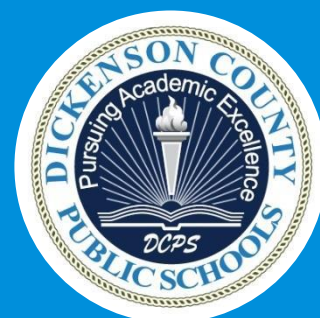


2016-2017

Dickenson County Public Schools Handbook of Expectations and Consequences for Students



Dickenson County Public Schools
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A Message from the Superintendent

The privilege and responsibility of teaching young people requires integrity, commitment and dedication by a group of caring and focused staff and faculty members. The Dickenson County Public Schools is deeply committed in helping all our students reach their academic and social potential, and to develop into respectable and responsible young men and young women who will be positive contributors to our society.

The purpose of this Handbook is to outline the rights of all our students, the moral responsibilities of all our students, and clear expectations for how students should and will conduct themselves. We expect all our students to conduct themselves responsibly, respecting themselves and others, and with integrity.

The second purpose of this handbook is to inform our parents, guardians, and community members of these expectations and to request you to join us in a solid partnership to help support educating our children academically and also to prepare them to be responsible citizens who will make a positive impact in our future.

I look forward to sharing an awesome 2016 -2017 school year with you!

Haydee L. Robinson, Division Superintendent

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Expected Student Behaviors

I will show Respect for...

Myself by:

- Attending school regularly and being on time.
- Following rules and directions of adults.
- Doing my schoolwork and homework neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Learning from consequences of my behavior.
- Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

Others by:

- Being understanding of other's feelings.
- Using positive words with others (no putdowns).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth, and admitting to things I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.

Expected Student Behaviors

I will show Respect for...

Learning by:

- Following school rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and tests.

Property by:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc.
- Using school materials or a classmate's materials for their intended purpose.
 - *Using computers as directed by adults.*
- Following rules about safety:
 - *Refraining from touching a fire alarm unless there is an emergency.*
 - *Using playground equipment in a safe manner.*

Levels of Consequences

The Code of Student Conduct shall apply to all students at all times on all Board of Education property, including:

- in school buildings
- on school grounds
- in all school vehicles
- at all school, school-related, or Board-sponsored activities, including but not limited to:
 - school field trips
 - school sporting events *(whether such activities are held on school property or at locations off school property, including private business or commercial establishments)*

Levels of Interventions and Consequences for Violations of the Code of Student Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/ or the Code of Student Conduct. The levels shown on the following page guide administrators in using *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this *Code of Student Conduct*, the consequence may be expulsion from the Dickenson County Public Schools. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Levels of consequences and options for progressive interventions follow.

Repeated chronic or cumulative offenses may require higher levels of interventions/ consequences. For serious violations, interventions/ consequences may begin at a higher level.

Levels of Consequences

Level	Options	
1	<i>Classroom Level interventions/consequences</i>	
	Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.	
2	Warning Letter of apology Loss of privileges Use of Student Problem-Solving worksheet Seat change Parent contact Teacher conference with student Mentoring	In-class time-out Time-out in another classroom setting Reinforcement of appropriate behaviors Written reflection about incident After school detention with office and parent notification Behavior contract Suspension of computer privileges
	<i>Appropriate when Level 1 intervention/consequence has been ineffective</i>	
3	Parent/guardian involvement Phone call/letter to parent or guardian Confiscation of item Conference with parent or guardian Behavior contract	Teacher and/or administrator conference with student and/or parent Parent contract Parent or guardian accompany student to school Suspension of computer privileges In-school suspension-Office Referral Required (1-3 days) Detention
	<i>Appropriate when Level 2 intervention/consequence has been ineffective</i>	
4	Office referral required Parent/guardian notification required Out of School Suspension (1-3 days) In-school suspension (1-3 days) Detention	Campus clean-up with parent's permission Suspension of computer privileges Class or schedule change
	<i>Appropriate when Level 3 intervention/consequence has been ineffective</i>	
5	Office referral required Parent/guardian notification required Out of School/In School Suspension (3-5 days) Restricted activity Modified school day	Possible referral to Dickenson County Disciplinary Committee Referral to Alternative Learning Program Adjustment transfer to another school (for out of district students) Loss of parking privileges/Car towed Suspension of computer privileges
	<i>Appropriate when Level 4 intervention/consequence has been ineffective</i>	
6	Office referral required Parent/guardian notification required Out of School/In School Suspension (6-10 days) Referral to Dickenson County Disciplinary Committee	
	<i>Appropriate when Level 5 intervention/consequence has been ineffective</i>	
	Office referral required Parent/guardian notification required Expulsion (to be considered only in the most extreme cases)	Referral to Alternative Learning Program

Note: All alcohol and drug infractions require referral to the Dickenson County Disciplinary Committee for a hearing as required in Policy JGD/JGE. All weapon infractions require action as described in Policy JGD/JGE.

