

# **CHESTER COUNTY HIGH SCHOOL STUDENT HANDBOOK**

## **INTRODUCTION**

Please read the entire handbook carefully. If you have questions, get the answers now rather than waiting until an interpretation may cause a misunderstanding.

The policies and procedures in this handbook are intended to be consistent with those of the Chester County School System. Should there be any inconsistencies; the system policies shall take precedent.

We will expect that each student read the material contained in this handbook and act according to the rules, procedures, and regulations contained therein.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become a productive citizen. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate in our varied activities and thus find those things within our school which will provide you a basic education with which to improve your quality. Remember that your success in this school will be directly proportional to your efforts.

## **Equal Education Opportunity**

The Chester County School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, sex or disability in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The Chester County School District will take steps to assure that lack of English skills will not be a barrier to admission and participation in all educational and vocational programs.

## **JURISDICTIONAL STATEMENT**

This handbook, the ***Student Code of Behavior and Discipline*** and board policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

## **SCHOOL MISSION STATEMENT**

The mission of Chester County High School is to provide a safe and secure environment that promotes student responsibility and actively engages all students in achieving the knowledge and skills required to graduate college and career ready and practice productive citizenship.

## **SCHOOL VISION STATEMENT**

Our vision is for Chester County High School to become a leader in providing quality education in the state of Tennessee by graduating goal-driven and multifaceted students who demonstrate exceptional achievement academically, personally, and professionally.

## **SCHOOL SONG, SCHOOL COLORS AND SCHOOL MASCOT**

*The School that we all sing to Is Chester County High.*

*We strive for fame, for our school's name, And our honor we hold high.*

*We work together, play together, on to victory.*

*So here's to the school that we love so well. To you we pledge our loyalty.*

**School Colors:** Royal blue, white, and red trim

**School Mascot:** Eagles



## **Chester County High School Visitor Protocol**

**In order to ensure the safety of our students and staff, as well as limit the disruption of instruction, Chester County High School enforces the following visitors' procedures in accordance with the Chester County Board of Education Policy 1.501.**

- All visitors to the school campus must enter via the main office and sign-in.
- All visitors must wear a visitor badge or approved ID when they are on campus.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to sign in at the main office.
- Visitors must specify the purpose of their visit and their destination.
- Visitors must return the visitor's pass and sign out when they leave campus.
- Students and staff are asked **not** to open doors for any person at a doorway.
- Parents or citizens who wish to observe a classroom while school is in session are required to get approval and arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- Advanced arrangements can include an email, a mailed letter, or a phone call which notifies the school employee of the exact day and time of the visit.
- Teachers are expected **not** to take class time to discuss individual matters with visitors.
- School employees who are expecting a visitor must notify main office staff ahead of the visit.
- Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized or disorderly persons will be asked to leave. **The SRO/police may be called if the situation warrants.**
- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct; and any additional rules or regulations imposed from time to time in connection with emergencies declared by District, City, County or State officials for any reason; or relating to alerts issued by the U.S. Department of Homeland Security.
- Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.

*Thank you for your cooperation.*  
*-CCHS Administration*

## **ADMISSION/WITHDRAWAL**

### **Admission Requirements**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative procedures. Students and their parents should contact the high school office for admission requirements. The district may deny regular school admission to a student who is expelled/suspended from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

### **Withdrawal From School**

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least three (3) days in advance, so that records and documents may be prepared. The parent may obtain a withdrawal form from the school office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the cafeteria manager for cafeteria clearance; and, finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

### **Foreign Exchange Students**

The school may enroll a maximum of five (5) students from those exchange programs officially recognized by the Board. Admission of exchange students will be made only at the beginning of the school year. All arrangements for admission must be concluded in the summer prior to the beginning of the school term. Foreign exchange students admitted to school under an F-1 visa status would be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 visa will be granted tuition waivers.

## **ATTENDANCE**

### **College Visits**

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused one (1) day to visit college campuses with the permission of the school counselor. The College Day Request is available on the Chester County website and in the Counselor's office. This form must be completed 2 days prior to the College day and a phone call from the parents should be made to the school on the day to be taken.

### ***Driver's License Revocation***

***-Ten (10) consecutive or fifteen (15) total unexcused absences during any semester may render a student ineligible for promotion to the next grade and/or to receive credit toward graduation, and to retain a driver's permit, or obtain such if of age.***

***-Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of the semester grading.***

***-A copy of the notice sent to the department of safety by the attendance teacher or the director of schools or his/her designee shall also be mailed to the student's parent or guardian.***

### **Inclement Weather/ Emergency Closings**

In case 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 over area television, radio stations and an automated telephone message will be provided from the Chester County Board of Education Office for more current information. For emergency reasons, please keep your contact information up to date.

### **Make-up Work**

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 the teacher.

### **Release of Students from School**

A student shall not be permitted by school administration to leave the school premises during the school day except for school-related or school-sponsored activities. However, a student may be permitted to leave the school premises if a parent or guardian has made a specific request (via telephone or in person) prior to the dismissal or if a school official notifies a parent or guardian and obtains permission for the release of the student. Every dismissal shall be approved by the school administration or person designated by the administration. A parent or guardian's notification of student's need of an early dismissal does not automatically guarantee the dismissal will be excused. When the early dismissal of the student is approved, the student will be required to sign-out stating name, time of leaving, and reason for leaving. If the student returns to school during the same day, the student must sign-in in the office at the time of returning. After five (5) call-ins made by parent or guardian for student's sickness in one semester, a doctor's statement will be required to excuse further early dismissals. Excessive "unexcused" checkouts will warrant disciplinary actions by Principal. The disciplinary actions range from a warning notice to family/guardian to in-school suspension.

## **School Calendar**

July 23	New student registration (8:00-3:00)
July 29	County-wide in-service (required for all staff)
July 30-31	Administrative days (staff only)

### **First Semester**

August 1	First abbreviated day for students (8:00-11:00) (all K-5 students attend; orientation for 6th grade @ CCJHS and 9th grade @ CCHS)
August 2	First full day of school
September 2*	Labor Day (school dismissed)
October 10	Regular school day-P/T Conf to follow @ 5:00-8:00pm
October 11*	Parent-Teacher Conferences (9:00am-12:00)
October 14-18*	Fall Break
November 25-29*	Thanksgiving Break
December 20	Second abbreviated day for students (8:00-11:00)
December 23-January 3*	Christmas/New Year's Holidays

### **Second Semester**

January 3*	Staff development for all staff
January 6	First full day of school
January 20*	Martin Luther King, Jr. Day
February 13	Regular school day-P/T Conf to follow @ 5:00-8:00pm
February 14*	Parent-Teacher Conferences (9:00am-12:00)
February 17*	Presidents' Day
March 3***	Staff Development Day (staff only)
March 23-27*	Spring Break
April 10*	Good Friday
May 18	Graduation of Class of 2020
May 20*	Administrative teacher work day
May 21	Last abbreviated day for students (10:30-11:00a)

\* - Students dismissed from school

## School Day

School hours are from 8:00 a.m. until 3:00 p.m. Students may be present on school grounds before 7:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or extracurricular activity sponsor. Students arriving to school before 7:52 a.m. will report to the gym. If school is dismissed early, students are expected to leave the grounds within sixty (60) minutes of dismissal.

