

“EXPECT MORE”



Chesnee High School

**Student/Parent
Handbook**

2023-2024



Website – <https://chs.spart2.org>

WELCOME BACK Chesnee Eagles!!

I am passionate about education as I believe it is the key to success for our students, our community and our country.

This year, we will work hard to continue the legacy of success established at Chesnee High School by building strong relationships with parents, students, staff and community partners. Driven by a growth mindset, together, we will focus on the use of data to improve instruction and provide challenging opportunities to ensure all of our students are college and career ready.

I am thankful to serve as your principal. I look forward to another great year with our school and community. I plan to do everything I can to put our students and our staff in a position to succeed. My door is always open, and I welcome your input. Please feel free to stop in, e-mail or call and make an appointment to discuss how we can make this year the best it can be!

Best regards,
Mr. G

Erik Gerstenacker
Principal
Chesnee High School
Erik.Gerstenacker@spart2.org

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School Information



Colors – Black and Gold

Eagle – School Mascot

Alma Mater

The Alma Mater has always been an integral part of Chesnee High School. The words truly characterize the spirit of the school. Each student should learn, and when appropriate, sing our Alma Mater.

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

*Mem'ries leaflets close shall twine
Around our hearts for aye
And waft us back o'er lifes broad track
To pleasures gone by.*

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

The Mission of Chesnee High School:

Our mission is to cultivate an exceptional educational environment by maintaining high standards for all, while nurturing students' success, creating socially responsible citizens, and preparing them to excel globally in college and careers.

Spartanburg County School District Two Administrative Staff

Mr. Lance Radford, Superintendent
Dr. Angela Hinton, Asst. Superintendent of Instruction
Ms. Brandi Gist, Chief Financial Officer
Mr. Carlos Brooks, Director of Personnel
Dr. Corey Willimon, Coordinator of Student Services
Ms. Fran Metta, Director of Special Services
Ms. Jan Johnson, Director of Transportation

Spartanburg County School District Two Board of Trustees

Dr. Connie Banks	Mr. Matthew Schubeck
Mr. Seth Breitenbach	Mr. Jason L. Seay
Mr. David Garner	Dr. Sarah R. Simmons
Mr. Johnny N. Jackson	Ms. Connie J. Smith
Mr. Brandon McKillop	Mrs. Rachel Smith Yelton

Chesnee High School Administrative Staff

Mr. Erik Gerstenacker, Principal
Mr. Michael Allen, Assistant Principal
Mr. Steven Olejnik, Assistant Principal
Mr. James Hyatt, Athletic Director

Guidance

Mrs. Donna Tucker, Director of Guidance Services
Mrs. Ashley Height, Counselor
Mrs. Lindsey Steven, Career Development Facilitator

Office Personnel

Mrs. Karen Mauney, Receptionist
Mrs. Pennie Stacey, Bookkeeper
Mrs. Tammy Cannon, Attendance Clerk
Mrs. Carey Burns, School Nurse
Rick Pearson, School Resource Officer

Important Telephone Numbers

Chesnee High School 864-461-7318
CHS Fax 864-461-4137
District Two Offices 864-578-0128
Swofford Career Center 864-592-2790
Transportation Office 864-599-9564

Chesnee High School Student Council

Freshmen Elections will be held by the end of August

Student Body Officers 2023-2024

Student Body President
Vice President
Secretary/Treasurer

Amy Rae Breitenbach
Rachel McKinney
Margo McDowell

Senior Class Officers

Senior Class President

Kimber Lipscomb

Junior Class Officers

Junior Class President

Carter McClain

Sophomore Class Officers

Sophomore Class President
Sophomore Vice President
Sophomore Secretary/Treasurer

Abby Herrington
Hayden Roberts
Jenna Byrd

Chesnee High School Clubs and Organizations

Athletics	Mr. James Hyatt
BETA Club	Mrs. Nikki Hannah
Book Club	Mrs. Holly Rice
Chorus	Mr. Justin Williams
Freshmen Sponsors	
Gaming Club	
JROTC	CW3 Joseph Brooks
Junior Sponsor	Mr. Justin Williams
Marching Band	Mr. Akeem Down
Miss CHS Scholarship Pageant	Mrs. Tammie Burrows
National Honor Society	Chief Joseph Brooks
Orchestra	Mrs. Tammie Burrows
Robotics	Dr. Meredith Spano
Senior Sponsor	Mrs. Kelly Crain and Mrs. Terri Kimbrell
Sophomore Sponsor	Mrs. Sylvia Landrum
Student Council	Mrs. Dawn Lipscomb
Yearbook	Mrs. Megan Coffey



Academic Procedures

Course Descriptions

1. **Instructional Support Courses:** These courses provide a structured classroom environment where students work at their individual levels and at their own pace.
2. **Swofford Career Center Courses:** These courses are designed for students who are interested in pursuing an education in the technologies and are offered at the Swofford Career Center. The courses incorporate real life applications and hands-on experiences into the teaching of academic subjects. These courses are designed for students who are planning to enter a technical college or the work force upon completion of high school.
3. **College Preparatory Course:** These courses are designed to prepare students for admission to the world of work, technical schools, two-year colleges, or four-year colleges and universities. Students in this track will have required courses that they must take in order to receive a high school diploma and to be prepared for post-secondary studies. Students should work with their counselors to ensure that they are taking the necessary courses.
4. **Honors Courses:** These courses lead to an advanced placement level course. To participate, students must meet the honors course guidelines. The courses are academically challenging, requiring independent study and the use of higher thinking skills. Students taking these courses will be expected to take the AP level courses.
5. **Advanced Placement Courses:** Advanced Placement (AP) courses are designed to provide college level instruction in high school. Students who successfully complete these courses may be given credit for college work (depending upon the college or university). AP courses are rigorous and demanding of the student's work and time.
6. **Dual Enrollment Courses:** Dual Enrollment courses are offered on our campus in conjunction with Spartanburg Community College and on campus at the SCC Giles and Cherokee Campus.
7. **Virtual Courses:** Students have the opportunity to either recover course credit or earn initial credit through the SOUTH CAROLINA VIRTUAL SCHOOL PROGRAM or through the APEX Learning Program.

Enrollment Policy

- To remain a student at Chesnee High School, students must maintain satisfactory attendance, behavior, and academic work in all scheduled classes. Minimum scheduled classes are as follows:
 - 12th Grade:** Five Classes per year (At least 2 per semester)
 - 11th Grade:** Three classes per semester
 - 10th Grade:** Eight (8) units per year
 - 9th Grade:** Eight (8) units per year
- Failure to maintain regular attendance and satisfactory academic work in all required units may result in the disenrollment of the student and possible referral to the court system for irregular school attendance.
- All students will enroll in an English and Math course each year until all required English and Math courses have been completed.
- The district will permit, with school principal approval, early dismissal of those juniors and seniors meeting requirements to graduate. The student must be enrolled in at least three courses. If a senior has dual enrollment at one of the local colleges, proof of the dual enrollment must be provided to the guidance counselors at schedule pick-up and fee payment time.

Initial Registration

1. Registration takes place during individual guidance conferences or when a new student enrolls in school.
2. All students will be given information about courses and assistance in their selection.
3. Teacher recommendations are required for enrollment in academic courses with specific criteria. (Examples include English, math, chorus, and band).
4. Parents may request a student be placed in a different level of a course (a level other than that recommended by the teacher) by signing a conflict form. This may not apply to Advanced Placement courses.

Schedule Change Guidelines

1. **Course change following initial schedule request:** When requested by a parent or student by the published deadline, counselors will attempt to accommodate the request.
2. **Level changes:** At the request of teacher or parent, the student may be rescheduled into a different level course.
3. **Schedule errors:** Corrections will be made as soon as they are discovered by guidance staff or are requested by parents or students. Efforts will be made to schedule changes within the same class period. However, to accommodate the new schedule, changes in more than one period may occur.
4. **Alternate elective course scheduled instead of first choice elective course:** Courses will not be changed for this reason. Students should make sure they are selecting appropriate alternatives.
5. **Scheduled course was passed in summer school:** Counselors will make schedule corrections as soon as summer school grades are completed or when student or parent provides copy of final summer school report card. These requests should be made before the start of the first day of school.
6. **Student fails required or prerequisite course:** Counselors will make schedule changes as soon as end of year or summer school grades are completed. While efforts will be made to keep changes within the same period, more than one period may change to accommodate the new schedule.
7. **Student fails required or prerequisite course during first semester:** Seniors will have priority. Changes for other students will be on a space available basis. Students should request schedule change as soon as they know credit will not be awarded in a course.
8. **Students scheduled for a teacher from a previously failed course:** Students will be allowed to change teachers when possible. Requests should be made prior to the first day of school.
9. **Students who receive an FA in a required course:** Counselors will reschedule the students to retake courses failed due to attendance issues. Students can make up the required attendance time through Attendance Recovery (See Attendance section).
10. **As per state regulations, students may not change a course after five school days.**

Course Drop/Add Procedures

1. Students who need to drop or add a course must do so in the first five days of each semester. After that date, dropped courses will be given a "withdrew failing" which results in a grade of "F" for the course and a 50 being calculated into the grade point average (GPA) for class rank purposes.
2. Students who drop a Dual Enrollment course after the 5 day deadline, will be required to enroll in a Chesnee High School course for that class period.

Graduation

The graduation exercise is an important milestone in a student's life. Students will be permitted to participate in the graduation exercise only if they meet ALL REQUIREMENTS.

To receive a high school diploma, students must do the following:

- a. Complete the minimum units prescribed for a state high school diploma.
- b. Meet the attendance requirements for all courses in accordance with the attendance policy.

Accelerated Graduation

Students who desire to graduate prior to their peer group graduation must complete an Application for Early Graduation and schedule a conference with their guidance counselor. The principal or his designee must meet with the student and his/her parents concerning this request. **Specific guidelines will be discussed at that time.**

Class Rank

Class rank will be determined by the state uniform 10 Point Grading scale listed below. Classes that will receive extra weight for the purpose of determining class rank or grade point average (GPA) are designated in the course title. Specific questions about course weight should be directed to the guidance office.

Average	Grade	College Prep	Honors	AP/IB/Dual Credit		Average	Grade	College Prep	Honors	AP/IB/Dual Credit
100	A	5.000	5.500	6.000		71	C	2.100	2.600	3.100
99	A	4.900	5.400	5.900		70	C	2.000	2.500	3.000
98	A	4.800	5.300	5.800		69	D	1.900	2.400	2.900
97	A	4.700	5.200	5.700		68	D	1.800	2.300	2.800
96	A	4.600	5.100	5.600		67	D	1.700	2.200	2.700
95	A	4.500	5.000	5.500		66	D	1.600	2.100	2.600
94	A	4.400	4.900	5.400		65	D	1.500	2.000	2.500
93	A	4.300	4.800	5.300		64	D	1.400	1.900	2.400
92	A	4.200	4.700	5.200		63	D	1.300	1.800	2.300
91	A	4.100	4.600	5.100		62	D	1.200	1.700	2.200
90	A	4.000	4.500	5.000		61	D	1.100	1.600	2.100
89	B	3.900	4.400	4.900		60	D	1.000	1.500	2.000
88	B	3.800	4.300	4.800		59	F	0.900	1.400	1.900
87	B	3.700	4.200	4.700		58	F	0.800	1.300	1.800
86	B	3.600	4.100	4.600		57	F	0.700	1.200	1.700
85	B	3.500	4.000	4.500		56	F	0.600	1.100	1.600
84	B	3.400	3.900	4.400		55	F	0.500	1.000	1.500
83	B	3.300	3.800	4.300		54	F	0.400	0.900	1.400
82	B	3.200	3.700	4.200		53	F	0.300	0.800	1.300
81	B	3.100	3.600	4.100		52	F	0.200	0.700	1.200
80	B	3.000	3.500	4.000		51	F	0.100	0.600	1.100
79	C	2.900	3.400	3.900		0-50	F	0.000	0.000	0.000
78	C	2.800	3.300	3.800		50	WF	0.000	0.000	0.000
77	C	2.700	3.200	3.700		50	FA	0.000	0.000	0.000
76	C	2.600	3.100	3.600			WP	0.000	0.000	0.000
75	C	2.500	3.000	3.500			P	0.000	0.000	0.000
74	C	2.400	2.900	3.400			NP	0.000	0.000	0.000
73	C	2.300	2.800	3.300			AU	0.000	0.000	0.000

