“Eagle Empire”

Chesnee High School

Parent/Student Handbook

2020-2021

Website – https://chs.spart2.org
Welcome back to the 2020-2021 school year! As the principal at Chesnee High School, let me be the first person to share how excited we are to begin this year. We are expecting to have the best year yet.

Our ultimate goal is to provide all students with the absolute best educational opportunity! Teachers utilize research-based best practices to teach every student and analyze academic data to determine growth and personalize learning for every student. Our administration, faculty and staff are committed to preparing every student for future success whether it be college, career or military. We have a core group of beliefs that drives what we do each and every day.

We believe that:
- All students can learn and will be provided with equal opportunities to learn.
- Education is the collaborative effort of the student, family, school, and community.
- Our school provides a safe and supportive environment.
- Students are treated equally, fairly, and as individuals in their learning environment.
- Teachers are committed to meet the individual academic needs of each student.
- Students are prepared to become contributing members of a culturally diverse society.
- The learning process is applicable, rigorous, and consistent with the South Carolina College- and Career- Ready Standards and the Profile of the South Carolina Graduate.

Our school is committed to continuous improvement and to a tradition of excellence.

The start of every school year is an exciting time—a clean slate, so this year can be anything you make it! The administration, faculty and staff are here to support you on your journey to excellence in academics, the athletics and the arts. #EagleExcellence

In closing, Chesnee High School offers many opportunities so my advice to you is to GET INVOLVED!! I know you don’t believe me now but these 4 years will pass quickly, so make the most of them. Be prompt, prepared, polite, and productive at all times and you will go far. If I can be of any help to you at all, please feel free to contact me at 864.461.7318 or angela.ramsey@spart2.org.

Let’s make this the best year yet!

Sincerely,
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:
“Committed to Continuous Improvement and a Tradition of Excellence”

Spartanburg County School District Two Administrative Staff

Mr. Lance Radford, Superintendent
Dr. Angela Hinton, Asst. Superintendent of Instruction Ms. Kelly Richardson, Chief Financial Officer
Ms. Tabitha Talley, Coordinator of Student Services Mr. Brantley Enloe, Director of Personnel
Mrs. Fran Metta, Director of Special Services
Mrs. Jan Johnson, Director of Transportation

Spartanburg County School District Two Board of Trustees

Dr. Connie Banks Mr. Jason Seay
Mr. Seth Breitenbach Mr. Craig Sims
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

Mrs. Angie Ramsey, Principal
Mr. Steven Olejnik, Assistant Principal
Mr. Michael Allen, 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

Important Telephone Numbers

Chesnee High School 864-578-8465
CHS Fax 864-461-4137
District Two Offices 864-578-0128
Chesnee High School Student Council 2019-2020