Consequences for Students in Grades K-5

Offense/Violation	Level of Consequence						Reportable to Police
	1	2	3	4	5	6	
Absence - Unexcused (A1T) Excessive absences may result in loss of credit for the semester	▪	▪	▪				
Altercation (F1T)	▪	▪	▪	▪	▪		
Ammunition (W1P)			▪	▪	▪	▪	▪
Arson/Fire (AR1 or AS1 or AS2 or AS3)				▪	▪	▪	▪
Assault/Battery (on Students, Others, or Staff): (BA1 – BA5)		▪	▪	▪	▪	▪	▪
Bullying (BU1)		▪	▪	▪	▪	▪	▪
Cyber-bullying (BU1)		▪	▪	▪	▪	▪	▪
Cell Phone Misuse/Electronic Device Misuse (C1M - Beepers) (C2M - Cellular Telephones) (C3M - Other Electronic Devices)	▪	▪	▪	▪			▪
Cheating (S2V) (May fail or not receive credit for assignment or course)	▪	▪	▪	▪			
Computer Misuse: (T1C - Unauthorized Use of Technology or Information) (T2C - Causing/Attempting to Cause Damage to Computer/ Hardware, Software/Files) (T3C - Violation of Acceptable Use Policy) (T4C - Violation of Internet Policy)	▪	▪	▪	▪	▪		▪
Destruction of Property/Vandalism (VA1, VN1, VN2, VN3)		▪	▪	▪	▪		▪
Disorderly Conduct/Insubordination (D1C) – Disrespect (walking away, etc.) (D2C) – Defiance (refuses requests) (D3C) – Disruptive Demonstrations (D4C) – Possession of Obscene or Disruptive Literature (D5C) – Classroom or Campus Disruption (D6C) – Using Obscene or Inappropriate Language or Gestures (D8C) – Minor Insubordination		▪	▪	▪	▪		
Dress Code Violation (S1V)	▪	▪	▪	▪	▪		If causes disruption
Drugs and Alcohol: (Use appropriate DCV Code) Possession, Use and Distribution Automatic suspension until Disciplinary Committee hearing.					▪	▪	▪
False Fire Alarm- Office referral required. (B04)		▪	▪	▪	▪		▪
False Information/Accusations (S2V)	▪	▪	▪	▪	▪		
Fighting: (FA2)		▪	▪	▪	▪	▪	▪
Fireworks/Explosives (Use appropriate DCV Code)			▪	▪	▪	▪	▪
Gambling (G1B)		▪	▪	▪			
Harassment/Intimidation (See Sexual Harassment) (Use appropriate DCV Code)		▪	▪	▪	▪	▪	▪
Hazing (H1Z)			▪	▪	▪	▪	▪
Inappropriate Language (Use appropriate DCV Code)	▪	▪	▪	▪			
Improper Physical Contact (Use appropriate DCV Code)	▪	▪	▪	▪			If causes injury

Inciting or Participating in a School Disturbance (Use appropriate DCV Code)	■	■	■	■			■
Leaving School Grounds Prior to Dismissal (A1T)		■	■	■			■
Matches/Lighter(s): Possession of (S3V)		■	■	■			
Public Show of Affection (Use appropriate DCV Code)	■	■	■	■	■		■
Putting substances in another person's food or drink or on a person's body			■	■	■	■	If illegal
Sexual Activity (Use appropriate DCV Code)		■	■	■	■	■	If illegal
Sexual Harassment (See Harassment/Intimidation) (SX0)		■	■	■	■	■	If illegal
Stealing and/or Theft (Use appropriate DCV Code)	■	■	■	■	■		■
Threat/Intimidation-Against staff or students. (TI1 or TI2)		■	■	■	■	■	
Tobacco (Possession) (TC2)		■	■	■			■
Tobacco (Use) (TC1)			■	■	■	■	■
Trespassing (TR1)	■	■	■	■	■		■
Unauthorized Leaving of Class/Skipping (S3V)	■	■	■	■			
Unsupervised/Unauthorized Area	■	■	■	■			■
Weapons as defined in Policy JFCD (Use appropriate DCV Code) See Policy JGD/JGE.			■	■	■	■	■

Consequences for Students in Grades 6-8

Offense/Violation	Level of Consequence						Reportable to Police
	1	2	3	4	5	6	
Absence - Unexcused (A1T) Excessive absences may result in loss of credit for the semester	■	■	■				
Altercation (F1T)		■	■	■	■		
Ammunition (W1P)			■	■	■	■	■
Arson/Fire (AR1 or AS1 or AS2 or AS3)			■	■	■	■	■
Assault/Battery (on Students, Others, or Staff): (BA1 – BA5)			■	■	■	■	■
Bullying (BU1)			■	■	■	■	■
Cyber-bullying (BU1)			■	■	■	■	■
Cell Phone Misuse/Electronic Device Misuse (C1M - Beepers) (C2M - Cellular Telephones) (C3M - Other Electronic Devices)		■	■	■	■		■
Cheating (S2V) (May fail or not receive credit for assignment or course)		■	■	■			
Computer Misuse: (T1C - Unauthorized Use of Technology or Information) (T2C - Causing/Attempting to Cause Damage to Computer/ Hardware, Software/Files) (T3C - Violation of Acceptable Use Policy) (T4C - Violation of Internet Policy)	■	■	■	■	■		■

