



Student Code of Conduct
2024-2025

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Chester Community Charter School

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Dear Parents and Guardians,

The Chester Community Charter School Student Code of Conduct is designed to maintain order and safety in our schools. It is not intended to be punitive. It's a written document that every student is guided by, and it helps CCCS sustain an educational environment that supports learning.

After you have read the Student Code of Conduct, I urge you to review it with your child and contact your school's principal with any comments or suggestions. We look forward to working with you and your child.

Sincerely,



Dr. David E. Clark, Jr.

Chief Executive Officer

Mission Statement

Chester Community Charter School is a K-8 public charter school dedicated to educating the whole child in a data-driven learning community. To accomplish this, the school's environment is built on Social-Emotional Learning and a commitment to empowering students to become the drivers of their learning, with the support of all staff, families, and community stakeholders.

Vision

Chester Community Charter School aspires to be the leader in utilizing our regional, national, and global communities to educate the whole child. Through data-driven best practices and a positive school-wide culture and climate for learning, we will provide our scholars, staff, and community with opportunities for continuous growth and achievement in an ever-changing world.

Goal

By the time Chester Community Charter School students graduate from 8th grade, they will be self-sufficient learners with the skills and voice to advocate for their learning for the rest of their lives. They will be able to communicate confidently in the digital world and be academically astute, resourceful, and passionate in their continual pursuit of learning. They will have an appreciation for the unique role our region has played in the development of fine arts and technical innovation and have an awareness of their rights and responsibilities as citizens to utilize their knowledge and skills to advocate for themselves, our local community, and our world, for the good of all.

Student Code Summary

The Chester Community Charter School's Code of Student Conduct provides a four-step system for responding to disruptive, unsafe, or harmful behaviors.

Step 1: Our disciplinary plan is based on the tenets of positive reinforcement. Whenever circumstances permit, we endeavor to seize the "*teachable moments*." These Moments are defined as opportunities to increase the students' skills in self-management and their ability to respect themselves and others, even in difficult situations. The act of seizing the "*teachable moment*" is similar to coaching. Its goal is to teach by promoting student reflection and self-correcting behaviors. Such initial responses are offered to those committing first-time, lower-level offenses, barring no threat to the physical well-being of others, no violation of the law, and no destruction or loss of property. Teachers, Guidance Counselors, or other qualified adults may be involved in this process. This step does not require any disciplinary responses.

Step 2: The second step refers to offenses managed mainly by classroom teachers. These are listed as Level 1 offenses, along with their potential consequences.

Step 3: The third step involves the involvement of other professionals whose insights may help redirect a student's persistent misbehavior. These professionals can include, but are not limited to, the use of a buddy teacher, Principal, Assistant Principal, Dean of Students, Guidance Counselor, Academic Coach, Building Director, or other trusted adults who have a supportive relationship with the student. In all these steps, the school informs parents of their child's behaviors and invites a partnership to help the child re-engage positive behaviors at school. This step generally involves Levels 2 and 3 violations.

Step 4: The fourth step in this disciplinary code provides guidelines for addressing the most dangerous and disruptive behaviors. Those behaviors are considered Level 4 violations that may result in an alternative placement or expulsion.

Shared Responsibilities: The 4-step approach above reinforces the African proverb, "*It takes a village to raise a child*." This belief is further supported by the need to establish a sense of shared responsibility in nurturing and educating children.

*This student code of conduct does not list all student offenses. If a student's offense is not listed, the building principal or designee can classify it as a closely related offense listed in the code.