### Regular Schedule

Morning Bell	7:52	
1st	8:00	9:02
2nd	9:07	10:07
3rd	10:12	11:12
4th	11:17	12:50
A	11:12	11:46
B	11:46	12:18
C	12:18	12:50
5th	12:55	1:55
6th	2:00	3:00

### Activity Schedule

Morning Bell	7:52	
1st	8:00	8:57
2nd	9:02	9:57
Activity	10:02	10:32
3rd	10:37	11:32
4th	11:37	1:00
A	11:32	12:04
B	12:04	12:32
C	12:32	1:00
5th	1:05	2:00
6th	2:05	3:00

### Grading Periods (Grades 9th-12th):

1st twelve weeks ends November 1  
2nd twelve weeks ends February 13  
3rd twelve weeks ends May 21

### Report cards distributed:

November 14 (progress rpts due aft Aug. 28 & Sept 26)  
February 27 (progress rpts due aft Dec. 6 & Jan. 16)  
May 21 (progress rpts due aft Mar.13 & Apr.20)

## Student Attendance

All students are expected to attend school each day, all day, except in extreme and rare situations. Regular and prompt attendance is one of the requirements of all students for promotion. Each time a student is absent from school there is a loss of opportunity for learning. It shall be left to the judgment of the principal to determine if the absence, tardy, or checkout is excused or unexcused. The school has the responsibility for knowing the whereabouts of every student while school is in session. Frequent tardies, absences, or check-outs may result in disciplinary measures. A parent's permission does not necessarily constitute an excused absence. Students who are absent more than seven (7) days during the school year will be required to provide a doctor's statement to receive further excused absences due to illness. If a student is absent with three (3) unexcused absences, a written notice will be provided to the family of the student concerning the unexcused absences. When a student is absent with five (5) or more unexcused absences in one semester, the student may be required to appear before a truancy board to explain the absences, which may result in further disciplinary actions. All absences will be considered unexcused unless it can be identified as one of the following circumstances:

1. Illness to the 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 Superintendent. If the Superintendent denies the request, it may be appealed to the Board of Education at the next regularly scheduled meeting. All requests for "extenuating circumstances excuses" should be made a week (five school days) in advance of the time of the planned absence in order to allow for the appeals process. The Principal, Superintendent, or the Board shall not grant excused absences under this section retroactively. A student is considered present for the day if the student is in attendance for the majority of the day or until 11:30am. In the event of a student's absence, the parent or guardian shall be required to contact the school of the student explaining the reason for each absence. If the absence is a circumstance considered as "excused", the call explaining the circumstance by the parent or guardian must be made as soon as possible. An excessive delay in the initial contact may require approval from the Principal to recognize absence as "excused". A doctor's statement will be required to recognize an absence as "excused".

***For the whole year, a total of seven (7) absences can be excused with a guardian phone call, and a total of seven (7) absences can be excused by a doctor statement. Doctor statements exceeding seven (7) absents will require additional documentation by the physician explaining the reason for the absence.*** The school level attendant staff will follow up on the absence as deemed necessary (phone calls, home visits, parent-teacher conferences, etc.) In the State of Tennessee, a child is under the Compulsory Attendance Law from the student's sixth birthday through the seventeenth birthday. Amended 7-14-17

In the event of a student's late arrival to school, the student must report to the office to sign in. For the administration to consider the student's late arrival as excused, there must be a notification provided by parent or guardian stating the reason for the late arrival. As described with the attendance policy, excusing a late arrival will be determined based upon the circumstances provided previously. A parent or guardian's notification of student's late arrival does not automatically guarantee the late will be excused. After five (5) call-ins made by parent or guardian for student's sickness in one semester, a doctor's statement will be required to excuse a late arrival.



## **Punctuality**

Students are responsible for being to school and class on time. If school transportation is running late, the school office and teachers will be notified. Students coming to school late must immediately come to the office and get a late slip before going to class.

Each student is expected to be prompt to class; tardiness is unacceptable and will be handled through the following policy.

- 1 – 3 Verbal warning
- 4 – 6 One hour Detention per tardy.
- 7 – 9 One day ISS per tardy
- 10 – 12 Two days ISS per tardy
- 13 – 14 Three days ISS per tardy
- 15 + Possible referral to DHA

\*Tardies to class will be kept per tri-semester.

## **STUDENT WELFARE**

### **Accident Insurance**

The principal shall ensure that each student, before participating in interscholastic athletics, either purchases the insurance policy offered or presents a statement signed by the parent(s) who assures the school that the parent(s) has personal insurance or is willing to accept all financial responsibilities related to participation and travel. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the school personnel responsible.

### **Communicable Diseases/Conditions**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should telephone the school nurse or principal so that other students who may have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Meningitis, Bacterial
Campylobacteriosis	Mumps
Chickenpox	Pinkeye (Conjunctivitis)
Common cold with fever	Ringworm of the scalp
Fifth disease (Erythema Infectiosum)	Rubella (German Measles)
Gastroenteritis, Viral	Salmonellosis
Giardiasis	Typhoid fever
Head lice (Pediculosis)	Scabies
Hepatitis, Viral A	Shigellosis
Impetigo	Streptococcal disease, invasive
Infectious mononucleosis	Tuberculosis, Pulmonary
Influenza	Whooping Cough (pertussis)

Measles (Rubeola)

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades eight (8) through eleven (11) will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Students are ultimately responsible for knowing/seeking information about academic graduation requirements.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, academic and emotional issues, or drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address these concerns.

Counseling is voluntary and students will not be required to disclose personal information.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

## **DRUG, ALCOHOL, AND TOBACCO PREVENTION PROGRAM**

### **Drug and Alcohol Policy**

Neither alcoholic beverages nor illegal drugs shall be allowed on school-owned property, school buses, or at any school-sponsored activities. Any student in possession of alcoholic beverages during any school-sponsored function is subject to disciplinary measures. Discipline procedure required by state law for a student in possession of illegal drugs require no less than one (1) calendar year expulsion from school. This policy is covered in more detail in our ***Code of Behavior and Discipline***.

### **Tobacco Policy**

All possession and uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings. The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles, owned, leased, or operated by the district. This policy is covered in detail in the ***Code of Behavior and Discipline***. Principals are required to issue a juvenile citation to student violators under 18 years of age.

