

TABLE OF CONTENTS

| | |
|--|----|
| Chester County Non-Discrimination Policy | 2 |
| Introduction | 3 |
| Child Find | 3 |
| Students Eligible for Admission | 4 |
| Admission Requirements | 4 |
| Kindergarten Age for 2019-2020 | 4 |
| Attendance Policies and Procedures | 4 |
| Grading System | 6 |
| Education Records: Family Educational Rights and Privacy Act (FERPA) | 6 |
| Notification of Directory Information: (FERPA) | 7 |
| Notification of Rights under the Protection of Pupil Rights Amendment | 8 |
| Asbestos | 9 |
| Buses | 10 |
| Cell Phones | 11 |
| Coordinated School Health Weather Advisory Guidelines | 12 |
| Destruction of Records Notice-Department of Special Education | 13 |
| Dress Code K-3 | 14 |
| Dress Code 4-8 | 14 |
| Emergency Drills and Response Plans | 17 |
| Estranged Parents | 17 |
| Field Trips and Excursions | 18 |
| Student Concerns and Complaints | 18 |
| Discrimination/Harassment Grievance Procedures | 18 |
| Grievance Procedure-Title VI, Title IX, and Section 504 | 19 |
| Student Discrimination/Harassment/Bullying/Intimidation/Cyber bullying | 20 |
| Library | 22 |
| Medication/Health Issues | 22 |
| Parent Conferences | 23 |
| Personal Property | 23 |
| Posters | 23 |
| Private Vehicles | 23 |
| Punctuality | 24 |
| Restroom Conduct | 24 |
| School Closings | 24 |
| School Nutrition Programs | 24 |
| School Visitors | 24 |
| Students Leaving During School Hours | 25 |
| Suspension/Expulsion/ Remand | 25 |
| Telephones | 26 |
| Textbooks and Supplies | 26 |
| Tobacco-Free School | 26 |
| Transfer Option for Students Victimized by Violent Crime at School | 27 |
| Use of Internet | 27 |
| Vandalism and Property Damage | 27 |
| Department of Education and Child Advocacy Contact Information | 27 |
| District Screening Notice | 29 |
| Discipline Code for Grades K-3 | 30 |
| Discipline Code for Grades 4-8 | 36 |

Notice of Non-Discrimination

The Chester County School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Thomas Leach, Chester County Board of Education, 970 East Main Street, Henderson, TN 38340, 731-989-5134.

Inquiries may also be made to the Office for Civil Rights. The address of the regional office, which covers Tennessee, is:

United States Department of Education
Office for Civil Rights
Atlanta Office, Southern Division
61 Forsyth St., S.W.
Suite 19T70
Atlanta, GA 30303
(404) 974-9406

Harassment / Sexual Harassment / Hazing

Harassment of any type will not be tolerated. Students should report any incident of harassment to the teacher, principal, or Director of Student and Employee Relations, and Title IV/IX Coordinator: Thomas Leach, Chester County Board of Education, 970 East Main Street, Henderson, TN 38340, 731-989-5134.

Política de Indiscriminación

Es la política de la junta de educación de Chester County que ningún estudiante de las escuelas públicas se excluye de participación en, se denega los beneficios de, o se sujeta a discriminación en ningún programa o ninguna actividad a causa de la raza, el color, la origen nacional, el sexo, la religión, el aprovechamiento en el uso del idioma inglés, o la condición de inhabilidad.

Si Ud. piense que ha sido victim de discriminación en alguno de los programas o alguna de las actividades del sistema de escuelas, contacte el director/la directora de la escuela por discusión y resolución. Si no se resuelva el asunto en este nivel, envíe una queja escrita a: Thomas Leach , 970 East Main Street, Henderson, TN 38340, 731-989-5134.

Persecución / Persecución Sexual / Culebrazo

No se permite persecución de ningún tipo. Por cualquier incidente de persecución, informe Ud. al professor/a la profesora, al director/a la directora, o al director de relaciones de estudiantes y empleados y coordinador de Título VI/Título IX: Amy Guinn, 970 East Main Street, Henderson, TN 38340, 731-989-5134.

INTRODUCTION

The mission of Chester County Schools is to be the best public education system in the state and nation determined by the academic and personal achievement and growth of our students for career readiness and productive citizenship. Our staff are committed to maximizing student benefit as we ensure that all students learn at high levels. “Productive struggles develop productive citizens.” We believe that all students can learn. It is our belief that the rules, regulations, and information compiled in this handbook will play an important role in the realization of this mission statement. Your good use of the information provided herein will be to your own advantage and will also help your school continue to maintain the standards we have all come to expect.

REMEMBER:

WE ARE CHESTER COUNTY SCHOOLS!

The Chester County School System is dedicated to providing the very best education possible for our students. Teachers and administrators shall strive to create school environments favorable to the development of self-discipline and self-direction. The Board of Education believes that acceptable behavior is essential to an effective school program.

The Principal is responsible for establishing and maintaining effective discipline within the school. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of a positive learning environment.

Pupils shall comply with all school rules and the regulations of the school system. Failure to comply with the rules and regulations shall result in such disciplinary action as may be prescribed by the teacher or the principal.

Principals have the right to expect the cooperation of all teachers, and it is the duty of all teachers to assist in the discipline of the total school.

Any school employee (principals, teachers, substitute teachers, teacher-aides, office staff, bus drivers, cafeteria staff, or janitorial/maintenance 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.

CHILD FIND INITIATIVE

The Chester County School District is conducting a “Child Find” to identify children from ages of three through twenty-one who have special education needs. The Individuals with Disabilities Act of 2004 (IDEA), the Section 504 of the rehabilitation Act of 1973, and the State of Tennessee require that “Child Find” be conducted. Students identified through the “Child Find” will receive special services based on those needs. Special services may include speech/language therapy, help for vision, hearing impaired or deaf children, help for children with learning disabilities, or children who are gifted. Anyone who knows of a child who may need special services is asked to call the Special Education Department at 989-5134 or contact the principal of a school in the area.

STUDENTS ELIGIBLE FOR ADMISSION

All students whose parents/legal guardians reside within the boundaries of Chester County, as defined by School Board policy #6.204, are eligible to attend Chester County schools. Non-resident students may be admitted subject to the provisions of School Board policy. Students who are in state custody are governed by state regulations.

