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## **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:

Britt Eads, Chester County Board of Education, P.O. Box 327, 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: Britt Eads, Chester County Board of Education, P.O. Box 327, 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: Britt Eads, P.O. Box 327, 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 profesor/a la profesora, al director/a la directora, o al director de relaciones de estudiantes y empleados y coordinador de Título VI/Título IX: Britt Eads, P.O. Box 327, Henderson, TN 38340, 731-989-5134.

## **INTRODUCTION**

The mission of Chester County Schools is to provide excellence in education for all students. 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!**

## **GENERAL POLICY**

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 defined by School Board policy #6.204 (Condition Number 3- Resident Students) 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, he/she may be reassigned by the principal to another grade. If possible, a conference with the parents should precede reassignment.

## KINDERGARTEN AGE FOR 2015-2016

Effective 10/01/12

Public Chapter 991: Changes the date by which a child must turn four years to enter a state Pre K program and five years old to enter K to August 15 in 2015-2016. Makes exceptions to K for those students eligible for K under current law who would not otherwise be eligible under the provisions of this act.

## ATTENDANCE POLICIES AND PROCEDURES

### Excused/Unexcused Absences

All students are expected to attend school each day that school is in session. Every minute of the school day is important. Late arrivals and early departures are discouraged. 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 principal. Absences other than those outlined below shall be considered unexcused.

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.** Excused absences under this section shall not be granted retroactively by the Principal, Director of Schools, or the Board of Education.

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 supervisor will follow up on the absence as deemed necessary (phone calls, home visits, parent-teacher conferences, etc.)

Students who are absent from school are required to make up 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. Daily work and tests will be required to be made up in the event of an unexcused absence.

In the State of Tennessee, a child is under the Compulsory Attendance Law from his/her sixth birthday to his/her eighteenth birthday.

### **Incentives for Perfect Attendance**

Students who have perfect attendance for the entire year will receive a perfect attendance certificate at the end of the school year. Attendance on the last day to pick up report cards is not included as a requirement for perfect attendance.

### **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 will be handled in the following manner:

#### **During any 9-week 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. Parents are to be notified within a report card period when a student is not doing acceptable work. 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 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.

## CELL PHONES

Students may have cell phones at school but must keep them turned off during the school day (7:30 a.m. to 3:00 p.m.).

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

### Recess and Outdoor Physical Activity

Cold	Heat
Suggested indoor activity at temperatures below 40 <sup>o</sup>	Suggested indoor activity at temperatures 95 <sup>o</sup> or above.
Activity should be moved indoors when temp and wind chill is below 35 <sup>o</sup>	Students should be allowed water breaks especially before and after outdoor activity
Students and parents should be reminded of necessity of appropriate clothing for outdoor activities	Students and parents should be reminded of 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.	

\*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 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  
P.O. Box 327  
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.
- 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 4-12**

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
- 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."

#### **Rationale for Change**

The Chester County School System has the responsibility to enhance the educational focus, provide a safe and secure school, and establish an orderly learning environment. It is also our belief that by teaching students a proper and professional standard of dress it will aid our students in having a greater opportunity for success upon exiting our schools as well as having a positive effect upon the student's self esteem. In addition, standard dress will enable school personnel to easily recognize outside intruders and deter gang affiliation and activity. Changing fads and trends put increasing pressure on parents, students, and staff as well as deter from the educational mission of the schools.

*The Manual on School Uniforms published by the U.S. Department of Education states the following as potential benefits of standard dress.*

#### **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-Uniform Clothing for Public School Students #4.203)

Enhancing the learning environment

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

## **DRESS AND APPEARANCE**

**Shirts** - Only collared shirts (polo-style, button front, and turtlenecks\*) will be permitted. Only the top button may be unbuttoned. \*A turtleneck is a high, tubular collar that fits closely to the neck.

1. Must have a collar.
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. Brand names can represent school approved logos when the logos are no larger than business card size (2" x 3.5") and shall not be 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.
7. There are to be no logos on the shirt other than the official school approved mascot/logo.

**Sweatshirts/Sweaters/Fleeces** must be solid color. Solid color sweaters with v-necks, crew necks, cardigans or vests may be worn, but must be worn over the approved shirts. 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. Hooded sweatshirts/sweaters/fleeces of any kind may not be worn.
3. This apparel is not to be tied over the shoulders or around the waist.

