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## **Chesterfield County School District Middle and Secondary Schools Student Code of Conduct**

Chesterfield County School District provides this handbook to all middle and secondary school students in order to familiarize them with school rules and practices. The Student Handbook and its contents are not intended to replace the actual policies and procedures established by the Chesterfield County Board of Education. If a policy or regulation contained in this handbook is abbreviated or in error, the document in the official Board Policy Manual will always take precedence.

Copies of the Board Policy Manual are kept in the Chesterfield County School District Administration Office and in the main office and media centers of each school. These manuals are updated annually.

Also, you can view a copy of the Board Policy Manual on the Chesterfield County School District website. Go to [www.chesterfieldschools.org](http://www.chesterfieldschools.org) and click on the link, School Board Policies.





## Chesterfield County School District

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Chesterfield, SC 29709

Telephone: (843) 623-2175 Fax: (843) 623-3434

Dr. Harrison Goodwin  
Superintendent

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Dear Student,

We hope you are excited about the opportunities that the school year gives you. Please take advantage of the classes, programs, and services that our district offers in order for you to have a successful school year.

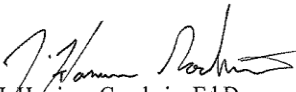
We encourage you and your parents or guardians to review the Student Discipline Handbook to be sure that you are familiar with the policies and procedures of Chesterfield County Schools. These policies and procedures are in place to help you and your fellow students have a productive and successful school year.

We have a responsibility to provide you and your fellow students with a high quality educational experience and we will strive to do that with your assistance and active participation. Your participation should include the following:

1. Attend school regularly.
2. Be prepared and an active participant in school each day.
3. Keep academic success as your primary goal.
4. Conduct yourself in a manner that brings credit to you, your family, your school, and your community.

We hope that you have an outstanding school year and that your educational experiences help you achieve your goals.

Sincerely,

  
J. Harrison Goodwin, Ed.D.  
Superintendent

# **CHESTERFIELD COUNTY SCHOOL DISTRICT**

## **School Admissions**

A child between the ages of 5 and 21 shall be entitled to attend school in Chesterfield County if the child:

1. Resides with his/her parent or legal guardian and
2. The parent/legal guardian with whom the child resides is a resident of Chesterfield County.

Children with special circumstances may also qualify for attendance. Special circumstances include foster children or children who live in the district as a result of an emergency or disaster or children who are homeless.

Generally, a child must attend school in his/her designated attendance area within the district. However, Chesterfield County School District has allowed a child to attend a school in another attendance area within the district provided the following conditions are met:

1. Space is available in the school and the appropriate grade level and
2. The parents provide transportation to and from school and
3. The student has not been guilty of infractions of the rules of conduct and
4. Has maintained a satisfactory academic record and
5. The principal approves the child's admission to school.

Requests to transfer schools within the district must be made prior to June 1 for the upcoming academic year.

**SOUTH CAROLINA STATE LAW**  
**AND**  
**SCHOOL BOARD POLICY ON STUDENT ATTENDANCE**

It is important for students to attend school regularly and we trust that you, as parents, will impress upon your child the benefits of good school attendance. Students should strive to have 100% attendance.

When a student is ill, a note signed by the parent/guardian must accompany the student when he/she returns to school. If absences accumulate at a rate which could result in a student not receiving credit for a class(es), the school may require an excuse from a medical doctor.

Please be assured that our concern is that we provide the maximum amount of time in school in order to better educate the students of the school system.

Students are expected to attend school each day. The school year consists of 180 days for students. High school students must attend 85 days of each 90-day semester to receive one-half unit of credit. They must attend 170 days through the course of the school year to receive one unit of credit. When a student is absent from school parents are expected to provide the school notification as to the reason the student was absent. In high schools, credit will be denied in courses when a student accumulates an excess of ten (10) absences in a class. High school credit for a course/class will be awarded or denied based on attendance in that class.

**Excused absences shall include:**

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- Students in whose immediate family there is a death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.

