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STUDENT LEADERSHIP HANDBOOK



Opportunities

Rights and Responsibilities

Code of Conduct

Foreword

Education is the primary focus of the Chester County School District. Every student and teacher has the right, ability, and desire to learn and teach. By keeping a simple focus on education, Chester County School District will grow to become one of the strongest in the region.

This handbook represents a district-wide effort to bring consistency and fairness to all students. It presents guidelines for student opportunities, attendance, and academics, as well as general information and behavior expectations based on the policies of the Chester County School District Board of School Trustees. The following broad categories are included:

- Student opportunities
- Basic rights and responsibilities
- Attendance procedures
- Academic standards
- General information
- Code of conduct

The information detailed in this document is part of a heightened effort to raise the academic standards of every student in Chester County. By working together with students, parents, educators, and the community, Chester County School District will achieve *Academic Excellence for all Children*.

Chester County School District provides this handbook to students and parents to familiarize both with district policies, rules, and practices. The policies, rules, and practices to which it refers or which it contains may be amended, modified, or discontinued at any time by the District or school. This handbook is not intended to replace the actual policies and procedures established by the Chester County Board of School Trustees. If a policy or rule is abbreviated or in error, the official board policy as stated in the Board Policy Manual will take precedence. Copies of the Board Policy Manual are available in the school media center, school office, and on the Chester County School District's website: www.chester.k12.sc.us.

THE SCHOOL DISTRICT OF CHESTER COUNTY

***109 Hinton Street
Chester, South Carolina 29706***

Phone – 803-385-6122

Fax – 803-581-0863

Website – www.chester.k12.sc.us

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Basic Rights and Responsibilities

A positive school climate conducive to the individual pursuit of learning and working is the shared responsibility of parents/guardians, students, and all school personnel. Everyone is expected to work toward this goal and to respect the individuality and rights of each person.

The regulations below are in accordance with S.C. state laws and Chester County Board of School Trustees policies. These guidelines are subject to the provisions of the Individuals with Disabilities Education Act (originally known as Public Law 94-142).

Responsibilities

A. Board of School Trustees Responsibilities

1. To adopt a fair and consistent discipline policy which establishes clear standards for student behavior?
2. To ensure, through the Superintendent, fair and consistent application of the discipline policy by school employees.

B. Parent(s)/Guardian(s) Responsibilities

1. To assume legal responsibility for the behavior of the student as determined by law and community practice and to ensure that the student is familiar with the discipline policy and regulations.
2. To teach the student self-discipline as well as respect for authority and the rights of others.
3. To make sure that the student attends school regularly and that the school receives notification of the reason for absences when the student cannot attend.
4. To work to the best of his/her ability to provide the materials and positive home learning environment necessary for the student to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number at which he/she may be reached during the school day.
6. To respond quickly to any school request to pickup/remove the student from school.
7. To attend conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the student.

C. Student Responsibilities

1. To be aware of and abide by district-wide policies, regulations, and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil, and property rights of all members of the school community.

5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on time, and prepared with the necessary learning materials.
8. To know and follow the policies and regulations for all events considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

D. Teacher Responsibilities

1. To provide appropriate learning opportunities for all students.
2. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
3. To accept shared responsibility for control and discipline of students throughout the school building and property.
4. To consider the physical, social, intellectual, and emotional development of students.
5. To establish and inform students of individual classroom behavior expectations and to maintain discipline within the classroom.
6. To be aware of and abide by district-wide policies, regulations, and school guidelines for discipline.
7. To confer with support personnel for possible solutions to inappropriate behavior and attend conferences upon request.
8. To use positive reinforcement, whenever possible, and to refrain from negative comparison when correcting a student.
9. To report to the parent(s)/guardian(s) at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior.
10. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out-of-class disciplinary action.
11. To refer, in writing, a disruptive student to the principal or his/her designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

E. Administrative Responsibilities

1. To consistently apply the Code of Conduct in dealing with student behavior.
2. To maintain order on the campus. (The principal of each school has primary responsibility for maintaining order on campus.)

3. To discipline students and to assign disciplinary duties to staff as deemed appropriate. The principal will have authority to exercise discipline over the students of the school following the policies adopted by the Board of School Trustees.
4. To report certain acts to law enforcement. When the principal has knowledge of or actual notice from school staff that an act has occurred on school property involving assault resulting in serious personal injury, sexual offenses, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal will immediately report the act to the appropriate local law enforcement agency.
5. To assume overall responsibility for the implementation of procedures and rules that is necessary to establish standards of acceptable student behavior in the school.
6. To be readily available to handle disruptive behavior, discipline, and emergency situations.
7. To communicate effectively the expectations of the school discipline program to parents and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
8. To develop a strategic plan that will mobilize community resources/agencies that can provide additional services and support to the school discipline program.
9. To provide professional development to teachers and parents on issues related to a sound disciplinary program, i.e. intervention strategies, establishing effective rules and consequences, legal issues, etc.
10. To continuously monitor and assess current data in order to make modifications to the program and provide alternative disciplinary strategies to fit the needs of the school.

Publication/Release of Student Photographs, Work and/or Information

Students are often photographed or videotaped for a variety of purposes. Examples include, but are not limited to; recognizing students' accomplishments, publicizing school events or activities, and recording teachers and students during demonstration lessons. Photographs are often displayed in the school, sent to the newspaper, displayed in school yearbooks, or included in newsletters or on the school or district websites. Students' names, work and/or photographs are also printed in newspapers or included on the school/district website to highlight honor roll students and winners of art shows or other judged activities.

If you do **not** want your child to participate or be identified through any of these activities, please **notify** the school office **in writing**. Your request will be honored.

The Chester County School District and its schools support the provisions of Title VI of the Civil Rights Act and Title IX of the Education Amendments of 1972 and commit to a policy of non-discrimination on the basis of race, religion, color, disability, sex, age, alienage, or national origin, and equal educational opportunities for students. Any student or his/her parent with questions regarding nondiscrimination in school activities may contact the District's Title VI and IX Coordinator at the Chester County School District Office, and 109 Hinton Street, Chester, SC 29706, (803) 385-6122.

Student Opportunities

Chester County School District recognizes the importance of being a well-rounded individual. In order to help students reach their maximum potential, several opportunities await every student as he/she enters the doors of his/her school. Whether just beginning his/her educational journey or nearing graduation, every school has something to offer.

Throughout this great school district, one will find many activities, athletic teams, clubs, or service organizations. Most groups have membership based on meeting specific requirements, some offer membership based on performance criteria, while others have open membership based on common interests or enjoyment.

Below are the extracurricular activities, honors, etc. in which one may participate. A brief description is given and requirements, if any. *(Not all organizations are offered at every school. If your school does not offer a selection, speak with the principal. If groups seeking club status secure an appropriate sponsor and adequate numbers of potential members, the school will assist in helping the group attain official status as a club).*

Elementary School Level

All of our elementary schools are unique and offer a variety of activities, clubs, and organizations. Students have excellent opportunities to learn and to grow through both academic and extracurricular experiences. To determine which specific clubs, activities, and organizations are available for your child, please contact the school office.

Chester Park School of Fine Arts	(803) 581-7279
Chester Park School of Literacy through Technology	(803) 581-7275
Chester Park School of Inquiry	(803) 581-7282
Great Falls Elementary	(803) 482-2214
Lewisville Elementary	(803) 789-5164
Academy for Teaching and Learning	(803) 385-6334

Middle School Level

(Not all organizations are offered at every school)

Academic Challenge Team

Academic Challenge Teams are composed of seventh and eighth grade students. They compete against area schools in quiz bowl type scrimmages. A final competition is held at the end of the season at the annual Academic Challenge Festival. Teams are made up of students who are knowledgeable in academic areas such as literature, math, history, science, music, art, and current events. To be a member, students must have a teacher recommendation and an acceptable score on the Academic Challenge Test.

Art Club

The Art Club consists of informal meetings of students interested in the arts. Any student who cares about art and is willing to work is welcomed. Students work with a wide variety of media, including drawing, painting, graphic design, and sculpture.

Band

Middle School Band is an ongoing class that provides instruction in instrumental music education. In addition to classes, the band participates in All State Band, concert festivals, and the Solo & Ensemble Festival.

Band classes are composed of students who, with parental approval, elect to take the course in sixth grade. Participation in subsequent years is limited to those who have previously been enrolled.

Camp Thunderbird

Each year a group of sixth graders is randomly selected to attend Camp Thunderbird. This is a three-day/two night experience to the Environmental Education Center at Camp Thunderbird. Compass reading, forest ecology, bird study, Native American study, and fish study are a few of the classes that the students participate in while at this “classroom in the wood.” The school will notify parents of any required fees.

Choral Music

Choral music students are selected by audition. Students are required to give concerts for school and community events. Students provide music for athletic events, city ceremonies, etc. Students are required to take a choral class, purchase the required uniform(s), and attend all performances.

Junior Beta Club

Junior Beta Club is a scholastic organization based on character, leadership, academics, and community service. Junior Beta Club is open to students in the seventh and eighth grades that have an “A” average in the core academic areas for two semesters. Once students have been chosen for membership, they are required to complete ten hours of community service as well as maintain a good academic record.

Literary Club

Literary Club is for anyone interested in reading for fun. Its purpose is to encourage recreational reading and to promote the development of good literary skills. Literary club members meet once a month.

Mathcounts

Mathcounts is a nationwide math coaching and competition program for seventh and eighth grade students. It promotes students’ interest in math by making math achievement as challenging, exciting, and prestigious as a school sport.

Math-A-Thon

Each year the math department sponsors the Math-A-Thon for St. Jude’s Children Research Hospital. Students improve their math skills by completing problems in the Math-A-Thon Funbook for which they obtain pledges from family, friends, and the community.

Mentor Program

The Chester County Mentor Program provides positive role models to encourage students to improve their grades and to make better life choices. Mentors extend the family of the student by creating an additional interpersonal relationship, raising expectations of achievements for the student, and becoming a part of the academic life of the student through regular communication with the school.

National Geography Bee

All middle school students compete in the National Geographic Geography Bee. The school-wide winner receives a medal and a chance to compete at the state level. The bee is conducted to promote geography in the schools.

National Middle School Month

This month of activities recognizes the importance of middle level school initiatives. Each year schools engage in activities as outlined by the National Middle Level Education Committee.

Newspaper Staff

The newspaper staff helps to produce the school newsletter. The newspaper staff is charged with creating an interesting and informative newsletter, which is distributed throughout the year. While working on the staff, students learn interview skills, word processing skills, editing skills, and Internet use.

Science Fair

Sixth grade students participate in a science fair. Students plan an investigation and conduct a scientific experiment to find answers to their questions. Data and conclusions are displayed through several different mediums. Students enjoy the benefits of using the scientific process, as well as the use of technology.

Science Club

The purpose of the Science Club is to sponsor field trips to emphasize concepts studied in the eighth grade science curriculum. To be a member, students must be in the eighth grade and maintain a “C” average or better. The club has taken two trips to Congaree Swamp and Sesquicentennial State Park to allow for a hands-on close-up look at the geological features of these areas.

Spelling Bee

The Chester County School District Spelling Bee is an annual event. All students participate in a class spelling bee, usually held in language arts classes. The *Charlotte Observer* provides a booklet of words and rules. Class winners advance to the school’s spelling bee. The school winner advances to the Chester County School District Spelling Bee. The district winner represents the school district in the *Charlotte Observer* Regional Spelling Bee. The regional winner advances to the Scripps Howard National Spelling Bee in Washington, D.C.

