



Chesnee Elementary  
School  
2023-2024



## STUDENT HANDBOOK

Chesnee Elementary School  
985 Fairfield Rd.  
Chesnee, South Carolina 29323  
Phone: (864) 461-7322  
Cafeteria: (864) 703-5711  
Fax: (864) 461-7338

*Recipient of South Carolina's Red Carpet Award  
Palmetto Silver for Closing the Gap*

**Kristen Senn**  
PRINCIPAL

**Emily Wilkins**  
ASSISTANT PRINCIPAL

**Ashlyn Campbell**  
TEACHER OF THE YEAR  
2023- 2024

**Carla Swann**  
AMBASSADOR OF THE YEAR  
2023- 2024

**Brittany Acquisto, Crystal Atkins, Tabatha Duckett, Brooke Powell**  
NATIONAL BOARD CERTIFIED

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

**CES Eagles Soar**  
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**PRINCIPAL'S MESSAGE**

We are looking forward to a new year and a new adventure at CES! As a faculty and staff we are excited about our next steps in learning together. I am thankful for your help, understanding, and patience as we navigated school last year, and I can't wait to meet more of our fantastic families and community members this year. We will continue to work together to continue to achieve student success at the highest level. CES is very proud of the programs we offer to our students, and we encourage our students to set goals, work hard towards meeting those goals, and self-monitor their progress so that we **Soar** to the next level. The 2023-2024 school year will be one full of excitement and learning!

Our handbook has been developed by our faculty and administrators to help our students and our parents learn as much as possible about school policies, procedures, and the services we offer. We are all looking forward to this school year and hope all our students will have a rewarding and successful year.

**MISSION STATEMENT**

Our mission is to provide a safe and supportive environment in order to impact the lives of every student, every day by providing an education that inspires growth and promotes success.

**TELEPHONE DIRECTORY**

Main Office.....461-7322  
Cafeteria.....703-5711  
Kids Club.....913-8474  
School Fax .....461-7338

**GENERAL SCHOOL INFORMATION**

**Bell Schedule**

**The school day schedule is as follows:**

7:00am - 7:25am	Breakfast served in the cafeteria
7:00am - 7:30am	Report to assigned hall or location
7:30am - 7:38am	Students enter the classrooms
7:40am	Tardy bell rings / Instruction begins
2:15pm	Dismissal bell rings

**Parent-Teacher Organization (PTO)**

Chesnee Elementary has an active PTO that offers you many exciting opportunities to become involved in your child's education.

- Fundraisers
- Grandparents to CES
- Teacher Appreciation Week
- End of the Year Program celebrations

All parents and teachers are encouraged to participate and support PTO activities. The PTO will meet multiple times during the school year. Parents will be notified prior to PTO meetings. Your participation is essential to the continued success of the Chesnee Elementary PTO.

**Car Loading and Unloading**

Four-year-old (4K) and five-year-old kindergarten (5K) students will be dropped off and picked up in the kindergarten loop. The loop is accessed by entering the campus through the main entrance and turning right at the first drive. Please do not leave your automobile unattended at any time.

Students in first through fifth grades who arrive by car must be dropped off at the front of the school. Please do not let your child out at the side entrances, the bus loading area, or the staff parking lots. If you would like to walk your child to the entrance of the building, please park in the front parking lot and do so, crossing only at the designated crosswalk. We ask that students walk independently to their classrooms so we can ensure the safety of all of our students.

During dismissal, students will not be allowed to walk to cars parked outside the loading area. If you are not in the loading area, you will need to walk to the loading area to safely escort your child to your vehicle. Please use the crosswalk and wait for the staff member to signal for you to cross. It is important that cars are not left unattended in the drive through area, as this prevents traffic from moving.