ADMISSION REQUIREMENTS

Pupils entering school for the first time must have: (a) birth certificate, (b) Social Security Number, (c) proper immunizations, and (d) physical examination. Any pupil, grades kindergarten through twelve, must be as immunized as they can be in order to be enrolled in school. Pupils entering the Chester County School System from another school system are to be assigned to the grade indicated by records from the sending school. In the event a pupil appears unable to do the work in the grade assigned, that pupil may be reassigned to another grade by the principal. If possible, a conference with the parents should precede reassignment.

KINDERGARTEN AGE FOR 2019-20

Public Chapter 991 changed the date by which a child must turn four years old to enter a state Pre-K program and five years old to enter K to August 15, effective 10/01/12.

ATTENDANCE POLICIES AND PROCEDURES

Excused/Unexcused Absences

In the State of Tennessee, a child is under the Compulsory Attendance Law from his/her sixth birthday to his/her eighteenth birthday. All students are expected to attend school each day that school is in session. The school day is from 8:00 A.M. until 3:00 P.M. Students shall be permitted to leave school only by the request of a parent/guardian and approval of the principal. Absences that can be excused:

1. Illness of student
2. Death or serious illness within the student's immediate family
3. When the student is officially representing the school in a school-sponsored activity
4. Special and recognized religious holidays regularly observed by persons of their faith
5. Legal court summons not as a result of the student's misconduct
6. "Extenuating circumstances" excuses- In the event that parents determine that their child needs to be absent for reasons other than those listed above, they may request an excused absence from the principal. In the event the principal does not grant the request, it may be appealed to the Director of Schools. If the Director of Schools denies the request, it may be appealed to the Board of Education at its regularly scheduled meeting. **All requests for "extenuating circumstances" excuses should be made well in advance of the time of the planned absence in order to allow for the appeals process.** The Principal, Director of Schools, or the Board of Education shall not grant excused absences under this section retroactively.

Under current state and federal guidelines, students are considered "chronically absent" if

they miss more than ten percent of the total days in the school calendar. This means that any student with 18 or more days absent, excused and/or unexcused, is considered a chronic absentee in the State of Tennessee. In the event of a student's absence, the parent or guardian shall be required to call the child's school prior to 8:00 A.M. explaining the reason for each absence or provide a doctor's excuse upon return to school. The attendance secretary will follow up on the absence as deemed necessary (phone calls, notify Principal, send reminder letters, etc.).

Students who are absent from school are required to make up all work missed in class. This work should be completed approximately in the same amount of time as the time missed in class. It is the student's responsibility to obtain all make-up work from his/her teacher.

-What is the first thing I should do if my child misses a day of school?

Any time your child misses school, contact the school as soon as possible. This lets the school know you are aware of the absence. No matter the reason for the absence, constant communication is the key.

-What is the difference between excused and unexcused absences?

Excused absences are the result of:

- **Parent call in with valid reason** – 7 times per school year
- **Doctor note** – 7 times per school year before requiring a signed doctor narrative stating that the student, due to their medical condition, needed to miss an entire day of school
- **Principal excuse** – extenuating circumstances, see item 6, page 5.

Unexcused absences are the result of:

- Failing to call in, going past your 7 call-ins for the year without a doctor note or narrative, or the principal deeming that an absence is unexcused.

At 3 unexcused absences, you will receive a warning letter from the school attendance secretary. At 5 unexcused absences, you will receive a final notification from the school that you are at risk of being summoned to appear before the Truancy Board. A student with more than 5 unexcused absences may be summoned to the Truancy Board at any time.

What do I do with a doctor note for an absence?

Either you or your child can turn the doctor note into the main office. Doctor notes can also be faxed to the school. Qualified doctor notes may be excused absences for up to 7 days per year. After a student has missed more than 7 days per doctor excuse the principal can require a chronic illness/doctor narrative form be completed by the physician/care provider to support entire school day absences.

Disclaimer: The Principal has the right to accept or deny any doctor note for excuse.

Attendance Records

Attendance records are to be kept by the teacher and in the principal's office on forms approved by the Director of Schools and reported in accordance with State Rules and Regulations. Any student must remain at school until at least 11:30 A.M. to be counted present for the day or come in by 11:30 A.M. and remain at school the rest of the day to be counted present for the perfect attendance certificate.

Excessive Tardiness and Early Checkouts

Board Policy requires that students be in attendance for the entire school day unless excused by the principal. When students are late to school or are picked up before the regular dismissal time, the principal will determine if it is “excused” or “unexcused”. Unexcused events may be handled in the following manner:

During any grading 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 |

GRADING SYSTEM

Report cards are sent to parents at the end of each 9-week period in grades K-8, every 12 weeks in grades 9-12. Parents are to be notified every 4.5 weeks with a progress report. Parent-teacher conferences will be held to discuss student progress.

The basic grading system:

| | | | |
|---|----------|---|--------------------------------------|
| A | 93 – 100 | E | Excellent |
| B | 85 – 92 | S | Satisfactory |
| C | 74 – 84 | N | Needs Improvement |
| D | 70 – 74 | U | Unsatisfactory |
| F | Below 70 | I | Incomplete (Work must be completed.) |

EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational record within 45 days of the day the Chester County School System receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Chester County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the Chester County School System decides not to amend the record as requested by the parent of the eligible student, the Chester County School System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA and other federal laws authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is person employed by the Chester County School System as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Chester County School System has contracted to perform a special tasks (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Chester County School System discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. In addition, federal laws* require schools to disclose names, addresses, and telephone numbers to military recruiters upon request, unless parents have requested in writing that information not be released.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Chester County School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance, U. S. Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

NOTIFICATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chester County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's records. However, the Chester County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the System to the contrary in accordance with the System procedures. The primary purpose of directory information is to allow the Chester County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. *

If you do not want the Chester County School System to disclose directory information from your child's education records without your prior written consent, you must notify the System in writing by September 1. Forms for this purpose will be available at each school and at the Chester County Board of Education, P.O. Box 327, Henderson, TN 38340.

