

## **Code of Conduct**

### **John Dalton Intermediate School**

The standards of student conduct are designed to define the basic rules and major expectations of students in Dalton Intermediate School. It is the responsibility of the Radford City School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety, and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct and a list of possible corrective actions for violation of Standards of Conduct. The Standards of Student Conduct and a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. Parents shall be notified that by signing/checking the box of receipt, parents are not deemed to waive, but expressly reserve their rights protected by the constitution or laws of the United States of Virginia. The school principal may request the student's parent to meet with the principal or his/her designee to review the Student Code of Conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational process. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly and on time, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, monitor, and require daily

attendance and bring attention to any problem that affects the student or other children in the school. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student's suspension, whether or not the school administration has imposed any disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. The principal shall notify the parent of any student involved in an incident required to be reported to the superintendent and the Virginia Board of Education.

No student who has been assigned Out of School Suspension (OSS) shall be admitted to the regular school program until such student and/or his/her parent have met with school officials, (administrator and/or school counselor), to discuss improvement of the student's behavior, unless the school principal determines that readmission, without parent conference, is appropriate for the student. If the parent fails to comply with this requirement, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- In school or on school property
- On a school vehicle
- While participating in or attending any school-sponsored activity or trip
- On the way to and from school
- Off school property, if the acts committed are either detrimental to the interest of the school, affects the learning environment in a negative manner, or adversely affects school discipline
- Off school property, when the acts lead to an adjudication of delinquency or a conviction for an offense involving the manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana.

## **Unlawful Acts**

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities and/or expulsion includes, but is not limited to:

- Possessing, distributing, selling, or using tobacco, alcohol, illegal drugs or drug paraphernalia
- Possessing, distributing, using, or selling over-the-counter or prescription medication or drugs
- Assault/battery
- Sexual assault
- Arson
- Intentional injury (bullying, fighting)
- Theft
- Bomb threats
- Use or possession of explosives
- Possession of weapons or firearms
- Extortion, blackmail, or coercion
- Driving without a license on school property
- Homicide
- Burglary,
- Sex offenses (harassment, indecent exposure, obscene phone calls, sodomy and child molestation, sexting)
- Malicious mischief
- Shooting, Stabbing, cutting, wounding
- Unlawful interference with school authorities, including threats
- Unlawful intimidation of school authorities
- Other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a drug or violent incident which must be reported shall participate in prevention and intervention activities outlined in the school division's drug and violence prevention plan.

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

## **John Dalton Intermediate School Code of Conduct and Attendance Regulations**

John Dalton Intermediate School provides varied and appropriate learning opportunities for all students. In addition to the regular curriculum, principles and practices of good citizenship are taught and demonstrated in a positive, safe learning environment, including the appreciation of the rights of others. However, this cannot be accomplished if students are allowed to act in an objectionable manner or to disregard the regulations which have been made for the benefit of all students. DIS offers its students many privileges, but it also requires respect and the acceptance of individual responsibilities; for while individuality and diversity are encouraged, there must also be an orderly and manageable framework in which to operate. DIS is concerned about the rights of each individual student and feels that the best method to protect these rights is by uniform enforcement of all school regulations.

### ***Responsibilities of the Student***

The following responsibilities should be assumed by each student:

- 1) To obey the rules of the school.
- 2) To work hard on the selected course of student, to be prompt and regular in attendance, to complete assignments on time, to pay attention to teachers, to be willing to work at self-improvement, and to learn to accept criticism and to criticize fairly.
- 3) To respect the authority of all teachers, staff, and students.
- 4) To respect and protect school property.
- 5) To behave properly in school, on school grounds, on buses, and at all school-sponsored functions including those activities which are off campus.
- 6) To refrain from disruption, demonstrations, violence, and other forms of disorderly conduct that distract from the learning environment.