Elections will be held by the end of August

Student Body Officers

President
Vice President
Secretary
Treasurer

Senior Class Officers

President
Vice President
Secretary/Treasurer

Junior Class Officers

President
Vice President
Secretary/Treasurer

Sophomore Class Officers

President
Vice President
Secretary/Treasurer

Freshmen Class Officers

Administrative Appointments

Representative
Representative
## Chesnee High School Clubs and Organizations

<table>
<thead>
<tr>
<th>Club</th>
<th>Sponsor(s)</th>
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</thead>
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<tr>
<td>Athletics</td>
<td>Mr. James Hyatt</td>
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<tr>
<td>BETA Club</td>
<td>Mrs. Angel Fogle, Mrs. Nikki Hannah</td>
</tr>
<tr>
<td>Book Club</td>
<td>Mrs. Shaina Ray</td>
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<td>Chorus</td>
<td>Mr. Charles Faris</td>
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<td>Freshmen Sponsors</td>
<td>Mr. Jimmy Rogers and Mrs. Caley Rogers</td>
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<td>Gaming Club</td>
<td>Mrs. Deborah Ezell</td>
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<td>JROTC</td>
<td>Sgt. Jose Salas and CW3 Joseph Brooks</td>
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<td>Junior Sponsor</td>
<td>Mrs. Holly Barrett</td>
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<td>Marching Band</td>
<td>Mr. Akeem Down</td>
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<td>Miss CHS Scholarship Pageant</td>
<td>Mrs. Shaina Ray</td>
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<td>National Honor Society</td>
<td>Chief Joseph Brooks</td>
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<td>Orchestra</td>
<td>Mrs. Tammie Burrows</td>
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<td>Robotics</td>
<td>Mrs. Deborah Ezell</td>
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<td>Senior Sponsor</td>
<td>Mrs. Kelly Crain and Mrs. Terri Kimbrell</td>
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<td>Sophomore Sponsor</td>
<td>Mrs. Sylvia Landrum</td>
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<td>Student Council</td>
<td>Mrs. Dawn Lipscomb</td>
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<tr>
<td>Yearbook</td>
<td>Mrs. Caley Rogers</td>
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</table>
Academic Procedures

Course Descriptions

1. Resource 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 insure 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.

7. Virtual Courses: Students have the opportunity to either recover course credit or earn initial credit through the SOUTH CAROLINA VIRTUAL SCHOOL PROGRAM.

Enrollment Policy

1. 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:

2. 12th Grade: Three (3) units per semester
3. 11th Grade: Eight (7) units per year
4. 10th Grade: Eight (8) units per year
5. 9th Grade: Eight (8) units per year

6. 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.

7. All students will enroll in an English and Math course each year.
8. Taking English both semesters is allowed only for the senior year. The principal must approve any exceptions. The principal will consider only extremely extenuating circumstances.
9. All students must be enrolled in four classes per day with the exception of juniors and seniors who on approval may be enrolled in three classes per day.

10. The district will permit, with school principal approval, early dismissal of those 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. Only seniors who have scheduled 8 units for the regular school year may consider dropping a course for early dismissal.
2. The course must be an elective and not required for graduation.
3. The course must be 4th block and must not result in the student being enrolled in fewer than the minimum number of units allowed.
4. Students may drop or add courses in the first five school days of each semester provided the change meets schedule change guidelines. 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.

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.
1. 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 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.

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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 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 Honor 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 eighth grade. 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 eighth grade. 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 eighth grade. 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.
   d. Additional--These are the next two students in rank according to GPA at the end of eight semesters of high school. This also includes Carnegie unit courses taken in the eighth grade. In addition, four semesters must be completed at Chesnee High School. These additional students will include those that are current or prior participants in the Scholars Academy Program who are in the top 5 GPA rank according to the state uniform class rank scale.
e. 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.

f. 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
1. A number of scholarship opportunities are available to deserving seniors each year. Students should check with the twelfth grade guidance counselor 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

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
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<td>80-89</td>
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<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Less than 60</td>
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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.

Exam Exemption
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.”
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 80%.
6. Students are eligible to re-take 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. The final grade for credit recovered through the SCVSP will not exceed a 60.

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. Parents should request a form that will allow another person, approved by the parents, to sign a student out.
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 data base are correct and up-to-date. Calls will not be made to numbers not in the data base.
8. Students will not be allowed to drive other students home unless they also have received an Early Dismissal pass from the Attendance Clerk.

**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. We will accept medical appointment cards and court appearance papers for early dismissal. They will be confirmed with a call to the parents. **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 teacher on duty in the GLAD room. 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. If you are less than 45 minutes late to 1st block class, report directly to class. You will be marked tardy.
2. If you are more than 15 minutes late to 1st block or arrive at any other time, report to the attendance office. You will be sent to class, but you will be marked absent unless cleared by your assistant principal.
3. If you do not report directly to attendance and/or miss the entire 1st block without parental permission, you will be considered as having “cut” your 1st block class.

**STUDENTS WHO MISS THE SWOFFORD CAREER CENTER BUS WILL REPORT TO ISS AND REMAIN THERE FOR THE TIME THEY ARE SUPPOSED TO BE AT SCC. Students will not be permitted to drive to SCC. However, parents/guardians/or designated adult may transport their student 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 back 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 make contact with 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 Court will be made if they accumulate more than 5 unexcused or unverified absences in a class. 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 the cafeteria.

