

**Chesnee Elementary School
2026-2027**



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*

Dr. Emily Wilkins
PRINCIPAL

Mr. Colby Hill
ASSISTANT PRINCIPAL

Mrs. Jasmin Bridges
TEACHER OF THE YEAR
2026-2027

Mrs. Tonia Garner
AMBASSADOR OF THE YEAR
2026-2027

Crystal Atkins and Tabatha Duckett
NATIONAL BOARD CERTIFIED

PRINCIPAL'S MESSAGE

We look forward to a new school year at CES! As a faculty and staff, we are excited to "Work Together and WIN Together" by learning and growing together during the 2026-2027 school year. CES is very proud of the programs we offer to our students, and we encourage our students to be actively involved in their educational journey.

We look forward to this school year and hope our Champs will have a rewarding and successful school year.

MISSION STATEMENT

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

TELEPHONE DIRECTORY

Main Office	(864) 461-7322
Cafeteria	(864) 703-5711
School Fax	(864) 461-7338

GENERAL SCHOOL INFORMATION

Bell Schedule

The school day schedule is as follows:

7:00 am - 7:25 am	Breakfast served in the cafeteria
7:00 am - 7:30 am	Report to assigned hall or location
7:30 am - 7:38 am	Students enter the classrooms
7:40 am	Tardy bell rings / Instruction begins
1:45 pm	Early dismissal (check-out) ends
2:15 pm	Dismissal bell rings

Parent-Teacher Organization (PTO)

Chesnee Elementary has an active PTO offering 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 in and support PTO activities. The PTO will meet multiple times during the school year and notify parents before meetings. Your participation is essential to the continued success of the Chesnee Elementary PTO.

Floral/Personal Deliveries

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

Car Loading and Unloading

No students are permitted to be dropped off before 7:00 a.m.

4K and 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 exit your vehicle at any point during morning arrival or afternoon dismissal. CES staff members are assigned to car duty to help your child enter/exit the vehicle safely. Please do not pass other vehicles in the loop because this is a safety concern.

Students in first through fifth grades who arrive by car must be dropped off at the front of the school. **NEW: Parents must pull all the way forward to the end of the sidewalk (past the front office). Students will now enter the building at the double doors past the front office (top of the 300 hall).**

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 building's entrance, please park in the front parking lot and cross 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, all parents/guardians should display the proper CES car tag. Anyone without a car tag will be asked to go to the main office and present a valid I.D.

Students will not be allowed to walk to cars parked outside the loading area. Please use the crosswalk and wait for the staff member to signal for you to cross. Cars cannot be left unattended in the drive-through area, as this prevents traffic from moving.

Early Dismissal

If an early dismissal is planned, please send your child's teacher a note stating the reason and expected dismissal time. When you arrive to pick up your child, you will be asked to sign him/her out for the day in the front office. We ask for your cooperation in reducing the number of times your child needs to leave early, as it is important for your child to receive all necessary classroom instruction.

NEW: For safety reasons, no early dismissals will be allowed after 1:45 pm. If a parent should arrive after 1:45 pm, they will be asked to wait until after dismissal is completed to pick up their child.

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 other student's parent send a note with the same information. These changes should be minimal to continue ensuring 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.**

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. No additional parent notes can be accepted once parent notes have been received for 10 of your child's absences.

A valid medical excuse must be provided for any further absences in order for the absence to be excused. All excuses must be submitted within 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 ensures a student will not be truant with their absences or miss a state test or testing window. **In the case that a student does miss state tests, 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 occur when a student returns to school from an absence without a note or misses school for an extended period of time due to a vacation, etc.

Our state law defines truancy as "a student who has incurred 3 or more consecutive unlawful absences and/or 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 imperative 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 their classroom when the tardy bell rings at 7:40 am. Encourage your child to proceed to the cafeteria or their classroom immediately upon arrival.

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

Students who arrive at 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 the Spartanburg County Truancy Program.

Title I

Title I funding plays a crucial role in ensuring that all children at CES receive a quality education. Our school benefits from several programs supported by Title I, including an independent reading initiative, Instructional Coaches for Literacy and Math, Reading and Math Interventionists, various educational computer programs, and family engagement events. Additionally, Title I funds facilitate ongoing staff training, parent education programs, and other initiatives aimed at enhancing instructional practices.

The Title I program regulations grant parents the right to provide feedback on the allocation of funds. Each spring, we distribute planning surveys that enable parents to share their suggestions regarding current programs and potential new educational initiatives. We encourage your comments and questions about Title I funding.

Feel free to contact our Title I Parent Liaison, Mrs. Ashtyn Gardner, at (864) 461-7322 to discuss your concerns or to review our Title I plan.