**Pants** - 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 waist line.
2. Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
3. Walking shorts in approved colors may be worn. They must be no shorter than 6 inches above the knee. Sports/athletic shorts are not allowed in the halls or classrooms.

4. No jeans/denim or jean-type pants.
5. No embellishments on the pants. (Examples: lace, metal studs, chains, etc.)
6. Cargo pants, carpenter pants, or overalls are not permitted. (Cargo pants are baggy with additional pleated pockets sewn on the outside of the pants legs)
7. Pant legs cannot be rolled up exposing the leg.
8. There are to be 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** - All skirts must be solid, khaki, navy blue, or black and be a cotton, cotton/polyester blend or corduroy.

1. Skirts must go to the knee.
2. There must be no slits in skirts above the knee.
3. All dresses that are worn must be solid khaki, navy blue, or black and go to 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 may not 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 outer wear 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
  - \* Coats/jackets/sweaters --- official coats/jackets/sweaters of Chester County school clubs, organizations, or sports 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 jackets. They may use their legal name: first, middle, and last or either one by itself. Nicknames will not be 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/coat.

**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. All clothing must be plain without manufacturer's logos, brand names, pictures, insignias (other than Chester County Eagles, etc) visible on the clothing.
6. All clothing must be appropriately sized. No oversized pants or shirts will be allowed.
7. Rolling book bags are not allowed unless medically necessary and approved by the principal.
8. The principal may allow clothing that represents school-based organizations on designated days.
9. The principal may deviate from the standard dress code on special days (homecoming, reward days, etc). These days will be publicized in advance.
10. 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. 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.

***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*** - The student will be required to change clothes and a written warning (Notice of Noncompliance) will be mailed and sent home with the student. Students who miss class due to the necessity of changing into clothes that meet the dress code will be required to make up any work missed.
2. ***2nd Violation*** - The student will be required to change clothes, a Notice of Noncompliance will be mailed and sent home with the student, 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. Students who miss work due to the necessity of changing into clothes that meet the dress code will be required to make up any work missed.
3. ***3rd Violation*** - The student will be required to change clothes, a Notice of Noncompliance will be mailed and sent home with the student, and two days 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. Students who miss work due to the necessity of changing into clothes that meet the dress code will be required to make up any work missed.



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.***

### **EMERGENCY DRILLS**

Fire, tornado, and other emergency drills are an important safety precaution. It is essential that when a signal is given, everyone promptly obeys and follows 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.

### **EMERGENCY RESPONSE PLANS**

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 carefully planned for so as to not be caught unaware. 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 which contain a series of written 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, in which a broad range of emergency situations are identified. For each event listed there are specific actions to be taken to appropriately handle the given situation.

### **ESTRANGED PARENTS**

Frequently, when parents quarrel, separate, or divorce, the school is instructed by one parent that the other parent is not to check the child out of school or to visit the child at school. Chester County Schools adhere strictly to the following guidelines:

1. The school cannot prevent a parent with joint custody rights from checking a child out of school.
2. The school will deny non-custodial parents the right to visit or check a child out of school unless the custodial parent gives permission directly to the Principal for this to be done.
3. In all cases in which one parent has sole custody, the school must have legal documentation that verifies custody (court order, restraining order, or divorce decree). It is the responsibility of the parent to provide this documentation each year.
4. By law, both parents have access to the records of a student unless there is a court order, state statute or legal binding document that specifically revokes these rights. The school must be provided a copy of these documents each school year 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 form is signed by the parent.

## **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.<sup>1</sup> 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 Cyberbullying**

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.

*Cyberbullying* - 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.

“Hazing” 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 consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator 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 may range from positive behavioral interventions up to and including suspension and expulsion.

## **Bullying: What It Is & What Schools Can Do About It**

Q: What is school bullying?

A: School bullying can be described as a situation in which one or more students (the 'bullies') single out a child (the 'victim') and engage in behaviors intended to harm that child. A bully will frequently target the same victim repeatedly over time. A child who bullies can dominate the victim because the bully possesses more power than the victim. Compared to his or her victim, for example, the bully may be physically stronger or more intelligent, have a larger circle of friends, or possess a higher social standing. Bullying can inflict physical harm, emotional distress, and / or social embarrassment or humiliation.

