

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

Robert L. Hayes, Principal
Laura Wyatt, Assistant Principal
Lacy Parker, Guidance Counselor
Jimmy Fuqua, Resource Officer

STAFF

Crystal Rudasill, Bookkeeper
Bonnie Towery, Power School/ Guidance Secretary
Shannon Gotschalk, School Nurse
Donna Johnson, Receptionist
Shelby Brannon, Career Development Facilitator

WELCOME

On behalf of the faculty and staff, I would like to take this opportunity to welcome you to Chesnee Middle School. I would hope that you would take advantage of every opportunity that is brought before you and accept every challenge head on and continue to grow as a student and reach your full potential. It is our expectation that students, staff, and all stakeholders share in the responsibilities that all of our students gain the best possible education and opportunities that they deserve. We would like to wish all students the very best and hope you make the most of your experiences here at Chesnee Middle School and work to become better citizens and students and we hope that each of you will have a bright and productive future.

Sincerely,

Robert L. Hayes, 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. ****Visitors are required to wear a mask and practice social distancing.****

DAILY SCHEDULE

The school building will be opened daily at 7:15 AM. Students arriving between 7:15 and 7:50 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 ends at 3:05 PM. Car riders will exit the building through the front door of the school. Students riding with a sibling from the high school must be picked up in the car line at the middle school. Students participating in high school activities will be dismissed at 3:15. Members of the school staff will assist in the loading of cars. Bus riders will be dismissed from classrooms by bus number and board buses at the bus circle. 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, unless signed in by a parent/guardian.**

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. Shorts/pants cannot have holes or rips above the knee.
- 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 \$1.50
Reduced breakfast .30

Lunch \$2.65
Reduced lunch .40

Extra Milk .50

LUNCH SCHEDULES A, B & C

Lunch Schedule A Regular lunch schedule. After eating students have the option to go outside to a supervised area.

Lunch Schedule B is designed for days when conditions prevent regular lunch procedures. Students will be allowed outside, but must stay on the concrete or pavement. Students will **not** be allowed to throw or play ball.

Lunch Schedule C is designed for days when conditions do not permit for students to go outside during lunch. Students sit with their class during lunch and do not go outside.

PERSONAL BELONGINGS

Personal electronic devices, such as tablets and cell phones, games, etc. should not be brought to school. This policy eliminates theft, classroom distractions and arguments. **Use of cell phones is not permitted during the school day. 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. Electronic devices for educational purposes may be used under the direct supervision and with permission from a teacher.

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. **STUDENTS SHOULD NOT SEND OR RECEIVE TEXT MESSAGES DURING THE SCHOOL DAY.**

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

Lockers will only be assigned upon request. Students may not share lockers. Only school issued locks are permitted on lockers. Lockers are the property of the school and can be searched. All items left in lockers at the end of school in May will become the property of Chesnee Middle School.

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 District Web page, School Messenger, 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.

GRADING SCALE

A = 90 – 100

B = 80-89

C = 70 – 79

D = 60-69

F = 0 – 59

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

Spartanburg County School District 2 Academic Calendar

2020 AUGUST

S	M	T	W	Th	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND

	Staff Development
	First/Last Day of School
	School Holiday
	Report Card Distribution

AUGUST 2020

- 10-14 Staff Development Days
- 10 Convocation
- 17 First Day of School

SEPTEMBER 2020

- 7 Labor Day Holiday
- 17 Interim Reports

OCTOBER 2020

- 19-20 Parent-Teacher Conferences
- 19 45th Day
- 22 Report Cards

NOVEMBER 2020

- 2 Staff Development Day
- 3 Election Day Holiday
- 23 Interim Reports
- 25-27 Thanksgiving Holiday

DECEMBER 2020

- 18 End 1st Semester High Schools/
Student Half Day
- 21-31 Christmas/Winter Holiday

JANUARY 2021

- 1 New Year's/Winter Holiday
- 4 Staff Development Day
- 5 Students Return
- 12 90th Day/End 1st Semester
- 15 Report Cards
- 18 MLK Holiday

