



DINWIDDIE COUNTY
PUBLIC SCHOOLS

DEEP ROOTS • GREAT HEIGHTS

CODE OF STUDENT CONDUCT

2018 - 2019

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Superintendent's Message

Dear Parents and Guardians:

Welcome to the 2018-2019 school year! On behalf of your child's school and our school division, I look forward to partnering with you for another successful year in your child's academic growth.

Dinwiddie County is home to one of the best school divisions in the state. As such, it is imperative that we all – administrators, teachers, parents and students – work together to ensure every child's educational experience is as successful as possible. That work includes each of us doing our part to maintain safe and productive learning environments.

This *Code of Student Conduct* is a great resource for students and parents in that it clearly outlines School Board policies and expectations for student behavior and conduct in the classroom, on the bus, and at all school-related activities. This document also reflects our commitment as a division to use positive behavioral interventions and supports to help our students develop socially and emotionally as well as academically.

I ask that each of you take the time to review and discuss the importance of the *Code of Student Conduct* with your child/children. Understanding these important guidelines and committing to following them is the first step toward student success. After you have this discussion, please sign, date, and return the Acknowledgement Form found on page 69 to your child's school within the first two weeks of school.

Thank you for your continued partnership and support of Dinwiddie County Public Schools. I look forward to a successful 2018-2019 school year.



Dr. Kari Weston
Superintendent

Preface

The purpose of this publication is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Dinwiddie County. It defines appropriate student conduct and presents a menu of alternative interventions and responses to be employed by teachers and/or school administrators to address individuals who exhibit inappropriate behavior. Emphasis is placed upon behavioral expectations of Dinwiddie students in clear and consistent language for common understanding and support in meeting the expectations.

This *Code of Student Conduct* applies to all DCPS students. It is enforced when they are:

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In vehicles of DCPS.
- In attendance at school or at any school-sponsored activity.

In addition, this *Code* applies to incidents off school property as referred to in *Definitions - Alternative Placements/Suspensions/Expulsions*. This *Code* also applies to a student's conduct which interferes with the orderly operation of the school system or the safety/welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in this *Code* are expected to report such incidents to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

This *Code of Student Conduct* specifically outlines fifteen major categories of behavior and states consequences which may occur as a result of misconduct. The following factors are used in determining the consequences for a specific violation of the *Code*:

- Age, health, and disability or special education status of the student.
- Appropriateness of student's academic placement.
- Student's prior conduct and record of behavior.
- Student's understanding of the impact of his/her behavior and attitude.
- Student's willingness to repair the harm caused by his/her behavior.
- Seriousness of the behavior offense and the degree of harm caused.
- Impact of the incident on overall school community.
- Whether the student's violation threatened the safety of any student or staff member.
- The possibility that a lesser intervention would adequately address the violation.

When enforcing this *Code*, students and their property, including but not limited to, backpacks, purses, other containers, automobiles, lockers, desks, computers, and electronic devices may be searched. Metal detectors, surveillance cameras, and detection dogs may be used on school property and at school-sponsored activities in order to maintain a safe and productive learning environment. Search and seizure is defined in more detail in the definitions section of this *Code*. Surveillance videos are not considered educational records; therefore, viewing shall be limited to the Director of Transportation, building principals, Superintendent, Superintendent's Designee and/or law enforcement officers.

The School Board of Dinwiddie County, Virginia, complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Improvement Act of 1990, and the Individuals with Disabilities Education Act. The School Board does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in any of its programs and activities. Students with disabilities shall be disciplined in accordance with School Board Policy JGDA.

Rights and Responsibilities of Students

Students' rights include, but are not limited to:

- Attending school where your parent or legal guardian lives and receive a free and appropriate public education.
- Expecting that your school will be a safe and orderly place that is focused on providing equitable educational opportunities.
- Being respected and treated courteously and fairly by other students and school staff.
- Expressing your ideas verbally and/or in writing in accordance with policies and procedures of DCPS.
- Dressing in a way that expresses your personality while following the dress code of DCPS.
- Having appropriate opportunities to participate in school activities.
- Having access to relevant information concerning drug and alcohol abuse.
- Learning in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored event, function, or activity.

Students' responsibilities include, but are not limited to:

- Attending school daily, regularly, and on time, performing to the best of your ability, being prepared to learn and taking advantage of educational opportunities.
- Being aware of all expectations regulating behavior and conducting yourself in accordance with these guidelines.
- Expressing opinions and ideas, as well as, treating everyone in the school community with respect in accordance with policies and procedures of DCPS.
- Dressing appropriately in accordance with the school division's dress code.
- Seeking information and services that can help you with personal problems.
- Helping create a school environment that is free from intimidation, harassment, or discrimination.
- Reporting and encouraging others to report any incidents of intimidation, harassment, or discrimination.

Rights and Responsibilities of Parents/Guardians

Parents'/Guardians' rights include, but are not limited to:

- Being actively involved in their child's/children's education.
- Being treated courteously, fairly and respectfully by all employees of DCPS.
- Receiving information about the policies and procedures of the Dinwiddie County School Board that relate to your children's education.
- Receiving regular reports (written or oral) from school staff regarding your children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences.
- Receiving information and prompt notification of inappropriate or disruptive behaviors by your children and any disciplinary actions taken by administrators or school staff.
- Receiving information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals.
- Receiving information from school staff about ways to improve your children's academic or behavioral progress.
- Receiving information about services for students with disabilities and English language learners, when applicable.
- Receiving communication through provided translators.

Parents'/Guardians' responsibilities include, but are not limited to:

- Having children regularly attend school on time, and communicating reasons for absences and tardiness.
- Informing DCPS staff about any concerns and/or complaints in a respectful and timely manner.
- Working with school administrators and teachers to address any academic or behavioral problems your children may experience.
- Supporting DCPS by communicating with your children about acceptable and expected school behavior.
- Becoming familiar and complying with the policies of the Dinwiddie County School Board, administrative regulations and the *Code of Student Conduct*.
- Providing and maintaining updated contact information to DCPS and your children's individual school(s).
- Supporting student completion of homework and participation in offered academic support programs.
- Being respectful and courteous to staff, other parents, guardians and students at all times.

Rights and Responsibilities of DCPS Employees

DCPS Employees' rights include, but are not limited to:

- Working in a safe and orderly environment.
- Being treated courteously, fairly, and respectfully by students, parents/guardians, and other school staff.
- Communicating concerns, suggestions, and complaints to appropriate DCPS administration or Central Office without fear of intimidation, reprisal, retaliation, etc.
- Receiving appropriate professional development and training.
- Receiving the necessary resources to deliver quality instruction.
- Modifying instruction, if consistent with the policies of the Dinwiddie County School Board and other applicable laws and regulations.
- Working in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored events, functions, or activities.

DCPS Employees' responsibilities include, but are not limited to:

- Attending work daily, being punctual, and implementing well-planned, differentiated, rigorous, and engaging instructional plans daily according to the standards for professional practice.
- Maintaining safe and orderly schools by using prevention and intervention strategies, and by following the *Code of Student Conduct*.
- Being respectful and courteous to students, parents and guardians, serving as role models for students.
- Being knowledgeable about the policies of the Dinwiddie County School Board and other applicable laws and regulations, and enforce them fairly and consistently.
- Being knowledgeable about federal and state laws, as well as, regulations about the disciplinary process for students with disabilities.
- Communicating proactively and regularly with parents about student progress, DCPS policies, building expectations, and responding to complaints or concerns in a timely manner.

Dress Code

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Students **may not wear** the following items unless otherwise stated:

- Hoods, hats, face masks, or any other item that restricts identification inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during school hours: bandanas, do-rags, hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must be of appropriate length. When wearing leggings, tights, or similar apparel as an outer garment, tops must be of appropriate length. The administrator reserves the right to determine if it's the appropriate length for the educational setting.
- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items which could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Bedroom slippers or shoes with wheels, also known as "Heelys."
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is see-through, revealing, resembles undergarments, with plunging necklines.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops. Dresses with shoulder straps must completely cover under garments.
- High heels or flip flops at the elementary level (For safety reasons, elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess).

Dress Code

(cont.)

Students must wear clothing as designed (buttoned, zipped, etc.) Students must wear pants on the hips, secured above the buttocks.

Students **may not**:

- Drape any item around the neck (eg. towels, shirts, or shorts).
- Roll down waistbands on shorts, pants, and skirts.
- Wear clothing in any manner that reveals undergarments at any time.
- Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey.

Recommended Consequences	
The administrative team in each school shall have discretion regarding dress code decisions.	
Elementary	Secondary
<p>Parents of students who violate the dress code will be contacted to provide appropriate clothing for their children, if necessary.</p> <p><i>Continued infractions will result in additional consequences.</i></p>	<p>All secondary schools will follow these disciplinary guidelines:</p> <p>First Offense - Warning with Opportunity to Change Clothes to Correct Dress Code Violation; Parent Notification</p> <p>Second Offense – Mandatory parent conference or One (1) Day In-School Suspension</p> <p>Third Offense - One (1) Day In-School Suspension</p> <p><i>Continued infractions will result in additional consequences.</i></p>

Cellular Phones and Electronic Devices

DCPS recognizes that student access to cell phones and other electronic devices is common in 21st Century society; however, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. Students using cell phones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited.

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the *Code of Student Conduct*.

By administrative discretion, cell phones or electronic devices may be retained until the following school day prior to retrieval by parents/guardians. Teachers who confiscate devices must store the device in a safe place until the first available opportunity to give it to an administrator for safe keeping and documentation. Confiscated devices can be retrieved during normal school office hours as designated by school staff.

Cell phones and said devices may be used during class at the teacher's direction for instructional purposes only (i.e. researching on the Internet, Edmodo, Poll Everywhere, Poll Daddy, Remind101, etc.).

Use of Cellular Phones or other Electronic Devices during Assessments

Test administration procedures are developed in order to help reduce measurement error and to increase the likelihood of fair, valid, and reliable assessments. Procedures that protect the security of the assessment help to maintain the meaning and integrity of the score scale for all students; therefore:

- Any student using an unauthorized electronic device during testing shall be deemed to have violated the Test Administration Procedures. For the purpose of this policy, "use" shall be defined as having any electronic device out and/or in sight, whether on or off (including asleep), without direct authorization from the classroom instructor.
- Any student found in breach of the Test Administration Procedures, by using an unauthorized electronic device, shall receive a zero on the assessment. Furthermore, the device in use shall be confiscated and turned in to the student's grade level administrator with a written referral, in accordance with the *Code of Student Conduct*.

