



PARENT & STUDENT HANDBOOK

**Little Mountain Elementary
Student / Parent Handbook**

ADMINISTRATION

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All information contained in this Student/Parent Handbook is subject to changes as required by law, school board policies and directives. All dates and events listed in the calendar section are subject to change. Understanding and/or accepting the procedures and rules as listed in this handbook is the responsibility of the parent and/or guardian and the student.

The faculty and staff are happy to provide you with the Little Mountain Student/Parent Handbook, a resource for students and parents. Within these pages you will find many of the answers to questions that will come up during the year. We hope that you will keep this handbook in a place where you can get to it easily should questions arise. We encourage you to review this handbook together. We hope you will find the information useful.

MOTTO



MISSION

As leaders we STOP! Collaborate and listen. At LME, success is our mission!

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PRINCIPAL'S MESSAGE

Dear Little Mountain Families,

With great excitement and heartfelt pride, I welcome you HOME to Little Mountain Elementary for the new school year! As we begin this journey together, I am reminded of the deep roots and rich traditions that make our school such a special place—**HOME on the Mountain... where we color the world with kindness.**

My name is Kimberly Stockman Mack, and I am honored to serve as the principal of Little Mountain Elementary for the 15th year. With 27 years in education, I have had the privilege of growing alongside countless students and families. But my connection to this school runs even deeper—I'm a proud fourth-generation student of Little Mountain, and this community helped shape the person and leader I am today.

At Little Mountain, we believe in fostering leadership, character, and a love of learning in every child. Our school motto, "**Leaders Moving Mountain,**" reflects our commitment to helping students rise above challenges and reach their fullest potential. We strive each day to create a safe, inclusive, and joyful space where every student feels valued and supported.

This parent/student handbook is your guide to the policies, expectations, and routines that help our school run smoothly. More than that, it represents our shared commitment to clear communication and strong partnerships between home and school. When we work together, there's no limit to what our Wildcats can achieve.

I encourage you to spend time reviewing the handbook and to reach out with any questions along the way. Our staff is here to support you and to walk beside you on your child's educational journey.

As we climb together through another year of learning, leading, and growing, I look forward to the memories we'll make and the impact we'll have—not just within these walls, but in the world beyond them.

With Wildcat pride,

Kimberly Stockman Mack

Principal

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ACCESSIBILITY

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

ADMISSIONS

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in South Carolina law, board policy, and administrative regulations. Students and their parents should contact the school office for admission requirements. Generally, all persons of legally defined and mandated school age, who reside in the district and who have presented required certificates of immunization, may attend the public schools.

Parents must provide one of the following for proof of residence: Current property tax notice/paid receipt, lease agreement (including physical address), mortgage agreement (including physical address), current federal tax return. Tax information: should include 4% assess value of the property to meet admissions to school for property owners. If an individual is living with someone without one of the proofs listed above, contact the Office of Student Services to complete a Student Residency Statement. A post office box will not suffice for an address. (In the case of parents that own additional property in the district, the definition of Residency as defined by the Board of Trustees will apply.) Any two of the following documents listed may serve as "Required Supporting Documents" and the service address listed should be the same as the physical address: Current power bill, current phone bill, current water bill, current cell phone bill, satellite TV/Cable bill, South Carolina Drivers License, Automobile Tax/Automobile registration card.

*Defining Residency Each student will attend the school that serves his/her place of legal residence as determined by the district's Board of Education. The normal definition of a resident is one who occupies a dwelling within the area at issue, has a present intent to remain within that area for a period of time, and manifests the genuineness of that intent by establishing an ongoing physical presence within that area together with indicia that his presence is something other than merely transitory in nature – i.e., one's domicile.

ADDRESS CHANGE

Parents should update all changes of address and/or telephone number through their Final Forms account within five (5) days of the change. New addresses will require the appropriate district proof of residency.

ASBESTOS

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

ATTENDANCE

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

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

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

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

The principal or his/her designee will contact students not enrolled by the fifth official day of school again. Also, a referral will be made to the School District of Newberry County's Student Services Department.

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

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

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

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

Lawful Absences

The district will consider students lawfully absent under the following circumstances based on Regulation 43-274.

- Absences caused by a student's own illness
- Absences due to an illness or death in the student's immediate family
- Absences due to a recognized religious holiday of the students' faith
- Absences due to activities that are approved in advance by the principal
- A child in foster care who must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services

Unlawful Absences

The district will consider students unlawfully absent under the following circumstances based on Regulation 43-274:

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parent

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

If the student is absent for 3 or more consecutive days, it is the responsibility of the parent(s)/guardian(s) to contact the school and identify the reason for the student's non-attendance. Upon confirmation of the reasons for the

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student's non-attendance or at the discretion of the principal, the student's absences may be approved as lawful. Only 7 parental excused absences will be accepted.