FEBRUARY 2021

- 15 Staff Development/Make-up
- 16 Interim Reports

MARCH 2021

- 4 4K Registration
- 18 135th Day
- 23 Report Cards

APRIL 2021

- 2 Staff Development/Make-up
- 5-9 Spring Holiday
- 28 Interim Reports

MAY 2021

- 3-28 State Testing
- 27 CHS Graduation/Half Day
- 28 BSH Graduation/Half Day-Last
Student Day
- 31 Memorial Day Holiday

JUNE 2021

- 1 Staff Development/Make-up
Report Cards (mailed)

2021 JANUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	Th	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1				

Make-up Days

Feb. 15, Apr. 2, and June 1
are designated make-up days for instructional
days cancelled due to inclement weather, etc.;
additional days will be addressed as needed.

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 may 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 not 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.

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. *Contacts: Section 504-Dr. Fran Metta; Title IX-Carlos Brooks.*

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 tabloncillos de anuncios en las escuelas y distribuidos a los padres y a los estudiantes.

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

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

Las personas que deseen presentar quejas relativas al título IX de las enmiendas educativas de 1972 deben dirigir estas investigaciones a la oficina del distrito escolar número dos, oficina de administración, calle 4606 Parris Bridge 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

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.

NOTIFICATION OF RIGHTS UNDER FERPA

EDUCATION RECORDS

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

1. To inspect and review the student’s education records within 45 days of receipt of written request for access
Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. To request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)
Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.
If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.
3. To consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent
One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her task s. 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



**Spartanburg District 2
Notification of Use of Public Benefits
(Medicaid) or Insurance To Pay For
Services Under the IDEA**

This notification is to inform you of the intent of the Spartanburg District 2 and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third party insurance and receive payment from Medicaid and/or any third party insurer for health-related services, as permitted under Part B of the Individuals with Disabilities Education Act (IDEA), and as set forth in your child’s individualized education program (IEP). The district or agency and the SCDE may also bill Medicaid for psychological evaluation services, nursing services, and other health-related treatment services billable to Medicaid without the requirement of an IEP. The district or agency must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurance and once a year thereafter for services that the district or agency will provide in the future.

This document also serves as notice that the district or agency and the SCDE will release and exchange medical, psychological, and other personal identifiable confidential information, as necessary, to the Department of Health and Human Services and any applicable third party insurance carrier regarding health-related services provided to your child.

Medicaid reimbursement for school based health-related will not affect any other Medicaid services for which your child is eligible. The district or agency cannot bill Medicaid or your child’s insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waived programs. Your child will receive the services listed in the IEP regardless of whether you enroll your child in public or private benefits or insurance programs and whether or not you provide consent for the district or agency to bill Medicaid for services. Your refusal to allow access to Medicaid or any third party insurance carrier does not relieve the District or agency of its responsibility to ensure that all required services are provided at no cost to you.

Any previous, current, or future consent to bill Medicaid or insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District or agency and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child’s treatment and provision of health-related services.

