

CHESNEE MIDDLE SCHOOL

805 SOUTH ALABAMA AVENUE
CHESNEE, SOUTH CAROLINA 29323
PHONE: 864-461-3900 FAX: 864-461-3950
CAFETERIA: 461-3900

Student Centered

Academically Challenging

Friendly

Equitable

ADMINISTRATION

Dale R. Campbell, Principal
Robert L. Hayes, Assistant Principal
Lacy Parker, Guidance Counselor
James Cooper, Resource Officer

STAFF

Ronda Painter, Bookkeeper
Sharon Thompson, Power School/ Guidance Secretary
Donna Swofford, School Nurse
Donna Johnson, Receptionist

WELCOME

On behalf of the faculty and staff, I would like to take this opportunity to welcome you to Chesnee Middle School. You should consider the challenges that lie ahead as great opportunities to grow intellectually and emotionally. We expect our community, parents, staff, and students to accept the responsibility of seeing that all students receive the educational opportunities and attention that they deserve. We challenge our students to give their very best and we wish you much success.

Sincerely,

Dale R. Campbell, Principal

SCHOOL IMPROVEMENT COUNCIL

Chesnee Middle School has a school improvement council made up of teachers and parents. The duties of the council are to review the entire school program, develop plans for improvement in the total program, and assist in the preparation of the Annual School Improvement Report.

VISITORS

We always welcome parents to our school. All visitors (including parents) must report to the office upon entering the building, sign in, and receive a visitor's badge. Parents and other visitors are not allowed to go directly to any classroom to speak with their child or the teacher.

DAILY SCHEDULE

The school building will be opened daily at 7:15 AM. Students arriving between 7:15 and 7:45 AM are to report to the cafeteria (8th grade) or gym (6th and 7th grade). Students will be marked tardy at 8:00 AM unless arriving on a late bus. Students arriving at 8:00 must report to the office with a parent/guardian to get a pass for class. All students arriving by cars that want to eat breakfast in our cafeteria must be seated before 7:40 to be served. School will dismiss at 3:05 PM. Car riders and walkers will exit the building through the front door of the school. Members of the school staff will assist in the loading of cars. Bus riders will board buses at the bus circle. Students must be out front waiting for their ride by 3:05. Students who are not picked up by 3:20 must be signed out in the office. Bus riders are not allowed at the high school. Once a student leaves the campus they are not allowed to return. Students who are tardy over 6 times for the beginning of the school day will be assigned punishment by the assistant principal. If a parent or guardian signs the student in then this will be considered an excused tardy and no punishment will be assigned.

REGULAR BELL SCHEDULE

7:50	1 st Bell	11:51-12:21	Lunch 7 th grade
8:00-9:07	1 st Period	11:54-12:45	5 th period (8 th grade)
9:10-10:01	2 nd Period	12:24-1:15	5 th period (6 th and 7 th grades)
10:06-10:57	3 rd Period	12:45-1:15	Lunch 8 th grade
11:00 -11:51	4 th period (7 & 8 grades)	1:18-2:09	6 th period
10:57-11:27	Lunch 6 th grade	2:14-3:05	7 th period
11:30-12:21	4 th Period (6 th grade)	3:05	Dismissal

PLEASE NOTICE THAT TWO MINUTES HAVE BEEN ADDED BETWEEN 2ND AND 3RD PERIOD, ALSO 6TH AND 7TH PERIOD, FOR RESTROOM PURPOSES

EARLY DISMISSALS DURING SCHOOL HOURS

Parents have the right to pick up their children at school during the day. However, this should occur **only** when absolutely necessary. Students should arrange the early dismissal to occur at class change. A student will not be allowed to leave during the period of instruction. A note, signed by a parent, should be sent in the morning to the attendance office. The note should tell us who is to pick up the student. All early dismissal notes must be turned in before the end of 1st period. An attendance officer may call to verify the early dismissal with the parent. If an early dismissal note has

not been filed, it will be necessary for the parent to come to the front office, identify himself and ask the secretary to dismiss the student. Students need written notification with a contact number if they vary from their routine mode of transportation, such as leaving school with a friend or switching bus routes. Transportation by limousine is not allowed for an event that is not school sponsored. If for any reason a parent is forbidden by court order from seeing a child, a copy of this court order must be on file at the school. Without this, we cannot legally refuse to let a legal parent see his/her child. No student will be allowed to leave school without parental permission.

