



2011-12

Student Handbook

Chesnee High School

795 S. Alabama Ave. Chesnee, SC 29323

Guidance Office – (864) 461-2505-records, dismissals, attendance

Main Office- (864) 461-7318

Transportation Office – (864) 461-8901

Athletic Office – (864) 461-8924

Thomas E. Ezell
Joseph Welch
Joe Greene
Donna Tucker
Bill Owens
Carla Fowler

Principal
Assistant Principal
Administrative Assistant
Guidance Director
Athletic Director
Band Director

Spartanburg County School District Two

Dr. Scott J. Mercer, Superintendent

Spartanburg School District Two Administrative Offices

4606 Parris Bridge Road Boiling Springs, SC 29316

District Offices: 864- 578-0128

www.spartanburg2.k12.sc.us

District Transportation Office – 599-9564

Trustees- Current Term

<i>Connie J. Smith, Chair</i> 12/09-11/13	<i>Danny J. McDowell</i> 12/07-11/11
<i>Angie K. Horton, V-Chair</i> 12/07-11/11	<i>Sarah R. Simmons</i> 12/07-11/11
<i>Harriette J. Hipp, Secretary</i> 12/09-11/13	<i>Craig Sims</i> 12/09-11/13
<i>Jack A. Mabry, Jr.</i> 12/09-11/13	<i>Joyce M. Wright</i> 12/09-11/13
<i>Don McKinney</i> 12/07-11/11	<i>Jack O'Bryant</i> 12/07-11/11



SPARTANBURG COUNTY SCHOOL DISTRICT 2

2011-2012 Academic Calendar

AUGUST '11						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER '11						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '11						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER '11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST '11
 8..... Convocation
 8-12..... Staff Development Days
 15..... First Student Day

SEPTEMBER '11
 5..... Labor Day Holiday
 15..... Interim Reports

OCTOBER '11
 17..... End of 45 Days
 18-20..... Fall HSAP Testing
 21..... Staff Development Day
 24..... Report Cards
 24-25..... Parent-Teacher Conferences

NOVEMBER '11
 17..... Interim Reports
 23-25..... Thanksgiving Holiday

DECEMBER '11
 16..... Student Half Day
 19-30..... Christmas/Winter Holiday

JANUARY '12
 2..... Staff Development Day
 9..... End of 90 Days
 16..... MLK Holiday
 17..... Report Cards

FEBRUARY '12
 10..... Staff Development Day*
 13..... Interim Reports

MARCH '12
 9..... 4K Registration
 14..... End of 135 Days
 16..... Staff Development Day*
 20-21..... PASS Writing
 21..... Report Cards

APRIL '12
 2-6..... Spring Holiday
 17-19..... Spring HSAP Testing
 24..... Interim Reports

MAY '12
 8-11..... PASS Testing
 23-24..... Student Half Days
 24..... End of 180 Days/
 Last Student Day
 Graduation: CHS-6 p.m.
 Graduation: BSH-8 p.m.
 25..... Staff Development Day*
 Report Cards (mailed)
 28..... Memorial Day Holiday

MAKE-UP DAYS
School days missed due to inclement weather may be made up on February 10, March 16 and May 25 staff development days. Additional inclement weather days will be addressed as needed.

JANUARY '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	{10}	11	12	13	14
15	16	{17}	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '12						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH '12						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	{15}	16*	17
18	19	20	{21}	22	23	24
25	26	27	28	29	30	31

APRIL '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '12						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	{25*}	26
27	28	29	30	31		

LEGEND: Staff Development * Inclement Weather Make-up { } Report Card Distribution State Testing
 School Holiday [] Nine-Week Grading Period Parent-Teacher Conferences First/Last Day of School

Welcome from the Principal...

From the administration, faculty, and staff of Chesnee High School I would like to say “Welcome to the 2011-2012 Academic Year!” I hope that each of you have had a restful and enjoyable summer, and that we are all ready now to embark on another great year here at CHS.

Life is not all about academics...It’s not all about sports... Most of the time it is about many characteristics that work together to make you successful. Some of these characteristics are integrity, honor, compassion, sympathy, empathy, understanding, humility -the list could go on and on. Sometimes life is about just being a good person and doing the right thing. Along with academics and athletics at CHS we want you to learn how to thrive in today’s society by combining these strong characteristics with a sound education.

Today’s economic situation makes an education more important than ever. It is up to each student and his or her parents to make positive decisions and to work toward graduation. Be sure to take courses that will be important in choosing a career that is right for you.

I also encourage you to become involved at CHS by participating in the academics, fine arts, athletics, service clubs and organizations. In addition to academics, it is very important to get involved in extra-curricular activities. Being involved will make you a better person and it will make our school and community a better place.

The purpose of this handbook is to be a *resource* regarding school policies and procedures. ***It is not all-inclusive and we will make adjustments as necessary relating to individual situations.*** This information will be useful in making sure you are aware of what to expect and that you will have a successful year.

As always, if you or your parents have questions or concerns, I welcome the opportunity of talking with you. We want to work together to make sure this is a successful year for you and all students at Chesnee High.

Sincerely,

Thomas Ezell

Thomas Ezell, Principal

The Mission of Chesnee High School is to provide quality education in a safe environment, to enable students to become socially responsible, and to prepare students for future academics and careers.

Chesnee High School is fully accredited by the S.C. Department of Education and the Southern Association of Colleges and Schools.

2011-2012 Bell Schedule

**Students should be dropped off no earlier than 7:15 a.m.
and should be picked up no later than 3:30 p.m.**

1st Lunch Schedule

7:55	First Bell
8:00-9:35	1 st Block
9:43-11:10	2 nd Block
<u>11:10-11:35</u>	<u>SSR</u>
11:35 – 12:05	Lunch
12:10 – 1:40	3 rd Block
1:45 – 3:20	4 th Block

2nd Lunch Schedule

7:55	First Bell
8:00-9:35	1 st Block
9:43-11:10	2 nd Block
<u>11:10-11:35</u>	<u>SSR</u>
11:40 – 12:25	3 rd Block
12:25 – 12:50	Lunch
12:55 – 1:40	3 rd Block
1:45 – 3:20	4 th Block

3rd Lunch Schedule

7:55	First Bell
8:00-9:35	1 st Block
9:43-11:10	2 nd Block
<u>11:10-11:35</u>	<u>SSR</u>
11:40 – 1:10	3 rd Block
1:10 – 1:40	Lunch
1:45 – 3:20	4 th Block

Lunch is determined by 3rd block teachers.

Meal Tickets

Breakfast-full	\$1.15
Breakfast-reduced	\$0.30
Breakfast-adult	\$1.90
Lunch-full	\$1.95
Lunch-reduced	\$0.40
Lunch-adult	\$3.20
Extra Milk	\$.50

Students may purchase a ten-day lunch ticket for \$19.00. Students who qualify for reduced price lunches may purchase a ten-day ticket for \$4.00. Lunch tickets should be purchased in the cafeteria before first period.

Chesnee High School serves breakfast from 7:30 to 8:00 a.m. A ten-day breakfast ticket is \$11.00. A ten-day reduced ticket is \$3.00. Students are encouraged to take advantage of the breakfast program.

HOMEROOM

All students will be assigned to a homeroom. However, students will only report to homeroom for special meetings and report card distribution.

STUDENT CARS AT SCHOOL

Students driving a car to be parked at Chesnee High School must have an official school parking permit and **must park in their assigned parking space**. The cost of a permit is \$10.00. This parking permit **must** be displayed (from the inside) on the bottom left corner of the front windshield **at all times**. Failure to display permit may result in the loss of driving privileges. In the event a student loses his/her permit, a new one may be purchased in the main office for \$1.00.

To apply for a parking permit a student must request an application form from school officials and submit this form to the school. Please note that **10 mph** is the speed limit on all school grounds as well as the roads leading to the parking lot.

- Drugs and alcoholic beverages are illegal in the vehicle or on the person of anyone on school grounds.
- Students are requested to take keys out of the ignition, put up windows, lock vehicles, and immediately depart the vehicle on arrival to school daily.
- Locked caps on gas tanks are highly recommended and audio equipment should be secured.
- A school official checks the parking lot periodically throughout the day but any problems, damage, or loss will be a matter to be taken up with the county police.
- **After arriving in the morning students are not to sit in cars.**
- **Students should not be in the parking lot during school hours unless they have written permission from an administrator.**
- **Operating a car in a reckless manner or violation of parking rules may lead to revocation of parking privileges.**
- **Visitors to the campus are not permitted in the student parking area.**
- **Students will not be permitted to drive cars to Swofford Career Center.**

TRANSPORTATION POLICY

It is the policy of Chesnee High School that athletic contests and after school activities are extensions of the school program. In order to properly supervise and maintain the well-being of our students, transportation to and from these activities will be provided by the school and students are expected to utilize the school-provided transportation. Students will be expected to return to school with their coach or sponsor since many times there will be meetings or duties that will need to be performed upon returning to school. If parents want their child to return with them after a game or activity, the coach must speak directly with the parent at the end of the game or activity. Parents are asked to keep such requests to a minimum. Except in an emergency, no student will be released early from the game or activity. Students will only be released to **their parent or guardian**. Any exceptions to this policy must be arranged with school administrators and coaches at least two (2) school days in advance. Students who disregard this policy will be subject to suspension and/or dismissal from the team or club.