Student Council

At the beginning of each school year, each homeroom elects its representative and alternate to serve on the student council. The student council works on special service projects such as raising money for the Leukemia Society and sponsoring a blood drive.

Student Publications

The Student Publication Club is for anyone interested in writing for fun. Its purpose is to encourage recreational writing and to promote the development of good literary skills. Student Publications members meet once a month.

Talent Show

The annual talent show gives students and faculty the chance to showcase their talents. It encourages individual confidence and self-motivation. Students compete in a positive setting and vie for prizes.

Yearbook Staff

The yearbook staff meets on a regular basis to help construct the school yearbook. Students select covers, organize student pictures and class collages, arrange layouts, and take pictures.

High School Level

(Not all organizations are offered at every school)

Academic Challenge Team

Academic Challenge Teams are composed of students who are willing to participate and attend mandatory practices. The teams compete against other area schools twice a year. The teams consist of students who are knowledgeable in academic areas such as literature, math, history, science, music, art, and current events.

Yearbook Staff

Open to all students, Annual Staff membership is limited at the discretion of the advisor. These students have the primary responsibility for planning and producing their high school annual. They are involved in all facets of publishing the yearbook.

Beta Club

Beta Club is a scholastic organization based on character, leadership, academics, and community service. The Beta Club is open to sophomores who have a minimum GPA of 3.75. Once students have been chosen for membership, they are required to complete ten hours of community service as well as maintain a good academic record.

BAND

Concert Band

Concert Band represents area high schools at certain community events as well as the state level events sponsored by the South Carolina Band Directors Association. The Concert Band is composed of musicians in grades 8-12 who meet minimum requirements.

Marching Band

Marching Band is open to selected musicians from grades 8-12. Students attend band camp prior to the beginning of school to prepare for marching season. The band competes in various competitions during the month of October. Competition at the State Championship is based on the previous performances. The band also provides music at half-time of the football games and marches in various parades around the county.

Color Guard

The Color Guard, part of the Marching Band, is open to students in grades 8-12. The guard performs drill and dance routines involving a variety of props and equipment. The guard is an integral part of the Marching Band performance. (See Marching Band)

Honors Chorus

Honors Chorus is open to students by audition only. The chorus performs at special functions and upon request.

DECA

Distributive Education Club of America is an organization of marketing and entrepreneurship students. This organization provides teachers and members with educational and leadership development activities as an extension of the classroom instructional program. The goal of DECA is to develop a "career success kit" for students to carry into their business and personal lives after graduation. To accomplish this, DECA utilizes on-the-job experience, chapter projects, and a program of competency-based competitive events in specific marketing occupational areas.

Drama

The Drama Club is open to all students. Membership does not depend on grade level or GPA. The goal of the drama club is to promote school wide participation in the performing arts and to improve the student's knowledge of theater through drama experiences. Besides producing plays for the high school theater and attending various state conferences, the drama club builds sets for other clubs and community functions. It also distributes information to students about local performances.

FBLA

Future Business Leaders of America is a national organization. This organization involves nearly 250,000 members in over 13,000 chartered chapters in the United States, Puerto Rico, the Virgin Islands, and Department of Defense Schools worldwide. Membership dues and national financial development activities provide a financial base for the National Association, which offers leadership and guidance while developing support services and major programs. Membership is open to students in grades 9-12, enrolled in business or business-related courses, which accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to meaningful school-community relations, and possess qualities for employment.

FCA

Fellowship of Christian Athletes is an open club for all students who wish to share their Christian values. One does not have to be an athlete to be part of the FCA.

FCCLA

The Family, Career, and Community Leaders of America is a national vocational student organization for young men and women who are or have been enrolled in Family and Consumer Science courses.

FFA

Future Farmers of America has programs on the local, state, and national levels that help young people reach their potential for leadership, personal growth, and career success through agricultural education. Whether entering the workforce directly or pursuing higher degrees, FFA members are exposed to a comprehensive curriculum, as well as plenty of hands-on experience.

HOSA

Health Occupations Students of America is involved in many activities ranging from community service to competition. This organization has helped the Make-A-Wish Foundation and the Salvation Army. HOSA

competition involves many hours of hard work in various medical fields. Skills are later tested at regional, state, and national competitions.

Newspaper Staff

Open to all students, the newspaper staff publishes a quarterly school paper.

Office Assistants

Selected students serve as assistants in the school office. Students run errands, sort mail, answer the phone, etc.

Peer Leaders

Selected students with good grades and no discipline records act as models for younger students with problems involving academics, behavior, or activities.

JROTC Drill Team

The mission of the Army JROTC is to motivate young people to be better citizens. The Drill Team is the elite of this organization; they practice and execute precision military drills. They have competed in a host of competitions securing a reputation as a powerhouse in the region. In past years they have been invited to the National High School Drill Competition. They have been named the "HOOAH: Battalion," which is slang used by soldiers and cadets meaning any and everything except NO!

Media Center Assistants

Media Center assistants help facilitate the smooth operation of the schools' media centers. Students must contact the school media specialist if they are interested in assisting. Selected students work during the week in the library before, during, and after school. They straighten shelves, shelve books, help produce displays, participate in publishing a newsletter, and perform other tasks that help make the library a well-organized, effective learning center for all students.

SAT 1000 Club

The SAT 1000 Club is open to all students who achieve 1000+ on the SAT or the equivalent on the ACT.

SOS

Students Out to Serve is a service organization whose members are genuinely concerned about the welfare of others. The aim of SOS is to make a difference in the lives of those it strives to serve. Students must maintain a 2.8 GPA or above and a clean discipline record, receive recommendations from teachers, and complete a satisfactory interview with the sponsor.

Spanish Club

Several different Spanish clubs are offered depending on a student's level in Spanish. Students wanting to gain a thorough knowledge of the Spanish language will enjoy the Spanish Club.

Spanish Honor Society

The Spanish Honor Society is sponsored by the American Association of Teachers of Spanish and Portuguese. Its purpose is to recognize high achieving students who take these languages and to promote interest in the languages. Students must have an A average for 3 semesters to be a member.

Student Council

Student Council is a student organization made up of six executive officers and the officers of each class. Students are elected by the student body and must meet GPA criteria. Members of the Student Council must have a 2.0 GPA for the preceding semester and good conduct. Executive Officers must have a 3.0 GPA for the preceding semester and good conduct. Members and officers must have been enrolled in this high school for at least one semester prior to election. The Student Council is a channel for communication between the student body, faculty, and administration. The Council also organizes social functions and community projects.

Tri-M

The Tri-M organization is made up of students, faculty, and honorary members. In order to be considered for the Tri-M, one must be enrolled in a music class – choir, band, color guard, piano, or jazz band. Only students in grades ten through twelve are eligible. Members are required to perform in an ensemble, have excellent character, and demonstrate outstanding musicianship. Interested individuals need to contact their music instructor for a recommendation; complete an application; and meet GPA, behavior, and performance criteria.

Skills USA

Skills USA is a national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations. Skills USA provides quality educational experiences in student leadership, teamwork, citizenship, and character building. It emphasizes total quality work.

ACCENT

Academically Gifted and Talented Program

Mission Statement

The mission of gifted education is to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics and needs of these students.

Referrals

Referrals from administrators, parents, teachers, and students are accepted for screening. Screening does not guarantee placement in the program. Referral forms can be obtained from principals, guidance counselors, or via the district website, www.chester.k12.sc.us

Screening

Screening for academic gifted programs begins in fall of grade two for 3rd grade placement. For specific information regarding the program, contact the ACCENT Program coordinator at (803) 581-9546.

The Chester County ACCENT Program serves students in grades 3 through 5 in a pull-out program which meets one day a week. Students in grades 6 through 12 are served in middle and high school G/T classes and honors classes.

Selection Criteria*

Gifted and talented students may be found within any racial, ethnic, or socio-economic group; within any nationality; within both genders; and within populations with disabilities.

Identification is a multi-step process, which consists of referral, screening, and assessment of eligibility by a district evaluation and placement team. The state of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted and talented programs, a student must meet the eligibility criteria in two out of the following three dimensions:

- **Dimension A – Reasoning Abilities:** Students must score at the 93rd national age percentile on a nationally normed aptitude test. Students may be eligible for placement on the basis of **aptitude scores alone** if they score at the 96th national age percentile on the composite score of a nationally normed aptitude test.
- **Dimension B – Achievement:** Students must score at the 94th national percentile on approved sub tests (reading comprehension and/or mathematical concepts and problem solving) on a nationally normed achievement test or score advanced on English/Language Arts subtest and/or math subtest of the South Carolina statewide assessment instrument (Fall- MAP Scores)
- **Dimension C- Academic Performance:** For placement in grades 3-6, a student must achieve a performance standard score based on age or grade on The STAR Performance Task Test. Score requirements are as follows:
 - Primary Grade Two is 16 on verbal or nonverbal; Primary Grade Three is 18 verbal or nonverbal;
 - Intermediate Grade Four is 16 verbal or 22 nonverbal; and Intermediate Grade Five is 18 verbal or 25 nonverbal.
 - For placement in grades 7-10, a 3.75 grade point average in the academic disciplines is required.
 - Performance tasks or grade point average should be used after a student meets the standard on either aptitude or achievement, but not both.

* No private testing will be accepted for eligibility, but those results may be considered for referral purposes.

Characteristics

- Learns easily and rapidly
- Thinks clearly, recognizes implied relationships, comprehends meanings
- Reads above grade level
- Retains what he/she has heard or read without appearing to need much rote or drill
- Possesses a large vocabulary
- Exhibits independence, individualism, self-sufficiency
- Demonstrates a curious and investigative nature
- Focuses intently on areas of interest
- Produces original products or ideas
- Prefers complex ideas

Athletic Offerings

Going hand-in-hand with clubs, activities, and organizations are athletics. Chester County School District understands the positive effect sports can have on today's youth. We are proud to offer a wide variety of sports for middle and high school students, both male and female. **Due to the size variations among schools, not all sports are offered at all schools.** The school district makes every effort to allow students the widest range of choices possible.

Middle School Athletics Grades 7 & 8

Middle school athletic teams are offered at all Chester County School District's middle schools. The South Carolina High School League has determined that middle school athletics is only open to students in grades seven and eight.

Athletic Eligibility

1. Students must have a copy of their birth certificate on file in the school office.
2. Students must have a complete physical from their doctor dated no later than April 1st of the previous year.
3. Students must meet sixth or seventh grade academic promotion standards for their school.
A seventh or eighth grade repeater WILL NOT be eligible during a school year if academic requirements for promotion were not met. (A student may be eligible for second semester if he/she passes first semester work.)

SPORT	SEASON
Football	Fall
Cheerleading	Fall/Winter
Basketball	Winter
Wrestling*	Winter
Soccer*	Spring

* Not available at all middle schools at this time.

Other Sports

Middle school students (7th & 8th grade) may participate in certain high school sports. According to South Carolina High School League rules, middle school students may compete at the high school level except for varsity football, varsity wrestling, and varsity soccer.

High School Athletics Grades 7 through 12

High school athletic teams are offered at all Chester County School District's high schools. The South Carolina High School League has determined that high school athletics are open to students in grades seven through twelve (except varsity football, varsity wrestling, and varsity soccer- grades nine through twelve only.)

