraction of school rules.

Students who receive out-of-school suspensions may not attend classes or be on any school property during the suspension period.

They may not ride any school bus or attend any day or night school function (athletic competitions included). ***A student who comes on campus during a suspension may be arrested for trespassing.***

Suspensions will begin at the end of the school day the student is notified of the suspension and the student may not participate in any school related activity until the suspension has been lifted.

Students may be suspended a maximum of the (10) consecutive school days. Multiple suspensions may lead to expulsion.

After a student has accumulated ten (10) days of OSS, any further suspendable offense (ISS or OSS) may result in a recommendation for alternative placement or expulsion.

ALTERNATIVE PROGRAM

The Newberry Alternative Program is for students who have violated the student behavior policy in excess.

EXPULSION

Recommendation for expulsion takes place when the school administration finds no other alternative for a chronic or severe discipline problem, act of violence and/or of an illegal nature.

Students are removed from school for a period not exceeding ten (10) consecutive days.

DRUGS (School Board Policy)

Newberry County Board Policy JCDAB/JCDAC, dated March 1, 1990 so states:

No student, regardless of age, will possess, use, see, purchase, barter, distribute, or be under influence of alcoholic beverages or other controlled substances:

- On school property (including building, grounds, vehicles)
- At any school-sponsored activity, function or event, whether on or off school ground (including any place where an interscholastic athletic contest is taking place)
- During any field trip; or
- During any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student shall aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance, which is

represented to be or is substantially similar in color, shape, size or markings of a controlled substance in any of the circumstances listed above. All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances. The administration will suspend students who violate this policy and recommend expulsion. **The board intends to expel all students who distribute any controlled substance on school grounds.**

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.

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

Cutting seats or making marks on bus

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.

ATTENDANCE

South Carolina requires all children between the ages of five and 17 to 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.

Students not enrolled by the fifth official day of school will be contacted again by the principal or his/her designee. 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 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 fee, provided the student, his/her parents and the principal can establish a plan or contact to assure restitution of required fees.

Any student who misses school must present a written excuse, signed by the parent or legal guardian. The excuse will contain such other information as directed by the administration.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. 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.
- Absences approved in advance by school Administration

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) the

principal or his/her designee will contact the student and his/her parents to determine the reasons for the student's continued non-attendance.

If the student is absent for two 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.

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

The principal will promptly approve or not approve any student absences in excess of 10 days. A conference will be held with the student and his/her parents 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.

Teachers will permit students to make up work missed during an absence as long as the student makes appropriate arrangements with the teacher no later than the student's **fifth day back at school**. The student must complete the work within **10 days after his/her return to school**.

In order for a student to receive one Carnegie unit of credit, the student must be in attendance 120 hours per unit, regardless of the number days missed. Therefore, the school will allow the student, whose excessive absences are approved, to make up work missed to satisfy the 120 hours requirement.

Students who do not meet the 120 hour requirement may make up academic time on an hourly basis. The student will be responsible for the cost of the time. Failure to make up time may result in denial of credit.

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 refer the student/family back to the school, family court and/or the Department of Social Services.

ATTENDANCE GUIDELINES

Although attendance is and should be, the responsibility of students and their parents, effective monitoring of student attendance is a school responsibility. To insure consistent and accurate record keeping and to comply with the requirements of the **Education Improvement Act of 1984**, the school has adopted the following guidelines:

ALL absences, regardless of reason, must be documented via:

- A. Telephone calls to the school** the afternoon before or the morning of the absence(s) stating the reason(s) for the absence(s). At Newberry High School contact the attendance office by calling 321-2627.
- B. Written documentation to be submitted within three (3) days after returning to school.**
1. Parental notes (classified as lawful)
 2. Doctor's statements
 3. Other legal documentation

Once a student misses over ten (10) class periods in a yearly course, or five(5) in a semester class, credit for the class may be denied.

SIGNING STUDENT IN LATE

Students should make every attempt to arrive on time to school! Late arrivals must report directly to the Attendance Office. The attendance clerk will write admit slips to class with the time noted. Unauthorized lateness will count as a tardy or absence depending upon the time of arrival.

SIGNING STUDENT OUT EARLY

Students must have a written excuse from parent/guardian noting date, time and reason the student is to be dismissed early. The note must contain a phone number where the parent/guardian can be reached during the day. The phone number must match the number on the emergency information sheet on file or dismissal will not be allowed. If the parent cannot be reached, dismissal will not be allowed. Students must sign out anytime they leave. Parents picking students up early must sign them out from the attendance office. Students are to remain in class until the parent or guardian arrives to pick them up, at which time the attendance clerk will call for the student.

EARLY DISMISSAL/LATE ARRIVAL

Early dismissal/Late arrival is granted to those juniors and seniors who, because of special circumstance such as Dual Credit courses (off campus), jobs or other situations, need to leave early or arrive late. It should be understood that class work comes first and that schedules may not accommodate Early dismissal/Late arrival in all cases. Early dismissal/Late arrival must be applied for and approved by the Director of Guidance and the Director of Attendance. **If allowed, students must leave the campus immediately at the time of dismissal or face disciplinary action.**

*** * * SPECIAL NOTE * * ***

It is impossible for the school to anticipate every possible scenario regarding school discipline. Therefore, the school reserves the right to adopt, adjust or create consequences, within the guidelines of school board policy, as necessary to handle discipline situations.

Examples of adjusted consequences may include imposing modified in-school suspension, shortening, lengthening or combining consequences, imposing work details, or adjusting for student handicapping conditions.