Due to travel costs and budget cuts, the following changes have been made in travel policy:

- **Junior Varsity football cheerleaders will not travel to “away” games.**
- **Varsity and junior varsity cheerleaders will not travel to “away” games during basketball season.**
- **Decisions on travel to play-off or championship games will be made by the athletic director and principal.**

ACCIDENT INSURANCE

School accident insurance is available to all students. Any insurance is strictly between these students and the insurance company. It is the student who must have forms completed by physician, dentist, or hospital and have these returned to the school with statements of charges. All students are given copies of insurance policy coverage at the beginning of school. The student must notify the supervising teacher at the time of any accident and have the claim completed and returned to the insurance company within the time specified by the policy. The school will assist as it can, but the school has no influence with regard to insurance or insurance claims.

Students who participate in athletics or attend Swofford Career Center **must** purchase the school accident insurance, or show proof of having insurance.

School accident insurance is offered for a minimal charge and the benefits it pays are limited. In most cases, only part of the medical costs for an injury will be covered by school accident insurance. This insurance should be a supplement to other insurance policies.

STUDENT DRESS

This dress code applies to all students enrolled in Spartanburg County School District Two.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. This includes symbols, hand signals, graffiti, and clothing/accessories. Bandannas and headwear are not allowed on campus and will be confiscated. Hats are not allowed in school buildings. Picks or combs are not allowed in hair. Hair items such as plastic headbands, barrettes, and ribbons are permitted. School administrators will not be held liable for confiscated items.
- Proper shoes must be worn at all times. Shower shoes and bedroom slippers are not permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Attire cannot reference or depict alcoholic beverage or illegal drugs or paraphernalia.
- Skirts, shorts, and pants must be of adequate length (no more than 4 in. above knee) to assure modesty when the student is seated or engaged in school activities.
- Pants **must** be worn at the natural waistline and **undergarments are not to be visible**. If they do not fit properly, a belt must be worn to keep them in place.

- Shirts must be tucked in to the extent that belts or waistbands are clearly visible at all times, unless it is clear that a weapon or contraband cannot be concealed under the shirt.
- Blouses/tops made to be worn on the outside of the pants must extend at least to the waistline, but not hang excessively below the waistline so as to create a safety risk.
- Sleeveless attire cannot reveal undergarments.
- Shirts cannot be tight, low cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter-tops, shirts with spaghetti straps and see through shirts will not be allowed.
- Clothing must cover the waist, shoulders, and back with no skin showing between the top garment and bottom garment.
- Pants and slacks must not touch the floor (no bagging, sagging, or dragging clothing.)
- No exposed undergarments.
- No transparent or mesh clothing without an appropriate shirt underneath.
- No clothing that is excessively form fitting (i.e. spandex).
- No sunglasses may be worn inside the buildings.
- No wallet chains or other type chains that may be dangerous or disruptive.
- Pants or skirts should be no more than four (4) inches above the knees.
- Pajama style pants and shorts will not be allowed.
- Students may not carry blankets
- All pants should be hemmed, no cut offs.
- Holes in pants or skirts above the knee are not permitted
- Student may not continue to attend class wearing inappropriate clothing. Neither parents/legal guardians nor students will place the burden of enforcing the dress code solely on the school. Parents/legal guardians and students are expected to comply with these regulations to ensure that a comfortable, safe, and non-confrontational environment is provided for all students.

Violation of the dress code will result in the following:

- Students will be required to return home and change into appropriate attire or parents can bring proper clothing to the school or the student will be sent to ISS.
- Repeated violations of this dress code will be treated as **Disruptive Behavior** in violation of the student discipline code of conduct.
- Dress code violations will not carry over on the student's discipline record to subsequent years.

CHEERLEADERS

Cheerleaders will be expected to meet school dress code standards with any uniform worn to school on game day.

ARMY JROTC GUIDELINES

Detailed information will be supplied to students enrolled in JROTC.

Leadership Education and Training I (LET) JROTC classes are available to all students who enroll. Continuation in JROTC LETII through LETVIII classes must be approved by the instructor group based on the cadet performance, attitude and leadership potential. General requirements for hair grooming are necessary to maintain uniformity. Many hairstyles are acceptable, as long as they are neat and conservative. Sideburns will be neatly trimmed, not flared with the base of the sideburn in a clean horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Mustaches will be neatly trimmed, tapered, and tidy.

Females will ensure their hair is neatly groomed and that the length and bulk is not excessive. Long hair that falls below the bottom edge of the collar will be neatly fastened or pinned up while in uniform.

IAW CCR 145-2 and AR 670-1

ATHLETICS

Our purpose is to win honorably, evidence good sportsmanship, and create a competitive situation, which will help all participants become better citizens in the society in which they live.

The following competition sports are sponsored by the Chesnee Athletic Department: cross country, football, volleyball, softball, baseball, golf, basketball, track, cheerleading, and wrestling.

All students are urged to participate in the sports that best meet their interests and qualifications. Coaches select those who best qualify in tryouts for all competitive sports.

Miscellaneous Policies

DELIVERY: Delivery of flowers, balloons, candy, lunches, snacks, etc. by individuals, family, or businesses will not be permitted for students. Student organizations will occasionally be permitted to conduct fund raising activities that involve the selling of such items: provided they seek prior approval. Exceptions to the delivery policy will be made for medical reasons.

TELEPHONE: Only in the case of an emergency can the phone in the guidance office be used by students. Students who become ill at school should report to the nurse and she will call parents if student should go home.

MESSAGES: Classes will not be interrupted for messages unless it is an emergency. The school will take important messages, but it is not responsible if a message is not delivered or if the student does not respond to an announcement.

HALLS: Students in the hall during class time must have a pass signed by a teacher. Running in the hall is not permitted.

FUND RAISING: Only a limited amount of fund raising will be approved. No sales of any kind will be permitted unless approved through the principal first. All proceeds will be recorded by the teacher in charge and a full accounting of all monies collected will be available.

CLASSROOM: Students must not enter or interrupt a classroom in which instruction is in progress.

PLAYING CARDS: Playing cards are not permitted at school.

DISPLAY OF AFFECTION: There is to be no excessive display of affection. The first infraction will result in a conference and notification of parents. Further infractions will result in suspension.

SCHOOL DANCES: Any guest who does not attend CHS must be approved prior to attending. Guests must be in at least the 9th grade **AND NO OLDER THAN TWENTY-ONE.**

CHS Prom Guidelines: The prom is held every spring for the juniors and seniors of Chesnee High School. This is a very elegant event and, as such, certain rules are established. No one may bring a date from the middle school or anyone who is over the age of 21. Dates from other schools are subject to background checks regarding behavior and may be refused admission to our prom. Tickets for a date from other schools must be purchased within the time frame established and published by the school administration and prom sponsors.

SCHOOL TARDIES: The State Department of Education provides transportation for all students. Should a student choose to provide his/her own transportation, that student is expected to be at school on time. Tardies will be dealt with as stated in the Student Discipline Policy.

BOOKS, PAPER, PENCIL: All students are responsible for having the necessary materials when they attend class. This would normally include their textbook, pen/pencil, and paper.

LOCKERS: Lockers belong to the school and may be checked at any time by school officials including the library media specialist checking for library materials. All students will be expected to empty their lockers by the last day of school. Students will be assessed a fine based on cost of repair for a damaged locker and a **\$5.00 fee will be charged for lockers not cleaned at the end of the year.**

CELL PHONES:

- Cell phones must be turned off and out of sight during the school day. If they **are seen**, they will be confiscated by teachers or school personnel. Any phone that vibrates, signals, or rings will also be taken. Students are not to send or receive text messages to or from parents or friends during school hours.
- Cell phones or any device equipped with cameras are not to be used in any area where an individual has a reasonable expectation of privacy; including but not limited to, restrooms, locker rooms, dressing areas, and showers. Students are reminded that there are legal restrictions regarding recording and publishing photographs without a subject's permission.
- No radios, MP3 players, etc. are permitted at school and if brought to school they will be confiscated and students will be subject to discipline similar to the discipline for cell phones. Parents - In case of an emergency, please call the main office and students will be called to the phone.

1st Offense- Noted on Discipline Record

Conference with Principal- Phone returned at end of day

2nd Offense-Noted on Discipline RecordConference with principal- Phone returned to parent

Students violating the cell phone policy are subject to discipline under the school discipline policy.

PERSONAL BELONGINGS

Personal belongings are the direct responsibility of each student. Students should not bring large amounts of money or valuables to school. Any wallet or pocketbook should be with the student to whom it belongs. All books, clothing, and other possessions remain the student's responsibility. No teacher, coach or other member of the school staff will be responsible for any student's property. **Students should not leave belongings unattended.**

THE LIBRARY MEDIA CENTER

The library media center is open from 7:30 a.m. until 3:45 p.m. A collection of books, magazines, newspapers, and materials for use in preparation of class assignments, research, work, and pleasure reading is provided for all students. The atmosphere of the library is to be such that students and faculty can read, research, and study. BOOKS may be checked out or returned and fines paid any time between 7:30 a.m. until 3:45 p.m. Students may go to the media center from classes but must have a written pass signed by their teacher giving the student's name, the date, the time the student left class, the teacher's signature, and the purpose of the student's visit. The library is open during all lunches. Students need to have a lunch pass in order to visit the library during lunchtime. Passes may be picked up from the media specialist or assistant in the media center.

LIBRARY MATERIALS

TWO-WEEK MATERIALS. All fiction and non-fiction books in the library may be checked out for two-week periods and may be renewed two times, unless there is a waiting list for the book. Special books needed by many students for class assignments will be circulated for overnight use only so that all students may have an opportunity to use them. A receipt is given each time a book is checked out so students know when the book is due.