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

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

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

Chronic Absenteeism

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

In order for a student to be counted present at LME. The student must not be checked out before 11:15am or must be checked into school by 11:15am.

AWARDS FOR STUDENTS

Pre-K & Kindergarten

Kindergarten students will have the opportunity to earn special recognition upon completion of the following milestones:

- Tying shoe
- Counting to 100
- Reciting the ABC's
- Identification of Letter Sounds

Grades 1st – 5th 9-Weeks

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

Principal's Honor Roll – 90 or better in every subject, no N's

Honor Roll – 80 or better in every subject, no N's

Winning Wildcat – Improvement from one nine weeks to the next in any one subject without dropping a letter grade in any other subjects.

Nine weeks' awards will be recognized during 4 scheduled classroom celebrations.

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Pre-K – 5th Yearly

CERTIFICATE/TAG	RECIPIENTS	GRADE LEVEL	CRITERIA
Achievement Award Tag	Anyone	K - 5th	Student met their I-Ready goal in either Math, Reading or both
Art Award Tag & Certificate	1 boy and 1 girl per class	Pre-K - 5th	Has all "E"s, actively participates in class, gives a good effort and positive attitude.
Athletic Award Tag & Certificate	1 boy and 1 girl per class	Pre-Kindergarten - 5th	Someone who consistently gives their best effort and displays good sportsmanship.
Book Worm Certificate	Anyone	Pre-K and Kindergarten	Total number of books read during the year.
Citizenship Award Tag & Certificate	1 boy and 1 girl per class	Pre-K - 5th	Individuals that show they are productive and caring members of society; good citizens treat others with respect, they respect authority, and they respect the environment. Students vote.
Beta Club	Anyone	Grades 4 and 5	Active Beta member for the school year that has completed service hours for the year. You can still be recognized as a Beta Club member if you are currently on probation.
STEAM Lab Award Tag & Certificate	1 boy and 1 girl per class	Pre-K - 5th	Exhibits excellent conduct and work habits. The student demonstrates above average skills working as a team to learn, create, and problem solve.
I know my ABC's Tag	Anyone	Pre-K	Students who can say their ABC's
Leadership Award Certificate	Everyone	Pre-K - 5th	Students will decide what their most proud leadership experience is for the school year.
Music Award Tag & Certificate	1 boy and 1 girl per class	Pre-K - 5th	Student participation/effort and conduct/behavior is excellent at all times. Musical skills are above average, or a student is always demonstrating a sincere effort of trying his/her personal best. Follows classroom expectations and has an aptitude and interest in music.
Perfect Attendance Certificate	Anyone	Pre-K - 5th	Attends 180 days
Kindergarten Certificate	Anyone	Kindergarten	Kindergarten will receive a Kindergarten Certificate

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Honor Roll Tag & Certificate	Anyone	1st - 5th	Students receiving Honor Roll for the year
Language Arts Certificate	2 Students (not gender related)	1st - 5th	Two top highest averages
Math Certificate	2 Students (not gender related)	1st - 5th	Two top highest averages
Principal's Honor Roll Tag & Certificate	Anyone	1st - 5th	Students receiving Principal's Honor Roll for the year
Science Certificate	2 Students (not gender related)	3rd - 5th	Two top highest averages
Social Studies Certificate	2 Students (not gender related)	3rd - 5th	Two top highest averages
Duke TIP Awards	Those Invited and Joined	4th - 5th	Students will receive an invitation from the school to join Duke Tip. For those that join he or she will be recognized.
GT PE Award	Students who auditioned and were chosen to participate.	2nd - 5th	Students who auditioned and were chosen to participate.
GT Art Award	Students who auditioned and were chosen to participate.	2nd - 5th	Students who auditioned and were chosen to participate.
GT Music Award	Students who auditioned and were chosen to participate.	2nd - 5th	Students who auditioned and were chosen to participate.

BEHAVIOR CODE

[SDNC Elementary Code of Conduct - Click this Link](#)

BUS ELIGIBILITY

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

BUS SAFETY AND RULES

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

The district charges students with the responsibility of conduct which will result in safe transportation, respect for school personnel, and respect for other students. The school bus is an extension of school activity. Therefore, the Board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

All bus riders must cooperate fully with the bus driver and observe the bus rules. All bus riders must sign a contract each year. Parents must sign each year for each of their children to ride the bus. A location of where you live must be completed once you sign the bus rider's contract. Parents are required to make sure that your child is at the designated bus stop when the bus arrives in

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the a.m. Parents of small children are required to have a responsible adult at the bus stop to get your elementary child off of the bus in the p.m. This is for their safety.