## **Emergency Drills**

Fire, tornado, earthquake, and other emergency drills are an important safety precaution. It is essential that when the first signal is given, everyone obey practiced procedures. The drill will remain in effect until administration or their designee ends the drill.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's ***Student Code of Behavior and Discipline*** may be reported to law enforcement officials.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school must have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Each year, parents or legal guardians should keep emergency care information up-to-date (name of doctor, emergency telephone numbers, allergies, etc.). Please contact the school office to update any information.

## **Harassment**

The Chester County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from \*all forms of harassment and/or sexual harassment.

It is the policy of the Chester County school system to maintain learning and working environments that are free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability or race/national origin.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by the policy.

\*NOTE: All forms of harassment does include social media and online activity.

Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin and race.

Any person who believes he or she has been the victim of harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts immediately to any appropriate school system official which will be the School Principal or Director of Student and Employee Relations and Title IX Coordinator.

Submission of a complaint or report of harassment will not affect the reporting individual's future employment, grades, or work assignments.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

### **Immunization**

No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of required immunizations. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school that the student is to attend. All certificates of immunization shall be on forms furnished by the department of health. If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

### **Medicine at School**

Medication shall be administered only when the student's health requires that it be given during school hours. It is the parent's responsibility to bring this medication to school, give it to the school designee, and remove any unused medication when treatment is completed.

All prescription medication must be brought to school in the original container. The pharmacy label must include the following information:

- Name of student
- Prescription Number
- Name of medication and dosage
- Administration route or other directions
- Date
- Licensed prescriber's name
- Pharmacy name, address and telephone number
- All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.
- Medication will be administered in accordance with the dosage requirements on the label.
- No more than one month's supply of any medication should be brought to school. Students in possession of any over the counter type medications (ie: Tylenol) that has not been checked in to the office with the nurse will be assigned 5 days of ISS. A student who distributes any medication will be referred to the DHA.

### **Physical Examinations**

Prior to entering school for the first time, each student shall have a complete physical examination. This applies to kindergarten, first grade and other students for whom there is no health record.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to participation. Failure to provide proof of a physical examination makes the student ineligible.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school shall notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

In the event of a medical emergency, employees may administer emergency or minor first aid, as appropriate and, if necessary, emergency medical personnel will be contacted. The school will attempt to notify the parents as soon as possible.

## **STUDENT ACTIVITIES**

### **Assemblies**

At all times, the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, talking during the program or being disruptive to the intent of the assembly program. All students and faculty will be required to attend unless instructed otherwise. Students will be assigned a section in the gym for seating according to their grade level or classroom assignment. Visitors or guests to the assembly must be approved before the assembly by the administration. Misbehavior by individuals or groups will not be tolerated and may result in disciplinary measures.

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences from other classes or school activities due to attendance on field trips and excursions are considered present at school or excused absences.

While on field trips, students are guests and considered representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

A student may be required to submit a permission form, signed and dated by the parent, in order to participate in a field trip. Field trips that occur during non-school days may have required fees that are the responsibility of the student. A fee waiver process is available for students unable to afford the fee. Students/Parents should contact the central office for more information.

### **Fund-Raising**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal

by the designated date of the current school year. Fundraiser requests must be submitted by August 17, 2018 for approval for the 2018-19 school year.

Except as approved by the administration, fund-raising by any club or organization is not permitted on school property.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Tennessee law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

### **School Sponsored Student Organizations**

Every student is encouraged to participate in extracurricular student organizations. School-sponsored student organizations are those which are recognized by the school district and Board. School-sponsored student organizations include:

4-H, HOSA, Beta Club, Mu Alpha Theta, Bookbackers, National Honors Society (NHS), Future Business Leaders of America (FBLA), Skills USA, Tri-M, Spanish Honors Society, Student Council, Family, Career, & Community Leaders of America (FCCLA), Art Club, Criminal Justice Club, Future Teachers of America (FTA), Drama Club, Fellowship of Christian Athletes (FCA), Future Farmers of America (FFA).

Participation in school-sponsored organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating club or sponsors' rules as well as for violation of school district policies.

### **Student Council**

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are the students' representatives and have direct access to the school administration as a collective group.

### **Student Social Events**

Events designed to enhance social development may be conducted by schools but must not interfere with the scholastic program in any school.

Student organizations may sponsor social events, which are planned under the guidance of club sponsors or school administrators, scheduled well in advance, and serve to complement the curricular program. Minimal admission fees may be charged to defray costs.

The principal shall approve social events, scheduled for out-of-school hours. The superintendent and/or the Board must approve activities scheduled outside of the system.

### **Use of School District Facilities by Students**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

All students who arrive to school before 7:52 will report to the gym until dismissal at 7:52 to report to first period class. Students who want to eat breakfast may go to the cafeteria to eat but will remain there until the student body is dismissed at 7:52.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## **STUDENT RECORDS**

### **Access/ Release of Student Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

### **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 education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school 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 records 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 Chester County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part to the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the 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 that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant,

or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The parent/student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by Chester County School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605*

### **Notice of Directory Information**

The Chester County School System may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the Chester County School System release any or all of this information. If you do not want this information released, you must send written notice annually to Chester County Board of Education, P.O. Box 327, Henderson, TN 38340 before September 1st. Forms are available from that office.

The following information regarding students is considered directory information:

1. Name,
2. address,
3. date and place of birth,
4. telephone listing and electronic mail address,
5. photograph,
6. participation in officially recognized activities and sports,
7. grade level,
8. major field of study,
9. enrollment,
10. weight and height of members of athletic teams,
11. dates of attendance,
12. degrees and awards received, and
13. other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Awards/ Honor Roll**

Students who earn at least a B average in each class per six-week grading period are included in the honor roll. A list of students who are on the honor rolls are published each twelve-week period in the local newspaper and posted in the main school lobby.



## **Class Ranking**

Class ranking is determined each semester grading period and is based upon a 100-point scale. Senior class ranking is based upon three and one half semesters of course grades and determines the top ten-percent of the seniors.

The school system also recognizes the top five academic students of each grade and graduates of the Honors Program with an academic banquet and awards.

The selection of the valedictorian and salutatorian will be based on seniors participating in the Honors Program with highest academic performance of their high school coursework compared with their peers with a minimum of seven credits earned of the more academically rigorous classes. The more rigorous courses include, but are not limited to: Pre-Calculus, Anatomy & Physiology, Physics, Honors English, dual credit courses, Career and Technical courses, and Advanced Placement courses including Biology, English, and Calculus. In addition, the seniors must maintain a cumulative grade point average of 3.5 or earn an ACT composite score of 25 or higher and maintain a school attendance record of 95% during the high school years. Students who want to participate must make application. Applications are available in the Counselor's office and on the Chester County website.

## **Computer Resources:**

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. The student and his/her parents will be asked to sign a user agreement (separate from this handbook) regarding the use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications —e-mail—using district computers are not private and may be monitored by district staff.