72	C	2.200	2.700	3.200						
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Graduation Honors

Selection of Valedictorian, Salutatorian, Honor Speakers; Membership in Honor Organizations, and other Appropriate Awards

1. Criteria for consideration will include:
 - a. Ranking for honors is determined by weighted grade point average based on 8 semesters of high school.
 - b. For Valedictorian and Salutatorian, students must have been enrolled for at least 4 semesters prior to selection at Chesnee High School and may not have participated in the Scholars Academy Program.
 - c. Exchange and early graduation students(both one semester early graduates, and whole year early graduates) will not be eligible for Valedictorian and Salutatorian and will not be eligible for honor speakers for the graduation ceremony.
 - d. Only grades transferred from a regionally accredited high school will be considered and will be computed on the scale of the local high school.
 - e. If a tie exists, students will share the honor.
 - f. A student with a withdrawn failing (WF) or failure due to attendance (FA) grade will not be considered.
 - g. Courses and grade weights to be used in determining these honors will be published in advance by the high school.
2. Requirements for Valedictorian, Salutatorian, and Honors Speakers
 - a. **Valedictorian**--This is the student with the highest GPA at the end of eight semesters of high school. This also includes Carnegie unit courses taken in the middle school. In addition, four semesters must be completed at Chesnee High School and the student may not have participated in the Scholars Academy Program at any point during their high school years.
 - b. **Salutatorian**--This is the student with the second highest GPA at the end of eight semesters of high school. This also includes Carnegie unit courses taken in the middle school. In addition, four semesters must be completed at Chesnee High School and the student may not have participated in the Scholars Academy Program at any point during their high school years.
 - c. **Honor Speakers**--These are the next three students in rank according to GPA at the end of eight semesters of high school. This also includes Carnegie unit courses taken in the middle school, four semesters must be completed at Chesnee High School and the student may not have participated in the Scholars Academy Program at any point during their high school years.
 - d. Current or prior students of the Scholars Academy are not eligible for Valedictorian, Salutatorian, or Honor Speaker awards. However, they are eligible to serve as Junior Marshalls during Chesnee High School graduation ceremonies.
 - e. The Valedictorian, Salutatorian, Honor Speakers, President of Student Body and President of Senior Class will be seated on the stage during the graduation ceremony at Chesnee High School.
3. Requirement for Attendance Recognition--Only students who have had at least 12 years of perfect attendance will be recognized during the Chesnee High School Awards Day and graduation.
4. Honors organizations--Chesnee High School has the National Honor Society, National Vocational and Technical Honor Society, and the National Beta Club for students who excel in academics, character, and citizenship. Membership is by invitation. Only juniors and seniors can become members of the National Honor Society.

Scholastic Awards and Recognition Programs Course

1. A number of scholarship opportunities are available to deserving seniors each year. Students should check with the guidance office about scholarships and/or financial aid information.
2. Various scholastic awards given during the school year are available to all students. These awards are normally selected from students who have shown merit in academics, leadership, character, responsibility, need, discipline, and service to school and community.
3. Honor Cords, at Chesnee High School, is a token consisting of twisted cords on either end awarded to members of the honor societies or for various academic achievements. Only Honor Cords granted by Chesnee High School or the Swofford Career Center may be worn at graduation.

4. Many outside organizations and companies also offer scholastic opportunities and awards that students can apply for during the school year. All students should check regularly with the Guidance Office and be alert to all announcements pertaining to awards and scholarships distributed through Chesnee High School.

Grading Scale

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	Less than 60

Exams and End-of-Course Tests

1. Each one unit, semester course will have a final examination.
2. End-of-Course exams will count as 20% of the one-unit semester grade as per State Department of Education regulations.
3. Final exams count 20% of the one-unit semester grade.

In order to better prepare students for post-secondary educational experiences, students at Chesnee High School will not be permitted to exempt final exams. Final exams also may not be taken at a time other than scheduled exams days without the permission of the principal. No student will be permitted to take an exam early without permission of the principal or a medical excuse. End-of-course tests also may not be exempted. Parents are encouraged to check exam schedules before scheduling vacations. Exams will not be rescheduled for personal family vacations.

Make Up Work Procedures

1. Any student who has been absent will be allowed to make-up the work when the request is promptly initiated by the student to the subject teacher.
2. Make-up times and schedules are at the discretion of the subject teacher. It is highly recommended that students make up work missed within a week of their absence.
3. Students who fail to make up work by the end of the grading period will be given a final grade with the missing work averaged as a zero.
4. Special circumstances surrounding grades must be discussed with the Assistant Principal.

Cheating/Plagiarism

If a teacher suspects cheating or plagiarism, on a first offense the teacher will resolve the issue. The student will receive a grade of zero for the work and/or be required to redo the assignment at the teacher's discretion. The teacher will document the occurrence and the solution to the problem. Parents will be contacted by the teacher and the appropriate grade level principal will receive notification of the incident and the parent contact. Subsequent violations of cheating and plagiarism are covered under the discipline code (See Level I Offenses).

Transcripts

1. Chesnee High School will furnish free transcripts to colleges or organizations upon request of the student as long as the student is currently enrolled.
2. Transcripts should be requested through the guidance office.
3. Graduate transcripts are stored on site for five years. If a student requests a transcript after graduation, a fee of \$15.00 will be charged regardless of the number already issued. The request can be made at <https://needmytranscript.com/chesnee-high-school>

Off-Campus Courses, Transcripts, GPA's, and Class Rank

1. On the 4 x 4 block schedule a full load of classes is considered to be four (4) classes. No classes above four (4) per semester may be counted in the GPA or class rank calculation without prior approval of the principal.
2. If a student is taking four classes in a semester, a class taught on the high school campus cannot be dropped or deleted from the grading system to make room for inclusion of an off-campus course without prior approval of the principal.
3. No correspondence or online courses may be counted in the calculation of class rank or

GPA without prior approval of the principal. Courses taken through the South Carolina Virtual School Program (SCVSP) which have been approved by the guidance counselor will be counted toward calculation of class rank and GPA. Students may not enroll in SCVSP courses unless they have permission of the director of guidance.

4. Dual enrollment courses with a local college, university, or technical school are permissible provided the course is covered by an articulation agreement. The course must be a traditional course with an instructor or monitor present during classes and testing.
5. A dual enrollment course that carries a credit of 3 semester hours will be the equivalent of a 1 unit high school honors course.
6. Dual enrollment courses are elective credits and may not take the place of a required course or core course for graduation.
7. An off-campus course that is included on a transcript must be offered by an accredited school.
8. When a student transfers from another school these guidelines will be used to determine the disposition of any off-campus courses taken at their previous school.
9. It is the intent of this policy to ensure that students have an equal opportunity to take courses that are a part of the GPA and class rank calculation. The policy is intended to prevent a student from having an unfair advantage of taking extra courses that other students may not be able to take.
10. The State Board of Education regulations give to the local school district the authority to determine the disposition of any elective courses or off campus courses.

Credit Recovery Program

The Credit Recovery Program is a service provided by the academic assistance program of the school. The following guidelines are to be followed to recover credit.

1. Students who have failed select coursework in grades 9-12 are eligible for recovery credit. They must have made a grade no lower than a "50", or obtain permission from an administrator.
2. In order to be eligible for recovery credit via the APEX Learning System, failing students should be recommended by their teacher, guidance counselor, or principal.
3. For courses that have end-of-course test requirements, students must also have completed the EOC test in order to be eligible for recovery.
4. When a student successfully recovers the credit for a failed course, s/he will receive a "P" as the letter grade. When a student fails to recover the credit for a failed course, s/he will receive an "NP" as the letter grade. The course and grade information will display on the student's transcript.
5. The APEX mastery level for each course recovery module is set at 70%.
6. Students are eligible to retake a given course via APEX only once. Upon failure of the APEX course, the student will be scheduled to re-take the twice-failed course in the traditional classroom setting.
7. Early Dismissal will not be available for any senior who needs to recover a course required for graduation.
8. Credit recovery attempted through the SCVSP must be approved by the Director of Guidance and will fall under the above guidelines.
9. Upon successful completion of a Credit Recovery Course, the student's transcript will reflect the appropriate high school credit (.5 or 1.0) with a "P" for the final grade. The previously attempted course will remain unchanged on the student's transcript in accordance with the SC Uniform Grading Policy.

Guidelines for Grading Students Who Are Expelled

When a student is expelled during the course of a semester or year, the student will receive a "WF" in all courses that they are currently taking. If a student's expulsion runs into the next grading period, the student will not receive any grades in any course until they re-enroll in school. Since the student will not be enrolled in school they cannot be enrolled in PowerSchool and thus will not receive a report card. Exception: If a student is being expelled at the end of a semester or year, the principal in consultation with the superintendent can decide to offer the student the opportunity to complete one or more courses and receive the grade they have earned. These students can also be allowed to

complete their course work during the summer in Recovery School. This assumes that the student is passing the class, is not behind in his/her work, and has little to do to complete the course. This further assumes that the student can complete the work without being a threat to other students or a disruption to the school.

Attendance and Tardy Procedures

What to do when you are absent

1. Each time you are absent, turn in your note or excuse from home/doctor to the attendance office the day you return to school. This is a must for each absence for a full or partial school day.
2. Notes (home or medical) must be turned in within five days of returning to school. Excuses submitted after 5 days are evaluated on a case by case basis at the discretion of the principal. In order to be considered all medical excuses more than 5 days old must be sent directly from the medical provider's office. This will be strictly enforced for the school year.
3. Students may not miss more than five times per course per semester and three times per quarter course. Absences coded as SC-UNEX (unexcused), SC-DSML (dismissal), SC-PN (parent note), or SC LATE (late arrival) count towards the five permissible absences. Absences exceeding the maximum of five will result in the student receiving an FA (failure due to attendance) on his or her report card. For information on recovering attendance, see the Attendance Credit for Class section.
4. As stated above, parent notes count toward the five permissible times absent per semester course and the three permissible times absent per quarter course.

Early Dismissal from School

No staff member will excuse any student from school prior to the end of the school day or into any person's custody without the direct, prior approval and knowledge of the principal or assistant principal. The principal or assistant principal will authorize early or otherwise irregular dismissal only when it is requested in person or in writing by the student's parent/legal guardian. The parent/legal guardian must request all non-emergency early dismissals in writing prior to the time of the requested dismissal. All students must be signed out in the office when leaving school early. Personal identification will be required. The district may request photo identification prior to dismissing a student. For children whose parents are divorced, the school will dismiss the student into the custody of the parent with legal custody. The school will release the child to either parent if the parents are divorced and have joint custody. The school will release a child to a non-custodial parent only if there is written permission to do so signed by the custodial parent and on file at the school office. Where possible, a copy of the parent's custody papers should be filed with the school office.

Procedures for Early Dismissal

1. Only a parent or guardian or their designated adult representative may sign a student out of school. Parents may designate other family members, who are adults, to sign a student out. However, we must have this in writing and on file in the attendance office.
2. All early dismissals must be completed through the attendance office. Students who leave without following proper procedures will be considered cutting class and disciplined.
3. Picture identification is required for anyone signing a student out of school.
4. Students will be dismissed with a parent phone call only after CHS confirms by a return call to the number listed in our database. Parents should ensure that we have correct work and home numbers on file. Phone numbers supplied by the student, but not in the school's database, will not be called.
5. Students should deliver notes to the Attendance Clerk in the morning before school. The note should contain the reason for requesting early dismissal, time for the early dismissal, and a phone number where a parent or guardian can be reached to confirm the note. The telephone number on the note should be the same as one that we have on file in our database. Phone numbers supplied by the student, but not in the school's database, will not be called.
6. Students should report to the attendance office before the early dismissal time to pick up the hall pass. They should show the hall pass to their teacher at the beginning of the dismissal

period. This will give them permission to leave class at the time of the early dismissal. It is the responsibility of the student to leave at the appropriate time and not wait for a reminder from the teacher.