Level 1 Offenses & Consequences

Offenses

- Cursing lewd/inappropriate language
- Pushing, showing aggressive or intimidating physical postures
- Defiant, disrespectful behavior
- Dress Code Violation
- Unprepared for class
- Teasing, taunting, trash talk
- Defiance/Non-Compliance
- Disruptive behavior
- Incomplete Assignments
- Misuse of school property
- Loitering
- Leaving class without permission (class cutting)
- Stealing/Theft – Minor
- Minor altercation (Any altercation not physical)

Potential Consequences

- Parent Communication
- Verbal Reprimand
- Student reflections and self-corrective actions
- Teacher contacts parents (telephone)
- Offending student makes amends
- Removal of Recess
- Teacher detention
- Peer consequence (youth court)
- Temporary loss of privileges
- Behavior Contract
- Parent Conference

*Persistent Level 1 misbehavior will result in more stringent disciplinary responses and behavior monitoring. This monitoring may include a conference with a Dean or an administrator with a notation from the teacher that “no further action is required” beyond the conference itself. Frequently, repeated Level 1 offenses that are undeterred will escalate to a level 2 offense and be handled by an administrator.

Level 2 Offenses & Consequences

Offenses

- Academic cheating
- Abusive language
- Leaving class without permission/Class cutting - escalated
- Failure to attend detention
- Forgery
- Presence in a prohibited area
- Unauthorized use of electronic device
- Disrespect to staff - escalated
- Defiance to staff - escalated
- Disruptive behavior - escalated
- Physical altercation (not rising to fight)
- Technology Violation
- Slander, gossip, spreading rumors
- Stealing/Theft
- Dress Code Violation – Escalated

Potential Consequences

- Parent Communication
- In-person parent conference
- After school detention (teacher/Administrator)
- In School Suspension (ISS)
- Loss of technology use privileges
- Out of School Suspension
- Temporary confiscation of cell phone until parent pickup
- Any combination of consequences listed under level 1.

*Administrators handle Level 2 offenses, and the classroom teacher maintains documentation. Students who miss class assignments due to out-of-school suspensions are expected to arrange with their classroom teachers to receive missing work.

Level 3 Offenses & Consequences

Offenses

- Elopement - Leaving school without authorization
- Offensive touching student to student
- Offensive touching student to staff
- Unlawful restraint
- Threatening school officials or staff
- Threatening student
- Gang-related attire
- Stealing/Theft – Escalated
- Fighting
- Bullying/Cyber (persistent teasing)
- Unauthorized use of an Electronic Device (Cell Phone, etc.)

Potential Consequences

- Out of School Suspension (OSS)
- In School Suspension (ISS, for more extended periods than Level 2 offenses)
- Parent conference before re-entry
- Police involvement
- Referral to counseling
- Behavior contract
- Denial of bus transportation
- Any combination of consequences listed under Level 1 and Level 2
- Referral to the Board of Trustees for expulsion
- Referral to appropriate outside social agency
- Replacement of or compensation for damaged property

* Level 3 offenses represent the more severe student misbehaviors. The list above is representative of these offenses and does not include all possible situations. Offenses not specifically mentioned will be handled “case by case.” Students who miss class assignments due to out-of-school suspensions must arrange with their teachers to receive missing work.

Level 4 Offenses & Consequences

Offenses

- Simple Assault on Student
- Indecent Assault
- Indecent Exposure
- False Fire Alarm/Alarm Tamper
- Obscene and other sexual materials and performances
- Sexual harassment
- Racial and ethnic intimidation
- Other forms of harassment or intimidation
- Fighting
- Stalking
- Aggravated assault of student
- Kidnapping or interference with custody of child
- Reckless endangerment
- Robbery
- Theft and related offenses - escalated
- Crimes related to criminal homicide
- Bullying/Cyber - escalated
- Simple assault on staff
- Burglary
- Arson and related offenses
- Vandalism
- Criminal trespass
- Rioting
- Bomb threats/Swatting
- Terroristic threats
- Failure of disorderly persons to disperse upon official orders
- Disorderly conduct
- Aggravated assault on staff
- Possession, use, or under the influence of a controlled substance
- Sale or distribution of a controlled substance
- Sale, possession, use, or under the influence of alcohol
- Rape
- Possession, use, or sale of tobacco
- Cyber harassment of a child
- Institutional sexual assault
- Possession, use, or sale of vaping material
- Possession of weapon
- Involuntary sexual deviant intercourse
- Statutory sexual assault
- Sexual assault

- Open lewdness
- Aggravated indecent assault
- Inciting a riot or a fight
- Drug possession (illegal or prescription, including edibles)
- Severe bodily injury to oneself or another
- Violation of social media policy
- Extortion
- Security threat
- Severe bodily injury to another student or staff
- Spitting
- Stealing/Theft – Major Escalated
- Escalated - Unauthorized use of an Electronic Device (Cell Phone, etc.)