Athletic Eligibility

1. Students must have a copy of their birth certificate on file in the school office.
2. Students must have a complete physical from their doctor dated no later than April 1st of the previous year.
3. A student, while participating, must be a full-time student as determined by the State Department of Education. A student who is repeating a course for which he/she has previously received credit cannot count this course as one required for eligibility.
4. To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:
 - a. To be eligible in the first semester the student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
 - b. To be eligible during the second semester the student must meet one of the following conditions:
 - 1 - Meet first semester eligibility and must pass the equivalent of four ½ units during the first semester,
 - 2- OR, If not eligible first semester, must pass the equivalent of 5 ½ units during the first semester.

SPORTS AND SEASON

SPORT	LEVEL	SEASON
Football	9 th Grade	Fall
Football	J.V.	Fall
Football	Varsity	Fall
Cheerleading	J.V.	Fall/Winter
Cheerleading	Varsity	Fall/winter
Volleyball	Varsity	Fall
Cross Country	Varsity	Fall
Tennis	Varsity	Fall
Basketball	9 th Grade	Winter
Basketball	J.V.	Winter
Basketball	Varsity	Winter
Wrestling	J.V.	Winter
Wrestling	Varsity	Winter
Baseball	J.V.	Spring
Baseball	Varsity	Spring
Softball	J.V.	Spring
Softball	Varsity	Spring
Soccer	J.V.	Spring
Soccer	Varsity	Spring
Tennis	Varsity	Spring
Track	Varsity	Spring
Weight Lifting	Varsity	Spring
Golf	Varsity	Spring

Due to school size variations among schools and pupil limitations, not all sports are available at each school.
Please contact your athletic director for a list of sports at your school.

MIDDLE/HIGH SCHOOL ATHLETIC FEE SCHEDULE

LEVEL/SPORT	FEE
Middle School Sports	\$25/Year
High School Sports	\$50/Year
Marching Band	\$25/Year

If you have specific questions regarding athletic fees, please contact your school office.

ATTENDANCE POLICY AND PROCEDURES

Attendance

In accordance with state law, all students between the ages of five and sixteen, inclusive, must be enrolled in school. It is expected that they be in regular attendance as well as enrolled. Research indicates that there is a definite correlation between attendance and student achievement; therefore, every effort should be made by parents, students, and school officials to see that each student attends a full school day.

Elementary and Middle School Students

The South Carolina Code of Laws 69-65-50 and South Carolina Board of Education Regulations requires students to attend school at least 170 days out of the 180-day school year.

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If the excuse is not turned in within FIVE days after the student is back in school, the absence will be UNLAWFUL.

Lawful and unlawful absences are defined on page 15.

The maximum number of days that will be recorded as lawful absences with parent notes will be FIVE.

The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful)*. When a student is absent more than 10 days, attendance will be one of the factors used in the promotion/retention decisions for grades K-8. More than 10 absences and/or excessive tardies could result in a referral to Family Court.

High School Students

(9th –12th Grade)

Students will be allowed **six absences per 90-day course** or **three absences per 45-day course**. Students must have a minimum of 60 contact hours in a 45-day course and 120 hours in a 90-day course to receive credit for the course. **This policy means the students will only be allowed 6 absences of any type (lawful or unlawful) in a one-unit course (3 absences in a ½ unit course).**

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If the excuse is not turned in within FIVE days after the student returns to school, the absence will be UNLAWFUL. The five day limit for presenting absences would be enforced, and absences not supported by required documentation would be deemed unlawful.

Lawful and unlawful absences are defined on page 15.

Students who withdraw from a course after the specified time of 3 days in a semester course, or 6 days in a yearlong course, will be assigned a Withdraw Failing (WF) and the “F” will be calculated as a 62 in the student’s overall grade point average.

Upon the seventh lawful absence or fourth lawful absence (semester course), the record would be reviewed to determine if all procedures had been followed by the student. The administrator would then decide if credit is permitted based on the record. No credit would be permitted if the total number of absences, either lawful or unlawful, from a class exceeds ten. Homebound instruction is available in certain instances. Any unlawful absence would result in an automatic F/A upon the seventh absence (fourth for semester course). After three consecutive or a total of five unlawful absences, regulations require that school officials intervene and report non-attendance. Students may be referred for truancy mediation and/or Family Court.

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event. Students who are suspended out of school on a day may not participate in any school events, including athletic events held that afternoon or evening.

Make-Up Work

A “lawful” absence will permit a student to make up work missed during the absence.

Absences accumulated during in-school and/or out of school suspensions are considered lawful absences. Students in in-school suspension are to complete all daily work assignments and may receive credit for all work completed. Students who have been suspended out of school have five days to complete make-up assignments to receive a grade.

Tardy To School

Students are expected to attend school on time everyday. Students who do not attend school on time will be considered tardy.

Middle and High School

*** Middle school students who take courses for high school credit must adhere to high school attendance guidelines and make-up procedures.**

Lawful Absences

The following criterion has been established for lawful absences from school. It is important to understand that although an absence may be lawful, the state still has established guidelines for promotion and retention based on the number of hours a student is in school:

1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
2. Students in whose immediate family there is a serious illness or death may be temporarily excused from attendance.
3. Students may be excused from attendance in school for recognized religious holidays of their faith.
4. Students may be excused from attendance to make necessary visits to the orthodontist, dentist, physician, mental health counselor, or for family emergencies.
5. Students may be excused due to the necessity to attend court.
6. Students may be excused for field trips or other activities in support of instruction approved in accordance with district policy and state law.
7. Students may be excused for participation in interscholastic activities, provided that the student maintains the same level of academic achievement that was necessary to establish eligibility for participation in the activity.
8. Students may be excused in advance by the principal for exceptional or extenuating circumstances.

Unlawful Absences

Unlawful absences include:

1. Students who are willfully absent from school without the knowledge or consent of the parents.
2. Students who are absent from school without acceptable cause with the knowledge of the parent.

Any student who misses school must present a written excuse, signed by parent or guardian, or a medical excuse with the date and time of visit. If the excuse is not presented within five school days of the student’s return, the absence will be considered unlawful.

ACADEMIC EXCELLENCE

Elementary Grades

Kindergarten progress reports will be completed and issued to parents quarterly each year. Progress is communicated to parents based on student performance in Math, English/Language Arts, and personal social development.

1st & 2nd Grade Interim Reports

Interim grades are given to all students in 1st and 2nd grade to communicate progress at the mid-point (4 ½ weeks) of each nine weeks grading period. The symbols “E”, “S”, and “N” are used to denote progress in reading, mathematics, and writing. . More specifically, these symbols indicate the following: “E” - Excellent, “S” - Satisfactory and “N” Needs Improvement.

1st & 2nd Grade Report Cards

Students are given report cards as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Parents are asked to sign the report card at each reporting interval and return it to the teacher. Academic achievement is graded using the letters E, S, and N to denote, respectively, excellent, satisfactory, and needs improvement. The primary level report to parents indicates not only individual achievement but also the student’s progress in relation to work at grade level. This progress level is marked each-nine week reporting period.

3rd - 5th Grade Report Cards and Interim Reports

Students are given report cards as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Parents are asked to sign the report card at each reporting interval and return it to the teacher. Academic achievement is graded using the letters A, B, C, D, and F to denote respectively, excellent, good, average, below average, and failing. The numerical ranges for the letter grades are as follows:

93-100	= A
85-92	= B
77-84	= C
70-76	= D
Anything below 70	is an F

The elementary level report to parents indicates not only individual achievement but also the student’s progress in relation to work at grade level. This progress level is marked each-nine week reporting period.

Interim grades are given to all students in 3rd-5th grade to communicate progress at the mid-point (4 ½ weeks) of each nine weeks grading period. The same symbols, “A, B, C, D, and F” used to denote progress in reading, writing, mathematics, social studies, and science will be used to communicate progress to parents on interim reports.

Academic Honors – Elementary

Students in grades 3-5 who have earned all A’s or all A’s and B’s in the core academic subject areas: science, social studies, mathematics, and English/language arts will be recognized for Academic Honor Roll at the end of each grading period.

Academic Honors may be determined at individual school sites for students in grades 1 and 2 who earn all E’s or a combination of E’s and S’s in the core academic subject areas: science, social studies, mathematics, and English/language arts each grading period.

Middle School & High School

Interim Reports

Interim grades are given to all students to communicate progress at the mid-point (4 ½ weeks) of each nine week grading period. The level of academic achievement is noted by using the numerical grades. The numerical ranges are equivalent to the following scale:

93-100	A
85-92	B
77-84	C
70-76	D

Anything below 70 is an F

Exam Exemption Policy

Seniors: (First Semester) – Must have an A average with 6 or less lawful absences in a 1 unit course, 3 or less lawful absences in a ½ unit course. OSS days do not count as lawful absences for exam exemption. **NO** unexcused absences.

Seniors and Junior Marshals: (Second Semester Only) - Must have a B average or higher with 6 or less lawful absences in 1 unit course, 3 or less lawful absences in ½ unit course. OSS days do not count as lawful absences for exam exemption. **NO** Unexcused Absences. No underclass students may exempt an exam with the exception of Junior Marshals during the second semester of the Junior Year.

Uniform Grading Scale

6th – 12th Grade

93-100	A
85-92	B
77-84	C
70-76	D

Anything below 70 is an F

Students are given report cards as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Beginning with the 2000-2001 school year, all grades will be recorded using the uniform grading scale provided by the State Department of Education. Two categories may receive additional weighting at the high school level: an additional .5 for Honors; and 1.0 for Advanced Placement, International Baccalaureate, and dual credit courses. These weightings are built into the conversion chart that is located in the guidance office.

Honors/ Dual Credit Courses

Honors courses are intended for students exhibiting superior abilities in the course content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Dual credit courses, whether the course is taken at the school site or off campus, is defined as those courses for which the student has received permission from his/her home school to receive both Carnegie units and credit at another institution. No correspondence or Internet-based courses can be given the 1.0 additional weighting.

GPR/Class Rank

The uniform grading scale and system for figuring grade point average (GPA) and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level. (A student's converted GPR/class rank can be obtained through the guidance office).

Honor Graduates and Junior Marshals

Honor graduates will be those seniors with a minimum GPA of 3.0.* GPA for honor graduates is determined beginning with the freshmen year and ending with the 4th nine weeks of the senior year. ***Note:** Beginning with the 2006-2007 Ninth Grade Class, the GPA minimum for honor graduates will change to 3.5. Junior Marshals must have a minimum GPA of 3.75 through 5 semesters including the 11th grade to qualify.*

Note: Any student who must attend summer school, take a correspondence course, or retake any subtest of the Exit Exam to complete the requirements for a State Diploma will not be an honor graduate.

Valedictorian and Salutatorian: Student must have attended high school in the district for a minimum of 2 years in order to qualify. An early graduate may not serve as the Valedictorian or Salutatorian for the class in which he/she graduates.

Early Graduates: Any student who wishes to graduate 1 full year early or one semester early (December) must put this request in writing to the principal during or before the first week of school of the year of early graduation. The request must state the reason early graduation is desired; the students plan after the early graduation, and must be accompanied by a parent/guardian signature. The principal will meet with each student and his/her guardian to determine approval of the request. The final decision rests with the building principal.

Superintendent's Scholars

Students in grades 3-12, who have earned all A's and B's for the first 3 nine weeks during the school year will be recognized and honored as Superintendent's Scholars at the end of the school year.

Superintendent's High Scholars

Students in grades 3-12, who have earned all A's for the first 3 nine weeks during the school year will be recognized and honored at the end of the school year as Superintendent's High Scholars.

Promotion/Retention Criteria Elementary School

Kindergarten to Grade One:

Kindergarten teachers and building administrators will collaborate to determine which students successfully meet promotion criteria. In order to be promoted, a student must demonstrate satisfactory performance on the South Carolina Curriculum standards for kindergarten as measured by formal and informal assessments and documented by kindergarten progress reports.