SPECIAL MATERIALS. Reference books, magazines, and some non-fiction in great demand may be checked out for overnight use only. They must be returned to the library by 8:00 a.m. There will be a fine of \$.50 per day for materials not returned on time.

The Internet is intended for research **ONLY**. Students who play games or go to inappropriate sites will be banned from computer use for a week. Repeat offenders will be sent to the office for appropriate disciplinary measures. Please read the Technology Resources/Internet Use Policy in this student manual for details on proper Internet etiquette.

DISCUS provides access to magazines, newspapers, encyclopedias, and almanacs. Students can access DISCUS and the Internet on any of the library computers during school hours.

FINES

Fines charged only for days when school is in session are assessed according to the following plan: \$.50 per day for overnight materials: \$.10 per day for overdue two-week materials.

LOST LIBRARY BOOKS

If a book is lost, the student will be charged the full replacement price of the book. If a library book is found after it has been paid for by the student, the student will be given a refund for the price of the book. It is not the responsibility of the library media specialist to notify a student that his/her book has been found. It is the student's responsibility to check by the library before he/she leaves on the last day of school to determine if the book has been found so that he/she might receive his/her refund. Refunds do not carry over from one school year to the next.

CHARGES

Due to Budget Cuts- Each student will be allowed 10 black/white copies at no charge. Each black/white copy after that will be .10 per copy. Any color copy will be .50 per copy.

FEEES

Any student who owes fees will not be allowed to participate in any field trips, prom, programs or extracurricular activities until all fees are paid. We will strictly enforce this policy during the 2011-2012.

TEXTBOOKS

Books are owned by the state. Students who damage or lose textbooks are required by the state to pay for such damages or loss.

VISITOR POLICY

Passes will not be issued to visit teachers or students during class time unless the visit has been pre-approved by an administrator.

Students may not have friends, family, or former students visit campus during lunch periods. Food may not be delivered to students during their lunch period.

Passes are limited to the individual and area approved in the main office. All other areas are considered "off limits" unless accompanied by a school employee.

Visitors found in "off limit" areas will be asked to leave the school.

Failure to follow this policy may result in trespassing charges.

TECHNOLOGY RESOURCES/ INTERNET USE

Code **IFBGA-R*** Issued 1/01

In order to provide for the appropriate use of the Internet in keeping with the district board policy, the following acceptable use policy has been developed. It requires student and parental agreements as well as employee and guest agreements. All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this acceptable use policy will result in revocation of access privileges and for students, could result in disciplinary actions under school discipline codes. Some violations may also constitute a criminal or civil offense and may result in legal actions being taken.

Internet access is free and is a privilege. A responsible user of the Internet and district computer resources may keep access as long as the user is a staff member or student in the district.

A responsible user may use the Internet to do the following.

- Research assigned classroom projects.
- Send electronic mail to other users.
- Explore other computer accounts.

Unacceptable uses of the Internet which could lead to disciplinary actions include, but are not limited to, the following.

- using the Internet for any illegal purpose
- using threatening, impolite or abusive language
- using and distributing vulgar or obscene material
- using or distributing material protected by trade secrets
- violating the rules of common sense or etiquette
- changing computer files that do not belong to the user
- sending or receiving copyrighted material without permission (violation of the copyright law)
- sharing his/her password with anyone
- not reporting an inappropriate site to the teacher or supervisor
- violating the statutes, policies and regulations pertaining to privacy; transmitting telephone numbers or addresses for any reason; posting any personal contact information (school numbers and addresses may be transmitted only with approval of school administrator)
- reposing (forwarding) personal communications without the author's prior consent
- copying commercial software in violation of copyright laws
- using the networks for financial gain, commercial activity, political activity or any illegal activity
- attempting to log on to the Internet using another person's account information
- attempting to meet with anyone who has been contacted over the network
- joining discussion or chat groups that do not have a legitimate educational function

In addition, actions directed toward computer equipment that could lead to disciplinary or legal actions and that could be considered vandalism covered under the district's disciplinary codes include, but are not limited to, the following.

PAGE 2 – IFBGA-R* TECHNOLOGY RESOURCES/ INTERNET USE

- any change in Windows or other software files which require a technical services person to restore the system to its original condition
- removing mouse ball and/or mouse
- deliberate erasing or changing data and/or files
- placing foreign objects such as paper clips in disk or CD-ROM drives
- removing or altering placement of keyboard keys
- introduction of a virus or any program which results in damage to the computer software files
- gaining unauthorized access to the district system or any other computer in the district system or going beyond authorized access
- posting chain letters or engaging in spamming; spamming is defined as sending an annoying or unnecessary message to a large number of people

Students in grades K5-12 will have access to the district Internet connection only as part of instructional activities scheduled by the teachers. Students and parents must sign the acceptable use agreement in order to gain authorized access to the district Internet connection. Also, staff members and any guest users must sign an acceptable use agreement for access as well. Principals at each school will be responsible for obtaining and filing parental consent forms. A student must have an approved form on file prior to being allowed access to the Internet.

The principal at each school will designate a school level system administrator who will be responsible for coordinating the activities of all authorized users with access to the district Internet connection. Such responsibilities will include, but are not limited to, the following.

- security issues such as user IDs and passwords
- reporting of unintentional access to inappropriate web sites by users
- reporting of technical problems to the district information management director
- coordination of software installations on the systems, as approved by the district office

Principals at each school must contact the district office for approval before making software and equipment purchases and building modifications to accommodate computer systems.

Web page guidelines

Permission for posting of student pictures, names and work

Because of the district's desire to protect its students in the fluid environment of the World Wide Web, we advocate caution to ensure the privacy of students. However, we also understand the need to recognize and share student achievement, activities and awards.

Permission to publish a student's name, picture and/or work must be obtained on a permission form, IFBGA-E(1). No student's e-mail address, personal web address, street address or telephone number will be published. Permission must be obtained in any of the following situations.

- if a student is clearly recognizable in a picture
- if a student is singled out in a picture with accompanying text that identifies the student
- if work attributed to a student is posted on a page

Permission is **not required** for groups of student names as for awards, teams, etc. without an identifying picture of the honored individuals.

DISTRICT ATTENDANCE REGULATIONS

Student Absences and Excuses

Principals have the authority to approve or disapprove any student's absence, lawful, unlawful, or a combination thereof, of more than 10 days per school year. Principals will review absences in excess of 10 days per year, or 5 days per a semester course, when they believe verification is needed and use their discretion to initiate an appropriate follow-up. (Code JH-R)

Generally, absences can be divided into four types:

1. Medical

2. School-Sponsored Events

3. Religious Holidays

4. General Absences

- **Medical Absences-** The student's illness is certified by a written excuse from a parent, guardian, or physician. Principals may require a student who has accumulated 5 absences in a semester to provide an excuse for all medically related absences in excess of the allowable number.

When a student presents the school administration with a physician's statement meant to excuse multiple, future absences based on a chronic or extended illness, the principal has the authority to require an additional medical excuse, signed by a physician, for EACH day the student misses school in excess of 5 days for a semester course. The principal or his/her designee may review the absences and use discretion to initiate a follow up. This may include, but is not limited to, contacting the student's physician in order to confirm the excuse, or requesting a release from the parents or guardians to confer with the student's physician and/or obtain additional medical documentation regarding the student's absences and the reason for the absences.

After 5 absences in a semester, the student may be referred to a committee to consider whether an evaluation and a written plan to address health related issues and absenteeism are required. The principal may also inform the parent that homebound instruction is available to those students who qualify under State law and District policies and procedures. This rule does not prevent a principal or his/her designee from referring a student with a chronic or extended illness to the homebound instruction where absences do not exceed the allowable absences when appropriate.

- **School Sponsored Activities-** With prior approval from the principal, students may be excused for a portion of or the entire school day for school sponsored activities such as field trips, academic competitions, athletic events, or other extracurricular activities.
- **Religious Holidays-** Students will be excused for days recognized by their religion as religious holidays.
- **General Absences-** All other absences.

The principal and superintendent or his/her designee will consider the extenuating circumstances when appealed to the principal for absences, which cause the student to be denied credit. The principal at each school will serve as the designee for contacting student who is in violation of the attendance regulation. Principals will make the decision to allow student to attend "Attendance Recovery" to make up an absence.

High School Policy- Students will be allowed five unlawful absences per semester. The principal may allow additional days for school activities that will not count in the five-day total. Violations of these regulations may result in non-credit in the course.

Intervention- When students have three consecutive or a total of five unexcused absences, the school will contact parent/legal guardians and develop a plan for improved attendance. Students exceeding five days of unexcused absences may be reported to family court.

Parent Notification- Parents will be notified by phone or letter when a student cuts school. A copy of the notice or documented phone call will be kept on file by the school administration.

Note: Any excuses altered, copied, or forged by a student or parent will be subject to discipline measures for the student and the student may not receive course credit.

Please advise the doctor's office that the school may contact them to verify excuses.

Make sure a contact name and number is listed on the excuse.

The school nurse may contact doctors' offices to verify doctor's excuses and visits.

Students will have the option of attending Attendance Recovery class to enable the student to change unlawful absences to lawful absences. A fee will be charged for this option and a truancy intervention plan will be put into place before being allowed to attend Attendance Recovery class.

The following Attendance Recovery Classes will be offered at the end of each semester. Students who exceed the allotted number of absences after considering medical excuses and Attendance Recovery Classes WILL NOT RECEIVE CREDIT FOR THE COURSE.

