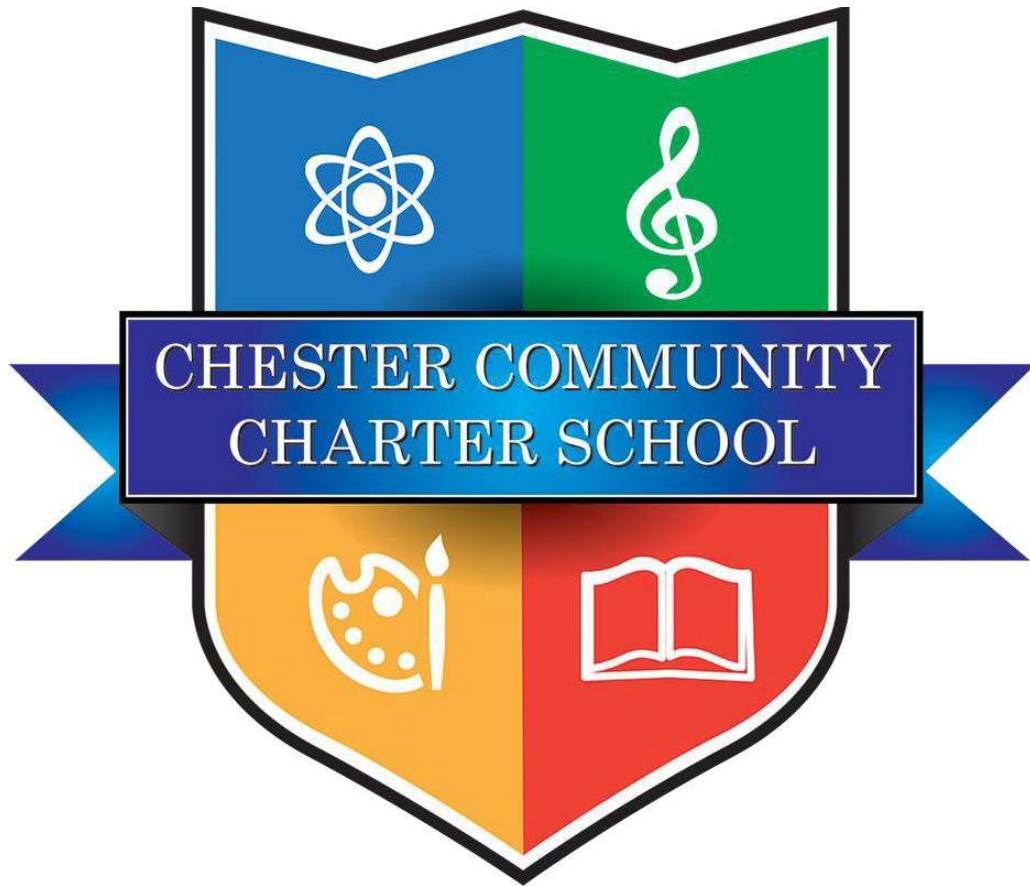




Student Code of Conduct
2026-2027

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MESSAGE FROM THE CEO

Dear Parents, Guardians, and Families,

The CCCS Student Code of Conduct ensures every student has a safe and positive place to learn. It outlines clear expectations for behavior and the steps we take when those expectations are not met — always with the goal of teaching, not simply punishing.

Please read this Code of Conduct with your child and contact your school's principal with any questions or suggestions. Your partnership makes all the difference.

Sincerely,

Mark Battinieri
Chief Executive Officer
Chester Community Charter School

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 — Teachable Moments

Our disciplinary plan is based on the tenets of positive reinforcement. Whenever circumstances permit, we endeavor to seize the “teachable moments.” These are opportunities to increase students' skills in self-management and their ability to respect themselves and others. This step does not require formal disciplinary responses.