**Unexcused absences – the Intervention Procedure shall include, but not be limited to:**

1. After a student has accumulated three (3) unexcused absences a letter will be sent to the parent/guardian.
2. After a student has accumulated five (5) unexcused absences, a letter will be sent to the parent/guardian requesting a conference with the Principal. Failure of the parent/guardian to attend the conference without just cause may result in a referral to the District Truancy Officer and/or court

## **Attendance Requirements – Students:**

Students will receive a daily grade of zero (0) for each class missed and will be given the opportunity to remove the (0) by making up all work to the teacher's satisfaction within ten (10) days after the student returns to school. Under extenuating circumstances students may be granted additional days to make up work when approved by the teacher and principal.

A student may be sent to detention for being tardy. Students should strive to be on time to school and to class. If a student needs to be signed out early, a letter should be sent to the school. Each school will establish its own early sign-out procedure.

A student shall be dropped from membership on the day when the number of unexcused absences exceeds ten (10) consecutive days.

Specific Membership Criteria: S.C. Code 59-63-20

## STUDENT INSURANCE

Chesterfield County School District offers on a voluntary basis, a student accident insurance program. The plan pays certain benefits, **but does not cover all costs**. Each household receives a brochure that explains the maximum benefits and limitations of coverage. **(See inside page of brochure.)** Please read this brochure carefully. Some features of the plan are:

- **Reasonable cost of the premium**
- **Pays in addition to other coverage you might have**
- **Pays for accidents that occur directly from home to school, while at school and returning home. (*Students riding the bus to and from school are excluded from this since they are covered by state insurance while riding the bus.*)**

You are encouraged to study this plan as offered and decide if the coverage might be beneficial for your child. If you have any questions, please contact your school.

## MEDICATION

### **Parental Responsibilities**

Parents are encouraged to give all medications outside of school hours whenever possible. Students will be assisted in taking medication when it is necessary for school attendance and cannot otherwise be accomplished.

The school district is not responsible for furnishing any medication. The parent is urged to bring, rather than send, medication and is responsible for the medication until it is received by the designated school personnel.

*Prescription medication* must be in a current container appropriately labeled by the pharmacy. Parents may request that the pharmacist dispense two bottles of medication, one for home and one for school. *Over-the-counter medication* must be in the original container. A Request to Administer Medication form



must be completed. One request form per year will suffice unless there is a change (dosage, time, etc.). Products containing aspirin or over the counter products with the requests that exceed label dosage instructions will be given only with the doctor's order.

The first day's dosage can be given with a note from the parent. Thereafter, the district's Request to Administer Medication form must be completed.

Any discontinued medications must be claimed by the parent within ten (10) school days or it will be destroyed. Medications will not be returned home by a student. Any unclaimed medication remaining at the end of the school year will be destroyed after one week.

### **School Responsibilities**

In the event the school does not have a nurse or the nurse is not present in the health room because of other duties or assignments, the principal or his/her designee is responsible for controlling access to medications and for assisting students with taking their medications.

A log which contains the student's name, date, medication name, dosage, time given, # of days to be given, reason for giving, and the signature of the person giving the medication must be maintained on each student taking medication at the school. The school nurse may decline to administer any medication which based on his/her individual assessment and professional judgment has the potential to be harmful, dangerous, or inappropriate.

Students will be monitored by school personnel when taking medication. All medical records will be maintained as part of the student's permanent health record. No employee will administer injections except in life threatening situations. Prescription medications must be counted by two people upon receipt at school. They will initial the Medication Log to verify the amount received.

Medication must be kept in a secure, locked storage area. If it is necessary for a student to carry medication on his/her person while at school, the Request to Administer Medication form and a physician's written order must be on file. The student's teachers must be informed of this request by the principal.

When medications are destroyed, documentation will include prescription number, drug name and strength, quantity, date and method of destruction, reason for destroying, and signatures of the person performing the destruction and a witness.

In the event the medication is lost or stolen from the school, the principal and the student's parent must be notified. The student's physician (for prescription drugs) should be notified. If the medication is a controlled substance, law enforcement authorities and the DHEC Bureau of Drug Control will be notified. A written incident report will be sent to the Director of Special Services. The district nurses will provide a list of controlled substances.

On school-sponsored field trips, a student will be assisted with taking medication by the principal or his/her designee. When a parent accompanies the student, the parent must assist the student.