STUDENT DRESS

All students are expected to wear clothes acceptable for school. The general rule is appropriateness and decency. Any student wearing inappropriate clothing may be sent home to change his/her attire, or parents can bring proper clothing to school. Repeated violations will be treated as disruptive behavior. If a particular style is not mentioned below, the administration reserves the right to determine if a student's clothing, cosmetics, or jewelry is unacceptable. Administrators may not be held accountable for confiscated items. Examples of inappropriate clothing are listed below.

- No unusual hair styles or colors, unusual body piercings or sunglasses (worn indoors).
- Shorts/skirts must be appropriate length (below finger tips when standing).
- Clothing with holes may not reveal skin or undergarments that are otherwise covered.
- Tops must have straps that are two fingers wide, cannot be tight or low cut, may not show cleavage, must cover the waist, shoulders and back. Tank tops are not permitted.
- Shirts must be tucked in unless it is clear that a weapon is not concealed under shirt.
- Attire must not evidence membership or affiliation with "gangs" in a negative sense, including but not limited to, bandanas, hand symbols, and/or colors.
- Hats, picks, combs may not be worn at school. Decorative hair pieces may be worn, but are subject to administration scrutiny.
- Clothing must not be offensive, obscene, profane, depict drugs or alcohol.
- Anything, including tattoos that display inappropriate messages, vulgar language or images, or gang symbols.
- Pants/slacks must fit at natural waist and not drag the floor or sag.
- Proper shoes must be worn, open back shoes are permitted, shower shoes and bedroom slippers are not.
- Wearing accessories that could pose a safety threat to one's self or others. Examples: chains, fishhooks, studded bracelets or collars.
- No loungewear or sleepwear under any circumstances.

SCHOOL CAFETERIA

Our school utilizes the PCS system. Each student is assigned a personal keypad number. During mealtime students will key in their keypad number on a keypad. The current money balance in the student's meal account will be shown on the computer POS screen. If an account has enough money, the transaction will be processed and the amount of the meal will be deducted from the student's balance. If there is not enough money in the account, a sound signals the cashier who will handle the situation. Keypad numbers are confidential; therefore the number should not be given or loaned to other students. Students eligible for free meals will be provided a personal keypad number at no charge. By having every student use his/her account number the anonymity of students receiving free or reduced meals is assured. Please make a deposit for your student's account in cash or check made payable to Chesnee Middle School Cafeteria. It is recommended that you make payments of at least \$20 to reduce the need for frequent deposits and cash handling. The system is able to handle deposits in any amount and give the proper credit to the student's account. When the account is low on funds, a notification will be given to the student. Checks will not be cashed, only deposited into student's account. All checks must have the full name, street address and phone number written on them. Households with more than one child must designate the amount of money to be placed into each child's account. Different children from the same household cannot share an account balance. Students may also pay by the day. Money in a student's meal account may be used only for complete meals. Money left in an account at the end of a year will be available for that student's use in the next school year. Refunds from student meal accounts are available only upon written parent/guardian request. Children in grades 6-8 shall be served on a very limited credit basis. The maximum credit that shall be extended to these children is three (3) days of breakfast and lunch. Children that have exceeded three days may be served an alternate/limited menu until their bill is paid. A parent can always ask for a detailed report on available money and meal transactions in a child's account. Free and reduced forms are available in the cafeteria and office. Also, there are temporary free programs for short- term situations. Ice Cream and drinks are sold in the cafeteria during lunch. Students may purchase these items during their scheduled lunchtime. Ice cream and drinks may not be purchased at any other time during the day or after school. Prices are as follows:

Breakfast \$1.20	Lunch \$2.00	Extra Milk .50
Reduced breakfast .30	Reduced lunch .40	

LUNCH SCHEDULES A, B & C

Lunch Schedule A has times and a serving schedule described in the teacher handbook. When 6th, 7th and 8th graders finish eating, they are to go down their respective hall to the track or stay seated inside the lunchroom.

Lunch Schedule B is designed for days when the weather is too bad for normal lunch procedures, but not bad enough to initiate Schedule C. Students will come to the cafeteria (Same as Schedule A). Students will be allowed outside, providing they stay on the concrete or pavement. Students will **not** be allowed to throw or play ball.