Step 2 — Classroom-Managed Offenses

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 — Professional Intervention

The third step involves professionals including a buddy teacher, Principal, Assistant Principal, Dean of Students, Guidance Counselor, Building Director, or other trusted adults. This step generally involves Levels 2 and 3 violations.

Step 4 — Serious & Dangerous Behaviors

The fourth step provides guidelines for addressing the most dangerous and disruptive behaviors, considered Level 4 violations. These may result in alternative placement or expulsion.

Shared Responsibilities: The 4-step approach reinforces the African proverb, “It takes a village to raise a child.” This belief supports the need for 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	POTENTIAL CONSEQUENCES
Cursing / lewd / inappropriate language	Parent Communication
Pushing, aggressive or intimidating physical postures / defiant behavior	Verbal Reprimand
Dress Code Violation	Student reflections and self-corrective actions
Unprepared for class	Teacher contacts parents (telephone)
Teasing, taunting, trash talk	Offending student makes amends
Defiance/Non-Compliance following repeated redirection or refusal to comply with reasonable staff requests	Removal of Recess
Disruptive behavior that materially interferes with the learning environment	Teacher detention
Incomplete Assignments	Peer consequence (youth court)
Misuse of school property	Temporary loss of privileges
Loitering	Behavior Contract
Leaving class without permission (class cutting)	Parent Conference
Stealing/Theft	
Minor altercation (any altercation not physical)	



Persistent Level 1 misbehavior will result in more stringent disciplinary responses. Frequently, repeated Level 1 offenses that are undeterred will escalate to a Level 2 offense handled by an administrator.

LEVEL 2 OFFENSES & CONSEQUENCES

OFFENSES	POTENTIAL CONSEQUENCES
Academic cheating	Parent Communication
Abusive language	In-person parent conference
Leaving class without permission / Class cutting — escalated	After school detention (teacher/administrator)
Failure to attend detention	In-School Suspension (ISS)
Forgery	Loss of technology use privileges
Presence in a prohibited area	Out-of-School Suspension
Unauthorized use of electronic device, including misuse of social media, recording devices, or artificial intelligence tools	Temporary confiscation of cell phone until parent pickup
Disrespect to staff — escalated	Any combination of consequences listed under Level 1
Defiance to staff — escalated	
Disruptive behavior that materially interferes with the learning environment — escalated	
Physical altercation (not rising to fight)	
Technology Violation	
Slander, gossip, spreading rumors	
Stealing/Theft	
Dress Code Violation — escalated	



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	POTENTIAL CONSEQUENCES
Elopement — Leaving school without authorization	Out-of-School Suspension (OSS)
Offensive touching student to student	In-School Suspension (ISS, extended periods)
Offensive touching student to staff	Parent conference before re-entry
Unlawful restraint	Police involvement
Threatening school officials or staff	Referral to counseling
Threatening student	Behavior contract
Gang-related attire	Denial of bus transportation
Stealing/Theft — escalated	Any combination of Level 1 and Level 2 consequences
Fighting	Referral to the Board of Trustees for expulsion
Bullying/Cyberbullying (persistent teasing, harassment, intimidation, or harmful online conduct)	Referral to appropriate outside social agency
Unauthorized use of an Electronic Device — escalated	Replacement of or compensation for damaged property



Level 3 offenses represent the more severe student misbehaviors. The list above is representative and does not include all possible situations. Offenses not specifically mentioned will be handled on a “case-by-case” basis.

