



Student Handbook

2024-2025 ~ Chandler Creek Elementary School

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Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Student Arrival and Dismissal

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses
- Detention
- In school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials

- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not consistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of

alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)

- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Dress Code

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. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

- 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.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, hats and sunglasses may not be worn in the building.
- 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. No bedroom shoes or slippers are permitted

- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Discipline

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference

- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Procedures for Transporting 4k, 5k and 1st Grade Students

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front: Back:
Student Name Student address unique
number Student designee name (4th grade or above)
Route number

Parent Responsibilities:

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.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints 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 Ombudsman. 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 pertaining to staff and adult interactions with students. 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.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in

writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting & Investigation

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

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.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found under [Title IX](#) on the District's website.

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with

awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value _

[SC Uniform Grading Scale](#)

Prekindergarten

<ul style="list-style-type: none"> • Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics 	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed
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Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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Successful Learner Characteristics:

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
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Related Arts Indicators:

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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2nd-12th Grade

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors

Elementary School Students (Grades 2-5)

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

Middle School Students (Grades 6-8)

A floor of 50 will be applied to all grades for middle school students (6-8)

High School Students (Grades 9-12)

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information

regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

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.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

[Insurance](#)

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

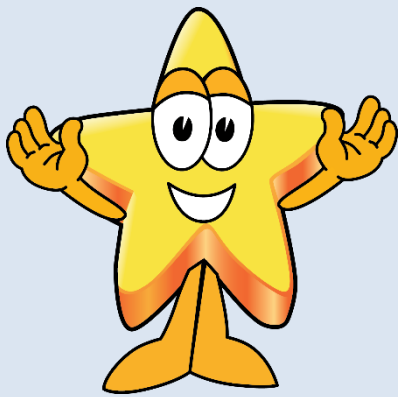
Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.



Chandler Creek Elementary School

School Colors Purple & Yellow
School Mascot Champions

Office Hours 7:00am – 3:45pm
School Hours 7:45am - 2:15pm

Mission Statement

The mission of Chandler Creek Elementary School is to empower students to become leaders, learners, and caring citizens who strengthen the community.

Vision Statement

Creating a Community of Empowered Students (CCES)

STAR Motto

Chandler Creek students and staff pledge each day to our best by reciting out STAR motto ~

- Strive to do your best
- Take Responsibility
- Always work together
- Respect others and yourself

2024-25 Theme

Ready, Set, Grow!

Social Media

Webpage ~ <https://www.greenville.k12.sc.us/ccreek/>

Facebook ~ <https://www.facebook.com/theCCEChampions>

Instagram ~ https://www.instagram.com/cce_champions/

School Contact Information

301 Chandler Road
Greer, SC 29651
(Phone) 864-355-2400
(Fax) 864-355-2420

School Administration

Principal ~ Cassandra Davis
Assistant Principal ~ Josh Rice
Assistant Administrator ~ Kate Canterbury

Welcome Message

Welcome to Chandler Creel Elementary and the 2024-2025 school year! We are so pleased that you and your child will be spending the year with us at Chandler Creek! Our faculty and staff are passionate about providing our students with the very best education possible. Our commitment to providing outstanding educational opportunities extends beyond the walls of the classroom, as we strive to prepare our students for a global society. Our children are the leaders of tomorrow and every moment of learning makes them stronger!

Our school prides itself in caring for the unique needs of individual students and it is our mission to empower students to become leaders, learners, and caring citizens who can strengthen the community. Teamwork is our strategy for success. We believe that through parents, teachers, students, administrators, and community members working together and supporting one another our students and school will achieve amazing things!

This handbook is intended to provide beneficial information regarding practices, policies, procedures, and programs. We look forward to watching our CCE Champions continue to grow and strive for greatness!

Arrival and Dismissal

Students need to be in their classrooms by 7:45am; otherwise they are considered tardy. If a child arrives after 7:45am, the parent or guardian is required to accompany and sign in the child in the front office.

Morning Car Line Procedures ~ 7:15am-7:45am

In an effort to maintain a safe environment for our students please adhere to the following procedures and practices:

- The building opens for car riders at 7:15am. Please do not allow your child to exit your vehicle until a CCES staff member is present in the car line at 7:15am.
- Pull all the way down to the end of the covered sidewalk and follow the guidance from the staff members that are on duty.
- Students should be ready to exit the vehicle independently upon arrival. Please say your good-byes before your child exits the vehicle.
- Parents who need to walk to the front office with their child are asked to park in a designated parking space and wait at the yellow crosswalk for school personnel to indicate that it is safe to cross.
- Students must be dropped off in one of the two car drop-off lines. Students are not allowed to be dropped off in the front parking area, the bus loop, the lower staff parking lot, or any grassy area of campus.
- Please do not have your student wait for their car door to be opened by school personnel if they are capable of exiting on their own.
- Please remain in your car while in the drop-off line. Staff on duty will be more than happy to assist any student that needs help getting out of the car. This includes assisting with doors having child-locks engaged.
- Do not pull out of line after your student has unloaded – stay in line.
- Cars cannot turn left from 7:15am – 7:45am when exiting the front car line, as this backs up the line for all.
- Car riders wishing to eat breakfast are encouraged to be in the cafeteria by 7:30am in order to receive a hot breakfast. Students arriving between 7:40am and 7:45am will receive a bagged breakfast to take to the classroom.
- Our school day starts at 7:45. Students who arrive after 7:45am must be walked in by an adult and will be marked tardy.
- Parents are allowed to walk their student to class on the first day of school only. Beginning on the second day and ongoing, students are expected to walk themselves to class each day.

Afternoon Car Line Procedures ~ 2:15pm-2:40pm

Every family is given an initial set of student-specific car tags. Car tags must be displayed in the windshield so that the student-specific number can be entered. Car Tags are not to be copied, however, you can request additional tags. If you arrive without your car tag, you will be asked to park. Students not picked up by 2:40pm will be held in the office until a parent/guardian arrives to sign them out.

In an effort to maintain a safe environment for our students please adhere to the following procedures and practices:

- Display your car tag in your windshield and ensure the staff member sees/enters your number.
- Both afternoon car lines are divided into two lanes. Please watch the staff member directing traffic flow.
- Do not move your car until staff directs you to do so.
- If your child does not come out with their initial group, the parent will be directed to pull through and park in a designated area, so that the line may continue moving. Staff will recall your child's number. An adult will escort your child to you when they come out.
- We ask that you do not use cell phones or other devices while in the car line and remain vigilant for student and staff safety.

Birthday Celebrations

If you would like to provide a special snack for your child's birthday (cupcakes, cookies, doughnuts, etc.), please check with your child's teacher in advance. For safety reasons, we cannot serve "homemade" foods; therefore, all food to be shared with other children must be store bought or commercially prepared with all ingredient listed. Special snacks can be dropped off at the front office to be delivered to the classroom for students to enjoy at an appropriate point during the day. We do not host birthday parties for students in the classroom.

Unfortunately, we cannot not allow deliveries, such as balloons or flower bouquets, at school. Staff members/teachers cannot distribute birthday invitations to students. It is the responsibility of the student to distribute invitations to classmates.

Cafeteria Information ~ 355-2408

All GCS schools currently offer **free** breakfast to all students. Breakfast is served until 7:40am. Between 7:40am and 7:45am, student wishing to eat breakfast will be given a "grab and go" bag to take to their classroom. Students arriving in the cafeteria after the 7:45am will not have the opportunity to eat breakfast.

The Community Eligibility Provision (CEP) is a school meal funding option from USDA that enables a school to provide free meals to all students, without the necessity of completing applications for individual eligibility. CEP status is determined by the percentage of students from households receiving public benefits. Recently, CEP in South Carolina expanded to include students who receive Medicaid benefits, which enabled 82 GCS schools – including Chandler Creek Elementary - to qualify for the 2023-24 school year. There is a four-year eligibility guarantee, which means CCES may remain in the program at least through the 2026-27 school year. For more information, please visit <https://gcsfans.com/index.php?sid=0511081654589176>.

Parents to Lunch ~ Parents are welcome to join their student for lunch beginning in September. As a reminder, restaurant / fast food / carbonated drinks are not permitted in the cafeteria at any time. Please be sure to contact your child's teacher if you wish to join us for lunch.

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.

We request healthy alternatives to cupcakes be sent on birthdays. Students may not purchase additional items such as snacks or ice cream if money is owed on the account. The cafeteria will not be selling any snacks or drinks that are not deemed nutritionally sound.

[Capturing Kids Hearts](#)

Chandler Creek Elementary has adopted Capturing Kids Hearts (CKH) as our school wide behavior system. Our school has been recognized as a CKH Showcase School for the past four consecutive years.

CKH is a relationship building approach to discipline that creates self-managing groups. Teachers use the EXCEL model to communicate with students. Students create their own rules via a social contract and hold each other accountable using "checks" and "fouls". An environment is created that emphasizes positivity through "good things" and "affirmations."

Please see the [Capturing Kids Hearts](#) page of our school website for more information.

[Change of Information](#)

Please notify the school immediately if there is a change of address, telephone number, or emergency contacts. The school must have the student's current address and phone number at all times. For safety and emergency purposes, we must have a current phone number at all times.