Grade 1 – Grade 5

To be promoted, the student must:

- demonstrate satisfactory performance on the South Carolina curriculum standards as measured by formal and informal assessments,
- earn a passing grade for the year in reading, language arts, math, science, and social studies,
- score at or above the basic performance level on the PASS test
- meet state attendance requirements

If these criteria are not met, teachers must consider which of the following options is best for a student:

Retention

Promotion, or

Placement of the student at the next grade level with an academic plan.

Middle School

In order to be promoted from one grade to the next in middle school a student must be progressing satisfactorily as measured by the South Carolina Curriculum Standards for the particular grade and subject in which the student is enrolled. Progress in meeting the standards is reflected in the grade level curriculum requirements. If these criteria are not met, teachers must consider which of the following options is best for a student:

Retention

Promotion or

Student may attend Summer School (as available) and request final disposition at the end of the summer for students served in special education programs, guidelines in the student's IEP will be followed to determine promotion.

The decision to retain an elementary or high school student will be made carefully with the principal, classroom teachers, parents/guardians, and others who provide pupil services. Three concurring pieces of evidence should support the decision. This concept is called triangulation. The evidence should be collected from all sources that apply to the level of the student and recorded in all three areas. For students served in special education programs, guidelines in the student's IEP will be followed to determine promotion.

High School (9th – 12th grade)

<u>Grade</u>	<u>Classification Requirements</u>	<u>Credits Earned</u>
Grade 9:	To be classified a 9 th grader, a student must have successfully completed 8 th grade	0
Grade 10:	To be classified a 10 th grader, a student must have passed 1 English, 1 Math & 3 other units	5
Grade 11:	To be classified an 11 th grader; a student must have passed 2 English, 2 Math, 1 Science, 1 Social Studies & 4 other units	10
Grade 12:	To be classified a 12 th grader; a student must have passed 3 English, 3 Math, 1 Science, 1 Social Studies & 8 other units	16

High School Credit/Graduation Requirements

<u>Subject</u>	<u>College Prep (24 Units)</u>	<u>School to Work (24 Units)</u>
English/Language Arts	4 Units	4 Units
Mathematics	4 Units	4 Units
Science	3 Units	3 Units
U.S. History & Const.	1 Unit	1 Unit
Economics	½ Unit	½ Unit
U.S. Government	½ Unit	½ Unit
Other Social Studies	1 Unit	1 Unit
Physical Education or Junior ROTC	1 Unit	1 Unit
Computer Science	1 Unit	1 Unit
Occupational Specialty	0 Unit	1 Unit
Foreign Language	1 Unit	0 Unit
CORE UNITS	17 Units	17 Units
Electives (Language Arts, Math, Science, Social Studies, Fine Arts, Band, Foreign Language, Occupational Education, Etc.)	7 Units	7 Units
Total Units	24 Units*	24 Units*
Exit Exam	Pass Exit Exam	Pass Exit Exam
Minimum GPA	N/A	N/A

*Students enrolled in high school beginning with the 1995-96 school year must demonstrate proficiency in computer literacy before graduation.

Participation in graduation ceremonies is limited to students receiving diplomas or state certificates. ALL GRADUATION REQUIREMENTS MUST BE MET BEFORE A STUDENT MAY PARTICIPATE IN GRADUATION CEREMONIES. Attendance at practices, adherence to dress code, and other guidelines are required.

Schedule Changes

The master schedule for course offerings is determined during the summer based on student requests made in the spring. Therefore, changes in courses should be made prior to the end of the school year and no later than the last day of summer vacation. Guidance counselors are available during the summer to assist students. A student may not drop a course once school has begun unless there is a schedule conflict with a required course. Teacher course loads are determined based on student’s course selection sheets; therefore, students will be held to their original choices unless a required course is needed. If a student drops a course after 3 days in a ½ unit course or after 5 days in a 1 unit course, he will receive a WF (withdraw failing) and a 62 average will be calculated into his GPA. Schedule changes after the school year has begun are limited to elective courses, and are based on availability of courses. A written request with a parent signature is required for such changes to be considered.

Sports and Interscholastic Activities

Students who participate in school sponsored competitions must meet academic standards set by the State Board of Education. These activities include athletics, debate and quiz teams, as well as band, chorus, and JROTC competitions. Eligibility is based on the student’s record for the previous semester. The student must have passed at least four courses, including all required courses up to four, taken during the previous semester, or five courses overall. Courses taken during summer school are included.

Exit Examination Requirements (HSAP)

According to the South Carolina Board of Education requirements for graduation, students must pass an exit exam in mathematics, reading, and writing. The Exit Exam is given each spring to students enrolled in their second spring semester of high school. Students who do not pass a section of the exam will have four additional opportunities during their regular high school attendance to pass the section(s) failed, twice in the eleventh grade and twice in the twelfth grade. Remediation will take place both in the classroom setting and during optional after-school tutoring sessions.

End-of-Course Testing

High School Students must pass the end-of-course test for core academic subjects in order to gain Carnegie Units toward graduation in each subject area. In compliance with State Law, the end-of-course test must constitute 20% of the final grade for that course. **Note:** Students must take these designated examinations regardless of grade status in the class or of grade level in school. If a student is failing a class with an end of course exam and chooses not to take the exam, he/she must re-take the entire course. Credit recovery classes are **not** an option if a student fails to take the end-of-course exam the first time.

Standardized Tests

GRADE	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
MAP		X										
ITBS/ COGAT		X										
PASS			X	X	X	X	X	X				
HSAP										X		

- MAP** Measures of Academic Performance – Achievement Test
- ITBS** Iowa Test of Basic Skills – Achievement Test
- COGAT** Cognitive Abilities Test
- PASS** Palmetto Assessment of State Standards
- HSAP** High School Assessment Program (Exit Exam)

Instructional Fees for Chester County Career Center

CLASS	FEE
Agriculture Classes	\$5
Architectural Design 1 and 2	\$5
Automotive Technology 1	\$5
Automotive Technology 2 and 3	\$5
Carpentry 1	\$5
Carpentry 2 and 3	\$5
Cosmetology 1	\$200
Cosmetology 2	\$150
Culinary Arts 1	\$5
Culinary Arts 2	\$5
Electricity 1	\$5
Electricity 2 and 3	\$5
Graphic Communications 1	\$5
Graphic Communications 2 and 3	\$5
Health Science Technology 1	\$5
Health Science Technology 2	\$5
Machine Technology 2 and 3	\$5
Mechanical Design 1	\$5
Mechatronics 1, 2, 3, 4	\$5
Project Lead the Way Pre-Engineering Classes	\$5
Sports Medicine 1	\$5
Welding Technology 1	\$5
Welding Technology 2 and 3	\$5
All Marketing Courses	\$5
All Business Courses	\$5

Additional charges may be incurred in particular classes for equipment, tools, attire, and safety glasses. Your instructor will notify you if there are additional charges.

GENERAL INFORMATION

Insurance

Accident insurance is offered to students at the beginning of each school year. Two basic policies are available:

- 1) A policy covering the student to, from, and while at school during the school year.
- 2) A policy covering the student 24 hours a day for the entire year.

Students are encouraged to purchase school accident insurance if they intend to participate in athletics, including cheerleading.

Health Services

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate must sign the student out in the office.

Deliveries

No Chester County School will accept nor deliver to students any items before, during, or after school unless they are of an educational nature/value or medically necessary.

Medication

Parents are encouraged to give all medication outside of school hours whenever possible. The parent/guardian is responsible for furnishing any medication to the school. Parents are urged to bring the medications to school, rather than send them by the student. Children *may not* carry prescription medications or bring them to school. Parents or a family representative must bring prescription medication to the school principal or the appropriate health personnel.

Short Term Medication (less than 15 calendar days): Parents must complete a short-term medication form or send a note with instructions to include the name of medication, dosage, and time to be given. Parent permission is accepted in writing only.

Long Term Medication (More than 15 calendar days): Students must have a long-term medication form completed by their health care provider for all long-term medications. This form must be completed with name and dosage of medications, time to be given at school, and any restrictions. This form must be completed each school year. If the medication schedule of dosage changes, a new form must be completed. A health care provider may send a prescription pad note to be attached to the medication form.

Immunization Requirements

All students in grades pre-kindergarten through 12 are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials will record the immunization data on the student's health record and/or attach a copy of the certificate to the health record.

Fees Owed to the School

Students must settle all fees owed to the school prior to the end of the school year. No student records will be released until all fees, fines, charges, and textbooks have been received.

Emergency Drills

All students will participate in monthly fire drills in accordance with district policy. Tornado and earthquake awareness education and drills are also conducted during the school year. All students will participate in at least two emergency evacuation drills utilizing school buses. In addition to the above, all students receive instruction in general safety and accident prevention.

Solicitations

School-sponsored clubs and organizations must have prior approval from the principal before engaging in any fundraising activities.

Student Records

The Family Educational Rights and Privacy Act of 1974 requires that student personnel records be managed in a confidential manner. Regulations and procedures for compliance are provided through board policy. The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subject of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and the most recent previous educational agency or institution attended by the student. Any parent or guardian of a student attending Chester County School District who would prefer that any or all information not be released without the parent's or guardian's prior consent should notify the Office of the Superintendent in writing by August 31st.

Visitors

Parents are welcome to visit the school at any time. All visitors to the school **MUST** sign in at the office. Students may not have visitors.

Assemblies

Assembly programs are an important part of the educational program. Therefore, students attending assemblies will be counted as being present in the class assigned to them during the time of the assembly. Students absent from assemblies will be marked absent from classes during the period affected. It is expected that an atmosphere of respect will be maintained throughout all assemblies. Students are not to engage in whistling, shouting, yelling, foot stomping, booing, or excessive talking.

Posters and Advertisements

Displaying of posters, advertisements, notices, etc., on campus must be approved by the principal and must be placed in the area designated.

Pay Phone Usage

Pay phones provided at some schools are for students and may be used before school, during breaks, or after school. No phones will be used during class time. Calls must be limited to three minutes. The office phones are available only for school business. If a student is ill, the office staff will make a call for the student.

Student Messages

Students will not be called to the telephone or office at any time for delivering messages. However, messages of an emergency nature will be delivered to the student at the end of the school day.

Textbooks

The majority of textbooks used in Chester County School District are furnished by the state on a loan basis. Care of books is the responsibility of the student to whom the books are issued. Should texts be abused, damaged, or lost, payment will be required. Payment must be made before another book can be issued, as required by state law. At the close of school, students are to return all textbooks to the teacher who issued the book. Leaving textbooks in the office, locker, or elsewhere does not constitute having returned your books. Textbooks may be withheld the following year, if fees for lost or damaged textbooks have not been paid.

Student Registration

The following procedures are required before a new student may attend class:

1. Parent(s)/guardian(s) must complete a registration form.
2. Parent(s)/guardian(s) must complete the health card.
3. Parent(s)/guardian(s) must complete an English as a Second Language Form.
4. Parent(s)/guardian(s) must provide a copy of the student's S.C. Certificate of Immunization from the doctor or the health department (the pink card will not qualify).
5. Parent(s)/guardian(s) must provide a Medicaid number, if applicable.

Procedures for Enrollment/Transfer Within Chester Park Complex

Parents of students zoned for Chester Park Complex have the opportunity to choose from among three K-5 schools with different thematic approaches to learning: Chester Park Elementary School of Inquiry, Chester Park Elementary School of the Arts, and Chester Park Center of Literacy Through Technology. Each school ranges in size from 350 to 600 students.