7. No student will be dismissed early unless the parent has confirmed the early dismissal through a return phone call from the Attendance Clerk. It is the parent's responsibility to make sure all phone numbers in the school's database are correct and up-to-date. Calls will not be made to numbers not in the database.
8. Students will not be allowed to drive other students home unless they also have received an Early Dismissal pass from the Attendance Clerk.
9. **There will be no telephone dismissals during Final Exams, Standardized Testing, or on special event days throughout the school year.**

Excusing Absences for All Students

1. The attendance office will accept parent notes (for lawful absences defined as sickness or death in the immediate family or recognized religious holidays) up to three school days after the absence.
2. If a note is presented for an early dismissal for a lawful reason, then another note excusing the absence is not necessary. However, students dismissing for medical reasons who see a doctor should turn in a medical note upon their return to school. **Medical excuses from the doctor's office will not be accepted if submitted more than five days following the absence. It is the student's and/or parent's responsibility to turn these notes in or have them faxed directly from the doctor's office within the five-day time limit. Medical excuses that are submitted more than five days after the absence will be accepted at the discretion of the principal and must be sent to the school directly from the doctor's office.**

Arriving to School Late (Bus Riders)

Students on late buses must sign in with the attendance office. They will be given a pass to class and will have five minutes from the time marked on the pass to report to class or they will be given a tardy. Since an absence caused by a late bus is a school-created problem, students will be marked present and allowed full make-up privileges for time missed.

Arriving to School Late (Non-Bus Riders)

When arriving to school after classes have begun, use the following procedures:

1. All students who arrive after 8:05 should report to the main office in order to sign in. Students will receive a pass to class.
2. Students who are in violation of the Tardy Policy will meet with their grade level administrator prior to reporting to class.
3. Students who do not report directly to class after signing in will be considered to have Skipped Class.

STUDENTS WHO MISS THE SWOFFORD CAREER CENTER(SCC) BUS OR MASTER SKILLS CENTER (MSC) BUS WILL REPORT TO ISS AND REMAIN THERE FOR THE TIME THEY ARE SUPPOSED TO BE AT SCC or MSC. Students will not be permitted to drive to SCC/MSC. However, parents/guardians/or designated adult may transport their student to SCC/MSC. Students must remain in the ISS room until their parent arrives to take them to SCC. If the student has to stay in ISS, this will count as an unexcused absence to SCC unless cleared by the assistant principal.

Scheduled Early Dismissal, Dual Enrollment, and Service Learning Procedures and Policies

Seniors scheduled for early dismissal or dual enrollment:

1. Head directly to the parking lot to exit from campus. If being picked up (rather than driving off campus), the student must wait ONLY at the main entrance door or immediately outside of the front door. Students may not roam the halls or visit other classrooms and must be picked up or leave campus within 15 minutes of their early dismissal time.
2. Obtain written permission to remain on campus beyond their scheduled departure from campus. Permission can be obtained from the grade level principal. The student must be under the direct supervision of a teacher or staff member during that time.
3. Do not return to the parking lot or enter the building prior to school dismissal

(approximately 3:20 p.m.). This includes athletes, band, chorus, orchestra, or other students returning for practice or other student activities.

4. Follow normal procedures for picking up other students (including siblings) at the end of the school day. This means that they must wait in line in the front of the school along with others who are picking up students who do not ride a bus. **Students MAY NOT be picked up after school in the student-parking lot.**

Types of Absences

When a student is absent from class or school, the absence falls into one of these four categories.

1. Lawful--These include students who are ill and whose attendance at school would endanger their health or the health of others; students in whose immediate family there is a serious illness or death; students who may be excused from attendance in school for a recognized religious holiday of their faith; or students who may be excused from attendance in school according to local board policies. No more than five parent notes will be considered lawful excuses within a semester.
2. Unlawful Absences--These include students who are absent from school willfully without knowledge of their parents; students who are absent without acceptable cause with the knowledge of their parents; students who are absent for non-school sponsored trips; and student illnesses without a written note. Suspensions are unlawful and count as part of the total absences.
3. Excused Medical Absences--There is no limit to the number of medical excuses that will be accepted. Excuses for occasional illnesses should be presented within five days or upon the student's return to school. Students who are out of school for extended periods due to medical conditions will be required to request medical homebound. Forms for medical homebound may be obtained from the district office and must be signed by a parent or legal guardian.
4. District Two does not accept standing/chronic medical excuses. Students, who have a medical issue that will require a nurse-issued bathroom pass or a nurse-issued health room pass, must have a note from their physician stating the medical necessity. The physician's note must be dated within the current school year. The nurse will contact the doctor as needed for questions or clarifications. The nurse will issue the students who have a medical need a restroom or nurse pass. These students will be aware of the rules of the pass and must sign an agreement before it will be in effect.
5. Absences for School-Sponsored Activities--With approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, athletic events, or other extra-curricular activities. For participation in non-school sponsored activities, prior approval must be made by the principal in charge of attendance. These may or may not be excused at that principal's discretion.
6. For students under 17 years of age, referral to the Spartanburg County Truancy Program will be made if they accumulate more than 5 unexcused or unverified full day absences. Any student under the age of 17 must have a parent note for any absence not covered by a medical note.
7. Students are not permitted to leave campus to eat lunch. All students are expected to eat in approved on campus areas.

Attendance Credit for Classes

A student, who misses class more than 5 times, regardless of the reason, may be denied credit for the course even though he/she has a passing grade in the course.

1. To receive credit in a one-unit semester course, a student must not miss more than a total of five (5) days and pass the course with a grade of sixty (60). Any combination of absences, either lawful or unlawful, exceeding five days could result in the denial of credit regardless of the grade in the course.
2. To receive credit in a half unit quarter course, a student must not miss more than a total of three (3) days and pass the course with a grade of sixty (60). Any combination of absences, either lawful or unlawful, exceeding three days could result in the denial of credit regardless of the grade in the course. (At CHS Government/Economics each are ½ unit courses).

3. Students with medical absences documented by a doctor's note are handled under different guidelines. They are expected to make up the work in a timely fashion according to make-up guidelines. Students who are absent for medical reasons for extended periods of time cannot expect to be passed without meeting course requirements. They will be given extra time as their condition permits to do the work and must meet course requirements at their teacher's convenience. Students who are absent for medical reasons an excessive number of times will be required to request medical homebound.
4. The principal (or his designee) will consider appeals based on extenuating circumstances that will cause the student to be denied credit or promotion.
5. If you arrive to class late or leave class early, he/she may be counted absent. In order to receive attendance credit for that class period, students must be in the class for more than 45 minutes. This is time in the class and not the time that the student arrived on campus. Exceptions may be approved only by the attendance principal.
6. Students may recover days missed through the Attendance Recovery program. The cost to recover a class period is \$5.00 per hour on selected Saturdays from 8:00 – 12:00pm and selected afternoons during the week. If you need to recover classes, you need to see Mrs. Cannon for the schedule.

Tardy Policy and Procedures

1. Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Also, to prevent disruption of the learning process, it is important for students to arrive to class on time.
2. Teachers are encouraged to start class on the bell with an assignment. Students who are late will miss a graded exercise.
3. A tardy is defined as the student not being in the classroom upon the sounding of the last note of the tardy bell.
4. Warning bells will be rung for most class changes. Not hearing a warning bell is an unacceptable excuse for being late to class.
5. Students who arrive late to class with a pass from a teacher or principal will not be counted tardy unless the pass specifically notes that the student is unexcused.
6. Consequences for tardies will be as follows:
 - First tardy: Teacher warning.
 - Second tardy: Teacher warning and documented parent contact by teacher.
 - Third tardy: Teacher warning and documented verbal parent contact by teacher.
 - Fourth tardy: Referral to administrator for an Administrative Warning
 - Fifth tardy and all subsequent tardiness: Referral to administrator for lunch detention placement and parent notification by administrator.
7. Tardy consequences are the same for both morning arrival time and to individual classes. Tardies are accumulated per semester.

General Information

Food Services

Student prices:

Breakfast: \$1.50 Breakfast (reduced): \$0.30

Lunch: \$2.95 Lunch (reduced): \$0.40

Applications for the free and reduced meal benefits will be available at school registration, or they can be obtained in the school office and the school cafeteria office. Parents are to fill out ONE application per family. The completed form needs to be returned to the cafeteria manager as soon as it is completed. Students who are applying for the first time for free and reduced meal benefits are full pay until the application is processed in the district office which usually takes 3-10 days. Those students who received free or reduced benefits last school year will begin the new school year on the same status; HOWEVER, a new application must be submitted and processed for the current school year in order for meal benefits to continue.

Parents or others **MAY NOT BRING OUTSIDE FOOD** to the students at lunch time.

District Two Student Dress Code Policy

- The dress code described in this administrative rule applies to all students enrolled in Spartanburg County School District Two schools.
- 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 not made as jewelry, fish hooks, 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. Bandanas and do-rags are **not allowed on campus** and will be confiscated. Hats are not allowed to be worn 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.
- Trench coats may not be worn.
 - Proper shoes must be worn at all times. Open back shoes are permitted. 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 beverages, illegal drugs, drug paraphernalia, or weapons.
 - Lower garments should be of adequate length to assure modesty when the student is seated or engaged in school activities. Minimum length is considered fingertip length standing. When seated, excessively short attire will have to be changed.
 - 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. Pants with excessive holes or holes that reveal bare skin will not be allowed. Students are not allowed to have holes above their longest fingertip.
 - 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. This includes bra straps.
 - No transparent or mesh clothing without an appropriate shirt underneath.
 - No clothing that is excessively form-fitting (i.e. spandex). (This includes leggings without a longer shirt). If leggings are worn, a shirt must cover the backside.
 - No sunglasses may be worn inside the buildings. Sunglasses may not be propped on top of the head.
 - No wallet chains or other type chains that may be dangerous or disruptive.
 - No blankets are to be brought to school without the expressed consent of the principal.
 - Students 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 this regulation to ensure that a comfortable, safe and non-confrontational environment is provided for all students. **Administrators and faculty members are expected to strictly enforce the dress code at all times.** Violations of the dress code will result in the following:
 - Student(s) will be required to return home and change into appropriate attire, or parent/legal guardian can bring proper clothing to school or student will be sent to ISS. If parents are bringing proper attire to school, the student will be required to wait in ISS for the parent to arrive. Absences from regular classes will be coded as Unexcused.
 - • Repeated violations of this dress code will be treated as disruptive behavior in violation of the

student code of conduct. However, dress code violations will not carry over on the student's discipline record to subsequent years.

School Health Services

All District Two Schools have a full-time Registered Nurse on staff. The nurse is available for assistance with medication administration. All medication administration will be assisted by the school nurse or the authorized personnel trained by the nurse.

The school nurse is not allowed or trained to diagnose an illness. Parents will be notified by the school nurse if the student is too ill to remain at school. Please do not send your student to school if they are ill; this is to protect your student and the other students and teachers here at school. The health room does not have the space to hold students for long periods. If the student is too sick to remain in class, then a parent or authorized person must pick up the student. In the event of an EMERGENCY situation and no parents are available, the nurse may determine the need to notify EMS for pickup of the student and transport to a local medical facility.

Medication Administration

1. Non-Prescription medications are medications that you can buy without a written prescription from a physician. In order for a student to be given a non-prescription medication at school, the student's parent/guardian must sign a Non-Prescription Medication Administration Form. A responsible adult should deliver the medication and permission form to the school nurse. The medication must be in the original container with the label on it.
2. **Students are not allowed to bring any medication to school;** all medications must be in the original container, have the completed medication paperwork (found on our website), and a parent/guardian must deliver the medication to the nurse.
3. **We will not administer narcotics at the school.** If a student has surgery and still needs narcotic pain medication, they will not be allowed to take them at school. If a student cannot return without narcotic pain meds, parents should contact the district nurse supervisor for homebound paperwork.
4. Prescription medications are medications that require a written prescription from a physician. In order for a student to be given a prescription medication at school, the student's physician and the student's parent must sign a Prescription Medication Administration Form. A responsible adult should deliver the medication and the completed permission form to the school. The medication must be in the original container with the label on it.
5. Students with diabetes or hypoglycemia are required to bring their own supplies and food for low blood sugar treatment. These supplies will be kept in the nurse's office.