First Semester Attendance Recovery

Tuesday, November 29, 2011	3:30-5:30
Thursday, December 1, 2011	3:30-5:30
Thursday, December 8, 2011	3:30-5:30
Tuesday, December 13, 2011	3:30-5:30
Thursday, December 15, 2011	3:30-5:30

Second Semester Attendance Recovery

Thursday, May 3, 2012	3:30-5:30
Thursday, May 10, 2012	3:30-5:30
Thursday, May 17, 2012	3:30-5:30
Tuesday, May 22, 2012	3:30-5:30

If a student is aware that he/she is going to be absent and is unsure about that absence being lawful or unlawful, the student or his/her parents should discuss the absence with the attendance clerk **prior to being absent.**

High School Credit

Any student who attends a class fewer than 85 days in the instructional period shall not be eligible to receive credit in the class unless the local school board grants approval for each excessive absence in accordance with local board policy.

Period Absences

Attendance will be recorded in each class every day. If a student misses a class due to leaving school early or arriving late, the absence must be excused by the guidance office or the main office or it will be considered an "unexcused" absence. IF A STUDENT MISSES ANY PORTION OF A CLASS, HE/SHE WILL BE MARKED ABSENT. ANY EXCEPTION TO THIS MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL OR ASSISTANT PRINCIPAL.

Block Schedule - Attendance - Class Work

Units of credit will be earned each semester. Each semester will be an independent instructional unit. Make-up work, excuses, and the use of Attendance Recovery must all occur during the appropriate semester.

Exams

ALL students will be required to take an end of semester exam. Exams will count as 20% of the course grade.

Dismissal Procedures

Students will not be allowed to leave the school campus and return later the same day unless they have a medical/dental appointment or have the permission of an administrator.

If a student has a medical/dental appointment, he/she should present documentation of the appointment when returning to school.

The school will contact doctors' offices to verify doctor's excuses and visits.

In order for a student to be dismissed from school with a parent note, the note should contain the following information: name of student, date, reason for leaving, phone number of parent, and signature of parent. **Students who are dismissed with a parent note for any reason, other than a medical/dental appointment, will not be allowed to return to school that day. Students will only be excused at the end of a regular class period. Students and parents should be aware of class schedules when making appointments.**

DIPLOMA REQUIREMENTS

SUBJECT	REQUIRED UNITS
English/Language Arts	4 units
Mathematics	4 units
Science	3 units
U.S. History and Constitution	1 unit
Economics	½ unit
American Government	½ unit
Other Social Studies	1 unit
Physical Education or JROTC	1 unit
Computer Science (Including Keyboarding)	1 unit
Foreign Language or Career and Technology Education	1 unit

This makes 17 required core units. In addition to these core courses, a student must earn at least 7 additional units to fulfill the 24 units requirement and pass all portions of the S.C. State High School Exit Exam.

KEEP IN MIND THAT THE HIGH SCHOOL DIPLOMA REQUIREMENTS CAN, AND DO, VARY FROM THE S.C. PUBLIC COLLEGE AND UNIVERSITIES REQUIREMENTS FOR ENTRANCE ELIGIBILITY TO THEIR INSTITUTIONS.

HIGH SCHOOL COURSE PREREQUISITES FOR ENTRANCE ELIGIBILITY TO South Carolina PUBLIC COLLEGES AND UNIVERSITIES

ENGLISH - 4 units. All four courses must have strong grammar and composition components, with at least one in English literature and at least one in American Literature. English I, II, III, IV will meet these requirements.

MATHEMATICS - 4 units. These include Algebra I (for which Applied Mathematics I and II may count together as a substitute if a student successfully completes Algebra II), Algebra II and Geometry.

LABORATORY SCIENCE – 3 units. Two must be selected from Biology I, Chemistry I, Physics I, or Earth Science. NOTE: Physical Science *does not* meet the requirements of a laboratory science.

FOREIGN LANGUAGE - 2 units required, 3 units recommended. All must be in the same foreign language. (Most colleges continue to require only two units in the same foreign language. However, Clemson University will require three units in the same foreign language for admission to their institution.)

SOCIAL SCIENCE - 3 units. American or U.S. History is required. A half credit of Government and a half credit of Economics also are required. The third credit should be a college preparatory unit.

OTHER REQUIRED UNITS - 2 units. One of these must be a fourth year of Mathematics, Laboratory Science or Foreign Language. Students interested in engineering are strongly encouraged to take a fourth year of mathematics. This course should be selected from Pre-Calculus, Calculus, Statistics or Discrete Mathematics.

The second credit must be in Advanced Mathematics, Computer Science or a combination of these, or one unit of World History, World Geography or Western Civilization, as long as this is not being used to fulfill the third Social Science credit.

PHYSICAL EDUCATION/HEALTH - 1 unit or **JROTC** – 1 unit.

ELECTIVES - At least 6 units with as many as possible being higher level courses

CHESNEE HIGH SCHOOL PROMOTION POLICY

SCHEDULE CHANGES/ WITHDRAWING FROM A CLASS

ALL STUDENTS NEED 24 UNITS TO GRADUATE. STUDENTS MUST EARN A DEFINITE NUMBER OF UNITS TO BE PROMOTED FROM EACH SPECIFIC GRADE TO THE NEXT.

	Specific Unit	Total Units
Grade 9 to 10	English I	5
	Math	
Grade 10 to 11	English I, II	11
	2 units of math	
Grade 11 to 12	English I, II, III	16
	3 units of math	

Students are free to select the courses they desire and teacher schedules are based on student course demands. Students are permitted to make changes in course requests from registration until May 31st. **Student schedules will NOT BE CHANGED after May 31st unless approved by the principal.** Occasionally, a student will attempt an academic class that is too difficult. If a student is struggling with an academic class, consideration will be given during the first five (5) days of class to allow that student to withdraw from the class with a "Withdrew Passing" grade. **Any changes in students' schedules must be made through the guidance office. In order to be a student at Chesnee High School, a student must be enrolled in three classes per semester and attend those classes regularly.**

Progress Reports

The CHS faculty and staff feel that it is imperative that we improve parent/teacher communication about student grades. In an effort to improve communication to parents about students' progress in their classes, we will be sending progress reports home more frequently this year. Please mark these dates on your calendar. If you ever have any questions about your child's grade, please call or e-mail their teacher.

Reports will be issued on the following dates:

August 31	Progress Report	February 13	Interim Report
September 15	Interim Reports	February 29	Progress Report
October 5	Progress Report	March 21	REPORT CARDS
October 24	REPORT CARDS	April 11	Progress Report
November 2	Progress Report	April 24	Interim Report
November 17	Interim Report	May 9	Progress Report
December 7	Progress Report	May 25	REPORT CARDS
January 17	REPORT CARDS		(mailed)
January 25	Progress Report		

MAKE-UP WORK

Within three days after returning to school, a student must check with the classroom teacher about making up work missed due to absence. Make-up work should be done as quickly as possible and at the teacher's discretion. Students are responsible for making sure all work is completed.

STUDENT RECORDS

Chesnee High School will cooperate with other educational institutions by furnishing copies of student records. When a request for a student's record is received from another school the student's record will be promptly sent. A parent or student has the right to review the student's record. If a parent or student wishes to review the student's record, they should contact the guidance office.

GRADING SCALE

A=93-100

B=85-92

C=77-84

D=70-76

F=0-69

District Two Grade Policy for Secondary Classes English, math, science, social studies

Eighty percent (80%) of a student's nine weeks average will be determined by a minimum of 6 major tests or projects per 9 weeks. Twenty percent (20%) of a student's grade will be determined by a minimum of 6 minor tests, homework, pop quizzes or reports per nine weeks. The semester average will still be determined by averaging the two 9 week's grades and counting the final exam as 20%. Teachers will not assign projects for extra credit.

CHESNEE HIGH RENAISSANCE PROGRAM

In an effort to recognize and reward academic excellence, Chesnee High School has established a Renaissance Program. The program is geared toward rewarding the academic achievers of our school. High school educators share ideas and information with each other on making learning a more meaningful experience.

The program is based on this principle: if you reward and recognize people with incentives they value, they will perform well. Renaissance uses this simple understanding of human nature to encourage better academic performance by creating reward and recognition programs.

QUALIFICATIONS:

Gold Card: Students must have a cumulative 4.0 GPA

Black Card: Students must have made all A's & B's the previous school year.

Gold Card

Free Admission to home games
Free Parking / Preferred Parking
Free Dance Admission

½ price Prom Tickets (Seniors Only)
Early Lunch Dismissal – Special Days
Opportunity to earn an academic letter

Black Card

Discount Admission to home games
Discount Dance Admission
Opportunity to earn an academic letter

Students earning these cards will be told the responsibilities which go along with these cards. Abusing card privileges will result in revoking the cards and rewards associated with each card. Card privileges are valid for current school year only.

SELECTION OF VALEDICTORIAN, SALUTATORIAN, AND HONOR SPEAKERS

Criteria for consideration will include:

- (1) Class rank as determined by weighted grade point average based on eight semesters of high school.
- (2) Must have been a full time student at Chesnee High School for at least two semesters prior to selection.
- (3) Exchange and early graduation students will not be eligible.
- (4) Only grades transferred from a regionally accredited high school will be considered and will be computed on the scale of the local high school.
- (5) If a tie exists, students will share the honor.
- (6) A student with a withdrawn failing (WF) grade will not be considered.
- (7) Courses and grade weights to be used in determining these honors will be published in advance by the high school.

JUNIOR MARSHALS

Criteria for consideration to serve as a Junior Marshal at graduation will include:

- (1) Class rank as determined by weighted grade point average based on five semesters of high school work. Class rank at the end of first semester of the students' junior year will be used to select Junior Marshals.
- (2) Must have been a full time student at Chesnee High School for at least two semesters prior to selection.
- (3) Exchange students will not be eligible.
- (4) A student with a withdrawn failing (WF) grade will not be considered.