## **Dual Credit Courses/ College Coursework**

Chester County High School offers the following dual credit courses:

- Advanced Placement Calculus
- Advanced Placement English IV
- College English IV
- College Pre-Calculus
- College U.S. History
- College Statistics
- See Counselor for additional coursework

The advanced placement courses require students to make a passing grade on the end of course test to receive the additional college credit. High school credit is earned with a passing grade for the course. Students enrolled in the college course must pass the course to receive high school and college course credit.

## **Griffin Program**

The Griffin Program joins Chester County High School and Freed-Hardeman in a concurrent enrollment program on FHU's campus. The program allows high school juniors and seniors to get a head start on their university careers. Students in the Griffin Program will attend classes at Freed-Hardeman's campus. The college credits earned through the Griffin Program are transferable to other colleges and universities participating in the TN Dual Enrollment Grant

program. Students can use the TN Dual Enrollment Grant to help aid their dual enrollment cost. Each 3-credit class offered in the program cost a total of \$300 before the TN Dual Enrollment Grant; the grant can cover two classes per semester. For more information, please visit [www.fhu.edu/griffinprogram](http://www.fhu.edu/griffinprogram).

### **Grade Classification**

After the ninth grade, students are classified according to the number of credits earned toward graduation. A student is classified at the start of the current school year. A student will not be able to advance in classification during the school year.

<u>Credits Earned</u>	<u>Grade Placement</u>
06	10th
12	11th
18	12th

## **GRADUATION**

### **Expenses**

Expenses may be incurred in order to participate in the traditions of graduation, such as the purchase of invitations and senior picture. Some expenses related to graduation such as cap, gown, and diploma cover will be waived for those students who receive free or reduced lunches. Graduation cap and gowns will be returned to the school of those students who accept the waived fees.

### **Programs**

Prior to the ninth grade, all students will develop a six-year plan of focused and purposeful study. The student, parent(s) and faculty advisor or school counselor will develop this plan when the student is in the eighth grade. The plan will be reviewed annually. A student is required to follow a focused course of study.

### **Requirement for Diploma**

Students must achieve 25 specified credits in a focused study. A student in the regular high school program is required to complete the following courses:

English – 4 credits

Math – 4 credits (Algebra I, II, Geometry, and a 4th higher level math course) Science – 3 credits (Biology, Chemistry or Physics, and a 3rd lab course)

Social Studies – 3 units (U.S. History, Economics, Government, World History) Physical Education and Wellness – 1.5 credits

Personal Finance - .5 credit

Foreign Language – 2 credits\*

Fine Arts – 1 credit\*

\*These may be waived for students not going to a university to expand and enhance the elective focus.

Elective Focus – 3 credits

Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement

Special education students who successfully complete their Individualized Educational Program (IEP) and meet all course requirements shall be awarded a regular diploma.

- Per state law (T.C.A. § 49-6-1028), all districts must ensure that a project-based civics assessment is given at least once in grades 9-12.
- Per state law (T.C.A. § 49-6-408A), students must participate in the United States citizenship and immigration test during the student's high school career. All public high school students, including the class of 2018, are expected to participate in the civics test; however, a passing grade is not a requirement for graduation. Schools in which all seniors earning a regular diploma also earn a passing grade (70 percent or higher) on the U.S. civics test will be recognized by the department as a U.S. Civics All-Star School.
- CCHS Students are required to take a college entrance exam (ACT) in the eleventh grade. This is now a graduation requirement for students seeking a regular or honors diploma.

## **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete all assignments. Additional support and guidance will be afforded to those students who are unable to complete all assigned work. Those students may also be denied attending some student activities until all work assigned is completed.

## **Incomplete Grades**

Students who receive an incomplete grade in a class must complete the class work within a reasonable amount of time after the start of the next grading period. The student and teacher should develop a plan for the student to complete the work required to receive a complete grade. Failure to finish an incomplete may result in a failing grade and a loss of credit. Seniors with Incompletes will not be allowed to participate in graduation ceremonies.

## **Report Cards, Progress Reports, and Conferences**

Report cards of student academic performance are issued each twelve weeks. A progress report is a notice of student academic performance that is to be issued to students twice between grading periods.

### **Grading Periods (Grades 9th-12th):**

1st twelve weeks ends November 1  
2nd twelve weeks ends February 13  
3rd twelve weeks ends May 21

### **Report cards distributed:**

November 14 (progress rpts due aft Aug. 28 & Sept 26)  
February 27 (progress rpts due aft Dec. 6 & Jan. 16)  
May 21 (progress rpts due aft Mar.13 & Apr.20)

## **Parent Teacher Conferences**

A conference is scheduled in which parents and teachers will have the opportunity to discuss any pertinent problems or other matters of concern regarding the development and education of each student. The parent teacher conference is scheduled on Thursday, October 4, 2018 from 5 p.m. to 8 p.m. and on Friday, October 5, 2018 from 9 a.m. to 12 p.m., and also, Thursday, February 14, 2019 from 5 p.m. to 8 p.m. and on Friday, February 15, 2019 from 9 a.m. to 12 p.m.

In grades 9-12, achievement shall be reported to parents as: **A** 93-100 **B** 85-92 **C** 75-84 **D** 70-74 **F** below 70

## **STUDENT SCHEDULES**

### **Adding/ Dropping Courses**

Courses may be dropped only in the case of a scheduling conflict or if the student has already received credit for the course. No courses may be added or adjusted once the school year begins.

### **Summer School**

Summer schools shall be organized and operated as a part of the public school program, shall be under the control and management of the Board, and shall comply with rules and regulations of the State Board of Education.

All summer school classes shall meet on school property, and the library, laboratories, and other facilities shall be made available to all students enrolled in the summer school program.

The Board shall annually determine the tuition rates.

### **Testing**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests.

In addition to earning twenty-five (25) required credits, students will be required to take TN Ready exams in English I, English II, Algebra I, Geometry, Algebra II, U.S. History, and Biology I. Students would not be required to pass any one (1) examination, but instead would need to achieve a passing score for the course average in accordance with the State Board of Education's uniform grading policy. The weight of the end-of-course examination on the student's course average is 15%.

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child as allowed by law.

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the disciplinary actions outlined in the ***Student Code of Behavior and Discipline***, discipline may include the loss of class credit.

### **Conduct**

(See ***Student Code of Behavior and Discipline*** for a complete list of school rules and behavioral expectations)

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy--even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.

- Meet district or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

## **Discipline / Due Process**

The district has authority and control over a student at school during the regular school day, on school grounds, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. A student who violates the ***Student Code of Behavior and Discipline*** may be subject to a spectrum of disciplinary action, including, but not limited to, detention, suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered in determining appropriate disciplinary action.

In addition, when a student commits alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons/drug policy, as required by law, shall be reported to law enforcement.