Elementary

Elementary students may not carry cell phones or other electronic devices to school.

Middle and High School

Cell phones are required to be off, and out of sight, during regular school hours, unless used for instructional purposes, with the teacher's permission.

This will be done to ensure a learning environment free of unnecessary disruption. Cell phones are required to be turned off and out of visible sight during **scheduled class time**. Failure to comply with the policy mentioned above will result in the following actions:

Recommended Consequences	
First Offense	Confiscation of phone and parent contacted. A contact note entry will be placed into the student's conduct record as a first offense. The student can pick up the phone at the end of the day. If a student refuses to release his or her phone to a staff member then the infraction can result in insubordination.
Second Offense	Confiscation of phone, parent notification, and a disciplinary infraction entry will be placed into the student's conduct record. A parent must retrieve the phone from the school.
Third Offense	The student will receive in-school suspension. Confiscation of phone, parent contact, and a disciplinary infraction entry will be placed into the student's conduct record. In addition, the student <i>shall</i> be banned from possessing a cell phone or electronic device at school for the remainder of the school year.
Fourth Offense	The student <i>shall</i> be suspended out-of-school for one (1) day for insubordination.

***At any point, failing to release a cell phone shall be considered insubordination.**

Technology & the Internet

TECHNOLOGY AND DISCIPLINE (School Board Policy GAB/IIBEA)

A. Acceptable Use Policy

The 1999 session of the General Assembly amended § 22.1-70.2 of the *Code of Virginia* requiring each Division Superintendent to file with the State Superintendent on or before December 1, 1999, an acceptable use policy (AUP) that has been approved by the local School Board. The policy must specifically reference access to the Internet and at a minimum must:

- Be designed to prohibit use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing, or downloading illegal material via the Internet;
- Seek to prevent access by students to material, which the school division deems to be harmful to juveniles, and;
- Establish appropriate measures to be taken against persons who violate the policy.

B. Acceptable Use and Internet Safety

1. Students will use technology with responsibility, integrity, and for educational purposes.
2. Students will take responsibility for the choices they make and the actions they take while using technology.
3. Students must manage the personal data on their computers. This includes backing up educational material regularly. Appropriate non-educational files are allowed, but should not negatively impact instructional use nor degrade device performance.
4. Files and data on student computers must adhere to the following guidelines:
 - a. All files and data must be legally obtained and distributed under United States copyright laws.
 - b. All files and data sought, possessed, or distributed must be acceptable in a school setting. This forbidden content includes, but is not limited to: hacking tools, computer viruses, violent content, pornographic content, vulgar content, and obscene content.
5. Students will maintain the security and integrity of their usernames and passwords.
 - a. Students must keep their usernames and passwords confidential.
 - b. Students will only log in with their own usernames and passwords.
6. Students will maintain the integrity of the computer hardware and software.
 - a. Students will not dismantle or otherwise physically alter computers. This includes affixing stickers or other decorations.
 - b. Students are prohibited from altering or deleting files that are not in their 'home' directory.
 - c. Students are prohibited from installing additional software or altering existing software in any way.
7. Students are responsible for obeying all DCPS standards for conduct when communicating using technology.
 - a. Students may use DCPS or school approved communications mediums under teacher direction.
 - b. Communications will be clear and precise. Intentionally obscuring communication through code words or other means is not permissible.
 - c. Students will adhere to rules regarding cyber bullying, harassment, hate speech, and other forms of verbal assault.
 - d. Students must understand that content published online is public, visible, and representative of the author.

8. Students will respect the rights, privacy, property, and work of all users.
 - a. Students will neither seek nor reveal personal information about others.
 - b. Students will not attempt to access, alter, or use another user's files, or computer without their permission.
9. Students will operate within established DCPS filtering and security environments.
 - a. Students will not attempt to evade or bypass DCPS Internet filters.
 - b. Students will not attempt to conceal, disguise, or change their user information, nor the identity of their computer.
 - c. Students will not attempt to disable any security or monitoring software.
10. The use of DCPS technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
 - a. Any activity that generates revenue for the user;
 - b. Product advertisement or political lobbying;
 - c. Any activity that requires entry into an area of services for which the school will be charged a fee.

C. With Teacher and/or Administrator Approval and for Instructional Purposes, Students may:

1. Use approved email, chat rooms, instant messaging, message boards, and other communication methods;
2. Publish or edit web pages;
3. Wear headphones;
4. Share files;
5. Play educational games/activities;

D. Students are PROHIBITED from:

1. Using technology for any illegal purpose;
2. Creating unauthorized networks of any kind;
3. Downloading, uploading, importing, or intentionally viewing material that promotes the use of illegal drugs, alcohol, pornography, or illegal and/or violent behavior;
4. Introducing non-approved software, hardware, or resources into the DCPS network or clients. Approval can be sought through the Department of Technology.
5. Saving, transferring, or loading non-school related material on a school file server;
6. Running software applications from a USB device.

Failure to honor the above regulations may result in the restriction of Internet privileges and/or the restriction of other technology access in addition to disciplinary action up to and including criminal charges. Examples of dual violation are (i) computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud (see Title 18.2 of the *Code of Virginia*).

In accordance with *Virginia Code* section 22.1-70.2, DCPS requires all students to receive Internet safety training. Through an implementation plan, Internet safety is both taught to and practiced by students, and integrated into the K-12 curriculum. Special emphasis is placed on safety, security, and ethics in the instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The division's computer system is not a public forum.

Each teacher, administrator, student and staff shall acknowledge the Acceptable Computer System Use Agreement before using the division's computer system. In addition, each student and parent/guardian of each student shall acknowledge the Acceptable Computer System Use Agreement and sign the Parental Statement of Receipt of Notice of Requirements located in the DCPS Code of Student Conduct before using the division's computer system. **I understand that if I do not want my child to use computers in DCPS, I must contact the main office of my student's school for an opt-out form.** The failure of any student, teacher, administrator, or staff member to follow

the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school division is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

BRING YOUR OWN DEVICE (BYOD)

(Student/Parent Guidelines for use of a Privately Owned Electronic Device)

Guidelines

1. Students may use a privately owned electronic “Internet ready” device, including cell phones, on the DCPS wireless network with teacher or administrator permission for instructional purposes. The unauthorized use of cellular phones (calling or texting) is strictly prohibited.
2. Students may use devices on a school bus if permission is granted by the bus driver.
3. Students are prohibited from accessing the Internet using any external Internet service, including the device’s 3G or 4G capabilities.
4. No privately owned electronic device may be connected to the DCPS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher, staff or administrator permission.
7. Sound should be muted unless the teacher, staff or administrator grants permission for use of sound associated with the instructional activities. A teacher, staff or administrator may permit the use of ear buds or other types of headphones. Ear buds or other types of headphones must be provided by the student.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No division-owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students’ and parents’ own risk. In the event that a privately owned device is lost, stolen or damaged, DCPS is not responsible for any financial or data loss.
12. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the DCPS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy as well as by local, state and/or federal law.
13. The school division assumes no responsibility for technical support. The school division and school division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. The student is expected to come to school each day with the personal device charged and ready to use.

15. The school division reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.

Behavior Interventions and Responses

Behavior modification is a useful tool for staff and parents in helping students to change an undesired behavior in order to start a desired behavior. While supporting students who exhibit undesired behavior, DCPS considers the ABC's of behavior in an effort to provide the student with Positive Behavior Interventions and Supports, also known as PBIS. The ABCs of behavior are:

Antecedent - what is triggering or going on prior to the behavior?

Behavior - what behavior is actually occurring?

Consequences - what consequence or event is occurring following the behavior?

The PBIS philosophy of DCPS is based on the premise that student behavior can be changed by focusing on the positives. The staff of DCPS are encouraged to reduce negative behavior by using positive reinforcement; which can be done by employing appropriate interventions and responses. The strategies and interventions that are implemented in DCPS are based on information from collected data and should decrease the number of negative behavior incidents through prevention.

Below is a list of some interventions and responses that are available to students, as well as, examples of interventions that may be implemented to support students who are exhibiting behaviors that violate this *Code of Student Conduct*.

INTERVENTIONS & RESPONSES

The list below is neither exclusive nor all-encompassing, but reflective of the range of options available and utilized in changing student behavior.

Apology/ Restitution	Student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through verbal or written declaration of remorse.
FBA/BIP	Functional Behavioral Assessment to determine the root causes of student behavior followed by a Behavior Intervention Plan to address those root causes and outline clear, measurable action steps for teaching alternative behaviors.
Check In/Check Out	Daily contact with an assigned adult on campus. Student should see the adult before school starts each day as well as at the end of the day.
Conference with Parent	Teacher communicates with student's parent(s) by phone, email, written notes, or in person about behavior.
Conference with Student	Private time with a student to discuss behavior interventions/ solutions. This can include direct instruction in or modeling of expected or desirable behaviors.
Corrective Assignment/ Restitution	Student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior. (i.e., clean-up, helping another person).
Daily Progress Sheet	Teacher documents student behaviors daily on pre-determined format which includes both positive and corrective notation.
Detention	Required attendance for a monitored period of time, generally after school or during lunch. Recess should not be utilized except in special situations.
Home/School Plan	Parent(s) and teacher agree on a consistent approach. The plan should be consistent, emphasizing teaching and rewarding of appropriate behaviors and shared with the student by the teacher and parents.
In-class separation from peers	Predetermined consequence for breaking classroom rules of short duration (five minutes or less, usually separated from group, but remains in class) or brief withdrawal of attention and other reinforcers (a time for student to reflect on his or her action).
Mentoring	An agreed-upon adult or student who provides consistent support, guidance, and concrete help to a student who is in need of a role model.
Morning Meeting	Regularly scheduled structured class meeting to build student social skills and develop relationship under guided leadership from the teacher.
Privilege Loss	Incentives given for positive behavior are lost, (i.e., five minutes off computer time).
Reflective Assignment	Help student realize why his/her misbehavior was wrong by asking him/her to compose a reflective essay.
Response to Intervention	Referral to the School Support team to review data on performance and make recommendations on programmatic and individual responses.
Teach/ Re-teach Model	Teach and model behavioral expectation that students are having difficulty with adherence.