Participation in Athletics and other Interscholastic Activities

To participate in interscholastic activities students in grades nine through twelve must achieve an overall passing average and either:

(1) Pass at least four academic courses including each unit the student takes that is required for graduation: **or**

(2) Pass a total of five academic courses. Students must satisfy those conditions in the semester preceding participation in the interscholastic activity if the interscholastic activity occurs completely within one semester or in the semester prior to the first semester of participation in an interscholastic activity if the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League.

Academic courses are those of instruction for which credit toward high school graduation is given. These may be required or approved electives.

TESTING INFORMATION

ACT - The American College Testing Program is the counterpart to the SAT. Most colleges will accept either. Applications are available in the guidance office.

ADVANCED PLACEMENT TESTS - These tests are for seniors and juniors who are enrolled in an advanced placement course. If a student scores high enough he may receive college credit for work done during his senior or junior year of high school.

ASVAB - The Armed Services Vocational Aptitude Battery is a test which measures aptitude ability for services in the military. It is available at no cost to juniors and seniors as a career interest test.

EXIT EXAM - Basic Skills Assessment Program is administered to grade 10 during the month of April. Basic skills are measured in the areas of writing, reading and mathematics. The BSAP test must be passed in order to receive a high school diploma.

PSAT/NMSQT - The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is offered in October. This two-hour version of the College Board Scholastic Aptitude Test is recommended for all juniors and sophomores who wish to go to college. The PSAT/NMSQT also determines those students who receive recognition and financial assistance through the National Merit Foundation.

SAT I TESTS- The College Entrance Examination Board's Scholastic Aptitude Test is a three-hour objective test in verbal and math abilities. This test provides an approximation of a student's ability to achieve on the college level and is required for admittance to most colleges. It is suggested that juniors take the SAT during the spring of their junior year. Seniors who plan to go to college should take it no later than December of their senior year. See the guidance office for dates given.

SAT II TESTS - These tests administered by the College Entrance Examination Board determine what students have learned in specific subject areas. Some colleges require these for placement. They are given along with the SAT in the fall and spring.

Guidance

The Guidance Department of Chesnee High School wants to provide a helping relationship. Our aim is to help each student develop self-direction to recognize and cope with his problems to help him to appreciate the dignity of work and to become whatever he is capable of becoming. In order to achieve this goal, the guidance department offers help in the selection of courses, interpretation of test scores, vocational information about scholarships, grants, and post-secondary training.

Chesnee High School Redo Policy

In an effort to increase student achievement at CHS, students will be given the opportunity to redo a **major** test if he or she fails to pass the assessment.

Guidelines:

- Only major test are eligible for redo
- Students will have five school days from the date of the initial grade being issued to redo the assessment.
- Students must get extra help or make corrections to initial test before redo. Each department will set their own guidelines for extra help.
- Students must redo all of the questions that are missed on the initial assessment.
- Students will receive half credit for each question answered correctly on the redo.
- Students will receive no higher than a 70 on any redo
- No redo will be available for the last test of the grading period.

Medical Information

- **The nurse will not see students unless a teacher has given that student a note listing the student's name, teacher's name, and the time the student left class.**
- **After seeing the nurse, the student will be sent back to class with her name and the time on the note. If being sent home, the student will be sent from the nurse to guidance for checkout.**

Blood Pressure Screening

As mandated for permanent records by the state department, all 11th graders will be given blood pressure screenings.

Medication Procedures

Chesnee High School recognizes that there are times when students need to take prescription drugs during the school day.

If a student must have prescription or controlled substance medication (any drug prescribed by a doctor on a written prescription) daily, either on a short-term or long-term basis, then the parent must follow procedures in the district regulations.

- The school will not administer prescription medicines unless authorized by a parent on the proper form.
- The form will need to be renewed each year.
- A separate form is needed for each prescription.
- Only prescriptions from licensed physicians will be accepted and the principal has the discretion to reject requests for administration of medicine.
- Medications must be brought to the school in a current, individual, pharmacy-labeled container.
- Medications will be kept in a locked container in the nurse's office.
- Changes in dosage will require notification from the student's doctor.
- Students may keep inhalers/epi-pens in their possession if stated on doctor's orders. Students with these items are required to notify the nurse that they have these items in their possession.
- The same regulations apply to students on field trips.
- If a student distributes drugs (over-the-counter, controlled or prescription) to another student, they will be subject to the same drug penalties listed in the discipline code.

STUDENT DISCIPLINE POLICY

At all times, students are required to conduct themselves in a manner that will not be contrary to the best interests of the school. Conduct of the student in any manner that materially disrupts class work, or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of the student.

When a student is sent to the office or a problem is reported to the office, the problem will be investigated by an assistant principal or principal. During this process, the student will be informed of the problem and given an opportunity to provide information regarding the matter. Once this information has been gathered, the school administrator will make a determination of the appropriate punishment. If a suspension or recommendation for expulsion is determined to be necessary, the student's parents will be notified and given the opportunity to come to the school for a hearing. Parents have the right to appeal the decision of the school administrator. Should a parent decide to appeal a suspension or expulsion the appeals procedure will be provided to the parent.

POLICY GOVERNING SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violating the written rules and regulations established by Chesnee High School or the Board of Trustees. A student may also be suspended or expelled when his/her presence is detrimental to the best interest of the school. The expelled student shall have the right to petition for readmission for the succeeding school year. Expulsion shall not preclude enrollment and attendance at any adult or night school.

TYPES OF SUSPENSIONS AND DETENTIONS FOR HIGH SCHOOL STUDENTS

Suspensions will be handled in three ways : (1) after-school detention, (2) in-school suspension and (3) out-of-school suspension. Students assigned to after-school detention will be expected to report to the detention classroom promptly. He/She will be required to bring some type of schoolwork to complete during the detention period. **Students must keep themselves busy during detention. If a student does not work or chooses to disrupt the detention in any way, he/she will be suspended, or given ISS. If a student does not attend an after-school detention, he/she will be given one day of ISS.**

In-school suspension is held during the school day for the entire day. A student assigned to in-school suspension will be given assignments from his/her teachers. Students in in-school suspension are expected to be quiet at all times and to complete all assignments. Students will be counted present in their classes during the time they are in in-school suspension. If a student fails to complete all assignments or does not follow the rules of in-school suspension, he/she will be assigned additional time in in-school suspension or be given an out-of-school suspension.

When a school administrator assigns a student to out-of-school suspension, the student will be denied the privilege of attending school for the number of days of his/her punishment. **The student is also not allowed to attend any school-sponsored activity during the suspension.**

REPEAT OFFENDERS

Students who are guilty of multiple offenses must appear before the district discipline committee. If the student is to remain in school, he/she will be placed on a strict behavioral contract. If the student violates this contract, he/she will be recommended for expulsion.

EXTRACURRICULAR ACTIVITIES

Students who are guilty of misconduct at any school-sponsored event such as a dance or ballgame will lose the privilege of attending such events. Students who are representing Chesnee High School in extracurricular activities are expected to conduct themselves properly. This includes, but is not limited to athletes, cheerleaders, band or chorus members, and club members. If a student loses the privilege to attend after-school events, he or she will also lose the privilege to represent Chesnee High School for part or all of the school year.

CRIMINAL OFFENSE/POLICE INVOLVEMENT

Students at Chesnee High School need to be aware that criminal activities committed on school grounds and/or at school functions will result in police intervention. Just because a student is in the school building or on the school grounds does not exempt him/her from legal action or being arrested by the police. Criminal actions include, but are not limited to: assault, burglary, and possession of drugs or weapons.

CHEATING

Cheating is a serious offense. Any use of another person's work or an unapproved source of information for an assignment or test will be considered an attempt to cheat. Students who are guilty of cheating will lose credit for the assignment or test. If a student loses credit for an assignment or test because of cheating, he/she will **not** be given an opportunity to make-up the test or assignment.

Search and Seizure

Under the provisions of a law passed by the General Assembly of the State of South Carolina, and based on a U.S. Supreme Court decision, searches will be conducted according to the following guidelines:

1. Any person entering Chesnee High property shall be deemed to have consented to a reasonable search of his person and effects.
2. School officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, wallets, and satchels with or without probable cause.
3. School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises.
4. No strip searches will be conducted.
5. Lockers are school property and are loaned to students as a convenience. Therefore, the administration reserves the right to search a student's locker at Chesnee High School. This includes hall, gym, and athletic lockers. Students cannot expect their lockers to be free from inspection when the administration considers a search necessary to maintain the safety or the integrity of the school.
6. The school and the administration reserves the right to seize any prohibited item defined in this handbook. Items that are not illegal but banned from the campus shall be turned over to the parents or returned to the student at the end of the school year.

Items that are illegal (weapons, drugs, etc.) will be turned over to law enforcement authorities.

Canine Searches

1. District Two Schools has contracted with an outside agency to assist with periodic, unannounced searches of the school, school grounds, and all personal property on school grounds. The outside agency uses highly trained dogs to search for a variety of contraband - to include, but not limited to, drugs and weapons.

2. Be aware that vehicles and other personal property are subject to search as by state law. If any contraband is found, law enforcement officials will be contacted. Parents will be contacted, and an arrest is likely. Contraband may include but is not limited to the following: Any type of illegal drug or controlled substance; any kind of weapon. Please note that many times the searches will result in discipline offenses for tobacco violations, beepers, cellular phones, etc.