## Attendance, Exam Information, Unexcused Absences, Absences, Tardiness, and Skipping Class

- See Radford City Schools Policy Manual for additional information pertaining to this section. The information contained in this section is in addition to any regulation, requirement, and or policy that are covered in the Radford City Schools Policy Manual.
- For truancy purposes, attendance will be calculated by the student's daily attendance. Daily attendance is taken at the start of the school day during a student's attendance period. In addition, teachers will take class attendance each period for other school related matters.
- Students (9-11) are not allowed to have more than 10 absences from a class. Seniors are allowed 12 absences from a class. Once a student exceeds the number of allowable absences from a class, the student will be placed on Social Probation until the student makes up the time in night school.
  - Example – an underclassman who has 12 absences from a class will be placed on Social Probation until he/she serves 2 hours in night school to make up for the absences.
- All students will be required to take 9 weeks tests which will count 10% of the 9 weeks grade.
- 3 tardies count as 1 absence. In addition, if a student is tardy 3 times you will receive penalty hall. Tardies will reset to 0 at the beginning of the second semester.
- If a student is late for activity period, the tardy will count toward their first period class.
- Students will be required to follow all attendance regulations as set forth by Radford City Schools until the last day of the school year.
- Students are expected to arrive on time to school every day. For students who do not have a Zero Period the school day begins with Activity Period beginning at 8:15. A student who does not have a Zero Period will have their attendance taken in Activity Period.
- Zero period begins at 7:40. Students with a Zero period will have their attendance taken at the beginning of Zero period.
- If a student is late to school, they need to sign in at the front office.
- A parent or guardian must call the main office to report a student's absence on the day of the absence. An attendance officer or automated system will call to check on any student absent without a call-in. If a parent does not call in to verify the absence then it will be recorded as an unexcused absence.
- A note from the parent may substitute for a call when the note is sent on the day the student returns. If a note is not submitted on the day the student returns then

the absence will be recorded as an unexcused absence without parental notification.

- A note must contain the current date, the date of the absence, the reason for the absence, the parent or guardian's signature, and a phone number where the parent can be reached to verify the note.
- If the absence was due to illness and a doctor saw the student, a doctor's note must be included or sent to the school in addition to a phone call / note.
- Students are allowed only 10 call in absences for the school year without medical documentation or proper documentation. Any call in absence beyond 10 will be considered unexcused and will be subject to truancy regulation. Excused absences shall include:
  - Presentation of doctor's note, dentist note, or other medical documentation;
  - Student's court or probation appointment with appropriate documentation;
  - Serious illness or death in the immediate family (sibling, parent, grandparent);
  - Observation of religious holy days;
  - Parent or sibling departure or return to active military duty;
  - School related activity;
  - College or university visit (1 per junior and 2 per senior year with appropriate verification);
  - Natural disaster;
  - Extended documented medical condition;
  - Extenuating circumstances recognized by the principal.
- A student must be present all day in order to be eligible to participate in extracurricular activities unless they present a doctor's/dentist note, medical documentation, court documentation, or have other extenuating circumstances recognized by the principal.
- A student who has ISS and is present the entire school day will not be counted absent from their individual classes.
- Parents need to make all student appointments after school hours and to refrain from checking students out of school during the school day for any reason that can be avoided.
- Students are considered to be skipping class or school if the teacher or administration does not have knowledge of the student's whereabouts or the student does not have permission to be out of class. If the student leaves class or school without permission, they are also considered to be skipping class. *Once a*

*student boards a school bus or arrives on school grounds, the student is considered to be at school.*

- Students who are 18 years of age or older are not allowed to check themselves in or out. They must have permission from a parent or guardian.
- Administration reserves the right to deal with attendance issues not addressed in this or any other document that may arise.

### **Consequences – Tardiness**

- First offense- Teacher warning.
- Second offense- Teacher warning and teacher calls parents
- Third offense- Teacher assigns 1 penalty hall.
- Fourth offense- Teacher refers student to administration and administration assigns ISS (1 day).
- Fifth offense and beyond- Teacher refers student to administration and administration assigns ISS (3 days).

### **Consequences – Skipping Class**

- First offense- ISS (1 day)
- Second offense - ISS (3 days).
- Third offense - ISS (5 days).
- Fourth offense and beyond- ISS (5 days).