Q: What conditions allow bullying to take place?

A: There are three essential components to any bullying situation. To start with, there must be a bully: an individual who voluntarily seeks out and attempts to victimize others. Another participant necessary for bullying to take place is a potential victim: a student who is substantially weaker than the bully in one or more significant ways. Bullying cannot happen, of course, unless there is also a location in which it can occur. School locations where bullying is common are often those with limited adult supervision, such as hallways, bathrooms, and playgrounds. While not essential, student bystanders are a fourth important element that often impacts bullying: if witnesses are present when bullying occurs, these bystanders can play a pivotal role by choosing either to encourage the bully or to protect the victim.

Q: How big a problem is bullying in schools?

A: It is difficult to know precisely how widespread bullying is in any given school. Bullying tends to be a hidden activity, and both bullies and victims are usually reluctant to disclose to adults that it is taking place. The incidence of bullying also can vary greatly from school to school. Research suggests, though, that 7 percent or more of students may be bullies and perhaps 10-20 percent may be chronic victims of bullying.

Q: What are the different types of bullying?

A: Bullying can be direct or indirect. When bullying takes a direct form, the bully confronts the victim face-to-face. Examples of direct bullying would include situations in which the victim is verbally harassed or threatened, physically attacked (e.g., punched, kicked, pushed down), or socially embarrassed (e.g., taunted, refused a seat on the school bus). In the case of indirect bullying, the bully attacks the victim's social standing or reputation-usually when the victim is not around. A student is engaging in indirect bullying if he or she spreads malicious gossip or writes insulting graffiti about a classmate, or organizes a peer group to ostracize that classmate. Victims are at a particular disadvantage in indirect bullying because they may never discover the identity of the person or group responsible for the bullying.

Q: Are there differences in bullying between boys and girls or at different age levels?

A: Some evidence suggests that a general shift from direct to indirect bullying takes place as children advance from elementary to middle and high school. At any grade level, boys are more likely than girls to report that they are victims of physical bullying. Schools may also tend to overlook the possibility that girls take part in bullying, both because of gender stereotypes (i.e., that girls are 'less aggressive' than boys) and because girls may prefer to bully using indirect means such as hurtful gossip that are difficult for adults to observe.

Q: Why do some children bully? What is the 'payoff' for them?

A: There are several reasons that a particular student may be motivated to bully. For instance, the bully may enjoy watching a weaker child suffer, like the increased social status that comes from bullying, or covet the money or personal property that he or she can steal or extort from a victim. Children who bully are likely to feel little empathy for their victims and may even feel justified in inflicting hurt because they believe that their victims 'deserve it.'

A common myth about bullies is that they bully others to cover up their own sense of inadequacy or poor self-esteem. It appears that bullies actually possess levels of self-esteem that are about as positive as those of their non-bully peers.

Q: What are the characteristics of a child who is victimized by bullies?

A: There is no single descriptive profile to help schools to identify those students who are at risk for being targeted by bullies. One important indicator, though, is the presence or absence of friends in a child's life. Children who are socially isolated are easier targets for bullies because they lack a friendship network to back them up and support them against a bully's attacks. A second factor that can predispose a child to be victimized is age. Older children often bully younger children. There are also two subgroups of bully victims that to present a clearer profile: passive victims and provocative victims. Passive victims may be physically weaker than most classmates, avoid violence and physical horseplay, and be somewhat more anxious than their peers. Lacking friends, these children are an easy target for bullying. Provocative victims may be both anxious and

aggressive. They may also have poor social skills and thus tend to irritate or alienate their classmates. Bullies often take pleasure in provoking these provocative victims into an outburst through taunts or teasing, then sit back and watch as the teacher reprimands or punishes the victim for disrupting the class.

Q: What impact does bullying have on its victims?

A: Victims of bullying may experience problems with academics, because they are too preoccupied with the task of avoiding the bully to concentrate the teacher's lecture or school assignment. They may engage in specific strategies to dodge the bully (e.g., feigning illness and being sent to the nurse to avoid gym class) and may even develop an apparent phobia about attending school. Bullying can also leave a lasting imprint on its victims. Victims of bullying are often socially marginalized to start with, having few if any friends. Unfortunately, as these children are bullied over time, they may experience increased rejection by their peers-who blame the victims for the suffering that they endure at the hands of the bullying. Individuals who were chronically bullied as children may show symptoms of depression and poor self-esteem as adults.