THE PURPOSE OF THIS PROGRAM IS TO DISCOURAGE AND PREVENT ILLEGAL AND PROHIBITED MATERIAL FROM ENTERING THIS CAMPUS SO THAT A SAFE AND ORDERLY ENVIRONMENT IS POSSIBLE. ALL PROPERTY AND PEOPLE ON THIS CAMPUS (NOT JUST STUDENTS) ARE SUBJECT TO THIS POLICY.

STUDENT DISCIPLINE POLICY

In order to maintain a school climate in which the youth of our school can live, learn and flourish, it is vitally necessary for all students to assume responsibility for their behavior.

Therefore, in order to aid students in making appropriate decisions governing their behavior, this Discipline Policy has been established. While the examples are not intended to be all-inclusive, they are illustrative of the types of behavior that are inconsistent with the proper maintenance and function of an effective program in our school.

Serious offenses which pose a potential threat of harm to students or staff will be **treated more severely**.

LEVEL I: DISORDERLY CONDUCT			
<i>Breach of Conduct</i>	<i>Punishment</i>		
	1st Offense	2nd Offense	3rd Offense
1. Tardies (tardies will be kept for each class period separately)	3 rd 4th-5 th 6th 7th 8th-up	warning 1 hour detention 1 day ISS 1 day ISS 1 day suspension	
2. Lying to a member of the school staff	Refer to assistant principal who may suspend up to 5 days		
3. Disruption	Refer to assistant principal who may suspend up to 5 days once efforts by the teacher have been unsuccessful.		
4 a. Abusive language or gestures (obscene or profane) between or among students.	Refer to assistant principal who will assign punishment depending upon severity of incident.		

4 b. Abusive language or gestures (obscene or profane) during class	Refer to assistant principal who may suspend up to 10 days.		
5. Failure to complete punishment (disobedience) as assigned by the teacher	1 hour detention	1 day ISS	1 day ISS
6. Use of forged notes or passes	Refer to assistant principal who may suspend up to 5 days.		
7. Cutting class	1 day ISS	1 day OSS	3 days suspension
8. Leaving school without permission	2 day ISS	1 day OSS	3 days suspension
9. Distribution of unauthorized materials	Parent notified	Refer to grade level assistant principal	
10. Violation of Dress Code	Parent notified	1 hour detention	1 day ISS
11. Loitering or misbehaving in rest room or halls, student parking lot.	1 hr. detention	1 day ISS	2 days suspension
12. Possession or distribution of obscene literature pictures	1 day ISS	3 days suspension	5 days suspension
13. Driving in a reckless manner, spinning tires and speeding on school property	Driving and car privileges revoked for two weeks	Permanent loss of driving privileges	
14. Arguing	Refer to assistant principal who will assign punishment depending upon severity of incident		
15. Use of cell phone or similar device during school hours	Confiscate device, returned to student at end of day	Confiscate device, return to parent at end of day	Confiscate device and 1 day ISS / contact parent
16. Minor vandalism	Refer to assistant principal		
17. Failure to stay for detention	1 day ISS	2 days suspension	2 days suspension
18. Possession of laser pointer	Confiscate device	1 day ISS	3 days suspension
19. Disrespect to teacher or staff	Refer to assistant principal who will assign punishment depending upon severity of incident.		
LEVEL II: DISRUPTIVE CONDUCT			
<i>Breach of Conduct</i>	Punishment		
	1st Offense	2nd Offense	3rd Offense
1. Fighting	3 days suspension	5 days suspension	10 days suspension, recommended to alternative school
2. Minor vandalism (less than \$100)	3 days suspension and restitution	5 days suspension and restitution	Recommend expulsion

3. Minor theft (less than \$100)	3 days suspension and restitution	5 days suspension and restitution	Recommend expulsion
4. Threats and intimidation to staff	*Send home immediately and may return within 5-10 days at the discretion of principal and/or recommended to alternative school or for expulsion.		
5. Threats and intimidation to students	3 days suspension	5 days suspension	10 days suspension and recommend expulsion
6. Trespassing on school property	Notification of proper authorities		
7. Abusive language or gestures to school staff (abusive or profane)	*Send home immediately and may return within 5-10 days at the discretion of the principal and/or recommended to alternative school.		
8. Refusal to obey school personnel or agent, whose responsibilities include supervision of students at any after-school functions and on field trips.	*Send home immediately and may return within 5-10 days at the discretion of the principal and/or recommend to alternative school or expulsion.		
9. Unlawful assembly	Notify authorities and may recommend expulsion/ alternative school.		
10. Disruption of assembly programs	5 days suspension	Recommend expulsion/ alternative school.	
11. Illegally walking out of a classroom or school building	Refer to assistant principal who may suspend up to 5 days and/or recommend expulsion/ alternative school.		
12. Possession or use of tobacco products on school property or at a school event including athletic events	2 days suspension	3 days suspension and probation	10 days suspension and/or recommend expulsion/ alternative school
13. Receiving and/or possession of stolen goods (less than \$100)	3 days suspension and restitution	10 days suspension and recommend for expulsion and restitution/ alternative school	
14. Vandalism to computers, computer software, or computer network	3 days suspension and restitution	5 to 10 days suspension and possible recommendation for expulsion and restitution/ alternative school	
15. Unauthorized use of computer hardware, software or the internet	Refer to assistant principal who may suspend up to 10 days and/or recommend expulsion/ alternative school		
16. Sexual harassment Verbal or Non-Verbal (written, gestures, etc.)	3 days suspension	5 days suspension	10 days suspension and/or recommend expulsion/ alternative school
17. Failure to report to the office	3 days suspension	5 days suspension	10 days suspension and/or recommend expulsion/ alternative school
18. Being on school property while under suspension	5 days suspension	Refer to assistant principal who may suspend up to 10 days and/or recommend expulsion/ alternative school.	

19. Harassment (Racial, religious, verbal, non-verbal)	1 Day ISS	2 Days ISS	3 Days OSS
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*NOTE: The penalty listed is for the first offense. In most cases, the first offense will result in recommendation for expulsion. If student is not expelled for the first offense, a second offense will result in immediate suspension and a recommendation of expulsion.

LEVEL III - CRIMINAL CONDUCT

For all Level III offenses, the punishment will be up to 10 days suspension from school and/or recommendation for expulsion and/or notification of authorities.

1. Major fighting (fighting that endangers the safety of others and/or fighters that refuse to stop fighting after being told by staff member and/or have to be physically restrained to stop)
2. Assault and battery
3. Extortion
4. Bomb threat
5. Possession or transfer of dangerous weapons
(PROHIBITED WEAPON: Knife with a blade over two inches long, a blackjack, a dirk (a stabbing knife such as a switchblade), a metal pipe or pole, metal knuckles, razor, razor blade, martial arts throwing star, BB gun, pellet gun, or any other deadly weapon usually used to inflict personal injury. To determine the length of a knife blade, it will be measured from the tip to where the blade and handle (casing) meet. Box cutters and utility knives containing blades are also prohibited on school/district property. (See SC 16-23-430).
6. Use or display of weapon in a threatening manner
7. Sexual offense; physical sexual harassment
8. Indecent exposure
9. The distribution, selling, possession of, use of, or being under the influence of any controlled substance (drugs, narcotics, alcohol or counterfeit), or unauthorized substance.
10. Threatening, abusing, harassing, or intimidating a faculty or staff member
11. Calling 911
12. Pulling fire alarms
13. Major vandalism (more than \$100)
14. Major theft (more than \$100)
15. Possessing or igniting fireworks or explosive devices (smoke bombs, stink bombs, firecrackers, etc.)
16. Possession of or receiving stolen goods (more than \$100)
17. Arson or attempted arson of school property

THE SOUTH CAROLINA CODE OF LAWS REQUIRES THAT EACH STUDENT BE GIVEN THE FOLLOWING NOTIFICATION

If a student is convicted of or adjudicated delinquent for assault and battery against school personnel or assault and battery of a high and aggravated nature against school personnel, or a violent crime, the court will notify the school in which the student is enrolled or intends to enroll. Each teacher in whose class the student is enrolled will be

notified of the student's conviction. This notification will be made each year the student is enrolled in school. In addition, information concerning the conviction must be placed in the student's permanent school record and must be forwarded with the permanent record if the student transfers to another school.

BULLYING

Chesnee High School supports the nationwide approach to “zero tolerance” in regards to bullying. Bullying, harassment, or taunting will be considered a serious offense and will be dealt with severely.

SEXUAL DISCRIMINATION AND HARASSMENT OF STUDENTS

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which does the following: (1) is made a condition so that submission to such conduct is either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) has an educational consequence, so that submission to or rejection of such conduct is used as a basis for an educational decision affecting a student; or (3) is an offensive educational interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to, the following: (1) verbal harassment including epithets, sexually offensive comments or slurs; (2) physical harassment or physical interference with movement or work; or (3) visual harassment such as sexually offensive cartoons, drawings or posters. Sexual harassment is prohibited against members of the opposite sex as well as against members of the same sex.

Behavior Which Constitutes Inappropriate Conduct of a Sexual Nature with Students

Inappropriate conduct of a sexual nature by an employee toward a student includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include any behavior by an employee towards a student, which would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the opposite or same sex.

Behavior Prohibited of All Employees and Students

No employee or student of this District will create a sexually hostile, offensive, or charged educational environment for any student by engaging in any sexual harassment or inappropriate conduct of a sexual nature with a student. No employee or student of this District will assist any individual in doing any act that constitutes sexual harassment or inappropriate conduct of a sexual nature against any student.