The Chester County School System has designated the following information as directory information:

| | |
|-------------------------|--|
| Student's name | Participation in officially recognized activities and sports |
| Address | Weight and height of members of athletic teams |
| Telephone listing | Degrees, honors, and awards received |
| Electronic mail address | The most recent educational agency or institution attended |
| Photograph | Major field of study |
| Date and place of birth | Dates of attendance |
| Grade level | |

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act Of 2001 (P.L. 107-110), the education bill, and 10 U. S.C. 503, as amended by the section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights to transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Chester County School System has developed policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Chester County School System will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Chester County School System will also directly notify, such as through U. S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Chester County School System will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information surveys not funded in whole or in part by the U. S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

ASBESTOS

Most schools have some Asbestos Containing Materials (ACM). This asbestos is managed according to Environmental Protection Agency guidelines. Britt Eads is the "AHERA designated person" for the school system. He can be reached at the Chester County Board of Education, P.O. Box 327, Henderson, TN 38340, or by calling 989-5134. Asbestos Management Plans may be viewed at the Board of Education Office, or at individual schools. Call for an appointment.

BUSES

It is very difficult for the bus drivers to drive in a safe manner and discipline passengers; therefore, cooperation while riding the bus is essential. The driver is in full charge and must be obeyed. Failure to follow the directions given by the driver could result in suspension from riding the bus or other disciplinary actions.

Bus drivers have authority during loading and unloading, and over seating and conduct, while transporting students. Misconduct will not be tolerated. Seats may be assigned for any student by the bus driver. Failure to cooperate with the bus driver or disrespectful conduct may result in suspension from the bus or other disciplinary measures. Students suspended from the bus **may not** ride any other bus.

When a bus is late, students should report to the office so that names can be removed from the absentee list. Students will not be counted tardy when a bus is late.

School bus safety rules/procedures for parents and students to read and sign will be provided for students at the beginning of the school year.

BUS SUSPENSIONS

Students who do not comply with the bus rules may have bus-riding privileges suspended by the principal. Students suspended from the bus will be allowed to ride the bus home that day unless picked up by the parents.

Students suspended from riding the bus are required to attend school. In such case, parents have the responsibility by law to transport their children to school or to arrange for such transportation. Absence from school in such cases will be treated as any other absences.

CHESTER COUNTY SCHOOL SYSTEM

School Bus Rules

1. To ensure safety, the driver must be totally in charge. Students must respond promptly to instructions given.
2. If students have to cross the road, they must do so under the driver's direction.
3. Go directly to your seat after getting on the bus. Remain seated until the bus has stopped.
4. Face the front and keep legs, books, and other objects, out of the aisle. Hazardous materials/objects, nuisance items, balloons, and animals are not permitted in the bus.
5. Students are expected to keep the bus clean.
6. The driver may assign seats.
7. "No Spray Zone" – No perfume, cologne and/or lotions may be opened, sprayed, or applied while on the bus.
8. Do not put any part of your body out of the window and do not throw anything out of the window.
9. If a student damages a bus, payment will be made for the damages.
10. Students must observe the same rules of conduct as they do in the classroom. Ordinary conversation is permitted.

Horseplay and unruly behavior, abusive and obscene language or gestures are unacceptable.

Failure to observe these regulations may result in disciplinary action and possible suspension from the bus.

School Bus Procedures

- Arrive at the bus stop shortly before the bus arrives. Buses cannot wait for late students.
- Wait in a safe place, clear of traffic, and away from where the bus stops.
- Form an orderly line. Avoid unsafe play or behaviors.
- Do not damage property while waiting for the bus.
- Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Enter the bus in an orderly manner and go directly to an available or assigned seat.
- Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. Never cross in back of the bus.
- Students are permitted to leave the bus only at their assigned stop at home or at school. Leaving the bus at other stops shall require proper authorization as stated in Board Policy.
- Keep aisles and exits clear.
- Do not distract the driver at any time during bus operation.
- Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.

Any situation not specifically covered in the rules and procedures shall be at the discretion of the Director of Schools, Transportation Department, or Driver.

CELL PHONES

Cell Phone/Electronic Device.

Purpose: Chester County School System uses instructional technology as one way of supporting our mission of promoting a safe and secure environment that promotes student responsibility and actively engages all students in achieving the knowledge and skills required to graduate college and career ready and practice productive citizenship. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness of the benefits of cell phones, develop responsible use and awareness of students' digital footprints, and help develop self restraint related to cell phones/electronic devices.

Chester County Schools will allow cell phones/electronic devices to be used for instructional purposes, between classes, and during lunch periods. They must remain silenced and may not be used during class unless permitted by the teacher for instructional purposes. In addition, students are not permitted to make or receive calls using their device at anytime during the school day without direct, stated permission. Also, students are not authorized to use headphones with their cell phones/electronic devices at any time unless given direct, stated permission..

Violations that will result in confiscation of your phone:

Disruption in Class - If a student's cell phone/electronic device disrupts class and the learning process in any way (can be heard, is being used, or teacher's discretion), the cell phone will be confiscated.

- 1st offense: Confiscated until the end of the day and parent contacted.
- 2nd offense: Confiscated until the end of the day and parent must pick up the phone or device. or device.
- Multiple offenses: Confiscated for three consecutive school days and parent

must pick up the phone

Cyber-bullying - Using phones/electronic devices to harass, bully, or intimidate during the school day is prohibited.

- 1st offense: Confiscated ten consecutive school days and parent must pick up the phone or device.
- 2nd offense: Loss of privilege for the phone/electronic device at school.

****Confiscated phones/electronic devices will be held in administration's office for the duration of the confiscation.***

****Refusal to surrender phone as a disruption of class will automatically be treated as a disruption of school.***

****Refusing to surrender phone to administration will result in referral to juvenile office.***

If an educator desires to use student cellphones in class for instructional purposes, permission must be granted by parents for cell phone use during school just in case of a data issue. An educator must also include the use of cell phones for instructional purposes within the lesson plan on Planbook.com so that administration can approve/support the use of phones. Todd Lewis can assist with permission forms for phone usage.

Policy 5.6002 states that an educator should not use cell phones while teaching or supervising students. Please be conscious of instructional pictures taken on a cell phone. After using them to post to your Chester County Teacher Web page, CCJHS's Twitter account, or CCJHS's Facebook group, please delete them from your phone. If the classroom has access to an iPad, it would be wise to take instructional pictures or videos with this device.