Destruction of Property/Vandalism (VA1, VN1, VN2, VN3) ISS and/or OSS depending on the severity of the incident and payment for the damaged or destroyed property. May include immediate report to law enforcement.							▪
Disorderly Conduct/Insubordination (D1C) – Disrespect (walking away, etc.) (D2C) – Defiance (refuses requests) (D3C) – Disruptive Demonstrations (D4C) – Possession of Obscene or Disruptive Literature (D5C) – Classroom or Campus Disruption (D6C) – Using Obscene or Inappropriate Language or Gestures (D8C) – Minor Insubordination		▪	▪	▪	▪		
Dress Code Violation (S1V)		▪	▪	▪	▪		If causes disruption
Drugs and Alcohol: (Use appropriate DCV Code) Possession, Use and Distribution Automatic suspension until Disciplinary Committee hearing.							▪
False Fire Alarm-Office referral required. (B04)		▪	▪	▪	▪		▪
False Information/Accusations (S2V)		▪	▪	▪	▪		
Fighting: (FA2) First Offense – 3 days OSS Second Offense – 5 days OSS Third Offense – Disciplinary Committee							▪
Fireworks/Explosives (Use appropriate DCV Code)			▪	▪	▪	▪	▪
Gambling (G1B)		▪	▪	▪			
Harassment/Intimidation (See Sexual Harassment) (Use appropriate DCV Code)			▪	▪	▪	▪	▪
Hazing (H1Z)			▪	▪	▪	▪	▪
Inappropriate Language (Use appropriate DCV Code)	▪	▪	▪	▪			
Improper Physical Contact (Use appropriate DCV Code)	▪	▪	▪	▪			If causes injury
Inciting or Participating in a School Disturbance (Use appropriate DCV Code)		▪	▪	▪			▪
Leaving School Grounds Prior to Dismissal (A1T) First Offense: 2 days OSS and 1 days ISS Second Offense: 3 days OSS and 2 days ISS Third Offense: Disciplinary Committee							▪
Matches/Lighter(s): Possession of (S3V)		▪	▪	▪			
Public Show of Affection (Use appropriate DCV Code) First Offense: Warning Second Offense: 1 day ISS Third Offense: 2 days ISS Fourth Offense: 2 days OSS and 1 day ISS Fifth Offense: Disciplinary Committee							▪
Putting substances in another person's food or drink or on a person's body			▪	▪	▪	▪	If illegal
Sexual Activity (Use appropriate DCV Code)			▪	▪	▪	▪	If illegal
Sexual Harassment (See Harassment/Intimidation) (SX0)			▪	▪	▪	▪	If illegal
Stealing and/or Theft (Use appropriate DCV Code)			▪	▪	▪		▪
Threat/Intimidation-Against staff or students. (TI1 or TI2)			▪	▪	▪	▪	
Tardiness (A1T) Accumulation of 5 unexcused tardies – 1 day ISS Accumulation of 10 unexcused tardies – 2 days ISS Accumulation of 15 unexcused tardies – Discipline Committee							

Tobacco (Possession) (TC2) First Offense: 1 day ISS Additional possessions will be treated the same as use.			■	■	■		■
Tobacco (Use) (TC1) First Offense: 2 days of ISS Second Offense: 1 day of OSS and 2 days ISS Third Offense: 5 days OSS Fourth Offense: Disciplinary Committee							■
Trespassing (TR1)			■	■	■		■
Unauthorized Leaving of Class/Skipping (S3V) First Offense: 1 day ISS Second Offense: 2 days ISS Third Offense: 3 days OSS Fourth Offense: Disciplinary Committee							
Unsupervised/Unauthorized Area First Offense: Warning 1 day ISS Second Offense: 1 day ISS Third Offense: 2 days ISS Fourth Offense: 2 days OSS and 1 day ISS Fifth Offense: Disciplinary Committee							
Weapons as defined in Policy JFCD (Use appropriate DCV Code) See Policy JGD/JGE.			■	■	■	■	■

Consequences for Students in Grades 9-12

Offense/Violation	Level of Consequence						Reportable to Police
	1	2	3	4	5	6	
Absence - Unexcused (A1T) Excessive absences may result in loss of credit for the semester	■	■	■				
Altercation (F1T)		■	■	■	■		
Ammunition (W1P)			■	■	■	■	■
Arson/Fire (AR1 or AS1 or AS2 or AS3)			■	■	■	■	■
Assault/Battery (on Students, Others, or Staff): (BA1 – BA5)			■	■	■	■	■
Bullying (BU1)			■	■	■	■	■
Cyber-bullying (BU1)		■	■	■	■	■	■
Cell Phone Misuse/Electronic Device Misuse (C1M - Beepers) (C2M - Cellular Telephones) (C3M - Other Electronic Devices)		■	■	■	■		■
Cheating (S2V) (May fail or not receive credit for assignment or course)	■	■	■	■			
Computer Misuse: (T1C - Unauthorized Use of Technology or Information) (T2C - Causing/Attempting to Cause Damage to Computer/ Hardware, Software/Files) (T3C - Violation of Acceptable Use Policy) (T4C - Violation of Internet Policy)	■	■	■	■	■		■
Destruction of Property/Vandalism (VA1, VN1, VN2, VN3) ISS and/or OSS depending on the severity of the incident and payment for the damaged or destroyed property. May include immediate report to law enforcement.							■