Any questions or concerns relative to these guidelines should be referred to the principal.

### **Screening For Early Disease and Disability Detection**

The primary purpose of Chesterfield County School District's health screening program is to identify persons with early signs of disease or conditions that can be treated thereby preventing the disease or the disabling condition. Screening is not intended to be diagnostic but to identify individuals for appropriate referral and a more extensive evaluation to determine the need for remedial medical or other services.

Screening of school age children has value from both health and educational perspectives. Programs to detect scoliosis, elevated blood pressure, and certain progressive conditions of the eyes,

ears, and teeth can and should result in prompt treatment to avoid or decrease permanent or severe complications.

## **PARENTAL EDUCATIONAL RIGHTS AND PRIVACY ACT**

The act affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District 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 the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of 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 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 the law allows 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 School 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 rights to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the law.

### **Protection of Pupil Rights Amendment (PPRA) Notice and Consent/Opt-Out for Activities**

The Protection of Pupil Rights Amendment requires Chesterfield County School District to notify you and allow you to opt your child's information out of certain activities. Schools will treat each student's education records as confidential and primarily for local school use. The exceptions to this rule are the directory information, which is information that is generally not considered harmful or an invasion of privacy if released. Directory

information can be provided to institutions of higher learning, military recruiters, and outside organizations such as yearbook companies.

Directory information includes the following: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, electronic mail address, photograph, grade level, most recent previous educational agency or institution attended by the student, other similar information.

In the event that any other data is collected for educational purposes, you will be notified and given the opportunity to opt out in your child's inclusion. If you wish to opt out in your child's inclusion, you should notify the principal of your child's school in writing.

Contact your local school guidance office to inspect and review their education records. Parents may seek amendment of inaccurate or misleading information in their education records. Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## **GRADING SYSTEM IN REPORTING TO PARENTS**

Chesterfield County School District will use the approved state grading scale, which is as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = below 60

### **CONDUCT AND BEHAVIOR OF STUDENTS**

The schools in Chesterfield County have established a standard of student conduct and behavior and have established rules that take into account the necessity of proper conduct on the part of all students in order that the welfare of the greatest possible number of students shall be promoted. However, there will be times when a student's behavior will merit disciplinary action. Students are expected to be on their best behavior at all times. South Carolina State Law and school board policy detail infractions or acts of misconduct and enforcement procedures.

When a student's behavior is so disruptive that he/she must be asked to leave the room for the sake of others' education, he/she has no place in school and suspension seems to be the only alternative in protecting the right of others to learn. This policy places a responsibility on principals, teachers, and parents. The teacher must be consistent in his/her own behavior and policies, and the principal must insure that this occurs. Parents must also accept a responsibility to help insure that their child's attitudes and behavior are conducive to his/her learning in school.

### **BOARD POLICY CONCERNING SUSPENSION OR EXPULSION OF STUDENTS**

#### **Overnight Suspension**

The student cannot return to school until a conference is held by administration with the parent/guardian. Preferably, this will occur the morning after the suspension is issued.

## **Suspension**

The Board delegates to its administrators the authority to suspend a student from a teacher's class or from the school not in excess of ten days for any one offense and/or not more than thirty days in any one school year.

When a student is suspended from a class or a school, the administrator shall notify, in writing, the parents or legal guardian of the student giving the reason for such suspension and setting a time and place when the administrator will be available for a conference with the parents or guardian. The conference shall be set within three days of the date of suspension. After the conference, the parents or legal guardian may appeal the suspension to the superintendent or his/her designee.

## **Expulsion**

The board of trustees may authorize or order the expulsion for the remainder of the school year a student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the district board or the State Board of Education, or when the presence of the student is detrimental to the best interest of the school. If procedures of expulsion are initiated, the parents or legal guardian of the student shall be notified in writing. If the parent/guardian wishes to appeal the recommendation for expulsion, they may schedule a hearing, within ten (10) days of the written notice, with the district hearing officer or person/committee designated by the board or superintendent. At the hearing, the parents or legal guardian shall have the right to legal counsel and all other regular legal rights. If the hearing is held by any authority other than the board of trustees, the right to appeal the decision to the board is reserved to either party.