Pregnancy

Pregnant students, married students, and unwed mothers are required to attend school under state attendance laws. Students, who are pregnant or become pregnant during the school year, should make contact with the school nurse. The school nurse will have an emergency information sheet, in the event of an urgent/emergency issue on the school grounds. The nurse can also assist with Health Care Referrals.

Field Trips

1. Field trips can add depth to the classroom experience. In order to go on field trips, students must have submitted, in advance, a permission form and liability waiver signed by parents or guardians. Students on overnight field trips must have emergency medical forms completed as well. These are obtained from the teacher who is coordinating the field trip.
2. No student will be permitted to go on a field trip until these forms are completed and on file.
3. Teachers will set higher behavioral and academic standards for participants on a field trip.
4. Students participating in a field trip must complete the necessary forms which require all teachers' and parent signatures.
5. Administrators have the right to refuse a student permission to participate in a field trip based on behavior, including previous discipline records, and attendance records.

Homebound Instruction

1. Homebound instruction is provided for students who, because of illness, accident, pregnancy, or congenital defect cannot, even with the aid of transportation, attend school.
2. To be eligible for homebound instruction, a student must secure certification from a licensed physician indicating the student is unable to attend school even with the aid of transportation. The process for obtaining

homebound instruction includes:

- a. Securing an application from the district office.
- b. Obtaining certification by a licensed physician.
- c. Submit to District Office for approval by the Director of Special Services, Spartanburg School District Two.
3. To be counted in membership in a homebound instructional program, a student must meet all of the criteria:
 - a. Be officially enrolled at Chesnee High School.
 - b. Complete the homebound instruction application.
 - c. Secure the signature of a licensed physician.
 - d. Gain approval for homebound instruction
 - e. Receive instruction in the minimum number of class periods per week for homebound students.

Change of Name or Address

1. Students/Parents must inform the Guidance Office of any change in address, emergency information, or phone numbers. It is vital that this information be kept current and accurate.
2. **Students should also ensure that their proper names are used consistently on all records.** The name used must be the same as it appears on the birth certificate. This will prevent any confusion in completing diplomas and future requests for information and transcripts.
3. **Students must give a street address.** Box numbers will be accepted only as a mailing address.
4. All student records must be updated when any change of address or phone number occurs. It is the parents' responsibility to make sure all contact information is current.

Students Living Outside of District Two

1. It is illegal for students who live outside District Two to attend school in District Two without written authorization from the District Office. Special permission from the Director of Student Services is required.
2. Students in attendance illegally will be dismissed immediately and may be assessed a fee based on the number of days they were in attendance without authorization. Persons who swore an affidavit that they were homeless are subject to prosecution.
3. Periodic checks will be made of persons attending on affidavits. Persons who swore a false affidavit will be subject to prosecution and payment of tuition.

Withdrawing or Transferring

1. Students who wish to transfer or withdraw from Chesnee High School should report to guidance to complete proper withdrawal or transfer forms. Parents will need to accompany the student as well.
2. Transfers or withdrawals cannot be completed until the student has cleared all obligations and turned in all books and materials. Records cannot be sent unless this is completed.
3. Students who are under 17 years of age may not withdraw from school per state law. If a student who is 17 years of age or older desires to drop out of school, an intervention conference will be held with the student, the parent/legal guardian, guidance counselor, and grade level principal to help the student to determine a more beneficial course of action.

Other Policies and Procedures

Non-Students on School Grounds

1. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE WITH A PHOTO ID.** For legitimate business, they will be issued a visitors pass. The pass will give the time and location of their business. Visitors are not to deviate from the information on the pass.
2. To ensure an uninterrupted instructional program, visits by students from other schools or other out-of-school students are not allowed except with the permission of the principal. Chesnee High School students may not bring guests to school. Only Chesnee High School students will be permitted in class unless exceptions are granted by the principal.
3. Receiving visitors who sit in parked cars or come on the school campus during lunch or any other time of the school day is not permitted.
4. Parents are welcome to visit. An office appointment to confer with a teacher during an unscheduled period may be made by telephoning the grade level principal and requesting that a conference be arranged.

5. Students who are absent, suspended, or expelled are not to be on school grounds without prior approval of the principal. Such a violation is trespassing. Suspended or expelled students may not attend any school activity or sporting event on the days of the suspension/expulsion.
6. Persons found on school grounds illegally are subject to arrest under provisions of Article 16-551 of the South Carolina Code of Laws.
7. The principal is empowered to take appropriate actions against non-students who invade the buildings, grounds, or other school property, including state-owned school buses. Such action will include the right to call police authorities and swear out warrants.
8. Persons found in violation of the law given above will, first, be issued a trespass notice barring them from the campus at all times provided they are respectful and cooperative. If the person found on campus in violation of the law becomes obnoxious or threatening, the police will be called and they will be arrested and charged. Persons issued a trespass notice may not attend any school functions or sponsored events during the time period that the notice is in effect.
9. Anyone who has legally been permitted on the campus who becomes obnoxious, loud, disruptive, and/or threatening will be subject to arrest as well. Such behaviors will not be tolerated.

Halls/Restricted Areas

1. Starting at 7:55 a.m., students are not allowed to stand in the halls. After 7:55 a.m., everyone should be moving and no one should be standing.
2. Students are to be in the halls only during class changes. During class, students must have a pass signed by their current block teacher stating the reason for being in the halls.
3. Students are not permitted to leave their classrooms to visit other classes without the permission of both the scheduled teacher and the teacher they need to go see. If students need to go see another teacher, there must be a legitimate reason.
4. Students should expect to be challenged by any faculty member when found in the halls during class and will cooperate in providing information as to their business.
5. Students found in the halls during lunch without a pass and in the parking lots during classes or lunch times are subject to disciplinary action. (See Level I).
6. Students should walk to the right side of the hall at a normal speed. Running is not permitted

Building Hours for Students

1. The building will be open for the students from 7:00 a.m. until 4:00 p.m. on school days. Office hours are from 7:00 a.m. until 4:00 p.m. Students arriving prior to 7:55 a.m. must report to the cafeteria or the old gym.
2. The cafeteria will be open for breakfast from 7:30 a.m. until 7:55 a.m.
3. The library and guidance centers will open at 7:40 a.m. and will remain open until 3:40 p.m.
4. Students should not be in the building or on campus after 4:00 p.m. unless they are under the direct supervision of a faculty member.
5. Students may not loiter about the building or on campus after their daily programs or night activities are completed
6. Times are subject to change based on schedules. (1-hour delay, 2-hour delay, etc)

Closed Campus

Chesnee High School Policy does not allow students to leave campus for any reason, including lunch, unless prescribed early dismissal procedures are followed. This is for the safety of our student body. We solicit the support and help of parents and students in this matter.

Emergency Drills

1. Safety is Paramount!
2. Fire drills and other evacuation and emergency drills will be conducted throughout the year both on a notice and a no-notice basis. Teachers will review plans with every class.
3. To prevent a possible tragedy, we must all cooperate to ensure that everyone knows his/her proper route out of the building in case of an emergency. Students should always stay with their class and follow the instructions of faculty and staff members.
4. Under no circumstances should teachers and students attempt to take personal possessions with them in an emergency.
5. Anyone found tampering with a fire alarm will be subject to severe penalties consistent with the discipline code and state law.

Calendar of Activities & Social Media Connections

A calendar of activities is provided on the school's web page by accessing – <https://chs.spart2.org>

Returned Checks

A fee of \$20.00 will be charged for each check that is returned to us from the bank.

Deficiency Notices

When a student owes a debt or obligation, a deficiency notice will be issued. The student's report card will be withheld until this problem has been cleared. Diplomas for seniors are also held for deficiencies. Deficiency notices are issued for any debt the student owes, including Attendance Recovery and parking tickets.

Care of School Property

1. We hope that you share our pride in Chesnee High School and will at all times help keep all parts of the buildings, equipment, and grounds in their best appearance. Students are responsible for the proper care of all books, supplies, and furniture provided by the school.
2. Students who disfigure property or furniture will be required to pay for the damage that is done or replace the item. Disciplinary action will be taken for willful acts of damage or destruction to property.

Guidelines for Holiday Observances and Parties

1. Parties and observances in the classroom are permitted only with permission of the principal. These should serve some legitimate educational purpose (reward for a job well done, etc.). Teachers and students will be responsible for cleaning and removing food items from the classrooms, not the custodians.
2. During the Christmas season, the student council will provide and decorate a tree main office lobby. No other trees are permitted in the school.
3. Room decorations will be limited to bulletin boards and displays.

Prom Attendance Guidelines

1. The Chesnee High School Junior/Senior Prom is a school-sponsored event. Participants must comply with all policies and regulations of Spartanburg School District Two and Chesnee High School.
2. Participation is by invitation only. Participation is a privilege and can be denied by the administration for cause.
3. Invitation to participate is extended to all CHS juniors and seniors and their guests who meet the general guidelines below. The final decision regarding attendance rests with the principal.
4. CHS students must be in good standing. Any student, who is under expulsion or out-of-school suspension on the school day immediately prior to the Prom or on the school day immediately following the Prom, may not attend. Students who are enrolled in the Spartanburg County Alternative School may not attend the Prom.
5. The Prom is a formal occasion. Chesnee High School students and their guests must be dressed appropriately (suit or formal attire).
6. Only Chesnee High School students classified as members of the 11th or 12th grade may purchase tickets and invite one guest. Transferring or purchasing tickets for other persons is prohibited. The school reserves the right to ask for identification cards to enter the Prom and will do so.
7. Guests of students attending must be enrolled in the eleventh grade or above and have the prior approval of administration. Students who have already graduated from high school must not be older than 20 years of age.
8. All guests who are not currently enrolled as a student must be approved by administration. Application forms will be provided.
9. Through age 17, guests must be enrolled in school and in good standing. CHS will contact the administration of the guest's school for a recommendation. A favorable recommendation is required. Guests who are under out-of-school suspension on the day prior to or following the Prom may not attend.
10. Guests who were expelled from school (CHS or another school) during the present school year may not attend.
11. Guests who are in an alternative placement due to disciplinary action may not attend.
12. Guests who were expelled from school (CHS or another school) during a prior school year will be considered on a case by case basis. The principal will consider the circumstances of the expulsion as well as the history of the individual since the expulsion. The decision of the principal is final.
13. Guests who have been arrested at any time or who are under investigation by law enforcement authorities will be considered on a case by case basis. The principal will consider the circumstances as well as the history of the individual. The decision of the principal is final.
14. The principal reserves the right to exclude any student that he/she determines may be a threat to other

persons attending the Prom. He/she may also exclude persons who are a threat to the order of the occasion.

15. All students and guests are required to show a photo ID when entering the Prom. If photo ID's are not presented, entry will be denied.

16. Courtesy Guidelines: Proper prom etiquette should be observed.

Books and Materials

1. Students are accountable for their books and materials. Since textbooks are owned by the state, students who lose or damage them are required to pay the replacement cost.

2. A book check will be made each nine weeks by each subject teacher. Lost books should be promptly reported to the Assistant Principal in charge of textbooks. Deficiency notices for lost or damaged books will be issued.

Laptop, case and certified charger

As part of the Spartanburg School District 2 EXCEL initiative, all students are issued a district-owned laptop to be used for educational purposes. Students should bring their laptop to school fully charged every day and are responsible for the general care of the laptop they have been issued. Laptops that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment at the earliest possible opportunity. The District requires parents to pay the \$35 technology fee. Part of the technology fee will help offset the cost of use, damage, loss, and theft. In the event the device is lost or stolen while off campus, the student or parent must report the loss to the school and, if stolen, file a report with law enforcement. All losses must be reported within a 48-hour time period. The laptop is the property of Spartanburg School District 2 and all users are expected to follow the guidelines associated with the district's Acceptable Use Policy. Students should also return the district-owned laptop, case, and certified charger to the issuing school on the date of withdrawal from school or transfer to another school outside the district. This return of the device includes graduating seniors as well as seniors who leave mid-year. Failure to return any of the issued items will result in a charge for the loss or damage.

