

CHANDLER CREEK ELEMENTARY SCHOOL

STUDENT HANDBOOK 2020-2021



School Theme: Camp Champion

Mascot: Champion Star

Colors: Yellow and Purple

Tagline: "Building a Community of Champions"

301 Chandler Road

Greer, South Carolina 29651

864-355-2400

School Doors Open at 7:15 am daily for car riders. School Bell Rings at 7:45. School Dismisses at 2:15 daily.

Chandler Creek Mission and Vision

Mission Statement~

The mission of Chandler Creek Elementary School is to foster a caring community in which students can reach their full potential as leaders, learners, and citizens.

Vision Statement~

Creating a Community of Empowered Students (C.C.E.S)

Handbook Rules and Procedures

ATTENDANCE

The State Board of Education has established regulations defining lawful and unlawful absences. A child is considered truant when **three (3) consecutive unlawful absences** or a **total of five (5) unlawful absences** have occurred. These regulations require school officials to immediately intervene to encourage the student's future attendance. As used in these regulations, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his parent or legal guardian to improve his/her future attendance. Students who miss school due to excessive, unlawful absences will be required to attend an intervention conference with an administrator to determine a plan for improvement.

Students must attend school for a total of three hours each day to be counted present to school.

Absences (Lawful)

- Students who are ill and whose attendance in school would endanger their health or that of others. After the tenth absence, a doctor's excuse is required to be counted as a lawful absence.
- Students in whose immediate family there is a serious illness or death.
- Students who are absent from school for recognized religious holidays of their faith.

Note: Vacations do not fall in the lawful category and cannot be excused.

Absences (Unlawful)

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parents.

Excuses A written excuse signed by the parent or guardian must be brought to the teacher on the first day the student returns to school after an absence. The parent or guardian must state the date(s) of the absence and the reason. *The excuse will not be accepted unless these procedures are followed.*

Make-up Work

Provision for making up work missed should be arranged with the teacher(s) at the earliest time possible. Students will have one week to make up any missing assignments. Parents may call the school office before 9:00 a.m. to request make-up work. This work may be picked up in the office after the school day.

Tardies

It is very important that students start their day on a positive note. This means being on time to school. Students are expected to be in their classrooms by **7:45 a.m.** If they arrive *in the classroom* after 7:45 a.m., they are considered tardy and must receive a note from the office to enter class. Excessive tardiness will be addressed by school administrators, noted in student records, and reported to the district attendance officer and social worker. Students on special permission will only be allowed to continue at Chandler Creek if attendance is not an issue.

DAILY SCHEDULE

7:15-7:30 a.m. Students should be dropped off at their designated area. Parents must allow students to walk alone as no visitors are allowed due to Covid Safety Protocol.

Breakfast will be offered to all students as they enter the building.

- 7:15 a.m.** Classrooms are opened and teachers are in their classrooms. Students walk directly to class. Faculty are on every hallway to assist learners with school entry.
- 7:30 am Students begin morning work and any review from eLearning.
- 7:45 a.m.** **SCHOOL BELL RINGS.** Students should be in their classrooms and ready to begin the day. Students arriving after 7:45 are tardy and must go to the office for a tardy slip.
- 1:45 p.m.** Latest time to issue an early dismissal
- 2:15 p.m.** Dismissal for buses and vans, car riders and walkers

DISCIPLINE/ PHILOSOPHY FOR BEHAVIOR

At Chandler Creek, we teach our students the **WOW** symbol. Students hold up three fingers to show that they are, “Respectful, Responsible, and Ready to Learn.” Students will show this symbol at appropriate times, such as in the hallways, during lunch time, and during assemblies, to show they are ready to listen and ready to be a Champion Student/ Citizen.

Our students also learn our **S.T.A.R. MOTTO** and we pledge each day to do our best.

Strive to do your best

Take Responsibility

Always work together

Respect others and yourself

Chandler Creek Elementary has adopted Capturing Kids Hearts as the school wide behavior system. Please read below for an overview of our approach to school discipline.

Capturing Kids Hearts

What is it CKH?

A relationship building approach to discipline that creates self-managing groups.

How does it work?

Teachers use the **EXCEL** model to communicate with students. Students create their own rules via a social contract. Students hold each other accountable using "checks" and "fouls". An environment is created that emphasizes positivity through "good things" and "affirmations."