New Students Enrolling During the School Year: Parents may select their 1st and 2nd school choice; however, student assignments will be made on a “space available” basis.

Transfers between Schools/School Choice Limits: During a child’s elementary school career, only one transfer will be allowed to one of the other schools at Chester Park Complex. Should a parent want to exercise their right to transfer for the next school year, the request must be received in writing to the principal by **May 1st**.

Waiting List Families: When a parent does not receive their 1st school of choice, and the child is placed in the 2nd school of choice, the child will be put on a waiting list for priority of their 1st choice for the following school year. Should the parent still want to transfer their child to the 1st school of choice for the following school year, he/she may exercise their right to transfer by stating this in writing to the principal by **May 1st**.

Please note: These procedures do not apply to the waiting list for the Academy for Teaching and Learning or for public school choice, as required by Title I and No Child Left Behind. For details or specific procedures regarding transfers and waiting lists, contact the district office at 803-385-6122 (ask for the Instructional Department).

Students for Whom No School Choice is Submitted: In the event that requests for school choice are not received or not received within the established time frame for the school selection process, students within a family will be randomly assigned to one of the schools.

Student Withdrawal

If a student must withdraw from school the following steps must be completed.

1. Parent(s)/guardian(s) must visit school and complete a withdrawal form.
2. All fees owed to the school must be paid in full.
3. Student records will be forwarded when a transcript request is received from the new school.

Transportation Changes

Please notify the school/teacher in writing if there is to be a change in the transporting of your child. No student will be allowed to go home a different way unless written permission is provided by a parent/guardian. **A phone call is not acceptable.** Students who ride a bus may ride only the bus to which they are assigned. Please settle all transportation arrangements before your child leaves home.

Cafeteria Guidelines

In order for your child to participate in the meal program for Chester County Schools, they can pay in pre-payments for meals or they can pay daily. Personal checks are accepted; however returned checks to School Lunch Program are automatically handled by the check recovery services of Payliance. Payliance collects the amount of the returned check and a \$30 recovery fee.

Meals Plus is the food services meal accountability program used to keep a daily record of the student's meal status information and balances (negative or positive). On this system your child can elect to bring his lunch some days or eat in the cafeteria other days. **All negative balances must be resolved weekly.**

Free and reduced priced meals are available through an application process. **Parents or Guardians are responsible (or the payment of meals until the meal application is processed and approved.** Meal application forms are available in your Child's school office or the department of Nutrition and Foodservices located in the District Office. The completed form may be returned to the school that your child attends or mailed directly to the Food Services Department at the District Office.

Only one application per household is required. **Please remember that you must submit a new meal application each school year.** Please list all students in your household as well as other family members. You will receive notification of the eligibility status of your application as soon as it has been processed. Foster children need to be listed separately on their own applications.

Parents and Grandparents are always welcome to eat with their grandchildren.

We appreciate your continued support of the Child Nutrition Program of Chester County.

If you have any questions or concerns in regard to Chester County Child Nutrition Program, please contact Angela McCrorey, Director of Food Services, at (803) 581-9515.

Chester County School District

Office of Nutrition and Food Services

109 Hinton Street

Chester, SC 29706

ALL PROGRAMS OF THE U.S. DEPARTMENT OF AGRICULTURE ARE AVAILABLE WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, RELIGION OR HANDICAP. IF ANYONE BELIEVES THAT THEY HAVE BEE DISCRIMINATED AGAINST, THEY SHOULD WRITE TO THE SECRETARY OF AGRICULTURE, WASHINGTON, D.C., 20250

STUDENT CODE OF CONDUCT

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION THOROUGHLY AND ADHERE TO THE GUIDELINES AS STATED. SHOULD A PARENT OR STUDENT HAVE ANY QUESTIONS CONCERNING ANY OF THE RULES LISTED ON THE FOLLOWING PAGES, IMMEDIATE CONTACT WITH AN ADMINISTRATOR FOR A COMPLETE EXPLANATION SHOULD BE INITIATED.

The Chester County School District is committed to providing a school environment that is safe, orderly, and conducive to teaching and learning, and free from unnecessary disruption. The content of the Code of Student Conduct and Discipline Guidelines is based on limits established by School Board policies, laws, and school regulations related to student discipline. The Code of Student Conduct and Discipline Guidelines provide school administrators with comprehensive descriptions and definitions of discipline offenses, specific levels of disciplinary action, and a range of disciplinary actions for specific offenses.

The levels of disciplinary action provide teachers and administrators with a range of options that will promote consistency across the schools in dealing with individual students who exhibit inappropriate behavior. It is important to note that most guidelines are progressive in nature; that is, the level of disciplinary action increases as the number of similar incidents increases. However, it is also important to note that for some infractions, the child's age and other factors associated with the infraction may be considered. Principals have discretion to impose the minimum or maximum disciplinary action, as well as any action within the range between these two points, if justifiable and appropriate. When multiple offenses occur and are reported within the same time frame, at a minimum, disciplinary actions for the most serious offense will be imposed. The principal has discretion over whether consequences for lesser offenses are imposed and occur concurrently or consecutively with the more serious offenses. **Principals may deviate from the established levels of disciplinary action for other reasons, if there is appropriate justification and documentation.**

Parents should be aware that School Board policy and South Carolina Code 59-24-60 require school officials to contact law enforcement officers when a student engages in any activity that may or does result in injury or serious threat of injury to a person or property. Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and principals discuss with students behavior expectations, but parents are also requested to discuss with children the importance and the need for good behavior and a positive attitude at school. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

Notification of Law Enforcement Officers

School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in, any activities on school property or at a school sanctioned or sponsored activity which may result, or do in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

Specifically, the actions which will result in immediate contact of law enforcement include, but are not limited to the following:

1. Fighting and assaults
2. Threatening or extorting other students or staff
3. Possessing a weapon
4. Threatening to use or using a weapon
5. Bomb threats
6. Setting fires
7. Destruction of property
8. Possession, sale, or use of any illegal substance
9. Theft
10. Harassment

Disciplinary Action Levels

- Level 1 Verbal Warning/Reprimand/Reminder
- Level 2 Intervention/Classroom level
- Level 3 Conference
- Level 4 Intervention/School Level/In-School Suspension
(Per administrator's Discretion)
- Level 5 Suspension (Out-of-School 1-5 Days)
- Level 6 Suspension (Out-of-School 6-10 Days)
- Level 7 Expulsion

Explanation of Disciplinary Action Levels

The following summarizes the levels of disciplinary action that will be enforced by school personnel with students who are in violation of discipline rules and regulations, the Code of Student Conduct and Discipline Guidelines, School Board policies, and/or local, state, and federal laws. Administrators and school personnel have the authority to make decisions within the range of disciplinary action(s) indicated for each offense. **In cases where the cumulative effect of continued and repeated infractions create a need for action not included in the range specified for that offense, the principal may appeal in writing to the superintendent or his designee for permission to apply the next disciplinary action level.**

Level 1 - Verbal Warning/Reprimand/Reminder

The teacher/staff member will tell/remind the student not to engage in inappropriate behavior or give the student a reminder of the rule. (Every effort should be made to conduct warnings/reprimands privately.) Whenever possible and appropriate, the teacher/staff member shall try to redirect the behavior by telling the student the behavior in which he should engage.

Level 2 - Intervention/Classroom Level

If the actions in level 1 are not successful, appropriate interventions and/or consequences a teacher or administrator may apply are as follows:

Time out

Note home

Telephone call to home/appropriate adult

Loss of privileges

Loss of recess

Interventions/consequences are not listed in any hierarchy. The teacher may decide which one(s) to use, how often, and in what combination.

Level 3 – Conference

Staff members may conduct a conference among any combination of the following:

Teacher/Student, Teacher/Parent

Teacher/Counselor, Teacher/Student/Administrator

Teacher/Student/Counselor/Parent

Administrator/Student, Administrator/Parent (via telephone is acceptable)

Administrator/Parent (via telephone is acceptable)

Teacher/Parent (via telephone is acceptable)

Other combinations of persons as deemed appropriate

Other parties as deemed appropriate

Level 2 actions and/or other consequences and interventions may be determined as a result of level 3 conferences. (e.g. Following a level 3 conference for cheating, an administrator may inform parents/guardians that future incidents will result in the student receiving a grade of zero for the assignment.)

Level 4 - Intervention/School Level/In-School Suspension (Per administrator's discretion) The use of all intervention steps at this level is not necessary. Administrators at each school may determine which of the interventions is most appropriate for ensuring that all children have access to a safe and orderly learning environment.

Parent/Administrator Conference	Self-explanatory
Referral	To school counselor, child study team, psychologist, social worker, mental health, clinic, school administrator or other support personnel for the purpose of developing an intervention plan
Behavioral Contract	A written agreement between the student/parent/guardian and school listing requirements for improvement
Staffing	Meeting of school personnel and others to consider the behavior of the student and make recommendations for improvement
Restriction	The temporary denial of the student's right to participate in designated activities. (e.g. field trip, field day, assembly, recess, special activities, extracurricular activities, parties, etc.)
Probation	A written agreement with the student requiring a defined period of good behavior in lieu of suspension
Written Communication	Letter, progress report, etc., sent to the parent/guardian
In-School Suspension**	A student may be assigned to in-school suspension for up to three days for breaking a school or classroom rule. In ISS, a student is assigned to a separate room for the designated time period and given work to do by qualified school personnel serving as the ISS Coordinator. Students must complete all work assigned and all classes missed during this time are marked excused. Refusal to attend ISS may result in out-of-school suspension. PARENT CONTACT IS REQUIRED FOR RELEASE FROM ISS. ** In-School Suspension This program is available at middle and high schools.

Level 5 - Suspension (Out-of-School 1-5 Days) (School Board Policy JDD and JDD-R)

The principal, assistant principal, or acting principal may suspend a student from school for a period up to five (5) days for violation of the Code of Student Conduct and Discipline Guidelines. The parent/guardian will be required to confer with the principal or his/her designee prior to the student's reinstatement. If the principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately. **Any student who is under out-of-school suspension and also enrolled in extra-curricular activities will be restricted and/or excluded as a participant or spectator from extracurricular activities until reinstated in his/her school. Out-of-school suspension could result in a child's permanent removal from an extracurricular activity.**

Level 6 - Suspension (Out-of-School 6-10 Days) (School Board Policy JDD and JDD-R)

The principal, assistant principal, or acting principal may suspend a student from school for six to ten (6-10) days for violation of the Code of Student Conduct and Discipline Guidelines. The parent/guardian will be required to confer with the principal or his/her designee prior to the student's reinstatement. If the principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately.

Any student who is under out-of-school suspension and also enrolled in extracurricular activities will be restricted and/or excluded as a participant or spectator from extracurricular activities until reinstated in his/her school.

Level 7 - Expulsion (School Board Policy JDE and JDE-R)

A student will be subject to expulsion for the commission of any crime, gross immorality, gross misbehavior, or the violation of any written rules and regulations established by the Board or the State Board of Education or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a school bus. Expulsion procedures will be initiated and implemented as defined in the **Board Policy Manual of the Chester County School District**. A student can be expelled only by action of the School Board based upon recommendation of the principal and the superintendent or his designee.

**Due Process Procedures
Out-Of School Suspensions**

When a student is suspended:

1. The parents or legal guardian of the pupil will be notified , in writing, of the reasons for such suspension,
2. The parents or legal guardian of the pupil will be notified of a time and place when the administrator who initiated the suspension is available for a conference.
3. The conference will take place within 3 calendar days of the date of the suspension.