1. All use of technology must: support learning, follow local, state and federal laws and be school appropriate.

2. Financial Responsibility and Repair Costs

a. All students will be charged a \$35 annual technology fee.

b. The circumstances of each situation involving lost equipment will be investigated c. As part of our 1:1 digital initiative the following repair costs will apply:

- 1st Incident (accidental) = \$25 co-pay

- 2nd Incident (accidental) = \$25 co-pay

- 3rd Incident (accidental) = Cost to repair/replace device (depreciated) as determined by SSD2

- Intentional Damage/Neglect = Full repair and/or replacement costs

- Users and parents should be aware that there is a Blacklist of apps/websites that are not available to SSD2 students. Students who visit these apps/websites will face disciplinary measures.

Valuables on Campus/Lost and Found

1. Students are warned not to bring valuable items to school and store them in their cars, lockers, gym lockers, or keep them on their person. Students should bring only the amount of money to school that is necessary for that particular day. **The school cannot and will not be held responsible for lost, misplaced, or stolen items or valuables.**

2. Students should not leave any valuables or their books and materials unattended anytime.

3. Items that are found on campus should be brought to the administrative office. Students should report missing items to the office. Items (including cell phones and other electronic devices) not claimed one week after the end of the school year will be donated to charity.

Food and Drinks

1. Food and drinks are to be consumed in the cafeteria area or other approved areas during ELT.

2. Teachers may allow food in classrooms with special permission from the principal.

3. Students are reminded that certain classrooms restrict the use of gum. They must cooperate with the teachers on these matters.

4. Parents, guardians, other relatives, friends, etc. may not bring outside food to students during lunch.

5. Students are not permitted to leave campus to eat lunch.

Delivery of Food, Flowers, Balloons, Etc.

1. The school will not allow anyone to deliver food, drinks, cards, balloons, or flowers during the school

day. It is district policy that no personal deliveries will be accepted.

2. Glass bottles are not permitted at Chesnee High School because of the hazard that they create.
3. The principal may grant exceptions for incentives and rewards sponsored by teachers or the school.

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 communicated. Students will be called to the main office via the intercom during class changes and during afternoon announcements to receive important messages.

Telephone Use

1. In case of an emergency, students should be sent to the attendance office with a note. Students without a note from a teacher or administrator will not be permitted to use the office telephones.
2. Student calls are limited to two minutes.
3. Students may not use the phones during class time except in emergencies.

Media Center Use

1. The media center is equipped to help students in preparation for classes, research, and for recreational reading. All students are strongly encouraged to make use of its facilities.
2. Students are expected to help maintain the quiet atmosphere of the media center which is conducive to reading, research, and individual study.
3. The media center is open before school starting at 7:40 a.m. and closes at 3:40 p.m. Books and materials may be checked out and used during these times.
4. Books may be checked out of the media center for a two-week period and may be renewed as needed, unless there is a waiting list for the book. During the time when specific books are needed by many students for class assignments, the books will be circulated for a limited time period as designated by the subject teacher so that everyone has an opportunity to use the materials. Students may check out a limit of three books.
5. Fines will be charged for overdue books when school is in session. Students who are absent on the day that a book is due should return the book on the day that he/she returns and notify the library of the absence so the charge will not be made.
6. If a book is lost, the price of replacing the book will be charged to the student. If the book is found after the student has paid the charge, the student will be given a refund (minus the fine which has accumulated from the time that the book was due until it was purchased).

Press Releases and Media

1. All press releases are to come directly from the principal's office.
2. Written releases to appear in media stories including newspaper, television, and radio must be obtained prior to interviews.

Assemblies

1. Students are expected to demonstrate proper behavior at assemblies. Disruptive and disrespectful behavior will result in removal from the assembly and consequences under the disciplinary code.
2. Students may be banned from attending any assemblies for the remainder of the school year or the remainder of their time at Chesnee High School if behavior guidelines are not followed.
3. Regardless of the time, students will attend assembly and be in an assigned area under the supervision of their teacher who will keep attendance and assign tardies. A tardy to an assembly is defined as arriving after the assembly has been called to order.
4. Students who fail to attend assemblies without the direct permission of a principal will be marked absent.
5. Assigned seating will not be used for pep rallies or other non-academic events.
6. Swofford and Master Skills Center students will return for the select assemblies and certain pep rallies. Other instances will be left to the discretion of the principal.

Fundraising

Only school-related fundraising may be conducted on campus. All sales and fundraising activities must be approved in advance by the principal.

Closing of School Due to Inclement Weather

1. When inclement weather occurs, the district administrators will make a decision if the school will open or close early. Students and parents should watch for an announcement on local television, radio stations, district webpage and social media.
2. The decision to open or close school is made at the district level. **A cancellation of school activities due to weather also cancels any after-hours activities as well. Exceptions to this must be approved by the principal.**
3. During days when weather is threatening, parents should watch for an announcement on local television, radio stations, district webpage and social media about the possible closing of school.
4. Days missed due to weather will be completed through E-learning or made up either at the end of the school year or on teacher workdays during the school year.

Sportsmanship Guidelines for Chesnee High School Students and Supporters

Over the years Chesnee High School and its supporters have developed a reputation for sportsmanship and good conduct during competitions involving our school. The following are the expectations for our students and supporters.

1. The integrity and the reputation of Chesnee High School, Spartanburg County School District Two, and the Chesnee Community will not be compromised to win a competitive event. This school will not tolerate a “win at any costs” attitude.
2. All rules and regulations of the governing body of the event will be followed. For example, rules and regulations established by the South Carolina High School League will be followed exactly. If we have problems with the rules or the way that a governing body or an official conducts a contest or competition, redress will be sought through proper procedures, and we will abide by the final ruling.
3. Competition will cease upon the completion of the game or contest. Regardless of the outcome, once the event is completed we will act in a sportsmanlike manner being gracious in winning and generous in defeat.
4. We will treat the team members and supporters of opposing schools with respect and will be helpful and welcoming to them to our campus and respect rules and property on their campus. We will follow the Golden Rule. We will treat supporters and team members of an opposing team as we would like to be treated when we visit their campus. For example, we will not remove signs, even though they may be derogatory and vulgar, from the walls of an opposing school. Students will present their problems with such signs to the coaching or administrative staff who will contact the school and, if necessary, the high school league.
5. We will direct our energies to positive support of our team in the competition.
 - a. We will not engage in debates or harassment of their fans in the stands and when on another school's campus we will report such problems to authorities and not let them escalate.
 - b. We will not engage in harassment of individual players or coaches from the opposing team. For example, we will not boo when opposing players are introduced nor will we have signs that single out one particular member of an opposing team.
 - c. We will not engage in off-color behavior including cursing or making lewd comments, signs, and signals during the contest.
6. Our students are encouraged to provide loud and spirited support of our team including the use of signs and other items that are legal according to high school league rules. They may not stand, shout, and engage in any activity that violates good taste or endangers the safety of others. A student area will be designated at major events and will be enforced. School officials reserve the right to preview signs, at home or on the road, and take any that are not in good taste or which violate these guidelines.
7. We remove our hats, quit talking, and stand or sing when the National Anthem or the Alma Mater is played. We will also show respect during the moment of silence or the opening prayer. When visiting another school, we will stand quietly when their alma mater is played.

Our objective is to win every competition in which we participate. However, we must win with dignity, sportsmanship, and within the rules of the competition. We want to be noted for having spirit and supporting our teams in the proper manner; we want other schools to dread coming to our fields and stadium because of the spirit and the play of our students; and we want them to appreciate the welcoming and respectful way that they were treated while on our campus. Chesnee High School wants to always be known as a “class act.”

Student Discipline

How to Avoid a Disciplinary Referral

1. Fully comply with school policies and procedures. If you have a concern about a policy, follow the rules, but see a principal and properly express your concerns.
2. If you have a disagreement with a teacher or a staff member, follow that person's direction, but arrange to speak to him/her privately after class or arrange a conference.
3. If you are experiencing difficulty in a particular class or situation, speak privately with the teacher and voice your concerns.
4. Use the resources of your guidance counselor or assistant principal if you are experiencing a communication or behavioral problem. They may not always agree with every point that you make, but, by looking at a problem, many times satisfactory solutions can be arrived at mutually.

Student Responsibilities

1. A school community, in meeting its educational responsibilities, must establish guidelines and procedures for appropriate student behavior. Students are expected to respect the rights of others, whether they be faculty members or fellow students. The correctness of one's conduct is determined in the final analysis by whether or not that conduct interferes with the rights and privileges of others. Each student is under the direct control of all staff members. Standard procedures for disciplinary infractions will be enforced fairly, promptly, and equitably to every student.
2. Our PRIMARY objective is student achievement.
3. One of the first priorities of Chesnee High School is to maintain a safe and orderly environment for all of its students so that student achievement can be maximized. ***Safety Is Paramount!*** The development of self-discipline is an important part of a student's education. By accepting and fulfilling appropriate responsibilities, students will acquire the self-discipline that is necessary to function effectively in society.
4. The school will provide an environment which encourages each student to:
 - a. Be accountable for his/her actions and realize that with privileges there are responsibilities.
 - b. Acquire the values and attitudes necessary for responsible citizenship.
 - c. Develop a positive attitude toward learning and the school environment.
 - d. Know and abide by the District Two Policies and Chesnee High School Student Discipline Code.
 - e. Develop an appreciation for the rights of others.
5. Given an environment which encourages the student to acquire self-discipline, each student has the responsibility to:
 - a. Comply with the rules of the school.
 - b. Pursue the prescribed course of study to the best of his/her ability.
 - c. Respect and respond to the authority of the school staff.
 - d. Attend school regularly and punctually.
 - e. Be courteous to fellow students and teachers.
 - f. Respect the rights of others.
 - g. Respect the property of the school and others.
 - h. Attend school in the best possible state of health and cleanliness.
 - i. Dress in a manner that provides for personal safety and does not disrupt others.

Searches of a person or a person's belongings

In order to recognize and protect student rights and expectations to privacy, safety and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating board policies, school rules and federal and state laws, district officials, including principals and their designees are authorized to conduct reasonable searches according to the procedures outlined in board policy JIH, which can be found within Spartanburg School District 2's Policy Manual on the district web site.

Students are subject to search upon entering school property and are deemed to have consented to a search of his or her property. ***This includes any off campus school sponsored event/field trip.

Use of metal detectors

School officials are authorized to use metal detectors to conduct searches of students according to the procedures outlined in AR JIHC-R, which can be found within Spartanburg School District 2's Policy Manual on the district web site.

Spartanburg School District 2 High School Code of Conduct

Level I Offenses

Acts considered as Level I Offenses include, but are not limited to, those listed below:

- Class disruption or disruption of school activities or environment, including school bus.
- Creating or participating in a classroom disturbance that interferes with the instructional process.
- Harassment.
- Inappropriate display of affection.
- Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur, or derogatory statements about sexual orientation. intentionally addressed publicly to others that may disrupt the school educational program or incite violence.
- Inappropriate behavior.
- Possession, use, sale, or distribution of unauthorized materials at school (ie. lighter, match, ...)
- Inappropriate physical contact, including, but not limited to, pushing or shoving.
- Unauthorized or inappropriate use of school equipment, including, but not limited to computers.
- Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions) brought to school must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician's order are managed by the school nurse
- Cutting class or school.
- Excessive tardiness/early dismissals.
- Cheating.
- Being in an unauthorized area.
- Profanity/obscene gesture directed toward another student or directed toward no one in particular
- Violation of the Technology/Internet Acceptable Use Agreement.
- Failure or refusal to obey a staff member or any other adult authorized by the school to supervise students
- Failure to serve any properly assigned school discipline.
- Dress code violations.
- Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off-campus class.
- Walking out of a class (without teacher approval).
- Misuse of Electronic Communication Devices - cell phone, tablets, computers on school grounds during school hours.
- Any behavior or act that interferes with the safe operation of a school bus.
- Provoking or simulating a fight.
- Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers.
- Violation of a behavior contract.
- Gambling (games of chance for money or profit).
- Unauthorized entry to any school sponsored events.

Level I Consequences

Consequences for students who commit Level I Offenses are as follows:

- The following consequences for high school students will be assigned for all Level I Offenses other than use of profanity/obscenity, racial or ethnic slur directed to a staff member or to any adult authorized by the school to supervise students, including volunteers, uses an inappropriate sexual gesture or behavior or plans and/or organizes and/or instigates and/or participates in an activity that causes substantial disruption to the education program:
 - **1st 2nd , and 3rd Offense** - Administrative conference, parent conference, referral to counseling, removal from class, detention, in-school suspension and/or possible out-of-school suspension.
 - **4th Offense** - Up to Eight (8) days out-of-school suspension and possible recommendation for alternative school placement or expulsion.
 - **5th Offense** - Out-of-school suspension and possible recommendation for alternative school placement or expulsion.
- Restitution of property and damages where appropriate will be sought by the school or the district.
- Students who are suspended from school immediately forfeit the opportunity to ride any school bus or other school vehicle for the duration of the suspension.