Family Educational Rights / Privacy Notice

Directory Information - Students participate in various 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, 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 website.*

School Cafeteria

For the 2026-2027 school year, all students at Chesnee Elementary will receive free breakfast and lunch.

The school cafeteria serves a nutritious breakfast and lunch daily. Breakfast is served in the cafeteria starting at 7:00 am. Students arriving by car must be in the cafeteria by 7:25 am to eat a hot breakfast. Students who arrive after 7:30 am will receive a breakfast bag to take back to their classrooms to eat before class begins.

Please remember that the school cafeteria does not permit carbonated drinks or restaurant take-out food.

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 a dessert during lunchtime. Any items sent for class parties or for a child's birthday must be store-bought and have all ingredients listed on the packaging. This is necessary for the safety of students with food allergies.

Textbooks and Materials Fee

The State Department of Education furnishes textbooks for students to use. Parents are strongly urged to remind their children to take good care of their textbooks. The textbook's condition is documented when it is 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 no name is 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

SPARTANBURG DISTRICT TWO DRESS CODE:

The orderly conduct of the education process requires that the clothing and grooming of students not be distracting, disruptive, or provocative. Therefore, the following shall not be allowed:

- Extensive and unusual use of cosmetics
- Low neck and/or open back dresses, shirts
- Open midriff blouses or shirts
- Halter tops, or sheer see-through blouses
- Blouses with straps less than 3 fingers in width
- Hats
- Short-shorts; shorts must be longer than the middle finger

when hands are stretched down on the side of the body.

- Items that promote or advertise drugs, alcohol, tobacco, or the use of weapons
- No shoes with high heels; regular tennis shoes are encouraged
- No tennis shoes on wheels
- For clarification: sleeveless shirts must be at least one inch wide across the shoulders
- No portion of any undergarment may be visible; all belts are to be buckled or fastened at the waistline.
- Unusual hairstyles/color dye

Reports of Student Progress

Interim reports notify you of your child's progress. Interim reports are issued to all students via BrightArrow (parent/guardian email on file) at the midpoint of each nine-week period. These reports are sent to notify parents of students who are not making satisfactory progress and encourage students to make improvements. Please ensure your email is updated to ensure proper delivery of these reports.

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 2026-2027 school year as follows:

**1st Nine Weeks
2nd Nine Weeks
3rd Nine Weeks
4th Nine Weeks**

**October 9, 2026
January 6, 2027
March 19, 2027
May 28, 2027**

Visitors

Parents are welcome at our school. During the school day, all visitors (including parents) must 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.

Field trips require an approved SLED background check to ensure student safety.

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.

Media Center

The Chesnee Elementary School Media Center has an assortment of books, including fiction, nonfiction, reference, and picture books. The Media Center will sponsor at least two book fairs during the school year and is committed to 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 Spartanburg School District Two because of dangerous conditions, announcements will be made over the local news/radio stations beginning at 6:00 am, or earlier when possible. You may also visit the District 2 web page, Social Media, or Seesaw. Please do not call the school or the district office because we need to keep these lines of communication open to expedite decisions concerning your child's safety. The school principal does not make decisions regarding the opening or closing of the school.

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 a year. Parents will have the opportunity to purchase these pictures.

A school yearbook will also be available for purchase **online** near the end of the school year. Everyone will be notified of the cost, website, and ordering date. Please be mindful of deadlines, as these may not be able to be extended.

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. The nurse will also coordinate yearly vision and hearing screenings for designated students.

Students' Use of the Telephone

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

Grading Policy

We believe every child can achieve high levels of learning with quality instruction, timely feedback, and the support they need to be successful. Our grading practices are designed to communicate what your child knows and can do in line with the South Carolina academic standards.

Your child's progress is measured on a standard 10-point scale:

- A: 90–100
- B: 80–89
- C: 70–79
- D: 60–69
- F: Below 60

Grades are based on two types of assignments

Major Assessments (70%) – These assessments measure your child's understanding of the most important learning standards after classroom instruction. Examples may include tests, projects, writing tasks, or performance assessments.

Minor Assignments (30%) – These assignments provide ongoing evidence of learning and may include classwork, quizzes, practice activities, discussions, or homework. These assignments help teachers monitor progress and prepare students for major assessments.

Academic grades reflect learning of grade-level standards. Behaviors such as effort, participation, attendance, or classroom conduct are communicated separately.

A strong partnership between home and school helps students succeed. Some ways to get involved are:

- **Parent Portal:** You may see indicators such as Missing, Late, or Incomplete in PowerSchool. These alerts provide important information about assignments that may need your child's attention.
- **Timely Grade Updates:** Teachers strive to enter grades into PowerSchool within 5 school days of submitted work so families can monitor academic progress throughout the grading period.
- **Support for Learning:** If your child is struggling to demonstrate understanding of key learning standards, teachers may provide additional instruction and opportunities to show what they have learned.