Appeal of a suspension:

1. Parent(s)/guardian(s) must request in writing a review of the suspension to the District Hearing Officer or to other persons as designated by the Superintendent.
2. Parent(s)/guardian(s) must make the request within three (3) days of the suspension or the decision is final.
3. The appeal will be conducted as an informal hearing by the District Hearing Officer, his/her designee, or other persons as designated by the Superintendent.
4. Within ten (10) calendar days of the hearing, the Hearing Officer will render a decision as to whether the suspension was proper. The Hearing Officer will report his/her decision in writing to the parent/legal guardian and the school.

**Due Process Procedures
Expulsion**

With the expectation of fair and equitable treatment of all students and within the guidelines of the federal judiciary, the following will constitute the minimum due process procedures to be followed in detention, suspension, and expulsion of students.

1. If procedures for expulsion are initiated, the parent(s)/guardian(s) of the student will be notified in writing of the time and place of a hearing before the District Hearing Officer. The hearing will take place within 15 days of the written notification.
2. At the hearing, parent(s)/guardian(s) will have the right to legal counsel and all other regular legal rights.
3. The student will be given an opportunity to explain the circumstances of the alleged misconduct and to present witnesses on his/her behalf.
4. The parent(s)/guardian(s) will be notified of the Hearing Officer's decision in writing within 10 days.
5. The parent(s)/guardian(s) of a student or the student, if eighteen years or older, may appeal the decision as provided in the Board Policy Manual of the Chester County School District.

NOTE: Students with disabilities will be addressed according to guidelines provided by the Special Services Division of the Chester County School District.

Notice of Parent/Student Rights Under Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute that prohibits discrimination and is designed to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (1) has, (2) has a record of having, or (3) is regarded as having, a physical or mental impairment that substantially limits a major life activity such as learning.

It is the policy of the Chester County Board of School Trustees not to discriminate on the basis of disabilities in its educational programs, activities, or employment practices as required by the Act.

The regulations for implementing Section 504 provide parents and/or students the following rights:

1. You have the right to be informed of your rights under Section 504, which is the purpose of this notice.
2. Section 504 requires the school system to locate, evaluate, and determine if a student is a qualified individual requiring accommodations necessary to provide access to educational programs.
3. You have the right to receive notice within a reasonable time before Chester County School District identifies, evaluates, or changes your student's placement.
4. You have the right to periodic reevaluation and evaluation before significant change in placement.

5. You have the opportunity to review relevant educational records under the Family Educational Rights and Privacy Act. The requirements are described in the Board's policy manual located in the school media center and school office.
6. You have the right to request an informal conference with the principal and the assistance team if you disagree with the decisions reached by the school regarding identification, evaluation, the educational program, or placement. If your concerns are not resolved, you may request a hearing before an impartial hearing officer by notifying the Director of Special Services at the address listed below. You have the right to be represented by counsel in the impartial hearing process and to appeal the impartial hearing officer's decision.

Suspension of Students Under Section 504 of the Rehabilitation Act of 1973

If a student has been identified as disabled under Section 504 and it is proposed that the student be suspended from school, federal law requires that the following procedures be implemented: *(Under no circumstances may discipline procedures be imposed on disabled students, which exceed those which would be applied to non-disabled students for the same offense.)*

A. Suspension of Ten Days or Less (Cumulative within a School Year)

- The principal must give the student written or oral notice of the charges, the evidence, and a chance to present his/her side of the story.
- The principal must give the student's parent(s) or guardian(s) written notice of the suspension. The notice need not be given prior to the suspension.

B. Suspension of More Than Ten Days in a School Year Which May Result in a Change of Placement

A series of suspensions, each of which is ten or fewer days in duration, but which create a pattern of suspensions, may constitute a significant change in placement. The determination of whether a series of suspensions creates a pattern is made on a case-by-case basis by the Assistance Team. The Assistance Team should consider the following factors in making the determination:

- the length of each suspension;
- the proximity of the suspensions to each other;
- the total amount of time the student is suspended from school.

If after consideration of these factors the Assistance Team determines that the additional suspension days do not constitute a change in placement then the student may be disciplined in the same manner as non-disabled students. If the team determines that the suspension would result in a change of placement then a reevaluation which includes a manifestation determination must be conducted to determine whether the misconduct in question is related to the student's disability and, if so, whether the student's current educational placement is appropriate. In making this determination the Assistance Team should consider the following information:

- Current evaluation and diagnostic results
- Information supplied by the parents
- Observation(s) of the student
- The student's current Section 504 Accommodation Plan

If the Assistance Team conducting the manifestation determination decides that the misconduct **is related** to the student's disability, the team must continue the evaluation to determine whether the student's current Accommodation Plan is appropriate and may not suspend the student for additional day(s).

If the Assistance Team determines that the misconduct **is not related** to the student's disability, the student may be disciplined in the same manner as non-disabled students.

Note: Parents must be given notice of their rights under Section 504 prior to conducting a reevaluation/manifestation determination.

C. Long-Term Suspension (Suspensions for More Than Ten Days)

Suspensions of more than ten days are considered to be a significant change in placement and require that the Assistance Team conduct a reevaluation which includes a manifestation determination to ascertain whether the misconduct in question is related to the student's disability and, if so, whether the student's current Accommodation Plan is appropriate. In making this determination the Assistance Team should consider the following information:

- Current evaluation and diagnostic results
- Information supplied by the parents
- Observation(s) of the student
- The student's current Section 504 Accommodation Plan

If the Assistance Team conducting the manifestation determination decides that the misconduct **is related** to the disability, the team must continue the evaluation to determine whether the student's current Accommodation Plan is appropriate and may not impose a long-term suspension.

If the Assistance Team determines that the misconduct **is not related** to the student's disability, the student may be disciplined in the same manner as non-disabled students.

Note: Parents must be given notice of their rights under Section 504 prior to conducting a reevaluation/manifestation determination.

D. Use of Alcohol or Illegal Drugs

Students who are disabled under Section 504 may be disciplined to the same extent as non-disabled students for the use of alcohol or illegal drugs.

**For Further Information Please Contact
Director of Special Services
109 Hinton Street
Chester, SC 29706
(803) 385-6122**

Rule 1: ATTENDANCE	Levels of Disciplinary Action Min. Grade Max.
A student is to report to school and all classes on time. A student should remain in school for the entire instructional day.	
<p>A. Tardiness: Reporting late to class or school.</p> <p>B. Skipping: Failure to attend class after reporting to school.</p>	<p>1 [K – 5] 4 1 [6 – 8] 4 1 [9 – 12] 5</p> <p>3 [K – 5] 5 3 [6 – 8] 5 3 [9 – 12] 5</p>
<p>C. Leaving Without Permission: Unauthorized walkout from a classroom, a school building, or school grounds.</p>	<p>3 [K – 5] 5 3 [6 – 8] 5 3 [9 – 12] 5</p>
<p>D. Early Dismissal: Failure to participate in instruction for a full day due to early check-out.</p>	<p>1 [K – 5] 4 1 [6 – 8] 4 1 [9 – 12] 4</p>
<p>E. Excessive Absences: Excused or unexcused absences which are felt to adversely affect the student’s education will be referred to an attendance officer.</p>	<p>1 [K – 5] 3 1 [6 – 8] 3 1 [9 – 12] 3</p>
Rule 2: FOOD AND BEVERAGES	
A student will not eat in nor carry food/beverages/chewing gum to unauthorized areas of the school without the teacher’s permission. (Unauthorized areas may include, but are not limited to hallways, commons areas, entrance foyers, restrooms, and classrooms.)	<p>1 [K – 5] 3 1 [6 – 8] 3 1 [9 – 12] 3</p>
Rule 3: CHEATING/PLAGIARISM/MISREPRESENTATION	
Students are expected to perform honestly through the production of their own work and the demonstration of respect for the work of others.	
<p>A. Cheating: Includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.</p>	<p>1 [K – 5] 5 1 [6 – 8] 5 3 [9 – 12] 5</p>
<p>B. Plagiarism: Includes the copying of the language, structure, idea, and./or thought of another and representing it as one’s own original work.</p>	<p>1 [K – 5] 4 1 [6 – 8] 4 3 [9 – 12] 5</p>
<p>C. Falsification: Includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.</p>	<p>1 [K – 5] 4 1 [6 – 8] 5 3 [9 – 12] 5</p>
<p>D. Attempts: Toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.</p>	<p>1 [K – 5] 5 1 [6 – 8] 5 3 [9 – 12] 5</p>
Rule 4: PERSONAL PROPERTY	
The unauthorized possession or use of any type of toy, electronic or mechanical device which distracts or impedes the educational process is prohibited. Specifically prohibited are CB radios, boom boxes, beepers, or cellular telephones which are not authorized for use at school. All items will be confiscated and arrangements for returning those to the parent/guardian will be determined at the time of the incident.	
<p>Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion</p>	

Rule 4: PERSONAL PROPERTY (CONT.)	Levels of Disciplinary Action Min. Grade Max.		
Confiscated items will be returned as follows: 1 st offense- to parent at conference; 2 nd offense: to parent at end of 14 days; 3 rd offense – to parent at end of 30 days with student being subject to suspension; 4 th offense – to parent at end of school year with student being subject to expulsion. Note: Students who refuse to surrender item upon request are subject to suspension.			
A. Money: Possession of a large amount of money will result in confiscation of the money, and in appropriate cases, turned over to parent.	1	[K – 5]	3
	1	[6 – 8]	5
	1	[9 –12]	5
B. Beeper, Pager, etc.: Possession of these devices by students on school property without permission of the administration is strictly forbidden. The device will be confiscated and returned according to administrative rule.	1	[K – 5]	3
	1	[6 – 8]	4
	1	[9 –12]	5
C. Cellular Telephone/Car Phone: Possession of a telephone or similar device on school property without permission of the administration is strictly forbidden. The device will be confiscated and returned according to administrative rule.	1	[K – 5]	3
	1	[6 – 8]	4
	1	[9 –12]	5
D. Tape Recorder: Possession of a tape recorder or similar device by students on school property without permission of the administration is strictly forbidden.	1	[K – 5]	3
	1	[6 – 8]	3
	1	[9 –12]	3
E. Radio: Possession of a radio, Walkman, etc. or similar device by students on school property without permission of the administration is strictly forbidden.	1	[K – 5]	3
	1	[6 – 8]	3
	1	[9 –12]	3
F. Toys: Possession of any toys, games, etc., or similar device by students on school property without permission of the administration is strictly forbidden.	1	[K – 5]	3
	1	[6 – 8]	3
	1	[9 –12]	3
G. Other: Possession of any object that could disrupt the normal order of school, to include but not limited to, personal security alarms, look-a-like beepers, etc. without permission of the administration is strictly forbidden.	1	[K – 5]	3
	1	[6 – 8]	4
	1	[9 –12]	4
Rule 5: STUDENT DRESS			
A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment will not be tolerated.			
A. No attire may advertise or display items illegal for those under 21 years of age, contain obscenities, or promote illegal acts. These items include but are not limited to: clothing that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation or inappropriate language.	1	[K – 5]	5
	1	[6 – 8]	5
	1	[9 –12]	5
B. Hats will not be worn in the school or district office buildings.	1	[K – 5]	5
	1	[6 – 8]	5
	1	[9 –12]	5
C. No gang-related attire will be tolerated.	1	[K – 5]	5
	1	[6 – 8]	5
	1	[9 –12]	5
D. No attire will be permitted which is deemed disruptive or unsafe for the student or school. Shoes must be worn at all times. Clothing on the upper body should cover the shoulder with only arms exposed. Lower body clothing should fit properly and reach from the waist to just above the knee. Belts will be worn unless clothing is held up by elastic band. Shirts will be tucked.	1	[K – 5]	5
	1	[6 – 8]	5
	1	[9 –12]	5
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion			