Consequences for students who commit a Level I Offense on the bus or district vehicle will be as follows:

1st Offense - 3 - 5 day suspension.

2nd Offense - 5 - 10 day suspension.

3rd Offense - Fifteen (15) day suspension.

4th Offense - Indefinite suspension from the school bus or, district vehicle or other contracted vehicle.

Level II Offenses

Acts considered as Level II Offenses include, but are not limited to, the following:

- Health Code Violation including but not limited to biting, spitting, urination and or defecation in a public or inappropriate location.
- Selling, possessing, transferring or using items represented as being illegal, controlled substances, prescription drugs or over the counter drugs without regard to amount.
- Fighting.
- Possession and/or detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices.
- Sexual harassment.
- Indecent exposure.
- Making serious threats to a staff member or any other person authorized by the school to supervise students.
- Threatening, bullying, intimidating, and cyberbullying or extorting students, a staff member, or any other adult designated by the school to supervise students including volunteers.
- Profanity/obscenity, racial or ethnic slurs directed to a staff member or to any adult authorized by the school to supervise students, including volunteers.
- Possession/use or transfer of tobacco or tobacco products. ("This includes electronic cigarettes/devices, vapors, juul/vape pods, juuling devices, vape devices, paraphernalia. (SC State Statute 16-17-501(7) and SC State Statute 16-17- 501(8))
- Participation in Gangs or Gang-Related Activity.
- Direct refusal to obey a staff member or any adult authorized by the school to supervise students, including volunteers.
- Refusal to obey school or District Administrator.
- Possession or use of mace or pepper gas or spray.
- Physical assault of a student.
- Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption to the educational program.
- Possession of any item of drug paraphernalia.
- Fraud such as request for emergency services, financial identity fraud, or identity fraud.
- Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs.
- Possession/distribution of pornographic or obscene material.
- Trespassing.
- Vandalism or theft, or possession or transfer of personal or school district property (Minor).
- Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device or bat. The blade will be measured from tip to base. This does not include approved aesthetic equipment, etc...
- Use of any item not generally considered as a weapon but used as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun, bat, etc...

Level II Consequences

Consequences for students who commit any Level II Offense are as follows:

- **1st Offense** - Up to eight (8) days suspension from school and/or possible recommendation for alternative school placement or expulsion.
- **2nd Offense** - Immediate suspension from school with a possible recommendation for alternative school placement or expulsion.
 - **Note 1:** In determining whether a student is under the influence of drugs or alcohol, the student's appearance or manner, their behavior and/or the presence of an alcohol odor, as well as statements made by the student as to consumption of alcohol or drugs, will be considered.
 - **Note 2:** Any student who violates the alcohol, inhalant or controlled and/or illegal substance rule will be suspended from participation and attendance in any and all extracurricular activities.
 - **Note 3:** High school students who commit alcohol, drug or sexual harassment related violations may be recommended to complete an approved alcohol and drug counseling program.
 - **Note 4:** Restitution of property and damages where appropriate will be sought by the school or district.
 - **Note 5:** If the violation occurs on the bus, the school's administration will conduct the preliminary investigation, take action regarding the opportunity to ride a bus and refer the violation to the school for further action.

Consequences for students who commit a Level II Offense on the bus or district vehicle will be as follows:

1st Offense - Fifteen (15) day bus suspension.

2nd Offense - Thirty (30) days bus suspension.

3rd Offense - Indefinite suspension from the school bus or school vehicle.

Level III Offenses

Acts considered as Level III Offenses include, but are not limited to, the following:

- Furnishing, possessing or transferring dangerous explosives, plastic explosives, chemical reaction-type, pipe bomb materials including, but not limited to, Molotov cocktails, dynamite, or poison.
- Participating in sexual conduct/activity, which also includes compromising situations and circumstances. Such conduct may involve only the individual student or may involve other people.
- Illegal use of technology (e.g. communicating threats of violence).
- Threatening, bullying, intimidating, cyberbullying or extorting students, a staff member, or any other adult designated by the school to supervise students including volunteers.
- Communicating a Threat of a Destructive Device or Weapon: Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense.
- Unauthorized tampering with security, fire, access control or surveillance system or alarms.
- Arson, which is the intentional damage of school property, or attempted arson of school property.
- Active participation in an act of mob violence, to include lynching. A mob is described as two or more people.
- Assault of a staff member or any other adult designated by the school to supervise students, including volunteers.
- Burglary to a school, portable classroom, school district building, or any structure on school district property.
- Possession, transfer, distribution, or use in any amount of **marijuana** (including marijuana seeds), hallucinogenic drugs, inhalants, edibles, or any other controlled or illegal substance. This includes being present on District/school property or at any school-sponsored event after using any amount of these substances, (See Glossary: Under the Influence or Inhalants)
 - **Note 1:** In determining whether a student is under the influence of drugs, the student's appearance/manner/behavior, as well as statements made by the student as to consumption of drugs will be considered.
- Sexual assault.
- Possession, transfer, distribution, use in any amount, or being under the influence of **alcohol**. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on District/school property or at any school sponsored event after using any amount of these substances.
 - **Note 1:** In determining whether a student is under the influence of alcohol, the student's appearance/manner/behavior and or the presence of an alcohol odor, as well as statements made by the student as to consumption of alcohol will be considered.
- Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Auto Breaking unlawful entry into a motor vehicle on school property or into a school district vehicle at any location.
- Vandalism or theft, possession or transfer of personal or school district property (Major).
- Possession, transfer or use of a firearm.
- Use of any item not generally considered as a weapon but used as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun, bat, etc..
- Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star, metal knuckles, taser, mace and pepper spray, blackjack, a metal pipe or pole. Box cutters and utility/X-Acto knives containing any size blades are also considered a violation of this section.

Level III Consequences

Consequences for students who commit Level III Offenses are as follows:

- During the investigative period, high school students may be suspended from school for up to 10 school days pending a possible recommendation for expulsion. Once the investigation has been completed, the principal or his/her designee shall meet with the student

and his/her parent/guardian to discuss the results of the investigation and to provide the student due process to discuss the opportunity to present his/her defense to the matter. At the conclusion of the investigation, the principal or his/her designee shall inform the student whether she/he intends to proceed forward with the recommendation for expulsion.

- Whenever Level III Offenses are committed, law enforcement will be called and charges (Juvenile petition or warrant) will be filed against the perpetrator. Although in some cases, law enforcement's decision whether to press criminal charges for weapons or drugs may require possession of that item on the person, in all such cases the school administrator will still contact law enforcement and file an incident report.
- When Level III Offenses are committed on a school bus or other school vehicle, the school's administration will conduct a preliminary investigation and report their findings to the appropriate school administrator for action. Students who are suspended out-of-school immediately forfeit the opportunity to ride the school buses or other district vehicle for the duration of the suspension or until a decision is made otherwise by the principal.
- Restitution of property and damages where appropriate will be sought by the school or district.
- High school students who commit alcohol, drug, or sexually related violations may be recommended to complete an appropriate counseling program.
- Students who are expelled for possession of a firearm will be subject to the 1995 Federal and State laws that mandate a one-year (365 days) expulsion term, unless the Superintendent determines to reduce the term of expulsion.

Consequences for students who commit a Level III Offense on the bus or district vehicle will be as follows:

- Indefinite suspension from the school bus, district vehicle or other contracted vehicle.

Law Enforcement Involvement

Section 59-24-60. Requirement of school officials to contact law enforcement authorities when criminal conduct occurs:

In addition to other provisions required by law or by regulation of the state board of education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

Bus Rules & Conduct

In addition to all Level I - III rules, the following School Bus Safety Rules must be followed at all times while on a School Bus, Activity Bus or other district vehicle used for the purpose of transportation of students to or from school, sports programs and other school sponsored events such as field trips. Consequences will be for any violation of these rules and additional school consequences may be applied. If a student is removed from the bus for the remainder of the school year at any time in prior years, once in 6th grade, students can be denied bus privileges for the remainder of the year for any infraction.

Riding the bus is a privilege and not a right. Correct behavior is the responsibility of the student, not the driver. Students will be held responsible for obeying all Student Transportation Regulations and School District Conduct Code.

School Bus Levels of Misconduct

Level I

- Disorderly conduct
- Misconduct at a bus stop
- Disembarking the bus at an authorized stop without permission
- Entering or leaving the bus by an emergency door
- Consuming food or drinking while on the bus
- Littering
- Standing while the bus is in motion
- Riding the wrong bus
- Continually making loud noises
- Pushing, tripping, and general horseplay
- Rude behavior toward passengers
- Having out electronic devices
- Spraying of chemicals
- Screaming or shouting out of the windows
- Not maintaining school dress code

Level I Consequences

First offense

- Probation/warning

Second offense

- Suspension up to 10 days

Third offense

- Bus privilege may be denied for the remainder of the school year

Level II

- Disruptive conduct
- Misconduct at a bus stop
- Smoking/Vaping
- Throwing objects out of the windows
- Throwing objects on the bus
- Refusing to sit in an assigned seat
- Use of profanity/inappropriate language
- Having body parts out of the windows
- Defacing property
- Rude behavior
- Fighting

Level II Consequences

1st Offense

- Suspension up to 10 days

2nd Offense

- Bus privilege may be denied for the remainder of the school year
- Consequences can also include out of school or in-school suspension

Level III

- Criminal conduct
- Misconduct at a bus stop
- Possession or use of weapons, explosions or fireworks
- Carrying any object that may be used as a weapon
- Persistent uncontrollable conduct
- Possession, use or distribution of alcohol, drugs, and unauthorized substances
- Pushing or tripping that leads to injury
- Vandalism of the interior or exterior of the bus

Level III Consequences

1st Offense

- Bus privilege may be denied for the remainder of the school year
- Consequences can also include out of school or in-school suspension, expulsion, restitution, notification to law enforcement
- Additional information on bus expectations can be found on our district website:
https://www.spart2.org/departments/transportation/school_bus_safety_rules_and_regulations

Special Circumstances

1. A student may be suspended or recommended for expulsion for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violating the written rules and regulations established by Chesnee High School and/or the Spartanburg District Two Board of Trustees.

2. A student may also be suspended or recommended for expulsion when his/her presence is detrimental to the best interest of the school.
3. Any student, who has been expelled, except for permanent expulsions, 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. Students who have been expelled must also have permission to attend summer school.
4. Students who have been assigned to the Spartanburg County Alternative School (SCAS) will be considered for readmission to Chesnee School every 45 days. They must be recommended by SCAS and must be approved by the principal before registering. The principal will place these students on a behavior contract for either a semester or the rest of the year. Violations of the contract will result in the student being returned to the SCAS or recommended for expulsion.

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, must, by state law, be reported to the authorities and may result in police intervention. Just because a student is in the school building or on school grounds, he/she is not exempted from legal action or being arrested by the police.

Repeat Offenders and Chronic Behavior Problems

Students who accumulate a number of small offenses, two or more major offenses, or a combination of these may be placed on a behavior contract, recommended for expulsion or recommended to the SCAS. Violation of that contract could result in a recommendation for expulsion or assignment to SCAS. The principal will determine when violations of the code are to a point that such an action should be taken.

In-School Suspension

Students assigned to In-School Suspension must follow all school rules while in ISS. Students are responsible for completing all assignments missed due to being in ISS while in ISS. Students refusing to cooperate with the ISS teacher will be assigned additional ISS time or will be given OSS.

