



Student Discipline Handbook

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

Chesterfield County School District provides this discipline handbook to all middle and secondary school students in order to familiarize them with school rules and practices. The Student Discipline 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 Web site. Go to www.chesterfield.k12.sc.us and click on the link, School Board Policy Manual.



- 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.
- 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.

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.



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.



Chesterfield County School District

401 West Boulevard
Chesterfield, S.C. 29709
Telephone - (843) 623-2175 Fax - (843) 623-3434

Dr. John E. Williams, Jr.
Superintendent

Dear Student:

As you begin the school year, you are encouraged to use this *Student Discipline Handbook* to plan your school year and to review with your parents the Student Code of Conduct which you will find contained inside the handbook. The Student Code of Conduct provides a framework of rules and the consequences if any of these rules are broken.

Your teachers, principals, and all school district personnel stand ready to assist you to have a successful and productive school year. It is our responsibility to provide you with a quality education program so that you will become successful in life. It is your responsibility to do the following:

1. Attend school regularly.
2. Pay attention in class.
3. Be well behaved.
4. Do your homework.
5. Be courteous.
6. Be helpful.
7. Be responsible.
8. Enjoy school and your friends.

If you follow these rules, you will have a rewarding and productive school year. You will gain the knowledge and experiences you will need to help you achieve your personal and professional goals.

I look forward to seeing you in the schools. I hope you have a great school year. If I can be of any help to you or your parents, please feel free to contact me at any time.

Sincerely,

John E. Williams, Jr., Ph.D.
Superintendent

INTRODUCTION

It is the goal of Chesterfield County School District to promote and develop good academic achievement and positive school citizenship. Students are expected to conduct themselves in an orderly, courteous, and dignified manner.

All students have a responsibility to know and comply with the policies, rules, and regulations of the District and its schools. The Student Discipline Handbook defines unacceptable student behaviors. Students who violate the provisions of the Student Discipline Handbook will be disciplined.

Each student will be provided with a copy of this handbook. Parents and the general community may obtain copies of this handbook by contacting the District Office.

AUTHORITY OF THE BOARD OF EDUCATION

Under State law, the Chesterfield County Board of Education (Board) may authorize or order the expulsion, suspension, or transfer of any student for commission of a crime, gross immorality, gross misbehavior, persistent disobedience, or for a violation of the policies, rules, and regulations as established by the District and/or the State Board of Education. The Board may also authorize or order the expulsion, suspension, or transfer of any student when it deems that the presence of the student is detrimental to the best interests of the District. Should a student commit an offense that is a violation of State or federal law, District or school officials shall notify appropriate law enforcement authorities.

PARENTAL RESPONSIBILITIES

The District solicits the assistance of parents/guardians to ensure that their children exhibit acceptable behavior. Although a code of conduct has been established by the Board, the District is not responsible for teaching discipline standards to students. Teachers will instruct students on the Student Discipline Handbook, and students will be tested on their knowledge; however, students are ultimately expected to know and follow the provisions of the Student Discipline Handbook.

NOTES

While the Student Discipline Handbook attempts to be comprehensive, it is impossible for the District to anticipate every situation that may arise at school. District and school administrators are given the authority to address any conduct not covered in the Student Discipline Handbook and are expected to use their judgment

facsimile/fireworks; also includes the making of bomb threats and/or making improper 911 calls.

Category V: Bus Offenses

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 high school students who ride school buses.

Offense 49: 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

Offense 50: 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 the road.

Referral 1: Warning or other appropriate consequences

Referral 2: 1 day off the bus and parent notification

Referral 3: 3 days off the bus and parent notification

Referral 4: 5 days off the bus. Parent conference required at school for reinstatement of bus privileges.

Referral 5: Loss of bus privileges for remainder of year. Parent notification by registered letter.

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.

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 37: Possessing, brandishing, pointing or discharging a firearm, pellet gun or any other projectile type weapon

Offense 38: Possession or use of any knife, brass knuckles or other object that violates state or federal law

Offense 39: Threatening, intimidating, or act of physical or verbal abuse to school personnel

Offense 40: Setting off false fire alarm or setting a fire

Offense 41: Use, possession, distribution, or sale of drugs, non-alcoholic beer, or other controlled substances. With a first offense of alcohol use or possession, the student loses all privileges and will not be allowed to participate in any extracurricular activities; he or she will only be allowed to attend class. The student will also be required to attend and successfully complete an alcohol intervention program offered by the county. A second offense of alcohol use or possession will result in expulsion for the remainder of the school year.

Offense 42: Use of obscene or profane language, gestures, or material to school personnel

Offense 43: Invasion of privacy (includes molestation, areas off limits to that sex/gender, and any applicable violations)

Offense 44: Major vandalism (\$100 or more) (Restitution required)

Offense 45: Major theft (\$100 or more) (Restitution required)

Offense 46: Unprovoked physical abuse (student(s) attack another student without provocation)

Offense 47: Gang attack (two or more students attack, threaten, or intimidate another student)

Offense 48: Possession, manufacture, or discharge of any type of bomb or

to assign appropriate consequences for misbehavior.

The code of conduct in the Student Discipline Handbook applies to any student:

1. who is on school or District property;
2. who is in attendance at school or any school-sponsored activity, whether on or off school grounds;
3. who is en route to and from school on a school bus or other District vehicle; or
4. whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in Chesterfield County School District.

EXTENUATING, MITIGATING OR AGGRAVATING CIRCUMSTANCES

The Board confers upon the Superintendent and his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The Superintendent and his/her designee should consider such circumstances in determining the most appropriate sanction.