COORDINATED SCHOOL HEALTH WEATHER ADVISORY GUIDELINES

Time spent outdoors is an important part of the school day. It is difficult to set guidelines that fit every circumstance and condition in regards to outside activities during cold weather. Principals are advised to use their discretion and good judgment as to whether or not students will go outside, as well as, the duration of the outside activity. Children should be exposed to fresh air and exercise. Time spent outdoors allows students an opportunity to engage in activities that allow them to relax from the structure of the classroom for a short while. However, there are times when it is not safe for students to be outside. Please use the information below as a guide for when school recess, other outdoor physical activity, or physical education classes should be modified. Each school is to determine the criteria for such decisions and who will make the judgment call on a day-to-day basis. The decision making process may vary from grade to grade.

Conditions that should be considered in the determination:

| | |
|-------------|--|
| Temperature | Age of Students |
| Wind Chill | Length of time outdoors |
| Humidity | Adequacy of clothing of the children |
| Heat Index | Condition of the playground or play area |

Recess and Outdoor Physical Activity

*Procedures and plans for students' medical condition may be obtained from School Nurse.

DESTRUCTION OF RECORDS NOTICE

Special Education Department

Special Education records which have been collected by the Chester County Board of Education related to the identification, evaluation, educational placement, or the provision of Special Education services in the district, must be maintained under state and federal guidelines for a period of three years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program at age 22, or moves out of the district. This notification is to inform parents/guardians and students of Chester County Schools' intent to destroy Special Education records three years after a student is no longer receiving special education services as defined above. These records will be destroyed in accordance with state guidelines unless the parent/guardian or eligible (adult) student notifies the school district otherwise. No response to this notice will be viewed as consent to destroy the records.

Although the district no longer needs the records after three years, parents/guardians or former students may need them for personal purposes such as applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the Chester County Board

| Cold | Heat |
|---|--|
| Suggested indoor activity at temperatures below 40° | Suggested indoor activity at temperatures 95° or above. |
| Activity should be moved indoors when temp and wind chill is below 35° | Students should be allowed water breaks especially before and after outdoor activity. |
| Students and parents should be reminded of the necessity of appropriate clothing for outdoor activities | Students and parents should be reminded of the necessity of appropriate clothing for outdoor activities. |
| *Teachers and school nurse should be aware of any medical condition of students. Conditions could be intensified by cold or heat. | |
| **Exemptions from physical activity should be reasonable and may require a written request by the student's physician. | |

of Education, Special Education Department.

Requests for copies of records must be received by December 15 of the third year after special education services have ended. These requests can be made at the Chester County Board of Education, Special Education Department. You will be required to produce identification or provide verification data to acquire these records.

For more information contact:

Chester County Board of Education,
Special Education Department
970 East Main Street
Henderson, TN 38340
(731) 989-5134

DRESS CODE FOR GRADES K-3

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. More specifically, the guidelines for dress should remain within the following restrictions:

- Shorts, dresses, skirts, or pant skirts (split) cannot be shorter than six (6) inches above the knee when measured while the student is kneeling.
- Form-fitting Lycra pants and bicycle shorts are not permitted unless proper length clothing (six inches above the knee or longer) is worn over them.
- No tank tops, bare midriffs, crop tops, halter-tops, spaghetti straps, tube tops, or sheer or see-through tops, including net tops are to be worn.
- No vulgarities, "hate" (racial) remarks, obscene language, suggestive remarks or drug- or alcohol-related remarks will be permitted.
- No sweatbands, headbands, or bandanas around the forehead while inside the building. No hats or caps inside the building. No sunglasses inside the building.
- Cut-offs may be worn only if properly hemmed or rolled up as to show no fringe or raveling. Once hemmed or turned up, they must still fall within the six (6) inches above the knee or longer guidelines.
- No visible holes, tears, cut-outs, or slits should appear above the six (6) inches above the knee or longer guidelines on shorts, pants, dresses, or skirts.
- All shorts, pants, skirts, and dresses shall fit properly and not be worn sagging or backward. All straps on overalls must be fastened.

Students should remember that if there is a question in their minds about clothing, it would be best to wear something they know is acceptable. Multiple infractions of any of these rules may result in disciplinary action.

DRESS CODE GRADES 4-8

The Tennessee State Board of Education suggests that the criteria for a standard dress policy adopted by local boards of education should require standard dress clothing to be simple, appropriate, readily available, and inexpensive. Chester County School Board Policy # 6.310 states the following: "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."

Promoting school safety

- Easily identify intruders in school
- Decrease violence and theft
- Minimize overt symbols of gang activity

Improving discipline

- A standard dress policy alone will not solve all the problems of school discipline, but it can be one positive contributing factor to discipline and safety (TN State Board of Education- #4.203).

Enhancing the learning environment

- Instill a sense of school spirit, social pride, and social acceptance
- Aid students in resisting peer pressure
- Reduce classroom distractions
- Test scores increase due to students being more focused

DRESS AND APPEARANCE

Shirts:

1. Must have a collar (polo-style, button front, and turtlenecks) with only top button open.
2. Must be a solid color.
3. Must be the appropriate size.
4. May be long or short sleeve.
5. May have school-approved names/logos or no logos. Brands/logos are allowable when they are no larger than business card size (2" x 3.5") and not considered offensive by school administration. Offensive brands/logos are further defined, but not limited to:
 - Depictions of messages/symbols that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, ethnically defaming or that refer to items that are illegal in general or illegal specifically for underage students.
 - Promotion of the use of tobacco, drugs, alcohol, or other illegal or harmful products.
 - Sexually suggestive messages.
 - Depictions of gang affiliation.
 - Causation of a substantial or material disruption to school activities or to the orderly and safe operation of the school or at school-sponsored activities.
 - Rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
6. Must be tucked in and remain tucked in at all times.

Sweatshirts/Sweaters/Fleeces must be solid color. Solid color sweaters with V-necks or crew necks, cardigans, or vests may be worn, but must be worn over an approved shirt. Brand names may be no larger than a business card and shall not be offensive.

1. Sweaters, sweatshirt, fleeces, and vests should hang at the waist/belt line.
2. Hoodies of any kind may not be worn.
3. This apparel is not to be tied over the shoulders or around the waist.

Pants/Shorts - Only khaki, navy blue, or black pants (hemmed or cuffed) of cotton, cotton/polyester blend, or corduroy will be permitted.