## **Prayer**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity

## **Protection of Student Rights**

No student will be required to participate without parental consent in any survey, analysis, or evaluation--funded in whole or in part by the U.S. Department of Education--that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes. Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

## **Student Publications**

Students may participate in the production of official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook.

A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law. No student shall express, publish, or distribute in an official school district publication material, which is:

- obscene
- libelous
- slanderous
- encourages students to:
- commit unlawful acts
- violate school district policies, rules or regulations
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
- disrupt or interfere with the education program
- interrupt the maintenance of a disciplined atmosphere
- infringe on the rights of others

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

## **Textbooks**

State-approved textbooks are provided free of charge for each subject. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the student or family responsible. However, a student will be provided textbooks for use at school during the school day.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended--both this year and in the coming years--littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the ***Student Code of Behavior and Discipline***.

## **Videotaping of Students**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. Students have no expectation of privacy on the school bus or in common areas of the school.

The principal will review the video routinely and document student misconduct. Discipline will be in accordance with the ***Student Code of Behavior and Discipline***.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

## **PARENTAL INVOLVEMENT**

### **Parent Involvement, Responsibilities, and Rights**

The Chester County School District believes that the best educational result for each student occurs when all three partners are doing their best: the district staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the Student Code of Behavior and Discipline with his or her child and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact a school administrator.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, call the school office at (731) 989-8125 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her planning period or at a mutually convenient time before or after school. A person who has access to the Internet may contact any teacher or administrator via e-mail using the high school website: <http://www.chestercountyschools.org/highschool>.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's student records when needed. A parent may review records, files, documents and other materials that contain information directly related to the student.
- Become a school volunteer. For further information, contact the principal.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Band Boosters, Diamond Club, Quarterback Club, and Rebounders.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the principal.
- Attend School Board meetings to learn more about district operations, including the procedure for addressing the board when appropriate

## **STUDENT / PARENT COMPLAINTS**

### **District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent or designee within ten (10) calendar days that will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board by filing a request in writing with the superintendent within five (5) calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the superintendent and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant. Board decisions are final.

### **Discrimination based upon Sexual Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the Title VI and Title IX Coordinator at the central office.

### **Instructional Material Complaints**

Complaints by students or parents about instructional materials should be directed to the principal and provided in writing and signed by the student and/or parent/guardian. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

### **Students with Disability Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

### **Students with Harassment Complaints**

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

### **Grievance Procedure**

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 HEW Form 641 application 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.



In attempting to solve our grievances, we will follow a formal grievance procedure. The Chester County Board of Education will follow these basic steps when a grievance is lodged.

Step I.

Building Level

Authority: Principal of Schools

When a student or any employee of a given school has a grievance, it should be reported to the principal and grievant will work together in trying to resolve all grievances.

Step II.

Central Administrative

Authority: Superintendent

If the principal and grievant fail to resolve the grievance, it will be referred to the Superintendent.

Step III.

Grievance Level

Authority: The Board of Education

If the grievance failed to be resolved as indicated in Step II, then the grievant is to appear before the Board of Education and state the grievance for their consideration and action.

Step IV.

State Department Grievance Specialist

This is to be the final step in our grievance procedures. It is our intention to resolve grievances at least by the time it reaches Step III and acted upon by the Board of Education.

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, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

### **East Tennessee Regional Resource Center**

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691

Fax: 865-594-890

### **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 on the Internet at <http://www.thearctn.org/> 44 Vantage Way, Suite 550  
Nashville, TN 37228

Phone: 615.248.5878 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 Greeneville, 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, Tennessee 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/main.htm>

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

E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

East Tennessee

(Knoxville Area)

Telephone: 865-609-2

Fax: 865-609-2543

**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services--DisabilityPathfinderDatabase:**

[http://mingus.kc.vanderbilt.edu/tidir/dbsear\\_h.asp](http://mingus.kc.vanderbilt.edu/tidir/dbsear_h.asp) On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."

**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.**

## **MISCELLANEOUS PROVISIONS**

### **Body Piercing**

A student shall not use body piercing to distract unreasonably the attention of other students, cause a safety hazard to themselves, or otherwise to cause disruption or interference with the operation of the school. The Principal or other duly authorized school official shall determine whether any particular mode of body piercing results in distracting unreasonably the attention of other students, causes a safety hazard to themselves or otherwise to cause disruption or interference with the operation of the school. Currently, visible displays of body piercing are only acceptable with the ear. No piercing of any other body part can be displayed. The student will be directed to remove these items during the school day or when representing the school in a school related function or event.

### **Delivery of Gifts/ Flowers**

All gifts for students that are delivered during the school day must be sent to the school office unless otherwise notified by the principal. If approved by the principal, a school representative will deliver the gift to the student. As not to interrupt the class instruction, the gifts will be delivered at the end of the school day.

### **Distribution of Materials**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and the principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold,

circulated or distributed on district property by a student or a non-student without the prior approval of the administration.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered Disapproved.

### **Fees**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Musical instrument rental and uniform maintenance, when the district provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for summer driver training courses.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school courses that are offered tuition free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the schools.

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the central office.

## **Food Services**

The school district participates in the National School Lunch and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office. Students may bring their own lunches to school or purchase a lunch and other items, including milk. Each student is expected to practice the general rules of good manners.

Rules of courteous behavior are:

- observing good dining room standards;
- leaving the table and surrounding area clean and orderly;
- removing dirty dishes and putting trash in proper containers;
- waiting your turn in line to purchase lunch.

Accidental spills of food or drink are going to occur. The student is to be responsible for the spill by notifying the cafeteria monitors about the accident and assist in clean up. Hot lunches will be served daily starting the first full day of school. Each student will receive a 3-5 digit code at the start of the school year to enter into keypad at cashier's location to purchase lunch items each day. It is the responsibility of the student to remember the individual code and not to share the code with other students. Students are allowed to charge up to a certain dollar amount limit. The system will not allow charges to exceed this limit.

## **Food and Drink Policy**

Food and drinks are not allowed in any classroom except with prior permission from the principal with the exception of bottled water if the teacher specifically allows the practice in the specific classroom. The break period and lunch period allows for adequate time and locations to have snacks and drinks during the school day.

No student will be permitted to bring drinks in open containers during the school day. All open drink containers must be discarded before entering the school building. All food items brought into the school by students are subject to search and food and/or drink items brought by visitors and/or parents must be reported to the office. A school representative will be assigned to distribute these items.

### **Hallways and Hall Passes**

During the transition between class periods, students should move on the right side of the hall and go from one class to another in a reasonable, acceptable time. During that period of time between classes, students will move from class to class, deposit, and retrieve materials needed for specific classes. Courteous manners should be observed. Running, loud laughter and whistling in hallways are not permitted.