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

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

BUS TRANSPORTATION OFFENSES AND PENALTIES

TRANSPORTATION BEHAVIOR OFFENSES AND CONSEQUENCES

<u>LEVEL I INFRACTIONS</u>	<u>LEVEL II INFRACTIONS</u>
1. Horseplay/mischief/distracting behavior 2. Eating/drinking/littering on bus 3. Leaving seat/standing without permission from driver 4. Profanity, obscene gestures or possession of unacceptable material 5. False identification/refusal to identify oneself 6. Riding wrong bus or using wrong bus stop 7. Riding or attempting to ride any bus during a bus suspension 8. Disobedient to the driver 9. Inappropriate cell phone use 10. Other offenses as reported by the driver or school administrator	1. Hanging out of windows 2. Throwing objects 3. Bullying/physical aggression 4. Profanity, threats, or obscene gestures directed toward bus driver 5. Possession/use of a controlled substance 6. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement 7. Lighting of matches, lighters or any flammable object or substance 8. Unauthorized entering or leaving bus emergency door/tampering with equipment 9. emergency door/tampering with bus equipment 10. Possession or threat of weapons/explosives/flammables 11. Verbal or physical sexual conduct 12. Fighting 13. Other offenses as reported by the driver or school administrator

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CONSEQUENCES

<u>LEVEL I</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
	1-3 days ISS OR 3 days bus suspension	3-5 days bus suspension	1. 5-10 day bus suspension 2. Possible loss of all bus service	Loss of bus service
<u>LEVEL II</u>	1. 3 days bus suspension 2. Possible loss of all bus service	1. 5 days bus suspension 2. Possible loss of all bus service	1. 10 days bus suspension 2. Possible loss of all bus service	Loss of bus service

(Driver has the authority to assign/reassign seats at any time)

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by Newberry School District policy. The bus driver has the authority to assign/reassign seats. The sexual/racial/religious harassment policy, the weapons policy, and bully policy of Newberry School District will be strictly enforced on the school bus as well as at school. Video cameras may be used on school buses.

CAFETERIA

School Breakfast and Lunch Programs

Breakfast is provided to all students free of charge as part of a grant through the Office of Child Nutrition. Students should arrive by 7:30 to eat breakfast. However, breakfast will not be served on days with a 2-hour delay start schedule.

If you plan to eat lunch with your child, it is your responsibility to notify the lunchroom by 8:30 a.m. or send a note to your child's homeroom teacher. You will need to sign in at the office and wait outside the cafeteria building for your child's class to come to lunch. Any visitor, including younger siblings, the cost is \$5.75 for lunch (includes tea).

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This price is the minimum set forth by the State Department of Education.

Per District Policy ADF School Wellness:

Parents are discouraged from bringing fast food into the cafeteria to be consumed. You may sit with your child at a special table and have lunch. No other children will be allowed to sit with you and your child.

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

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

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

Additional items are available for purchase if students choose to do so. However, charging is not allowed. To purchase additional items, students may use their My School Bucks account. The My School Bucks account works like a checking account at a bank. Money is deposited into the identified students account at www.myschoolbucks.com. When a purchase is made in the cafeteria, the cost is deducted from their account. The money remains in the student's account until it is used. If students have monies remaining at the end of the year, the money will carry forward to the next school year. Cash and Checks are other forms of payment for additional items. Checks will provide a receipt for the parents and will guarantee that the money is spent on cafeteria purchases. **The cafeteria staff will not cash checks for students.** Checks will be applied directly to the students' account on the day that the check is brought to school. Please make all checks payable to the school cafeteria and print the child's full name on the bottom of the check in the memo section. Parents/Guardians are asked to put any cash in a sealed envelope and label the outside front of the envelope with the students' name, account number, amount, grade, and homeroom teacher.

We have an enforced charge policy in our district. A copy of this policy is on our website at www.ncsdnutrition.com. Cashiers print a low balance letter at least once a week indicating monies owed which are sent home with students. The district's automated message system is used to send messages if a student's account is negative.

School menus are available online. The menus offer entrée choices and a variety of fruits and vegetables daily. A variety of flavored milk is served with meals. Students are encouraged to choose a variety of foods for a balanced meal and good nutrition.

We appreciate your support of the child nutrition program and we invite you to visit us for lunch.

Diet Prescription for Meals

Cafeteria managers work with the school nurse to assist students who have any dietary restrictions or modifications. A diet prescription form for meals at school should be completed by a doctor each school year or if the diet is modified.

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CAR RIDERS

Students will be dropped off and picked up in the car rider line drop-off. You will enter the car rider line from S Boundary Street. (There is a large rock located at the entrance to the drive.)

Morning drop-off is single line ONLY. Pull all the way forward so that other cars may unload at the same time. Do not pass a car since some children are exiting the car on the driver's side. Please have your child prepared to be dropped off and please do not stop and leave your automobile parked along the curb. Parents coming into the building should park in designated visitor parking and utilize the crosswalk. The back doors automatically lock at 7:45 a.m. when the tardy bell rings. If you are late, please drive your child to the front and you will have to come into the office in person to sign in your child. Due to liability issues, students are not to arrive before 7:15 a.m. Students must be picked up by 3:05 p.m.