Code Violation Categories

Code Violation Categories offer administrators guidance when determining the appropriate interventions, supports, and/or responses for student misconduct. Each category represents the maximum consequence permitted for specific code violations; however, depending on the circumstances, administrators *may* provide an intervention, support, or consequence from a lesser category.

Category 1: Supports & Interventions up to Minor Consequences

Misconduct under this category *shall* result in classroom supports, interventions, or minor consequences.

Category 2: Minor Consequences up to a 1-3 Day Suspension from School

Misconduct under this category *may* result in suspension for a **maximum** of three (3) days.

Category 3: 1-5 Day Suspension from School

Misconduct under this category *may* result in suspension for a **maximum** of five (5) days.

Category 4: 6 -10 Day Suspension from School

Misconduct under this category *may* result in suspension for a **maximum** of ten (10) days.

** For elementary-age students and students with disabilities - administrator may consider 1-10 day suspension under Category 4.*

Category 5A or 5B: Long-term Suspension or Expulsion from School

- **Category 5A:** Misconduct under this category shall result in suspension for more than 10 to 45 consecutive days. Long-term suspension can extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the school board or division superintendent or superintendent’s designee finds that aggravating circumstances exist.
- **Category 5B:** Misconduct under this category *shall* result in a recommendation for expulsion.

In this *Code of Student Conduct*, each of the Code Violations include the *Code of Virginia’s* offense code, the Code Violation Category for DCPS, as well as, the name of the actual violation/offense. School and district administrators will use these codes and categories to make decisions regarding student discipline, as well as, to document and analyze discipline data. Additionally, this *Code of Student Conduct*, contains separate Code Violation sections dedicated to elementary and secondary students. DCPS believes that different levels of development warrant different levels of responsibility; therefore, the consequence may vary.

See select examples below:

Level(s)	Code of Virginia Offense Code	Code Violation Category	Violation/Offense
Elementary	TF1	Cat. 3	Theft of School Property
Secondary	TF1	Cat. 4	Theft of School Property
Elementary and Secondary	A1T	Cat. 1	Excessive Absences

CODE VIOLATION CATEGORIES, INTERVENTIONS, & RESPONSES

These interventions aim to teach appropriate and alternative behavior, so students can learn and demonstrate safe and respectful behavior. The examples below are neither all-inclusive nor required to be exhausted. In every case the staff should consider revisions to plans supporting students with special needs (Response to Intervention, Child Study, IEP or 504).

Category 1	Examples of Classroom Interventions and Responses Teachers are encouraged to try a variety of teaching and classroom management strategies.	
	<ul style="list-style-type: none"> * Establish relationships with students * Pair or group students into positive peer groups * Involve student in alternate activity * Verbal correction * Move to separate instructional area within classroom * Reminders and redirection (e.g. role play) * Establish buddy teacher system * Loss of classroom privileges * Seat change 	<ul style="list-style-type: none"> * Contact parent via telephone, email or text message to discuss concerns * Daily progress sheet on behavior (for student and/or parent) * Parent or guardian brings student to school or class for informal pre-class refocusing * Teacher/student conference outside class time * Parent/teacher conference * Refer to office * Lunch detention
Category 2	Examples of Student Support Team Interventions and Responses These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior.	
	<ul style="list-style-type: none"> * Parent or guardian notification * Referral to after-school program * Community service * Mentoring program * Conflict resolution * Peer mentoring * In-school suspension w/restorative practices 	<ul style="list-style-type: none"> * Referral to school-based health clinic * Referral to community resources (Dinwiddie Mental Health; service organizations) * Develop behavioral contract * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP)
Category 3	Examples of Administrative Interventions and Responses These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. These interventions may involve the short-term removal of a student from the classroom environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed three (3) school days.	
	<ul style="list-style-type: none"> * Change in schedule or class * Parent or guardian notification by administrator * Loss of privileges * Mentoring * In-school suspension w/restorative practices 	<ul style="list-style-type: none"> * Restitution (for loss or damage) * Short-term suspension (1 to 3 days) * Assignment of work projects * Detention within the school * Conflict resolution * Conduct FBA/BIP
Category 4	Examples of Suspension and Responses These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed 5 school days.	
	<ul style="list-style-type: none"> * Parent or guardian notification by administrator * Short-term suspension (1 to 5 days) * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP) * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc. 	<ul style="list-style-type: none"> * Referral to substance abuse counseling * Referral to community resources (Dinwiddie Mental Health; service organization) * Referral to alternative program
Category 4	Example of Extended Suspension and Responses These interventions involve the removal of a student from the school environment because of the severity and/or frequency of the behavior(s). They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Short-term suspension within this category is reserved for 1-10 days and may not exceed 10 consecutive days.	
	<ul style="list-style-type: none"> * Parent or guardian notification * Alternative education placement * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP) 	<ul style="list-style-type: none"> * Short-term suspension (1-10 days) for elementary-age and students with disabilities * Short-term suspension (6-10 days) for secondary. * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.

Referral to the School Board Office: Long-term Suspension or Expulsion		
Category 5A	<ul style="list-style-type: none"> * Long-term Suspension in excess of 10 consecutive days * Referral to appropriate community-based agency, Mental health services, substance abuse counseling services, etc. * Return to school setting with additional supports. 	<ul style="list-style-type: none"> * Placement in alternative education setting * Hearing before Assistant Superintendent or designee * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP), when appropriate
	<ul style="list-style-type: none"> * Expulsion Hearing before School Board * Placement in alternative education setting * Additional supports may be provided throughout the expulsion period. 	<ul style="list-style-type: none"> * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.

Interventions for each category may be utilized until exhausted. School personnel may also elect to implement strategies from the next level (i.e. all strategies in Category 1 have not resulted in improved behavior; school personnel may utilize interventions from Category 2). If all reasonable intervention strategies have been used without significant positive change in student behavior, the student may be referred to outside agencies and/or programs.

APPEAL PROCESS

If a parent chooses to appeal a suspension/expulsion decision, including a school bus suspension, the appeal procedure is as follows:

- The appeal must be made **in writing** within three (3) days.
- Decisions made by an assistant principal are appealed to the building principal.
- Decisions made by the building principal are appealed to the Superintendent or his/her designee.
- The decision of the Superintendent or his/her designee for a suspension of ten (10) days or less may **not** be appealed to the School Board pursuant to School Board Policy JGD/JGE.
- Decisions made by the Superintendent or his/her designee to uphold long-term suspension (more than ten (10) days) or expulsion may be appealed to the School Board and notice of appeal to the School Board must be made **in writing** within five (5) days of receipt of the Superintendent's or his/her designee's decision.
- In-school suspension and detention decisions can only be appealed at the school level, not to the Superintendent or his/her designee.
- School officials or administrators may review all matters involving student discipline for accuracy.

READMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

Any student who has been expelled or suspended for more than thirty (30) days from attendance at school by a School Board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Dinwiddie County Public Schools, in accordance with School Board Policy JEC School Admission.

In excluding any such expelled student from school attendance, the local School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling School Board pursuant to Virginia Code section 22.1-277.06. The excluding School Board shall not impose additional conditions for readmission to school.

No suspended student is admitted to the regular school program until such student and his or her parent/legal guardian have met with school officials to discuss improvement of the student's behavior, unless the school principal or principal's designee determines that readmission, without parent conference, is appropriate for the student. A behavior contract may be required as a condition for re-admittance.

If the parent/legal guardian fails to comply with this policy or Policy JEC School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent/legal guardian for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or Superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.

Elementary

Code Violations

1 Attendance

(Elementary)

A2T/Cat. 1: Truancy

A3T/Cat. 1: Leaving Without Permission

Students are expected to arrive at school and all classes on time every day.

A. Excessive and Unexcused Tardiness or Absences to School or Class

Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal or being missing from any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

B. Compulsory Attendance

Students are expected to attend school every day. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee.

An absence shall be excused for the following reasons per nine week marking period:

1. Personal illness (3 days, with parent verification)
2. Death in immediate family or household (4 days)
3. Professional or legal appointment (unlimited, unless there may be reason to suspect abuse)
4. Extenuating circumstances with prior approval of the principal

When a student accumulates three (3) unexcused absences, the parent will be contacted and a school official will review the attendance policy.

When a student accumulates four (4) unexcused absences, the attendance team will meet with the student.

When a student accumulates five (5) unexcused absences, an attendance contract will be developed and implemented.

When a student accumulates six (6) unexcused absences, a plan will be developed with the parent to determine if more supports and/or interventions are needed.

When a student accumulates seven (7) unexcused absences, the school social worker will file a complaint against the student and/or parents through Dinwiddie Juvenile & Domestic Relations Court.

Perfect attendance

A student is considered to have perfect attendance if they were present everyday that school was in session with no tardy arrivals and/or early dismissals.

Early Dismissal

When early dismissal is necessary, written verification requesting such shall be presented to the attendance secretary prior to attending first period class. Early dismissal shall be considered excused for reasons consistent with those for which an excused absence is granted. Students may not leave school early without a dismissal permit. Students who leave school early without a dismissal permit will be considered skipping and will be disciplined accordingly. Students who are granted permanent early dismissal must leave the ground at that designated time of the dismissal.

Late Arrivals

When tardiness is necessary, written verification stating reasons for such shall be presented upon arrival. Tardiness shall be considered excused for reasons consistent with those for which an excused absence is granted. Students are not considered tardy when the bus arrives late. In the event the school officials determine its necessary, steps shall be taken to verify an excuse for absence, late arrival, or early dismissal. School officials may question a pattern of absences, late arrivals, or early dismissals when there is reason to suspect forgery or a misrepresentation of facts exists.

C. Truancy

All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within 24 hours of the absence. Acceptable excuses include the following:

- Illness of student.
- Serious illness in family which necessitates absence of student.
- Death in family.
- Special and recognized religious holidays.
- Other reasons approved by principal.

