

CHESTER COUNTY BOARD OF EDUCATION
Discipline Code
Grades 4-8

The Chester County Board of Education has established this code of behavior and discipline in order to facilitate an atmosphere conducive to learning in all schools. This code provides a fair and adequate means of enforcing the rules of expected behaviors. Students are expected to conduct themselves in an orderly, proper manner at all times. Any school employee (principals, teachers, substitute teachers, teacher-aides, office staff, bus drivers, cafeteria staff, or janitorial staff) has the responsibility and authority to address student misbehavior anywhere in school buildings, on school grounds or buses, as well as any off-campus school sponsored activity. The principal has the authority to make judgments on any conduct that is beyond the scope of good behavior and not included in this document. In the event of special or unusual circumstances, the building principals also have the authority to modify the disciplinary procedures outlined in this Code. For any infraction of the rules the principal may require a session with a school counselor to address behavior issues. This is not considered as a punishment for a rules infraction but as a proactive approach to prevent further misconduct.

Abbreviations used in this code:

ISS	=	In-school Suspension
OSS	=	Out-of-School Suspension
AS	=	Alternative School
DET	=	After/Before School Detention
JC	=	Juvenile Court
DHA	=	Disciplinary Hearing Authority

Rule 1. Unexcused Absences

The principal of each school determines whether an absence is excused or unexcused based on application of Board Policy # 6.200. Excused absences shall include: personal illness; illness of the immediate family; death in the family; legal court summons not as a result of the student's misconduct; extreme weather conditions; religious observances; and extenuating circumstances as determined by the principal.

* Unexcused absences – Students will be required to make up work missed due to an unexcused absence.

3 days	Warning letter will be sent home.
5 days	Warning letter will be sent home and principal/counselor notified
over 5 days	Parents and student will appear at Truancy Board and may be sent to Juvenile Court.

Rule 2. Tardiness and Early Checkouts

* Tardiness to school or early checkouts – during a 9-weeks period

1 – 3	No penalty
4	Warning letter or call to parent
5	Loss of privileges
6	ISS – 1 day
7	ISS – 2 days and parent conference
8 +	ISS – 3 days

* Tardiness to individual classes will be handled separately from tardiness to school. Each school will develop procedures to address this infraction.

Rule 3. Skipping School or Leaving Campus without Proper Authorization

Students may not leave campus until school is dismissed without checking out through the school office. Students may not leave school or be absent without parental consent.

1st Offense	ISS – 2 days
2nd Offense	ISS – 3 days
Multiple	ISS – 3 days and possible referral to the DHA

Rule 4. Skipping Class or Leaving Class without Proper Authorization

1st Offense	ISS – 1 day
2nd Offense	ISS – 2 days
Multiple	ISS – 2 days and possible referral to the DHA

Rule 5. False Calls/Notes or Forged Statements

Students who have someone misrepresent their parents in phone calls or forge notes from parents or medical personnel shall be in violation of this code. The absence, tardy, or checkout shall be considered as unexcused.

1st Offense	ISS – 2 days
2nd Offense	ISS – 3 days
Multiple	ISS – 3 days and possible referral to the DHA

Rule 6. Dress and Grooming

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. The principal will publish a list of guidelines that may change from year to year. This list will be posted at the school and be placed in the school handbook for distribution to all students.

Violations of the Standard Dress Code:

If a student arrives at school and is not in compliance with the standard dress policy, he/she will not be allowed to attend classes. Students who miss class to change into clothes that meet the dress code will be required to make up all work missed.

1. ***1st Violation*** - The student will be required to change clothes and a written warning (Notice of Noncompliance) will be mailed home.
2. ***2nd Violation*** - The student will be required to change clothes, a Notice of Noncompliance will be mailed home, and one day of ISS will be assigned to the student. A parent conference will be requested by the principal or principal's designee to discuss the requirements of the standard dress code.
3. ***3rd Violation*** – Same as a 2nd violation with one additional day of ISS.
4. ***Additional Violations*** - Rule 27 of the Code of Behavior and Discipline will apply. The principal will evaluate the situation and recommend a placement in Alternative School or expulsion.