Lunch Schedule C is designed for days when we feel students should not go outside during lunch. This could be due to inclement weather, safety concerns, or anything else deemed necessary. The office will call classes to lunch. Teachers will walk students to the cafeteria and sit with students at assigned tables. When everyone has been served and students finish eating, the teachers will have students empty their trays and walk with them back to class.

PERSONAL BELONGINGS

Electronic devices, such as CD or MP3 players, games, etc. should not be brought to school. This policy eliminates theft, classroom distractions and arguments. Cell phones, and other electronic devices turned on or used during regular school hours are prohibited by district policy and may be confiscated. **Administration may not be held accountable for confiscated items.** Student use of such items during the school day may result in disciplinary action.

THE LIBRARY MEDIA CENTER

The Media Center serves the needs of the students and faculty of Chesnee Middle School. The Center's hours are 7:30 AM-3:10 PM. Students are encouraged to use the LMC as often as possible, not only for classroom research, but also for recreational reading, etc. Media center passes should be obtained from homeroom or subject teachers. Students are allowed to have three (3) books checked out of the Media Center at once. Books are checked out for two (2) weeks and there is a fine of \$0.10 per day. Students with overdue books cannot check out other books until the overdue ones are returned and fines paid. Any student visiting unauthorized websites may be punished according to the discipline code.

DELIVERIES

No flowers or deliveries will be allowed at Chesnee Middle School. This is District Policy.

DISTRICT ATTENDANCE REGULATIONS

Students should bring an excuse every time he/she is absent from school.

1. General Absences – These include absences for deaths or illnesses in the family, for student illnesses without a medical excuse, for non-school sponsored trips. Students are limited to no more than ten (10) such absences. Suspensions are unlawful and count as part of the ten (10) general absences.
2. 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 for by a parent or legal guardian.
3. Absences for School-Sponsored Activities – With approval from the principal, students may be absent for a portion of the school day or the entire school day for school-sponsored activities, such as field trips, academic competitions, athletic events or other extra-curricular activities.
4. Religious Holidays – Students will be excused for recognized religious holidays.

ATTENDANCE INTERVENTION PLANS

When students have three (3) consecutive or a total of five (5) unexcused absences, the school will contact parents and develop a plan for improved attendance. Students exceeding ten (10) days unexcused absences will be reported to Truancy or Family Court. Violations of these regulations may result in non-promotion or non-credit in each course or grade. The Principal and Superintendent (or his designee) will consider extenuating circumstances when appealed to the Principal for absences which cause the student to be denied credit or promotion. The Principal at each school is directed by the Board to serve as the designee for contacting students who are in violation of the school attendance regulations. DHEC has developed Exclusion Lists to help parents decide when children are too ill to go to school. Please visit the DHEC website (www.scdhec.gov/health/disease/exclusion.htm) or ask the school nurse for a brochure for more information.

TELEPHONE USE

The school telephone number is 461-3900. Brief messages for teachers and/or students will be taken, but may not be delivered immediately because the office is usually very busy. Only in emergencies will a teacher or student be called to the phone during a class. Important and emergency messages will be delivered promptly. Student messages will be delivered at the end of the day. If a student is sick, they need to go to the Health Room where someone will call for them. Students are allowed to use the phone for emergencies and if after school meetings are cancelled. Students cannot use the phone for forgotten books, assignments, notes, detention, or previously scheduled after school meetings.

PRESCRIPTION DRUGS AND OTHER MEDICATION

Parents are encouraged to administer all medication outside the school hours whenever the physician deems it possible. To have medication administered at school, a District Two Medical Request Form must be completed by the doctor and parent. This form requires the name of the drug, amount, frequency and duration of administration, and appropriate treatment. The form should be signed by the physician and parent. This medicine, in its prescription container, must be delivered and picked up by an adult. In order to avoid unexpected reactions in the school setting, the first dose of medication should be administered at home. Non-Prescription medication must be delivered in the original container with dosage administration guidelines intact. Non-prescription medications will only be administered according to dosage guidelines on the package, as to amount and age

requirements. The medication should be hand delivered by the parent to the school in the original container with the proper label and signed form. Parents may bring medication to school and administer it to their children themselves before school or at lunch. Parents should report to the office upon arrival. The student will be called to the office for the parent to administer the medication. Any medicine not picked up the last day of school will be destroyed after dismissal that day.