The EXCEL model:

- **Engage:** Students are greeted at the door with eye contact and a sincere welcome.
- **X-plore:** Teachers listen and attend to the personal, emotional and academic needs of our students.
- **Communicate:** Teachers communicate care, as well as, content.
- **Empower:** Teachers empower students to gain the ability to "use and do" the things they have been taught.
- **Launch:** Deals with how we "end and send" our students into the world. The purpose is to start our students on a course of action by ending our classes on a powerful note.

The Social Contract:

The Social Contract is created by the students, assisted by the teacher, in effort to answer four questions regarding the environment of the classroom. The four questions include:

- How do you want to be treated by the teacher?
- How do you want to be treated by each other?
- How do you think the teacher wants to be treated by you?
- How do we want to treat each other when there is conflict?

The resulting answers make up a list of adjectives which serve as the basis for student expectations of behavior in the classroom.

The Social Contract is signed by all classroom members including the teacher.

The document is also shown to classroom visitors and they are encouraged to sign the contract as well.

The document is a living document and is referred to on a regular basis to highlight success and serves as a guide for when problems arise.

The Four Behavior Questions:

These are the 4 questions that we ask each other to help stay true to the social contract:

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing that?
4. What are you going to do about that?

Checks and Fouls:

When a student is not following the social contract, other students will "check" that student. This is a silent reminder of a thumbs up to remind the student that they need to change their behavior.

When a student is being unkind, other students will "foul" that student. The student is then asked to give two "put ups" for the "put down" they gave.

Good Things:

At the beginning of classes teachers will start with "good things", in which students share something good that is going on with them. This creates an environment of positivity and helps build relationships.

Greenville County Schools Discipline Policies included in this publication are based on information at the time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools parent newsletter, which will be mailed in early August. Chandler Creek Elementary School aligns its discipline policy with the school district and supports the following statement.

The Greenville County Code of Conduct states: "Education is too important to be the sole responsibility of the schools. **The success of school discipline depends upon a collaborative effort among home, school and community.**"

Articles Prohibited at School

Articles that are hazardous to the safety of others or interfere in some way with school procedure may not be brought to school.

Expensive articles, including electronic games, CD players, iPods, MP3 players, personal tablets, cell phones, and toys should not be brought to school. If guns/knives of any type, weapons (this includes toy weapons), lighters, tobacco, or inappropriate literature are brought to school, serious consequences will follow.

If these items are brought, they will immediately be confiscated, given to administration and a parent will be required to come to the

school and pick up the item. Dangerous items may not be returned.

Rolling book bags are not allowed at CCES.

Bullying, Discrimination, Harassment and Intimidation

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

FACE MASK COMPLIANCE EXPECTATIONS AND HANDLING

All students must wear a mask when unable to socially distance while at school, during school-sponsored programs, or when under the control and care of the School District unless the student has a disability that would prevent the wearing of a mask or a student in K4, K5 or 1st grade. Students may also submit medical documentation to Mrs. Mills, and any medical exemption will be

considered on an individual basis based upon that medical documentation. Any student who communicates an absolute refusal to wear a mask and is not willing to comply with the requirement will be assigned to the District's virtual program.

We will work with students who inadvertently fail to wear a mask to teach them the importance of wearing a mask and to remind those students of the requirement for masks to be worn around others. If a student demonstrates a pattern or continual failure of wearing a mask then the following process will be followed.

1. 1st Offense, the student will be addressed and directed to put his/her mask on. The parent/guardian will be notified, and the incident will be documented.
2. 2nd Offense, will be the same as the 1st Offense and also documented.
3. 3rd Offense, the student will be sent home for the remainder of the school day. The parent/guardian will be provided with the option to enroll the student into the virtual program for the remainder of the semester.
4. 4th Offense, the student will be sent home for the remainder of the school day, and will be suspended for two days of in person attendance. The parent/guardian will be provided with the option to enroll the student into the virtual program for the remainder of the semester.
5. 5th Offense, the student will be assigned to the virtual program for the remainder of the semester.

Appeals

The decision to assign the student to the virtual program may be appealed to the Executive Director of Student Services within 5 school days of the decision. The Executive Director of Student Services will review the appeal, which will include the reasons the student is challenging the decision and obtain any necessary information from the school. A decision will be rendered in writing by the Executive Director of Student Services within 5 school days of the date of the appeal. Any further appeal must be directed in writing within 3 school days to the Superintendent. A final decision will be rendered in writing within 5 school days of receipt of that appeal by the Superintendent or his designee.