Each family is assigned a family number. Families would retain the same number if you had one assigned the previous year. New users will be issued a car tag at registration to hang on your rear-view mirrors. This number will need to be in the car window whenever you or another authorized person will be picking up your child(ren). This is a security measure we have put into place at our school. By displaying your car tag properly, we as a school know that it is ok for the person picking up your child.

Afternoon pick-up is double line. All persons arriving prior to 2:00 will need to stop at the traffic cones. Once the cones are removed, you may pull forward maintaining a double line. Please pull up as close to the car in front of you as possible and put your car in park. Teachers will walk the car riders to their cars. As soon as cars are loaded, the first group will be directed to pull out and another group of cars will pull forward. It will be extremely important for your child to know his/her car number and to be paying attention at dismissal. If a child does not come out with his group, the parent will be directed to pull to the lower parking lot and park, and we will re-call your child's car number. We ask that you pull down if directed so the entire car line is not disrupted, and all students are safe. It is very important that when your child's number is posted they go immediately to the car rider area. They are not to stop by other rooms or the restroom but proceed directly to the car line. There will be no children outside other than those whose numbers have been called. Students will NOT be dismissed from the office, only from the car line.

With everyone's cooperation, the car rider line will move quickly and smoothly. The carline is part of our district's no tobacco use campus.

CELL PHONES OR PERSONAL ELECTRONIC DEVICES

Proviso 1.103 in the General Appropriations Bill, H.5100 of 2024, prohibits access during the school day to personal electronic communication devices and devices not authorized for classroom use. More information may be found at:

<https://ed.sc.gov/initiatives/free-to-focus/>

Personal devices should be turned off and out of sight upon entering the school building through the dismissal bell. Personal devices include, but are not limited to:

Smart Phones

Gaming Devices

Smart Watches

Headphones

Personal Tablets

Ear Buds

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Benefits of Free to Focus:

- Fewer distractions
- Less cyberbullying
- Fewer fights and social media related drama
- Increased engagement
- Improved attendance
- Boosted efficiency
- More reading
- Improved teacher morale and retention
- Less mid-class absenteeism
- More vibrant lunchrooms
- Less cheating
- Less reported stress among students

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.

COMMUNICATION

Little Mountain Elementary School wants to keep you informed throughout the year. School papers and notes are sent home with students every Wednesday. Parents should sign and return papers with your child the following day. The school newsletter will be emailed and posted to our school's website. You will be asked to join Class Dojo by Little Mountain Elementary, make sure that you accept. The school and teachers will be using this app to communicate with parents about special events, assignments and other important information. This app WILL not be used to communicate behavior issues, transportation changes, or concerns that need immediate attention.

COMPUTER EDUCATION

Computers are integrated into the instructional program at all schools. Students are introduced to computers through an awareness program and use computer assisted instruction in their classrooms. Our computer lab goals are to make students proficient in keyboarding, word processing and to reinforce skills taught in the classroom. These goals include safety, accessing and interacting on the Internet, researching libraries and other resources, troubleshooting minor problems, and being familiar with software programs, and hardware. Parents and students will sign a computer use agreement as part of the registration packet and follow the terms of the Acceptable Use Policy posted on the district website. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the Acceptable Use Policy and/or other School Board Policies and school regulations governing student discipline. It is vital that all students understand the importance of Internet/computer safety. Information on this subject will be made

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available to all students throughout the school year. Additional Internet/computer safety tips can be found on www.newberry.k12.sc.us.

Computer Science and Digital Library Standards

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

CONFERENCES

Conferences should be planned with your child's teacher ahead of time. Conferences can be arranged by calling the office and scheduling a time or by sending a note to the teacher to schedule a time.

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

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

DELIVERY OF ITEMS TO STUDENTS

The practice of sending items to students while in school is disruptive to the educational process and places additional demands on school staff therefore, flowers, balloons, fast food, and other similar items will not be accepted during school hours for delivery to students. After school programs are considered to be part of the school day.

DIRECTORY INFORMATION

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

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

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

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

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DISCLOSURE (EXCEPT FOR DIRECTORY INFORMATION)

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

DUE DATES

All due dates will be strictly adhered to (yearbook, picture, fieldtrip, t-shirt, fundraisers, etc.).

ELEMENTARY SCHOOL DRESS CODE

Students are required to dress in a manner not to disrupt educational processes or place themselves at risk as it relates to health and safety regulations. Failure to follow the dress code may result in a student receiving a consequence in accordance with the School District of Newberry County Student Code of Conduct.