**Before 7:00am, there is no outside supervision provided; therefore, no student is permitted to be dropped off before 7:00am.**

**Early Dismissal**

If an early dismissal is planned, please send a note to your child's teacher stating the reason and the expected dismissal time. When you arrive to pick up your child, you will be asked to sign him/her out for the day. We ask for your cooperation in reducing the number of times your child needs to leave early. When a child leaves early, he/she misses valuable class time and causes a disruption to the learning environment inside the classroom. **For safety reasons, no early dismissals will be allowed after 2:00pm**

**Leaving School with Others**

If you would like your child to leave school in any manner other than his/her regular way, please write a note to the teacher. In that note, please notify the teacher of the name of the adult who will be picking up your child. For your child's safety, if we do not have a note, we will send your child home the way you indicated at the beginning of the year on the student information sheet. Please instruct your child to give the note to his/her teacher when they arrive at school. This is important because sometimes there is a problem with your request and we may need to call you to solve the problem. If you would like your child to go home with another student, please have the parent of the other student send a note with the same information. These changes should be very minimal so that we can continue to protect your child's safety. No changes in transportation or method home will be taken over the phone. **Written notification of any transportation change is required.**

**Floral/Personal Deliveries**

The district policy states that schools cannot accept personal deliveries (flowers, balloons, food, etc.) for students or staff. Local florist have been notified of this policy.

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### **Attendance Policy**

Regular attendance is critical if students are to be successful in school. An absence can only be considered excused when (1) an excuse from a doctor or medical provider is sent or (2) a parent note is sent to school explaining the reason for the absence. The note should include the date(s) of the absence(s), the reason for the absence(s), the telephone number of the parent/guardian, and the parent's signature. Students are limited to 10 parent notes per year. Once parent notes have been received for 10 of your child's absences no additional parent notes can be accepted. A valid medical excuse must be provided for any additional absences in order for the absence to be excused. All excuses must be submitted within three (3) days of the student's return to school.

Legal absences include days when a child is absent due to his/her personal illness, a doctor or dental appointment, emergency family illness, death in the family, buses not running, and religious holidays. According to board policy, absences in excess of 3 consecutive days must be approved by the school's principal. This is to ensure a student will not be truant with their absences or miss a state examination or testing window. In the case that a student does miss state examinations, they could potentially be rescheduled on a day when classroom instruction is not occurring (field day, awards day, etc) to ensure the student does not miss additional instruction.

Unlawful absences result when a student returns to school from an absence without a note or misses school due to pleasure trips or activities that could have been tended to after school hours. Our state law defines truancy as "a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) total unlawful absences and/or has excessive tardies in a school year." School administration is required by law to refer all students classified as truant to the Spartanburg County Truancy Court. Prior to a court referral, efforts will be made to work with the parent to develop a plan to improve attendance.

### **Tardy Policy**

It is very important that your child is at school, on time each morning. Excessive tardiness is not only a violation of South Carolina's Compulsory Attendance Law, but also a disruption in your child's classroom. **A student will be considered tardy if he/she is not in the classroom when the tardy bell rings at 7:40am.** Encourage your child to proceed to the café or their classroom immediately upon arrival.

The morning student entrances are locked at 7:38am. This allows for all staff to report to their designated area to supervise students for the start of the 7:40am school day. Therefore, to ensure safety and supervision, any student arriving by car after 7:38am must be escorted to the office and signed in by a parent/guardian, stating the reason for the tardy.

Students who arrive to school late due to a doctor or dentist appointment must provide a valid excuse from a medical practitioner in order for the tardy to be excused.

Multiple tardies (beginning with 5) will result in phone calls from school office personnel and a tardy warning letter. Continued tardies (10, 15, 20) will result in contact/letter from school administration. Continued tardies (20) will result in the implementation of a Tardy Intervention Plan. Excessive tardies (30) will result in a referral to Spartanburg County Truancy Court.

### **Title I**

Title I funding is instrumental in educating all children at CES. Our school has many programs supported by Title I including the independent reading program, Instructional Coaches for Literacy and Math, Reading Interventionists, various educational computer programming, family night events and an after-school tutorial program "CHAMP Camp". Title I funds also support continuing staff training, parent educational programs, phonics programs, Write From the Beginning, Thinking Maps, and extensive classroom libraries.

Regulations of the Title I program state that parents have the right to give feedback regarding how the funds are allocated. Planning surveys sent home each spring allow parents to provide suggestions related to the existing programs and/or other educational programs. Comments and questions about Title I funding are welcomed. At any time, call the school office (864) 461-7322 to discuss your concerns or to view our Title I plan.

### **Family Educational Rights / Privacy Notice**

Directory Information - Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web, 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." The District considers the following as directory information: age, name, the most recent school attended, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, and photographs.

With the exception of electronic images related to school-sponsored or district-sponsored events, activities, and special recognitions, the District will treat all video recorded of students through surveillance videos on District property or school buses as student records entitled to confidentiality pursuant to the Family Educational Rights and Privacy Act and other applicable federal and State laws.