Potential Consequences

- Out of School Suspension (OSS)
- In School Suspension (ISS, for more extended periods than Level 2 offenses)
- Parent conference before re-entry
- Police involvement
- Mandatory drug screening
- Mandatory counseling
- Behavior contract
- Denial of bus transportation
- Any combination of consequences listed under Level 1 and Level 2
- Referral to the Board of Trustees for expulsion
- Referral to appropriate outside social agency

* Level 4 Offenses represent the most severe student behaviors. The list above is representative of these offenses and does not include all possible situations. Offenses that are not specifically mentioned will be addressed on a case-by-case basis.

Potential Expulsion/Alternative Placement Offenses

- Simple Assault on Student
- Indecent Assault
- Indecent Exposure
- False Fire Alarm/Alarm Tamper
- Obscene and other sexual materials and performances
- Sexual harassment
- Racial and ethnic intimidation
- Other forms of harassment or intimidation
- Fighting
- Stalking
- Aggravated assault of student
- Kidnapping or interference with custody of child
- Reckless endangering another person
- Robbery
- Theft and related offenses
- Crimes related to criminal homicide
- Bullying/Cyber
- Simple assault on staff
- Burglary
- Arson and related offenses
- Vandalism
- Criminal trespass
- Rioting
- Bomb threats/Swatting
- Terroristic threats
- Failure of disorderly persons to disperse upon official orders
- Disorderly conduct
- Aggravated assault on staff
- Possession, use, or under the influence of a controlled substance
- Sale or distribution of a controlled substance
- Sale, possession, use, or under the influence of alcohol
- Rape
- Possession, use, or sale of tobacco
- Cyber harassment of a child
- Institutional sexual assault
- Possession, use, or sale of vaping material
- Possession of weapon
- Involuntary sexual deviant intercourse
- Statutory sexual assault
- Sexual assault

- Aggravated indecent assault
- Inciting a riot or a fight
- Drug possession (illegal or prescription, including edibles)
- Extortion
- Misuse of technology; violation of social media policy
- Repeated violation of school code of conduct
- Security Threat
- Open lewdness
- Severe bodily injury to another student or staff

* This list is not all-inclusive, and a student committing an act of misconduct not listed may be subjected to disciplinary action (including alternative placement or expulsion). Serious or excessive behavior that necessitates a more severe disciplinary action than that which is listed shall be subject to the discretionary authority of the CEO or designee.

Please Note: Students with a history of reported offenses may be recommended for alternative placement once the building-level student support team has demonstrated that they have exhausted all school-based interventions. A student may only be referred to a “district-level” alternative placement committee.

Mandatory Report to Police

- Violent felonies (All violent felonies that occur against students, school employees, and school volunteers must be reported):
 - Homicide
 - Simple assault
 - aggravated assault
 - terroristic threats
 - harassment
 - stalking
 - kidnapping
 - unlawful restraint
 - rape
 - statutory sexual assault
 - involuntary deviate sexual intercourse
 - sexual assault
 - institutional sexual assault
 - indecent assault
 - indecent exposure
 - arson
 - vandalism
 - burglary
 - criminal trespass
 - robbery – including of a motor vehicle
 - riot
- Assault against a student, school employee or volunteer
- Unlawful sexual contact and or sexual harassment against a student, school employee, or volunteer
- Possession of a dangerous instrument or deadly weapon or bomb by a student

- Possession, use, or sale of an unlawful controlled substance, including prescription drugs and counterfeit drugs.