[Counseling Program](#)

School counselors at Chandler Creek Elementary serve ALL students at our school to empower them as leaders for today and tomorrow. There are many facets to the services offered by the counselors, some of which are

- Facilitating classroom lessons aligned with the ASCA (American School Counseling Association) standards
- Consulting with parents, teachers and administrators
- Providing materials to teachers and parents on topics related to the guidance and counseling standards when needed
- Connecting families with school and community resources
- Talking with students who have a problem they'd like help solving or have something on their mind they'd like to talk about
- Visiting with students who could use care and support from an extra adult
- Counseling students in small groups built around shared needed like divorce/changing families, grief, anger management, etc.
- Counseling students individually
- Teaching social skills and coping skills

[Daily Schedule](#)

7:00am	Bus riders arrive
7:15am	Walkers and car riders arrive and should be dropped off at their designated locations. Students wishing to eat breakfast report to the cafeteria. Students not wishing to eat breakfast report to their grade level hallway.
7:30am	Students admitted to classrooms, unpack and begin morning work

7:45am	Instructional Day begins. 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.
1:45pm	Latest time to issue an early dismissal
2:15pm	Students dismissed

Deliveries for Students

Messages from parents, money, books, homework, etc. must be brought to the office for delivery to your child. Deliveries of balloons, flowers, fast food, etc. are not permitted.

Early Dismissals

Early dismissals are not permitted after 1:45pm. Please submit dismissals in writing to the teacher by 8:00am on the day of the early dismissal. Be prepared to show proper identification in order to sign out your student for an early dismissal. Students will not be called to the office until his/her ride arrives. Parents are not permitted to go to the classroom to pick up students. Greenville County does not allow permanent early dismissals.

Field Trip Chaperones

School trips requiring chaperones will be communicated by the classroom teacher. All chaperones must pay any associated field trip costs and must be a CURRENTLY APPROVED LEVEL II VOLUNTEER. Chaperones must complete an online volunteer application (which includes a background check) at least 2 weeks prior to a field trip. Approved chaperones will check in at the office with their driver's license the day of the field trip and will be issued a pre-printed name badge. This name badge must be worn during the entire field trip. When space permits, chaperones will be permitted to ride with students on the bus; however, chaperones should be prepared to provide their own transportation.

Gifted and Talented

In Grades 3-5, identified gifted students can participate in a pull-out program call Challenge. Students must meet state GT criteria to participate in Challenge classes. Every elementary school offers the Challenge program with instruction delivered via a GT certified elementary teacher.

For additional information, please see the [GCS Advanced Academic Programs](#) website.

Healthroom ~ 355-2413

Our school has a Nurse to handle medication and emergencies. Minor first aid is provided for school accidents or sickness occurring at school. It is believed that a student who is not well enough to be in class should be at home under parental supervision. Any accident or sickness at home should be handled at home. Students should not be seeing the nurse first thing in the day for home accidents.

If a child becomes ill while attending school, the parents or authorized designee will be notified by phone to pick up the sick child or provide other means of transportation for taking him/her home. **It is a parental obligation to provide this transportation in the interest of the health and security of the child.** Parents are responsible for providing up-to-date phone numbers for emergency contacts who are available at all times during the day. A Student Emergency Information Form needs to be completed for each child every school year. The information on this form helps the school contact parents in the event of an emergency. If parents cannot be reached, the school will follow directions on the student's emergency form.

Help keep your child's school a healthy place to learn. We request that you keep your child out of school when he or she has an illness that can be spread to others. Students with a temperature of 100 degrees or above will be sent home. Students are to be fever free for 24-hours without Tylenol, Motrin, etc. before returning to school.

All medication must be delivered to the School Nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor (SC Law S144). All medication will be maintained in the health room. Medication required for field trips must be given to and administered by an employee of Greenville County Schools designated by the principal. There are separate permission forms for medications on field trips.

The nurse is not allowed to dispense medicine without the following provisions:

- Prescription and non-prescription medicine must be in the original container.
- Prescription medicine must be in a container with the latest pharmacy label for that student.
- All medication to be given during the day must be accompanied by a medical release form.

Leaving School with Others

If you would like your child to leave school in any manner other than his/her regular way, please write a note to the teacher. In that note, please notify the teacher of the name of the adult who will be picking up your child. For your child's safety, if we do not have a note, we will send your child home the way you indicated at the beginning of the year on the student information sheet. Please instruct your child to give the note to his/her teacher when they arrive at school. This is important because sometimes there is a problem with your request and we may need to call you to solve the problem.

If you would like your child to go home with another student, please have the parent of the other student send a note with the same information. These changes should be very minimal so that we can continue to protect your child's safety.

No changes in transportation or method home will be taken over the phone. Written notification is required.