HEARING/VISION TESTS

During the school year, a health care professional will conduct vision and hearing as requested by parents or teachers and vision screening on 7th graders. If you do not wish for your child to participate in this service, please inform the school nurse. Dental screening will be available for 7th graders by Healthy Smiles. Dental cleanings/sealants are offered by Health Promotional Specialist with a completed parent permission form. This form is available at registration and in the health room.

LOST AND DAMAGED BOOKS

All students losing or damaging library or textbooks will be charged full replacement costs or damage fees for them. Students will not be enrolled for the next year until all debts are paid. When textbooks are lost, new ones must be purchased in a reasonable amount of time. If the student finds the lost textbook during the current school year, he may bring it to the front office and apply for a refund.

LOCKERS

All items left in lockers at the end of school in May will become the property of Chesnee Middle School. Only school issued locks are acceptable on lockers. Lockers are the property of the school and can be searched.

OPENING AND CLOSING OF SCHOOL (BAD WEATHER)

If it becomes necessary to delay or close school in School District Two because of dangerous weather conditions, announcements will be made over the LOCAL Radio and TV stations beginning at 6:00 AM or earlier, if possible. If there is any doubt that school will be in session on a day of adverse weather conditions, listen for the broadcast on the radio or TV. If a radio or TV is not available, please telephone a friend for information or have a friend telephone you. PLEASE DO NOT CALL THE SCHOOL OR THE DISTRICT OFFICE. We need to keep these lines of communication open in order to expedite decisions concerning your child's safety. WSPA AM (950 on your dial) is an example of a local station.

2013- 2014 SCHOOL CALENDAR OF EVENTS

August 12	District 2 Staff Convocation	January 3	Teacher workday
Aug. 12- 16	Teacher In-Service/Workdays	January 13	End of 1 st semester
August 12	District Convocation	January 20	MLK Holiday
August 19	First Day for Students	January 21	Report Cards Issued
Date TBA	Open House 6:00 pm	February 17	Teacher In-Service/Workday Student Holiday
September 2	Labor Day Holiday	March 14	Teacher In-Service/Workday/ Student Holiday
Date TBA	PSAT Testing	March 18 - 19	PASS writing test
October 21	End of 1 st 9 weeks/45 th Day	March 20	End of 3 rd Nine Weeks
October 24	Report Cards Issued	March 27	Report Cards Issued
October 22 & 24	Parent Teacher Conferences 3:00-6:30 pm	April 7- 11	Spring Holidays
October 25	Teacher In Service / Workday	May 6 -9	PASS State Testing
Nov. 5	Election day	May 29 - 30	Student half days
Nov. 27 - 29	Thanksgiving Holidays	May 26	Memorial Day Holiday
December 20	Student half day	May 30	Last Day for Students
Dec. 23 – Jan.2	Christmas/Winter Holiday	June 32	Teacher Workday, report cards mailed

NOTE: STUDENT ATTENDANCE DAYS MISSED DUE TO INCLEMENT WEATHER WILL BE MADE UP AT THE END OF THE SCHOOL YEAR OR ON STAFF DEVELOPMENT DAYS. JANUARY 2, FEBRUARY 10, AND MARCH 16 ARE POTENTIAL MAKE -UP DAYS.

GRADE REPORTING PERIODS

INTERIM REPORTS ISSUED

September 19, 2013
November 25, 2013
February 14, 2014
April 29, 2014

REPORT CARDS ISSUED

October 24, 2013
January 21, 2014
March 27, 2014
June 2, 2014 (Mailed)

Parents/ guardians should sign and return reports within 3 schools days.
Students who do not return signed Report Cards may face disciplinary action.

GRADING SCALE

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 0 – 69

District Policy—80% formal assessments and 20% informal assessments

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in the many clubs, sports, artistic groups and organizations, as well as attend special events. The administration expects students to behave in a manner that represents the school, group and the individual in a positive light. However, students who are guilty of misconduct at any school-sponsored event, such as a dance or ballgame, will lose the privilege of attending such events. Students who are representing Chesnee Middle School in extracurricular activities are expected to conduct themselves properly. This includes, but is not limited to, athletes, cheerleaders, band or chorus members and club members. If a student loses the privilege to attend after-school events, he/she will also lose the privilege to represent Chesnee Middle School for part or all of the school year.