DRESS CODE

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. No distracting hairstyles (Mohawk, extreme spikes, extreme colors, etc).
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building unless a spirit day is noted.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. Flip-flops (shower-type shoes) and heeled shoes are not permitted. Heels should not be higher than 1 ½ inches. Soccer slides and slide style shoes are not allowed. (Linoleum floors can be slippery and we do not want students to fall)
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing or tank tops that inappropriately expose parts of the body are not permitted. Students shall not expose undergarments. Sleeveless shirts must have straps at least 2 inches wide.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or

drag. Skirts/shorts should fit and be in good taste and not be shorter than mid-thigh.

- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. Facial jewelry is permitted to be worn only on the ears.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

SEXUAL HARASSMENT

Inappropriate verbal or physical conduct of a sexual nature is prohibited by School Board policy. Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex. The policy defines sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school-sponsored functions should immediately contact a teacher, counselor, or principal. Parents who suspect their child has been subjected to sexual harassment should report this information to the principal.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

INTERNET SAFETY

Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

A. Legal Requirements

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

GCS provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual email accounts.

1. The District reserves the right to review any email sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.

6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

D. Consequences

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

III. GCS Internet Safety and Other Terms of Use

A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

EARLY DISMISSAL

If it is absolutely necessary to request early dismissal, *the parent must send a note in the morning* stating the reason and the time the child will be picked up. The office staff will call to confirm the dismissal. Medical and dental appointments should be made after school hours when possible. No child will be called to the office until his/her ride arrives. A child is not allowed to leave

the school grounds during school hours unless signed out in the front office by a parent. **Parents should not go to the classroom to pick up students. Greenville County does not allow permanent early dismissals.**

Students are allowed 5 early dismissals a year for doctor appointments and family needs. In excess of 5 early dismissals, medical notes must be provided for students to dismiss early. School Administration will sign the medical note and keep on file. If early dismissals appear chronic, the school social worker and attendance officers will be notified. Frequent early dismissal can impact a student's education as teachers instruct bell to bell and every moment is essential in the education of students.

Students are expected to leave the school grounds immediately after dismissal at 2:30 p.m. **School personnel cannot supervise or be responsible for students who remain on the grounds after 2:45 p.m.** Note: Children should be cautioned about accepting rides with s

GRADING GUIDELINES

For students in grades 2 – 5, Greenville County has implemented the following guidelines:

90-100 = A 70-79 = C 59 or Below = F

80-89 = B 60-69 = D

Students in 1st grade receive a standards-based Report Card beginning 2nd 9-weeks, using a + for *Consistently Demonstrates*, √ for *Sometimes Demonstrates*, – for *Rarely or Never Demonstrates* and * for *Not Yet Introduced*.

K5 students have portfolios and assessment checklists that are completed throughout the year and a Skills Report that is sent home each 9-week period, indicating the standards that have been addressed and mastered.

HEALTH ROOM

A nurse is in the Health Room every day from 7:15 a.m. until 2:30 p.m. Medication may be given at school only if the following guidelines are met. This is a district-wide policy developed for the safety of your child.

- Parents must provide ALL medication. The health room does not supply any medication for students. This includes Tylenol, antibiotic ointment, Calamine lotion, etc.
- Each parent is responsible for providing any medication needed by their child during the school day. Parents must complete the Parental Permission for Medication form for ANY medication to be given at school. This form is available in the health room or online at the Greenville County Schools website.
- All medications, including over the counter medication, must be brought by the parent to the health room in the original container. Do not bring medication in plastic sandwich bags.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using **Form Med-3**.
- Prescription medication must be brought by a parent to the health room in the prescription bottle. Form Med-1 must be provided before any prescription medication may be left at the school. This form must be signed by the parent and the physician.
- All medication must be kept in the health room. Students cannot keep medication with them.
- If your child must self-administer emergency medication at school **Form Med-2** is required before medication is brought to school.

- Medication brought to the health room by a student will not be given to the student. The medication will be held until a parent picks it up and provides the appropriate paperwork for the administration of the medicine.
- Please remember the health room does not give any medication to a student that has not been provided by the parent or guardian.
- All Health Service procedures, guidelines, and required forms are available in the Health Room or may be accessed here: <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>.
- If your child has an illness such as asthma, allergies, or diabetes, it is your responsibility to provide us the appropriate medication to properly treat your child in an emergency.
- Students must be *fever free* (less than 100 degrees) for 24 hours, without fever-reducing medication before returning to school.
- Students must be free of vomiting for 24 hours before returning to school.