Any student in the hallway after classes begin must have a hall pass. Teachers are responsible for issuing the hall passes. Students requesting permission from the teacher to leave during class time must sign out stating name, time, and reason for leaving and have a visible hall pass while in the hallway. Any student who violates this procedure may be assigned a disciplinary measure. Students are required to be in class when the late bell starts ringing. After this, they will be counted tardy. When bell rings to end class, the teacher dismisses the students, not the bell.

### **Inappropriate Displays of Affection**

Inappropriate display of affection will not be tolerated and will result in disciplinary action from teachers or administrators. All students are required to show proper respect for others as well as themselves. Students must maintain an acceptable social distance and behavior.

### **Library**

The school library is available to students during school hours. The library is a place for study and research. Students are expected to conduct themselves as if they were in class while in the library.

***Students must pay for lost or damaged books. There is a ten (10) cent per day late charge on overdue books.***

### **Lockers**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to search for contraband, for maintenance or safety reasons and to reclaim district property including instructional materials.

### **Lost and Found**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

### **Media Access to Students**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events, in accordance with Board policy. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

### **Posters**

No sign, banner or poster shall be posted in the school or classroom by any student without prior approval of the teacher and/ or principal.

Nothing should be taped or hung on the painted walls. The person or organization displaying the announcement or poster is responsible for its removal as well.

### **Restrictive Probation**

Multiple discipline offenses or a major disruption to school will lead to students being placed on restrictive probation:

- The student will not be allowed to attend school-related activities on/off campus. (This will include Ballgames, Field Trips, Prom, Graduation, Etc.)
- The student is not allowed out of class without prior administrator approval.
- If a student receives a referral of any kind it will result in a possible DHA referral.

### **Restroom Conduct**

The restroom is not a meeting place; therefore, students should spend only the necessary time and depart. Students should keep the restrooms clean and if there are any repairs needed, make school personnel responsible aware as soon as possible.

### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the teacher and/or principal. Extended announcements over several days will be announced during lunch periods.

### **Telephone Use during the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. School office telephones are primarily for school business only. Possession of cell phones is acceptable during the school day, but the devices must be "powered off" during the school day (7:30am-3:00pm). No text messaging or other cell phone use by students is acceptable during the school day.

### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38—111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Troy Kilzer II, Director of Schools. The Central Office number is 731-989-5134.

## **TRANSPORTATION**

### **Buses and other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (731) 989-8125.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the ***Student Code of Behavior and Discipline***. Students must:

- Follow the driver's directions at all times. The driver has the authority to assign students to specific seats on the bus.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Students must ride the bus assigned unless prior permission provided by the principal.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Bus drivers have authority during loading and unloading and over seating and conduct while transporting students.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Students are expected to maintain respectful conduct and speech at all times while on the bus.

When students ride in a school district vehicle other than a school bus, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the ***Student Code of Behavior and Discipline***. Students suspended from a bus may not ride another bus during the suspension. Riding the bus is a privilege, not a right.

### **School Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or teacher/coach responsible may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents--before the scheduled trip--a written request that the student be permitted to ride with an adult designated by the parent.

### **Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. Parking on school grounds is a privilege and not a right. Vehicles parked on school property by students and visitors are subject to search for drugs, drug

paraphernalia or dangerous weapons. A parking permit, which cost twenty dollars (\$20), must be purchased in the office. You must present your driver's license at purchase.

Students are not allowed to sit in cars at any time after arriving on campus and parking. All students must enter school once arrived on school's campus whether driving or riding school bus. Administrator permission is required for a student to return to vehicles at any time before the regular dismissal time. Vehicles should be locked at all times. Students must drive in a safe and responsible manner or face disciplinary actions.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to private transportation or personal possessions stored within vehicles.

### **Visitors**

Family members and other stakeholders with Chester County High School are welcome to visit the school. For the safety of those within the school, all visitors are asked to report to the school office. Guest passes shall be issued for all persons other than students and employees of the school. The visitor should notify the office staff when leaving the building. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Teachers are not expected to take class time to discuss individual matters with visitors.

Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.

Any unauthorized person on school property will be reported to the principal or his designee. Unauthorized persons will be asked to leave.

### **OVERVIEW OF THE STUDENT CODE OF BEHAVIOR AND DISCIPLINE**

One of the important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. The training develops character, self-control, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Effective discipline has a direct influence upon the freedom of the student body to engage in many rewarding and memorable school activities outside of the classroom.

With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, and not only do their part in making the school an effective place of learning, but develop the habit of self-restraint which will make them better, more productive citizens. All teachers have the responsibility and authority to promote effective discipline at any time on school property and at any school-sponsored activity. Students who refuse to obey any teacher or who are disrespectful to any teacher will be disciplined appropriately. A comprehensive and specific outline of expected behaviors and disciplinary measures are found in the Code of Behavior and Discipline. The following is an overview of the rules addressed in the Code of Behavior and Discipline and the levels of disciplinary actions taken with each rule. Any student, who is suspected of violating a rule of the disciplinary code, may be given a written referral of the violation by a school representative and referred to the principal. Students, as required by procedural due process, will be given the opportunity to address the charges raised against them and present their side of the story. If the violation is determined true, the student will be made aware of the disciplinary measures that will be assigned in writing and



the parents/guardians will be notified by phone call or by letter. If necessary, appropriate law officials will also be notified.

Abbreviations used in the Discipline Code

ISS = In-School Suspension

OSS = Out-of-School Suspension

AS = Alternative School

DET = Before/After School Detention JC =  
Juvenile Court

DHA= Disciplinary Hearing Authority

## **RANGE OF DISCIPLINE MEASURES**

### **Rule 1. UNEXCUSED ABSENCES.**

Students will not be allowed to receive full scores for make-up work missed due to an unexcused absence.

- 3 days of unexcused absences per semester- A warning letter will be sent home.
- 5 days of unexcused absences per semester- Parents/legal guardian will be referred to the truancy board.
- 10 days of unexcused absences per semester- Parents/legal guardian will be referred to juvenile court.

### **Rule 2. TARDINESS AND EARLY CHECKOUTS.**

*\*Tardiness to school or unexcused checkouts – during a 12-weeks period.*

- 1 – 3 times per twelve weeks- No penalty.
- 4th time per twelve weeks- Warning letter or call to parent.
- 5th time per twelve weeks- Loss of privileges
- 6th time per twelve weeks- ISS for 1 day.
- 7th time per twelve weeks- ISS for 2 days with parent conference if deemed necessary.
- 8th or more times per twelve weeks- ISS for 3 days.

*\*Tardiness to individual classes during the school day will be handled separately from tardiness to school.*

### **Rule 3. SKIPPING SCHOOL OR LEAVING CAMPUS WITHOUT 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 for 2 days
- 2nd Offense ISS for 3 days
- Multiple offenses- ISS for 3 days and possible referral to the DHA

### **Rule 4. SKIPPING CLASS OR LEAVING CLASS WITHOUT PROPER AUTHORIZATION.**

- 1st Offense- ISS for 1 day
- 2nd Offense- ISS for 2 days
- Multiple offenses- ISS for 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 for 2 days
- 2nd Offense- ISS for 3 days
- Multiple offenses- ISS for 3 days and possible referral to the DHA

#### **Rule 6. DRESS AND GROOMING**

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."