*The principal or designee will make every effort to notify the parent(s)/guardian(s), conduct a thorough investigation, and, if warranted by statute, report it to the police authorities. In addition, the principal/deans will try to notify the parent(s)/guardians(s) of any juvenile victim. The following list is not all-inclusive, but at a minimum, the following shall be reported to the appropriate law enforcement agency:

Evidence that suggests the commission of the crimes of assault and extortion against a pupil or an assault or extortion against a school employee.

Evidence that suggests a felony, for example, reckless endangering, assault offenses; homicide, arson; criminal mischief, bombs, robbery; rape; extortion; fraud; forgery; weapon; etc., may have occurred.

Evidence that suggests violations of the laws concerning controlled substances and alcohol may have occurred.

Evidence that suggests incest, sexual abuse or neglect, or other abuse of children may have occurred.

Evidence that suggests the use, possession, or sale of dangerous instruments or deadly weapons (i.e., knives, firearms, ammunition, explosives, or blasting caps) may have occurred.

Evidence that suggests moral offense (i.e., pornography, exhibitionism, peeping, etc.) may have occurred.

Evidence that suggests organized gambling may have occurred

Evidence of offenses involving school property, i.e., false fire alarms, telephone threats, computer crimes, vandalism and criminal mischief, trespass, burglary and theft, reckless driving, and safety hazards, may have occurred.

There have been reports of suspicious or unauthorized persons on or near school grounds or property, and rumors, information, or observations of gang rivalries may have occurred.

Definitions

1. **Abusive Language/Gestures/Cursing** shall mean the student uses or threatens to use written or spoken language, gestures, electronic images, photos, or offensive, obscene, and vulgar actions.
2. **Academic Cheating** is the act or instance of deception in preparing or presenting course work or class assignments as a student's authentic work when it is not. This includes but is not limited to:
 1. Copying another student's paper
 2. Unauthorized use of notes or sharing answers during a test or examination
 3. Presenting another person's work as one's own
 4. Presenting quotations, words, or ideas without proper references or credit (plagiarism)
 1. **Note:** The person sharing the information will receive the same consequences as
 2. the person who turned the work in as their own. These examples also apply to electronic information retrieved from the internet.
3. **Alcohol** shall mean any alcoholic liquor capable of being consumed by a human being, including alcohol, spirits, wine, and beer.
4. **Arson** shall mean a person recklessly or intentionally starting a fire or causing an explosion.
5. **Assault** shall mean:
 1. The person intentionally causes serious physical injury to another person using a deadly weapon or a dangerous instrument or
 2. The person intentionally disfigures another person seriously and permanently or deliberately destroys, amputates, or disables permanently a member or organ of another person's body.
6. **A Behavior Contract** is a written agreement between a student, the student's parent/ Guardian, and an administrator that explicitly states the conditions that must be met; failure to do so will result in further specific disciplinary action. A behavior contract may be used in addition to specified actions.
7. **Bullying** shall mean an intentional written, electronic verbal, or physical act or actions against another student, school volunteer, or school employee that a reasonable person under the circumstances should know will have the effect of:
 1. Placing a student, school volunteer, or school employee in reasonable fear of substantial harm to their emotional or physical well-being or significant damage to their property or:

2. Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness of actions or due to a power differential between the bully and the target or
 3. Interfering with a student; having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or
 4. Perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another student, school volunteer, or school employee.
8. **Cyberbullying** shall mean the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students through means other than face-to-face interaction, which:
1. Interferes with a student's physical well-being or
 2. Is threatening or intimidating; or
 3. Is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the Charter School's educational programs.
 1. **Note:**
 2. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.
9. **Dangerous Instrument(s) Possession/Concealment/Sale** shall mean the unauthorized possession/sale by a student in the school environment of any instrument, article, or substance readily capable of causing severe physical injury or death.
10. **Defiance/Non-compliance/Disrespectful Behavior of School Authority** shall mean:
1. A verbal or non-verbal refusal to immediately comply with a reasonable request from the school personnel, or refusal to identify oneself at the request of school personnel, and refusal to comply with disciplinary action; or
 2. Verbal or nonverbal disrespect or uncivil behavior toward school personnel causes substantial disruption or material interference with school activities.
11. **Disorderly Conduct** is unruly behavior constituting a minor offense.
12. **Disruptive Behavior:**
1. conduct that materially and substantially interferes with or obstructs the teaching or learning process in a classroom or educational setting.