LEVEL 4 OFFENSES & CONSEQUENCES

OFFENSES	POTENTIAL CONSEQUENCES
Simple Assault on Student	Out-of-School Suspension (OSS)
Indecent Assault / Indecent Exposure	In-School Suspension (ISS, extended periods)
False Fire Alarm / Alarm Tamper	Parent conference before re-entry
Obscene and other sexual materials and performances	Police involvement
Sexual harassment / Racial and ethnic intimidation	Mandatory drug screening
Other forms of harassment or intimidation	Mandatory counseling
Fighting	Behavior contract
Stalking	Denial of bus transportation
Aggravated assault of student or staff	Any combination of Level 1 and Level 2 consequences
Kidnapping or interference with custody of child	Referral to the Board of Trustees for expulsion
Reckless endangerment / Robbery	Referral to appropriate outside social agency
Bullying/Cyberbullying (persistent teasing, harassment, intimidation, or harmful online conduct)	
Violation of social media policy, including cyber harassment, impersonation accounts, unauthorized recordings, creating fake school accounts, or harmful digital communication	
Extortion	
Burglary / Arson / Vandalism / Criminal trespass	
Rioting / Bomb threats / Swatting / Terroristic threats	
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 / Statutory sexual assault / Sexual assault / Institutional sexual assault	
Possession, use, or sale of tobacco / vaping material	
Possession of weapon	
Cyber harassment of a child	

Drug possession (illegal or prescription, including edibles)	
Severe bodily injury to oneself or another	
Security threat	
Spitting / Stealing/Theft — Major escalated	
Unauthorized use of Electronic Device — Major escalated	

** Level 4 Offenses represent the most severe student behaviors. Administrators will consider the student's age, intent, disciplinary history, disability status, safety concerns, and prior interventions when determining consequences. The list above is representative and does not include all possible situations.*

POTENTIAL EXPULSION / ALTERNATIVE PLACEMENT OFFENSES

Any Level 4 offense may serve as grounds for expulsion or alternative placement. Additional offenses that may result in expulsion include:

- 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
- Fighting / Stalking
- Aggravated assault of student or staff
- Kidnapping or interference with custody of child
- Reckless endangering another person / Robbery / Theft and related offenses
- Bullying/Cyberbullying (persistent teasing, harassment, intimidation, or harmful online conduct)
- Burglary / Arson / Vandalism / Criminal trespass
- Rioting / Bomb threats/Swatting / Terroristic threats
- Sale, possession, use, and/or under the influence of substances such as drugs, tobacco, alcohol, vapes, etc.
- Rape / Statutory sexual assault / Sexual assault / Institutional sexual assault / Aggravated indecent assault
- Possession of weapon
- Involuntary sexual deviant intercourse
- 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. A student committing an act of misconduct not listed may still be subjected to disciplinary action including alternative placement or expulsion. Serious or excessive behavior is 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 placement committee.

MANDATORY REPORT TO POLICE

The following incidents must be reported to law enforcement authorities. At a minimum, the following shall be reported to the appropriate law enforcement agency:

Violent Felonies

- 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

Additional Mandatory Reports

- Assault against a student, school employee, or volunteer
- Unlawful sexual contact / sexual harassment against a student, school employee, or volunteer
- Possession of a dangerous instrument, deadly weapon, or bomb by a student
- Possession, use, or sale of unlawful controlled substances (including prescription drugs and counterfeit drugs)
- Evidence suggesting felony offenses (arson, criminal mischief, robbery, rape, extortion, forgery, weapons, etc.)
- Evidence of incest, sexual abuse or neglect, or other abuse of children
- Organized gambling on school premises
- Suspicious or unauthorized persons on or near school grounds



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.

SUSPENSION GUIDELINES

All special education students who have violated the code of conduct to be suspended require the Principal to first receive approval from the Special Education Department.

SUSPENSION DAYS FOR REGULAR EDUCATION STUDENTS

Please note that the teacher handles Level One behaviors. However, if the scholar continues to break Level 1 behaviors, the Dean will issue appropriate disciplinary consequences up to suspension.

LEVEL 1

First Offense: Implementation of Beyond the Infraction program

Second Offense: 1-day suspension (max). Interventions must be put in place (e.g., Check and connect, behavior chart, regular positive phone calls home).

Third Offense: 2-day suspension and a Probation meeting discussed with the parent and scholar.

LEVEL 2

First Offense: 1-day suspension (max)

Second Offense: 2-day suspension. An intervention must be implemented.