Disorderly Conduct/Insubordination (D1C) – Disrespect (walking away, etc.) (D2C) – Defiance (refuses requests) (D3C) – Disruptive Demonstrations (D4C) – Possession of Obscene or Disruptive Literature (D5C) – Classroom or Campus Disruption (D6C) – Using Obscene or Inappropriate Language or Gestures (D8C) – Minor Insubordination		■	■	■	■		
Dress Code Violation (S1V)		■	■	■	■		If causes disruption
Drugs and Alcohol: (Use appropriate DCV Code) Possession, Use and Distribution Automatic suspension until Disciplinary Committee hearing.							■
False Fire Alarm-Office referral required. (BO4)		■	■	■	■		■
False Information/Accusations (S2V)		■	■	■	■		
Fighting: (FA2) First Offense – 3 days OSS Second Offense – 5 days OSS Third Offense – Disciplinary Committee							■
Fireworks/Explosives (Use appropriate DCV Code)			■	■	■	■	■
Gambling (G1B)		■	■	■			
Harassment/Intimidation (See Sexual Harassment) (Use appropriate DCV Code)			■	■	■	■	■
Hazing (H1Z)			■	■	■	■	■
Inappropriate Language (Use appropriate DCV Code)	■	■	■	■	■		
Improper Physical Contact (Use appropriate DCV Code)		■	■	■	■		If causes injury
Inciting or Participating in a School Disturbance (Use appropriate DCV Code)		■	■	■			■
Leaving School Grounds Prior to Dismissal (A1T) First Offense: 2 days OSS and 1 days ISS Second Offense: 3 days OSS and 2 days ISS Third Offense: Disciplinary Committee							■
Matches/Lighter(s): Possession of (S3V)		■	■	■			
Plagiarism (S2V)			■	■	■		
Public Show of Affection (Use appropriate DCV Code) First Offense: Warning Second Offense: 1 day ISS Third Offense: 2 days ISS Fourth Offense: 2 days OSS and 1 day ISS Fifth Offense: Disciplinary Committee							■
Putting substances in another person's food or drink or on a person's body			■	■	■	■	If illegal
Sexual Activity (Use appropriate DCV Code)				■	■	■	If illegal
Sexual Harassment (See Harassment/Intimidation) (SX0)			■	■	■	■	If illegal
Stealing and/or Theft (Use appropriate DCV Code)			■	■	■		■
Tardiness (A1T) Accumulation of 5 unexcused tardies – 1 day ISS Accumulation of 10 unexcused tardies – 2 days ISS Accumulation of 15 unexcused tardies – Discipline Committee							
Threat/Intimidation-Against staff or students. (TI1 or TI2)			■	■	■	■	
Tobacco (Possession) (TC2) First Offense: 1 day ISS Additional possessions will be treated the same as use.							■

Tobacco (Use) (TC1) First Offense: 2 days of ISS Second Offense: 1 day of OSS and 2 days ISS Third Offense: 5 days OSS Fourth Offense: Disciplinary Committee							▪
Trespassing (TR1)			▪	▪	▪		▪
Unauthorized Leaving of Class/Skipping (S3V) First Offense: 1 day ISS Second Offense: 2 days ISS Third Offense: 3 days OSS Fourth Offense: Disciplinary Committee							
Unsupervised/Unauthorized Area First Offense: Warning 1 day ISS Second Offense: 1 day ISS Third Offense: 2 days ISS Fourth Offense: 2 days OSS and 1 day ISS Fifth Offense: Disciplinary Committee							▪
Weapons as defined in Policy JFCD (Use appropriate DCV Code) See Policy JGD/JGE.			▪	▪	▪	▪	▪

TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy:

1. "School property" means:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
 - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
 - d. All school grounds and property – including athletic fields and parking lots – owned, leased, rented or contracted by the Dickenson County School Board.
 - e. All school-sponsored or school-related events on-campus or off-campus.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Bus and School Transportation Behavior

Consequences for Violations Related to Transportation for all students include, but are not limited to:	
Initially (Minor discipline problems or violations of rules)	The bus driver will try to resolve the discipline problem or violation of rules directly. The bus driver will also attempt to confer with parents and to request their cooperation in resolving the problem. (Actions taken will be documented by the bus driver)
First Discipline Referral (For problems not resolved in step above or for more serious discipline problems or violations of rules)	Unless more severe sanctions are warranted, the administrator will: 1. give the student a formal warning, 2. notify the parents, and 3. provide the parents with a copy of the discipline referral
Second Discipline Referral (For problems not resolved above or for more serious initial discipline problems or violations of rules)	1. The administrator will advise the student of the charge. 2. Student's bus riding privilege will be suspended for 5 days. 3. The administrator will immediately notify the parents of the bus suspension and provide a copy of the discipline referral. 4. The administrator will meet with the parents prior to reinstatement of the student's bus riding privileges.
Discipline Referral after Previous Suspension of Bus Riding Privilege	1. The administrator will advise the student of the charge. 2. Student's bus riding privilege will be suspended for 10 days. 3. The administrator will immediately notify the parents of the bus suspension and provide a copy of the discipline referral. 4. The administrator will meet with the parents prior to reinstatement of the student's bus riding privileges.
Discipline Referral after Two Previous Suspensions of Bus Riding Privileges	1. The administrator will advise the student of the charge. 2. Student's bus riding privilege will be suspended for 30 days. 3. The administrator will immediately notify the parents of the bus suspension and provide a copy of the discipline referral. 4. Bus riding privileges will not be reinstated until a meeting with the student, parents, bus driver, administrator, and Director of Transportation takes place.
Severe or Continuing Problems	The principal or Director of Transportation may suspend the student's bus riding privileges and additional 15 days until an informal hearing is scheduled before the superintendent for the purpose on considering the revocation of riding privileges for the remainder of the current school year. (An appeal of any decision of the superintendent revoking privileges may be made to the school board.)
These guidelines shall not preclude the school principal or Director of Transportation from eliminating any of the steps in the process, if in their judgment the misconduct warrants more severe action.	
Nothing contained in this policy shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other policies and procedures.	