### **Consequences – Multiple absences exceeding 10 for underclassmen and 12 for Seniors**

- Student will be placed on Social Probation until absences are made up in Night School. Social Probation means that the student will not be allowed to participate in ANY extra-curricular activities. This includes but is not limited to participation on sports teams, attending games or concerts, participation in clubs, participation on academic teams, attending dances (homecoming and prom), Senior Picnic, Senior Banquet, or participation in Graduation Ceremony.
- A student may earn back class time for absences by attending Night School. For each class missed over the limit, the student must attend 1 hour of night school. Once Social Probation is complete the student will be allowed to return to all extra-curricular activities.

## ***Prohibited Misconduct***

### **Restricted Substance**

Alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, tobacco, and anything else covered by the Drug Control Act, as well as any abusable glue, paint, and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package. The prohibition also includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance. All forms of medication are to be registered with and administered by the school nurse.

The use of, possession of, or evidence of being under the influence of alcohol or any other illegal substances, or over the counter drugs or medications at any school function (including activities in which the school or representative of the school are involved at home or away) is punishable by a suspension of five (5) school days and restriction from attendance at and participation in extracurricular activities for a minimum of thirty (30) calendar days. Referral to appropriate law enforcement agencies may be made. For a second offense during cumulative enrollment in RCPS, a student will again be suspended for five (5) school days and re-restricted from extracurricular activities for a minimum of thirty (30) calendar days. In addition, a recommendation for expulsion may be sent to the Radford City School Board.

### **Mandatory Expulsion**

**Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and section 18.2-247 of the Code of Virginia, on school property or at a school- sponsored activity is prohibited.**

**A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school-sponsored activity shall be expelled in accordance with Policy JGD/JGE. The school board may determine, based on the facts of the particular case, that special circumstances exist and another form of discipline is appropriate.**

**Possession of or Use of a Weapon - Weapons have no place in public schools. Any student who has been determined to have brought a weapon to school shall be expelled.**

## Significant Misconduct Situations

The following acts of misconduct may receive first offense punishment of a three school day suspension. Depending upon the intensity and/or frequency of the misbehavior and its potential harm to fellow students, the school administration reserves the right to levy a more appropriate punishment, including recommendation for expulsion.

Suspensions may be served either in In-School Suspension or Out of School Suspension - which requires Night School attendance. That determination will be made by the nature of the offense and at the discretion of the administration.

- A) Possession of or Use of Tobacco Products - The use or possession of tobacco is against the law and therefore, prohibited on school grounds during regular school hours (or in the proximity of the school grounds while coming to or departing from school). Offenders will be automatically suspended for three (3) days. All tobacco products in the possession of students will be confiscated.
- B) Bullying / Verbal, Written, Physical, Implied or Electronic Threats or Assaults - This category includes directed or non-directed comments or responses to students, school personnel and other persons. Examples include but are not limited to: Direct or implied intimidations and/or threats, invitation or threat to fight, profanity, offensive or sexual remarks, or other blatant ridicule of a student's family or school personnel.
- C) Vandalism - Defacing, writing on, painting, setting fire to, or damaging (in any way) the school or school property is prohibited. Likewise, damaging another student's personal property at school or at a school-related activity is prohibited. Throwing objects at persons, cars, or other property is also considered an infraction of school rules.
- D) Lying, Stealing, Forgery - Dishonesty of this nature will result in appropriate punishment.
- E) Classroom and Other Disruption - Disturbance of the learning atmosphere in the school interferes with the rights of the teacher and other students and will not be tolerated. Disturbances of extracurricular activities are also prohibited.
- F) Trespass - The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
- G) Gang Activity - A student shall not engage in gang activities including any group activity that threatens, this is illegal and/or violent or that portends the development of gang activity, which may include inappropriate congregating, bullying, and harassment.

- H) Sexual Harassment - A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other other person in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, electronic, or physical conduct of a sexual nature that creates an intimidating, embarrassing, hostile or offensive environment.
- I) Fighting/Physical Aggression/Confrontation: Fighting is punishable by a suspension of up to ten (10) school days and possible restriction from attendance at and participation in extracurricular activities for thirty (30) calendar days. Depending upon the intensity of the misbehavior and its Vergharm to fellow students, the school administration reserves the right to levy a more appropriate punishment, including recommendation for expulsion. This also pertains to any function, including activities in which the school or representatives of the school are involved home or away. Referral to appropriate law enforcement agencies may be made. In a case involving aggression against a school employee, a maximum suspension and recommendation for expulsion will be considered. Examples of physical aggression include: pushing, shoving, fighting, hitting.
- J) Other Conduct - In addition to these specific standards, students shall not engage in any other disorderly conduct which materially or substantially disrupts the ongoing educational process or which is otherwise a violation of Federal, State, or Local law.