HOMEWORK

Homework is an extension of the classroom. It provides needed practice, while developing responsibility. Students could possibly have homework each day except Friday. Teachers adhere to the following guidelines for total daily assignments based on the level of the grade.

K5= 5 minutes

1st grade =10 minutes

2nd grade = 20 minutes

3rd grade = 30 minutes

4th grade = 40 minutes

5th grade = 50 minutes

Students should spend time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading. Students are expected to begin work on long-range projects as soon as assigned to avoid running out of time when the assignment is due. The parent's role is to provide time and space for quiet, productive work, as well as to provide encouragement and reinforcement if the child encounters difficulty.

INCLEMENT WEATHER/SCHOOL CLOSING

The school district has an inclement weather plan that includes fire, earthquake, and tornado drills being practiced on a regular basis.

In the event that an emergency dismissal is required, a bulletin is broadcast on the TV and radio. Information can also be obtained by calling 355-3100 at the School District of Greenville County office. Parents should prearrange with their children as to what they should do in the event of an early/emergency dismissal. If school must be canceled or delayed, this information will also be on local TV, radio, and the district website: <http://www.greenville.k12.sc.us>. ***Please do not call the school office.***

INSURANCE

Insurance is offered to students during school hours or for 24-hour protection. Information will be sent home with students in back to school packets. The policy is for a one-year period from August through July. School-time protection applies only when a student is in school, traveling directly to or from school, or while on a school-sponsored activity. Claims must be made and submitted by the attending doctor, hospital, or parent. The school does not process claims.

LOST AND FOUND

Lost and found articles will be placed in the cafeteria on the stage. **The student's name should always be put on items of clothing such as lunch boxes, jackets, sweaters, coats, hats, and gloves.** When unclaimed items accumulate, they are donated to a charitable organization quarterly.

LUNCH / BREAKFAST PROGRAM

Cafeteria: 355-2408

WHAT IS THE CATCH PROGRAM?

The Coordinated Approach to Children's Health (CATCH) Program is an innovative way to promote and ensure healthy lifestyle options to include diet and exercise that will benefit our students over time. At CCE, we are committed to following the CATCH philosophies both in the lunchroom and in our classrooms.

Nourishing and balanced lunches are prepared daily in the school cafeteria. Students may eat the school lunch, or they may bring a lunch from home.

Fast food and carbonated drinks are not allowed in the cafeteria at any time. During COVID 19 Protocol, if a parent communicates a desire to bring a birthday treat, the teacher must agree and any items brought to school must be prepacked in individual wrappers. No sharing of food such as cupcakes, brownies, homemade cookies, etc.

Breakfast at Chandler Creek is FREE to all students. Snacks are not included in the free lunch and breakfast program and parents can set up an account for students if they wish to purchase lunch time snacks.

Red and Green Screen: A pleasant lunchtime is assured in the Chandler Creek cafeteria by use of timed intervals for table conversation and time to eat silently. Students easily follow this system which ensures that students take the time to eat and gain needed energy through fueling the body. A red and green screen rotates every 7-10 minutes as a reminder of time to have table talk and time to remain silent.

MONEY AT SCHOOL

Children should not bring money to school except for specific purposes—in a sealed envelope with the student's name, amount, teacher's name, and the purpose written on the envelope. Lunch money may be sent to the cafeteria on a weekly or monthly basis. Field trip money, t-shirt money, and picture money will only be accepted on Tuesday and Thursday for receipt of money..

NOTES REQUIRED **Important**

A note is always required, if your child:

- is absent due to illness, death in the family, or in advance of a religious holiday
- is tardy
- needs to be picked up before dismissal (please designate dismissal time)
- needs to take medicine during the day
- needs to be excused from recess or physical education
- changes from usual transportation home or to daycare (**Changes should be infrequent*)

OFFICE 355-2400

The office is open from 7:00 a.m. to 3:15 daily Monday – Thursday during the school year. On Plan 1, schools will be closed on Friday beginning 9/4/20.

Deliveries to Children during School

Messages, money, books, homework, etc. are to be brought to the office for delivery to your child.