Riding the school bus is a privilege. A copy of the misconduct report will be returned to the school bus operator. Generally, misconduct on a school bus will not deny a student access to the classroom. School suspension, including expulsion, will occur only in special cases of misconduct that warrant this type of action.

Video Cameras and Audio Recording Devices

Many school buses are now equipped with video cameras and audio recording devices. These tools monitor the passenger area of the bus. The objective is to provide an important additional tool to assist the driver in managing student conduct on school buses, an important safety consideration that benefits all.

Bus and School Transportation Behavior

Bus Behavior Expectations & Safety Requirements for All Students

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus.

School Suspension is a possible sanction.

Students are expected to observe the following rules for safety and courtesy on the bus. Parents are responsible for the supervision and safety of students from home until they board the bus, and from the bus stop to home

1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none"> Exercise safe pedestrian practices while on the way to the waiting area for the bus stop. Arrive at the waiting area for the bus stop ten (10) minutes before bus pickup. Wait in a quiet and orderly manner. Stay on your side of the roadway controlled by the bus warning lights. Be aware, cautious, and respectful of traffic. Wait in a safe place, clear of traffic, and away from where the bus stops. Respect private property. 	<ul style="list-style-type: none"> Remain at the waiting area until the bus comes to a complete stop. Check traffic from all directions, then check again. Before walking from the waiting area to the entrance of the bus be certain that the bus warning lights are activated and that all traffic in all directions has stopped. When safe to board, do so promptly. When boarding, be aware of and avoid the "danger zone", the ten foot area immediately surrounding the stopped school bus. Be sure that you can see the bus driver's eyes when in the vicinity of the school bus. If crossing a street controlled by bus warning lights is necessary, cross promptly after checking that all traffic in all directions has stopped. Cross in front of the bus only. Upon entering the bus proceed directly to an available or assigned seat.
3. On The Bus	4. Exiting the Bus
<ul style="list-style-type: none"> Follow instructions of bus personnel. Be respectful of all people, including all bus personnel. Use language appropriate for the school setting. Keep the bus neat and clean. Do not eat or drink. Talk quietly and politely. Sit at assigned seat, if one has been assigned by bus or school site personnel. Stay in seat; keep aisles and exits clear. Carry-on items are limited to those that can be held in your lap. No hazardous materials, nuisance items, or animals are permitted on the bus. Be respectful of the rights and safety of others. Do not extend head, arms, or objects out of bus windows. Cell phones are prohibited (off and out of sight) Remember that school rules apply to the school bus. For example, use or possession of tobacco, alcohol, and other drugs is not allowed. 	<ul style="list-style-type: none"> Remain seated until the bus comes to a complete stop. Exit the bus and the bus stop area in an orderly manner. Exit at your assigned bus stop. Check traffic from all directions, then check again. Before exiting the bus, be certain that all traffic in all directions has stopped. When safe to exit, do so promptly. Be aware of and avoid the "danger zone", the ten foot area immediately surrounding the stopped school bus. Be sure that you can see the bus driver's eyes while in the vicinity of the school bus. If crossing a street controlled by bus warning lights, cross promptly after checking that all traffic in all directions has stopped. Cross in front of the bus only. Exercise safe pedestrian practices while on the way from the bus stop of your home.

Getting Help with a Problem

School Problems

If students have a problem related to discipline, security, personal safety or welfare, or vandalism, the student should:

1. Tell the nearest teacher or adult staff member.
Tell him/her exactly what has happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
2. Talk to the principal or assistant principal right away.
3. Express feelings. It is natural to feel worried and upset. Talk to someone who will listen and understand — perhaps a teacher, school counselor, school psychologist, social worker, or an adult mentor. It is important to talk to a trusted adult.
4. Ask to talk to a school counselor, school psychologist, or social worker who can help students learn ways to deal with problems so that they may feel safer and more comfortable when faced with similar problems in the future.
5. In addition to alerting school personnel, a student should tell his/her parents about the problem. They will want to know.

It is important for students to know that when a report is made to the school about an incident of this nature, every effort will be made to keep the information and identity confidential.