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/social media 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.

Education Records - A student's cumulative education record contains directory and scholastic information, standardized test data, health records, etc. Individual student records are not available for public inspection. However, FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records.

\*Copies of the Family Educational Rights / Privacy Notice are available in the school office and on our school web page.

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### **School Cafeteria**

The school cafeteria serves nutritious breakfasts and lunches daily. Breakfast is served in the cafeteria starting at 7:00am. Students arriving by car must be in the cafeteria by 7:25am in order to eat breakfast.

Neither the office nor the classroom teacher handle lunch and/or breakfast payments; instead, the students purchase meals directly from cafeteria personnel. Meals should be purchased ahead of time. Free and reduced priced meals are available. Application forms for free and reduced meals are available on the Spartanburg School District 2 website and must be submitted each year. These forms should be completed and submitted electronically to the district as soon as possible (Yearly applications are available starting July 1 online). Parents will be notified in writing whenever lunch or breakfast money is due. When you send your meal payment with your child, place the money in an envelope. Teach your child to keep this envelope in his/ her pocket or book bag until he/she arrives in the classroom or cafeteria. This will lessen the chances of your child's money being lost or stolen.

Please continue to complete the free and reduced application form yearly in order for your student to qualify for additional programs.

Students who desire more than one milk or wish to bring their own lunch may purchase additional milk cartons by paying \$0.50 per carton.

During the school year, we offer parents and family members the opportunity to join your child(ren) for lunch. Meal prices for 2023-2024 are as follows for adults: Breakfast—\$2.55 and Lunch—\$4.00. Please remember that carbonated drinks and take-out food from restaurants or other outside food are not permitted in the school cafeteria.

### **Parties**

Parties are held twice during the school year: Christmas and Valentine's Day. Parents are notified regarding refreshments. No other parties for students or teachers should be given during school hours. We appreciate your cooperation in this effort. A treat can be sent to school on your child's birthday for the students to enjoy as dessert during their lunch period. Any items sent for class parties or sent for a child's birthday must be store bought with all ingredients listed on the packaging. This is necessary for the safety of those students with food allergies.

### **Textbooks and Materials Fee**

The State Department of Education furnishes textbooks for students use. Parents are strongly urged to remind their child to take good care of textbooks. The condition of the textbook is documented when issued to the student. Parents will be obligated to pay for lost or damaged textbooks.

Students are asked to pay a \$7.00 materials fee. This money is used to purchase instructional materials and support instructional programs.

### **Personal Belongings**

Toys, music players, personal iPads, large amounts of cash, video games, cell phones, trading cards, etc., should not be brought to school by any student. This policy eliminates theft, classroom distractions, and arguments. Items brought to school will be taken by the teacher and kept until a parent comes for them. Each year we find hundreds of pieces of clothing that our students lose, which we are unable to return because there is no name written on the clothing. Please use a permanent marker to write your child's name inside the collar or on the label of clothing items.

### **Student Dress Code**

At Chesnee Elementary, we believe that students who are dressed neatly and cleanly are better learners. Hence, all students are expected to wear clothing acceptable for school. **Articles of clothing or actions that tend to draw unfavorable attention and interfere with instruction are prohibited at school.** Shirts, tops, and blouses should not reveal the back, stomach, or sides of your child. Students cannot wear clothing with inappropriate pictures, gestures or language for the school environment. Students may wear mid-length shorts, provided they are longer than the middle finger when hands are stretched down on the side of the body. Halter tops, pajama/lounge pants, any see-through items, short skirts, bike shorts, cut-off shirts and sunglasses should not be worn to school. Spiked, painted, or dyed hair of unnatural colors and headwear (hats, caps, scarves, and doo-rags) are not permitted to be a distraction to the learning environment. We highly recommend that students not wear flip flops because of the safety hazard they present on the playground. Skater shoes of any kind are prohibited to wear with the wheels attached.

### **Reports of Student Progress**

Interim reports are issued to notify both you and your child regarding his/her progress. These reports will be issued at the mid-point of each nine-week period to all students. Any student who is not making satisfactory progress will have time to make improvements.