SEXUAL HARASSMENT OR MISCONDUCT OF A SEXUAL NATURE

Sexually-oriented comments, threats, and intimidation; inappropriate conversations or jokes which make another person uncomfortable; and verbal or physical coercion are forbidden. Any student (or the parent of a student) who feels he/she has been subjected to sexual harassment or any type of inappropriate sexual conduct, whether by an employee or fellow student, is encouraged to file a complaint with the school principal. Copies of the Board's policy regarding sexual harassment are available in each school's main office and guidance counselor areas.

The administration will investigate all alleged incidents of sexual harassment and inappropriate conduct of a sexual nature, will have the authority to determine when sexual harassment or misconduct has occurred, and will take appropriate action accordingly. Notification to law enforcement shall be made as required by state law.

IMPORTANT TERMS

Expulsion

Expulsion means the student cannot attend school or be on District or school property, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. Every expelled student has the right to petition the Superintendent or his/her designee for readmission for the subsequent school year, unless the student has been permanently expelled by the Chesterfield County Board of Education. **Students who have been expelled will be placed on probation during the semester of their return.** The principal or his/her designee will inform the parents or legal guardians of the terms of the probation during the student's reentry hearing with the Education Advisory Council. If there are any violations of probation during the semester of a student's return, probation may be extended for an additional semester. Probation will generally mean that the number of referrals leading to a particular disciplinary action will be reduced.

Out-of-School Suspension

Out-of-school suspension means the student cannot attend school or be on District or school property, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. A student may be suspended for any reasons listed in the Student Discipline Handbook or Board policy JICDA/JICDA-R, for up to 10 school days for any one offense. When a student is suspended, the parents or legal guardian of the pupil shall be notified in writing of the reasons for such suspension and of a time and place when the administrator who initiated the suspension is available for a conference with the parents or guardian.

In-School Suspension

In-school suspension means the student has been assigned to the in-school suspension classroom as an alternative to out-of-school suspension. Students assigned to in-school suspension are required to complete all work assignments made by the regular teacher(s) and the in-school suspension teacher. Students who fail to report to in-school suspension or refuse to complete any assigned tasks may be assigned out-of-school suspension.

No student will be assigned to ISS more than a total of six days during the year. After the sixth day, all subsequent referrals may result in 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.

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 (In-subordination)

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 (\$25 to \$99) (restitution required)

Offense 33: Vandalism (\$25 to \$99) (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**)

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. Law enforcement may be notified by either school officials or parents, as appropriate.

STUDENT DRESS CODE

Offense 20: Failure to report to an assigned area (cutting classes, leaving class without authorization, etc.)

Offense 21: Violation of the Chesterfield County School District Technology User Agreement Policy

Offense 22: Unlawful assembly

Offense 23: Disrupting a lawful assembly

Offense 24: Minor disrespect (talking back, rolling eyes, etc.)

Offense 25: Gambling

Offense 26: 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.

In order to promote a healthy, appropriate learning environment, the following dress code has been established for Chesterfield County School District students:

- Students attending schools who have District School Board of Education adopted School Uniform Codes must conform to individual school rules regarding student uniforms. A supplement to the *Student Discipline Handbook* will be given to each student, which describes the student uniform requirements and the consequence for failure to comply. The School Uniform Code is not meant to replace the Student Dress Code in the *Student Discipline Handbook* but will supplement it.

- Neatness and cleanliness are expected of all students at all times.

- Clothing items must fit properly and must cover all types of underclothing. Excessively small-fitting or large-fitting clothing items are not permitted.

- No midriff tops, halter-tops, revealing sundresses, tube tops, tank shirts, or clothing that excessively reveals parts of the body will be worn.

- Clothing must not be see through.

- No hats, sunglasses, or other head coverings, including sweatshirt hoods, bandanas, sweatbands, stocking caps, or do-rags, will be worn in the building.

- All pants/shorts will be worn at the waist (**NO SAGGING**).

- All clothing (shorts, skirts, etc.) must be worn at fingertip length or below with arms extended.

- No unfastened clothes or belts are allowed.

- No clothing advertising, promoting, or displaying the use of drugs; alcohol; tobacco; narcotics; profane language; weapons; or suggestive slogans, pictures, or offensive materials is allowed.

- No clothing displaying any gang symbols or references is allowed.

- The administration reserves the right to prohibit the wearing of any item of clothing or symbol that is inappropriate or disruptive to the daily operation of the school.

*** Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.*

CATALOG OF OFFENSES AND CONSEQUENCES

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:** Tardiness (to class or to school)
- Offense 2:** General classroom misconduct
- Offense 3:** Failure to follow general instructions
- Offense 4:** Continually unprepared for class
- Offense 5:** Eating/drinking in class (gum included)

Offenses 1-5 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, detention, or out-of-school suspension.

- Offense 6:** Loitering in an unauthorized area
- Offense 7:** No hall pass
- Offense 8:** Running, playing, or horseplay (hall or grounds) that may endanger self or others
- Offense 9:** Improper show of affection
- Offense 10:** Unauthorized sale of items (candy, etc.)
- Offense 11:** Dress code violations which the student refuses to correct
- Offense 12:** Other minor offenses

Offenses 6-12 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

For Referral 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; however, Category I offenses generally will not lead to expulsion. 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 13:** Possessing a cell phone, pager or other telecommunications device during the school day. Individual principals will determine the locale for keeping such devices during the school day.
- Offense 14:** Minor Vandalism (\$25 or less) (Restitution required)
- Offense 15:** Minor Theft (\$25 or less) (Restitution required)
- Offense 16:** Trespassing by a student from an in-district campus
- Offense 17:** Cheating (giving or accepting assistance) (Zero on work)
- Offense 18:** Abusive, profane, or obscene language, gestures, or material (student to student)
- Offense 19:** Forging or falsifying information (written or verbal)