The following guidelines will be observed:

- Pants, shorts, and skirts should fit appropriately and be at a length that the hem of the clothing be 6" inches above the knee.
- Pants must be worn at the natural waistline and undergarments are not to be visible.
- Bare midriffs, halter-tops, tank tops, see-through, or low-cut blouses are not permitted.
- All tops must cover cleavage, midriffs, and undergarments.
- Clothing must not have vulgar, obscene, gang related, or otherwise inappropriate/offensive symbols or language.
- Clothing or accessories endorsing weapons, drugs, drug paraphernalia, tobacco, or an alcoholic beverage are not permitted. (Ex.: Book bags, jewelry, hats, etc.)
- Sunglasses, hats, headgear, head coverings to include bandanas and "do rags," are not allowed to be worn in the school building.
- Students may not wear "Heeleys" or cleats at school during the school day or at any school function.
- The administration reserves the right to require that students change clothes when deemed necessary.
- Dress code violations will be addressed by school administration in accordance with the School District of Newberry County Code of Conduct.

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ELEMENTARY DISTRICT TESTING PROGRAM

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

The South Carolina College- and Career-Ready Assessment (SC READY) program is a statewide assessment in English Language Arts (ELA) and Mathematics in grades 3–8 and science for grades 4 and 6. The SC READY tests measure the South Carolina Standards taught in ELA, Math, and Science classes. These standards are located on the SCDE website. Additionally, SCDE provides a parent resource page including brochures, sample items, sample score reports, Score Report User's Guide, translations and alternate formats for these resources on the SCDE Website. All students, including students with disabilities and multilingual learners (MLs), must be administered SC READY except for those students who qualify for the South Carolina Alternate Assessment (SC-Alt) as determined by their IEP team. Please note when testing sessions will occur and make arrangements to ensure attendance for the assessment session. Visit <https://bit.ly/statetestingprogram> for more details.

Per SCDE guidelines, during testing, students may not be in possession of any electronic devices that can be used for communicating, timing, creating images, or storing images. These devices include but are not limited to cellphones, smart watches, Bluetooth devices, e-readers, and any other electronic device not used for testing*. Devices will be collected by the test administrator and returned after testing is complete. To learn more about investigation and discipline procedures related to electronics use during state testing, please review this guidance document (<https://bit.ly/statetestingelectronics>). *This restriction does not apply to medical devices documented and approved for use during testing in a student's IEP, 504 Plan, or Individual Health Plan.

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

ELEVATOR USAGE

A doctor's statement is required for the use of the elevator.

EMERGENCY DRILLS 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.

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

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

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

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

The superintendent will make the decision regarding school closings and cancellations as early as possible. The district will send the announcement to parents via the District's electronic messaging system. For this reason, parents must ensure that the district has accurate telephone contact information.

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

EXTRA CURRICULAR ACTIVITIES

If you sign up for extracurricular activities, please do not pick up your children before the activity is over. Students will dismiss at the car rider line. Please remain in your car as your student will be loaded into cars by sponsors of the activities. Parents will not be permitted in the building during these activities unless otherwise stated.

FACEBOOK

We encourage you to like and follow the Little Mountain Elementary Facebook page.
[Facebook.com/littlemountainelementary](https://www.facebook.com/littlemountainelementary)

FEDERALLY FUNDED PROGRAMS

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

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FIELD TRIPS

- Educational field trips are planned to provide experiences related to subjects studied in classrooms. Students are required to have written permission from a parent or guardian prior to going on field trips. All trips are chaperoned by school personnel who may be assisted by parent volunteers.
- If a bus is used for transportation, a fee will be charged to cover the expense.
- All chaperones on field trips are an extension of the school staff and will conduct themselves accordingly. Chaperones will not smoke, consume alcoholic beverages, or use language that is not appropriate in a school setting. Chaperones will follow the direction of teachers in charge and cannot assume their own agenda or deviate from the field trip plan. Persons that abuse the right to be a chaperone will not be permitted to participate in future field trips.
- Only students in the grade level of the field trip are allowed on the trip. No other children are allowed.
- All chaperones, mentors, and volunteers are required to have a SLED investigation check 4-weeks prior to the field trip. Additional fees apply.

FUND-RAISING ACTIVITIES

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

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

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

GRADING

The district grading scale for grades 1-12 is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Students' grades will be weighted as follows:

50% - Major assignments

40% - Minor assignments

10% - Participation

Guidelines for Principal's Honor Roll and Honor Roll

Principal's Honor Roll - Grade 1-5

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

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Honor Roll - Grades 1-5

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

GT IDENTIFICATION

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

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

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

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

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

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

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

Guidelines for Academic Probation for GT Students

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

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

HEALTH

The School Nurses of School District of Newberry County provide health screenings to students based on the recommendations of DHEC that are issued each school year. The screening guidelines and procedures used for screening are based on DHEC and South Carolina State Department of Education policies and procedures.