Third Offense: Additional suspension & reinstatement meeting. Probation letter and meeting discussed with parent and scholar.

LEVEL 3

First Offense: 1-day suspension (minimum)

Second Offense: Suspension. Probation letter and meeting discussed with parent and scholar. Interventions must be implemented.

Third Offense: 3-day suspension.

LEVEL 4

First Offense: 4-day suspension (minimum)

Second Offense: Suspension. Intervention must be implemented. Probation letter and meeting discussed with parent and scholar.

Third Offense: 5-day suspension; student may be put up for expulsion. Depending on severity, up to a 45-day suspension and/or expulsion.

PLEASE NOTE: For any suspension of 3 days or more, on the 3rd day an informal hearing with the Parent, Principal, or Director of Climate and Culture is REQUIRED.

Each scholar needs to have a behavior folder with documentation (conduct referrals, suspension letters, phone call log for parent calls).

RECOMMENDED ADMINISTRATIVE GUIDANCE ADDITIONS

Administrators should utilize restorative practices whenever appropriate, including restorative conversations, reflection activities, mediation, re-entry meetings, and behavior support planning.

When determining disciplinary consequences, administrators should consider the student's age, intent, disability status, prior interventions, safety concerns, and disciplinary history.

The Charter School reserves the right to investigate off-campus electronic communication or social media activity when such conduct substantially disrupts the school environment or impacts student or staff safety.

Repeated Level 1 or Level 2 offenses may result in escalation when interventions and supports have not resulted in improved student behavior.

Students returning from Out-of-School Suspension may participate in a re-entry conference with school staff and family members to support successful reintegration into the school environment.

SUSPENSION GUIDELINES — SPECIAL EDUCATION STUDENTS

The following guidelines should be utilized for all identified special education students, adhering to IDEA laws and best practices to continually provide a Free and Appropriate Public Education (FAPE).

Please note: Students with an Intellectual Disability should not be suspended unless the infraction is assault with serious bodily injury (only with approval from the Special Education Director and PDE).

3 DAYS

Case managers of identified students suspended for three days (consecutive OR total combined) should hold an IEP meeting to discuss accommodations. A formal FBA/PBSP needs to be implemented; an informal plan should be documented within the IEP.

6 DAYS

Case managers of identified students suspended for six days (consecutive OR total combined) should hold an IEP meeting to discuss accommodations and revise as needed. Data collection from the informal behavior plan should be included, and revisions should show we are addressing the behaviors.

10 DAYS

Case managers of identified students suspended for ten days (consecutive OR total combined) should hold an IEP meeting. If no FBA has been completed, issue a PTR for an FBA. If an FBA/PBSP is in place, revise as needed and discuss current supports and placement.

10+ DAYS

Schedule a manifestation determination meeting within ten days (including the building liaison and Special Education Director). Discuss all options for the student, including FBA, PBSP, additional support, placement change, etc.

Any special education student that needs to be suspended must receive approval from the Special Education Department.

DEFINITIONS

Abusive Language/Gestures/Cursing: The student uses or threatens to use written or spoken language, gestures, electronic images, photos, or offensive, obscene, and vulgar actions.

Academic Cheating: 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 copying another student's work, unauthorized use of notes during a test, presenting another person's work as one's own, or plagiarism. The person sharing information will receive the same consequences as the person who submitted the work.

Alcohol: Any alcoholic liquor capable of being consumed by a human being, including alcohol, spirits, wine, and beer.

Arson: A person recklessly or intentionally starting a fire or causing an explosion.

Assault: The person intentionally causes serious physical injury to another person using a deadly weapon or dangerous instrument, or intentionally disfigures another person seriously and permanently.

Behavior Contract: A written agreement between the student, parent/guardian, and an administrator that explicitly states the conditions that must be met; failure to do so will result in specific disciplinary action.