## **DRESS CODE FOR STUDENTS**

The Board of Trustees recognizes that students have the right to regulate their personal appearance. However, the board reserves the right to bar from school those students whose personal appearance is disruptive or distracting to the educational process and orderly operation of the school.

Students are expected to be clean and neat each day during school hours. Shoes must be worn at all times. Proper undergarments must be worn at all times. Girls' dresses and skirts must be no shorter than the kneecap. Clothing on the upper body must completely cover the shoulder with only the arms exposed. All attire must have proper fit. Loose fitting bermuda shorts or shorts will be permitted. No spandex shorts, biker shorts, gym shorts, tennis shorts, jogging shorts, or running shorts will be allowed.

Some examples of unacceptable attire include the following:

- Netted jersey tops without an undershirt
- Halters
- Open back dresses or shirts
- Sheer dresses or shirts
- Open midriff shirts
- Tank tops
- Leotards, tights
- Skin-tight clothing
- Sagging pants

Suggestive writing on articles of clothing concerning alcohol, tobacco, drugs, or sex is prohibited.

Judgment of questionable dress will be made on a case-by-case basis. Any clothing deemed by the administration unacceptable or disruptive to the educational process may be prohibited. Any student improperly dressed at school can be suspended immediately until acceptable attire is worn.



Any student wearing shorts that do not meet the criteria outlined above and require a change of clothes, will be warned for the first offense in addition to being required to change clothes. Any subsequent violation will result in the student's privilege to wear any shorts being revoked for the remainder of the school year.

### **DRUG AND ALCOHOL USE**

The use of alcohol and drugs by students has a damaging effect on their physical, intellectual, social, and emotional development. The use of alcohol and drugs by students hinders the district's efforts to educate future productive and responsible citizens. To provide for the development and safety of our students, the district is committed to a comprehensive program which includes: supporting and fostering abstinence by students, requiring active participation of students and staffs, involving parents, and encouraging the cooperation and collaboration of community organizations and local law enforcement agencies.

Chesterfield County School District will work to prevent drug and alcohol use beginning in the earliest grades and continuing throughout all grades. These programs will present information, develop sound decision making skills, and work to develop in the students the self-confidence to make good decisions in the face of peer pressure and the stresses they will face as they grow up.

The Chesterfield County School District staff believes students who feel they have promising futures and recreational alternatives to drug and alcohol use are less likely to use drugs and alcohol. Chesterfield County School District, therefore, will support educational and recreational programs that provide alternatives.

The school staffs will receive training in the signs and symptoms of drug and alcohol use, including training in being sensitive to the social and emotional problems that often lead to use. The school staffs will be given clear guidelines on how they should handle cases of suspected and known drug and alcohol use. School personnel will make every effort to encourage young people who have problems with drug and alcohol use to seek help. The

schools will provide referrals for treatment and counseling of children as well as their families.

Drug and alcohol use by young people is an issue for the whole community; therefore, the schools will work close in communication and cooperation with other agencies.

### **SEXUAL HARASSMENT**

A. Statement of policy and rationale

Sexual harassment is a form of sex discrimination prohibited by federal and state laws. Consistent with these laws, it is the policy of Chesterfield County School District that sexual harassment of students is prohibited.

B. Definition

Sexual harassment of students in Chesterfield County School District is defined as unwelcome sexual advances, requests for sexual favors, verbal or otherwise expressive behaviors, or physical conduct commonly understood to be of a sexual nature, by a person of either sex against a person of the opposite or same sex, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education

OR

2. Submission to or rejection of such conduct is used as a basis for educational actions, decisions, or assessments that favor or adversely affect a student's welfare as a student

OR

3. Such conduct unreasonably and substantially interferes with an individual's welfare and/or educational performance and creates an intimidating, hostile, offensive, and demeaning school environment.

A copy of this policy (JI-R) and administrative procedures are available in each school media center and district office. Near the beginning of each school year, principals and supervisors will provide for their students and staff a review of the sexual harassment policy and administrative procedures.

### **SAFE AND GUN FREE SCHOOLS**

In our commitment to maintain safe schools for the students and staff of Chesterfield County School District we have, among other things, provided training for teachers, administrators, and other staff. Students are made aware of the expectations of the schools regarding behavior and are informed of the consequences of misbehavior. Parents are encouraged to read the parent/student handbook and become familiar with all policies and procedures, especially policies concerning conduct and behavior.