1. Pants must be worn and fitted at the waistline.
2. Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
3. Shorts must be no shorter than 6 inches above the knee. Athletic shorts are not allowed in the halls or classrooms.
4. No jeans/denim or jean-type pants unless on days as approved by the Principal.
5. No embellishments on the pants. (Examples: lace, metal studs, chains, etc.)
6. Cargo pants, carpenter pants, or overalls are not permitted.
7. Pant legs cannot be rolled up exposing the leg and have no holes, rips, or tears.

Belts - If pants, shorts, skirts, dresses, etc. have belt loops, then a belt must be worn. The belt must be worn through the belt loops and buckled. The belt buckle must be a plain buckle. The belt must be brown or black and not have any writing or logos.

Skirts/dresses:

1. All skirts/dresses must be solid, khaki, navy blue, or black and be a cotton, cotton/polyester blend or corduroy and must go to the knee.
2. There must be no slits above the knee.

Jewelry/Body Piercings/Tattoos:

Jewelry must not be distracting or gang related. Rings are limited to the hands. All tattoos must be covered. Body piercings are limited to the ears.

Footwear:

1. Shoes are to be worn at all times.
2. Dress/casual shoes, sandals, boots, or athletic shoes are to be worn and must be properly fastened.
3. Flip flops and house shoes are not to be worn.

Coats/Jackets:

1. Coats and jackets must not have drug, alcohol, gang related, gambling, or any defamatory messages or pictures.
2. Long coats, heavy coats, or coats with hoods are to be removed and put in the locker or designated area while the student is in the school building.
3. The following outerwear is acceptable on buses, inside or outside of the school buildings:
 - Sport coats/blazers --- solid color and may have only school approved writing or logos
 - Official coats/jackets/sweaters of Chester County school clubs, organizations, or teams
 - Lightweight jackets --- solid color without hoods. Logos may be no larger than a business card and shall not be offensive.
4. Students' names (screened or embroidered) may be added to the outside of their coats and/or jackets. Nicknames are not allowed. The height of the names may be no more than one inch. The name should be on the left side under any other logo that is already on the jacket.

Headwear - No headwear is to be worn in the school building. (Examples: caps, hats, toboggans, scarves, sweatbands, hair rollers, do-rags, etc.)

General

1. Grills, sunglasses, and gloves may not be worn inside the school facility.
2. Sweat pants and jogging/wind suits may not be worn in the classroom.
3. Clothing will be clean, in good repair, fit properly, not contain excessive wrinkles, and be appropriate to the activity at all times.
4. Clothing with holes must be patched on the outside.
5. Rolling book bags are not allowed unless medically necessary and approved by the principal.
6. The principal may deviate from the standard dress code on special days (homecoming, reward days, etc). These days will be publicized in advance.
7. The principal is allowed to grant exemptions to the standard dress code for religious reasons, handicapping conditions, or extraordinary circumstances. These exemptions should be rare, documented, and made known to all staff members. Students granted an exemption must dress in an appropriate manner approved by the principal.

Expectations & Consequences

Students are expected to adhere to the standard dress policy at all times during the regular school day. A student not in compliance with the standard dress policy will not be allowed to attend class and will be required to make up any work missed while changing into acceptable dress.

Violations of the Standard Dress Code - Rule 6 of the Code of Behavior and Discipline will be followed with some additional stipulations:

1. **1st Violation** - Required to change clothes and a noncompliance notice mailed home.
2. **2nd Violation** - Required to change clothes, a noncompliance notice mailed home, one day of ISS assigned, and a parent conference requested by the principal or principal's designee to discuss the standard dress code.
3. **3rd Violation** – same as 2nd violation with an additional day of ISS assigned.
4. **Additional Violations** - 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.

EMERGENCY DRILLS AND RESPONSE PLANS

Fire, tornado, and other emergency drills are an important safety precaution. It is essential that when a signal is given, everyone promptly follow the established procedure for that particular emergency situation. Students **are not** to talk during the drill and are to remain at the prescribed area until the signal is given to return to the classroom. Teachers will instruct the students in the six Universal Emergency Procedures.

Although education is the primary goal of all schools, of equal importance is the standard of care needed to provide a safe environment. The possibility of a natural or man-made emergency must be considered and prepared for. The Chester County School System has made every attempt to put into place policies and procedures that protect and secure the children of Chester County. All Chester County Schools have developed emergency response plans containing guidelines and responsibilities designed to specifically outline the course of actions taken before, during, and after a crisis/emergency/disaster. The plan adheres to the guidelines of the Safe Schools Against Violence in Education (S.A.V.E.) act, enacted by the Tennessee Legislature in 2007. Additionally, all teachers have Emergency Situation Response Manuals, which identify a broad range of emergency situations and specific actions to be taken to appropriately handle the given situation.

ESTRANGED PARENTS

Frequently, when there are domestic problems, the school is told by one parent that the other parent is not to contact or pick up the child at school. Chester County Schools adhere strictly to the following:

1. The school cannot prevent a parent with joint custody rights from checking a child

out of school.

2. The non-custodial parents may not visit or check a child out of school unless the custodial parent gives permission for this directly to the Principal.
3. In all cases in which one parent has sole custody, the school must have legal documentation verifying custody (court order, restraining order, or divorce decree). The parent must provide this annually.
4. Both parents have access to the records of a student unless there is a court order, state statute or legally binding document specifically revoking these rights. These documents must be provided annually in order to deny access.

FIELD TRIPS AND EXCURSIONS

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip.

Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the parent signs the form.

STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel such as aides, teachers, or assistant principals which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within five (5) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

DISCRIMINATION / HARASSMENT GRIEVANCE PROCEDURES

Filing a Complaint:

Any student of this school district who wishes to file a discrimination/harassment grievance

against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the director of student and employee relations. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the director of student and employee relations of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and any other evidence available.