13. Destructive Device:

1. Any explosive incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than ounces, missile having an explosive incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses.
2. Any type of weapon (other than a shotgun shell, which the U.S. Secretary of Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by an action of an explosive or other propellant and which has any barrel with a bore of more than one-half in diameter, and
3. Any combination of parts designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled. Destructive Device shall not include any device that is neither designed nor redesigned for use as a weapon; any device, although initially intended for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing safety, or similar device, surplus ordinance sold or loaned

14. **Denial of Bus Transportation** is the temporary or permanent withholding of bus transportation due to misconduct on the school bus, disrespect to the driver, or vandalism. Such action may be taken only by an administrator. During the denial of school bus transportation, parents/guardians are responsible for getting the student to and from school.

15. **Detention** is an established time outside the regular instructional time when a Student is detained in a supervised area.

16. **Distribution of Drugs or Alcohol or Drug Paraphernalia** shall mean a sale, transfer, or distribution in school, on school property, or a school field trip of Drugs and Alcohol.

17. **Drug** shall mean any controlled substance or counterfeit substance including, for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall consist of any prescription substance that has been given to or prescribed for a person other than the student in whose possession it is found.

18. **Drug-like substances** mean any non-controlled or non-prescription substances capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, and caffeine pills.

19. **Escalation** An offense is elevated to a higher level within the Code of Conduct due to either the frequency of its occurrence or the severity of the violation. This process signifies a significant concern regarding the individual's behavior and

underscores the need for more stringent consequences to effectively address ongoing or intensified misconduct.

20. **Extortion** means obtaining money, goods, services, or information from another by force or the threat of force.
21. **Fighting** shall mean any aggressive physical altercation between two or more Individuals.
22. **Forgery** is the making, altering, use, or possession of a false writing to commit fraud
23. **Gambling** shall mean participation in games of chance for money or other things of value.
24. **Harassment** shall mean any actions or statements made with the intent to harass, annoy, or alarm another person which:
 1. Insults, taunts, or challenges the other person or;
 2. It is a cause of alarming or distressing conduct that serves no legitimate purpose and is done in a manner that the actor knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer fear, alarm, or distress.
25. **Indecent Assault** is the crime of attacking someone in a way that involves touching or threatening them sexually but not forcing them to have sexual intercourse.
26. **In-school suspension** is the temporary placement of a student in a supervised area within the school.
27. **Inhalant Abuse** shall mean chemical vapors that are inhaled for their mind-altering effects.
28. **Loitering** is to delay, linger, or idle about a school or public place without lawful business for being present.
29. **Misuse of Technology** shall mean the use of school technology equipment in:
 1. Soliciting, using, receiving, or sending pornographic or obscene material;
 2. Accessing unauthorized email;
 3. The unauthorized downloading and installing of files;
 4. Intentionally damaging technology equipment in the school environment;
 5. A situation in which a student tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the school environment, resulting in the loss or corruption of information or the ability of the system to operate or
 6. In any way disrupts or degrades the school's technology infrastructure