Attendance Credit for Classes

A student, who misses class more than 5 times, regardless of the reason, will 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 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 75 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 $10.00 per hour on selected Saturdays from 8:00 – 12:00pm. 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.

5. Consequences for tardies will be as follows:
a. First tardy: Teacher warning.
b. Second tardy: Teacher warning and documented parent contact by teacher.
c. Third tardy: Teacher warning and documented verbal parent contact by teacher.
d. Fourth tardy: After School Detention assigned by the teacher and verbal parent notification by teacher.
e. Fifth tardy: Referral to administrator for Saturday School detention and parent notification by administrator.
f. Sixth tardy: Referral to administrator for in-school suspension placement and parent notification by administrator.
g. Seventh tardy and all subsequent tardiness: Referral to administrator for out-of-school suspension and parent notification by administrator.

6. 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: $1.40  Breakfast (reduced): $0.30  
Lunch: $2.45  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, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as a weapon), studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment, will not be allowed.
- Attire must not evidence membership or affiliation with a “gang” in any negative sense of the term. 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 no more than 4 inches above the knee. 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. NO HOLES ABOVE THE KNEE. Pajama/dorm pants are not permitted.
• 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.
• 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.
• 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. 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 no longer 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, at angela.cooke@spart2.org 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 insure 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.** 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 guidance department or 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 7:45 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. Prior to that time the area from the corner of D wing and the main hall to the front door is off-limits to students standing.

2. Students are to be in the halls only during class changes. During class, students must have their laptop 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 7:20 a.m. must remain on the main hall.

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 buildings 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. (Hybrid, 1 hour delay, 2 hour delay)

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 or 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 are 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.

10. Guests who are under out-of-school suspension on the day prior to or following the Prom may not attend.

11. Guests who were expelled from school (CHS or another school) during the present school year 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 maybe 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. This includes, but is not limited to, males opening doors for females, presenting tickets upon entry, and preceding female dates in serving lines in order to assist them.

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 the School Resource Officer immediately. 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.

Lockers
1. At the beginning of each year, each student will be assigned a locker and a lock upon request. Any damage to the locker will be charged to the student.
2. Students may not place their own locks on the lockers. Any locks not issued by the school will be removed. The administration reserves the right to search a student’s locker. 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.
3. Students may go to their lockers before school, during class changes, and after school. Students are not permitted to go to their lockers during lunch without a pass.
4. Under no circumstances should students leave valuables in their lockers. The school is not responsible for lost, misplaced, or items stolen from lockers.
5. Students should not store books or materials anywhere except in locked lockers. All students remain personally responsible for books and materials.
6. Only the person assigned to the locker may use the locker. Students are not permitted to share lockers. Students sharing lockers will be subject to disciplinary measures.
7. Failure to keep a locker clean, locked, or used by only the person authorized to do so could result in the loss of locker privileges.
8. Seniors will turn in their locks immediately following their last exam. All other students will leave their locks on their lockers unless announced otherwise.
9. Students will be charged $10.00 for any lock issued to them and not returned. Locks left on lockers will be considered lost and a $10.00 charge will be assessed against the student to whom the lock/locker was issued.
10. Locker problems cannot be used as an excuse for being tardy to class.

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.
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. Students will be permitted to bring lunch prepared at home provided that they place it in their lockers immediately after arriving on campus. At the class change before their lunch period, they are permitted to retrieve the items.
5. Parents, guardians, other relatives, friends, etc. may not bring outside food to students during lunch.
6. 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.

**Posting of Signs on Walls and Doors**
No material may be posted on glassed areas at any time. Students are not to post signs or handbills on the walls without permission from the principal. They should not be posted anywhere on the main hall from the front entrance to D Wing hallway. Bulletin boards have been placed throughout the building to use for posting important announcements. Posting on these bulletin boards may only be done with the administration’s permission. Out of date materials must be promptly removed.