Report cards are issued at the conclusion of each nine-week period. Students are also rated on work habits and social attitudes displayed during the grading period. The report card will reflect whether the student is working on grade level in reading and math. Report cards will be issued during the 2023-2024 school year as follows:

1st Nine Weeks.....	October 19, 2023
2nd Nine Weeks.....	January 10, 2024
3rd Nine Weeks.....	March 18, 2024
4th Nine Weeks.....	mailed on May 24, 2024

### **Visitors**

Parents are always welcome at our school. When visiting during the school day, all visitors (including parents), are to enter the front office using the bell system and receive a visitor's pass, which must be displayed at all times while in the school building. Visitors/parents are not authorized to visit a classroom or other areas during school hours without prior approval and proper identification. During events when children are in a more open environment, such as field day or field trips, approved chaperone forms are required for anyone on campus to ensure student safety.

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### **Gifted and Talented Program**

Qualifying students in grades 3rd, 4th, and 5th are eligible to participate in the district's program for academically gifted students. Qualifications are based on state guidelines, which include intelligence test scores, achievement test scores, performance-based assessment, and nomination forms. Students in the program will attend classes once each week and earn a grade on their report card. Please remember that GT classes can help to advance a student into the Honors Program in later years.

### **Library Media Center**

The Chesnee Elementary School Library Media Center has a collection of over 12,000 books, including fiction, non-fiction, reference, picture books, and professional materials. We also have a collection of audiovisual materials to support the curriculum. The Library Media Center is open from 7:25am–3:00pm to allow students and teachers an opportunity to select materials. The Library Media Center will also sponsor at least two book fairs during the school year. The Library Media Center is committed and supportive of the educational experiences of all students.

### **Opening and Closing During Bad Weather**

If it is necessary to delay or close schools in School District Two because of dangerous conditions, announcements will be made over LOCAL radio (WSPA 950 AM) and TV (WSPA) stations beginning at 6:00am, or earlier when possible. If there is any doubt that school will be in session, listen for the broadcast or visit the District 2 webpage or Facebook page. If a radio or TV is not available to you, please communicate with a friend. 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. The school principal does not make decisions regarding the opening or closing of the school.

### **Volunteer Program**

Chesnee Elementary has an active and effective volunteer program. There are numerous ways to volunteer at CES. Volunteers can help during school hours by duplicating, monitoring during standardized testing, fundraising, assisting with book fairs, etc. However, if you work during the day, volunteering can take place after school hours by helping collect materials needed for the classroom, assisting during family nights, and being involved with the PTO. If you are interested in volunteering, please contact the school office. We will be happy to connect you with our volunteer coordinator.

### **Internet Use Policy**

Our internet use policy is available in our school office, library, or on our district website.

### **School Pictures/Yearbooks**

Individual student pictures will be made twice during the school year (fall and spring). In addition, class pictures will be taken once yearly. Parents will have the opportunity to purchase these pictures. A school yearbook will also be available for purchase near the end of the school year. Everyone will be notified as to the cost of the yearbook, as well as the date on which students may purchase yearbooks.

### **School Nurse / Medications / Screenings**

Chesnee Elementary follows district policy regarding dispensing medication. Our school nurse will administer prescribed medications to students during school hours at the written request of the doctor and parent/guardian. The request forms are available in the office. She also coordinates vision and hearing screenings that are offered yearly for designated students.

### **Students Use of Telephone**

The telephone in the school office is for school business. Therefore, students will not be permitted to use the telephone except in case of an emergency or out of absolute necessity. Parents should make sure that children have everything they need before leaving for school.

### **Grading Policy**

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 and below

Grades are determined by assigned tests (90% of grade) and by classwork, minor quizzes, reports, projects and/or homework (10% of grade). Within the tests grade, one additional grade can be a major project.

### **Assignments for Absent Students**

When your child is absent, we will be happy to work with you to gather the assignments for that day. However, we request that you notify us by at least 10:00am if you wish to pick up the assignments at the end of the day. If you contact us after 10:00am, we may not be able to gather the assignments on the day you call.

### **Parent –Teacher Conferences**

Chesnee Elementary School will hold school-wide fall parent-teacher conferences on October 16, 2023 and October 17, 2023. Classroom teachers will contact parents to schedule appointment times that are convenient for you. You are invited to schedule additional meetings with the teacher when you feel there is a need. Parents should make appointments with their child's teacher between 2:30pm-3:00pm. Teachers may also schedule a meeting with parents when they feel it is necessary.