A written statement by a physician may be required when a student misses more than 10 days during the school year because of illness.

D. Leaving School Property without Permission

Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school.

2 Substance Abuse

(Elementary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

A. Alcohol

1. Use/Possession of Alcohol

AC1/ Cat. 5A: Alcohol Use

AC2/ Cat. 5A: Alcohol Possession

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

2. Possession with Intent to Sell or Distribute

AC3/ Cat. 5A: Alcohol Sales/Distribution

Students shall not possess alcohol or alcoholic beverages on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

B. Drugs

1. Possession/Use

DG1/ Cat. 5A: Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc. including controlled substance analogs and cannabimimetic agents)

DG2/ Cat. 5A: Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)

DG5/ Cat. 5A: Synthetic Marijuana Use or Possession

DG7/ Cat. 5A: Marijuana Use

DG8/ Cat. 5A: Marijuana Possession

D10/ Cat. 5A: Other Drug Use/Possession (includes cannabimimetic agents)

D11/ Cat. 5A: Other Drug or Paraphernalia Possession (includes cannabimimetic agents)

D15/ Cat. 5A: Possession of Inhalants

D16/ Cat. 5A: Use of Inhalants

D17/ Cat. 5A: Substances Represented as Drugs (Look-alikes)

D20/ Cat. 5A: Anabolic Steroid/Use and Possession

Students shall not use, be under the influence of, or have in their possession any alcohol, drugs and/or drug paraphernalia on school property or at any school-sponsored event.

Certain circumstances will warrant a recommendation for expulsion; however, the following consequences will apply:

First Offense Consequence

Refer the incident to an administrative school hearing chaired by the building principal and/or designee.

- (a) Absences as a result of out of school suspension will be unexcused, with no right to make up missed work; however, if the student successfully completes the school division’s Awareness and Intervention Program and if the student and parent participate in one meeting with Program staff, the student will be allowed to complete missed assignments. Any student participating in extracurricular activities must comply with stipulations of the Student Activities Contract on page 15.
- (b) The parents may enroll the student in a community drug counseling program of their choice and sign permission to share information between the school and the program. In this case the provisions of paragraph 1(d) shall apply.

Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years)

In addition to any of the penalties described under possession, the following **will be** implemented:

(1) POSSIBLE RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION

A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a “First Offense” for the purposes of determining whether the consequence for a “Subsequent Drug and/or Alcohol Offense” is applicable.

2. Possession with Intent to Sell or Distribute

- DG3/Cat. 5A: Schedule I & II Drug Sale/Distribution**
- DG6/Cat. 5A: Synthetic Marijuana Distribution and Sale**
- D6G/Cat. 5A: Over-the-Counter/Prescription Medication/Sale/Distribution**
- DG9/Cat. 5A: Marijuana Sale/Distribution**
- D12/Cat. 5A: Other Drug Sale/Distribution (includes cannabimimetic agents)**
- D17/Cat. 4: Substances Represented as Drugs (Look-Alikes)**
- D19/Cat. 5A: Anabolic Steroid Sale/Distribution**
- DR3/Cat. 5A: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and includes cannabimimetic agents, chemicals, or look-alike/imitation drugs, or chemicals.

3. Possession or use of Medication and Prescription Drugs

D4G/Cat. 3: Over-the-Counter Medication Use

D5G/Cat. 2: Over-the-Counter Medication Possession

DR3/Cat. 3: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school's clinic for documentation.

3 Dangerous Objects and Firearms

(Elementary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

- W1P/Cat. 2: Possession of Ammunition
- W2P/Cat. 3: Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)
- WP0/Cat. 3: Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)
- WP1/Cat. 5A: Possession of Firearm
- WP2/Cat. 5A: Possession of a Shotgun or Rifle
- W3P/Cat. 3: Bringing a Toy/Look-alike Gun to School or School Event
- WP4/Cat. 4: Possession of Weapon That Expels a Projectile
- WP5/Cat. 4: Possession of a Knife (Blade 3 inches or longer)
- WP7/Cat. 5B: Use of a Bomb or Explosive Device
- WP8/Cat. 5A: Possession of Other Firearms
- WP9/Cat. 5A: Possession of Other Weapons
- W8P/Cat. 3: Bringing Razor Blades/Box Cutter to School or School Event
- WS1/Cat. 4: Possession of Stun Gun
- WT1/Cat. 4: Possession of Taser

In accordance with § 22.1-277.07 of the *Code of Virginia*, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school division vehicle, or at a school-sponsored event may be expelled for no less than one calendar year (365 days). The Superintendent, his designee, or the School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate.

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

Each student who attends school in Dinwiddie County has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

- A. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives (3 inches or longer), box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.
- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property.
- C. The objects noted in A and B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession, use, 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. Firearms which meets the definition of firearm in the *Code of Virginia*. **VIOLATION OF THIS WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**

- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO₂ air pistols, stun weapons, paint ball guns, and any other device utilizing air driven projectiles) **may result in a recommendation for expulsion.**

4 Disorderly Conduct/Disruptive Behavior

(Elementary)

- D5C/Cat. 1: Classroom or Campus Disruption
- D6C/Cat. 1: Using Obscene or Inappropriate Language or Gestures
- GA1/Cat. 2: Gang Activity (Cat. 3 - for a subsequent offense)
- G1B/Cat. 1: Gambling
- RG1/Cat. 4: Inciting a Riot
- RG2/Cat. 3: Attempting to Incite a Riot
- S1V/Cat. 2: Inappropriate Personal Property
- BO4/Cat. 3: Setting Off False Fire Alarm
- D1C/Cat. 1: Disrespect (walking away, etc.)
- D2C/Cat. 1: Defiance (refuses to follow directives)
- D3C/Cat. 1: Disruptive Demonstrations
- D4C/Cat. 1: Possession of Obscene or Disruptive Literature

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited.

- A. Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.
- B. The possession or distribution of print or electronic materials which are obscene, violent, inappropriate, or significantly disruptive to the educational process is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.
- C. Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).
- D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- E. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, and setting off false fire alarms.
- F. **Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the *Code of Virginia* requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.**

5 Fighting/Assault/Threats

(Elementary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

BA5/Cat. 5A:	Malicious Wounding (No Weapon)
ET1/Cat. 2:	Extortion
ET2/Cat. 2:	Attempted Extortion
H1Z/Cat. 3:	Hazing
TI1/Cat. 3:	Threat/intimidations (Staff)
TI2/Cat. 3:	Threat/intimidations (Student)
ST1/Cat 2:	Stalking
FA2/Cat. 2:	Fighting - No/Minor Injury (Multiple offenses may result in consequences up to a Category 3)
F1T/Cat. 2:	Minor Physical Altercation (No Injury)
BO1/Cat. 4:	Bomb Threat
BA1/Cat. 5B:	Battery/Assault (Staff with Weapon)
BO2/Cat. 4:	Chemical/Biological Threat
BA2/Cat. 4 or 5A:	Battery/Assault (Staff no Weapon)
BO3/Cat. 4:	Terrorist Threat
BA3/Cat. 5A:	Battery/Assault (Student with Weapon)
BA4/Cat. 4 or 5A:	Battery/Assault (Student no Weapon)

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- A. Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.
- B. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
- D. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- E. 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 prohibited.
- F. Assault upon a School Board employee, School Resource Officer, Police Officer, or volunteer is prohibited.
VIOLATION OF THIS RULE MAY RESULT IN A RECOMMENDATION FOR EXPULSION.
- G. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- H. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- I. Cursing, threatening, using abusive language, bullying and cyber-bullying (as further defined in this Code), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.
- J. Unsafe conduct which endangers either oneself or others is prohibited.

6 Integrity/Honesty

(Elementary)

S2V/Cat. 1: Misrepresentation (dishonesty)

IT1/Cat. 1: Cheating

IT2/Cat. 1: Plagiarism

IT3/Cat. 1: Falsification

Students of DCPS are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A. Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C. Falsification includes, but is not limited to, a verbal, written, or electronic transmission (i.e., emails, images), including the production or use of forgery or counterfeiting.
- D. Attempting any of the above infractions may be treated in the same manner as if the infraction had been completed.
- E. Unauthorized use of technology and information accessed through technology without permission is prohibited as specified in Section 13, "Technology and the Internet." Student files may be subject to search.
- F. Willful or malicious false accusations/reports against school personnel or other students.

7 Larceny/Theft

(Elementary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

- BK1/Cat. 3: Actual Burglary**
- BK2/Cat. 3: Attempted Burglary**
- RB1/Cat. 5A: Actual Robbery**
- RB2/Cat. 5A: Attempted Robbery**
- TF1/Cat. 1: Theft of School Property**
- TF2/Cat. 1: Theft of Staff Property**
- TF3/Cat. 1: Theft of Student Property**
- TF4/Cat. 1: Possession of Stolen Property**
- TF6/Cat. 3: Attempted Theft or Theft of Motor Vehicle**

Students of DCPS are expected to respect the rights and property of others.

The following acts are also prohibited:

- A. Stealing another person's possessions without right or permission. The possession of stolen property is considered theft.
- B. Any theft of money or personal or public property of significant value and/or theft involving breaking and entering including lockers (includes unauthorized or illegal use of computer services).

8 Transportation

(Elementary)

All behavioral expectations apply to the school bus. For discipline reporting purposes, the administrator will record bus infractions using the appropriate violation code with the location code reported as 04 to indicate the school bus.

Proper behavior is required to, from, and at bus stops (i.e. door to door) and while riding the bus to assure that the rights of others, residential or otherwise, are respected. School bus stops are considered school property.

Students are required to listen to and follow the directions of the bus driver. Students must ride the bus to which they are assigned. Temporary permission to ride an alternate bus must be granted, in writing, by the principal or designee.

The School Bus

Riding a school bus is a privilege. Students who violate the *Code of Student Conduct* and designated bus rules on the school bus may lose the privilege of riding the bus for a specified period of time or permanently. In addition, other consequences may apply. When the driver requires assistance to resolve a potentially harmful situation on the bus, the principal or designee of the school served by the driver will provide assistance.