30. **Offensive Touching** shall mean intentionally inappropriate touching of another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person, or intentionally striking another person with saliva, urine, feces or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person.
31. **Open Lewdness** is any act involving sexuality, nudity, or sexual behavior performed openly in public.
32. **Paraphernalia** includes but is not limited to roach clips, miniature cocaine spoons, and containers for packaging drugs.
33. **Pornography** shall mean the possession, sharing, or production of any known obscene material in the school environment.
34. **Possess, Possession, or Possession means that a student has prohibited items or substances on his or her person, in his or her belongings, or under the student's reasonable control.**
35. **The principal** includes the Principal's designee
36. **Rape or Attempted Rape** shall, respectively, mean sexual intercourse without the consent of the victim in both cases.
37. **Reckless Endangerment** is engaging in conduct that places or may place another person in danger of death or serious bodily injury
38. **Reprimand** is a verbal or written warning that behavior is unacceptable.
39. **Restitution** refers to seeking the payment for or restoration of damaged property from the student(s) responsible in no event is the district accountable for the restitution.
40. **Rioting** is the violent disturbance of the peace by a crowd.
41. **Sexual Assault** shall mean any unwanted sexual behavior committed by a Perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage, or civil union.
42. **Sexual Harassment** is a behavior characterized by making unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation.
43. **Sexual Misconduct** shall mean a consensual sexual act(s) between two individuals within the school environment.

44. **Slander** is the action or crime of making a false statement damaging a person's reputation.
45. **Stealing** means taking, exercising control over, or obtaining another person's property to deprive that person of it or appropriate it.
46. **Smoking** – includes the burning of any lit pipe, cigar, cigarette, vaping, or any other smoking equipment, whether filled with tobacco or any other type of
1. material. Tobacco is defined as all tobacco-derived or containing products, including but not limited to cigarettes (e.g., clove, bidis, kreteks, electronic cigarettes, cigars, and cigarillos), hookah-smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff), and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine. Products approved by the U.S. Food and Drug Administration for cessation are not considered tobacco under this policy.
47. **Swatting** is the action or practice of making a prank call to emergency services to dispatch many armed police officers to a particular address.
48. **The school administrator can designate suspensions** as in-school or out-of-school:
1. ***In-School Suspension (ISS)***: Students assigned to in-school suspension will remain in school but will be assigned to a designated, supervised area. A student assigned to in-school suspension cannot participate in any extra-curricular activities during their suspension.
 2. ***An out-of-school suspension (OSS) is a student's temporary exclusion from*** school, school grounds, and all school-related activities by a building administrator for not exceeding five (5) days. The CEO or designee may extend the suspension for a period not to exceed ten (10) days, except after a hearing and approval of the Board of Trustees.
49. ***Out-of-School Suspension (OSS)***: Students assigned to out-of-school suspensions are not permitted on school property during their suspension, and it is the parent/guardian's responsibility to arrange for their care. Students assigned to out-of-school suspension are not permitted to participate in any extra-curricular activities during their suspension. Students may request to receive their assignments during the time of their suspension if the period exceeds three days
50. **Terroristic Threatening shall** mean when:

1. A person threatens to commit any crime likely to result in death or a severe injury to a person or property or
 2. A person commits an act with the intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or severe injury
51. **Under the Influence/Usage** – a student has either smoked, snorted, drank, or injected an illegal drug or substance or drank alcohol, beer, wine, cough syrup, or ingested pills.
52. **Vandalism** involves deliberate destruction of or damage to public or private property.
53. **Violent Felony** – A violent felony involves the use of threat or force against another person.
54. **Weapon/Dangerous Instrument & Sale of Weapon/Dangerous Instrument** – any instrument from which a shot may be discharged, including the discharge of a pellet, slug, bullet, or BB shot by compressed air or by spring discharge: a knife of any sort; switchblade knife, box cutter, razor, blackjack, bludgeon, metal knuckles, slingshot, bicycle chain, ice pick; or any other article commonly used or designated to inflict bodily harm or to intimidate others, or used in an aggressive and threatening manner articles widely used for different purposes. A laser light is a dangerous instrument when used in a manner that intentionally or recklessly presents a risk of injury to a person's eye. In all events, laser lights are not permitted in school. This includes the sale of weapons/dangerous instruments.