Investigation - Within twenty-four hours of receiving the student's complaint, the director of student and employee relations shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the director of student and employee relations, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, federal rights coordinator and the director of schools. One copy shall be kept in the director of student and employee relations' file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal - If the complainant is not in agreement with the findings of fact as reported by the director of student and employee relations, an appeal may be made, within five (5) work days to the superintendent. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director's findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

GRIEVANCE PROCEDURE-TITLE VI, TITLE IX, AND SECTION 504

The Chester County Board of Education gives assurance that the local educational agency will administer each program covered by the Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 in accordance with all applicable statutes, regulations, program

plans, and applications and that no student, employee, or other person will be discriminated against on the basis of race, color, creed, national origin, sex, or handicapping condition. Complaints will be handled in accordance with Board of Education Policy #1.802, Complaint Procedure and the Tennessee Department of Education Section 504 Manual.

CHESTER COUNTY BOARD OF EDUCATION, POLICY # 6.304

Student Discrimination/Harassment and Bullying/Intimidation and Cyber bullying

The Chester County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- Causing emotional distress to a student or students or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. This does not include customary athletic events or

similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property
- It has a substantially detrimental effect on the student's physical or mental health
- It has the effect of substantially interfering with the student's academic performance or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each

middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The administrator shall determine the consequences and appropriate remedial action for a person who engages in retaliation after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another might range from positive behavioral interventions up to and including suspension and expulsion.

LIBRARY

The library has books, magazines, and other material for assigned study and recreational reading. It is open for use during the school day. Students may visit the library during their assigned library periods. Lost or damaged books must be paid for. There is a late charge for overdue books.

MEDICATION/HEALTH ISSUES

Medication, including nonprescription drugs, will not be administered by school personnel without a completed "Medication Administration Consent Form." This form is available at the doctor's office and in the school office. A new form must be completed each time the dosage or prescription is changed. Consent may be given for the entire school year for such medications as Tylenol, aspirin, Sudafed, cold and cough medicines, and topical lotions. All medication is to be supplied in the original bottle. Ask your pharmacist to divide the medication into two containers completely labeled ---one for home and one for school. Nonprescription drugs must be brought to school with the manufacturer's original label and the child's name affixed to the container. The school nurse shall supply additional information, medication forms, and/or instructions at the beginning of each school year.

HEAD LICE POLICY

1. School-wide screenings will be performed on students in grades K-6:
 - during the first full week of school
 - after winter break

2. A classroom check will be done anytime a positive case is found in that classroom. The principal or school nurse will notify the parents of any child having head lice. A letter shall be sent home with the child explaining the condition, requirements for treatment and the deadline for satisfactory completion of the treatment.
3. Prior to readmission, satisfactory evidence must be submitted to the school that the student has been treated for head lice. This evidence may be proof of treatment with head lice shampoo or satisfactory examination by a school health official.
4. Parents are encouraged to inspect their children every week for evidence of head lice or nits, which is the best form of prevention and control.

All policies regarding health related issues are available in the school office or from the school nurse. You may request a detailed copy of the policies or direct your questions to the school health nurse, 989-8145.

MENINGOCOCCAL DISEASE/VACCINES

For information concerning meningococcal disease and available vaccines, contact the school nurse, 989-8145, or your child's school.

PARENT CONFERENCES

The Chester County Schools shall have a least two parent-teacher conference annually. These conference will be scheduled and posted on the Chester County web page. In addition to this conference, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office.

PERSONAL PROPERTY

Valuables and extra money should not be brought to school. Students should keep their money with them at all times. Do not leave money in lockers or desks. The school is not responsible for lost or stolen items.

POSTERS

The office must approve any announcements or posters to be displayed prior to placement. The person or organization displaying the announcement or poster is responsible for its removal as well.

PRIVATE VEHICLES

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools/ designee and proof of vehicle liability insurance coverage in a sufficient amount, as determined by the director of schools.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately owned school buses and drivers of such shall meet all requirements of state

law and state Board Rules, Regulations, and Minimum Standards.²

5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the director of schools.¹

Legal Reference:

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5

PUNCTUALITY

Students coming in late for any reason must notify the office and the appropriate teacher before going to class. Students who are tardy due to loitering, locker visits, talking with friends or unapproved time in the restroom will be disciplined.

RESTROOM CONDUCT

The restroom is not a meeting place; therefore, students should spend only the necessary time and depart. Students shall keep the restroom clean.

SCHOOL CLOSINGS

In the event of severe weather or mechanical failures, the school may be closed or starting time delayed. School closings, delayed starting times or early dismissals will be announced on TV stations, push message communications as well as the school district's automated calling system.

SCHOOL NUTRITION PROGRAM

Chester County School cafeterias offer healthy meals every school day. Breakfast is served to all students at no cost. Lunch costs are \$2.00 for Pre-K – 5th grade and \$2.25 for 6th – 12th grades.

Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.40 for lunch. Free or Reduced meal applications may be picked up at any school office or the School Nutrition Program office, located at Chester County Board of Education, 970 East Main Street, Henderson, Tennessee 38340.

SCHOOL VISITORS

Except on occasions such as athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and sign in. The principal or designee must approve visitors going into any other part of the building. Non-student visitors may not accompany students to school or ride on school buses.

STUDENTS LEAVING DURING SCHOOL HOURS

All schools have implemented procedures concerning early release of students during the school day. All requests for student check out will come through the school office from the parent or a person approved by the parent. At the beginning of the school year, parents may submit a list of persons approved to check out their child from school. The list may be updated as needed. No one can check a student out of school without being on the approved list or verbally approved by the parent. The parent or approved person will sign out the student on a "check out" ledger with their name, student's name, time, date, and reason for the early release. Parents of high school students who drive to school may check out their children over the telephone.

SUSPENSION/EXPULSION/REMAND

Students violating school rules as outlined in Board Policy # 6.316 may be suspended by the principal for up to 10 school days. The principal shall notify the parent/legal guardian and the director of schools of all out-of-school suspensions. This notification should be by phone or in person and followed by a written notification. A student who has been suspended may remain at school until regular dismissal time unless parents can be contacted for pick up. If the offense is so severe that the student's continued presence at the school would cause a substantial disruption, the student may be referred to juvenile authorities until the parents/guardians can pick up.

When a student's conduct warrants a suspension of more than 10 days, the principal shall suspend the student pending a hearing before the Disciplinary Hearing Authority (DHA). The DHA shall meet each Tuesday while school is in session to hear cases referred by the principals or alternative school director. The student, parent, and principal shall be entitled to present evidence and be heard. The DHA shall determine the case based on the evidence presented. The DHA may: (1) order the removal of the suspension; (2) set terms and conditions for returning to the regular placement as it deems reasonable; (3) remand the student to alternative school for a specified period of time; (4) expel the student for a specified period of time. Either the student or the principal may request a review of the hearing by the Board of Education. The request for a review by the Board must be made to the director of schools within 5 school days of the DHA decision.