Lost and Found

We maintain a lost and found area in the cafeteria at CCES. To minimize lost articles, please put your child's name on items of clothing which he/she may remove. (Remember to practice safety and don't display children's names where strangers may see!) All unclaimed articles are donated to a local charity at the end of each quarter. Remind your child to check the lost and found if he/she is missing something. CCES is not responsible for lost, broken, or stolen toys or electronics.

Make-Up Work

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

Notes Required

Notes are required for absences, tardies, and early dismissals. Request for change of dismissal must be in writing.

Parent Backpack Accounts

A backpack for parents account provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics, attendance, classes, grades, lunch balances, and test scores
- Apply or register their student to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.)
- Receive alerts and notifications regarding their students
- View their student's school and contact information
- Manage parent and contact information for their students

Please visit the website below for directions on enrolling in parent backpack.

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

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 containing the class newsletter, graded work, and flyers/ information of school events.

Parties

Classroom parties are held twice during the school year ~ Christmas and Valentine's Day. Parents are notified ahead of time regarding refreshments. No other parties will be permitted during school hours. Any items sent for class parties must be **commercially prepared / store bought with all ingredients listed on the unopened packaging**. Homemade treats are not permitted. This is necessary for the safety of those students with food allergies. We appreciate your cooperation in this effort.

Personal Electronic Devices

Parents may wish for a student to have a cell phone or other electronic device to assist with communication regarding afterschool events. However, during the school day, electronic devices must be powered off and in bookbags.

In accordance with [GCS Policy JCDA](#), students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Should a cell phone or other electronic device be used inappropriately by a student, such as texting during class, consequences are as follows:

- 1st - Warning
- 2nd - Parent call
- 3rd - Administration will hold the device until the parent is able to pick it up.

Promotion / 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. 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 and SIC Contacts

Please refer to the links below or visit our school website for more information

- [Chandler Creek PTA](#)
- [CCES School Improvement Council](#)

School Closings / Delays

The safety of students and staff is our primary concern when deciding to delay, close or dismiss school early. Because of Greenville County's location in the foothills of South Carolina, we face unpredictable and sometimes dangerous weather conditions. GCS does not send phone calls when a decision on school closure is made late at night or early in the morning. Closure information is sent to local media and posted to social media and the district website by 6am in an attempt to spread the news. The district will also send a message through Backpack. To ensure you receive the notification, please make sure you have a [Parent Backpack account](#), and that the school has the most up-to-date contact information for you on record.

Please do not call the school office for information regarding school closing and/or delays.

Smoking Free / Tobacco Free Policy

It is the policy of Greenville County Schools that all district schools are smoke-free / tobacco-free facilities. Please do not smoke, vape, or use tobacco products on campus, including in the car rider area. Your support in this manner is greatly appreciated, as we wish to model healthy behavior for our students.

Student Chromebooks

The use of school-issued Chromebooks is a privilege. Students are expected to bring their Chromebook to school fully charged every day. Students are also expected to follow all teacher instructions regarding use of Chromebooks in class and only access school appropriate sites that are approved by Greenville County Schools. Students who choose to access unapproved sites or who fail to follow teacher instructions regarding Chromebook use in the classroom are at risk of losing Chromebook privileges.

Student Placement

Classroom teachers and administration work collaboratively to carefully consider the placement of all students. While we are unable to accept teacher requests, you can provide specific information that will help us make placement decisions in regards to your child. Statements describing your child's learning needs, preferred teaching style, family situations, or other learning issues are most helpful. In addition, if you have information that is unique to your child or circumstances influencing your child's learning that you wish for us to consider, please include that information. You can email this information to the administration.

Tardies

It is very important that students start their day on a positive note. The school day begins promptly at 7:45am. Children should be in class and ready to learn at this time. Students are counted tardy if they are not in the classroom by 7:45am. Students must be in attendance until 11:15am, at least 3 ½ hours of the school day, to be counted present.

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.

Visitors / Volunteers

All visitors are required to report the main office and scan a driver's license or state issued ID card and receive a visitor badge in order to enter the school building.

Greenville County Schools (GCS), in an effort to ensure the safety of all students, has implemented additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip.

- Level 1 Volunteer ~ ***This level requires the presence and supervision of a GCS employee at all times.*** Level 1 volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level 1 volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.
- Level 2 Volunteer ~ ***This level allows interaction with students without a GCS employee present.*** Level 2 volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school as well as a criminal background check good for three years. **Chaperones for field trips are required to be a Level 2 volunteer, regardless of the destination (YOU MUST BE 21 or older TO BE A FIELD TRIP CHAPERONE).**

We follow all GCS policies for volunteers. Please review the GCS volunteer policies at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>