Assignments for Absent Students

When your child is absent, we will happily work with you to gather the assignments for that day. However, please notify us by at least 10:00 am if you wish to pick up the assignments at the end of the day. If you contact us after 10:00 am, we may be unable to gather the assignments on the day you call.

Parent–Teacher Conferences

Chesnee Elementary School will hold **mandatory** school-wide fall parent-teacher conferences on October 13, 2026, and October 14, 2026. 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 2:30 pm - 3:00 pm. Teachers may also schedule a meeting with parents when they feel it is necessary.

Custody - Conflicts

For everyone's safety, no student will be allowed to leave school with anyone other than those adults listed in Powerschool (by the parent/guardian). Photo identification may be requested from the person who signs out a student.

In situations where there is a custody conflict between parents, a copy of the legal custody orders must be on file in the school office. Otherwise, children will be dismissed to the legal parent.

Withdrawal Procedures

The office should be advised of a withdrawal before the withdrawal date. The advice should state the child's last day in school, new address, and the school where the child will transfer. Textbooks, school materials, and library books will be accounted for before a child withdraws. School records will not be forwarded to other schools until such accountability occurs. Students who transfer to other Spartanburg School District Two Schools will not have records sent to the receiving school until they correctly account for all previous schools' textbooks and library material.

At the conclusion of each semester, 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 the 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.

Boys and Girls Club - Be Great Academy

Our Mission: The mission of BE GREAT Academy is to inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens. Our curriculum is designed to maximize member's time by using two or more core program areas as part of a whole child approach. Core programs use developmentally appropriate activities to build physical, emotional, social and cultural competencies & resiliency in youth. We offer programs with a purpose in an affordable, safe, & fun environment. Our programs revolve around 6 core areas:

Leadership & Service: Programs in Leadership & Service empower youth to support and influence their Club and community, sustain meaningful relationships, develop a positive self-image, participate in the democratic process & civic engagement and respect their own & others' cultural identities. **College & Career:** College & Career programs help members prepare for their futures by teaching & reinforcing good study habits, goal setting, budgeting & financial literacy, exposure to a wide variety of career options, job training and opportunities. **Education & S.T.E.M.:** Program that falls into the Education & S.T.E.M. enable youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success. **Health & Wellness:** Health & Wellness consists of programs & initiatives that develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. **Sports & Recreation:** Programs in Sports & Recreation are made up of organized team sports, structured physical activities, and unstructured recreation that promote fitness, positive use of leisure time, develop skills for stress management, appreciation for the environment and social skills. **Arts:** Arts programs encapsulate programs in a range of arts disciplines including Visual, Performing, Literary, & Digital Arts. These programs enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the arts.

Business Partners

Chesnee Elementary School has several active business partners from the community. These partnerships play an essential role in the school's success, and the students truly benefit from their support and encouragement. Please let us know if you know of a business partner who can help our school throughout the school year.

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). Please contact your child's teacher for a conference about individualizing homework assignments if necessary. 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.

School Safety and Discipline

Your child's safety 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, firearms, and/or anything that is deemed a threat. (Note: This also includes toy knives and toy guns.)** The Board Disciplinary Policies 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 fairly and justly. As part of that plan, students may be referred to the office. The school administration will review each referral and determine the appropriate action.

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 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 the 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, the student may be suspended.

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

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

Any student who has been referred in any previous year beginning in grade 6th 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

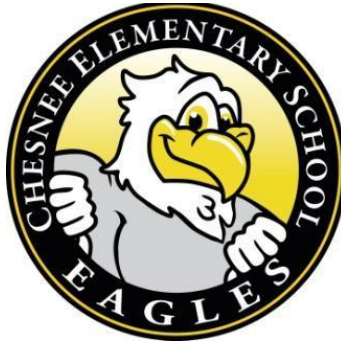
1. Criminal conduct
2. Misconduct at bus stop (depending on severity)
3. Carrying weapons, explosives, fireworks on the bus
4. Carrying any object that may be used as a weapon on the bus
5. Persistent uncontrollable conduct
6. Possession, use or distribution of alcohol, drugs or an controlled or unauthorized 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.

CHESNEE ELEMENTARY SCHOOL

Dr. Emily Wilkins
Principal



Mr. Colby Hill
Asst. Principal

2026 - 2027

Student/Parent Handbook Verification

Student Name: _____

I verify that I have received, read, and understand the information in the CES Staff handbook. I also verify that I have watched the handbook policy videos and understand the contents of the Staff Handbook, including all policies, procedures, and expectations, prior to signing this form. If there are questions about the expectations, I have asked for clarification prior to signing this document.

I received the handbook:

____ **Electronically**

____ **Printed Notebook**

Parent/Student Signature: _____

Date: _____