## Night School Rules

The objective of John Dalton Intermediate School's Night School program is to offer a structured, individualized instruction time missed by the student serving Out of School Suspension, (OSS). **Night School attendance is mandatory** and is held for four (4) hours after the regular school day is over. Dinner is provided for the student as well as make-up work from the school day. Students may choose to bring their own dinner, snacks or drink. Failure to attend Night School without prior approval of the administration or failure to quietly complete all assignments will result in additional discipline and assignments.

- Students are required to arrive on time, prepared with school supplies, texts, and other items needed to complete their assignments. RCPS will provide a chromebook or laptop computer when needed.
- Parents are required to provide transportation to and from night school. Drop off and pick up takes place in front of DIS/RHS.
- Night School hours are from 3:00 p.m. - 7:00 p.m.

- There will be no socializing or sleeping in Night School. Students are expected to complete all assignments their teachers sent and any additional assignments the Night School teacher may assign when required assignments are completed.
- The Student Code of Conduct will be enforced and all other school rules apply including dress code.

### ***Cheating***

The suspicion of cheating includes continuous acts of talking with other students, gesturing and looking at another's work, or using written or electronic information as help on a graded assignment or test. Copying the written homework assignment from another student is a form of cheating. It is the student's responsibility not to place himself in a position of being accused of providing or receiving help on graded work. If a supervising teacher suspects that cheating has taken place, the student and/or evidence will be brought to the office for an administrative review. If during the review, it is determined that the student is guilty of cheating, the assignment will be given a grade of zero and the parents will be notified. If a second incident of cheating occurs in cumulative in RCPS, the student may be penalized by a suspension.

### ***Possession of Cell Phones***

Students may possess a cell phone on school property, including school buses, provided the device must be "off" and stored in the student's locker or 'out of sight' during the school day, (unless used as an approved part of the instructional process or permission is given by the school administration for special occasions).

- First offense results in a warning and possible assignment to silent lunch or penalty hall
- Second offense results in silent lunch or penalty hall, confiscation of device, and giving the device to a school administrator until the end of the school day.
- Third and subsequent infractions may result in In School Suspension (ISS) or other disciplinary action as determined by the school administrator), confiscation of device, possible banning student from bringing device to school for a determined period of time, and parents are required to pick up device from the school official.

## **Acts of General Misconduct and Disruption**

The following acts of general misconduct and disruption may result in an administrative conference, teacher conference, parent conference, assignment to penalty hall or silent lunch, or performance of some task or chore. For repeat offenses, restriction from attending or participating in extracurricular activities, or assignment to In School Suspension (ISS) or Out of School Suspension (OSS) may be enforced. The DIS administration reserves the right to levy a more appropriate punishment for unusual or gross violations of these school rules.

- A) Disrespect, Profanity, and Rudeness - Abrupt, disrespectful, rude, or sarcastic responses made to school personnel or other students, either inside or outside of the classroom, have no place at school. If profanity is directed at a school employee or another student a more severe punishment will be given.
- B) Displays of Affection - The only display of affection that is accepted at John Dalton Intermediate School is holding hands. All other forms of displaying affection, such as kissing, hugging, placing hands on other parts of the body, or walking "arm in arm," are prohibited.
- C) Cafeteria Conduct and Use of Food and Drinks - Leaving trays, throwing food or other objects, dropping drinks or food on the floor, talking loudly, littering, and breaking in line are prohibited. Water is acceptable to have throughout the school day. Teachers have their personal classroom rules regarding food, drinks, and gum and students are expected to follow the classroom policies of each teacher.
- D) Refusing to do assignments - Students are required to use electronic devices such as laptop computers and chromebooks, take books and other materials to class and to work constructively on assigned tasks. Students shall comply with any oral, written, or electronic instruction within the scope of their authority as provided by the school board policy and regulations.
- E) Leaving School Grounds - No student may leave the school grounds without parent permission and properly checking out through the main office. The school strongly discourages students from checking out for such things as: changing clothes, running errands. Also due to safety and security concerns, checking out for lunch is not recommended by the school. Such absences may be defined as "unexcused" for classes the student misses.
- F) Possession of or use of toys and other non-school items - Items such as firecrackers, spinners, playing cards, water guns, etc., do not have a place in the school, and therefore, are not to be brought to school without permission of the school administration.
- G) Students are prohibited from bartering, trading, or selling without approval of the school administration.

