

**Dorchester School District Two Virtual Academy
and e-Learning
Code of Conduct**



Student Code of Conduct

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all virtual students understand how to behave in an online environment, we have a code of conduct that all students are required to follow. This code of conduct addresses student interaction with faculty, staff, and other virtual students, as well as their individual actions. The following rules apply to the Microsoft Teams classroom and live session environments.

Interactions with Virtual/E-Learning Faculty and Staff

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff.
5. Students must use a profile picture and blurred background that is appropriate for an educational environment. The faculty & administration reserve the right to determine if a profile picture or video feed background is inappropriate. Students using an inappropriate profile picture or video feed background will be required to update their settings. Microsoft Teams profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner.

Interactions with Other Virtual/E-learning Users

1. All communications with other students must be of a course-related nature. Any sending of unsolicited messages to other classmates is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in

discipline actions or a failing grade. Students are expected to abide by the DDTwoVa Handbook.

4. Do not collaborate (work with) with other students on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.

5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

Appropriate Use of the Internet

1. Virtual/E-learning students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.

2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

3. Any student that violates this policy will be subject to disciplinary action that may result in legal action.

Virtual/ E-Learning Etiquette

Do's	Don'ts
Students should come dressed and ready for school.	Students should not wear pajamas, unless, it's a designated "Pajama Day" class celebration.
Students should be camera ready.	Students should avoid brushing hair/teeth using the computer camera as a mirror.
Students should be seated comfortably, but properly in learning position. Alternative or floor seating is acceptable.	Students should not lay in bed or on the couch during instructional time.
Students should sit face forward in front of the camera in learning position.	Students should not sit feet/legs first in front of the computer screen/camera.
Students should eat before instruction begins and during designated breaks.	Students should avoid eating during teaching and learning time.
Students and parents should leave microphones muted until it is their turn to talk.	Students should not unmute unless given permission by the teacher or adult in charge at home.
Students and parents should use appropriate words, tone, and voices in the event your microphone is open.	Students nor parents are allowed to use inappropriate words, tone, or voice while in school.
Students should actively participate in class	Students/parents should not record a class

OBSERVE PROBLEM BEHAVIOR

- TEACHER MANAGED**
- Calling Out
 - Disrespect
 - Electronic Devices
 - Language
 - Tardy
 - Minor Dishonesty
 - Preparedness
 - Put Down
 - Throwing
 - Tone/Attitude
 - Touching
 - Work Refusal

- OFFICE MANAGED**
- Aggressive/Threatening Behavior
 - Bullying/Harassment
 - Chronic/Repetitive Minor Infractions (3)
 - Drugs/Alcohol
 - Fighting
 - Major Dishonesty
 - Physical Aggression/Contact
 - Vandalism
 - Weapons

What type of behavior is it?

ADMINISTER APPROPRIATE CLASSROOM BASED CONSEQUENCES

- COMPLETE MAJOR REFERRAL**
- Conference with Student
 - Notify parent of details of infraction and that a major referral has been written ASAP

Did behavior resolve?