Any student who believes that he/she has been the object of, or witness to, sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with the principal or designated contact persons at his/her school. A parent may also file a complaint on behalf of his/her child. However, under no circumstances will a student or

employee be required to first report such allegations to the principal or designated contact persons if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the student or employee should file the complaint with the District's Title IX Coordinator. All allegations will be investigated in an appropriate manner.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct conducted by the District or by an appropriate governmental agency. No employee or student of this District will take any action to discourage any student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature. The District's Sexual Harassment Policy can be accessed in its entirety at www.spartanburg2.k12.sc.us.

Sexual Discrimination and Harassment of Students

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which does the following: (1) is made a condition so that submission to such conduct is either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) has an educational consequence, so that submission to or rejection of such conduct is used as a basis for an educational decision affecting a student; or (3) is an offensive educational interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to, the following: (1) verbal harassment including epithets, sexually offensive comments or slurs; (2) physical harassment or physical interference with movement or work; or (3) visual harassment such as sexually offensive cartoons, drawings or posters. Sexual harassment is prohibited against members of the opposite sex as well as against members of the same sex.

Senior Pranks: Any senior caught violating administrative rules covered under Level III- Criminal Conduct offenses, resulting in a multiple day suspension, and considered to be a senior prank will result in that senior losing the right to participate in graduating exercises with his/her class in addition to any other punishment imposed by administration. This is a standard set forth by Spartanburg County District 2 and will be adhered to strictly.

SCHOOL BUS DISCIPLINE POLICY

The School Board of Spartanburg County School District Two, the Superintendent and District Administrators are concerned about the health and safety of all students in the district. Therefore, we are certainly concerned about student passengers and driver safety where buses are concerned. Although riding a bus is a privilege afforded our students, the Board and District Administration feel that this privilege should not be abused. Necessary action will be taken promptly at all times. Where there is evidence of misconduct by either the passengers or drivers on our buses, immediate action will be taken to correct the situation and/or remove the passenger(s) or driver(s) from the bus (es).

The Directors of Transportation will have the responsibility of supervising the drivers, and the respective school principals and/or assistant principals will investigate and enforce the bus discipline code of the district in dealing with passengers.

The South Carolina Code of Laws Section 59-67-240 specifically addressed the topic of conduct where bus passengers are concerned. 59-67-240. Other duties of driver: discipline of pupils for misconduct.

The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all his pupils are dismissed by the school faculty and safely aboard his bus. He also shall take particular notice along his route in the mornings and give pupils within sight a reasonable time in which to board the bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to the governing head of the school to or from which the pupils are transported any misconduct or any violation of the driver's instructions by any person riding in his bus.

District boards of school trustees in this state may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or for violating instructions of the driver.

This section and others which are applicable to buses and pupil transportation will be used to enforce appropriate student conduct on all District Two buses.

Neither the Board of Trustees, Superintendent, nor the District Two Administrators will tolerate behavior that might lead to an accident or injury on our buses. The privilege of riding a bus will, when necessary, be denied as the safety of District Two students is of utmost importance.

The state law states that the school bus driver shall be responsible for the conduct of the passengers while riding in the bus under his control, and that the driver shall report to the school authorities, to or from which the students are transported, any offenses committed by the student on the bus.

Each bus driver should know the students who are to ride his or her bus. If a bus driver permits an unauthorized student to ride his/her bus, he/she will be subject to a possible suspension.

Realizing that the maintenance of good discipline on a school bus is a very difficult task, our drivers need all the help which the principals can render to them. Each school bus incident report is to be mailed to parents.

All existing regulations and laws in the state of South Carolina, as they apply to pupil transportation, will be enforced by the appropriate school officials and/or other authorities. These regulations/laws will be applied to any reported misconduct and subsequent disposition of cases of misconduct.

Should there be misconduct reported that is not addressed in the levels presented here, the individual principals will use their discretion in dealing with the matters. The Directors of Transportation are always available for conferences and/or consultation where misconduct referrals are concerned.

When incidences occur involving students from two or more schools, the administrators in charge of buses at each school shall consult with each other as to the disposition of the problem.

When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension. Should a student ride another bus while under suspension from his/her regular bus, he/she will be subjected to further disciplinary action by his/her school authorities and a parental conference will be required.

Any student who has been referred in any previous year beginning in grade 6 and has reached the point where he/she has been removed from the bus for the remainder of the school year can be removed from the bus for the remainder of any new school year if he/she is referred due to any misconduct on the buses of School District Two. All records (bus referrals) of those students who have been removed from the bus for a school year will be forwarded to the high school principal from the middle schools so that appropriate decisions can be made regarding student misconduct. Care should be taken to see that the Directors of Transportation will also monitor those students who have been chronic problems on the district buses.

IMPORTANT NOTICE—BUS RIDERS *Effective January 5, 2009:* Due to most buses being at or near capacity, parent notes authorizing students to ride on an unassigned bus can no longer be honored automatically. Permission to ride a different bus cannot be granted except in critical circumstances that should be discussed with the student's principal in advance. Unexpected riders can result in overcrowded buses or extra routes. With parent authorization, students have in the past been allowed to ride home with a friend on the friend's bus. To keep numbers within capacity, only students assigned to a bus will be allowed to ride that bus unless an exception is granted for an unusual situation that can be accommodated. We appreciate your understanding as we implement this change with student safety in mind.

Band instruments, sports equipment or bags, book bags and other carry-on items must be held in the lap. If items are too large or the student has too much to hold, other transportation to and from school should be arranged.

Occasionally, bus delays may occur due to driver illness, mechanical problems, etc. To aid parents in obtaining information concerning interruptions in bus schedules, the district has implemented a voice mail telephone service. The bus information number is 461-9888; a message will apprise you of any delays. If you have further questions or need additional information, please call the Transportation Office at 599-9564.

DISCIPLINE LEVELS

LEVEL I- MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES

LEVELS OF MISCONDUCT

1. Disorderly conduct
2. Misconduct at bus stop (depending on severity).
3. Disembarking from the bus at an authorized stop without permission.
4. Entering or leaving the bus by the way of the emergency door.
5. Possessing bottled or canned drinks or food on the bus.
6. Littering on the bus.
7. Standing while the bus is moving or violating other safety procedures.
8. Riding the wrong bus.
9. Continually making loud noises, yelling, etc.
10. Pushing, tripping, general horseplay.
11. Rude behavior directed at passengers.

ENFORCEMENT PROCEDURES

FIRST OFFENSE - Probation/warning given by school administrator. The probation shall remain in effect for the school year in progress. Parental contact made concerning the misconduct.

SECOND OFFENSE - Bus privilege may be denied for up to 10 (ten) school days. Parental contact made concerning the misconduct.

THIRD OFFENSE - Bus privilege may be denied for the remainder of the school year in progress. Parental contact made concerning the misconduct.

LEVEL II- MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES -LEVELS OF MISCONDUCT

1. Disruptive conduct.
2. Misconduct at the bus stop (depending on severity).
3. Smoking on the bus.
4. Throwing objects out of the bus.
5. Throwing objects on the bus.
6. Refusing to sit on an assigned seat.
7. Use of profanity or any abusive language among or between students.
8. Having hands, arms, head, etc. out of windows and/or doors.
9. Any rude, discourteous behavior directed toward the driver patrol and/or monitor.
10. Defacing property (writing, marking on the bus).
11. Rude behavior directed at other passengers (example-threats, stealing).
12. Fighting on the bus.

ENFORCEMENT PROCEDURES

FIRST OFFENSE - Bus privilege may be denied for up to 10 (ten) school days. Parental contact will be made concerning the misconduct.

SECOND OFFENSE - Bus privilege may be denied for the remainder of the year. Parental contact will be made concerning misconduct. Level II behaviors may also require out-of-school suspension, in-school suspension referral to supporting agencies, and/or restitution of property as stipulated in the discipline codes of individual schools.

**LEVEL III-MINIMUM STANDARDS OF STUDENT CONDUCT AND
DISCIPLINARY ENFORCEMENT PROCEDURES
LEVELS OF MISCONDUCT**

1. Criminal conduct.
2. Misconduct at bus stop (depending on severity).
3. Carrying weapons, explosives, fireworks on the bus.
4. Carrying any object that might be used as a weapon on the bus.
5. Persistent uncontrollable conduct.
6. Possession, use, or distribution of alcohol, drugs, or any controlled or unauthorized substances on the bus.
7. Any pushing or tripping that leads to injury.
8. Vandalism - destruction of seats or interior and/or exterior part of the bus.
9. Criminal behavior directed at passengers (sexual offenses, extortion, assaults, theft, or arson).

ENFORCEMENT PROCEDURES

ANY OFFENSE - Bus privilege may be denied for the remainder of the school year in progress. Level III behaviors may also require out-of-school suspension, expulsion, restitution of property, and damage referral to supporting agencies, notification of law enforcement agencies, and/or enforcement of the district drug policy.

**SELECTIONS FROM THE SC CODE OF LAWS
RELATIVE TO THE DISCIPLINE POLICY:**

- 59-63-1110. Any person entering the premises of any school in this state shall be deemed to have consented to a reasonable search of his person and effects.
- 59-63-1120. School administrators may conduct reasonable searches on school property of lockers, Desks, vehicles, and personal belongings with or without probable cause.
- 16-7-160. Illegal use of stink bombs or other devices containing foul or offensive odors. This is a misdemeanor and, if convicted, may be fined for no more than \$3000 or sentenced up to 3 years. This becomes a felony if it causes bodily harm.
- 16-7-170. Entering a public school for the purpose of destroying records, or, in fact, destroying or damaging records is a misdemeanor and, if convicted, shall be fined no more than \$5000 or imprisoned not more than 3 years.
- 16-11-550. Threatening to kill, injure, or intimidate an individual or damage or destroy property by means of explosive or incendiary aids; agrees with; or conspires with shall be guilty of a felony. If convicted, may be jailed from 1 to 15 years.
- 16-23-430. Carrying weapons or other objects which may be used to inflict bodily injury while on school property. This is a felony and, if convicted, may be fined \$1000 or jailed up to 5 years or both.
- 59-63-235. A one-year expulsion for a student who is determined to have brought a firearm to a school or any setting under jurisdiction of a local board of trustees.