In matters of opinion pertaining to the standard dress policy for the students the judgment of the principal will prevail.

All teachers, principals, and other employees of Chester County School district must carry out the above school board policy and all other policies of the Chester County Board of Education and the State.

Rule 7. Misbehavior on Bus

Students are provided with a copy of the bus rules at the beginning of each school year. Bus drivers may enact discipline measures (warnings, assignment of seating, etc) before referring the student to the principal. Punishment for violations will vary according to severity. Bus issues referred to the principal will be handled according to the following schedule:

Minor Violations	1st Offense	Warning
	2nd Offense	Bus suspension - 3 days
	3rd Offense	Bus suspension – 5 to 9 days
	Multiple	Increased loss of riding privileges

e.g. Failure to obey driver’s legitimate requests, not staying seated, talking too loud, etc.

Major Violations	1st Offense	Bus suspension 5 to 9 days, ISS - 5 days, or OSS - 3 days
	2nd Offense	Bus suspension – 10 to 20 days and OSS - 5 days
	Multiple	Increased loss of riding privileges and/or refer to AS

e.g. Fighting, threatening bodily harm, cursing angrily, lewd gestures, etc.

Rule 8. Tobacco Offenses

The use or possession of tobacco by students is prohibited on school grounds or while under school supervision. State law requires that violators be issued a citation to juvenile court.

1st Offense	Citation and ISS – 2 days
2nd Offense	Citation and ISS – 3 days
Multiple	Citation and ISS – 3 to 5 days

Rule 9. Cheating

Cheating on tests or examinations will not be tolerated. No student shall cheat on any exam, project, or report.

1st Offense	Zero grade for the assignment
2nd Offense	Zero grade and ISS – 2 days
Multiple	Zero grade and ISS – 3 days

Rule 10. Gambling on School Property or at School Function

Gambling in any form will not be tolerated.

1st Offense	ISS – 2 days
2nd Offense	ISS – 3 days
Multiple	ISS – 3 days and possible referral to DHA

Rule 11. Disregard of Directions or Commands/Failure to Accept Disciplinary Action of the Teacher

A student shall not fail to comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel when on the school grounds or while under school supervision.

1st Offense	Assessment of severity, warning, DET or ISS – 1 to 5 days
2nd Offense	DET or ISS – 3 to 5 days
Multiple	DET or ISS – 5 days and possible referral to DHA

Rule 12. Extortion, Harassment, Bullying, Cyberbullying, Hazing

Extortion, harassment, bullying, cyber bullying, or hazing, as defined in Chester County School Board Policy 6.304, will not be tolerated. Incidents will be investigated according to board policy. Punishments will vary according to the situations and may range from warnings to expulsion and juvenile court. Please see the student handbook, pages 18-20, for a detailed explanation of these offenses.

Rule 13. Cellular Phones

Students may bring cell phones to school but must keep them turned off between 7:30 and 3:00.

1st Offense	Warning and confiscate phone for 3 School Days
2nd Offense	Confiscate for 5 School Days and have parent pick up the phone
Multiple	Confiscate for 10 School Days and have parent pick up the phone

Rule 14. Use of Profane, Vulgar or Obscene Words, Gestures, or Other Actions That Disrupt School System Operations

Use of profane, vulgar, or obscene words, gestures, or other actions that disrupt school system operations will not be tolerated.

Minor - Casual cursing and/or obscene gestures, racial slurs

1st Offense	ISS – 2 days
2nd Offense	ISS – 3 days
Multiple	ISS – 5 days

Major – Extreme anger and uncontrollable behavior

1st Offense	OSS – 3 days and possible referral to JC
2nd Offense	OSS – 5 days and possible referral to JC
Multiple	AS or expulsion

Rule 15. Rude and Disrespectful Behavior

No student shall curse or intentionally argue in a demanding or disruptive manner with any school employee, or otherwise show disrespect for school personnel.

Arguing with school employee

1st Offense	DET or ISS – 1 - 5 days
2nd Offense	DET or ISS – 5 to 9 days
Multiple	OSS – 1 to 5 days

Cursing a school employee

1st Offense	OSS – 3 to 9 days
2nd Offense	OSS – 10 days or refer to AS

Rule 16. Assault on a School Employee

A student shall not threaten to harm or cause mental anguish to a school employee.