**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 excellently 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 the second period 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 students will return for the select assemblies such as Multicultural, Veterans Day, Homecoming, 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, NOT THE HIGH SCHOOL!
3. Please do not call the school or district office. 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.
4. 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.
5. Days missed due to weather must be 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 persons, 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.

Chesnee High School Discipline Code

Levels of Offenses
The disciplinary code is divided into three levels as defined in state law. The provisions of this code apply not only to within school activities, but also to student conduct at any school sponsored or sanctioned event and on school buses, activity buses, or vehicles rented or leased to support school activities. The three levels of offenses are as follows:

1. Level I—Disorderly conduct is defined as those activities engaged in by student(s), which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school.

2. Level II—Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses justifying both administrative sanctions and court proceedings. Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times.

3. Level III—Criminal conduct is defined as those activities engaged in by student(s), which result in violence against oneself or another person or property. This conduct poses a direct and serious threat to the safety of oneself or others in the school. These actions usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board.

Students can be punished for multiple offenses under this regulation. For example, a student cuts the last three periods and has lunch at a local restaurant. That student will be punished for cutting classes and leaving campus without permission.

Level One Infraction
Behavioral misconduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within-school activities but also to student conduct on school bus transportation vehicles and other school-sponsored activities.
# Level One Behavioral Misconduct

<table>
<thead>
<tr>
<th>Breach of Conduct</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Littering (throwing or leaving paper, debris, cans, food, ...)</td>
<td>SDH-Work detail</td>
<td>1 day ISS</td>
<td>1 day OSS</td>
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<tr>
<td>Cutting class</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>1 day OSS</td>
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<tr>
<td>Cutting school (more than one class)</td>
<td>2 days ISS</td>
<td>1 day OSS</td>
<td>3 days OSS</td>
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<tr>
<td>Leaving campus without permission or transporting another student w/o permission</td>
<td>2 days ISS- Loss of parking permit for 45 days</td>
<td>3 days OSS- Loss of parking permit for 90 days</td>
<td>5 days OSS- Loss of parking permit for remainder of year</td>
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<tr>
<td>Failure to report to Office</td>
<td>2 days ISS</td>
<td>1 day OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Lying to a member of school staff</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>1-3 day OSS</td>
</tr>
<tr>
<td>Use of a forged pass, note, parking permit or school document</td>
<td>1 day ISS; forged parking permit will result in loss of parking permit for 45 days</td>
<td>2 days ISS; forged parking permit will result in loss of parking permit for 90 days</td>
<td>1 day OSS; forged parking permit will result in loss of parking permit for remainder of the year</td>
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<tr>
<td>Possession of obscene literature pictures, videos, devices, etc. Also includes Internet material</td>
<td>1 day ISS; Materials confiscated</td>
<td>1-3 days OSS; material confiscated</td>
<td>4-5 days OSS; material confiscated</td>
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<tr>
<td><strong>Distribution of obscene literature, pictures, videos, devices, etc.</strong></td>
<td>1 day OSS; material confiscated</td>
<td>2-3 days OSS; material confiscated</td>
<td>4-5 days OSS; material confiscated</td>
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<tr>
<td><strong>Lack of cooperation with school staff, disrespect</strong></td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
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<tr>
<td><strong>Minor disruptions</strong></td>
<td>Detention</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
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<tr>
<td><strong>Arguing among students, instigating a fight</strong></td>
<td>2 days ISS</td>
<td>1 day OSS</td>
<td>2 days OSS</td>
</tr>
<tr>
<td><strong>Disruptive Behavior (Minor) (ex: Loitering, misbehaving in halls/restroom/student parking lot)</strong></td>
<td>Detention</td>
<td>1-3 days ISS</td>
<td>1-3 Days OSS</td>
</tr>
<tr>
<td><strong>Abusive, improper language or gestures between or among students</strong></td>
<td>1-3 days ISS</td>
<td>1-3 Days</td>
<td>3 days ISS or OSS</td>
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<tr>
<td><strong>Disruption during assembly</strong></td>
<td>Depending on the severity of the disruption, consequences can range from removal from the assembly and/or denial of assembly privileges for the remainder of the school year</td>
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<tr>
<td><strong>Classroom tardies</strong></td>
<td>Handled according to tardy policy</td>
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<tr>
<td><strong>Possession of prohibited electronic devices (see list) on school property at any time or at school sponsored events</strong></td>
<td>Item confiscated; parent conference returned to parent</td>
<td>Item confiscated; returned at end of school year</td>
<td>Item confiscated permanently; possible ISS/OSS</td>
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<tr>
<td><strong>Public Displays of Affection</strong></td>
<td>First offense: warning issued and parent notification.</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
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</tbody>
</table>
Level Two Infraction
Disruptive conduct is defined as those activities engaged in by students which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level One) may be reclassified as disruptive conduct (Level Two) if it occurs three or more times. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles and other school-sponsored activities.