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### **Custody - Conflicts**

For everyone's safety, no student will be allowed to leave school with anyone other than those adults designated in the school's computer or on the student information sheet. In situations where there is a custody conflict between parents, it is necessary to have a copy of legal custody orders on file in the school office. Otherwise, children will be dismissed to either natural parent. Photo identification may be requested from the person that signs out a student.

### **Withdrawal Procedures**

The office should be advised of a withdrawal prior to the withdrawal date, if at all possible. The advisement should state the child's last day in school, new address and the school where the child will transfer.

Textbooks, library books and lunch monies will be accounted for before a child withdraws. School records will not be forwarded to other schools until such accountability has taken place. Students who transfer to other Spartanburg School District Two Schools will not have records sent to the receiving school until they have properly accounted for all textbooks and library materials at the previous school.

### **Spartanburg 2 EXCEL**

During the 2023-2024 school year, the district will continue the district EXCEL initiative to provide students with the tools they need to be college and career-ready. We believe the everyday use of an individual device will provide students with the skills they need to support their learning and prepare them for higher education opportunities and for the demands of future jobs. This initiative is not about a specific device; it is about empowering students to enrich their learning-to EXCEL-with the advantage of digital tools.

With access to the district-issued iPads, students will have current information at their fingertips. They will be able to improve reading fluency, build mathematical skills, and experience content in ways they have not been able to do so in the past. The iPads will be used in conjunction with textbooks and paper and pencil activities. Technology will be used, as appropriate, to augment best instructional practices. Teachers will have another avenue to include multimedia information in lessons and to personalize learning.

### **Student Recognition**

At the conclusion of each nine-week period, students who are working on grade level and have maintained an "A" or "B" average in all subjects, including Gifted and Talented, will be recognized as making Honor Roll. Students who are present each day will be recognized for Perfect Attendance. One student from each class who demonstrates outstanding effort will be selected by their teacher to receive the Eagle Award. Various other awards will be presented throughout the year at appropriate ceremonies.

At the end of the school year, the CES PTO will sponsor an Awards Program for each grade level. Students who achieved the "Principal's Honor Roll" and the "Honor Roll" for all four nine-week periods will be recognized. Students who were present everyday will be recognized for "Perfect Attendance." The parents of award winners will be invited to our end-of-the-year awards programs

### **Kids Club**

Kids Club of Chesnee Elementary, provide life-changing guidance for disadvantaged youth during critical after-school hours. The three hours after a child is dismissed from school are the times he or she is mostly likely to get into trouble, especially if the child has no parents or guardians waiting for him or her at home.

Kids Club provides programs that work and are led by trained professional staff and volunteers. The participants are exposed to a balanced curriculum that includes learning, working, and playing in five core areas:

- Education and Career Development
- Character and Leadership Development
- Health and Life Skills
- The Arts
- Sports, Fitness and Recreation

The dates of operation for the 2023-2024 school year are August 14th until the end of the school year (excluding holidays, half days, and some training days for staff members). The hours of operation are Mondays through Fridays 2:15pm-6:00pm. The director of Kids Club at CES is Ms. Amber Twitty. The contact phone number is (864) 913-8474.

### **Business Partners**

Chesnee Elementary School has several active business partners from the community. The students truly benefit from the support and encouragement provided by the business partners. These partnerships play an essential role in the success of the school. Some of our 2023-2024 business partners include:

<i>Buck Creek Church</i>	<i>Arrowood Baptist Church</i>
<i>Mossburg Signs</i>	<i>Chesnee Communications</i>
<i>North Pine Auto</i>	<i>Chesnee Methodist Church</i>
<i>Burnett Inc.</i>	<i>Ada J's Blooms and Baskets</i>
<i>Chesnee Police Department</i>	<i>Phillips and Lawing Fuel</i>
<i>Scruggs &amp; Son Towing</i>	<i>Outcast Audio &amp; Window Tinting</i>
<i>Watsons Furniture</i>	<i>Harley's Dress Shoppe</i>
<i>L&amp;H Drywall &amp; Construction</i>	<i>Chesnee First Baptist Church</i>
<i>Eden Wesleyan Church</i>	<i>Seale Air Charlotte</i>
<i>Carolina Bus Sales</i>	<i>Gethsemane Baptist Church</i>
<i>State Line Baptist Church</i>	<i>Bridge Church of the Carolinas</i>
<i>View Church</i>	<i>New Pleasant Baptist Church</i>
<i>Strawberry Hill</i>	<i>Chesnee Senior Center</i>