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

ADMINISTRATION OF MEDICATION IN THE SCHOOL

1. Medications will only be administered at school when prescribed by a licensed physician to be given at least four times a day or when prescribed to be given at a specific time of day that falls during school hours. The physician AND parent must sign the form for the prescription medication to be given at school.
2. Medication must be brought to the school by the parent or guardian in the original container, dispensed and properly labeled by a licensed physician or pharmacist. Students are NOT allowed to transport medication to and from school unless specified in the student's Individual Health Care Plan.
3. School nurses are legally required to administer only medications with FDA approval.
4. Nurses will not administer narcotics. In the rare case a student requires a narcotic; it will first be approved by the nurse supervisor on a case by case basis.
5. Individual Health Care Plans, which include the required components outlined by the State Department of Education, must be developed for students with serious medical conditions such as brittle diabetics, severe allergic reactions and severe asthmatic conditions requiring the student to self-monitor and/or self-medicate his/her condition during the school day or school sponsored activities. In accordance with this plan, the district authorizes, on an annual basis, the student to self-monitor and self-administer medication as ordered by the student's physician and permitted by the parent unless there is sufficient evidence that unsupervised self-monitoring or administration would seriously jeopardize the safety of the student or other students.
6. Individual Health Plans must also be developed for students with chronic health conditions requiring treatments, procedures, and/or monitoring that must be performed by the school nurse that are complicated and/or lengthy, which require multiple contacts with the nurse during the school day, and/or are needed on an emergency basis to prevent death or disability. If a student qualifies for a Federal 504 medical accommodations plan, the plan must include the required components specified for an Individual Health Care Plan. The student's physician, the student's parent or legal guardian, the student (if appropriate), the school nurse and other appropriate school staff members must be involved in the development and the approval of the plan.
7. Sharing any prescription or over-the-counter medication with another student may result in disciplinary action. The parent/guardian must sign a statement acknowledging that the district will incur no liability as a result of any injury arising from taking or using medications or self-monitoring devices by the student and the parent/guardian will indemnify and hold harmless the district and its employees and agents against any claims arising out of the self-monitoring or self-administration of medication by the student.
8. Over the counter (OTC) medications may be provided by the parent if it is in the ORIGINAL container, clearly labeled with the student's name and is accompanied by written parental permission form. OTC medications will only be given according to package directions.
9. Medications will be kept in a secure storage unit in the health room of the school, unless specified in the student's Individual Health Care Plan.
10. The school board authorizes, as allowed by the Safe Access to Vital Epinephrine Act (SAVE), school nurses and other designated personnel to administer, under approved protocol and without a prescription, an epinephrine auto-injector to a student or other individual on school premises whom they in good faith believe is experiencing anaphylaxis.
11. The district, in consultation with the South Carolina Department of Health and Environmental Control and the South Carolina Department of Education, will develop, implement, and post on the district website a plan for managing students with life-threatening allergies. The plan will include: 1. Training for school personnel on managing such students, storing and administering epinephrine auto-injectors, and recognition of allergic reaction symptoms. 2. Procedures for responding to life-threatening allergic reactions, including emergency follow-up. 3. A process for the development of individual health care and allergy action plans for every student with a known life-threatening allergy.

State of South Carolina

Spartanburg County Courthouse
180 Magnolia Street
Spartanburg, S.C. 29306
Phone (864) 596-2575
Fax (864) 596-2386



Cherokee County Courthouse
Floyd Baker Blvd.
Gaffney, S.C. 29340
Phone (864) 487-2576
Fax (864) 487-2753

BARRY J. BARNETTE
Solicitor, Seventh Judicial Circuit

August 1, 2018

Dear Parent or Guardian:

The school districts of Spartanburg County and the 7th Circuit Solicitor's Office are working together to keep our kids in school. The partnership utilized Spartanburg County Truancy Court to examine the problems associated with children who are chronically absent from school and develop a long-term action plan for improvement that involves both the student and the parent or guardian.

The eleven-year-old deferred prosecution program is a remarkable success with school districts, court officials and parents working together to keep children in school. Fewer children are being referred to Family Court for truancy prosecution. Children who were once considered truants are returning to school.

The momentum must continue. As a former school teacher and a veteran prosecutor, I see the life-changing impact that occurs when someone makes the decision to drop out of school. Our state defines truancy as a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) unlawful absences.

If a child classifies as a truant, the child and their parents will meet with school officials to discuss the truancy issue and an intervention plan developed by the school, parents and the child. If the conditions of the intervention plan are not met and the child continues to incur unlawful absences, the school will refer the child and their parents to Truancy Court. Once Truancy Court becomes involved with the case, the child and the parents will be notified by letter.

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,

A handwritten signature in cursive script that reads "Barry J. Barnette".

Barry J. Barnette
Solicitor

BJB:sop