<table>
<thead>
<tr>
<th>Breach of Conduct</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to complete punishment (Administration Detention)</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>1 day OSS</td>
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<tr>
<td>Cell phones, electronic devices</td>
<td>Handled</td>
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<td>Cheating/Plagiarism</td>
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**Level II—Disruptive Conduct**

<table>
<thead>
<tr>
<th>Breach of Conduct</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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</thead>
<tbody>
<tr>
<td>Use or possession of tobacco products, paraphernalia or e-cigarettes/vaping at</td>
<td>2 days OSS</td>
<td>3 days OSS</td>
<td>10 days OSS</td>
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<tr>
<td>any function or activity including athletic events. (Handled according to District</td>
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<td>Two Tobacco Policy)</td>
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<tr>
<td>Petty Theft (up to $10.00)</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>1-3 days OSS and restitution</td>
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<td></td>
<td>and restitution</td>
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<tr>
<td>Minor Theft ($10.00 to $100.00)</td>
<td>1 day OSS</td>
<td>3-5 days OSS and restitution</td>
<td>Up to 10 days OSS and restitution</td>
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<td>and restitution</td>
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<tr>
<td>Petty vandalism (up to $10.00)</td>
<td>1 day OSS</td>
<td>2 days OSS</td>
<td>3 days OSS and restitution</td>
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<td>and restitution</td>
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<tr>
<td>Minor vandalism ($10.00 to $100.00)</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS; restitution; and/or</td>
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<td></td>
<td>and restitution</td>
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<td>recommended alternative placement</td>
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<tr>
<td>Violation</td>
<td>1 day OSS</td>
<td>2 days OSS and restitution</td>
<td>3 days OSS and restitution</td>
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<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Receiving and/or possession of stolen goods (less than $10.00)</td>
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</tr>
<tr>
<td>Receiving and/or possession of stolen goods ($10.00 to $100.00)</td>
<td>3 days OSS</td>
<td>5 days OSS; restitution</td>
<td>10 days OSS; restitution; and/or recommended alternative placement</td>
</tr>
<tr>
<td>Fighting</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>Fighting</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>Threats and/or intimidation of other students or staff member</td>
<td>1-3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>Verbal or physical sexual harassment</td>
<td>1 day OSS; parent conference required</td>
<td>3 days OSS; parent conference required</td>
<td>5 to 10 days OSS; recommended expulsion</td>
</tr>
<tr>
<td>Trespassing; on campus and/or participating in school activity while under suspension; on campus illegally</td>
<td>1-3 days OSS</td>
<td>5-7 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>Abusive behavior; improper language or gestures to school staff; officials</td>
<td>1-3 days OSS</td>
<td>5-7 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>Insubordination and/or refusal to obey school personnel, (or agents such as aides or chaperones), at school or away</td>
<td>1-3 days OSS</td>
<td>5-7 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Illegally occupying or blocking school property with intent to deprive others of its use</td>
<td>5 to 10 days OSS and/or possibly recommended expulsion; notification of authorities; warrants signed</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Unlawful assembly</td>
<td>5 to 10 days OSS and/or recommended expulsion; notification of authorities</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Misuse of technology resources; computers and the Internet (See also number 8)</td>
<td>Revocation of access privileges and/or other disciplinary action under school codes. Criminal or civil offense may result in legal action (see Board Policy IFBGA-R for more detail.)</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