Personal Problems

For help with personal problems which may affect a student's school life or activities:

1. If possible, discuss the problem with parents/guardians.
2. If a student and his/her parents/guardians cannot solve the problem, there are a number of people in the school who may be able to offer additional help. The student may speak to a teacher with whom he/she feels comfortable.
3. School counselors, psychologists, and social workers at the school are trained to offer help with personal problems.
4. The assistant principal and the principal will also be able to discuss the problem with the student and attempt to work on a solution. If they are unable to do so, they will seek assistance.

Academic Problems

For help with an academic problem, the student should:

1. See the teacher who teaches the subject. Students may seek out the teachers on a personal basis. Teachers routinely work with individual students who are having academic problems. The teacher may recommend help sessions or mentoring, or may make a referral for additional assistance. The teacher may ask for a conference with the student and his/her parents/guardians.
2. If the teacher is unable to help the student resolve the problem to the student's satisfaction, the student should go next to the department chairperson or lead teacher.
3. Further help can be obtained through the school counselor.
4. For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with his/her parents/guardians and with the principal or assistant principal. Parents/guardians may wish to join the student in discussions with the principal.
5. Solving an academic problem requires the student's help, along with the help from teachers and sometimes parents/guardians, school counselor, and other school professionals.

Extracurricular Activities

For help with problems involving extracurricular activities, the student should:

1. See the advisor assigned to the activity at a time when he/she can give you his/her undivided attention. Try not to discuss the problem during the activity period itself.
2. If the activity involves athletics or cheerleading, see the athletic director of your school.
3. If the student does not know who is assigned as advisor to the activity, the student should see an administrator.
4. If the student is unable to get help in solving the problem by doing the above, discuss the matter with parents/guardian and with the principal. Parents/guardians may wish to join the student in discussions with the principal.

Getting Help with a Problem

Group Problems

For help with a group problem related to discipline, security, personal safety, or welfare:

If a group of students feels it shares a common problem, the best way to seek assistance is for the group to send two or three representatives to the teacher or administrator involved and present the group's point of view on the matter. Communication between one or two people and a large group is extremely difficult and is an ineffective approach to problem-solving. The most effective approach is one that involves communication between representatives of the groups involved.

Bullying, Harassment, Intimidation, & Hazing

Bullying and cyber-bullying, harassment and intimidation, and hazing are unsafe and do not reflect respect for others as defined by the Code of Student Conduct. If you or someone you know is a target of one of these behaviors, tell a staff member, who will respond quickly and provide a practical, private, and safe place to report.

If You are Being Bullied...

- Tell someone — a parent, a teacher, a counselor
- Try not to show anger or fear
- Calmly tell the student to stop...or say nothing and walk away
- Try to avoid situations where bullying is likely

If You Know Someone who is Being Bullied...

- If you feel safe, tell the bully to stop
- If you don't feel safe...
 - Don't encourage the bully by laughing or joining in
 - Tell other bystanders how to help stop bullying
 - Tell an adult
 - Encourage the bullied student to talk to someone

If an administrator determines that one of these behaviors has occurred, the students involved will receive support from a school counselor, school psychologist, school social worker, pupil personnel worker, or school health staff person to be sure everyone involved feels safe and supported and understands how to avoid these situations in the future.

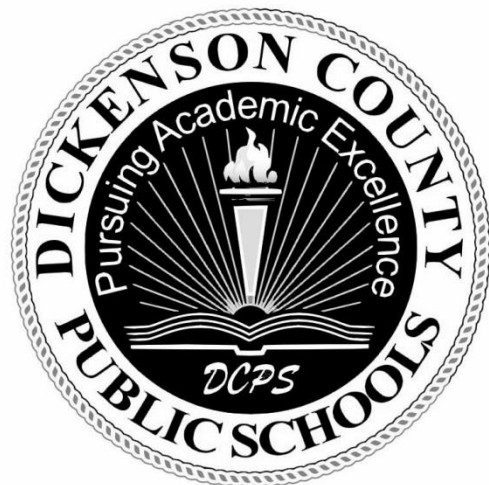
Confidentiality in Counseling

When a student indicates that he or she is thinking about hurting himself or herself or other students, school personnel are required to take action to ensure the safety of the student or other students. This action will include sharing of information with the school principal, parents, and may include other outside agencies.

Where to Get Help

You may seek assistance through the following staff members or programs, which may be available at schools:

- School Nurses
- Teachers • School Counselors
- Principals • School Administrators
- School Psychologists • School Social Workers
- School Resource Officers



Glossary

Absence - Unexcused

An absence not deemed acceptable. The only excuses for an absence that shall be deemed as acceptable are:

- a. illness (if over three days, the school may require a note from the doctor)
- b. court appearance
- c. death in the family
- d. religious holidays
- e. field trips and school-related activities
- f. extenuating circumstances which are determined by the school administration.

Altercation

Confrontation, tussle, or verbal/physical aggression that does not result in injury.

Alternative Schools

New Start located at Dickenson County Career Center. Regional Learning Academy (RLA) located in Wise, Virginia.

Ammunition

A projectile that can be fired from a firearm or other gun or otherwise propelled such as a bullet, arrow, pellet, etc. Any other object which by virtue of its shape or design gives the appearance of any of the aforementioned.

Arson/Fire

Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.

Assault/Battery

-BA1-An actual offensive, forceful and violent and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm through the use of a firearm or other weapon.
-BA2-An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.