Q: What role do bystanders play in helping or preventing bullying?

A: The term 'bystander' suggests that those children who stand on the sidelines and witness incidents of bullying are neutral observers. In most instances, though, bystanders are much more likely to provide encouragement and support to the bully than they are to actively intercede to help the victim (Snell, et al., 2002). Furthermore, in situations in which a group of students is bullying a child, bystanders may actively join in by taunting, teasing, or ostracizing the victim.

Teachers are often surprised when they see a group of otherwise-friendly children egging on a bully or engaging in bullying behaviors themselves. One explanation for why bystanders may cross the line to help bullies is that, as part of a group, bystanders may feel less accountable for their individual actions (Olweus, 1993). Another possibility is that bystanders feel justified in bullying the victim because they have come to believe that he or she 'deserves' such treatment.

Q: Schools are supposed to be well-supervised settings. How could widespread bullying happen there?

A: Because bullying is a covert activity, adults seldom see it occurring. There are other reasons why bullying can go unchallenged in school as well:

- School staff may misinterpret aggressive bullying as harmless physical horseplay and therefore fail to intervene.
- When questioned by adults, victims often deny that bullying is taking place. (Victims may lie about the bullying because the bully is present during the questioning or because they do not believe that the adults in the school will be able to intercede effectively to make the bullying stop.)
- There may be too few supervising adults in those unstructured settings where bullying is most likely to occur (e.g., gym class, lunch room, playground). Or those supervising



adults may not be trained to intervene early and assertively whenever they see questionable behavior between children.

Q: What can schools do to stop bullying?

A: All segments of the school community must work together to address the problem of bullying. This means that teachers, administrators, parents, and students need to cooperate as they assess the scope of the bullying problem in their school and come up with ways to respond to it effectively. While every school will adopt an approach to bully prevention that meets its unique needs, all schools would benefit from the following guidelines (Batsche & Knoff, 1994):

- Conduct a thorough building-wide assessment to uncover the extent that bullying is a problem in your school. Use multiple methods to collect information. Consider administering staff surveys and anonymous student surveys, facilitating student and parent focus groups on the topic of bullying, analyzing the pattern of student disciplinary referrals to see if bullying patterns emerge, have adults observe and record bullying behaviors in less-supervised settings such as the cafeteria and on the playground, etc. Pool this information to identify significant patterns of bullying (for example, where and when bullying happens to occur most frequently; which students appear to engage in bullying behavior and which are victimized by bullies, etc.)
- Reach consensus as a staff about how your school defines bullying and when educators should intervene to prevent bullying from occurring. Rates of school bullying drop significantly when all staff members are able to identify the signs of bullying and agree to intervene consistently whenever they observe unsafe, disrespectful, or hurtful behaviors.
- Compile a 'menu' of appropriate consequences that educators can impose on students who bully. This menu should include lesser consequences that might be given for minor acts of bullying (e.g., mild teasing) and more stringent consequences for more serious or chronic bullying (e.g., inflicting physical harm, harassing a victim for weeks). Train staff to use the consequences-menu to ensure fairness and consistency when they intervene with bullies.
- Establish a policy for contacting the parent(s) of a student who has engaged in bullying. At the parent conference, school staff should attempt to enlist the parent to work with them to stop the student's bullying. If the parent denies that a problem exists or refuses to cooperate to end the child's bullying behavior, the parent should be told clearly that the school will monitor the child's behavior closely and will take appropriate disciplinary steps if future bullying incidents occur.
- Monitor the school's bully-prevention efforts on an ongoing basis to see if they have in fact reduced the amount of bullying among students and improved the emotional climate of the building. The school can use the same monitoring methods to track progress in bully-prevention as were first used to assess the initial seriousness of the bullying problem (e.g., focus groups, surveys, direct observation, tracking of disciplinary referrals). Share these results periodically in the form of a 'progress report' with school staff, parents, and students to build motivation throughout the school community for your building's bully-prevention initiative.