**Level Three Infraction**

Activities engaged in by a student which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school may be classified as criminal conduct. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

<table>
<thead>
<tr>
<th>Consequence(s) All Criminal/Level 3 Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OSS up to 10 days and/or possibly recommended expulsion; permanent expulsion; notification of authorities; referral to SRO</strong></td>
</tr>
<tr>
<td>Major fighting (endangers the safety of others and/or refusal to stop fighting and/or having to be physically restrained to stop)</td>
</tr>
<tr>
<td>Possessing or igniting fireworks or explosive devices (smoke bombs, stink bombs, firecrackers, etc.)</td>
</tr>
<tr>
<td>Bomb threat</td>
</tr>
<tr>
<td>Calling 911</td>
</tr>
<tr>
<td>Pulling fire alarms</td>
</tr>
<tr>
<td>Arson</td>
</tr>
<tr>
<td>Assault, aggravated; assault and battery</td>
</tr>
<tr>
<td>Assault, simple</td>
</tr>
<tr>
<td>Bribery</td>
</tr>
<tr>
<td>Burglary; breaking and entering</td>
</tr>
<tr>
<td>Counterfeit/forgery</td>
</tr>
<tr>
<td>Disturbing school</td>
</tr>
<tr>
<td>Drug distribution--furnishing, selling, and/or distributing of any controlled substance, prescription, (drugs, narcotics, alcohol, or counterfeit) or unauthorized substance (handled according to the District Two Drug and Alcohol Abuse Policy)</td>
</tr>
<tr>
<td>Possession, use, or under the influence of any controlled substance, prescription, (drugs, narcotics, alcohol, or counterfeit) or unauthorized substance (handled according to the District Two Drug and Alcohol Abuse Policy)</td>
</tr>
<tr>
<td>Embezzlement</td>
</tr>
<tr>
<td>Extortion</td>
</tr>
<tr>
<td>Forced sexual offense</td>
</tr>
<tr>
<td>Fraud</td>
</tr>
<tr>
<td>Gambling</td>
</tr>
<tr>
<td>Gang Related Activities</td>
</tr>
<tr>
<td>Homicide</td>
</tr>
<tr>
<td>Threatening, abusing, harassing or intimidating a faculty/staff member</td>
</tr>
<tr>
<td>Kidnap/Abduction</td>
</tr>
<tr>
<td>Major theft (more than $100.00)</td>
</tr>
<tr>
<td>Liquor-law violation--Possession, use, or under the influence of alcohol (handled according to the District Two Drug and Alcohol Abuse Policy)</td>
</tr>
<tr>
<td>Non-force sexual offense; physical sexual harassment; indecent exposure</td>
</tr>
<tr>
<td>Other MAJOR offenses</td>
</tr>
<tr>
<td>Pornography</td>
</tr>
<tr>
<td>Prostitution</td>
</tr>
<tr>
<td>Robbery</td>
</tr>
<tr>
<td>Receiving Stolen Property (more than $100)</td>
</tr>
<tr>
<td>Major vandalism (more than $100.00)</td>
</tr>
<tr>
<td>Vehicle Theft</td>
</tr>
<tr>
<td>Possession or transfer of dangerous weapon; use or display of a weapon in a threatening manner</td>
</tr>
</tbody>
</table>

No administrative decision to take action shall be made without giving written notice to the parent or legal guardian advising such parent or legal guardian of the proposed action, the reason for it, and setting a time and place when the administrator shall be available for a conference with the parent or legal guardian within three (3) days of such notice.