SCHOOL TELEPHONE

The school number is 355-2400. Each classroom is equipped with a telephone. Parents may leave a message on the teacher's phone, realizing that messages will be checked by the end of each day. Teachers may not leave their instructional duties in their classrooms for telephone conferences between 7:45 a.m. and 2:30 p.m. Note: ***Students may use the school phone for emergencies only.*** Arrangements for after-school activities should be made before the child leaves for school in the morning. Permission for altered transportation plans must be received in writing.

PARENT-TEACHER CONFERENCES

At least one conference between the child's teacher and parent will be scheduled during the school year, usually at the end of the first reporting period. All parents are expected to attend this most important conference. Parents are encouraged to initiate conferences at any time by writing a note or calling for an appointment with the child's teacher. **Weekly Folders will be sent home each Monday containing the class newsletter, graded work, and flyers/ information of school events.**

Parent Visits- Classroom Observations and Lunch

Due to COVID-19 Greenville County Schools will not allow any outside visitors until further notified.

PROMOTION AND RETENTION

The curriculum at Chandler Creek Elementary allows children to make continuous progress regardless of grade placement. However, it is recognized that some students benefit from extended time at the same grade level. Certain criteria are followed during the retention process. During the first parent/teacher conference, parents are informed if the child is not doing grade level work. By the end of the third reporting period, the teacher should be able to identify the child who may need to be retained and notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal. Students who have accumulated more than ten (10) absences during a school year may be considered for retention. Excessive tardiness will also be taken into consideration.

PTA

Chandler Creek PTA is an affiliate of the National Congress of Parents and Teachers. Active in virtually all facets of school life, the PTA relies on its incredible parent and community supporters to offer a wide-range of programs. At least four PTA general sessions are held during the school year. PTA Board meetings are held once a month. A Nominating Committee is formed each Spring to fill Board positions each year. Information on volunteer opportunities is sent home with each student on the first day of school.

PTA Board meetings will occur virtually monthly.

REGISTRATION / STUDENT RECORDS

Please notify the school immediately if your address, phone number, or any other information on your child's initial registration forms changes. This includes emergency numbers, job changes, or a change in marital status. It is crucial that this information be kept current. **Names of person(s) to contact in the event of an emergency are required for registration to be complete.**

Immunization Requirements

SC State Law requires that the following immunizations be received before children enter school:

- Three (3) doses of any combination of DPT, DT, DTP-HIB, Dtap, or Td vaccine with at least (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubeola (Measles) vaccine received on or after the first birthday with one month between doses for any child in K, 1, 2, 3, 4, 5.
- One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.
- One (1) dose Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine for all children admitted to K, 1, and 2.

The Greenville County Health Department does not charge for immunizations. If your child has not had this full series of immunizations, it is imperative that attention be given at once. This series is a 3-dose vaccine with the 2nd shot given one month after the 1st shot; the 3rd shot is given six months after the 1st shot. If your child is in Kindergarten or is being retained in K5 or 1 and has not had the Hepatitis B vaccine, this immunization series is required for continued attendance in any South Carolina school.

In accordance with State Regulation 61.8, all students entering Kindergarten or first grade in August of 2001 and thereafter are required to have the varicella (chicken pox) vaccine. Students who have already had the disease are not required to have the vaccine; however, this information *must* be included on the immunization certificate. The school nurse should be informed in writing if the student has had chicken pox; this documentation should be signed and dated by the physician or by the parent.

SIC- School Improvement Council (Virtual 2020)

The School Improvement Council will hold elections in the spring and again welcome members in the fall to form a school council that can work towards continuous school improvement. The 2018 school *Report to the Community* can be found on the school website.

The SIC meets on the fourth Thursday of every month Virtually to be announced.

SPECIAL PROGRAMS

CHALLENGE

Greenville County Schools provide programs for students identified as academically gifted to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. All students who are referred from any source are screened during the first quarter of each school year to determine their eligibility. Upon meeting the requirements for this program, written parental permission will be obtained.