GOING GREEN

Chesnee Middle School is dedicated to recycling and preserving the Earth's resources and keeping our campus clean and environmentally friendly.

Passive Alcohol Screening and Verification

In an effort to deter underage alcohol consumption and to maintain a safe and orderly environment in the school setting and at school – related events, Spartanburg School District Two provides administrators access to Passive Alcohol Screening and Verification units to be used by designated and trained staff members/school resource officers at school, on school buses, or during a school – related activity when there exists a suspicion of alcohol use or possession. The passive alcohol sensor can detect the presence of alcohol on the breath or in open containers.

SCHOOL BUS TRANSPORTATION

School bus service is provided for students legally eligible for this service. Riding the bus is a privilege. All students must obey the Spartanburg District Two School Bus Policy, or their bus privilege may be denied. Students riding a route that is different than the usual one should have a note signed by a parent and a school official. If you have any questions concerning bus transportation, please contact the Transportation Director, at 461-8901. 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.

BUS DISCIPLINE

1) Students must not participate in any activity that distracts the driver's attention away from the road. 2) Book bags and personal items must be held in lap. 3) Cell phones must be turned off and out of sight. 4) Eating, drinking and

chewing gum are not allowed. 5) Students should remain seated and facing front, keep all body parts inside the bus, and keep the aisles clear. 6) Any form of vandalism is not allowed. Restitution for damages will be required. 7) The driver/monitor may assign seats. 8) All school rules apply to the bus also. 9) No profanity is allowed. 10) Students must have a signed note by the school staff to ride a different bus or get off at a different stop. 11) Do not spray anything while on the bus.

STUDENT DISCIPLINE POLICY

In order to maintain a "school climate" in which the youth of our school can live, learn, and flourish, it is vitally necessary for all students to assume responsibility for their behavior while enrolled in Chesnee Middle School. Therefore, in order to aid students in making appropriate decisions governing their behavior, this Discipline Policy has been established. The student discipline policy is enforced at all times on school grounds or any school sponsored events including field trips, extracurricular activities, etc. While the examples are not intended to be all-inclusive, they are illustrative of the types of behavior that is inconsistent with the proper maintenance and function of an effective program in our school. Also, an equal or lesser punishment may be substituted due to availability of punishment.

AFTER SCHOOL DETENTION HALL

Students may be assigned to Detention Hall for disciplinary purposes by a teacher or administration. Detention Hall will be held after school hours.

1. Students must report to Detention Hall at 3:06 PM sharp. Any student arriving after that time will not be permitted into the room and will be reported to the administration.
2. Students should bring some type of study or working materials (absolutely no games, TV, or radios).
3. No talking or sleeping.
4. No student will be excused early for any reason other than sickness.
5. If a student is dismissed from detention hall because of discipline problems, he/she may be suspended.

IN-SCHOOL SUSPENSION RULES

Students will be assigned to In-School Suspension for disciplinary purposes by the administration. In-School Suspension will be held during school hours. If it is necessary for a student scheduled for ISS to be absent that day, he/she must bring a medical excuse or face additional disciplinary action.

1. Students are denied all normal school privileges.
2. No talking is permitted.
3. Students are not to eat, drink, or chew gum in ISS.
4. Students may not sleep or lay their heads down in ISS.
5. Students are required to eat lunch at a time different from the rest of the student body.
6. Students will have (3) three supervised restroom breaks during the school day.
7. Students must have all books, paper, and pencils to complete assigned work.
8. Students are required to complete assigned class work.
9. If a student is dismissed from ISS because of a discipline problem, he/she will be suspended out-of-school

SUSPENSION

Any student who has been suspended three times during the school year will be referred to the administrative staff who will review each case to consider the possibility of expulsion. When a school administrator assigns a student to out-of-school suspension, the student will be denied the privilege of attending school for the number of days of his/her punishment. This policy will apply to students attending any school-sponsored activities, whether during school or after school hours.

POLICY GOVERNING SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violating the written rules and regulations established by Chesnee Middle School or the Board of Trustees. A student may also be suspended or expelled when his/her presence is detrimental to the best interest of the school. The expelled student shall have the right to petition for readmission for the succeeding school year.