Glass containers, inflated balloons, live animals, water guns, skateboards, toy weapons, or weapons of any type are not allowed on the bus or at the bus stop. Only band instruments, school projects, and backpacks that may be held in the student's lap may be carried on the bus. All provisions of this Code are in full effect on the school bus and include the following bus rules:

- Follow all directions from the driver and bus assistant
- Remain in your seat and keep all body parts out of the aisle and inside the bus
- No pushing, shoving, fighting or loud noises at any time
- No cursing, abusive or disrespectful language or yelling out of the window
- No eating, drinking or smoking on the bus (see tobacco products definition)
- Do not litter, write on or damage the bus in any way
- Do not throw objects

Elementary students are not permitted to have electronic devices on the bus or at school.

Reminder: The Bus Stop is considered property of DCPS; therefore, all Code of Student Conduct offenses committed at the bus stop shall receive the same consequence(s) as if committed in school.

Additionally, the Code of Student Conduct is enforceable from “door-to-door”, which means the authority of DCPS begins the moment the student leaves home until the student returns home.

9 Tobacco Products

(Elementary)

TC1/Cat. 2: Tobacco Use

TC2/Cat. 2: Tobacco Possession

TC3/Cat. 3: Tobacco Sales/Distribution

T4B/Cat. 2: Bringing Tobacco Paraphernalia to School or School Event

The law requires all property of Dinwiddie County Public Schools (to include athletic fields) to be smoke-free.

All students are PROHIBITED from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, and lighters on school property. This prohibition includes all school-related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

10 Trespassing

(Elementary)

TR1/Cat. 2: Trespassing

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A.** Any student who has been suspended or expelled from attendance shall be considered a trespasser if he/she appears on any DCPS property, or at any DCPS activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- B.** Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- 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.
- D.** No student or other person may attend or visit a Dinwiddie County School as a guest during the regular school day without authorization from the school's administration.

11 Vandalism

(Elementary)

VN1/Cat. 2: Vandalism of School Property (Cat. 3, depending on cost of repair/replacement)

VN2/Cat. 2: Vandalism of Private Property (Cat. 3, depending on cost of repair/replacement)

VN3/Cat. 2: Graffiti (Cat. 4, if gang related)

Members of the school community are entitled to enjoy property free from the abuse of others.

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above.

12 Sexual Harassment/Inappropriate Sexual Behavior (Elementary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

SX0/Cat. 4: Sexual Harassment

SX1/Cat. 4: Offensive Sexual Touching - Staff (Cat. 5A for subsequent offenses)

SX2/Cat. 4: Offensive Sexual Touching - Student (Cat. 5A for subsequent offenses)

SX3/Cat. 5B: Forcible Assault/Rape (Staff)

SX4/Cat. 5B: Forcible Assault/Rape (Student)

SX5/Cat. 5B: Attempted Forcible Assault/Rape (Staff)

SX6/Cat. 5B: Attempted Forcible Assault/Rape (Student)

SX7/Cat. 4: Sexual Offenses (Consensual)

SX8/Cat. 5A: Aggravated Sexual Battery

SB1/Cat. 5A: Sexual Battery (Staff)

SB2/Cat. 5A: Sexual Battery (Student)

It is the policy of the Dinwiddie County School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which **could** constitute sexual harassment/inappropriate sexual behavior include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation;
- (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) touching an individual's body or clothes in a sexual way;

- (8) cornering or blocking of normal movements;
- (9) displaying sexually suggestive objects in an educational environment; or
- (10) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Office of the Superintendent. If the complaint is against the principal, the student shall file the complaint with any adult who will contact the Director of Human Resources. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who has knowledge of the occurrence of sexual harassment of a student by an adult should contact the principal. Any employee with knowledge of the occurrence of sexual harassment involving one or more students should notify the principal. The principal must immediately report the complaint of the alleged incident to the Office of the Superintendent. If the complaint is against the principal, the student shall file the complaint with any adult who will contact the Director of Human Resources. Any employee with knowledge of a complaint against the principal shall contact the Director of Human Resources.

Any administrator, teacher, other employee, or student who is found after an investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or dismissal.

13 Technology and the Internet

(Elementary)

T1C/Cat. 1: Unauthorized Use of Technology or Information

T2C/Cat. 2: Causing/Attempting to Cause Damage to Computer Software or Files

T3C/Cat. 1: Violations of Acceptable Usage Policy

T4C/Cat. 2: Violations of Internet Policy

Technology includes, but is not limited to: computers, electronic devices, software, the Internet, social networks, email, and web pages. All DCPS users are responsible for the appropriate use of all technology to which they have access, even if such use takes place off school property or after school hours.

Technology is constantly in flux; yet the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect one's self, others, and property in the process. To minimize risk, DCPS employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use.

Refer to pages 10-13 for guidelines on the use of Technology and the Internet.

14 Arson: Actual/Attempted

(Elementary)

AS1/Cat. 5B: Arson: Actual

AS2/Cat. 5A: Arson: Attempted

AS3/Cat. 5A: Lighted Firecrackers, Cherry Bombs, Stink Bombs (*That Contribute to a Damaging Fire*)

WP6/Cat. 5A: Possession of Explosive Device

WP7/Cat. 5B: Use of a Bomb or Explosive Device

W9P/Cat. 3: Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A.** The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event.
- B.** The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

15 Bullying/Harassment

(Elementary)

DCPS takes bullying seriously; therefore, additional offenses under this category shall warrant more serious consequences.

BU1/Cat. 2: Bullying

BU2/Cat. 2: Cyber Bullying

HR1/Cat. 2: Harassment (Non-Sexual) - physical, verbal, or psychological

(Sexual Harassment refer to Code Violation 12)

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- A. Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B. Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C. Electronic bullying and/or cyber bullying related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyber bullying definition on page 65.
- D. All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying; which can be found at the following link: <http://www.boarddocs.com/vsba/dinwiddie.nsf/public> and in DCPS Policy.
- E. Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- F. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- G. Cursing, using abusive language, teasing, hazing (as further defined on page 61), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Secondary Code Violations

1

Attendance

(Secondary)

A2T/Cat. 1: Truancy

A3T/Cat. 1: Leaving Without Permission

Students are expected to arrive at school and all classes on time every day.

A. Excessive and Unexcused Tardiness or Absences to School or Class

Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal or being missing from any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

B. Compulsory Attendance

Students are expected to attend school every day. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee.

An absence shall be excused for the following reasons per nine week marking period:

1. Personal illness (3 days, with parent verification)
2. Death in immediate family or household (4 days)
3. Professional or legal appointment (unlimited, unless there may be reason to suspect abuse)
4. Extenuating circumstances with prior approval of the principal

When a student accumulates three (3) unexcused absences, the parent will be contacted and a school official will review the attendance policy.

When a student accumulates four (4) unexcused absences, the attendance team will meet with the student.

When a student accumulates five (5) unexcused absences, an attendance contract will be developed and implemented.

When a student accumulates six (6) unexcused absences, a plan will be developed with the parent to determine if more supports and/or interventions are needed.

When a student accumulates seven (7) unexcused absences, the school social worker will file a complaint against the student and/or parents through Dinwiddie Juvenile & Domestic Relations Court.

C. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 7 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

D. Perfect attendance

A student is considered to have perfect attendance if they were present everyday that school was in session with no tardy arrivals and/or early dismissals.

E. Tardies

Students will be marked tardy when entering class after the ringing of the tardy bell unless they have an approved student pass or other approved excuse for being late. Upon receiving the third tardy, in the same nine weeks grading period and in the same class, the student will be required to sign a disciplinary form indicating that this is his/her third tardy. The instructor will hold the form and if the student is tardy again during the nine weeks period, the student will be referred to the administration.

F. Early Dismissal

When early dismissal is necessary, written verification requesting such shall be presented to the attendance secretary prior to attending first period class. Early dismissal shall be considered excused for reasons consistent with those for which an excused absence is granted. Students may not leave school early without a dismissal permit. Students who leave school early without a dismissal permit will be considered skipping and will be disciplined accordingly. Students who are granted permanent early dismissal must leave the ground at that designated time of the dismissal.

G. Late Arrivals

When tardiness is necessary, written verification stating reasons for such shall be presented upon arrival. Tardiness shall be considered excused for reasons consistent with those for which an excused absence is granted. Students are not considered tardy when the bus arrives late. In the event the school officials determine its necessary, steps shall be taken to verify an excuse for absence, late arrival, or early dismissal. School officials may question a pattern of absences, late arrivals, or early dismissals when there is reason to suspect forgery or a misrepresentation of facts exists.

H. Truancy

All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within 24 hours of the absence. Acceptable excuses include the following:

- Illness of student.
- Serious illness in family which necessitates absence of student.
- Death in family.
- Special and recognized religious holidays.
- Other reasons approved by principal.

A written statement by a physician may be required when a student misses more than 10 days during the school year because of illness.

I. Leaving School Property without Permission

Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school. High school students with written authorization from a parent or legal guardian, may sign themselves out; however, elementary/middle school students must be signed out by a parent or legal guardian who must present a pictured ID card when picking a student up from any school.

2

Substance Abuse

(Secondary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

A. Alcohol

1. Use/Possession of Alcohol

AC1/Cat. 5A: Alcohol Use

AC2/Cat. 5A: Alcohol Possession

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

2. Possession with Intent to Sell or Distribute

AC3/Cat. 5B: Alcohol Sales/Distribution

Students shall not possess alcohol or alcoholic beverages on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

B. Drugs

1. Possession/Use

DG1/Cat. 5B: Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc. includes controlled substance analogs and cannabimimetic agents)

DG2/Cat. 5B: Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)

DG5/Cat. 5: Synthetic Marijuana Use or Possession

DG7/Cat. 5: Marijuana Use

DG8/Cat. 5: Marijuana Possession

D10/Cat. 5: Other Drug Use/Possession (includes cannabimimetic agents)

D11/Cat. 5: Other Drug or Paraphernalia Possession (includes cannabimimetic agents)

D15/Cat. 5: Possession of Inhalants

D16/Cat. 5: Use of Inhalants

D17/Cat. 5: Substances Represented as Drugs (Look-alikes)

D20/Cat. 5: Anabolic Steroid/Use and Possession

Students shall not use, be under the influence of, or have in their possession any drugs and/or drug paraphernalia on school property or at any school-sponsored event.