-BA3-An actual offensive forceful and violent and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.

-BA4-An actual offensive and intentional touching or striking of a student against his or her will, or mutual participation in a fight that intentionally causes bodily harm without the use of a firearm or weapon.

-BA5-Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.

Bullying

Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate; involves a real or perceived power imbalance between the aggressor(s) and victim; and is repeated over time or causes severe emotional trauma.

Bystanders

Individuals who observe bullying, cyberbullying, harassment and Intimidation, hazing, and bias behavior and who, by their inaction, encourage, support, or promote its occurrence.

Cell Phone Misuse

Use of cellular phone, camera phone, video phone, or other communication devices during the school day or on school buses unless in an emergency.

Cheating

Providing, receiving, or viewing answers to quiz or test items or independent assignments. Having books, notes/ notebook, or mobile devices out during test without permission.

Community Service

An unpaid service for the benefit of the public that is performed as part (or all) of a consequence for committing an infraction.

Computer Misuse

Any unauthorized or inappropriate use of technology-related resources. Prohibited conduct includes but is not limited to:
-using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material

in violation of any federal, state, or local law.

-sending, receiving, viewing or downloading illegal material via the computer system.

-unauthorized downloading of software.

-using the computer system for private financial or commercial purposes.

-wastefully using resources, such as file space.

-gaining unauthorized access to resources or entities.

-posting material created by another without his or her consent.

-submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.

-using the computer system while access privileges are suspended or revoked.

-vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

-intimidating, harassing, or coercing others.

-threatening illegal or immoral acts.

Conference

A communication that takes place either face-to-face or by telephone.

Consequence

A result that follows from an action or condition.

Criminal Behavior

Any behavior that is considered an infraction against the law.

Cyber-bullying

The use of information and communication technologies — email, mobile devices, text messages, instant messaging, defamatory personal websites, personal polling sites, or a combination of these — to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others. (See also *Bullying*)

Destruction of Property/Vandalism

Damage, destruction, or defacement of property belonging to the school or others.

Disorderly Conduct

Unwillingness to submit to authority or refusal to respond to a reasonable request. Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment.

Dress Code

No student shall present himself or herself to school in a manner, which is plainly offensive to others or is likely to cause disruption. As provided herein, the administration shall prohibit any clothing, jewelry, similar attachments, or accessories, which have a substantial and material disruptive effect on the school atmosphere or represents a clear safety concern for students and/or staff. School clothing should be appropriate as to time, place and weather conditions. Any form of dress or appearance that disrupts or distracts from the purpose or conduct of school that is considered contrary to good hygiene, or that threatens the safety of one's self or others will not be permitted. Please see Policy JFCAA-R

Drugs and Alcohol

Alcoholic substances; inhalants or other intoxicants; and controlled dangerous substances, including prescription drugs, over-the-counter medications, look-alikes, and substances represented as controlled substances, and drug paraphernalia.

Possession The student has on his/her person, or within the student's personal property, or has under the student's actual or constructive control, any of the substances listed in this offense.

Consumption/Use The student has consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense.

Distribution/Sale A student has disseminated or transferred any of the substances listed in this offense with or without compensation.

Possession with Intent to Distribute The student has in his/her possession, as previously defined, any of the substances listed in this offense in a quantity or packaging to indicate intent to distribute or transfer to another person/people with or without compensation.

Due Process

A student facing suspension must be given oral or written notice of the allegations, an opportunity

to hear the evidence, to respond if the student denies the allegations, and notice and hearing before the student is removed from the school. Note: a student that poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible.

Electronic Communication

A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, mobile device, computer, or pager.

Electronic Device Misuse

Use of communication devices, such as cell phones, and other electronic devices during the school day or on school buses unless in an emergency. Other devices include, but are not limited to the use of an iPod, CD player, or hand-held game, use of camera cell phones or PDA camera to invade privacy (in locker rooms, restrooms, etc.) or violate this code of conduct. (See also *Cell Phone Misuse*)

Expulsion

The removal of a student from Dickenson County Public Schools for a minimum of 365 days in compliance with Federal and State regulations.

False Fire Alarm

Pulling a fire alarm or reporting a fire or other dangerous situation without valid cause.

False Information/Accusations

Willfully or maliciously giving false information, record, or accusation against school personnel or other students.

Fighting

An incident involving two or more students with physical contact, such as hitting, kicking, punching.

Fireworks/Explosives

Combustible or explosive substances or combination of substances or articles, including firecrackers, smoke bombs, and flares.

Gambling

Wagering money or property.

Harassment and Intimidation

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

Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.

Inappropriate Language

Using vulgar or abusive spoken or written language, such as cursing, swearing, or threatening.

Improper Physical Contact

Forceful actions against another — unintended to do physical harm, i.e. horseplay, roughhousing.

Inciting/Participating in School Disturbance

Causing a disruption to the atmosphere of order and discipline in the school or otherwise preventing orderly conduct.

Infraction

An offense or behavior that breaks a rule; could be criminal behavior.

Injury

Loss or pain caused by an assault which is documented or confirmed by school staff.