Students shall be required to make up work in any class missed due to out-of-school suspension. Zero tolerance offenses (see section below) require a mandatory calendar year expulsion or assignment to alternative placement unless modified by the director of schools. Students remanded to alternative school shall be provided with an online course of study. Grades for the days assigned to alternative school will be the responsibility of the alternative school teacher. Special Education students will be governed by rules and regulations set by the state and federal government.

In-School Suspension (ISS)

As an alternative to out-of-school suspension, the principal may assign students to ISS for violations of school rules. ISS for grades K-6 will be located at Chester County Middle School. Grades K-3 will be transported as needed. Chester County High School and

Chester County Junior High School will have ISS rooms in their own buildings. Students will be allowed to complete all assignments and tests while in ISS or upon their return to the regular classroom. Students who do not comply with the rules of ISS may have additional days added to their assignment or be suspended out-of-school as determined by the principal. At the end of the school day, K-3 ISS students will be transported back to their regular school for their normal, after school transportation.

Zero Tolerance Offences

Weapons and dangerous instruments as defined in T.C.A. 39-17-1309 shall be referred to the DHA for suspension/expulsion/or remand to alternative school for a specific period of time as deemed appropriate. Possession of weapons and/or dangerous instruments, illegal drugs, assault upon and school employee or school resource officer, or electronic threats carries a mandatory, one calendar year expulsion. The director of schools shall have the authority to modify this expulsion requirement on a case-by case basis.

TELEPHONES

School office telephones are for school business and are not for students except in dire emergencies. Parents are requested not to call or ask that students be called from class to the phone except in an emergency. Students will not be called out of class for messages. Messages from home will be delivered at the end of a class period. Students should know their afternoon plans before they leave home in the morning except in emergency.

TEXTBOOK AND SUPPLIES

Textbooks will be furnished to students enrolled in the Chester County School System. All textbooks purchased with Board of Education funds shall remain property of the Chester County Board of Education. It is the responsibility of each pupil to care for and protect the textbooks they use. Lost or damaged books will be paid for at the replacement cost less reasonable depreciation.

In the event that the pupil refuses to pay for a lost or damaged textbook, the following measures may be taken until restitution is made:

1. Refuse to issue any additional textbooks
2. Withhold all grade cards, certificates of progress, or transcripts
3. Not allow interim or final examinations or post credit in that course

No student or parent/guardian shall be required to purchase any textbook except in cases where the pupil or parent/guardian damages, loses, or defaces such textbook, either through willful intent or neglect. Nothing shall prohibit any pupil or parent/guardian from voluntarily purchasing textbooks.

TOBACCO-FREE SCHOOLS

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all the school buildings and vehicles operated by the district. The possession of tobacco or tobacco products by students under the age of 18 years will result in disciplinary action and the issuance of a juvenile court citation as required by law. This handbook statement serves as notice of the citation requirement. Signs will be posted throughout the district's facilities to notify students, employees and all persons visiting the school that the use of tobacco products is prohibited.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting:

- Troy Kilzer, Director of Schools (731-989-5134) or
- Randle Fenimore, Federal Programs Director (731-989-5134)

USE OF THE INTERNET

A parent signature is required prior to the student being granted independent access to district technological resources. The required form shall specify acceptable uses, rules of online behavior, privileges and penalties as outlined in Board Policy # 4.406 and #4.4061. Both the student and the parent must sign this document.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. If a student damages something by accident, it should be reported to a teacher or the office immediately.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center

100 Berryhill Drive
Jackson, Tennessee 38301
Phone: 731-421-5074
Fax: 731-421-5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.
Knoxville, Tennessee 37290
Phone: 865-594-5691
Fax: 865-594-8909

CHILD ADVOCACY GROUP CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The Arc of Tennessee is listed on the Internet at <http://www.thearctn.org>
 44 Vantage Way, Suite 550
 Nashville, TN 37228
 Phone: 615-248-5878 or Toll-free 1-800-835-7077
 Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) at <http://www.tnstep.org>
 712 Professional Plaza
 Greenville, TN 37745

| | | |
|---|---|---|
| West Tennessee: (901) 756-4332 jenness.roth@tnstep.org | Middle Tennessee: (615) 463-2310 information@tnstep.org | East Tennessee: (423) 639-2464 Karen.harrison@tnstep.org |
|---|---|---|

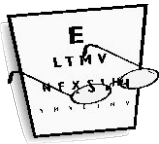
Tennessee Protection and Advocacy (TP&A) at <http://www.tpainc.org/>
 416 21st Avenue South
 Nashville, TN 37212
 1-800-287-9636 (Toll free) or 615-298-1080
 615-298-2471 Y) 615-298-2046 (Fax)

Tennessee Voices for Children at <http://www.tnvoices.org/>

| | | |
|---|---|---|
| West Tennessee: (Jackson Area) Telephone: 731-660-6365 Fax: 731-660-6372 | Middle Tennessee: 1315 8th Ave South Nashville, TN 37203 Telephone: 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 Email: TVC@tnvoices.org | East Tennessee: (Knoxville Area) Telephone: 865-609-2490 Fax: 865-609-2543 |
|---|---|---|

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database: <http://kc.vanderbilt.edu/kennedy/pathfinder/index.html>

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.



NOTIFICATION OF SCREENINGS

Dear Parent or Guardian,

Throughout the school year we will be providing several screenings for the students in the Chester County Educational System. We routinely screen a variety of students in the appropriate grade levels. We also screen all transfer students, any student needing a screening for evaluation purposes, or any student referred by a teacher.

For example, the teacher may notice that the student is having difficulty seeing the board or hearing his/her instructions and request a screening of the child. This information is shared only on a need to know basis. Following the example above, if your child did have difficulty with his/her vision or hearing test, we would ask the teacher to move the student to the front of the room so they could see the information on the board better, or hear the teacher better until you were notified and able to follow-up on the screening.

We may screen for the following throughout this school year. The Chester County Health Department, school nurses, Coordinated School Health or other community health care providers may be assisting with these screenings. Again, this information is shared only on a need to know basis.