The possession of a Schedule I & II Drug (e.g. heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc., includes controlled substance analogs and cannabimimetic agents as further described in the Definitions section of this Code).

Refer the incident to an administrative school hearing chaired by the assistant superintendent and/or designee.

- (a) A minimum out-of-school suspension of 10 school days is mandatory.
- (b) Consequences outlined per Student Activities Contract for VHSL.

Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years)

In addition to any of the penalties described under possession, the following **will be** implemented:

- (1) **RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION**

A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a “First Offense” for the purposes of determining whether the consequence for a “Subsequent Drug and/or Alcohol Offense” is applicable.

2. Possession with Intent to Sell or Distribute

- DG3/Cat. 5B: Schedule I & II Drug Sale/Distribution**
- DG6/Cat. 5B: Synthetic Marijuana Distribution and Sale**
- D6G/Cat. 5A or 5B: Over-the-Counter/Prescription Medication/Sale/Distribution**
- DG9/Cat. 5B: Marijuana Sale/Distribution**
- D12/Cat. 5B: Other Drug Sale/Distribution (includes cannabimimetic agents)**
- D17/Cat. 5A: Substances Represented as Drugs (Look-Alikes)**
- D19/Cat. 5B: Anabolic Steroid Sale/Distribution**
- DR3/Cat. 5B: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and cannabimimetic agents), chemicals, or look-alike/imitation drugs, or chemicals.

3. Possession or use of Medication and Prescription Drugs

D4G/Cat. 3: Over-the-Counter Medication Use

D5G/Cat. 3: Over-the-Counter Medication Possession

DR3/Cat. 4: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use, unless his parent or guardian has requested and received permission from the school for the student to possess and self-administer prescribed medication in accordance with School Board policy. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school's clinic for documentation. "Medication" shall mean any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like.

Refer to School Board Policy JHCD

3 Dangerous Objects and Firearms

(Secondary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

- W1P/Cat. 3: Possession of Ammunition**
- W2P/Cat. 5A: Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)**
- WP0/Cat. 5: Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)**
- WP1/Cat. 5B: Possession of Firearm**
- WP2/Cat. 5B: Possession of a Shotgun or Rifle**
- W3P/Cat. 4: Bringing a Toy/Look-alike Gun to School or School Event**
- WP4/Cat. 5A: Possession of Weapon that Expels a Projectile**
- WP5/Cat. 5A: Possession of a Knife (Blade 3 inches or longer)**
- WP7/Cat. 5B: Use of a Bomb or Explosive Device**
- WP8/Cat. 5A: Possession of Other Firearms**
- WP9/Cat. 5A: Possession of Other Weapons**
- W8P/Cat. 4: Bringing Razor Blades/Box Cutter to School or School Event**
- WS1/Cat. 4: Possession of Stun Gun**
- WT1/Cat. 4: Possession of Taser**

In accordance with § 22.1-277.07 of the *Code of Virginia*, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school division vehicle, or at a school-sponsored event may be expelled for no less than one calendar year (365 days). The Superintendent/designee, or the School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate.

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

Each student who attends school in Dinwiddie County has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

- A. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives (3 inches or longer), box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.
- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property.
- C. The objects noted in A and B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession, use, 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. Firearms which meets the definition of firearm in the *Code of Virginia*. **VIOLATION OF THIS RULE WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO2 air pistols, stun weapons, paint ball guns, and any other device utilizing air driven projectiles) does not require, but may result in a recommendation for expulsion.

4 Disorderly Conduct/Disruptive Behavior (Secondary)

- D5C/Cat. 3: Classroom or Campus Disruption
- D6C/Cat. 2: Using Obscene or Inappropriate Language or Gestures
- GA1/Cat. 4: Gang Activity (Cat. 5A - for subsequent offenses)
- G1B/Cat. 2: Gambling
- RG1/Cat. 5A: Inciting a Riot
- RG2/Cat. 4: Attempting to Incite a Riot
- S1V/Cat. 4: Inappropriate Personal Property
- BO4/Cat. 5A: Setting Off False Fire Alarm
- D1C/Cat. 1: Disrespect (walking away, etc.)
- D2C/Cat. 1: Defiance (refuses to follow directives)
- D3C/Cat. 2: Disruptive Demonstrations
- D4C/Cat. 2: Possession of Obscene or Disruptive Literature

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited.

- A. Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.
- B. The possession or distribution of print or electronic materials which are obscene, violent, inappropriate, or significantly disruptive to the educational process is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.
- C. Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).
- D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- E. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, and setting off false fire alarms.
- F. **Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the Code of Virginia requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.**

5 Fighting/Assault/Threats

(Secondary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

BA5/Cat. 5B:	Malicious Wounding (No Weapon)
ET1/Cat. 3:	Extortion
ET2/Cat. 2:	Attempted Extortion
H1Z/Cat. 4:	Hazing
TI1/Cat. 5A:	Threat/intimidations (Staff)
TI2/Cat. 5A:	Threat/intimidations (Student)
ST1/Cat. 4:	Stalking (subsequent offenses 5A)
FA2/Cat. 3:	Fighting - No/Minor Injury (Multiple offenses may result in consequences up to a Category 4)
F1T/Cat. 2:	Minor Physical Altercation - No injury (including incidents resulting from horseplay)
BO1/Cat. 5A:	Bomb Threat
BA1/Cat. 5B:	Battery/Assault (Staff with Weapon)
BO2/Cat. 5A:	Chemical/Biological Threat
BA2/Cat. 5A or 5B:	Battery/Assault (Staff no Weapon)
BO3/Cat. 5A:	Terrorist Threat
BA3/Cat. 5B:	Battery/Assault (Student with Weapon)
BA4/Cat. 5A or 5B:	Battery/Assault (Student no Weapon)

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- A. Actions, comments, or written messages intended to cause others to fight, which may result in a fight, or that obstruct staff from trying to break up a fight/altercation are prohibited.
- B. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
- D. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- E. 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 prohibited.
- F. Assault upon a School Board employee, School Resource Officer, Police Officer, or volunteer is prohibited. **VIOLATION OF THIS RULE SHALL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- G. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- H. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- I. Cursing, threatening, using abusive language, bullying and cyber-bullying (as further defined in this Code), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.
- J. Unsafe conduct which endangers either oneself or others is prohibited.

6 Integrity/Honesty

(Secondary)

S2V/Cat. 1: Misrepresentation (dishonesty)

IT1/Cat. 1: Cheating

IT2/Cat. 1: Plagiarism

IT3/Cat. 2: Falsification

Students of DCPS are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A.** Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B.** Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C.** Falsification includes, but is not limited to, a verbal, written, or electronic transmission (i.e., emails, images), including the production or use of forgery or counterfeiting.
- 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.
- E.** Unauthorized use of technology and information accessed through technology without permission is prohibited specified in Section 12, "Technology and the Internet." Student files may be subject to search.
- F.** Willful or malicious false accusations/reports against school personnel or other students.

7

Larceny/Theft

(Secondary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

- BK1/Cat. 4: Actual Burglary**
- BK2/Cat. 4: Attempted Burglary**
- RB1/Cat. 5B: Actual Robbery**
- RB2/Cat. 5B: Attempted Robbery**
- TF1/Cat. 2: Theft of School Property**
- TF2/Cat. 2: Theft of Staff Property**
- TF3/Cat. 2: Theft of Student Property**
- TF4/Cat. 2: Possession of Stolen Property**
- TF6/Cat. 2: Attempted Theft or Theft of Motor Vehicle**

Students of DCPS are expected to respect the rights and property of others.

The following acts are also prohibited:

- A.** Stealing another person's possessions without right or permission. The possession of stolen property is considered theft.
- B.** Any theft of money or personal or public property of significant value and/or theft involving breaking and entering, including lockers (includes unauthorized or illegal use of computer services).

8 Transportation

(Secondary)

All behavioral expectations apply to the school bus. For discipline reporting purposes, the administrator will record bus infractions using the appropriate violation code with the location code reported as 04 to indicate the school bus.

Proper behavior is required to, from, and at bus stops (i.e. door to door) and while riding the bus to assure that the rights of others, residential or otherwise, are respected. School bus stops are considered school property.

Students are required to listen to and follow the directions of the bus driver. Students must ride the bus to which they are assigned. Temporary permission to ride an alternate bus must be granted, in writing, by the principal or designee.

The School Bus

Riding a school bus is a privilege. Students who violate the Code of Student Conduct and designated bus rules on the school bus may lose the privilege of riding the bus for a specified period of time or permanently. In addition, other consequences may apply. When the driver requires assistance to resolve a potentially harmful situation on the bus, the principal or designee of the school served by the driver will provide assistance.

Glass containers, inflated balloons, live animals, water guns, skateboards, toy weapons or weapons of any type are not allowed on the bus or at the bus stop. Only band instruments, school projects and backpacks that may be held in the student's lap may be carried on the bus. All provisions of this Code are in full effect on the school bus and include the following rules:

- Follow all directions from the driver and bus assistant
- Remain in your seat and keep all body parts out of the aisle and inside the bus
- No pushing, shoving, fighting or loud noises at any time
- No cursing, abusive or disrespectful language or yelling out of the window
- No eating, drinking or smoking on the bus (see tobacco products definition)
- Do not litter, write on or damage the bus in any way
- Do not throw objects

Students may use electronic devices on a school bus if permission is granted by the bus driver. If permission is granted to use electronic devices, the device should be used with ear buds or ear phone and should remain on silent.

Drivers

Motorized vehicles of any type are not permitted as a means of transportation to and from school when driven by students enrolled in the elementary or middle schools of Dinwiddie County. High school students who meet the requirements and accept the responsibilities of driving vehicles to school are permitted to do so. This privilege depends upon the student's compliance with the parking and vehicle regulations as prescribed by the high school, including consent to search. Students are assumed to have knowledge of and will be held responsible for all items in their vehicles. Failure to adhere to these regulations could result in disciplinary action as listed in the recommended consequences of the *Code of Student Conduct*, including loss of driving privilege and having one's vehicle booted or towed from the premises at the operator's expense.

Reminder: The Bus Stop is considered property of DCPS; therefore, all Code of Student Conduct offenses committed at the bus stop shall receive the same consequence(s) as if committed in school.