In November, the State Department of Education provides testing for students in grade 2 to determine their eligibility for Gifted and Talented. The Iowa Test of Basic Skills, an achievement test, and the Cognitive Ability Test (CogAT), an aptitude test, are administered. As soon as results are available in mid-January, parents are notified of their child's performance on these tests.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, the following process will be used for screening:

- **Dimension A-Reasoning Abilities:** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.
- **Dimension B-Academic Achievement:** Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by nationally normed or South Carolina statewide assessment instruments.
- **Dimension C-Intellectual/Academic Performance:** Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising 3rd, 4th, and 5th grade students may be eligible to take the Performance Task Test in March, if they have already met the criteria in Dimension A or B.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program. Results of private testing will not be accepted for placing students in the program.

Students who meet the state criteria may be placed in the academically gifted and talented program beginning in 3rd grade. This program is called “Challenge” in Greenville County, and is a pull-out program at the elementary level. In 3rd grade, students attend Challenge for at least 125 minutes each week. Students in grades 4 and 5 attend Challenge for at least 200 minutes per week. Each school receives a Challenge teacher based upon the number of qualified students in that school.

GUIDANCE

The elementary guidance program is an integral part of the total educational process. Activities are designed to address typical personal, social, and academic concerns faced by children. Large group guidance activities help children learn skills before problems occur. Guidance services include small group counseling, individual counseling, consultation with parents, teachers, and administrators, and crisis intervention. The counselors also coordinate various services, including parent seminars and workshops, student recognition, new student orientation, and academic testing. Parents are given copies of standardized test scores in the fall of the following school year. Parents have the right to view their child’s permanent record and may do so by making an appointment with the guidance counselor.

SPECIAL EDUCATION PROGRAMS

Special education resource classes are provided for students who are learning disabled, with due process procedures being followed in the placement. Written permission for psychological evaluation and placement in the program must be obtained from the parents. A staffing committee must recommend placement, and a written educational plan for the student must be provided. Students, who are in a resource class work in small groups with the special education teacher for a portion of the school day, but spend most of the day in a regular classroom. The aim of the resource class program is to provide instruction focused at helping each child reach his/her potential. Students who need special direction in speech are screened and placed in a program to meet their individual needs. Students may be screened for speech, language, hearing, and vision problems throughout the school year.

TEXTBOOKS

Students are to handle and use textbooks with care. The student must pay for books lost or damaged beyond normal wear. The administration and teacher are required by law to assess the proper charges.

TRANSPORTATION - BUS

Transportation Department - 355-7330

Transportation arrangements should be made with students before they leave home each morning. All bus transportation questions should be directed to the Bus Supervisors office: [Taylors Bus Center](#)

SCHOOL BUS TRANSPORTATION

The driver of the school bus is in full charge of the students and the bus. Students will follow rules and regulations for school bus riders that are mailed from the district office at the beginning of the year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents would be notified if this action becomes necessary. **Please refer to the bus rules in this handbook.** If you have a question or complaints about school bus services, please call the **school bus supervisor at 355-7333.**

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right.

Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver. The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities (such as field trips). Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below.

If a bus is late in picking up at a stop in the morning, the Bus Supervisor's office should be called at **355-7330**. It is imperative that each child understands the importance of going straight home after school and not stopping at a friend's house unless previously planned. If a child misses the bus at the end of the school day, we will call the parents and/or the emergency contact(s). Bus transportation to and from school is provided by the state for all children who live more than 1.5 miles from the school.

Student Behavior Code on School Bus

- A. **Be on time at the bus stop.** The bus will not wait for those who are late. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- B. Wait for the bus to come to a **complete stop** before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped and it is safe. Always **cross at least ten (10) feet in front of the bus**, whether boarding or departing.
- C. After boarding the bus, **sit in your assigned seat** and remain seated until the bus reaches your stop or your school.
- D. Any hostile physical conflict between individuals is forbidden on the school bus. **Pushing, tripping, kicking, etc. will not be tolerated.**
- E. Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a **controlled substance or medication or intoxicating inhalants is prohibited.** Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result in suspension from the school bus and also result in a recommendation for expulsion.
- F. **Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.**
- G. **Profane and vulgar expressions** (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, **are forbidden on the school bus.**
- H. **Sitting in a seat on the bus that is already at capacity (3 indicates capacity) is not permitted.**
- I. Keep all parts of your **body inside of the bus** at all times.
- J. **Throwing anything in or out of the bus windows** is forbidden.
- K. Eating or drinking is **not permitted** on the bus.