- 16-23-420. Carrying or displaying firearms in a public building or adjacent areas is a felony and, if convicted, must be fined up to \$5000 or imprisoned up to 5 years or both.
- 16-3-1040. Unlawful for any person to knowingly and willfully deliver or convey to a teacher, principal or public official any letter, writing, print, electronic communication or verbal communication which contain any threat to take the life of or inflict bodily harm upon them or their immediate families. If convicted, the penalty may be imprisonment of not more than 5 years.

Simple assault and battery (common law). Intentionally inflicting actual bodily harm to another. The fine not to exceed \$200 or 30 days in jail.

- 20-7-8920. Unlawful for anyone under 21 to purchase or possess beer, wine, or other fermented beverages. This is a misdemeanor and a fine of \$25 to \$100 plus court costs.
- 20-7-8925. Unlawful for anyone under 21 to purchase or possess liquor. Any possession is a prima facie evidence that is knowingly possessed. This is a misdemeanor, with a fine of \$100 to \$200, plus court costs or 30 days in jail. It is also unlawful to falsely represent age for the purpose of procuring alcoholic liquors.
- 56-1-746. Driver's license will be suspended for 90 days to 6 months for offenses relating to a person under 21 who possesses or consumes beer, wine, or alcoholic liquors.
- 56-1-745. Six month suspension of a driver's license upon conviction or possession of hashish or marijuana. One-year suspension for conviction of any other controlled substance. If the person does not have a driver's license, the department will not issue a license for the same period of time after the person is eligible to receive one.
- 16-16-10. Computer Crime Act. Unlawful acts involving computers are felonies and/or misdemeanors. The penalties range from fines of \$200 to \$125,000 and imprisonment of 2 to 10 years.
- 16-3-1700. Harassment and Stalking. Misdemeanors that carry a fine of \$200 to \$1000 and 30 days to 1 year imprisonment or both.
- 44-53-110. Possession of drug paraphernalia.
- 44-53-1110. Aromatic hydrocarbons shall not be used as intoxicants. This is a misdemeanor and, if convicted, the fine is not to exceed \$100 or 30 days in jail.
- 59-63-280 *Possession of an emergency paging device by public school students under age 18 is prohibited unless the student needs the paging device for a legitimate medical reason. A student over 18 must be an active member of a firefighting organization or emergency medical service. The pager is forfeited to the school district.*

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

Bureau of Disease Control • PO Box 101106 • Columbia, SC 29211-0106 • Phone (803) 898-0861 •
www.scdhec.gov/health/disease/

SCHOOL EXCLUSION LIST-1st through 12th grades

Dear Parent/Guardian:

We are asking your help to keep your child's school a healthy place to learn. **We request that you keep your child out of school, including before- and after-school childcare, when he or she has an illness that can be spread to others.** DHEC has developed Exclusion Lists to help parents decide when children are too ill to go to school. The School Exclusion List applies to all students in grades 1-12, except those students identified as Medically Fragile. The School Exclusion List describes conditions and illnesses that keep students out of school, and the types of notes needed for students to return to school when they have been sick. Your school may give you a brochure explaining the School Exclusion List. The brochure is also found on the DHEC website shown below. If your school-age child is medically fragile, your school may give you a brochure explaining the Child Care Exclusion List.

If your 1st through 12th grade child has one of the conditions on the list, please contact your school nurse or principal as soon as possible. If your child is too ill to attend school, please keep him or her out of before- and after-school childcare.

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child's immunizations are up-to-date, and by teaching your child to wash his or her hands often. If you have any questions about the School Exclusion List or about ways to help your child stay healthy, please call your child's school or your local health department. Thank you for helping us to keep South Carolina's schools healthy places to learn.

You can find more information about the **School Exclusion List** on the Internet at:
www.scdhec.gov/health/disease/exclusion.htm.

Sincerely,

Jerry Gibson, MD

Chief, Bureau of Disease Control

Title IX, Section 504, and Title II of the Americans with Disabilities Act of 1990 Grievance Procedures

Spartanburg County School District Two recognizes that in accordance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances. These complaint procedures will be placed on bulletin boards of schools and will be distributed to parents and students.

A grievance is defined herein as a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal Laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. The right to file a complaint shall be afforded to any parent, employee, and/or student and shall begin with a written statement by said parent, employee and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. The name and address of the party or parties alleging the violation, and
- b. A description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to the Title IX of the Educational Amendments of 1972 should direct these inquiries to the District Office, Spartanburg County School District Two, Administration Building, 4606 Parris Bridge Rd. Boiling Springs, SC 29316. Telephone 578-0128.

Persons who desire to register complaints relative to Section 504 of the Rehabilitation Act of 1972 or Title II of the Americans with Disabilities Act should direct these inquiries to the Superintendent, Spartanburg County School District Two, Administration Building, 4606 Parris Bridge Rd. Boiling Springs, SC 29316. Telephone 578-0128. Upon receipt of a complaint, Spartanburg County School District Two shall adhere to the following procedures:

1. The superintendent shall investigate the alleged violation within 15 days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The superintendent shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.

Upon receipt of the superintendent's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Board of Trustees within thirty (30) days.

Spartanburg County School District Two, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the Americans with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in employment/provision of educational opportunities.

Contacts: Section 504- Title IX—Brantley Enloe

Título IX, sección 504, y título II del acta: Ciudadanos Americanos con Discapacidades de 1990 el Sistema de trámite de quejas

El distrito dos de la escuela del condado de Spartanburg reconoce que de acuerdo con el título IX de las enmiendas de la educación de 1972 y de la sección 504 del acto de la

rehabilitación de 1972, un procedimiento está requerido para que los padres, los empleados, y los estudiantes puedan ser asegurados de una disposición pronta y justa de sus quejas. Estos procedimientos de queja serán puestos en tabloncillos de anuncios en las escuelas y distribuidos a los padres y a los estudiantes.

Un agravio se define como una queja escrita o una queja formal, colocado por los individuos identificados, implicando una violación alegada de las leyes o de las regulaciones federales que gobiernan el título IX, la sección 504, y el título II por la agencia educativa local. El derecho de presentar una queja será otorgada a todos los padres, empleados, y/o estudiante y comenzará con una declaración escrita por el padre, el empleado y/o el estudiante dichos alegando una violación de la ley federal o incluirá, como mínimo, la información siguiente:

- a. El nombre y la dirección del partido o de los partidos que alegan la violación, y
- b. Una descripción de la violación alegada de la ley o de la regulación federal por la agencia educativa local.

Las personas que deseen presentar quejas relativas al título IX de las enmiendas educativas de 1972 deben dirigir estas investigaciones a la oficina del distrito escolar número dos, oficina de administración, calle 4606 Parris Bridge Boeing Springs, SC 29316. Teléfono 578-0128.

Las personas que deseen presentar quejas con relativas a la sección 504 del acta de Rehabilitación de 1972 o Título II del Acta Ciudadanos Americanos con Discapacidades, deberán dirigir estas investigaciones al superintendente, del distrito dos, Oficinas de administración, calle 4606 Parris Bridge Road, Boiling Springs, SC 29316. Teléfono 578-0128. Al recibir la queja, el distrito escolar número dos de la ciudad de Spartanburg se sujetara a los siguientes procedimientos:

1. El superintendente investigará la violación alegada en el plazo de 15 días a partir de la fecha que se recibe y que rendirá una resolución escrita de la queja dentro de treinta (30) días.

2. El superintendente proporcionará una oportunidad para que los demandantes o el representante del demandante o ambos, a presentar la evidencia, incluyendo una oportunidad de hacer preguntas a los partidos implicados.

Y una vez recibidas, el superintendente, encontrara una resolución a las quejas, los partidos o partido tienen el derecho de alegar sobre la decisión a los de la mesa directiva dentro de treinta (30) días.

Pour l'information en concernant le titre IX entrez en l'information concernant la section 504 entrent en contact avec svp Brantley Enloe à la zone deux (864 578 0128) d'école de Spartanburg.



Spartanburg County School District 2

DIRECTORY INFORMATION

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web (a part of the Internet), or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, etc.).

The Family Educational Rights and Privacy Act allows schools to release “directory information,” i.e., student’s name, address, telephone number, date and place of birth, photograph, subjects of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, the most recent previous school attended, and other similar information. In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student’s information disclosed. If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.

EDUCATION RECORDS

A student’s cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

1. *To inspect and review the student’s education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *To request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)*

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the

school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. *To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. *To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*
Contact information for the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CHS Alma Mater

**Our strong band shall ne'er be broken
It shall never die,
Far surpassing wealth unspoken,
Sealed by friendship's tie.**

***Chesnee High School thy dear name,
Deep graven on each heart,
Shall be found unwavering true
When we from life shall part.***

**Memories leaflets close shall twine
Around our hearts for e'er,
And waft us back o'er life's broad tracks
To pleasures long gone by.**

***Chesnee High School thy dear name,
Deep-graven on each heart,
Shall be found unwavering true
When we from life shall part.***