Additionally, the Code of Student Conduct is enforceable from "door-to-door", which means the authority of DCPS begins the moment the student leaves home until the student returns home.

9 Tobacco Products

(Secondary)

TC1/Cat. 2: Tobacco Use

TC2/Cat. 2: Tobacco Possession

TC3/Cat. 4: Tobacco Sales/Distribution

T4B/Cat. 2: Bringing Tobacco Paraphernalia to School or School Event

The law requires all property of DCPS to be smoke-free.

All students are PROHIBITED from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, and lighters on school property. This prohibition includes all school-related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

10 Trespassing

(Secondary)

TR1/Cat. 4: Trespassing (A)

TR1/Cat. 3: Trespassing (B, C, D)

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A.** Any student who has been suspended or expelled from attendance shall be considered a trespasser if he/she appears on any DCPS property, or at any DCPS activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- B.** Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- 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.
- D.** No student or other person may attend or visit a Dinwiddie County school as a guest during the regular school day without authorization from the school's administration.

11

Vandalism

(Secondary)

VN1/Cat. 3: Vandalism of School Property (Cat. 4, depending on cost of repair/replacement)

VN2/Cat. 3: Vandalism of Private Property (Cat. 4, depending on cost of repair/replacement)

VN3/Cat. 3: Graffiti (Cat. 4, if gang related)

Members of the school community are entitled to enjoy property free from the abuse of others.

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above. Causing, intent to cause, or attempt to cause damage to school or personal property of others is prohibited.

Senior pranks that damage property are strictly PROHIBITED and will be considered a Category 4 Offense.

12

Sexual Harassment/Inappropriate Sexual Behavior (Secondary)

Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

- SX0/Cat. 4:** Sexual Harassment - (Cat. 5A for a subsequent offenses)
- SX1/Cat. 5A:** Sexual Touching - Staff (Cat. 5B for a subsequent offenses)
- SX2/Cat. 5A:** Sexual Touching - Student (Cat. 5B for a subsequent offenses)
- SX3/Cat. 5B:** Forcible Assault/Rape (Staff)
- SX4/Cat. 5B:** Forcible Assault/Rape (Student)
- SX5/Cat. 5B:** Attempted Forcible Assault/Rape (Staff)
- SX6/Cat. 5B:** Attempted Forcible Assault/Rape (Student)
- SX7/Cat. 5A:** Sexual Offenses (Consensual)
- SX8/Cat. 5B:** Aggravated Sexual Battery
- SB1/Cat. 5B:** Sexual Battery (Staff)
- SB2/Cat. 5B:** Sexual Battery (Student)

It is the policy of the Dinwiddie County School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which *could* constitute sexual harassment/inappropriate sexual behavior include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation;
- (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) touching an individual's body or clothes in a sexual way;

- (8) cornering or blocking of normal movements;
- (9) displaying sexually suggestive objects in an educational environment; or
- (10) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Office of the Superintendent. If the complaint is against the principal, the student shall file the complaint with any adult who will contact the Director of Human Resources. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who has knowledge of the occurrence of sexual harassment of a student by an adult should contact the principal. Any employee with knowledge of the occurrence of sexual harassment involving one or more students should notify the principal. The principal must immediately report the complaint of the alleged incident to the Office of the Superintendent. If the complaint is against the principal, the student shall file the complaint with any adult who will contact the Director of Human Resources. Any employee with knowledge of a complaint against the principal shall contact the Director of Human Resources.

Any administrator, teacher, other employee, or student who is found after an investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or dismissal.

13 Technology and the Internet

(Secondary)

T1C/Cat. 2: Unauthorized Use of Technology or Information

T2C/Cat. 5A: Causing/Attempting to Cause Damage to Computer Software or Files

T3C/Cat. 2: Violations of Acceptable Usage Policy

T4C/Cat. 3: Violations of Internet Policy

Technology includes, but is not limited to: computers, electronic devices, software, the Internet, social networks, email, and web pages. All DCPS users are responsible for the appropriate use of all technology to which they have access, even if such use takes place off school property or after school hours.

Technology is constantly in flux; yet the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect one's self, others, and property in the process. To minimize risk, DCPS employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use.

Refer to pages 10-13 for guidelines on the use of Technology and the Internet.

14 Arson: Actual/Attempted

(Secondary)

- AS1/Cat. 5B: Arson: Actual**
- AS2/Cat. 5A: Arson: Attempted**
- AS3/Cat. 5A: Lighted Firecrackers, Cherry Bombs, Stink Bombs (That Contribute to a Damaging Fire)**
- WP6/Cat. 5B: Possession of Explosive Device**
- WP7/Cat. 5B: Use of a Bomb or Explosive Device**
- W9P/Cat. 4: Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event**

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A.** The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event.
- B.** The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

15 Bullying/Harassment

(Secondary)

DCPS takes bullying seriously; therefore, additional offenses under this category shall warrant more serious consequences.

BU1/Cat. 4: Bullying

BU2/Cat. 4: Cyber Bullying

HR1/Cat. 4: Harassment (Non-Sexual) - physical, verbal, or psychological

(Sexual Harassment refer to Code Violation 12)

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities, sexual orientation or characteristics of a person or group, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- A. Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B. Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C. Electronic bullying and/or cyber-bullying-related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyber bullying definition on page 65.
- D. All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying; which can be found at the following link: <http://www.boarddocs.com/vsba/dinwiddie.nsf/public> and in DCPS Policy.
- E. Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- F. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- G. Cursing, using abusive language, teasing, hazing (as further defined on page 61), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Definitions

Terms related to the disciplinary process

Alternative Placements/Suspensions/Expulsions - In accordance with section 22.1-277.2:1 of the *Code of Virginia*, a student that has been (1) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, regarding weapons, alcohol, drugs, or intentional injury to another person, (2) charged, found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, drugs, a crime that resulted in or could have resulted in injury to others, or with an offense that is required to be disclosed to the Superintendent pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended or expelled pursuant to sections 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.08, or subsection B of 22.1-277 of the *Code of Virginia*, the Office of the Superintendent, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. This section applies regardless of the location of the incident.

Alternative School Program - An instructional program on school sites for students who require an administrative intervention for certain violations of the *Code of Student Conduct*. This allows for the continuation of the academic program while counseling and/or other interventions may be employed.

Appeal - To make a request to a higher authority for the review of a disciplinary case.

Arson - Deliberately setting a fire on school property which endangers life, limb, or property.

Assault/Battery - An actual offensive and intentional touching or striking of an individual, with or without use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.

Bodily Injury - (A) a cut, abrasion, bruise, burn, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a body part or mental faculty; or (E) any other injury to the body, no matter how temporary.

Bomb/Explosive Device - Any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion in accordance with §22.1-279.3:1 of the *Code of Virginia*.

Bullying - A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Two main components of bullying are aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength. Different forms of bullying are verbal, social exclusion or isolation, physical, lies and rumors, money or possessions taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber bullying via cell phone or Internet (as further defined on page 64). The person who inflicts such activity upon another or others is considered the bully and will be disciplined accordingly. Bullying does not include ordinary teasing, horse-playing, arguing, or peer conflicts.

Burglary - Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.

Community Service - Authorized work in the building, grounds, and/or other appropriate services provided by the student to the school or the community.

Confiscation - Any item prohibited by the *Code of Student Conduct* or the law will be removed from the student's possession.

Consequences - Recommended actions administrators are to use in handling alleged infractions of the *Code of Student Conduct*.

Controlled Substance Analogs & Cannabimimetic Agents - Substances prohibited by *Code of Virginia* §18.2-250 and defined by the *Code of Virginia* §54.1-3446, as amended from time to time (formerly known as "synthetic cannabinoids", including substances such as "bath salts" and "spice", now included among Schedule I & II drugs as defined further herein).

Court Referral - Violations of the law must be reported to law enforcement in accordance with the *Code of Virginia*, including but not limited to drug offenses, assaults, weapon possession, truancy, or other violations of the *Code of Virginia*. Violations of the law will be reported to the School Resource Officer or other appropriate authority, who will initiate appropriate legal action.

Criminal Street Gang - Any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

Detention - A consequence (not to exceed an hour) employed by any teacher or administrator to keep a student before or after school hours in hope of correcting inappropriate behavior. Parents must be notified.

Distribution - The selling, giving, sharing, passing on to, taking orders for, and/or arranging for selling or sharing of a controlled substance to occur.

Drug Paraphernalia - Those items described in Section 18.2-265.1 of the *Code of Virginia*, including but not limited to items such as pipe fittings, stems, bowls, bongs, etc.

Drug Violations Prescription Theft Attempted Theft - Unlawfully possessing or attempting to take possession of drugs prescribed for another.

Expulsion/Exclusion - The termination of a student's privilege to attend school within the school division by a vote of the Dinwiddie County School Board, or the exclusion of a student expelled or withdrawn from admission by a public or private school in or outside Virginia. An expelled or excluded student is ineligible for readmission for 365 calendar days and may only be readmitted upon petition in accordance with School Board policy and procedures as outlined in this Code, in accordance with the *Code of Virginia*, Sections 22.1-277.06, 22.1-277.07, 22.1-277.08, and 22.1-277.2.

Harassment - Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment.

Hazing - Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school, at which hazing that causes bodily injury occurs, shall report the hazing to the Superintendent, who shall report it to the local Commonwealth's Attorney.

Jurisdiction - The *Code of Student Conduct* and these related policies apply to any DCPS student. It is enforced when he/she is on school property, while traveling to school or from school, to, from, and at bus stops, in School Board vehicles, and in attendance at school or at any school-sponsored activity. In addition, the *Code of Student Conduct* applies to incidents off school property as referred to in *Definitions - Alternative Placements/Suspensions/Expulsions*. The *Code* also applies to a student's conduct which interferes with or obstructs the orderly operation of the school system or the safety or welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in the *Code* are expected to report such incidences to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

Larceny - The crime of taking and carrying away the personal property of someone else with the intent to permanently deprive the owner of that property.

Law Enforcement Agencies - In cases of serious violations of the law and/or when required by the *Code of Virginia*, the Dinwiddie County Police (to include School Resource Officers), Child Protective Services, and Juvenile Probation Departments may be contacted, consulted, or included in the consequence of student matters. The School Resource Officer usually serves as a liaison for these activities.