Rule 6: DISRUPTIONS	Levels of Disciplinary Action Min. Grade Max
Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.	
A. Inappropriate Talking: Repeated/chronic/loud talking in the classroom without permission.	1 [K - 5] 4 1 [6 - 8] 4 1 [9 - 12] 5
B. Propelling Objects: Throwing any object inappropriately or directed at anyone in any part of the school or school grounds.	1 [K - 5] 5 1 [6 - 8] 5 1 [9 - 12] 5
C. Horse playing: Rough or noisy play or pranks (pushing, yelling, chasing others).	1 [K - 5] 4 1 [6 - 8] 4 1 [9 - 12] 5
D. Harassing others: Teasing, pestering, name-calling, wisecracking.	1 [K - 5] 5 1 [6 - 8] 5 1 [9 - 12] 5
E. Refusing to remain seated: Getting out of seat or moving seat without permission of staff member.	1 [K - 5] 4 1 [6 - 8] 4 1 [9 - 12] 5
F. Pushing/Shoving/Kicking/Hitting/Biting/Spitting: Any action which could cause harm to another student or adult.	1 [K - 5] 5 1 [6 - 8] 6 1 [9 - 12] 6
G. Rude noises: Making any unnecessary noises.	1 [K - 5] 4 1 [6 - 8] 4 2 [9 - 12] 5
H. Chronic lack of supplies: Repeatedly reporting to class lacking necessary materials such as books, writing instruments, class supplies, etc.	1 [K - 5] 4 1 [6 - 8] 4 1 [9 - 12] 4
I. Leaving without permission: Exiting the classroom, building, or property without obtaining proper adult approval.	1 [K - 5] 5 1 [6 - 8] 5 1 [9 - 12] 5
J. Other: Any other action which interferes with the educational activities of the school or disrupts the learning environment.	1 [K - 5] 5 1 [6 - 8] 5 1 [9 - 12] 5
Rule 7: DISRESPECTFUL BEHAVIOR	
A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are:	
A. Walking Away: Leaving while a staff member is talking to you.	1 [K - 5] 4 2 [6 - 8] 5 2 [9 - 12] 5
B. Talking Back: Verbally responding to a staff member in a rude manner.	1 [K - 5] 4 2 [6 - 8] 5 2 [9 - 12] 5
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion	

Rule 7: DISRESPECTFUL BEHAVIOR (CONT.)	Levels of Disciplinary Action		
	Min.	Grade	Max
C. Refusing to identify self properly.	1	[K - 5]	4
	2	[6 - 8]	5
	2	[9 - 12]	5
D. Displaying Rude Behavior: Physically or verbally displaying behavior that is uncivil, unmannerly, curt, or impudent.	1	[K - 5]	4
	2	[6 - 8]	5
	2	[9 - 12]	5
E. Challenging authority	1	[K - 5]	5
	2	[6 - 8]	5
	2	[9 - 12]	6
Rule 8: INSUBORDINATION			
A student will obey the directions of any staff member during the time the student is in school or participating in a school activity – including field trips . Examples of insubordination are:			
A. Failure to comply with authorized direction from a staff member: Failure to follow a reasonable direction.	2	[K - 5]	5
	3	[6 - 8]	5
	3	[9 - 12]	5
B. Refusal to do work in class: Failure to attempt to complete required work in class; sleeping in class.	1	[K - 5]	4
	1	[6 - 8]	5
	1	[9 - 12]	5
C. Failure to serve detention: Failure to report to a detention as assigned by a staff member.	3	[K - 5]	4
	3	[6 - 8]	5
	3	[9 - 12]	5
D. Refusal to participate in In-School Alternatives: Failure to report to in-school suspension or violations while serving in-school suspension. Refusal to participate in classroom alternatives.	1	[K-5]	5
	1	[6 - 8]	5
	1	[9 - 12]	5
Rule 9: PROFANITY/OBSCENITY			
Cursing or using abusive language, including remarks intended to demean a person’s race, religion, sex, national origin, disability, or intellectual ability is considered obscenity. This violation includes actions or displays of an obscene nature and the wearing of clothing or adornments, including inappropriate jewelry, which convey either violent or sexually suggestive messages or offensive statements toward school personnel and/or students, i.e., vulgar language. Abusive and insulting language toward school personnel will be reported to police.			
A. Swearing: Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message	1	[K - 5]	5
	3	[6 - 8]	6
	3	[9 - 12]	6
B. Obscene/Offensive Gestures: Making any sign that conveys an offensive, racial, or sexually suggestive message.	1	[K - 5]	5
	3	[6 - 8]	6
	3	[9 - 12]	6
C. Derogatory Written Materials: Writing, saying or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward another individual.	3	[K - 5]	5
	3	[6 - 8]	6
	3	[9 - 12]	7
Level 1-Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level 3-Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion			

Rule 9: PROFANITY/OBSCENITY (CONT.)	Levels of Disciplinary Action		
	Min.	Grade	Max
D. Communication directed at Another Individual: Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward another individual.	1	[K-5]	5
	3	[6-8]	6
	3	[9-12]	7
E. Technology: Use of computer technology to convey an offensive message.	1	[K-5]	7
	3	[6-8]	7
	3	[9-12]	7
F. Possession or Distribution of Obscene Materials	1	[K-5]	7
	3	[6-8]	7
	3	[9-12]	7
Rule 10: TRESPASSING			
Students, patrons, and school personnel are expected to have the appropriate authorization to be on School District property.			
A. Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on any Chester County Public School property during the suspension/expulsion period.	3	[K-5]	7
	3	[6-8]	7
	3	[9-12]	7
B. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate supervision may be considered trespassers.	3	[K-5]	5
	3	[6-8]	5
	3	[9-12]	5
C. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.	3	[K-5]	5
	3	[6-8]	7
	5	[9-12]	7
Rule 11: UNAUTHORIZED USE OF COMPUTER TECHNOLOGY			
Unauthorized or illegal use of computers, software, computer networks, telecommunications, and related technologies; or involvement in willful acts that cause physical, financial, or other harm, or which disrupt information technology in any manner is prohibited. Parent and student must sign an Internet Acceptable Use Policy-Student/Parent Certification Form in order to have access to the internet.			
1	[K-5]	6	
3	[6-8]	7	
3	[9-12]	7	
Rule 12: BUS DISCIPLINE			
School bus transportation is provided for many Chester County students. This service exists for elementary, middle, and high school students to and from school, instructional field trips, athletic trips, and special after school activities. The driver of the bus has the authority to maintain order and the responsibility for providing a safe environment. The school served by the driver will render discipline assistance when the driver issues a bus discipline referral.			
It is important to know that riding a school bus, for whatever purpose, is a privilege. Students who do not behave at the bus stop or on the school bus may have the privilege of riding revoked for a specified time or permanently. (The range of action levels assigned includes school sanctions in addition to loss of bus privileges.)			
A. Fighting:	3	[K-5]	7
	3	[6-8]	7
	3	[9-12]	7
B. Rude/Discourteous/Annoying:	1	[K-5]	5
	1	[6-8]	5
	1	[9-12]	5
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion			

RULE 12: BUS DISCIPLINE (CONT.)	Levels of Disciplinary Action		
	Min.	Grade	Max
C. Profanity:	1	[K-5]	5
	1	[6-8]	5
	1	[9-12]	5
D. Destruction of Property:	1	[K-5]	5
	1	[6-8]	6
	1	[9-12]	7
E. Throwing Objects:	1	[K-5]	5
	1	[6-8]	5
	1	[9-12]	5
F. Possessing Weapons:	4	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
G. Threatening others/Harassment:	2	[K-5]	7
	2	[6-8]	7
	3	[9-12]	7
H. Eating/Drinking/Littering:	1	[K-5]	3
	1	[6-8]	3
	1	[9-12]	3
I. Yelling:	1	[K-5]	5
	1	[6-8]	5
	1	[9-8]	5
J. Refusing to stay seated:	1	[K-5]	5
	1	[6-8]	5
	1	[9-12]	5
K. Unsafe conduct/smoking:	1	[K-5]	5
	1	[6-8]	6
	1	[9-12]	6
Rule 13: GAMBLING			
A student will not play games of skill or chance for money or property or be present at the scene of such games. This includes dice shooting whether or not gambling is involved.	1	[K-5]	5
	1	[6-8]	5
	3	[9-12]	5
Rule 14: FIGHTING/ASSAULT			
Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited:			
A. Fighting: Fighting involves two or more parties striking each other for the purpose of causing harm injury. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to party, bystanders, or school property. A student that is assaulted and retaliates by hitting, kicking, etc.: may be disciplined for fighting.	3	[K-5]	7
	3	[6-8]	7
	3	[9-12]	7
B. Threat: Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a person of their rights is considered a threat.	2	[K-5]	5
	2	[6-8]	7
	3	[9-12]	7
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion			

Rule 14: FIGHTING/ASSAULT (CONT.)	Levels of Disciplinary Action		
	Min.	Grade	Max
C. Incitement/Instigation: Actions, comments, or written messages intended to cause others to fight or which may result in a fight or harm to another individual are considered incitement or instigation.	2	[K - 5]	5
	2	[6 - 8]	6
	2	[9 -12]	7
D. Physical Abuse: Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a person (Biting and intentional scratching always require office notification.)	2	[K - 5]	5
	2	[6 - 8]	6
	2	[9 -12]	6
E. Battery: The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury is considered an assault on a person.	2	[K - 5]	7
	2	[6 - 8]	7
	2	[9 -12]	7
F. Gang Assault/Battery: When more than one student inflicts bodily harm on another student in the form of mob violence.	5	[K - 5]	7
	5	[6 - 8]	7
	5	[9 -12]	7
G. Bullying: hurting, frightening, browbeating, intimidating another person	5	[K - 5]	7
	5	[6 - 8]	7
	5	[9 -12]	7
H. Assault/Battery on a School Board Employee: Intentional physical violence directed toward a School Board employee is considered an assault.	3	[K - 5]	7
	3	[6 - 8]	7
	4	[9 -12]	7
I. Homicide: The killing of one person by another.	7	[K - 5]	7
	7	[6 - 8]	7
	7	[9 -12]	7
J. Hazing: Mistreatment of another student so as to cause bodily injury.	7	[K - 5]	7
	7	[6 - 8]	7
	7	[9 -12]	7
VIOLATION OF THESE RULES MAY RESULT IN AN IMMEDIATE RECOMMENDATION FOR EXPULSION PER ADMINISTRATIVE DISCRETION.			
Rule 15: RECKLESS VEHICLE USE High school students who meet the requirements and accept the responsibilities of driving private automobiles to school are permitted to do so. This entitlement depends upon the student's willingness to follow the parking and auto usage regulations as prescribed by the individual high school. Failure to adhere to these regulations may result in forfeiture of the privilege of parking a motor vehicle on school property or, in the case of a parking violation, having one's vehicle towed from the premises at the operator's expense.			
Rule 16: DEFACING/DESTROYING SCHOOL OR PRIVATE PROPERTY A student will not willfully or maliciously deface, damage, or destroy property belonging to another. This includes school property at any time and any private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible for willful or malicious destruction of school property. Examples of defacing/destroying property are:			
A. Writing on walls, mirrors, or desks.	1	[K - 5]	5
	2	[6 - 8]	5
	3	[9 -12]	5
B. Damaging another's clothing or property.	1	[K - 5]	5
	2	[6 - 8]	5
	3	[9 -12]	7
C. Graffiti: Willful or malicious defacing of public or private property.	1	[K - 5]	6
	2	[6 - 8]	7
	3	[9 -12]	7
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 - Expulsion			