Suspension from Extracurricular Activities

1. Students who are guilty of misconduct at any school-sponsored event or field trip, such as a dance or athletic contests, can lose the privilege of attending such events or going on future field trips. These events can be either on campus or away from campus including other schools.
2. The administration reserves the right to prevent any student who has been suspended during the previous year from participating in a field trip or any other extra-curricular activity.
3. The administration reserves the right to prevent any student from attending a school-sponsored event if it deems that the student's presence could create a disruption or could endanger the safety or property of other persons.
4. Students who are representing Chesnee High School in extracurricular activities are expected to conduct themselves properly. This includes all activities or field trips that are sponsored or approved by the school.
5. If a student loses the privilege to attend after-school or extracurricular activities, he/she will also lose the privilege to represent Chesnee High School for part or all of the school year in progress.
6. The administration shall have the right to set the time that such a prohibition shall be in effect.
- 7. Students that are attending Whitlock Alternative program will not be allowed to participate in any extracurricular activities including prom, yearbook day, graduation, etc. unless they are recommended to return to Chesnee High School before the extracurricular activity occurs.**

Cafeteria Offenses

All students are expected to conduct themselves properly in the cafeteria. Students who leave trays, throw food, or create disturbances, etc. will be given Saturday Detention, ISS, or OSS and can be banned from using the cafeteria for a period of time. They will also be assigned cafeteria clean-up detail at the principal's discretion. Offenses can also be handled using the Chesnee High School Discipline Code.

Public Display of Affection

Public Display of Affection (PDA) is limited to handholding. On the first offense students will be warned, a disciplinary notice will be issued, and the parents will be notified. Extreme behavior or any subsequent offenses will be handled under the discipline code.

Possession and Use of Paging Devices or Cellular Telephone in School (JICJ) Cell Phone/Pager Device/Other Communication Devices (Revised Jan 2017) Paging devices are defined as a telecommunications device, to include mobile (cell) telephones, that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following cell phone policy will be strictly enforced:

- Students will be allowed to use cell phones before school, during class change, and at lunch.
- Once students enter their classroom cell phones must be put away and not used during class.
- Teachers may allow students to use cell phones for educational purposes and research during class. IF YOUR TEACHER DOES NOT GIVE YOU PERMISSION TO USE YOUR PHONE IN CLASS AND YOU ARE USING IT, YOU ARE IN VIOLATION OF THIS POLICY.
Students will not be allowed to talk, text, social media, or search the web during class unless it is for educational purposes.
- Cell phones should only be used in the library for educational purposes. Talking on the phone can be a disruption to others in the library. Please go somewhere else if you need to talk on your phone.
- Students will not be able to use earbuds to listen to music, etc., at class change or at breakfast or lunch. The only exception to this is if YOUR TEACHER GIVES YOU PERMISSION TO USE EARBUDS IN THE CLASSROOM FOR EDUCATIONAL PURPOSES.
- Cell phones or any device equipped with a camera 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.
- If a student disobeys this policy, the student must give the teacher/staff member the cell phone or suffer more serious consequences (IF A STUDENT REFUSES TO GIVE THEIR PHONE TO A STAFF MEMBER THAT STUDENT **MAY** BE SUSPENDED FOR THREE DAYS).
- Students violating the cell phone policy are subject to discipline under the school discipline policy.

Consequences:

- 1st Offense- Noted on Discipline Record Conference with teacher
- 2nd Offense- Noted on Discipline Record Conference with teacher
- 3rd Offense-Noted on discipline record, conference with assistant principal
- 4th Offense- Noted on discipline record, conference with assistant principal, 1 day of ISS

Earbuds/Headphones

Students are only allowed to have one earbud in their ear at a time if instructed by the teacher in the classroom. This ensures that students will hear in the classroom or the hallways in the case of an emergency. Earbuds/Headphones in more than one ear are only allowed when instructed by the teacher. If a student is caught with both earbuds/headphones on, the earbuds/headphones will be confiscated and treated the same as a cellular device.

The student's parent/legal guardian may pick up the confiscated device. No other person will be allowed to pick up the device. Parents may pick up confiscated devices after 3:20 pm on the day the item was confiscated. Devices not picked up by 4:00 pm will need to be picked up at a later date. Only the parent or legal guardian may pick up the confiscated device.

Items Not Allowed at School

No laser pointer, skateboards, in-line skates (rollerblades), radios, portable speakers, blankets, water guns, water balloons, glass bottles, cameras or other disruptive devices or any items that could prove harmful to others are not permitted to be brought to school or on to the school buses. Any deviation from this rule will require permission of the principal. These items will be confiscated by administration.

District, State and Federal Policies

Spartanburg County School District Two Alcohol and Drug Abuse Policy

1. The board of Trustees adopts the stipulations of the Drug Act passed by the SC Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance or prescription drug (depressant, stimulants, counterfeit, or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner.
2. Any students who violate this act are subject to suspension and/or expulsion from school and prosecution by law enforcement officers. In addition, students are to be notified that any person over eighteen years of age who distributes a controlled substance to any person under

eighteen years of age shall be imprisoned with no suspension and no probation as provided for by the Drug Act.

3. Students are not allowed to knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana, alcoholic beverage, or intoxicant of any kind:
 - a. On the school grounds during and immediately before or immediately after school hours.
 - b. On the school grounds at any other time when school is being used or by any school group.
 - c. Off the school grounds at a school activity, function or event.
 - d. Students properly using a drug authorized especially for them by a medical prescription from a registered physician are not considered violators of this policy.

Violation Consequences

1. Possession, use, and/or Under the Influence: *
 - a. If possible, the drugs are confiscated.
 - b. Parents or guardians are notified and asked to come to the school.
 - c. The violation and the accompanying evidence are reported to the police.
 - d. The first offense may result in permanent expulsion.
2. Selling, Transmitting (Pushing or Distribution)
 - a. If possible, the drugs are confiscated.
 - b. Parents or guardians are notified and asked to come to the school.
 - c. The violation and the accompanying evidence are reported to the police.
 - d. The student may be permanently expelled from school.
3. Students guilty of a combination of offenses (possession, use, under the influence, transmission) are to be disciplined in accordance with the penalty prescribed for the most serious of the multiple offenses.
4. Note: State law extends and carries severe penalties for possession, attempted distribution or sale, distribution, sale, or use of any controlled substance or paraphernalia within one-half mile of any school property.

*Possession is construed to mean on the person him/herself, in his/her locker, books, desk, automobile, or any other student property which at the time is or was on school property.

**A distinction is to be made between the casual distribution or transfer of drugs and the so-called "pusher". A student guilty of the casual sharing of drugs is considered being in "possession".

Spartanburg County School District Two Tobacco Use Policy

1. It is the policy of Spartanburg County School District Two that students shall not be permitted to use or possess tobacco products, paraphernalia or e-cigarettes/vaping while on school grounds, in the school buildings, on buses, or during any other time that the student is under the direct administrative jurisdiction of the school whether on or off the school grounds. The following actions will be taken for violations of the district policy prohibiting the use or possession of tobacco.
 - a. First Offense - 3 days ISS and completion of online vaping education course.
 - b. Second Offense - 5 days OSS. Referral to Forrester Center.
 - c. Third Offense - 10 days OSS. Referral to Forrester Center.Violations may also result in a referral to Law Enforcement.
2. Students are warned that this policy applies to all school sponsored activities including field trips and athletic events such as football games - regardless of time of day and location.
3. Smoking is not permitted on any Spartanburg County School District Two campus.

Spartanburg County School District Two Senior Prank Policy

Any senior who violates this administrative rule by engaging in a Level III offense resulting in a multiple day suspension related to a senior prank will automatically forfeit the right to participate in graduation exercises with his/her class in addition to any other punishment imposed by the administration.

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 the Chesnee High School 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.
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.
3. **THE PURPOSE OF THIS PROGRAM IS TO DISCOURAGE AND HOPEFULLY 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.**

Drivers Education Class

Equivalent to one-half of a unit for students in grades 9- 12

You must have your drivers permit before taking this course.

This course requires thirty (30) hours of classroom instruction, six (6) hours of driving, and twelve (12) hours of observation time in the car. It will be paired with an Apex course to allow students to earn a whole credit in one school year. for the class and mandatory Alive at 25 Program taught by the Spartanburg County Sheriff's Department

Driving and Parking Policies

Entering/Exiting Campus

1. Students must enter the parking lot through the main entrance off Hwy 221.
2. Students must exit the campus the same way.
3. Students leaving campus during school hours must have a dismissal pass signed and issued by the attendance clerk or the administration.
4. Students must realize that the parking lot and surrounding roadways are very congested before and after school. Please allow yourself ample time to travel to school in a safe.

Driving Rules on Campus

1. Speed limit on the entire campus is 10 MPH. The principal, assistant principals or school resource officers (SRO) will have the right to determine who is speeding or operating a vehicle in an unsafe manner by observation. No other proof besides his or her professional judgment is needed. Strict enforcement of the speed limit will be necessary for everyone's protection and safety. The SROs' vehicles are equipped with RADAR units.
2. In accordance with state law and good driving practices, seatbelts will be worn at all times by all occupants of vehicles operated on the campus of Chesnee

High School.

3. Students will at all times operate his/her vehicle in a safe and courteous manner. Fast or dangerous driving, excessive noise, reckless driving, careening, spinning of tires or any other hazardous operation of a vehicle will not be tolerated and could result in the loss of driving privileges.
4. Racing vehicles anywhere on CHS campus will not be tolerated and is punishable by 10 days OSS, possible traffic related charges by local authorities and loss of driving privileges.
5. Weapons and alcoholic beverages are illegal on campus and are not permitted in vehicles.
6. Smoking and use of all tobacco/vaping products is prohibited in cars on campus. Use of tobacco products will result in punishment according to district and school disciplinary codes.
7. Riders and passengers of motorcycles operating on campus must wear a helmet.
8. When a vehicle is in operation on campus, passengers must be inside the vehicle, seated and wearing a seatbelt. Under no circumstances are vehicles to be operated with persons riding on the outside of the vehicle (riding on hoods or tops of cars).
9. Parking and driving regulations apply to students anytime they are on campus to include extra-curricular activities.
10. Students are not permitted to ride in the back of pick-up trucks while on campus.
11. Students are not permitted to operate tractors, mowers, or other vehicles which are not registered and do not carry a current state license plate unless prior approval has been granted by the Principal for specific occasions and events.
12. All vehicles on campus must meet the same state requirements under South Carolina Law for operation of the campus of Chesnee High School.
13. Students will consult the Student Handbook for other rules and regulations as they may apply to driving and parking on campus.
14. All vehicles parked on the property of Chesnee High School are under the control of the principal. All vehicles are subject to search at any time and vehicles may be towed at the authorization of the principal or his designee.
15. No flags of any type are allowed in cars or trucks. This could potentially obstruct the view when we are monitoring the parking lot.

Parking

ALL STUDENTS WHO PARK ON CAMPUS AT CHESNEE HIGH SCHOOL MUST PURCHASE A PARKING PERMIT, REGARDLESS OF THE TIME OF YEAR THEY START TO DRIVE ON CAMPUS (FROM DAY 1 TO DAY 180). There is no designated area for those who have not purchased a permit to park. All students must be aware that parking on campus without a permit, at any time, will be subject to receiving a parking citation and paying a fine.

1. Students should lock their vehicles and depart the parking lot immediately upon arrival at school.
2. Students are not permitted to sit in cars before, during or after school.
3. Students must immediately leave the parking lot and the campus at their designated dismissal time. There will be NO LOITERING in the parking lot at any time to include the time frame after early dismissal and regular schedule dismissal.
4. Students should park in lined spaces only.
5. The parking lots are restricted areas during the school day. Students are not permitted to go to the parking lot during school hours unless they have permission in the form of a note from the administration or an approved early dismissal. Violations of this rule could result in disciplinary action.
6. The security guard will periodically check the parking lot throughout the day. Any loss, problem, accident or damage will be reported to the SRO.
7. Any student that causes a disturbance in the parking lot, to include fighting, may have their driving privileges suspended in addition to the punishment they will receive set forth in the Student Handbook.
8. Visitors to the campus are not permitted in the student parking area.
9. Students may not park in the following areas:
 - a. The bus loop or parking behind the STEAM wing.
 - b. Any area that will interfere with vehicles or busses.
 - c. Faculty parking lots, to include front of school, and spaces in front of and adjacent to the gym.
10. Students WILL NOT move their cars throughout the school day to closer parking spaces. There should be no student parking around the gym or in the bus loop for after school activities. All students WILL park in a lined parking space in the student parking lot for all extra-curricular activities. Students parking in these unauthorized areas will be issued a Student Citation.