- H) Other Conduct - In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the learning environment and ongoing educational process or which is otherwise a violation of Federal, State or Local law.

## **Corrective Actions**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions to teach students appropriate behavior and responsibility.

- Admonition
- Counseling
- Reprimand
- Loss of privileges
- Teacher conference
- Administrator conference
- Parental conference and/or contact
- Referring to special education personnel for eligibility consideration
- Silent Lunch
- Tasks or restrictions assigned by the principal/designee
- Penalty hall - the student will be notified the day before they are to serve penalty hall. It is the student's responsibility to inform his/her parent/guardian of their assignment to penalty hall and arrange transportation. Students are required to return the penalty hall slip.
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- In School Suspension
- Out of School Suspension - including mandatory attendance in Night School
- Referral to an alternative education program
- Referral to a substance abuse program and/or facility
- Notify legal authority where appropriate
- Recommendation for expulsion
- Mandatory expulsion (please see section above regarding 'Mandatory Expulsion')

## **Student Dress:**

The mission of RCPS is that every student will graduate career and college ready and become a productive, responsible citizen. Our dress code supports this idea and reflects the notion that school is a positive place of business where learning is the priority. While we respect the individuality of each student, there are certain clothing items that are considered distracting or inappropriate attire for school.

## ***Dress Code Policy:***

The administration and faculty at John Dalton Intermediate School reserves the right to judge school appropriate attire. The following items are inappropriate for school:

- Shorts, skirts or dresses should be in the mid-thigh area in length.
- When wearing legging/tights, the garment over the leggings should at least cover the posterior.
- No undergarments, cleavage, midriffs, or excessive skin on shoulders or back, should be exposed.
- Jeans/pants with holes, cuts, rips, slashes (anything showing excessive flesh) above the knee are prohibited.
- Safe shoes are required at all times.
- Sleeves with oversized armholes
- See through garments
- Form fitted articles of clothing (Example: biker shorts)
- Cut offs, torn, or ripped clothing
- Shirts with spaghetti straps
- Tube/Tank tops
- Pajamas
- Bedroom Slippers
- Heavy, metal chains
- Any accessories with spikes (jewelry, belts, etc)
- Dog chains or collars
- Sunglasses are not to be worn or on the head during school day
- Headgear including hats, hoodies/hoods, caps, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs) are not to be worn
- Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited
- Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs, tobacco, or alcohol

## **Locker Inspection**

Student lockers are the property of Radford City Public Schools and students are allowed to use them during the school year. The administration at DIS reserves the right to inspect the interior of any locker at any time without notice.

## ***Surveillance System Camera Policy***

Radford City Schools recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the school division's duty to promote a safe environment for all community members.

The purpose of video surveillance is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals who commit damage to school property or damage to the property of individuals attending classes at the school, and/or participating or attending school sponsored events.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
4. Assist in the daily operations of the school.

At no time will persons other than those designated by the Principal or the Director of Educational Technology have access to the monitors or to the recordings made in the course of the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

The cameras used in video surveillance will not cover areas where this is an expectation of privacy.

## ***Acceptable Use of Technology***

Students may use the RCPS school computer system, laptops or chromebooks only for legitimate educational purposes, which include class work and independent research that is similar to the subjects studied at school. Students shall not use the RCPS computer system; laptops, chromebooks or internet for personal use of any manner at any time. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

Maintaining or posting material to a website, social media, or a blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

The misuse and/or abuse of the RCPS Acceptable Use of Technology policy and guidelines is a serious offense and will result in discipline as deemed appropriate by the DIS school administrator.