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

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

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

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

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

Medication

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

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

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

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

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

A parent/legal guardian **must** bring ALL medications to the school for all students. All medications, prescription or over the counter can only be accepted by the school nurse. If a parent/guardian is planning to bring medication for their child, they need to call the school ahead of time to ensure that the nurse will be available. No medications (prescription, herbal, homeopathic or over the counter) will be accepted unless they are in an appropriate pharmacy-labeled container or manufacturer's original container. When necessary the parent/legal guardian should obtain an extra pharmacy-labeled container for school use when the medication is to be taken both at home and at school especially if the medication is to be given longer than two weeks. **No medications will be accepted in Ziploc bags, envelopes, etc.**

When medication changes are required, the parent or legal guardian **must** provide updated and appropriately labeled pharmacy containers and permission forms. The parent/legal guardian will supply the school with 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.

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

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

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

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

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

Student Medication Procedure at School

Before the school nurse will accept medication or assist the student with medication, there must be on file a dated request, signed by the parent/legal guardian in the school office. It should include:

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

Standard medication permission forms are available from the school nurse or can be obtained from the district's website. One permission slip per year will suffice for medication, which will be given on a long-term basis or those medications, which must be administered in case of exposure to allergens (for example, adrenaline for bee stings) provided there are no changes in dosage or times of administration. The parent/legal guardian will need to provide written documentation from a doctor or a new pharmacy-labeled container when changes occur in medication dosages or times. A new permission form will be required when changes are ordered in current medications (e.g. dosage or time of administration).

Guidelines for Managing Contagious Illnesses in School

Mild illnesses are very common in school age children and youth. There are only a few illnesses that mandate exclusion from school attendance.

The school district will enforce the Official List of Conditions Requiring School Exclusion issued annually by the South Carolina Department of Health and Environmental Control (DHEC) (SC regulation #61-20). A complete list is available from the school nurse, the district website or the SC DHEC website www.scdhec.gov/health/disease/exclusion.

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Students with Special Health Care Needs

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people, such as teachers on duty during recess, bus drivers, and cafeteria employees, to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual Health Care plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the school nurse coordinator at 321-2620.

HOURS

School hours are 7:45 A.M. – 2:40 P.M. Students should not arrive before 7:15 A.M. and should be picked up by 3:05 P.M. The tardy bell rings at 7:45 A.M. All students should be in class by that time. Breakfast is available from 7:15 – 7:30 A.M. All students that arrive by 7:30 A.M. will be offered breakfast.

INDIVIDUALS WITH EDUCATION ACT (IDEA)

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

INSURANCE

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

BIRTHDAYS & CELEBRATIONS

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Birthday Treats and Other Food Items

You may bring purchased cupcakes to the school to celebrate your child's birthday. The packaging has to be sealed with the list of ingredients on the package. Please be in direct contact with your child's teacher a week in advance to schedule that best time to distribute the cupcakes.

Invitations

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

LOST AND FOUND

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

MEDIA RELEASE INFORMATION

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

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

MEDICAL HOMEBOUND INSTRUCTION

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the School District of Newberry County's Student Services Department at (803) 321-2600.

MONEY AT SCHOOL

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

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1. Money/Check(s) should be placed in an envelope with the student's name, the amount enclosed, teacher name, and purpose written on it.
Write your child's name and what the check is for on the memo line.
2. Do not combine payments for separate purchases (example: fieldtrip, pictures, and SLED check, etc.)
3. Do not combine payments for multiple students that are not in the same class.
4. **Send the correct change.** We do not keep change at the school.
5. All monies should be sent to your child's homeroom teacher. DO NOT drop money off at the office. This creates an opportunity for monies to get misplaced or not sent to the proper person.

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

NOTES REQUIRED FROM PARENTS

The school requires notes from parents explaining the following:

- Absences (within 3 days of an absence) - <https://forms.gle/ijvHSp9MZSaFg4L6A>
- Request for early dismissal
- Request to miss recess or physical education per written statement from the doctor's office
- Permission for field trips
- Permission to go home with another student (Please include the other student's car rider number on the letter.)
Students are not allowed to ride home on the bus with a friend, unless that student is a current bus rider on that particular bus.
- Prolonged absences from school
- We must have a note if there is a change in transportation. We cannot make changes in transportation based on the word of the student. In cases of extreme emergency, a parent or guardian must call the office to change transportation. This must be done before 2:00. A note to the teacher is the best method.
- Allergic reactions, especially to certain foods • Specific medical treatment or special health needs
- Use of the elevator per doctor's order.
- Changes in home address or phone, work numbers, or changes in emergency contacts.
- If there are any court orders regarding custody, visitations, etc. we need to have the most current information in the office. Please update all documents when changes occur.

PARENT CONTACT INFORMATION

Any change in the following Contact Information **MUST** be updated in students' Final Forms account.

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

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the district will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the district of your revocation. Please contact the school office for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information.