Parking Permits

1. Any student driving a car to be parked at Chesnee High School must have an official parking permit hanging and visible from his/her rear-view mirror.
2. Only vehicles that have valid license tags and are registered through the S.C. Department of Motor Vehicles will be issued a permit to park in student parking.
3. To obtain a parking permit student must have the following:
 - a. Report to the Main Office to receive a Parking Permit Application and Driving Handbook
 - b. Pay \$40.00 to the Business Office – keep receipt.
 - c. Present to an SRO your completed application (signed by the student and parent/guardian), payment receipt, proof of vehicle ownership (registration), proof of insurance and your valid SC driver's license and a copy of said license.
 - d. SRO will then issue you a parking permit. Applications will be approved and permits issued only during your lunch period.
4. Parking permits are \$40.00. If a permit is lost or stolen the student must purchase a replacement. Should the student find the lost permit at a later date, he/she will be reimbursed.
5. Students may not loan or transfer their parking permit to another student. Any student found using another student's permit in their car will be given a Student Citation.
6. Should a student purchase a permit and trade vehicles during the year he/she must notify an SRO and complete a new application. Periodic checks will be made to match the parking permit to the vehicle registered on campus.
7. Students must obtain a parking permit prior to parking on Chesnee High School Campus.

Student Vehicle Violations Citations

1. Chesnee High School has established a monetary citation method for violation of certain parking and driving procedures.
2. Citations will be issued for parking violations including but not limited to Parking on campus without a permit, parking in a restricted area, and unsafe operation of a vehicle.

Method of Payment for Fines

3. At the end of the semester all unpaid fines are turned in as deficiencies. Seniors must be aware that you will not receive your diploma until all unpaid parking violations have been paid. Underclassmen must be aware that they will not be able to register the following school year until all parking violations have been paid.
4. If a student is issued a citation he/she must pay the fine amount to the Business office. If a student drives a vehicle onto the campus of Chesnee High School after being informed that his/her privilege to drive has been revoked or suspended, the vehicle will be towed from the property at the owner's expense. Policies, procedures or consequences found in this handbook do not in any way take the place of the enforcement of State, County or Local Laws on Chesnee High School property by certified South Carolina law enforcement officers.

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 is 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, 3231 Old Furnace Rd. Chesnee, SC 29323. 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, 3231 Old Furnace Rd. Chesnee, SC 29323. 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—Fran Metta* Para información tratando del Título IX, favor de ponerse en contacto con la Mr. Brantley Enloe al Segundo Distrito Escolar del Condado de Spartanburg (864 578 0128) o para información tratando de la Sección 504 favor de ponerse en contacto con

DIRECTORY INFO

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, or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, websites, 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 (the District considers photographs to include digital images, including digital photographs and recordings related to school- or district-sponsored events, activities, and special recognition, as directory information; video surveillance footage of school buses or school property, however, is not considered directory information), 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, including a school- or District maintained website/Facebook page, 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.**

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 to 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

Family Educational Rights and Privacy Act at Chesnee High School

A student's "educational records" are those records directly related to a student and which the school district or a party acting for the school district maintains.

"Parent" refers to a parent, a guardian, a person acting as parent, a surrogate appointed in accordance with policies under programs for the disabled, a student who is 18 years of age or over or a student who is attending an institution of postsecondary education on a full-time basis.

Whenever a student is 18 years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent/legal guardian of the student will thereafter only be accorded to and required of the eligible student unless the school district has received notice that a court has awarded legal guardianship beyond the age of majority. The school will document such notice.

In maintaining student records, the school will follow applicable state and federal regulations. The school will maintain a cumulative record folder which contains directory information, scholastic information, standardized test data, health records and other similar information.

The appropriate personnel in the district office and/or the appropriate school will keep records concerning the students who have been before administrative hearings.

Schools will treat each student's educational records as confidential and primarily for local school use.

The district will not release directory information to any person or agency for commercial use. The FERPA requires the following procedures in the release of school records. The district cannot release school records to any person or agency (employer, government agency, etc.) without the written consent of a student's parent/legal guardian. If the student is 18 years of age, he/she may sign for the release of their records. School records will be released, without written consent of a parent/legal guardian, to officials of other educational institutions in which the student stands to enroll. The school must notify the student's parents/legal guardians of the transfer and they may receive a copy of the record if they desire.

The district will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure and destruction.

When a student transfers from a school in the district to a school outside the district, the school will send a copy of a transcript of the student's record to the receiving school and notify the parent/legal guardians of the transfer.

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.

Types of Behavior Which Constitute 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

1. 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.
2. 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 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.
3. 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.spart2.org

Spartanburg School District 2 HIPAA Guidelines

The school district will not use or disclose individually identifiable health information (i.e. protected health information, "PHI")^{1[1]} that is transmitted or maintained by electronic media or any other form or medium, except under circumstances which are either required or permitted by law or pursuant to an authorization from the Individual or the Individual's personal representative.

The Principal or other administrative head at each individual school or facility within the District serves as that institution's designated Compliance Officer for purposes of HIPAA.

INDIVIDUAL RIGHTS UNDER THE PRIVACY NOTICE:

Request restrictions on certain uses and disclosures of PHI: Although the institution is not required to agree to or comply with requested restrictions, institutions should accommodate reasonable requests, where possible. Requests must be in writing and addressed to the Compliance Officer at the institution where the PHI record is kept.

Receive confidential communications of PHI: Individuals have the right to request that the institution communicate with them about PHI in a certain way, such as via U.S. mail, or at a certain address. Institutions should accommodate reasonable requests, where possible. Requests

must be in writing and addressed to the Compliance Officer at the institution where the PHI record is kept.

Inspect and copy PHI: Individuals have the right to request to see and obtain a copy of their own PHI record. Requests must be in writing and addressed to the Compliance Officer at the institution where the PHI record is kept. Where the request is granted, the institution must inform the individual that the request was granted and provide access to the PHI within 30 (thirty) days of receipt of the request. Reasonable cost-based fees may be imposed for copying and postage.

Individuals do not have a right to inspect and copy psychotherapy notes, information exempted by the Clinical Laboratory Improvements Act, and information compiled in anticipation of or use in a civil, criminal, or administrative proceeding. Where a request is denied, the institution must inform the individual that the request was denied and provide written notice within 30 (thirty) days of receipt of the request.

Submit a written request for an amendment of PHI: Individuals have the right to request that the institution amend PHI that the Individual believes is incorrect or incomplete. Requests must be in writing and provide a reason to support the requested amendment, and should be addressed to the Compliance Officer at the institution where the PHI record is kept. Where the request is granted, the institution should inform the individual that the request was granted and amend the PHI within 60 (sixty) days of receipt of the request. Reasonable efforts must be made to inform persons the institution knows may rely or may have relied on the information.

Individuals do not have a right to an amendment of PHI that: 1) was not created by the institution (unless the entity that created the information is no longer available to make the amendment); 2) is not kept by or for the institution; 3) is not part of the information which the Individual would be permitted to inspect and copy; or 4) is accurate and complete. Where a request is denied, the institution must inform the individual that the request was denied and provide written notice within 60 (sixty) days of receipt of the request. The Individual may submit a statement of disagreement of the denial by writing to the District's Compliance Officer. Alternatively, the Individual may request that the institution provide a copy of the request for amendment and denial with any future disclosures of the specified PHI.

Receive an accounting of the System's disclosures of PHI: Individuals have the right to request a list of the disclosures that the institution made concerning his/her PHI. However, institutions are not required to account for disclosures that: 1) were to the Individual or his/her personal representative; 2) were authorized; 3) were made for treatment, payment or health care operations; 4) were made for national security purposes, to law enforcement officials, or to correctional institutions; or 5) were made prior to April 14, 2003.

Institutions should maintain a record of disclosures made over the most recent six years, but are not required to maintain a record of disclosures made before April 14, 2003. The institution should provide the Individual with the accounting of disclosures within 60 (sixty) days of receipt of the request. After providing the Individual with the first accounting without charge in any 12-month period, reasonable cost-based fees may be imposed for copying and postage.

Right to File a Complaint: Individuals who believe that their privacy rights under HIPAA have been violated may notify the Compliance Officer at the institution where the PHI record is kept. The Compliance Officer should immediately forward a copy of the complaint to the by writing to the District's Compliance Officer, who will assist the Compliance Officer in launching an investigation into the issues raised in the complaint. The District will not retaliate against any Individual for filing a complaint

Individuals may also file a complaint with the United States Department of Health and Human Services ("DHHS"), by calling 866-OCR-PRIV (866-627-7748) or writing to DHHS at 200 Independence Avenue, S.W., Washington, D.C. 20201.

REQUIRED PHI DISCLOSURES UNDER THE PRIVACY NOTICE (No authorization necessary): To the Individual or To the Individual's Personal Representative, Institutions will disclose PHI to the Individual his/her personal representative.

To DHHS: Institutions may use or disclose PHI to DHHS or its designee for purposes

associated with determining an institution's compliance with HIPAA and its regulations.

PERMITTED DISCLOSURES UNDER THE PRIVACY NOTICE (No authorization

necessary): Medical Treatment: Institutions may use or disclose PHI to health care professionals to determine if treatment is medically necessary, to ensure proper type and dosage of medications, and for other purposes associated with the provision or management of healthcare and related services to an Individual, including, but not limited to preventative, diagnostic, therapeutic, rehabilitative, and counseling services.

Payment: Institutions may use or disclose PHI for purposes associated with obtaining or furnishing reimbursement for the provision of healthcare, responding to requests for such payment submitted from other providers, determining insurance eligibility and processing claims, including billing Medicaid for healthcare services.

Healthcare Operations: Institutions may use or disclose PHI for purposes associated with insurance, compliance, quality assurance, and professional competency. Institutions may also disclose PHI to other government agencies that are providing an Individual with benefits or services when the information is necessary for the Individual to receive those benefits or services.

Compliance with a subpoena, court order, or warrant: Institutions may use or disclose PHI in response to a court or administrative order, subpoena, discovery request, or other lawful process. Institutions may use or disclose PHI for purposes associated with lawsuits and disputes involving the District, its employees, or the Individual.

Public Health Activities: Institutions may use or disclose PHI for purposes associated with public health activities, which may involve agencies such as the Department of Health and Environmental Control and other public health agencies, the Department of Social Services, and the Food and Drug Administration.

Averting a threat to public health or safety: Institutions may use or disclose PHI for purposes associated with preventing or controlling a serious threat to an Individual's health and safety, or the health and safety of the public or another person.

Reporting suspected victims of abuse, neglect, or domestic violence: Institutions may use or disclose PHI to the Department of Social Services and other agencies that are authorized by law to receive reports on abuse, neglect or domestic violence.

Compliance with Worker's Compensation law: Institutions may use or disclose PHI for purposes associated with Workers Compensation or other programs that provide benefits for work-related injuries or illness.

Identifying a decedent: Institutions may use or disclose PHI to a coroner or medical examiner for purposes of identifying a deceased person or determining the cause of death. Institutions may also disclose PHI to a funeral director as may be necessary to carry out his/her duties.

Requests from health oversight organizations: Institutions may use or disclose PHI for purposes associated with oversight activities required by law, including but not limited to audits, inspections, investigations, and licensure.

Organ procurement: With respect to Individuals that are organ donors, institutions may use or disclose PHI for purposes associated with the procurement, banking, or transportation of organs for the purpose of an organ, eye or tissue donation and transplantation.

Government functions: Institutions may use or disclose PHI for purposes associated with legitimate government functions, including, but not limited to law enforcement, the military, veteran's affairs, and to correctional institutions as necessary for an Individual's health care, safety or the health and safety of others. Institutions may also use or disclose PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Harassment, Intimidation and Bullying

Harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events, whether or not the event is held on school premises. For the purpose of this policy, harassment, intimidation, or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably

perceived to have the effect of:

1. Harming a student physically or emotionally, damaging a student's property, or placing a student in a reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school. Consequences for the students who engage in harassment, intimidation, or bullying may include, but not be limited to, mandated counseling, in-school suspension, out-of-school suspension, and expulsion from school, based on the severity of the incident. However, persons found to have falsely accused another person of harassment, intimidation, or bullying will be subject to the consequences specified in the student code of conduct including suspension from school.