We need the full cooperation and commitment of families and schools working together to continue to provide safe schools for our students, staff, and the communities. It is our goal to have gun-free, weapons-free, violence-free schools. If we work together in teaching children to exercise sound judgment and self-discipline, we believe Chesterfield County School District can continue to provide safe havens of learning.

### **MAJOR POLICY AND PROCEDURES**

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|---|
| <b>CONDUCT OF SCHOOL BUS PASSENGERS</b> |
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#### **Band Instruments on School Buses**

Band instruments, or other items, carried on a school bus must be of such size that they can be transported in the student's lap. This is necessary to insure that all items are kept under the control of the student at all times in case of an accident or an emergency.

#### **District Code of Conduct of Passengers**

All students who are transported on buses in Chesterfield County School District are expected to follow the bus safety rules and regulations as established by the State of South Carolina and Chesterfield County School District. Questions and concerns relating to the code of conduct or school bus transportation services should be directed to the school-level transportation contact or the office of transportation at Ruby Operations Offices. The driver of the school bus is in complete charge of the passengers while they are aboard the bus. All students must arrive at school and return home safely; therefore, it is imperative that all passengers follow the bus code of conduct. This code of conduct has been prepared in order to provide for the safety of all passengers and in support of the safest operation of the bus. All passengers are expected to model behaviors that would allow them to enjoy the privilege of riding buses.

The administration reserves the right to adjust disciplinary actions as deemed appropriate for the violation of bus safety rules.

Riding a school bus is a privilege, not a right. Appropriate behavior is expected on the bus at all times. The following policy will be in effect for all middle/high school students who ride school buses.

**Bus Offense 1:** Fighting while on the bus.

**Referral 1:** 5 days Out-of-School Suspension, referral to a pre-expulsion hearing, and 5 days off the bus.

**Referral 2:** 5-10 days Out-of-School Suspension, permanent removal from bus, and recommendation for expulsion.

**Bus Offense 2:** Safety offenses and refusal to listen to the driver. This offense includes any action that may cause the driver to stop the bus in order to correct the situation. It also includes actions that may cause the driver to lose concentration or take his or her eyes off of the road.

**Referrals:** Warning, a number of days off of the bus, loss of bus privileges for the rest of the year, or other appropriate consequences, as deemed by administration. Any behavior of a serious nature may result in an immediate removal from the bus for the remainder of the year at the discretion of the administration.

### **Additional Bus Offense Information**

- Students involved in damage or destruction of property will share equally in the cost of repairs or replacement of that property. Additionally, refer to the appropriate offenses that address vandalism.
- There will be no possession of or use of tobacco products or paraphernalia on the buses. Open food or drinks are not allowed on the buses. Additionally, refer to the appropriate offenses that address these violations.
- Profanity and other inappropriate language will be treated as a safety violation.
- In accordance with state law, the bus driver is in charge and his/her word is final; however, any misconduct or prejudicial treatment of students by the driver should be reported to the Chesterfield County School District Bus Supervisor in writing (and signed) as soon as possible.

***It will be the responsibility of the parent or guardian to see that the student is transported to and from school during times when a student has been suspended from the bus.***

Students and parents are reminded that they should not attempt to discuss bus rule violations or bus suspensions with the driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus may be prosecuted under applicable South Carolina law.

**SUSPENSION OR EXPULSION ACTIONS FOR**  
**CHESTERFIELD COUNTY SCHOOL DISTRICT**  
**STUDENTS IN THE SECONDARY SCHOOLS**

*The statement below represents the minimum punishment for any breach of conduct.* South Carolina State Law and the school board delegate to the administrator the authority to suspend any student for 10 days.

{#8} Section 16-3-1040. Of the Safe School Act of 1990. It is unlawful for any person to knowingly deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of their immediate families.

Any person violating the provisions of the section must, upon conviction, be punished by a term of imprisonment of not more than five years.