RULE 16: DEFACING/DESTROYING SCHOOL OR PRIVATE PROPERTY (CONT.)		Levels of Disciplinary Action		
		Min.	Grade	Max
D. Damaging books, technology, etc.		1	[K-5]	6
		2	[6-8]	7
		3	[9-12]	7
Rule 17: THEFT/ATTEMPTED THEFT				
A student will not steal or attempt to steal property. A student will not possess or attempt to possess stolen property.				
A. School Property: Unlawfully taking and/or carrying away property belonging to the Chester County Public Schools.		3	[K-5]	7
		3	[6-8]	7
		3	[9-12]	7
B. Staff Property: Unlawfully taking and/or carrying away property belonging to a staff member.		3	[K-5]	7
		3	[6-8]	7
		3	[9-12]	7
C. Student Property: Unlawfully taking and/or carrying away property belonging to another student.		3	[K-5]	7
		3	[6-8]	7
		3	[9-12]	7
D. Student Locker: Removing any property from a locker other than one assigned locker.		1	[6-8]	5
		3	[9-12]	7
E. Possession of Stolen Property: Having in one's possession property obtained without the permission of the owner.		1	[K-5]	5
		3	[6-8]	7
		3	[9-12]	7
Rule 18: TOBACCO				
The law requires all school buildings to be smoke-free. All students are PROHIBITED from the use and possession of tobacco products, matches, and lighters on school property. This prohibition includes all related activities (i.e., bus stops, school bus, extracurricular activities, etc.)				
A. Smoking or other tobacco use		4	[K-5]	5
		4	[6-8]	6
		4	[9-12]	6
B. On-person possession: Having tobacco or tobacco paraphernalia.		3	[K-5]	5
		3	[6-8]	6
		3	[9-12]	6
Rule 19: CHEMICAL ABUSE				
Possessing (which includes bringing substances onto school property) illegal chemicals, alcohol, look-alike drugs and alcohol, anabolic steroids, inhalants, any drug not prescribed for the student by a physician, or any substance represented as a drug: OR possession or use of drug paraphernalia. Chemical abuse also encompasses distribution, which includes sale, gift, sharing, and taking orders for or arranging for a sale, before, during, or after school.				
A. Alcohol and Drug Use - A REFERRAL TO AN APPROVED DRUG AND ALCOHOL TREATMENT PROGRAM REQUIRED. PLEASE SEE SCHOOL COUNSELOR FOR REFERRAL.		5	[K-5]	7
		5	[6-8]	7
		5	[9-12]	7
B. Possession or Use of Drug Paraphernalia		4	[K-5]	7
		4	[6-8]	7
		5	[9-12]	7
C. Distribution - REQUIRED REPORT TO POLICE FOR THESE INFRACTIONS.		5	[K-5]	7
		5	[6-8]	7
		5	[9-12]	7
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference				
Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days)				
Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion				

	Levels of Disciplinary Action		
	Min.	Grade	Max
Rule 20: MEDICATION Students are not to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the office and will be administered by a parent/guardian or designated adult per guidelines in accordance with School Board policy. Medications needed during field trips are likewise handled through the school office or clinic.	1	[K -5]	5
	1	[6- 8]	7
	1	[9- 12]	7
Rule 21: ARSON/ATTEMPTED ARSON The possession, use, or intent to use any material which may result in a fire on school property constitutes arson and is prohibited unless specifically authorized by school officials.	7	[K -5]	7
	7	[6- 8]	7
	7	[9- 12]	7
Rule 22: BRIBERY A student will not give or promise anything to induce a person to do something illegal or wrong.	2	[K -5]	7
	3	[6- 8]	7
	3	[9- 12]	7
Rule 23: EXTORTION/ROBBERY A student will not take, or threaten to take another person's property by force, violence, threats, or intimidation.	4	[K -5]	7
	4	[6- 8]	7
	6	[9- 12]	7
Rule 24: MACE/MACE-LIKE DEVICES A student will not supply, handle, use, transit, or possess pepper gas, mace, or similar substances on School District property, on the way to or from school, or at school-sponsored activities.	3	[K -5]	7
	3	[6- 8]	7
	3	[9- 12]	7
Rule 25: FIREARMS The possession or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity is prohibited unless specifically authorized by school officials. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or other receptacle. Firearms include any device which meets the definition of firearm in the Code of Laws. VIOLATION OF THIS RULE RESULTS IN AN IMMEDIATE RECOMMENDATION FOR EXPULSION.	7	[K -5]	7
	7	[6- 8]	7
	7	[9- 12]	7
Look-alike: Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon. May include but not be limited to a cap pistol, water pistol, or any look-alike gun. Principal may determine if a look-alike is considered a weapon.	4	[K -5]	7
	4	[6- 8]	7
	4	[9- 12]	7
Rule 26: WEAPONS/EXPLOSIVES/FIREWORKS A student will not supply, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of safety or well-being or any object which can reasonably be considered a weapon, or any substance that could cause harm or irritation to another individual. All weapons/instruments/objects described below will be confiscated and relinquished to the police.			
A. Bomb: Any device brought to school that contains combustible material or combustible material and a fuse.	7	[K -5]	7
	7	[6- 8]	7
	7	[9- 12]	7
B. Knife/Razor Blade/Box Cutter: Possession of any size or shape of knife including blades, or other sharp devices used for cutting without school authorization.	4	[K -5]	7
	4	[6- 8]	7
	5	[9- 12]	7
C. Ammunition/ Fireworks/ Small Explosives: Possession of any bullets or shells or any objects that could be considered to be ammunition or resemble ammunition. Possession of firecrackers or any small explosive device including caps, snapper pops, and stink bombs.	4	[K -5]	7
	4	[6- 8]	7
	4	[9- 12]	7
Other: Possession of any object or substance that could cause harm, injury, irritation to students or any other persons including, but not limited to: slingshot, ice pick, multi-fingered rings, heavy chain, metal knuckles, clubs, stun guns, cigarette lighter, martial arts object, or chemical bombs.	4	[K -5]	5
	4	[6- 8]	7
	5	[9- 12]	7
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 – Expulsion			

Rule 27: SEXUAL OFFENSES A student will not engage in sexual or immoral behavior. Examples:	Levels of Disciplinary Action		
	Min.	Grade	Max
A. Offensive Touching: Inappropriate fondling; placing of hands on another person's private parts.	3	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
B. Sexual Harassment: Unsolicited, unwelcome sexual overtures, conduct or advances, requests for sexual favors; verbal or physical abuse of a sexual nature. Sexually oriented comments, threats, intimidation, inappropriate conversation or jokes, which make another person uncomfortable, or coercion, verbal or physical, are forbidden. Any student (or the parent/legal guardian of a student) who feels he or she has been subjected to sexual harassment is encouraged to file a complaint with the school's principal, sexual harassment contact person, or the District's Title IX Coordinator at 385-6122. Copies of the Board of Trustee's policy regarding sexual harassment are available to students or their parents/legal guardians in each school's main office and media center. The administration will investigate all alleged incidents and will have authority to determine when sexual harassment or misconduct has occurred.	4	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
C. Indecent Exposure: Intentional exposure of private parts of one's body including "mooning."	4	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
D. Amorous Behavior: Inappropriate public display of affection.	1	[K-5]	4
	1	[6-8]	5
	3	[9-12]	5
E. Consensual Sex: Sexual activity involving willing participants.	7	[K-5]	7
	7	[6-8]	7
	7	[9-12]	7
F. Rape or Attempted Rape: Unlawful sexual intercourse or attempted intercourse by force, threat, or fear.	7	[K-5]	7
	7	[6-8]	7
	7	[9-12]	7
Rule 28: SERIOUS VIOLATIONS A student will not participate in any criminal acts in violation of local, state, or federal laws.	3	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
Rule 29: FALSE FIRE ALARMS/BOMB THREATS Activating a fire alarm without cause, reporting a threat to damage or bomb School Board property, or encouraging inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden.	5	[K-5]	7
	5	[6-8]	7
	5	[9-12]	7
Rule 30: UNJUSTIFIED HANDLING/ACTIVATION OF FIRE EXTINGUISHER A student will not handle, remove, or activate fire equipment on school property.	3	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
Rule 31: UNLAWFUL ASSEMBLY A student will neither participate in and/or instigate a public disturbance involving violence, confusion, or disorder on school grounds.	3	[K-5]	7
	3	[6-8]	7
	4	[9-12]	7
Rule 32: GANG ACTIVITY Participation in any gang-related activity to include recruiting, organizing, initiation, or any actions identified as gang-affiliated behavior is prohibited.	4	[K-5]	7
	4	[6-8]	7
	4	[9-12]	7
Level 1 – Verbal Warning/Reprimand Level 2 – Intervention/Classroom Level Level 3 – Conference Level 4 – Intervention/School Level/In-School Suspension Level 5 – Suspension (Out-of-School 1-5 days) Level 6 – Suspension (Out-of-School 6-10 Days) Level 7 - Expulsion			

INTERNET ACCEPTABLE USE POLICY

Student/Parent Certification Form

As the parent/Guardian of this Student, I have read and understand the Internet Acceptable Use Policy and Administrative Rules. * I understand that this access is designed solely for educational purpose, however, I also recognize it is impossible for the Chester County School District to restrict access to all controversial materials and I will not hold the District responsible for materials my child acquires on the internet. I further understand that if my child violates these conditions and rules, his or her access privilege may be revoked for up to one year and disciplinary action may be taken. Further, I accept full responsibility for supervision if and when my child's Internet use is not in a school setting.

I hereby give permission to issue an account to my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ Date: _____

I have read and understand the School District's Internet Acceptable Use Policy and Administrative Rules. I understand and will abide by the conditions and rules set forth therein. I further understand that violations of these conditions and rules are unethical and also may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked for up to one year, disciplinary action may be taken, and appropriate legal action may be instituted. The staff member whose signature appears below has advised me of the Acceptable Use Policy and Administrative Rules.

Student's Name (please print):

Student's Signature:

Staff Member's Name (please print):

Staff Member's Signature: _____ Date: _____

The Department of Technology will provide the user a log-on name and password to access the Wide Area Network (WAN) to be used in accordance with the guidelines set forth in Internet Acceptable Use Policy and Administrative Rule. The user's log-on name and password will be maintained within the Department of Technology.

Log-On Name: _____ Password: _____

Assigned By: _____ Date: _____

*The CCSD Network Acceptable Use form can be accessed through the District web page (www.chester.k12.sc.us) selecting "District Resources" and then selecting the link to "Internet Acceptable Use Form"

**STUDENT LEADERSHIP HANDBOOK
NOTIFICATION FORM**

STUDENT CODE OF RESPECT AND RESPONSIBILITY

As a student of the Chester County School District, I pledge my best to respect other people, my school, all rules, and myself. I pledge to always be the best student that I can be and to be responsible for my own learning and behavior. I pledge to act in caring ways in and beyond the classroom and to help eliminate the use of violence to solve problems. I pledge to become a good citizen of my school and community and to help others do the same?

I have received and read the Student Leadership Handbook.

STUDENT'S NAME (Please print)

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE

SCHOOL

PLEASE READ AND SIGN BOTH FORMS AND RETURN TO THE SCHOOL.