Long-Term Suspension - A disciplinary action whereby a student is not permitted to attend school for a period of 10 to 45 consecutive days. Long-term suspension can extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the school board or division superintendent or superintendent's designee finds that aggravating circumstances exist.

Look-alike/Imitation Drugs - A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

Mediation/Conflict Resolution - Mediation/Conflict Resolution is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their dispute.

Medication - any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like.

Minor Consequences - Minor Consequences include, but are not limited to, lunch detention, after school detention, time out, loss of privileges, assignment of work projects, in-school suspension, etc.

Parent/Guardian - A parent is considered a natural parent, parent by legal adoption, or court appointed legal custodian. Teachers, counselors, and administrators are expected to contact parents by phone or letter in an effort to keep them informed of their child's conduct.

Possession - Includes bringing, receiving, and/or storing items on school property or at a school-sponsored event. This includes, but is not limited to, items found in personal vehicles parked on school property.

Restitution - The replacement of or payment for property taken, damaged, or destroyed will be required.

Robbery - Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Schedule I and II Drugs - Controlled substances included in Schedules I and II of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812 and further defined in the Code of Federal Regulations, 21 C.F.R. Sections 1300.11 through 1300.15, and the Virginia Drug Control Acts, as further defined in *Code of Virginia* Sections 54.1-3446 and 54.1-3448, all as amended from time to time (includes controlled substance analogs and cannabimimetic agents).

School Conference with Parent - Parents are encouraged to set up an appointment with any teacher, school counselor, or administrator to discuss their son's or daughter's progress or problems. If a student is suspended, a parent/guardian may be asked to come to school to initiate reinstatement of the student.

School Grounds and Property - Includes land, school facilities, and school vehicles used for the provision of academics, extracurricular programs, and administration by the district. School grounds include parking lots, playgrounds, and recreational places. School grounds also include that portion of the land, school facilities, and other facilities owned by municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

School Property and Activities - Includes real and personal property owned, leased, or operated by or on behalf of the School Board. It also includes any school-sponsored event, bus stops, and activity to and from school and bus stops.

School Resource Officers - A Dinwiddie County Police Officer is assigned to elementary, middle, and high school to assist with the maintenance of safe school environments and to support administration, staff, and students regarding law related topics, and provide informal counseling and role modeling.

Search and Seizure - School authorities reserve the right to conduct random searches of lockers, desks, computers, computer hardware and software, and other property, as well as individuals and their personal belongings. This action will be taken to protect the safety and security of the school environment. School authorities may also conduct a search when there is reasonable suspicion for believing that items will be found that violate the law or school policy, rules, and regulations. The search should be reasonable in scope, duration, and intensity in relation to the item being sought. Students shall be held responsible for all items in their lockers and vehicles. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored activity. If articles violate school policy, rule, regulation, or the law, they will be taken by an administrator. Illegal articles will be turned over to a police officer.

Automobiles - Parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as a part of a random search or with reasonable suspicion. Parking on school property shall be deemed consent to such search.

Canines - In an effort to ensure that each school maintains a safe environment, police dogs may be brought onto school property to inspect school premises, including, but not limited to, students, lockers, desks, backpacks, instrument cases, handbags and vehicles.

Surveillance Cameras - Surveillance cameras may be used in buses, in school facilities, and around school grounds in order to monitor and maintain order, discipline, and school safety. *Surveillance videos are not considered educational records; therefore, viewing shall be limited to the Director of Transportation, building principals, Superintendent, Superintendent's Designee and/or law enforcement officers.*

Serious Bodily Injury - Bodily injury which involves (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a body part or mental faculty.

Short-term Suspension - A disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days of in accordance with the *Code of Student Conduct*.

Student Conference - The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and teacher. If problems become more serious, the grade level administrator will hold a conference with the student in an attempt to improve behavior. The student's counselor often will be included in this conference.

Student Support Team - When a student experiences repeated problems in school, the school personnel may refer this student to the child study team or other appropriate team or individual for instructional or behavioral support. The student may also be counseled and, if necessary, evaluated for alternative placement and educational program modifications.

Suspension - According to adopted School Board policy, a student may be suspended from school attendance for violations of the *Code of Student Conduct*. Suspensions of students with disabilities shall be consistent with federal and state laws and regulations, as well as School Board policy. A principal or his/her designee may suspend a student up to (ten) 10 school days. (A "school day" is defined as any day that schools are open and students are expected to be in attendance.) Prior to suspension, the principal and/or designee should meet with the student. A letter shall promptly be mailed informing the parent of the violation of the *Code of Student Conduct* and the details of the suspension. Suspensions to a disciplinary hearing and recommendations for expulsion may be issued by the principal. Refer also to policy and regulation 6-06-003, "Suspension and Expulsion."

Technology-Related Terms:

- **Application** - A program that helps the user accomplish a specific task. Examples include word processing programs or spreadsheet programs.
- **Cyber Bullying** - Abusive behavior including, but not limited to: taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated using information and communication technologies, such as cell phone text messages, pictures, Internet email, social networking sites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others.
- **Extensions** - Small programs that add to or extend the capabilities of the computer's system software.
- **Hacker** - One who uses programming skills to gain illegal or unauthorized access to computers, computer networks, or files.
- **Preferences** - Settings that are altered by the user to personalize the computer. Examples include track pad, date, time, Internet settings, and network settings.
- **Proxy** - Proxy is a computer system or router that can be used to bypass firewall rules, web filters, and/or security policies.

- **Sexting** - The act of sending and receiving sexually explicit messages or photos electronically, primarily through use of cellular phones. This includes consensual and nonconsensual exchange, distribution, or possession of graphic images or messages.
- **Software Image** - The pre-set software image is defined as the configuration of the system software, preferences, and extensions that reside on the computer.
- **System Software** - The programs and routines that control the functioning of the hardware and direct its operation.

Theft - The crime of taking and carrying away the personal property of someone else with the intent to permanently deprive the owner of that property.

Tobacco Products - Any lit or unlit cigarette, including candy cigarettes, cigar, pipe, and any other smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

Tobacco Use - Includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke; chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor. The term 'use' means the chewing, dipping, lighting, smoking and any other usage of any tobacco product.

Verbal Assault - The act of cursing, threatening, or using abusive language or written remarks, intended to demean or harm a student, staff member, or visitor.

Web Space - A series of best practices oriented toward assisting people to create dynamic websites. These websites serve as online platforms to allow individuals to use various methods of communication as well as to easily connect various services, personal information, and social activities which utilize web tools. (Example of web tools include: blogs, music, hosting, photo sharing, instant messaging, bulletin boards, online chat rooms, etc.).

School Information

ELEMENTARY SCHOOLS

Dinwiddie	13811 Boydton Plank Road, Dinwiddie, VA 23841 Principal: Mr. Davis Roberts	469-4580
Midway	5511 Midway Road, Church Road, VA 23833 Principal: Ms. Penny Brooks	265-4205
Southside	10305 Boydton Plank Road, Dinwiddie, VA 23841 Principal: Mrs. Sheri Culbreath	469-4480
Sutherland	6000 R. B. Pamplin Drive, Sutherland, VA 23885 Principal: Mrs. C. Michelle Powell	732-4168
Sunnyside	10203 Melvin B. Alsbrooks Ave., McKenney, VA 23872 Principal: Mr. Brenton Byrd	478-2313

SECONDARY SCHOOLS

Dinwiddie Middle School	11608 Courthouse Road, Dinwiddie, VA 23841 Principal: Mr. Charles Moss	469-5430
Dinwiddie High School	11501 Boisseau Road, Dinwiddie, VA 23841 Principal: Mr. Randall Johnson	469-4280

ALTERNATIVE PROGRAM

Dinwiddie Pathways Center	12318 Boydton Plank Road, Dinwiddie, VA 23841 Administrator: Dr. Royal Gurley	469-3179
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VOCATIONAL CENTER

Rowanty Technical Center	20000 Rowanty Rd, Carson, VA 23830 Principal: Ms. Cheryl Simmers	732-4950 / (434) 246-5741
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SCHOOL BOARD OFFICE

	14016 Boydton Plank Road, Dinwiddie, VA 23841	469-4190
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DINWIDDIE COUNTY PUBLIC SCHOOLS
SCHOOL BOARD MEMBERS

Mrs. Teresa J. Stump
District 1

Mr. William R. Haney
District 2

Ms. Barbara T. Pittman
District 3

Mrs. Mary M. Benjamin
District 4

Ms. Sherilyn H. Merritt
District 5

ADMINISTRATIVE STAFF

Dr. Kari Weston
Superintendent of Schools

Dr. Royal Gurley
Assistant Superintendent

Acknowledgment of Receipt and Review of the *Code of Student Conduct*

I certify:

1. receipt of the Dinwiddie County School Board's *Code of Student Conduct* and understand that printed therein are Sections 22.1-254 and 22.1-279.3 of the *Code of Virginia*, and the DCPS Acceptable/Safe Use of Technology and the Internet (on page 12), and the DCPS Student Activities Contract (on page 15).
2. that my signature indicates my permission to allow my son or daughter to have access to the Internet under the conditions set forth.
3. that I have reviewed the content of the *Code of Student Conduct*, including school bus rules and the Student Activities Contract with my child.
4. that I have been informed that all personal belongings kept on school property (including on school buses and all other vehicles used for pupil transportation), brought to school-sponsored events, or brought to bus stops will be at the sole risk of the owner. DCPS will not accept responsibility for damage, loss, or theft of any personal belongings on school property, brought to school-sponsored events, or brought to bus stops.
5. that if I elect to "opt-out" my child, I must follow the instructions provided in the Annual Notice to Students/Parents (found at <http://www.dinwiddie.k12.va.us/information/>).
6. that signing below only signifies receipt and review, and furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions or laws of the United States or Commonwealth of Virginia and my right to express disagreement with a school's or school division's policies or decisions.

I understand that this *Code of Student Conduct* applies to all students of Dinwiddie County Public Schools.

Student's Name and Grade

Signature of Student/Date

School

Signature of Parent/Date

Please return this page to your child's teacher within two (2) weeks of enrollment of each new school year.

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