LEVEL I: DISORDERLY CONDUCT	
<u>BREACH OF CONDUCT</u>	<u>PUNISHMENT (1st, 2nd, 3rd Offense)</u>
1. Tardy	1-6 - Handled by teacher 7-12- Handled by team 13+- Refer to AP
2. Lying to a member of school staff	Refer to AP who may suspend up to 5 days
3. Disruption	Refer to AP who may suspend up to 5 days

4. Abusive language or gestures between or among students (obscene or profane)	1) 2 hours ASD 2) ISS 3) OSS
5. Failure to complete punishment	Progressive punishment up to 3 days OSS
6. Failure to report to the office	1) 3 days OSS 2) 5 days OSS 3) 10 days OSS
7. Use of forged notes or passes	Refer to AP who may suspend up to 5 days.
8. Cutting class	1) ISS 2) 1 day OSS 3) 2 days OSS
9. Possession or use of tobacco products on school property	1) 3 days OSS 2) 5 days OSS 3) 10 days OSS (recommend expulsion)
10. Destruction of materials	1) Parent Conference and may request restitution and/or issue suspension
11. Violation of Dress Code	1) Request that the student change clothing or sent home 2) ISS
12. Loitering or misbehaving in restrooms or hallways	1) 1 – 2 hours ASD 2) ISS 3) OSS
13. Possession or distribution of obscene literature or devices	1) Parent Conference and up to 3 days suspension 2) Refer to Assistant Principal who may suspend up to 5 days
14. No food or drinks in building anytime, anywhere, except in the cafeteria. NO GUM anywhere in building anytime	1) 1 hour ASD- Confiscate 2) 2 hour ASD -Confiscate 3) In-School-Suspension - Confiscate
15. Display of affection	1) 1 hour ASD 2) 2 hour ASD 3) ISS
16. Pushing/Striking	1) ISS 2) ISS or OSS 3) Refer to AP who may suspend up to 5 days
17. Cell Phones , Electronic Devices	1) Item confiscated and returned to parent 2) Item confiscated, returned to parent and ISS 3) Item confiscated, returned to parent and OSS
LEVEL II: DISRUPTIVE CONDUCT	
BREACH OF CONDUCT	PUNISHMENT (1st, 2nd, 3rd Offense)
1. Use of intoxicant (alcohol, drugs, or any controlled substance, or unauthorized substances	1) 10 days OSS 2) Recommend expulsion
2. Fighting	1) 3 days OSS 2) 5 days OSS 3) 10 days OSS
3. Instigating or perpetuating a fight	1) up to 3 days OSS
4. Minor vandalism (less than \$100)	1) 3 days OSS and restitution 2) 5 days OSS and restitution 3) 10 days OSS
5. Minor theft (less than \$100)	1) 5 days OSS and restitution 2) Recommend expulsion and restitution
6. Rude and disrespectful (to teachers)	1) up to 3 days OSS 2) 5 days OSS 3) 10 days OSS
7. Threats and intimidations (to teachers)	1) 5-10 days OSS or recommend expulsion
8. Threats and intimidations (to students)	Refer to assistant principal who may suspend up to 5 days
10. Trespassing on school property	Notification of proper authorities
11. Abusive language or gestures to school staff (obscene or profane)	1) 5-10 days OSS or recommend expulsion
12. Refusal to obey school personnel or agents, such as chaperones, whose responsibilities include supervision of students at any after-school functions and on field trips	*Send home immediately and may return within 5-10 days at discretion of the principal or recommend expulsion