## References

- Batsche, G.M., & Knoff, H.M. (1994). Bullies and their victims: Understanding a pervasive problem in the schools. *School Psychology Review*, 22, 165-174.
- Olweus, D. (1993). *Bullying in school: What we know and what we can do*. Oxford, UK: Blackwell Publishers.
- Snell, J.L., MacKenzie, E.P., & Frey, K.S. (2002). Bullying prevention in elementary schools: The importance of adult leadership, peer group support, and student social-emotional skills. In M.A. Shinn, H.M. Walker, & G.Stoner (Eds.) *Interventions for academic and behavior problems: Preventive and remedial approaches*. (2nd ed., pp.351-372). Bethesda, MD: National Association of School Psychologists.
- US Department of Education (1998). *Preventing bullying: A manual for schools and communities*.

## 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 at school, 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. Parents will be called to pick up a child with a positive case of head lice or nits.
3. To help prevent re-infestation and transmission to others, school policy requires all traces of nits, whether dead or alive, to be removed before allowing a child to enter the classroom.
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 one parent-teacher conference annually. This conference will be held early in the year. 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**

Any announcements or posters to be displayed must be approved by the office before being put on display. 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.<sup>2</sup>
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.<sup>1</sup>

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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 homeroom teacher before going to class. Students who are tardy due to loitering, going to lockers, going to restrooms, or talking to friends 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, inclement weather, or mechanical breakdown, the school may be closed or starting time delayed. School closing, delayed starting time or early dismissal will be announced on local radio and TV stations. The Chester County Schools automated calling system will also be activated to notify parents by phone.

### **SCHOOL NUTRITION PROGRAM**

Children need a healthy breakfast and lunch to learn. Chester County School cafeterias offer healthy meals every school day. Breakfast costs \$1.00 at all schools except the Chester County High School, where the cost is \$1.25. Lunch costs \$1.75 at all schools except the High School, where the cost is \$2.00. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$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.

It is a pleasure to serve Chester County students.

### **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 will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee.

Non-student siblings or out-of-town visitors may not accompany students to school or ride on school buses.

### **SCREENINGS (CSH)**

Throughout the school year, Coordinated School Health Services 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. This information is shared only on a need to know basis. For

example, 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 inform on the board better or hear the teacher better until you were notified and able to follow-up on the screening.

We will be screening for the following throughout this school year: Vision, Blood Pressure, Dental, Hearing, Body Mass Index, Height/Weight, and Scoliosis. 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.

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 AT 989-5148 AT THIS TIME IF YOU WISH FOR HIM/HER NOT TO BE INCLUDED IN THESE SCREENINGS.**

Please contact Heather Griffin at 989-5148 if you have any questions.

### **STUDENTS LEAVING DURING SCHOOL HOURS**

All schools have implemented procedures concerning early release of students during the school day. All requests for student release will come through the school office. Only a parent or a person approved by the parent can check out a child from school. At the beginning of the school year, parents submit an approved list of persons with the authority to check out their child from school. The list is updated by the parent as needed. No individual 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 and date, and reason for the early release. Parents of high school students who drive to school can check out their children over the telephone.

### **SUSPENSION/EXPULSION/REMAND**

Students who violate school rules as outlined in Board Policy # 6.316 may be suspended by the principal for up to ten (10) school days. The principal shall notify the parent/legal guardian and the director of schools of all out-of-school suspensions. This notification shall be orally (when possible) and followed by a written notification. A student who has been suspended shall remain at school until regular dismissal time unless parents can be contacted and come for the student. 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 parents can pick him/her up.

When a student's conduct warrants a suspension of more than ten (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. A review of the hearing by the Board of Education may be requested by either the student or the principal. The request for a review by the Board must be made to the director of schools within five (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 set forth in statute (firearms, drugs, or battery upon a school employee) 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. The in-school suspension room for grades K-6 will be located at Chester County Middle School. Grades K-3 will be transported to the middle school as needed. Chester County High School and Chester County Junior High School will have in-school suspension 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 shall 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 transportation on their normal bus, or they may be transported by parents.

### **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. Students must not request their use except for dire emergencies. Students will not be called out of class for messages. Messages from home will be delivered to students at the end of a class period. Parents are requested not to call or ask that students be called from class to the phone except in an emergency. Students should be made aware of plans for afternoon destinations before they leave home in the morning except in the case of an 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 loaned to him/her. If a student loses or damages a textbook, he/she

will be expected to pay for the textbook 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:

1. Refuse to issue any additional textbooks until restitution is made.
2. Withhold all grade cards, certificates of progress, or transcripts until restitution is made.
3. Not allow the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made.

