

**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, 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 which 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  | Parents will be referred to the truancy board. |
| 10 days | Parents will be referred 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. 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.

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Call parent, warning and required to change clothes       |
| 2 <sup>nd</sup> Offense | Parent conference, warning and required to change clothes |
| 3 <sup>rd</sup> 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 | 1 <sup>st</sup> Offense    | Warning letter to parents by phone, e-mail, or mail                         |                       |
|                  | 2 <sup>nd</sup> Offense    | Warning letter to parents   |                       |
|                  |                            | Time out options:   | Loss of privileges    |
|                  |                            |   | Paddling              |
|                  |                            |   | Isolation at lunch    |
|                  |                            |   | Line-up w/other class |
|                  |                            | Assign seats  |                       |
|                  | Other appropriate measures |   |                       |
|                  | 3 <sup>rd</sup> Offense    | Parent conference (in person if possible)                                   |                       |
|                  |                            | Suspended from the bus for three days                                       |                       |
|                  | 4 <sup>th</sup> Offense    | Repeat/ 5 day bus suspension  |                       |
|                  | 5 <sup>th</sup> Offense    | Repeat/ 7 day bus suspension  |                       |
|                  | 6 <sup>th</sup> Offense    | Repeat/ 10 day bus suspension   |                       |
|                  | 7 <sup>th</sup> 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             | 11. Excessive mischief           |
| 2. Spitting on the bus                | 12. Damage to seats/bus          |
| 3. Touching other students            | 13. Eating on bus                |
| 4. Cursing, bad language              | 14. Mooning, exposing            |
| 5. Throwing things or shooting things | 15. Pushing/shoving others       |
| 6. Fighting                           | 16. Rude/discourteous to driver  |
| 7. Will not stay seated               | 17. Standing in seats            |
| 8. Opening emergency doors            | 18. Putting heads out the window |
| 9. Stink bomb                         | 19. Bullying                     |
| 10. Will not obey driver              |                                  |

*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.

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Call parent, Citation and ISS – 1 day             |
| 2 <sup>nd</sup> 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.

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Zero grade for the assignment, call parent                  |
| 2 <sup>nd</sup> 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.

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Call parent  |
| 2 <sup>nd</sup> 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.

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Assessment of severity, call parent                            |
| 2 <sup>nd</sup> 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*

Extortion, harassment, or bullying will not be tolerated. Incidents will be investigated according to board policy. Punishments will vary according to the situation and may range from warnings to referral to AS or JC.

*Rule 10. Pagers, Cellular Phones, Two-Way Radios*

Students may bring pagers, cell phones, or two-way radios to school but must keep them turned off between 7:30 and 3:00.

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Warning, call parent, confiscate phone for one day      |
| 2 <sup>nd</sup> Offense | Confiscate for 3 days and have parent pick up the phone |
| Multiple                | Confiscate for 5 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

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Call parent- corporal punishment or ISS-2 days |
| 2 <sup>nd</sup> Offense | Call parent, ISS – 3 days                      |
| Multiple                | ISS – 5 days                                   |

Major – Extreme anger and uncontrollable behavior

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Call parent, ISS – 1-3 days and possible referral to JC     |
| 2 <sup>nd</sup> Offense | Parent conference, ISS – 5 days and possible referral to JC |
| Multiple                | Parent conference- ISS-5 days plus, AS, 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

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Call parent, warning                      |
| 2 <sup>nd</sup> Offense | Parent conference, ISS – 1-3 days         |
| Multiple                | Parent conference, ISS – 3 to 5 days plus |

Cursing a school employee

|                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Call parent, ISS – 3 to 9 days                  |
| 2 <sup>nd</sup> Offense | Parent conference- ISS – 10 days or refer to AS |

*Rule 13. Assault on a School Employee*

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

|                         |                                       |
|-------------------------|---------------------------------------|
| 1 <sup>st</sup> Offense | Call parent- ISS – 5 to 10 days or AS |
| 2 <sup>nd</sup> Offense | AS or expulsion                       |

*Rule 14. Battery on a School Employee*

\*Zero Tolerance

State regulations govern this violation. A student shall be expelled or remanded to AS for 180 school days. The superintendent may adjust this penalty as circumstances dictate.

*Rule 15. 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.

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

\* Unprovoked Attack

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Parent Conference ISS – 5 days and possible remand to AS |
| 2 <sup>nd</sup> Offense | Parent conference- 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 16. 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

|                         |                                       |
|-------------------------|---------------------------------------|
| 1 <sup>st</sup> Offense | Call parent, ISS – 1 to 3 days        |
| 2 <sup>nd</sup> 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 17. 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 18. Narcotics, Stimulant Drugs, or any other Controlled Substance*  
\*Zero Tolerance

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any drug requiring a prescription controlled by the Tennessee State Board of Pharmacy. (See Board Policy)

State regulations govern this violation. A student shall be expelled or remanded to AS for 180 school days and referred to JC. The superintendent may adjust this penalty as circumstances dictate.

*Rule 19. 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 20. 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 21. 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 22. Possession and/or use of Weapons and Dangerous Instruments*

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk-bill knife, ice pick, dagger, sling-shot, switchblade knife, blackjack, knuckles..." Objects that are not normally prohibited may be deemed as weapons when used to threaten or physically harm another person (pocket knife, fork, pencil, etc).

A. **Firearms or explosive devices** are Zero Tolerance offenses.

State regulations govern this violation. A student shall be expelled or remanded to AS for 180 school days and referred to JC. The superintendent may adjust this penalty as circumstances dictate.

B. Other weapons described above – Penalties may range from ISS to expulsion.

### *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.

**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.**