- L. Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- M. **Possession of any kind of weapon is not permitted on the bus.** “Weapon” includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion
- N. Treat the school bus with respect. **Vandalizing, damaging, or destroying of buses, is forbidden.** The student may lose privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.
- O. **Keep the aisle clear.** Store personal items on your lap.
- P. **Keep the bus clean.** A waste container is provided at the front of the bus for all trash. Use this container when boarding or departing the bus only. Do not get out of your seat while the bus is in motion.
- Q. **Use handrails** when boarding or departing the bus.
- R. **Threats** of force, threats of injury, harassment, intimidation, blackmail, and hazing **are forbidden** and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person’s willingness to participate.
- S. **In the morning, students will be dropped off the bus only at their designated school.**
- T. **In the afternoon, students will be dropped off only at their home or regularly designated stop of which they are currently living.**
- U. Sexual harassment/misconduct of a sexual nature is not permitted on the school bus. **Comments, threats, conversations, coercion, actions, joke, teasing, or intimidation** when they are of a sexual nature and are **unwelcome by those exposed to them are forbidden.** Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver.
- V. **Consensual participation in any sexual act involving physical contact is forbidden.** Students will be suspended from the bus and recommended for expulsion.
- W. **No student should be subject to harassment and/or bullying.** This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/her bus driver.

Video Camera Systems

All buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff. Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, **if a student engages in severe misconduct as a first offense,** the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

Bus Transportation Procedures

We look forward to providing bus transportation during the next school year for your young child. As part of our continuing efforts to improve our quality of service, we want to ensure that you are aware of everyone’s responsibilities, especially those concerning the safety of your child at the morning and afternoon school bus stop.

School Bus Transportation (S.C. Law Section 59-67-420)

The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of

the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

Parents/Guardians (S.C. Law Section 59-67-415)

Parents/guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

In addition, parents/guardians should ensure all contact information at the school is accurate and update information whenever changes occur.

Switching routes is not permitted. Other arrangements need to be made to transport friends. **A child who is attending CCES under special permission is not eligible for bus services.** Students who do not regularly ride the bus home in the afternoon **may not** ride the bus home in the afternoon with a friend.

Bus Tag Procedures- K4, K5 and 1st grade

All 4K, 5K, and 1st grade students preparing to depart the bus at their assigned stop, whether alone or in a group, AND without a parent/guardian/designee present to receive them, may be brought back to their elementary school. The designee may be another adult or student designee (4th grade, or above). One person can serve as a designee for multiple children.

If a student is returned to school, the parent/guardian will be contacted and required to pick up his/her child at the School. If the parent/guardian cannot be reached, the matter could be referred to the Greenville County Schools Law Enforcement Division.

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of the school year.

Please note: Consequences for bus discipline will follow the above guidelines with additional discretion given to administration for additional days off of the bus.

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for **updating this information at the school whenever changes occur.**

If a child will be a bus rider and will be entering kindergarten or 1st grade (as a new CCES student) the following steps must be taken:

1. A **bus tag application** must be completed and returned to the CCES front office before your child is able to ride the bus.
 - a. Form can be picked up in the front office.
 - b. This form **must** be completed for all new kindergarten and 1st grade bus riders.
2. We will provide you with **four numbered cards** which match the numbered ID tag that your child will be wearing.
3. **You will then distribute the numbered cards to as many as three other people** (you will keep one of the cards) who have your permission to pick up your K5 or 1st grade child at the bus top.

4. The person holding the **numbered card** will hold it up when the bus arrives in the afternoon at the bus stop and the **student with the corresponding numbered card** will be released to that person. Parents must be at the stop verses holding the number up from the house or front porch.

School Bus Consequences

The **bus driver** will initiate the following consequences if the *Student Behavior Code* is broken:

- 1st step - warning by driver
- 2nd step - seat change and disciplinary referral; referral to school administration; must be signed by parent/guardian
- 3rd step - suspend the student for 1-5 days
- 4th step - suspend the student for 5-10 days
- 5th step - suspend the student for 10-15 days
- 6th step - suspend the student permanently from riding the bus

As a result, **school administration** will then follow these steps when administering consequences:

- **1st offense** - The assistant principal will meet with the student to issue a **warning** and communicate the warning to parents/guardians. Future steps that will be taken should a second offense occur will be communicated.
- **2nd offense** - The assistant principal is required to initiate an immediate **suspension of bus service for up to five (5) school days**. The disciplinary action will then be communicated to parents/guardians and a meeting shall be held at the school if necessary. Future steps that will be taken should a third offense occur will be relayed. In all cases involving the suspension of bus service, the assistant principal will notify the driver immediately of student's suspension.
- **3rd offense** - The assistant principal is required to initiate an immediate **suspension of bus service for up to ten (10) school days**. The parent/guardian will be contacted and a conference may be scheduled. If appropriate safeguards cannot be mutually agreed upon after a third offense, the assistant principal will immediately suspend bus services for a period of forty-five (45) school days. Future instances of misconduct could result in permanent suspension from the bus.