*NOTE: The penalty listed is for the first offense. In most cases, the first offense will result in recommendation for expulsion. If student is not expelled for the first offense, a second offense will result in immediate suspension and a recommendation of expulsion.

SDH=Saturday Detention Hall (8:00 a.m. to 10:00 a.m.); held once a month. STUDENTS WHO ARE ASSIGNED SATURDAY DETENTION BUT WHO DO NOT REPORT WILL BE IN-SCHOOL SUSPENDED.
ISS=In-School Suspension
OSS=Out-of-School Suspension

**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 at the end of the school year. 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.

5. Students, who have transferred to adult education or the APEX program and wish to return to high school provided that they meet requirements under state law and district policies, will also be required to have a behavior contract which will include attendance provisions. Violation will result in return to the adult education program or APEX.

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 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.

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 telecommunications device, to include mobile (cell) telephones, that emits an audible signal, vibrates, or...
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:**

1. **1st Offense**: Noted on Discipline Record Conference with Principal- Phone returned at end of day
2. **2nd Offense**: Noted on Discipline Record, Conference with assistant principal- Phone returned to parent
3. **3rd Offense**: Noted on discipline record, conference with assistant principal, 1 day of ISS, parent must pick up phone.
4. **4th Offense**: Noted on discipline record, conference with assistant principal, 1 day of OSS, parent must pick up phone.

**Earbuds/Headphones**

Students are only allowed to have one earbud in their ear at a time while in the hallway or 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.
4. 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, Transmitt[ing (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.

*Suspension 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 - Two days suspension from school.
   b. Second Offense - Three days suspension from school.
   c. Ten days suspension from school and recommended for expulsion.
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 a study hall for the semester. FEE IS $90.00 for the class and mandatory Alive at 25 Program taught by the Spartanburg County Sheriff’s Department.

Driving and Parking Policies
Alive at 25
In accordance with Spartanburg School District 2 policies, all students who register for the Drivers’ Education course will need to register for an ALIVE at 25 Defensive Driving course. This is a four-hour course which will be offered at Chesnee High School Students who have registered for the Drivers’ Education course will pay a $100.00 fee and receive informational materials during registration. This will include the defensive driving fee for the course during Drivers’ Education class once school begins.

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 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 the arrival to 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. During marching band season (August – November) all cars parked in the marked marching band area of the student parking lot must be moved no later than 3:30 PM.
11. 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 $30.00 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 the following violations:

<table>
<thead>
<tr>
<th>Nature of Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underclassmen Parking in Senior Parking</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>LOP / Tow</td>
</tr>
<tr>
<td>Seatbelt Violation</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>LOP / Tow</td>
</tr>
<tr>
<td>Improper Display of Parking Permit</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td>LOP</td>
</tr>
<tr>
<td>Excessive Noise (radio, muffler, etc.)</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>LOP</td>
</tr>
<tr>
<td>Parking in Band Practice Area After 3:30 PM (DURING BAND MARCHING SEASON ONLY)</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$25.00</td>
<td>LOP</td>
</tr>
<tr>
<td>Entering and Exiting Campus through Improper Entrance</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
<td>LOP / Tow</td>
</tr>
<tr>
<td>Parking on Campus Without Purchasing Permit</td>
<td>$25.00</td>
<td>$40.00</td>
<td>LOP / Tow</td>
<td>LOP / Tow</td>
</tr>
<tr>
<td>Parking in Student Lot Without Issued Permit</td>
<td>$15.00</td>
<td>$25.00</td>
<td>LOP / Tow</td>
<td>LOP / Tow</td>
</tr>
<tr>
<td>Possession/Use of/Allowing Use of Improper Permit</td>
<td>$30.00</td>
<td>$50.00</td>
<td>LOP / Tow</td>
<td>LOP / Tow</td>
</tr>
<tr>
<td>Use of or Manufacture of Counterfeit Permit</td>
<td>LOP (45 School days)</td>
<td>LOP (45 school days) / TOW</td>
<td>LOP (90 school days) / TOW</td>
<td>LOP (remainder of year) / Tow</td>
</tr>
</tbody>
</table>
Method of Payment for Fines