It is the parents' as well as the school's responsibility to promote the highest level of student behavior in all areas, including proper dress. Students will avoid disruptive extremes and dress in good taste and in a manner that will do honor to the school and themselves. More specific guidelines appropriate for each level of school may be developed. Principals, faculty members, and students shall be involved in the development of each appropriate set of guidelines. The Chester County High School has developed a specific dress code policy revised May 8, 2008. If attire is unclean, unsafe, or disruptive to the educational process, students will be subject to discipline procedures.

- 1st Offense – Written warning and required to change clothes
- 2nd Offense – Required to change clothes, notice of noncompliance, ISS for 1 day, and parent conference requested
- 3rd Offense – Parent conference requested, change clothes, ISS for 2 days, and notice of noncompliance

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

#### **Rationale for CCHS Dress Code**

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

**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) Must be tucked in and remain tucked in at all times.
- 6) 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.

**Sweatshirts/Sweaters/Fleeces** - Solid color sweaters with v-necks, crew necks, cardigans or vests may be worn, but must be worn over the approved shirts. They must not have hoods and may have an appropriate sized logo (approximately the size of a business card).

- 1) Sweaters, sweatshirts, 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 twill pants (hemmed or cuffed) of cotton or cotton/polyester blend 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, logo, 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 can not 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 (not over-sized) 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 twill cotton or cotton/polyester blend.

- 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 only the ears and hands. All tattoos must be covered.

### **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, and may have an appropriate sized logo (approximately the size of a business card).

### **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.
- General
- 2) In grades 9-12, a school issued student identification card and lanyard will be worn around the neck and visible at all times while on school property during the school day. Extracurricular practices and school events may be excluded.  
**(\*Lost or destroyed ID's will cost \$5 to replace.)**
  - 3) Sweatpants and jogging/wind suits may not be worn in the classroom.
  - 4) Clothing will be clean, in good repair, fit properly, not contain excessive wrinkles, and be appropriate to the activity at all times.
  - 5) Clothing with holes must be patched on the outside.
  - 6) All clothing must be plain without manufacturer's logos, brand names, pictures, insignias (other than Chester County Eagles, etc) visible on the clothing.
  - 7) All clothing must be appropriately sized. No oversized pants or shirts will be allowed.
  - 8) Rolling book bags are not allowed unless medically necessary and approved by the principal.
  - 9) The principal may allow clothing that represents school-based organizations on designated days.
  - 10) The principal may deviate from the standard dress code on special days (homecoming, reward days, etc). These days will be publicized in advance.
  - 11) 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 have until the next day to make up any missed work.
- 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 UNEXCUSED from the missed class.
- 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 UNEXCUSED from the missed class time.
- 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 Board of Education.***

**Rule 7. MISBEHAVIOR ON BUS.** 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.** Failure to obey driver's legitimate requests, not staying seated, talking too loud, etc.

- 1st Offense- Warning given to student.
- 2nd Offense- Student suspension from bus for 3 days.
- 3rd Offense- Student suspension from bus for 5 to 9 days.
- Multiple offenses- Student suspension from bus for longer periods of time.

**Major Violations.** Fighting, threatening bodily harm, cursing angrily, lewd gestures, etc.

- 1st Offense-Student suspension from bus for 5 to 9 days, ISS for 5 days, or OSS for 3 days.
- 2nd Offense-Student suspension from bus for 10 to 20 days and OSS for 5 days.
- Multiple offenses- Student suspension from bus for longer periods of time and referral to AS

**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 under age 18 be issued a citation to juvenile court.

- 1st Offense- Juvenile Citation and ISS for 2 days.
- 2nd Offense- Juvenile Citation and ISS for 3 days.
- 3rd Offense- Juvenile Citation and ISS for 3 to 5 days.

**Rule 9. CHEATING.** Cheating on tests or examinations will not be tolerated. No student shall be allowed to cheat on any exam, project, or report.

- 1st Offense- Zero grade for the assignment.
- 2nd Offense- Zero grade and ISS for 2 days.
- 3rd Offense- Zero grade and ISS for 3 days.

**Rule 10. GAMBLING ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION.** Gambling in any form will not be tolerated.

- 1st Offense- ISS for 2 days
- 2nd Offense- ISS for 3 days
- Multiple offenses- ISS for 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- Warning, DET or ISS for 1 to 5 days.
- 2nd Offense- DET or ISS for 3 to 5 days.
- 3rd Offense- DET or ISS for 5 days and possible referral to DHA.

**Rule 12. EXTORTION, HARASSMENT, BULLYING.** Extortion, harassment, or bullying will not be tolerated. Incidents will be investigated according to board policy. Punishments will vary according to the situation and may range from warnings to referral to AS or JC.

**Rule 13. Cell Phone/Electronic Device.**

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

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

**Violations that will result in confiscation of your phone:**

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

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

**Disruption of School** - Using phones/electronic devices to cheat on class work or tests is prohibited. Using phones/electronic devices to discuss behaviors that could be a disruption to the school day is prohibited. (Disruption of the school day will be defined as any time school administration has to investigate a situation because of the use of the phones/electronic devices).

- 1st offense: Confiscated five consecutive school days and parent must pick up the phone or device.
- 2nd offense: Confiscated ten consecutive school days and parent must pick up the phone or device.
- 3rd offense: Loss of privilege for the phone/electronic device at school.

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

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

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

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

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

## **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 violations.** Casual cursing and/or obscene gestures, racial slurs.

- 1st Offense-ISS for 2 days.
- 2nd Offense-ISS for 3 days.
- Multiple offenses- ISS for 5 days.

**Major violations.** Extreme student anger, extremely profane use of vulgarity and uncontrollable student behavior.

- 1st Offense-OSS – 3 days and possible referral to JC.
- 2nd Offense-OSS – 5 days and possible referral to JC.
- Multiple offenses- 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 for 1 to 5 days



- 2nd Offense DET or ISS for 5 to 9 days
- Multiple offenses- OSS for 1 to 5 days

**Cursing a school employee**

- 1st Offense-OSS for 3 to 9 days
- 2nd Offense- OSS for 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 for 5 to 9 days or AS
- 2nd Offense- AS or expulsion

**Rule 17. BATTERY ON A SCHOOL EMPLOYEE. \*Zero Tolerance**

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

**Rule 18. FIGHTING, ASSAULT, AND/OR BATTERY TO A PERSON.**

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 for 3 days
- 2nd Offense- OSS for 5 days
- Multiple offenses- OSS for 5 to 9 days, AS, JC, or expulsion

**\*Unprovoked Attack**

- 1st Offense- OSS for 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 19. 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 the penalty ranges 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. Serious traffic violations on campus, driving in such a manner as to endanger life or limb of person using school facilities, driveways, or parking areas.
- D. Cause false fire alarm.
  - 1st Offense- OSS for 1 to 3 days
  - 2nd Offense-OSS for 3 to 5 days
  - Multiple offenses- AS, JC, or expulsion
- E. Bomb Threat. Students delivering a bomb threat will be placed in AS or expelled along with a referral to JC.