1st Offense	OSS – 5 to 9 days or AS
2nd Offense	AS or expulsion

Rule 17. Fighting, Assault and/or Battery to a Student

A student shall not cause or threaten to cause bodily harm or mental anguish to any person, student, or guest, or personal property of another on the school grounds or while under school supervision.

1st Offense	OSS – 3 days
2nd Offense	OSS – 5 days
Multiple	OSS – 5 to 9 days, AS, JC, or expulsion

* Unprovoked Attack

1st Offense	OSS – 5 days and possible remand to AS
2nd Offense	Remand to AS or expulsion

* Self Defense – The concept of self-defense shall be considered using the following criteria:

1. Leading up to the conflict – no challenging behavior or words have been issued by the defending party.
2. During the conflict the self-defense was reasonable.

Rule 18. Disruption and Interference with School

No student shall:

A. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any facilities, or block any normal pedestrian or vehicular traffic or otherwise deprive others of free access to or use of any facility, program or activity associated with Chester County Schools.

The violation will be assessed and a penalty ranging from a warning to OSS.

B. Set fire to or in any school building or property.

The violation will be referred to juvenile authorities and the punishment will range from AS to expulsion.

C. Cause false fire alarm

1st Offense	OSS – 1 to 3 days
2nd Offense	OSS – 3 to 5 days
Multiple	AS, JC, or expulsion

D. Bomb Threat

Students delivering a bomb threat will be placed in AS or expelled along with a referral to JC.

Rule 19. Sexual Misconduct or Offense

No student shall be guilty of molesting another student, indecent exposure, rape or any other overt heterosexual or homosexual act on school property, during school functions, or under school supervision. Any incident will be investigated according to board policy.

A. Intentional inappropriate touching of another student or sexual harassment - Violations will result in penalties ranging from warnings to AS.

B. Indecent exposure OSS - 3 to 9 days

C. Rape or any other overt heterosexual or homosexual act - Aggravated acts will be referred to JC and result in AS or expulsion.

Rule 20. Damage or Destruction of School Property

A student shall not cause damage to school property or steal or attempt to steal school property to include lunch items, library books, reference materials, or any other school property.

Violations may require restitution and penalties ranging from ISS to expulsion.

Rule 21. Damage, Destruction or Theft to Private Property

A student shall not cause or attempt to cause damage, to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds or while under school supervision.

Violations may require restitution and penalties ranging from ISS to expulsion.

Rule 22. Alcoholic Beverage or Intoxicant of any Kind on the School Grounds or During a School Activity, Function, or Event off School Grounds, or While under School Supervision

Alcoholic beverages shall not be permitted on school-owned property, school buses, or at school-sponsored activities. Students shall not possess or be under the influence of intoxicating beverages while at school or in attendance at school-sponsored activities.

Penalties may range from OSS to AS with referral to JC.

Rule 23. Gang-Related Behaviors

Any type of gang-related behavior, dress, conduct, mannerisms, paraphernalia, and symbols will not be tolerated.

Penalties may range from warnings to expulsion.

Rule 24. Multiple or Accumulated Offenses

Multiple infractions of the same rule or accumulated infractions of different rules will not be tolerated. The principal will evaluate these situations and recommend a placement in AS or expulsion.

Rule 25 Zero Tolerance Offenses

School Board Policy 6.309

In order to ensure a safe and secure learning environment, zero tolerance offenses as defined by state law and board policy will be investigated. Punishments will be as defined by the appropriate law. Please see the student handbook, page 24, for a detailed explanation of these offenses.

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References:

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A)(B)
3. 18 U.S.C. 921
4. 20 U.S.C. § 8921; TCA49-6-4216(b);TCA 49-6-3401(g)
5. TCA 49-6-3401(g);TCA49-6-4216(b)
6. TCA 49-6-4216(a)(2)(C)
7. TCA 49-6-4209; TCA 39-17-1312

Cross References:

- Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Chester County School District does not discriminate on the basis of race, sex, age, national origin, or handicapping condition in the investigation, assessment, or implementing of its discipline policies.