{#39} Accessing or transmitting any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening obscene/profane material, or material prohibited by trade secret. (Refer to District Internet Acceptable Use Guidelines). Some of the breaches of conduct that lead to suspension or expulsion are as follows:

**CATALOG OF OFFENSES AND CONSEQUENCES**  
*Consequences of discipline referrals are subject to the discretion of school administration.*

**Category I: Minor Offenses**

**Category I offenses are those actions that interfere with the normal operation of the school day for both students and school personnel. All sanctions for Category I Offenses will begin anew at the beginning of second semester.**

**Offense 1:** General classroom misconduct

**Offense 2:** Failure to follow general instructions

**Offense 3:** Continually unprepared for class

**Offenses 1-3 will be handled pursuant to each school's site policy. Sanctions may include such school-based consequences as warnings, parental contact, referral to guidance, In-School Suspension (ISS), detention, or Out-of-School Suspension (OSS).**

**Offense 4:** Loitering in an unauthorized area or misbehaving in restrooms

**Offense 5:** Running, playing, or horseplay (hall or grounds) that may endanger self or others

**Offense 6:** Improper show of affection

**Offense 7:** Unauthorized sale of items (candy, etc.)

**Offense 8:** Dress code violations which the student refuses to correct

**Offense 9:** Other minor offenses

**Offense 10:** Excessive discipline referrals

**Offense 11:** Use of paging device, cell phones, or any unauthorized communication device, without permission of school staff, during the school day.

**Offenses 4-11 will be handled in the following manner:**

**Referral 1:** Warning and/or contact with the parent/guardian

**Referrals 2-4** Warning, parent contact, and/or 1 day In-School Suspension; overnight suspension pending conference with parent; will be handled pursuant to each school's site policy.

**For Referrals 5** and each additional referral, students may be assigned 1 day Out-of-School Suspension. Once a student has accumulated a minimum of 5 days Out-of-School Suspension, he/she may be referred to a pre-expulsion hearing prior to being reinstated. An administrator may offer the following alternatives to Out-of-School Suspension:

- A parent may opt to shadow his/her child for one day instead of any 1 day Out-of-School Suspension. A parent is not to be an active participant in the class and is to be an observer only.
- The principal at each school may limit the number of times that shadowing is allowed instead of OSS.

Note: All teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance). The consequences listed



above come into effect only after the student has been referred to an administrator.

## **Category II: Intermediate Offenses**

**Category II offenses are those actions that are directed against other persons or their property. These actions may also endanger the health and safety of oneself or others.**

**Offense 12:** Malicious mischief (turning water faucet toward floor, pulling chair out from student, etc.)

**Offense 13:** Minor vandalism (\$75 or less) (restitution required)

**Offense 14:** Minor theft (\$75 or less) (restitution required)

**Offense 15:** Trespassing by a student from an in-district campus

**Offense 16:** Cheating (giving or accepting assistance) (zero on work)

**Offense 17:** Abusive, profane, or obscene language, gestures, or material (student to student) (i.e., gender or racial slurs)

**Offense 18:** Forging or falsifying information (written or verbal)

**Offense 19:** Failure to report to an assigned area (cutting classes, leaving class without authorization, etc.)

**Offense 20:** Violation of the Chesterfield County School District Technology User Agreement Policy

**Offense 21:** Unlawful assembly

**Offense 22:** Disrupting a lawful assembly

**Offense 23:** Minor disrespect (i.e., talking back)

**Offense 24:** Gambling

**Offense 25:** Any activity that endangers self or others while at school

**Possible sanctions for Category II offenses may include, but are not limited to, one or more of the following actions:**

**Referral 1:** 1 day In-School Suspension

**Referral 2:** 1 day Out-of-School Suspension

**Referral 3:** 3 days Out-of-School Suspension

**Referral 4:** 5 days Out-of-School Suspension and referral to a pre-expulsion hearing

**Referral 5:** 5-10 days Out-of-School Suspension and referral for expulsion

An administrator may offer the following alternatives to Out-of-School Suspension:

- A parent may opt to shadow their child for one day instead of any 1 day Out-of-School Suspension. A parent is not to be an active participant in the class and is to be an observer only.

- The principal at each school may limit the number of times that shadowing is allowed instead of OSS.