**Rule 20. 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.

- Intentional inappropriate touching of another student or sexual harassment – Violations will result in penalties ranging from warnings AS.
- Indecent exposure- OSS for 3 to 9 days
- Rape, overt heterosexual or homosexual act, and aggravated sexual acts will be referred to JC and result in AS or expulsion.

**Rule 21. NARCOTICS, STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE.** \*Zero Tolerance 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 type of drugs that represent the group above are those that have a potential of abuse, and that abuse may lead to physical and psychological dependence. Unlawful possession of prescribed drugs also may be included in the above disciplinary measure. Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Disciplinary measures range from In School Suspension to Expulsion. In addition, appropriate law enforcement officials will be notified.

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any drug requiring a prescription controlled by the Tennessee State Board of Pharmacy. (See Board Policy) State regulations govern this violation. A student shall be expelled or remanded to AS for 180 school days and referred to JC. The superintendent may adjust this penalty as circumstances dictate.

**Rule 22. 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 23. DAMAGE, DESTRUCTION OR THEFT OF 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 24. ALCOHOLIC BEVERAGES, INTOXICANTS, OR INHALANTS 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, intoxicants, or inhalants 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 intoxicants, alcoholic beverages, or inhalants while at school or in attendance at school-sponsored activities. Penalties may range from OSS to AS with referral to JC and counseling.

**Rule 25. POSSESSION AND/OR USE OF WEAPONS AND DANGEROUS INSTRUMENTS.** Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity,

function, or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to "... any firearm, explosive, explosive weapon, bowie knife, hawk-bill knife, ice pick, dagger, sling- shot, switchblade knife, blackjack, knuckles..." Objects that are not normally prohibited may be deemed as weapons when used to threaten or physically harm another person (pocket knife, fork, pencil, etc.). Disciplinary measures range from OSS to Expulsion for one (1) calendar year. Juvenile or Criminal Justice Authorities will be notified concerning this incidence. In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year.

- A. Firearms or explosive devices** are Zero Tolerance offenses. State regulations govern this violation. A student shall be expelled or remanded to AS for 180 school days and referred to JC. The superintendent may adjust this penalty as circumstances dictate.
- B. Other weapons described above** – Penalties may range from OSS to expulsion.

**Rule 26. 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 27. 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 28. TRAFFIC OR PARKING VIOLATIONS.** 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 – DET for 1 day 3rd Offense – DET for 2 days

Multiple offenses- Loss of driving privileges

#### **Traffic Violations**

1st Offense – DET for 1 day 2nd Offense – DET for 2 days 3rd Offense – ISS – 3 days

Multiple offenses- Loss of driving privileges

***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.***

### **SPECIFIC FORMS OF DISCIPLINARY ACTIONS**

#### **Alternative School (AS)**

Students who violate the Discipline Code and school rules may be assigned to the alternative school for a definite period of time. Recommendations for students to be assigned to alternative school are made by the administration to the Disciplinary Hearing Authority for approval or denial.

#### **Before or After School Detention (DET)**

Detention is a punishment for tardies and other minor school discipline. Students and parents/guardians will be notified in advance to allow them to arrange for the students to attend. Students assigned to detention will be expected to attend or be subject to other disciplinary actions including suspension. Being late to detention is the

same as missing the detention. If a student has detention and does not attend, then the student will be assigned to a longer detention session or in-school suspension. If a student is expelled from detention for inappropriate behavior, the student will be suspended out of school. The only excuses for missing detention are illness of the student and death in the immediate family. Any other reason for absence must be approved by the Principal or Assistant Principal. Student illness will require a doctor statement to excuse the absence.

### **Suspensions (OSS and ISS)**

Students suspended from school shall not be allowed to attend or participate in any school activity during the suspension. Students may be assigned in-school suspension for disciplinary reasons. They may make up missed work without penalty; however, they will be isolated from the student body during the entire suspension. Students assigned out of school suspension may attend or participate in school activities during this type of suspension. Students suspended from riding the bus have the privilege of attending school. In such cases parents have the responsibility by law to transport their children to school or arrange for transportation. Absence from school in such cases will be treated as any other absence.

### **Zero Tolerance Policy**

State law requires a mandatory disciplinary measure of expulsion of one (1) calendar year from the student's current educational setting for the following:

1. Possession of a firearm on school property or at any school-sponsored function. The term "firearm" represents any weapon that includes any explosive or incendiary device or anything capable of expelling a projectile by the action of an explosion.
2. Battery on an employee of the school system. "Battery" would be any unlawful beating or other wrongful physical violence inflicted on a human being without consent.
3. Possession of a drug including any controlled substance or legend drug. Drugs identified in the Zero Tolerance Policy as controlled substances and/or legend drugs include but are not limited to: amphetamine/ methamphetamine, marijuana, cocaine, heroin, or illegally-used prescription.
4. 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 no less than one (1) calendar year.

Tennessee Department of Education  
Family Educational Rights and Privacy Act (FERPA)  
Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated, "Directory Information," unless you have advised the district to the contrary in accordance with district policies.

The primary use for Directory information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A play bill or program, showing your child's role in a drama or music production the annual yearbook
- honor roll or other recognition lists published at school or in newspapers graduation programs
- sports statistics listed in programs, such as football, which may include height and weight of team members school or district websites

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws a court by order of a subpoena

The Chester County School District has designated the following as Directory Information:

- student name, address, telephone, email address
- degrees, honors, and awards received
- most recent educational agency or institution attended
- participation in school-sponsored activities and sports
- weight and height of members of athletic teams
- major field of study
- dates of attendance
- photograph
- date and place of birth
- grade level

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories- names, addresses, and telephone listings- unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by **September 1**. Please complete the lower portion of this form and return the **entire** form to your child's school if you **do not** want your child's directory information disclosed.

Thank you for your consideration in this matter.

Guardian Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**PARENT: ONLY COMPLETE AND RETURN THIS ENTIRE FORM IF YOU DO NOT GIVE YOUR CONSENT FOR RELEASE OF SCHOOL DIRECTORY INFORMATION. Use a separate form for each child and return it to their school.**

I **do not** want my child's Directory Information disclosed and request **one** of the following:

\_\_\_\_\_ Do not release my student's directory information at any time.

\_\_\_\_\_ Do not release my student's directory information without my prior written consent.

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_