- YES**
- Document interventions
 - Reinforce Expectations

NO

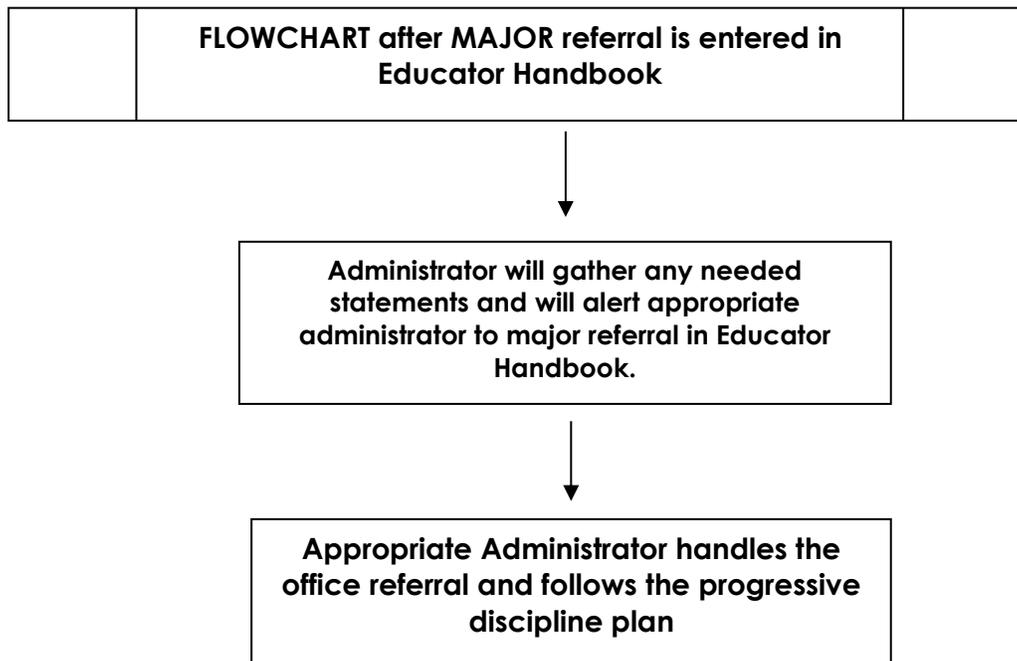
- ADMINISTRATIVE RESPONSE**
- At this point you have turned it over to administration
 - Student conduct record is consulted to check for minors and prior discipline
 - Administrator/BIR Secretary investigates
 - Administrator determines consequence
 - Administrator provides notice to parent and staff (via Educator Handbook) of consequence

Have there been ≥ 3 minor infractions for the same behavior in the semester?

- NO**
- WRITE MINOR**
- Conference with Student
 - Notify Parent (confirmation of awareness)
 - Reinforce Expectations

- YES**
- Refer to 'Office Managed Behaviors'

- MINOR INFRACTION**
- Educator Handbook does NOT notify administration of minor infractions.
 - Used only after classroom interventions have not met with success
 - Take concrete action to correct behavior (i.e., reflective writing, silent lunch, "Layover", etc.)
 - Corrective actions correspond to demonstrated behavior where possible.
 - Administered with student knowledge.
 - Notify parent and send home copy, copy can be saved as pdf and emailed.



Progressive Disciplinary Plan (Minor Infractions)

- 1) Teacher Warning
- 2) Teacher removes student from class temporarily
 - a. Using the lobby and channel feature student will be briefly removed from the class.
 - b. Using the channel feature or direct chat feature teacher will address behavior one on one with student prior to allowing student back in the virtual learning environment.
- 3) Teacher contacts parent to discuss behaviors
- **Three minor infractions make a major (At this point Administration is involved)**
- 4) Alternative Learning Assignment Level 1 (BIR/ISD)
 - a. Student is muted/no video and can only participate in the class by viewing, but no interaction with the class will be allowed. (For class period or predetermined amount of time)
- 5) Alternative Learning Assignment Level 2 (ISS)
 - a. Student is muted/no video and can only participate in the class by viewing, but no interaction will be allowed for the school day.
- 6) Alternative Learning Assignment Level 3 (OSS)
 - a. Student is not allowed to engage in the virtual classroom assignments.
 - b. Student completes asynchronous assignments.
 - c. Re-Entry conference required prior to rejoining the virtual class.

Notes: Discipline will be recorded in Educator Handbook and PowerSchool as with traditional learning environment.

Progressive Disciplinary Plan (Major Infractions)

All major level III infractions will be handled the same as the traditional learning environment.

- Threat-assessments
- Law Enforcement
- Expulsion hearings

Progressive Disciplinary Plan (Inappropriate Parent Conduct)

If a parent enters the virtual classroom and engages in inappropriate interactions the following steps should be taken:

- 1) Remove student/parent from the virtual classroom by placing them in the lobby.
- 2) Contact appropriate administrator.
- 3) Administrator will conference with the parent prior to the student's device being allowed back in the virtual classroom.
- 4) Administrator will document in writing this conference to the parent.
- 5) Based on the nature and frequency of the inappropriate interactions, parents could be placed on a virtual trespass notice.