Bullying: An intentional written, electronic, verbal, or physical act or actions against another student or school employee that creates a hostile, threatening, humiliating, or abusive educational environment, or interferes with a student's ability to have a safe school environment.

Cyberbullying: The use of uninvited and unwelcome electronic communication directed at an identifiable student through means other than face-to-face interaction that is threatening or intimidating, or is reasonably likely to limit a student's ability to participate in or benefit from educational programs.

Dangerous Instrument(s): The unauthorized possession/sale of any instrument, article, or substance readily capable of causing severe physical injury or death.

Defiance/Non-Compliance: A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or verbal/nonverbal disrespect or uncivil behavior toward school personnel that causes substantial disruption.

Detention: An established time outside the regular instructional time when a student is detained in a supervised area.

Disorderly Conduct: Unruly behavior constituting a minor offense.

Disruptive Behavior: Conduct that materially and substantially interferes with or obstructs the teaching or learning process in a classroom or educational setting.

Drug: Any controlled substance or counterfeit substance including narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and any prescription substance prescribed for a person other than the student in whose possession it is found.

Escalation: An offense is elevated to a higher level within the Code of Conduct due to the frequency of its occurrence or the severity of the violation.

Extortion: Obtaining money, goods, services, or information from another by force or the threat of force.

Fighting: Any aggressive physical altercation between two or more individuals.

Forgery: The making, altering, use, or possession of a false writing to commit fraud.

Harassment: Any actions or statements made with the intent to harass, annoy, or alarm another person; insults, taunts, or challenges the other person; or is a cause of alarming conduct serving no legitimate purpose.

In-School Suspension (ISS): The temporary placement of a student in a supervised area within the school. Students cannot participate in extra-curricular activities during ISS.

Loitering: To delay, linger, or idle about a school or public place without lawful business for being present.

Misuse of Technology: The use of school technology equipment for soliciting/sending pornographic material, accessing unauthorized email, unauthorized downloading, intentionally damaging equipment, or disrupting the school's technology infrastructure.

Offensive Touching: Intentionally inappropriate touching of another person, or intentionally striking another person with saliva, urine, feces, or any other bodily fluid, knowing it is likely to cause offense or alarm.

Out-of-School Suspension (OSS): 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 up to ten (10) days.

Possession: A student has prohibited items or substances on his or her person, in his or her belongings, or under the student's reasonable control.

Rape or Attempted Rape: Sexual intercourse without the consent of the victim.

Reckless Endangerment: Engaging in conduct that places or may place another person in danger of death or serious bodily injury.

Restitution: Seeking payment for or restoration of damaged property from the student(s) responsible.

Sexual Assault: Any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or is known by or related to the victim.

Sexual Harassment: Behavior characterized by making unwelcome and inappropriate sexual remarks or physical advances in a workplace or social situation.

Stealing: Taking, exercising control over, or obtaining another person's property to deprive that person of it.

Smoking/Tobacco/Vaping: Includes the burning of any lit pipe, cigar, cigarette, vaping, or any other smoking equipment, whether filled with tobacco or any other type of material. Includes all tobacco-derived products, electronic cigarettes, hookah-smoked products, and any product intended to mimic tobacco products or deliver nicotine.

Swatting: The action or practice of making a prank call to emergency services to dispatch armed police officers to a particular address.

Terroristic Threatening: A person threatens to commit any crime likely to result in death or severe injury, or commits an act with the intent of causing an individual to believe they have been exposed to a substance that will cause death or severe injury.

Under the Influence/Usage: A student has smoked, snorted, drank, or injected an illegal drug or substance or drank alcohol, beer, wine, cough syrup, or ingested pills.

Vandalism: Deliberate destruction of or damage to public or private property.

Violent Felony: A violent felony involves the use of threat or force against another person.

Weapon/Dangerous: Instrument Any instrument from which a shot may be discharged; 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. Includes the sale of weapons/dangerous instruments.