In the case of suspension of bus service, parents must provide the student with transportation to and from school.

Special Education students (whose IEP includes a transportation requirement) may be afforded alternate transportation should a student's bus privileges be revoked. Special Services personnel will be kept apprised of any service changes or interruptions.

Car Riders

To assure the safety of students arriving and departing from school, we ask the cooperation of all drivers, walkers, and bike riders in following all signs pertaining to the orderly flow of traffic. **ALL CAR DRIVERS MUST HAVE AN ID TAG IN THE FRONT WINDOW TO PICK UP STUDENTS. IF THE ID TAG IS NOT VISIBLE, IDENTIFICATION WILL BE CHECKED AND THE DRIVER MAY HAVE TO PARK AND GO TO THE FRONT OFFICE TO OBTAIN A CAR TAG.**

- Always observe **One Way** and **No Parking** signs when entering and leaving campus.
- At arrival and dismissal, **children must get out/in of cars on the school side of the car**, directly against the curb.
- The car tag for each car picking up students in the afternoons should be clearly displayed. (If you have not received a car tag, you may request one from the office.)

- Students will not be allowed to leave the curb until the ALL CLEAR SIGNAL to enter their car.
- Parents should not walk to the classrooms or other campus areas to meet children after school.
- Only those students who can walk to their homes from the school campus are to cross at the traffic guard location.
- **No parking in the front loop at anytime.**
- Use a designated visitor spot in the parking lot if it is necessary for you to park your car.
- **Parking on the grass, anywhere on campus, is not allowed.**
- Parents need to follow the rules and be good examples for their children.
- No smoking or cell phone usage in the car line.
- While waiting in the carline, we ask that you turn off your car engine until dismissal time. This will help make the air cleaner for our staff and students during dismissal.

Car Riders will enter/ exit at two loading areas. K5-1st Grade Loading is at the right side of the school near the stadium. 2nd-5th Grade Loading in the front of the school. The lower school loop, on the left side of building, is ONLY for Daycare Vans and will not be used for drop off and pick up. K5 and First Grade Students with older siblings will exit from the K5-1st Grade Loading Area. It is encouraged to use the same entrance and exit regularly for consistency and to establish a routine for students.

Walkers (Please read carefully)

There are two designated areas for walkers to dismiss. The front of the school at the crossing guard and the gym side of the school **after** cars have been dismissed. School staff cannot leave the school grounds to walk children home.

Daycare

School personnel are available until 2:45 to provide supervision for students at the end of the school day. Arrangements should be made with only those daycare agencies that can honor our dismissal/pick-up time. Students should not arrive before 7:15 a.m. Day care vans will drop off at the cafeteria entrance and pick up in the lower loading area next to the gym. This separates buses and vans to keep the flow of traffic running smoothly.

Changes in Transportation

Permission for alternate transportation plans must be made in writing and sent to the teacher. If transportation plans must be changed due to a last minute emergency, a parent must call the front office at 355-2400. The front office will ask for identification based on the school emergency forms to verify the caller. If the caller cannot be verified, the driver must come to the front office and show ID before a student will be released as a car rider.

Chandler Creek is part of the universal tagging system. All students will receive a tag linked to their personal ID number in PowerSchool Information Management. Students will not be dismissed from school until the ID Tag is scanned to denote proper dismissal from school. It is essential that all parents complete up to date transportation forms to ensure that students are dismissed in the safest means possible. There will be no exceptions to this and parents must present the correct Tagging ID card to dismiss students.

Thank you for reviewing our school handbook. The information in our school handbook is a guide to keep our students safe, secure, and focused on learning. Items contained are subject to change based on student need and GCS Return to School Roadmap.

Additional School Board Policies can be found at Greenville County School's Main Website. For any questions or concerns involving the school programs, staff, student needs, or areas of improvement, please reach out to the school administrative team. Thank you to all our partners, parents, and community members who support us daily.