Insubordination (Uncooperative behavior)

Refusing to follow a reasonable request to a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance which includes, but is not limited to, walking away when an adult is talking to you, talking back to an adult, refusal to work in class, refusal to report to the office, refusal to allow search.

ISS

In-School Suspension

Leaving School Grounds Prior to Dismissal

Leaving school grounds without permission of the adult in charge and without following proper check-out procedures.

OSS

Out of School Suspension

Plagiarism

Deliberately presenting the ideas, works, or statements of another as one's own, without acknowledgement of the source. Academic dishonesty.

Putting Substances in Another Person's Food or Drink or on a Person's Body

Putting any substances in another person's food or drink, which poisons or contaminates that food or drink, or on a person's body, which causes injury or harm to the person.

Reportable to Police

Certain offenses require police reports while others depend on whether the activity is considered criminal behavior. A standard or criteria to determine whether an offense is reportable to the police or not is whether the behavior is considered illegal or whether it causes injury to persons.

Sexual Activity

Inappropriate behavior of a sexual nature, including, but not limited to, indecent exposure, consensual sex, or possession of sexually explicit material.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Skipping Class

Intentionally missing or attempting to miss a class without permission.

Stealing

Taking or attempting to take property of another person or institution without permission or knowledge of the owner.

Suspension-Long Term

The removal of a student for a specified violation of the Student Code of Conduct, from a school, for a period of more than 10 school days, and less than 365 school days.

Suspension-Short Term

The removal of a student for a specified violation of the Student Code of Conduct, from school, for a period of 1 to 10 school days.

Tardiness

Arriving late to school or to class.

Theft

Taking or obtaining the property of another person or institution without permission or knowledge of the owner.

Threat/Intimidation

Unlawfully placing a staff member or student in fear of bodily harm through physical, verbal, written or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.

Tobacco (possession, use, sale, or distribution)

Possession, use, sale, or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or smokeless tobacco.

Trespassing

Being on school property without permission, including while suspended or expelled; includes breaking and entering.

Unauthorized Leaving of Class

Leaving class without the permission of the adult in charge.

Unsafe Action

Any action that has the potential to cause danger or physical harm to self or others, to include *Reckless Vehicle Use*.

Unsupervised/Unauthorized Area Areas of the school campus that is off-limits to students.**Weapons**

Weapons include, but are not limited to: any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle, unloaded firearms in closed containers, any air rifle or BB gun, toy guns and look-alike guns, any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor, slingshots, spring sticks, brass or metal knuckles, blackjacks, any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, explosives, and destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

Dickenson County Public Schools

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School Calendar

2016-2017

<p>August</p> <ul style="list-style-type: none"> Mon 1st, Tues 2nd, Wed 3rd, Thurs 4th, and Fri 5th All Teachers – Workdays (9:00-3:00) Mon 8th - Schools Open –Full Day Schedule 	<p>January</p> <ul style="list-style-type: none"> Tues 3rd - Teachers Workday (9:00-3:00) No School for Students Wed 4th – Students Return Begin 2nd Semester for Secondary Students
<p>September</p> <ul style="list-style-type: none"> Mon 5th – Labor Day – Schools Closed Mon 19th – End 1st Six Weeks Grading Period (Day 30) 	<p>February</p> <ul style="list-style-type: none"> Tues 14th – End 4th Six Weeks Grading Period (Day 120)
<p>October</p> <ul style="list-style-type: none"> Mon 10th – End 1st Nine Weeks Grading Period (Day 45) Mon 31st – End 2nd Six Weeks Grading Period (Day 60) 	<p>March</p> <ul style="list-style-type: none"> Tues 7th – End 3rd Nine Weeks Grading Period (Day 135) Fri 10th and Mon 13th – Spring Break Thurs 30th - End of 5th Six Weeks Grading Period (Day 150)
<p>November</p> <ul style="list-style-type: none"> Tues 8th – Election Day – Schools Closed Mon 21st, Tues 22nd, Wed 23rd, Thurs 24th and Fri 25th Fall Break- Thanksgiving – Schools Closed 	<p>April</p> <ul style="list-style-type: none"> Fri 14th and Mon 17th – Easter Break
<p>December</p> <ul style="list-style-type: none"> Mon 19th - Exams Tues 20th – Exams - End 3rd Six Weeks Grading Period and End 1st Semester (Day 90) Early Dismissal – Students 12:30 Wed 21st – Mon, Jan 2nd – (Winter Break) Christmas Schools Closed 	<p>May</p> <ul style="list-style-type: none"> Fri 12th – Exams Mon 15th – Exams - Last Day of School Early Dismissal – Students 12:30, Teachers 3:30 End 2nd Semester -- End 6th Six Weeks (Day 180) Tues 16th and Wed 17th – Teacher Workdays (9:00 – 3:00)
<p>Note</p> <p>*The school calendar may be adjusted during the school year due to unforeseen circumstances including inclement weather.</p> <p>** Spring Break and Easter Break days may be used as School Make Up Days if 10 or more days have been missed due to inclement weather.</p>	

The Mission of Dickenson County Public Schools

The mission of Dickenson County Public Schools is to provide a safe, nurturing environment to educate and inspire students to become lifelong learners and to encourage intellectual, social and physical growth in a diverse and changing society.