- Vision
- Hearing
- Height/Weight
- Body Mass Index
- Blood Pressure
- Dental
- Scoliosis

If we screen your child and find any alterations from a normal screening we will contact you concerning this matter. There are no charges for these services.

PLEASE NOTIFY OUR OFFICE (989-5148) AT THIS TIME IF YOU WISH FOR HIM/HER NOT TO BE INCLUDED IN THESE SCREENINGS. Please feel free to contact our office if you have any questions.

Thank You,

Heather Griffin
School Health Coordinator

CHESTER COUNTY BOARD OF EDUCATION
Discipline Code
Grades K-3

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. Each situation will be evaluated based on circumstances that may supersede the consequences for any given infraction. 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 |
| 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 grading 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. 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.

- 1st Offense Call parent, warning and required to change clothes
- 2nd Offense Parent conference, warning and required to change clothes
- 3rd Offense Parent conference, change clothes, and ISS for 1 day

Rule 4. 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 letter to parents by phone, e-mail, or mail |
| | 2nd Offense | |
| | | Time out options: |
| | | Loss of privileges |
| | | Paddling |
| | | Isolation at lunch |
| | | Line-up w/ other class |
| | Assign seats | |
| | Other appropriate measures | |
| | 3rd Offense | Parent conference (in person if possible) |
| | | Suspended from the bus for three days |
| | 4th Offense | Repeat/ 5 day bus suspension |
| | 5th Offense | Repeat/ 7 day bus suspension |
| | 6th Offense | Repeat/ 10 day bus suspension |
| | 7th Offense | Notify parents/ Loss of bus privileges for the remainder of the school year |

The above-mentioned will be used for minor/annoying offenses. A list of offenses follows. Offenses 4, 6, 12, 14, and 19 will result in more drastic disciplinary actions ranging from paddling to immediate suspension off the bus. Other violations may result in more severe discipline depending on the behavior of the student.

- | | |
|---------------------------------------|-------------------------------------|
| 1. Cutting up, being loud | 10. Will not obey driver |
| 2. Spitting on the bus | 11. Excessive mischief |
| 3. Touching other students | 12. Damage to seats/bus |
| 4. Cursing, bad language | 13. Eating on bus |
| 5. Throwing things or shooting things | 14. Mooning, Exposing |
| 6. Fighting | 15. Pushing/shoving others |
| 7. Will not stay seated | 16. Rude/discourteous to driver |
| 8. Opening emergency doors | 17. Standing in seats |
| 9. Stink bomb | 18. Putting heads out of the window |
| | 19. Bullying |

Rule 5. 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 Call parent, Citation and ISS – 1 day
- 2nd Offense Parent conference, Citation and ISS – 2 days
- Multiple Parent conference, Citation and ISS – 3 to 5 days

Rule 6. 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, call parent
- 2nd Offense Zero grade, call parent, corporal punishment or ISS – 1 day
- Multiple Zero grade, parent conference, and ISS – 1-3 days

Rule 7. Gambling on School Property or at a School Function

Gambling in any form will not be tolerated.

- 1st Offense Call parent
- 2nd Offense Call parent- corporal punishment or ISS-1 day
- Multiple Parent conference, ISS 1-3 days and possible referral to DHA

Rule 8. 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, call parent
- 2nd Offense Call parent- corporal punishment or ISS – 1-3 days
- Multiple Parent conference, ISS – 3-5 days and possible referral to DHA

Rule 9. Extortion, Harassment, Bullying, Cyber bullying, 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 10. Cellular Phones

Students may bring cell phones to school but must keep them turned off between 7:50 and 3:00 unless given specific permission by the principal.

- 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 11. 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 Call parent- corporal punishment or ISS-2 days
- 2nd Offense Call parent, ISS – 3 days
- Multiple ISS – 5 days

Major – Extreme anger and uncontrollable behavior

- 1st Offense Call parent, ISS – 1-3 days and possible referral to JC
- 2nd Offense Parent conference, ISS – 5 days and possible referral to JC
- Multiple Parent conference- ISS-5 days plus, Alternative School, or expulsion

Rule 12. 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 Call parent, warning
- 2nd Offense Parent conference, ISS – 1-3 days
- Multiple Parent conference, ISS – 3 to 5 days plus

Cursing a school employee

- 1st Offense Call parent, ISS – 3 to 9 days
- 2nd Offense Parent conference- ISS – 10 days or refer to Alternative School

Rule 13. Assault on a School Employee

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

- 1st Offense Call parent- ISS – 5 to 10 days or AS
- 2nd Offense AS or expulsion

Rule 14. 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, guest, or personal property of another on the school grounds or while under school supervision.

- 1st Offense Call parent, ISS – 1- 3 days
- 2nd Offense Parent conference, ISS 5 days
- Multiple Parent conference- ISS – 5 to 10 days, AS, JC, or expulsion

* Unprovoked Attack

- 1st Offense Parent Conference ISS – 5 days and possible remand to AS
- 2nd Offense Parent conference- Remand to AS or expulsion

- * Self Defense – The concept of self-defense shall be considered using the following criteria:
 - Leading up to the conflict – no challenging behavior or words have been issued by the defending party.
 - During the conflict the self-defense was reasonable.

Rule 15. 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 | Call parent, ISS – 1 to 3 days |
| • 2nd Offense | Parent conference, ISS – 5 to 10 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 16. 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 ISS.

B. Indecent exposure - Call parents, ISS - 3 to 5 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 17. 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 18. 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 19. 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 ISS to AS with referral to JC.

Rule 20. 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 21. 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.

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); TCA49-6-3401(g)
5. TCA 49-6-3401(g); TCA49-6-4216(b)
6. TCA 49-6-4216(a)(2)(C)
7. TCA49-6-4209; TCA39-17-131

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.

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 7:50 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. TCA39-17-1309
2. TCA39-11-106(a)(5)(A)(B)
3. 18 U.S.C. 921
4. 20 U.S.C. § 8921; TCA49-6-4216(b); TCA49-6-3401(g)
5. TCA49-6-3401(g); TCA49-6-4216(b)
6. TCA49-6-4216(a)(2)(C)
7. TCA49-6-4209; TCA39-17-1312

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.