13. Illegally occupying (or blocking in any way) school property with the intent to deprive others of its use.	*Notify proper authorities and may recommend expulsion.
14. Unlawful assembly	*Notify proper authorities and may recommend expulsion.
15. Illegally walking out of a classroom and/or building	1) Refer to assistant principal who may suspend up to 5 days and/or recommend expulsion
16. Leaving school without permission	1) 1 day suspension 2) 3 day suspension 3) 5 day suspension
17. Improper physical contact	1) up to 10 days OSS
18. Improper Internet Usage	1) Parent Conference and up to 3 days OSS 2) 5 day suspension
19. Bullying	1) up to 5 days ISS 2) up to 5 days OSS
LEVEL III: CRIMINAL CONDUCT	
BREACH OF CONDUCT	PUNISHMENT (1ST, 2ND, 3RD Offense)
1. Assault and battery	Recommend expulsion
2. Extortion	Recommend expulsion
3. Bomb Threat	Recommend expulsion
4. Possession, use or transfer of dangerous weapons	Recommend expulsion
5. Sexual offense	Recommend expulsion
6. Major vandalism (more than \$100)	Recommend expulsion and restitution
7. Theft (major - more than \$100, or sale)	Recommend expulsion and restitution of stolen property
8. Possessing or igniting fireworks; starting fires on school grounds or in school building.	Recommend expulsion and restitution
9. Possessing or discharging stink bombs	Suspend 5-10 days or recommend expulsion
10. Furnishing, selling, or possessing controlled substances (drugs, narcotics, etc.) or any unauthorized substance	Suspend 10 days or recommend expulsion
11. Gang related activities	Suspend 10 days or recommend expulsion
*NOTE: With each breach of conduct at this level, the proper authorities may be notified. The penalty that is listed is for the first offense. In most cases a first offense will result in a recommendation of expulsion. If a student is not expelled for the first offense, a second offense will result in automatic 10-day suspension and a recommendation of expulsion.	

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

No employee or student of this District will create a sexually hostile, offensive, or charged educational environment for any student by engaging in any sexual harassment or inappropriate conduct of a sexual nature with a student. No employee or student of this District will assist any individual in doing any act that constitutes sexual harassment or inappropriate conduct of a sexual nature against any student. Any student who believes that he/she has been the object of, or witness to, sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with the principal or designated contact persons at his/her school. A parent may also file a complaint on behalf of his/her child. However, under no circumstances will a student or employee be required to first report such allegations to the principal or designated contact persons if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the student or employee should file the complaint with the District's Title IX Coordinator. All allegations will be investigated in an appropriate manner. All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct conducted by the District or by an appropriate governmental agency. No employee or student of this District will take any action to discourage any student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature. The District's Sexual Harassment Policy can be accessed in its entirety at www.spartanburg2.k12.sc.us.

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 1972, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances. These complaint procedures will be placed on bulletin boards of schools and will be distributed to parents and students.

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

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

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

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

1. The superintendent shall investigate the alleged violation within 15 days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The superintendent shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the superintendent's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Board of Trustees within thirty (30) days.

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

El distrito dos de la escuela del condado de Spartanburg reconoce que de acuerdo con el título IX de las enmiendas de la educación de 1972 y de la sección 504 del acto de la rehabilitación de 1972, un procedimiento está requerido para que los padres, los empleados, y los estudiantes puedan ser asegurados de una disposición pronta y justa de sus quejas. Estos procedimientos de queja serán puestos en tableros de anuncios en las escuelas y distribuidos a los padres y a los estudiantes.

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

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

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

1. El superintendente investigará la violación alegada en el plazo de 15 días a partir de la fecha que se recibe y que rendirá una resolución escrita de la queja dentro de treinta (30) días.
2. El superintendente proporcionará una oportunidad para que los demandantes o el representante del demandante o ambos, a presentar la evidencia, incluyendo una oportunidad de hacer preguntas a los partidos implicados. Y una vez recibidas, el superintendente, encontrara una resolución a las quejas, los partidos o partido tienen el derecho de alegar sobre la decisión a los de la mesa directiva dentro de treinta (30) días.

SPARTANBURG COUNTY SCHOOL DISTRICT TWO DIRECTORY INFORMATION/FERPA NOTICE/NON-DISCRIMINATION POLICY

DIRECTORY INFORMATION NOTICE

Throughout his or her academic career, your child will participate in a variety of events and activities during which he or she may be photographed by district office/school personnel or local news media. An employee of the school or district office will be present whenever your child is photographed or interviewed.

Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web (a part of the Internet), or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, etc.).

The Family Educational Rights and Privacy Act authorizes Spartanburg School District Two to release “directory information,” i.e., student’s name, address, telephone number, date and place of birth, photograph, subjects of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, the most recent previous school attended, and other similar information.

If you do not want your student to be included in these school/community relations activities, you must, within 15 days of this notice, notify the principal in writing of the specific type of directory information you do not want released.

NOTIFICATION OF RIGHTS UNDER FERPA

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 educational 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 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 educational record in order to fulfill his or her professional responsibility.
4. *To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*

The 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

NON-DISCRIMINATION POLICY

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

Contacts: Section 504—TBA; Title IX— Brantley Enloe