### **Homework**

Homework is designed to extend and reinforce the work completed in the classroom and to develop good study habits. With proper management from the teacher and the parent, homework can help a child develop independence, responsibility, and a tolerance for frustration. Parents should encourage and support their child's efforts. Ultimately, homework is the responsibility of the child, not the parent. Total homework time should not be more than one hour. Students are required to read at least 15 to 30 minutes each evening (depending on the grade level). If necessary, please contact your child's teacher to set up a conference about individualizing homework assignments. As a parent, you can improve your child's study habits by providing an area that is conducive to learning at home, setting aside a regular study time, and reviewing homework assignments with your child.



### **Boost/CHAMP Camp**

Chesnee Elementary School offers “Boost” and “CHAMP Camp” instruction after school to assist our students in Mathematics, English Language Arts, and Writing. The program is designed to aid students that have been selected by their iReady and SCREADY scores and/or other test data. Teachers work with small groups of students to address their individual academic needs; therefore, increasing the student’s performance.

### **School Safety and Discipline**

The safety of your child is of the utmost importance to the faculty and staff of Chesnee Elementary School. As a result, students may not bring any items to school that may pose a threat to themselves or any other person. This includes, but is not limited to, knives, fireworks, bullets, illegal drugs, and firearms. (Note: This also includes toy knives and toy guns.) Board disciplinary policy will be followed if a student violates any safety rule.

If the occasion arises that your child feels threatened or intimidated by another student, please talk with your child’s teacher or a school administrator. Every child has the right to feel safe at Chesnee Elementary School. Our district has a policy specifically related to bullying. At any time, parents may request a copy of the policy, or view the policy on our Spartanburg District Two website.

Every teacher should communicate their discipline plan to the students and the parents at the beginning of the school year. Teachers are also required to post their classroom rules in a strategic location in the classroom. All Chesnee Elementary teachers are expected to administer their discipline plan in a fair and just manner. As part of that plan, students may be referred to the office. The school administration will review each referral and make a determination as to the appropriate action at that time.

### **Spartanburg County School District Two School Bus Discipline Policy**

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

The topic of conduct where bus passengers are concerned is addressed in the South Carolina Code of Laws **SECTION 59-67-240 - Other duties of driver; discipline of pupils for misconduct.** “The driver of each school bus

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

This section and others which are applicable to buses and pupil transportation will be used to enforce appropriate student conduct on all District Two buses. Neither the Board of Trustees, Superintendent, nor the District Two Administrators will tolerate behavior that might lead to an accident or injury on our buses. The privilege of riding a bus will, when necessary, be denied as the safety of students is of utmost importance.

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

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

Realizing that the maintenance of good discipline on a school bus is a very difficult task, our drivers need all the help which the principals can render to them. Each school bus incident report is to be mailed to parents. All existing regulations and laws in the state of South Carolina, as they apply to pupil transportation, will be enforced by the appropriate school officials and/or other authorities. These regulations/laws will be applied to any reported misconduct and subsequent disposition of cases of misconduct.

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

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

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

## **CES Eagles Soar**

*Strong, Outstanding, Accomplished, Ready*

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

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

#### **LEVELS OF MISCONDUCT**

1. Disorderly conduct
2. Misconduct at a bus stop (depending on severity)
3. Disembarking from the bus at an authorized stop without permission
4. Entering or leaving the bus by way of the emergency door
5. Consuming bottled or canned drinks or food on the bus
6. Littering the bus
7. Standing while the bus is moving or violating other safety procedures
8. Riding the wrong bus
9. Continually making loud noises, yelling, etc.
10. Pushing, tripping, general horseplay
11. Rude behavior directed at passengers
12. Having electronic devices out of book bag including cell phones
13. Spraying of chemicals-hair spray, cologne, etc.
14. Screaming or shouting out of the windows
15. Not maintaining the same dress code as required at school

#### **ENFORCEMENT PROCEDURES**

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

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

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

### **LEVEL II - MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES**

#### **LEVELS OF MISCONDUCT**

1. Disruptive conduct
2. Misconduct at a bus stop (depending on severity)

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

#### **ENFORCEMENT PROCEDURES**

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

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

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

#### **LEVELS OF MISCONDUCT**

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

#### **ENFORCEMENT PROCEDURES**

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