The district requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the district within five (5) days. This includes any change in the cell number you provided to the district. Correct contact information is needed so that the district may provide you with information regarding school

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operations and any specific concerns related to your student. Should you fail to provide the district updated contact information, including notification that a cell phone number you have given the district has been disconnected or reassigned, please be aware that the district disclaims liability for any alleged damages resulting from your failure to do so.

PARENT TEACHER ORGANIZATION

Little Mountain Elementary PTO is extremely active in supporting the school's program for students. You are invited to join the PTO. Membership dues are \$5.00. The meetings are held prior to grade level performances.

PICTURES

Individual student pictures are made twice during the year. Class pictures are taken each year. The school receives a percentage of all sales and money is used to support school programs.

READ TO SUCCEED ACT

Act 284 (Read to Succeed) requires that, beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment SC READY. A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. The Read to Succeed Team is aware of research around third grade retention and is currently researching models and solutions in other states and among stakeholders in South Carolina.

RELEASE OF SCHOOL RECORDS

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

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

RETENTION PROCEDURES

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

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

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- Grades
- Teacher judgment

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

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

Appeals Process for Retention

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

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

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

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

SCHOOL IMPROVEMENT COUNCIL

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

SCHOOL REPORT CARD

The school report card is an annual rating of how well each school is educating its students.

The Profile of the SC Graduate serves as the overall objective of the state's public education system.

Information on the School Report Card includes annual test results, student data, teacher data, and district data.

SECTION 504 OF THE REHABILITATIONS 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

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member designated as the 504 Chairperson who oversees the development and adherence to 504 Accommodations Plans for students. In order for a student to have a 504 plan in effect, a parent or guardian may contact the 504 Chairperson to initiate the 504 process. Once the school has knowledge of a diagnosed condition, the 504 chairperson will convene a 504 evaluation committee to determine how the disability has interfered with the life activities involved in an educational setting. When a student meets eligibility for a 504 Plan, the chairperson for the school will convene a 504 committee consisting of the parents and school staff as well as anyone else who has knowledge of the child, the child's disability, and the school setting. The 504 committee will develop an accommodation plan which a 504 committee will review at least annually to address the student's needs in the school environment. Anyone who has questions regarding Section 504 should contact the Director of Special Services for the School District at (803) 321-2611.

SEXUAL DISCRIMINATION AND HARASSMENT

The district prohibits sexual harassment of students by district employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. The district will take appropriate steps to correct or rectify the situation.

SIGNING STUDENTS OUT OF SCHOOL

Early dismissals are discouraged and should not occur on a regular basis. It is important that your child complete a full day in school. The end of the school day is an important time for students. Teachers review the school day, complete lessons and/or review assignments. **Therefore, there will be no early dismissals during the last 30 minutes of the school day except in the case of extreme emergencies.**

Doctor's appointments should be made after school hours if at all possible. If this becomes impossible, a note requesting early dismissal must be submitted to the office for verification at the beginning of the day.

Students are to be dismissed from school only to parents, guardians, or others who are designated by parents in writing. At least three people are to be designated to pick up a student. This information will be kept on file. Two forms of identification will be required:

1. Driver's license/picture ID
2. Name on list
3. Parent will be called if name is not on the list

No student will be allowed to leave campus with anyone who has not been designated to pick him/her up.

Those designated to pick up a child leaving early must first sign the early dismissal sheet in the office and someone from the office will call the child from their class.

STATEMENT OF NONDISCRIMINATION

The School District of Newberry County does not discriminate on the basis of race, religion, color, national origin, language, disability, marital or parental status, or sex in providing education or access to benefits of educational

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services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

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

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

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

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

TARDIES

The School District of Newberry County's standard of excellence was developed to ensure all students were provided opportunities to learn skills to be successful in school, careers, and life. Learning the importance and responsibility of arriving at school or class on time is an integral part of this standard of excellence. For this reason, the School District of Newberry County has developed a Tardy Practice to emphasize the importance of each student arriving at school on time and attending class for the entire instructional day. In our schools, instructional time is viewed as a precious resource. Therefore, we view chronic tardiness as a serious problem which impacts the learning of our students. Students must be inside their classroom by 7:45 a.m. Students entering the building after 7:45 a.m. must use the main entrance to the school, sign in at the office, and receive a tardy slip to be admitted to class. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. There are circumstances where tardies are excusable by a school official. A note from a parent or a professional note/excuse from a doctor/dentist will be required for verification for the following circumstances to be considered excused:

Court Appointment
Doctor/Dentist Appointment for Student

The following are consequences for repeated tardiness to school. Please note, administration has the right to substitute an alternative disciplinary intervention for repeated offenders.

Elementary Tardy Policy

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

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We are committed to working with our parents and students to maximize the learning opportunities for students to gain skills to be college and career ready. Learning the importance of being punctual is one of the first steps that not only ensures students receive the maximum time to learn skills but also demonstrates a student's commitment and desire to be successful in school, college, careers, and life.