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Students will have five (5) days to report to the Business Office to pay the fine. Failure to do so will result in loss of driving privileges until the fine is paid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense (any violation) For the offense to qualify for 2nd offense it does not have to be the same previously committed violation. The committal of any second vehicle violation will result in a 2nd offense fine.</td>
<td>Students will have five (5) days to report to the Business Office to pay the fine. Failure to do so will result in loss of driving privileges until the fine is paid.</td>
</tr>
<tr>
<td>Third or Fourth Offense (any violation) For the offense to qualify for 3rd or 4th offense it does not have to be the same previously committed violation. The committal of any 3rd or 4th vehicle violation may result in a Fine, Loss of Privileges and/or towing of vehicle.</td>
<td>Students will have five (5) days to report to the Business Office to pay the fine. Students may be referred to the assistant principal and his/her privilege to drive will be suspended for a period time at the discretion of the administrator.</td>
</tr>
</tbody>
</table>

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.

SCHOOL BUS DISCIPLINE POLICY

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

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

The South Carolina Code of Laws Section 59-67-240 specifically addressed the topic of conduct where bus passengers are concerned. 59-67-240. Other duties of driver: discipline of pupils for misconduct.
The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all his pupils are dismissed by the school faculty and safely aboard his bus. He also shall take particular notice along his route in the mornings and give pupils within sight a reasonable time in which to board the bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to the governing head of the school to or from which the pupils are transported any misconduct or any violation of the driver's instructions by any person riding in his bus.

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

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

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

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

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

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

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

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

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

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

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

IMPORTANT NOTICE—BUS RIDERS Effective January 5, 2009: Due to most buses being at or near capacity, parent notes authorizing students to ride on an unassigned bus can no longer be honored automatically. Permission to ride a different bus cannot be granted except in critical circumstances that should be discussed with the student’s principal in advance. Unexpected riders can result in overcrowded buses or extra routes. With parent authorization, students have in the past been allowed to ride home with a friend on the friend’s bus. To keep numbers within capacity, only students assigned to a bus will be allowed to ride that bus unless an exception is granted for an unusual situation that can be accommodated. We appreciate your understanding as we implement
this change with student safety in mind. Band instruments, sports equipment or bags, book bags and other carry-on items must be held in the lap. If items are too large or the student has too much to hold, other transportation to and from school should be arranged.

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

BUS DISCIPLINE LEVELS

ENFORCEMENT PROCEDURES

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

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

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

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

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

ENFORCEMENT PROCEDURES

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

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

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

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

ENFORCEMENT PROCEDURES

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

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

Spartanburg County School District Two recognizes that in accordance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances. These complaint procedures will be placed on bulletin boards of schools and will be distributed to parents and students. A grievance is defined herein as a written complain, registered by identifiable individuals, involving an alleged violation of the Federal Laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. The right to file a complaint shall be afforded to any parent, employee, and/or student and shall begin with a written statement by said parent, employee and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

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

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

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.

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.
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 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 the harassment or inappropriate conduct. In such cases, the student or employee should file the complaint with the District’s Title IX Coordinator. All allegations will be investigated in an appropriate manner.
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.spartanburg2.k12.sc.us.

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. Request 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. Request 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. Request 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.
The child and their parents will be required to attend a hearing at which time the hearing officer, case manager, school officials, and officers of the court will be present. At the hearing, the hearing officer orders the child and their parents to meet certain conditions in addition to the requirement that the child attend school. Other conditions ordered by the hearing officer may include mental health counseling, good behavior at school, drug and alcohol assessments and testing, and community service. Failure by the child to attend school and/or the parents to cooperate with the program will result in the child and the parents’ case being referred to Family Court for prosecution.

Each child deserves a fulfilling education, and Truancy Court will ensure every effort is made to help that happen.

Sincerely,

Barry J. Barnette  
Solicitor  
BJB