### **Category III: Serious Offenses**

**Category III offenses are those actions that display a lack of regard for school or district policies, as well as the rights of other students and school personnel. Law enforcement may be notified by either school officials or parents, as appropriate.**

- Offense 26:** Displaying/possessing gang materials/signs/symbols
- Offense 27:** Possession or use of tobacco products or related paraphernalia (lighters, matches, rolling paper, etc.)
- Offense 28:** Deliberate disobedience/refusal to obey school personnel (Insubordination)
- Offense 29:** Possessing a weapon or look-a-like weapon that does not violate state or federal law
- Offense 30:** Trespassing by a suspended student
- Offense 31:** Major disrespect to school personnel
- Offense 32:** Theft (\$75 to \$199) (restitution required)
- Offense 33:** Vandalism (\$75 to \$199) (restitution required)
- Offense 34:** Threatening, intimidating, taunting, or harassing another student (verbally, physically, or written)

**Offense 35:** Leaving school grounds without administrative permission (also includes failure to sign out)

**Offense 36:** Fighting at school or at any school sanctioned event (**First offense automatically starts at referral 2**)

**Offense 37:** Inappropriate use of cell phone/technology (i.e., filming a fight, cheating, etc.)

**Offense 38:** Use of obscene or profane language, gestures, or material to school personnel

**Possible sanctions for Category III offenses may include, but are not limited to, one or more of the following actions:**

**Referral 1:** 3 days Out-of-School Suspension

**Referral 2:** 5 days Out-of-School Suspension and referral to pre-expulsion hearing

**Referral 3:** Students will be assigned 5-10 days Out-of-School Suspension and recommended for expulsion.

#### **Category IV: Severe Offenses**

**Category IV offenses are those actions that violate state or local laws and will result in an automatic suspension and a recommendation for expulsion. Further, regardless of the school sanction imposed, law enforcement will be notified as necessary.**

- Offense 39:** Possessing, brandishing, pointing or discharging a firearm, pellet gun or any other projectile type weapon
- Offense 40:** Possession or use of any knife, brass knuckles or other object that violates state or federal law
- Offense 41:** Threatening, intimidating, or act of physical or verbal abuse to school personnel
- Offense 42:** Setting off false fire alarm or setting a fire
- Offense 43:** Under the influence of any controlled substance: 1<sup>st</sup> offense: five days suspension and return to school under probationary contract and referral to ALPHA Center; 2<sup>nd</sup> offense: recommendation to alternative school and must attend ALPHA Program or possible expulsion
- Offense 44:** Use or possession of drugs, drug paraphernalia, or other controlled substance: 1<sup>st</sup> offense: student sent home immediately and may attend the alternative school, at the discretion of the principal, and must attend ALPHA Program or expulsion
- Offense 45:** Selling or possession with intent to distribute drugs or other controlled substance: 1<sup>st</sup> offense: expulsion
- Offense 46:** Invasion of privacy (includes molestation, areas off limits to that sex/gender, and any applicable violations)

- Offense 47:** Major vandalism (\$200 or more) (Restitution required)
- Offense 48:** Major theft (\$200 or more) (Restitution required)
- Offense 49:** Unprovoked physical abuse (student(s) attack another student without provocation)
- Offense 50:** Gang attack (two or more students attack, threaten, or intimidate another student)
- Offense 51:** Indecent exposure
- Offense 52:** Possession, manufacture, or discharge of any type of bomb or facsimile/fireworks; also includes the making of bomb threats and/or making improper 911 calls

## **TECHNOLOGY RESOURCES – INTERNET**

The Board of Trustees believes that any use of the Internet should be in support of education and research and consistent with educational objectives of our district.

All Internet users within Chesterfield County School District are expected to act responsibly, ethically, and legally in accordance with Chesterfield County School District Acceptable Use Guidelines and the laws of the state and United States. Guidelines will be distributed to all students, teachers, staff, and administration.

Student Internet activities will be monitored by the district to deter students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

The district will provide reasonable notice of at least one public hearing or meeting to address and communicate its Internet safety measures.



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*The Chesterfield County School District is committed to a policy of nondiscrimination on the basis of age, handicap, national*

*origin, race or sex in its education programs, activities or employment practices.*

*08/16*