Should you have any questions regarding this issue, please call Chris Earl, ED.S., Chief Student Services Officer at 803-321-2600 ext. 20151

TECHNOLOGY

The link below takes you to technology related resources for The School District of Newberry County. It includes guidelines, resources, and other helpful information.

[SDNC Technology Website](#)

CARE OF DEVICES

Do Not:

- Do not leave it in a cold-hot car, near a heater, or anywhere the temperature is extremely cold or hot.
- Do not leave it at a relative's house after you visit. (Grandma, Aunt, etc.)
- Do not allow other people to use your school-issued laptop/iPad.
- Do not leave it plugged in for more than 8 to 10 hours.
- Do not eat or drink near your laptop/iPad.
- Do not leave it on the floor where it can be stepped on or on a bed/couch/chair where it will be sat on.

Do:

- Do turn off your laptop/iPad when you are not using it.
- Do keep your laptop/iPad away from little brothers/sisters/pets.
- Do keep your laptop/iPad in its case to help prevent damage.
- Do keep your charger with your laptop/iPad so you do not lose it.

TITLE IX

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

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TOBACCO USE

In order to provide a healthy learning environment, to set positive examples of healthy behavior for students and the community, and to provide a tobacco-free workplace for the employees, the district does not permit smoking in or on any of its indoor facilities / school campuses including, but not limited to, the schools and school campuses, district offices, leased facilities and all athletic facilities. No smoking is allowed in our morning or afternoon car rider pick up lanes.

USE OF SCHOOL FACILITIES

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

VISITORS

Parents are encouraged to visit Little Mountain Elementary at any time. All visitors to the school are required to have a state issued id or driver's license. You should report to the office immediately upon arrival and receive the principal's authorization before visiting elsewhere in the building. All visitors will sign in utilizing the School Visitor Management Systems by Raptor Technologies. This is required for the safety of all children and for accountability of all occupants of the building.

Conferences should be planned with your child's teacher ahead of time and not expected at the beginning of the day, at dismissal, or during a class visit (unless it is scheduled by the teacher.)

Building a partnership between home and school is important and we welcome you to visit your child's classroom. In order to assure students, receive uninterrupted instructional time, we ask you to observe the following guidelines:

- Make an appointment with your child's teacher at least 2 days in advance. This courtesy enables you to schedule the visit for maximum benefit.
- Sign in at the office before going to the classroom.
- Lessons must proceed as planned.
- Please do not talk with the teacher during class time.
- Please sit in the designated area appointed by the teacher for parent / guardian observation.
- Please do not text, answer phone calls, or make phone calls while you are observing in the classroom.
- If you wish to discuss your visit, or any other aspect of your child's education, please set up a conference with the teacher at a mutually convenient time.

All visitors are required to check out upon leaving.

VOLUNTEERS/CHAPERONES

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

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

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

SLED Background Check?

Little Mountain Elementary Student / Parent Handbook

Yes - Chaperones for a field trip must have completed a background check from SLED before they are allowed to participate. This must be submitted through the school district.

Yes - Chaperones who have an approved SLED background check are permitted to attend field trips within a 50-mile radius and use their own vehicle for transportation to and from field trip locations.

Yes - Volunteers who work with students individually must have an approved SLED background check.

No - Volunteers who interact with students alongside classroom teachers will not require a SLED background check (reading to classes, assisting with field day, etc.)

WALKERS

LITTLE MOUNTAIN ELEMENTARY SCHOOL WALKER CONTRACT

To insure the maximum safety of those students who walk home from school at dismissal, a Walker Contract has been implemented.

DEFINITION: A student who walks from the school campus to his or her own home or to a declared residence within a reasonable walking distance from Little Mountain Elementary School may be classified as a walker. Reasonable distance will be left to the discretion of the school administration. Walking to a vehicle will not be considered a "walker".

GUIDELINES:

1. Permission contracts will be signed at the beginning of each school year before a child is granted "walker status".
2. Parent/Guardian will be asked to declare a destination for each walker on the permission contract. Students will be expected to walk to this destination upon dismissal from school.
3. Walkers will be dismissed at 2:40 and will be expected to leave the campus immediately.
4. Walkers will stay off private property and respect the rights of others as they return home.

VIOLATION: Parents and/or students found in violation of the walker policy will have their walker privilege revoked and will be dismissed only through the appropriate car rider line. (EX: Picking up a child on side streets under any circumstances, constitutes a violation of this policy.)

INCLEMENT WEATHER: In the event that the administration of the school deems the weather to be too dangerous to allow students to walk, students may be picked up in the car rider line.

If your child meets these requirements and you want them to be a walker, please mark that in Final Forms and contact the front office.

**Little Mountain Elementary
Student / Parent Handbook**

WEBSITE

Little Mountain Elementary has a web page. Please take a few minutes and peruse through our very informative sight.

<https://www.newberry.k12.sc.us/o/little-mountain>