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 VICITIMIZED 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 written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources. The required form shall specify acceptable uses, rules of on-line behavior, privileges and penalties as outlined in Board Policy # 4.406 and #4.4061. This document must be signed by both the student and the parent.

### **VANDALISM AND PROPERTY DAMAGE**

School buildings and equipment cost the taxpayers to construct, purchase, and maintain. 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 one should happen to damage 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](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at

<http://www.tnstep.org>  
712 Professional Plaza  
Greenville, TN 37745

West Tennessee: (901) 756-4332 <a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a>	Middle Tennessee: (615) 463-2310 <a href="mailto:information@tnstep.org">information@tnstep.org</a>	East Tennessee: (423) 639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a>
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Tennessee Protection and Advocacy (TP&A) is on the Internet 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 (TTY) 615-298-2046 (Fax)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/>

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

**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 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.

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

Extortion, harassment, bullying, cyber bullying, or hazing, if committed out of the school setting, can be dealt with by school administrators if the acts create a substantial disruption at school.

**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.

Cyberbullying - 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.

“Hazing” 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.

*Rule 10. Cellular Phones*

Students may bring cell phones to school but must keep them turned off between 7:30 and 3:00 unless given specific permission by the principal.

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

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 AS

*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:

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 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, the following offenses shall not be tolerated:

### **WEAPONS & 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.<sup>1</sup>

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>

Violators of this section shall be subject to suspension and/or expulsion from school.

*Firearms (as defined in 18 U.S.C. § 921)*<sup>3</sup>

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

### **DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **ASSAULT**

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>6</sup>

### **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.<sup>7</sup>

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Legal References:

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

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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 4-12**

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	A warning letter will be sent home.
5 days	The parents will be referred to the truancy board.
10 days	The 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. 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:**

1. **1st Violation** - The student will be required to change clothes and a written warning (Notice of Noncompliance) will be mailed and sent home with the student. Students who

miss class due to the necessity of changing into clothes that meet the dress code will be required to make up any work missed.

2. **2nd Violation** - The student will be required to change clothes, a Notice of Noncompliance will be mailed and sent home with the student, 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. Students who miss work due to the necessity of changing into clothes that meet the dress code will be required to make up any work missed.

3. **3rd Violation** - The student will be required to change clothes, a Notice of Noncompliance will be mailed and sent home with the student, and two days 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. Students who miss work due to the necessity of changing into clothes that meet the dress code will be required to make up any work missed.

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.

Extortion, harassment, bullying, cyber bullying, or hazing, if committed out of the school setting, can be dealt with by school administrators if the acts create a substantial disruption at school.

## 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.

“Hazing” 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.

### *Rule 13. Cellular Phones*

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

1st Offense	Warning and confiscate phone for 3 <b>School</b> Days
2nd Offense	Confiscate for 5 <b>School</b> Days and have parent pick up the phone
Multiple	Confiscate for 10 <b>School</b> 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. Traffic or Parking Violations*

*\* Rule applies only to schools with student drivers*

Student drivers shall be instructed as to the rules pertaining to driving and parking on campus. Students shall not return to their vehicle during the school day without permission from the administration. Students should observe all safety regulations while driving on campus. The campus speed limit is 15 MPH.

**Parking Violations**

1st Offense	Warning
2nd Offense	1 hour Thursday School
3rd Offense	2 hour Thursday School

**Traffic Violations**

1st Offense	1 hour Thursday School
2nd Offense	2 hour Thursday School
3rd Offense	ISS – 3 days

Multiple

Lose driving privileges

Multiple

Loss of driving privileges

*Rule 26 Zero Tolerance Offenses*

**School Board Policy 6.309**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

**WEAPONS & 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.<sup>1</sup>

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>

Violators of this section shall be subject to suspension and/or expulsion from school.

*Firearms (as defined in 18 U.S.C. § 921)*<sup>3</sup>

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

**DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

**ASSAULT**

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

**ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>6</sup>

## 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.<sup>7</sup>

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### Legal References:

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

### Cross References:

- Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

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