Students Code of Conduct and Attendance (SCOC)

Rights and Responsibilities

Lee County Public Schools

Revised Summer 2012

Nondiscrimination Policy

The Lee County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

The following positions have been designated to handle inquiries regarding the Lee County School Division's non-discrimination policies:
The Director of Secondary and Middle Schools, Lee County Public Schools, 153 School Board Place, Jonesville, VA 24263, phone: 276-346-2107 as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, the Director of Federal Programs, Lee County Public Schools, 153 School Board Place, Jonesville, VA 24263, phone: 276-346-2107.

Complaints of discrimination regarding disability may be made to the 504 Coordinator, Lee County Public Schools, 153 School Board Place, Jonesville, VA 24263, phone: 276-346-2107.

Annual Screenings

Within 60 administrative working days of the opening of school, students enrolling in grades K, 3, 7 and 10 will be screened in the areas of hearing and vision. Screenings in the areas of speech, voice, language, and fine and gross motor skills will be conducted in Kindergarten. This policy will apply for all transfer students entering Lee County Public Schools for the first time. Scoliosis screenings will also be conducted according to School Board Policy beginning in the 5th grade.

FOREWORD

Through the publication of this handbook, the Lee County Public School Division is attempting to provide the student and parent with information pertaining to the rules and regulations of the school division. However, it is impossible within the framework of this publication to do so completely. For example, changes may occur at any time in federal, state, local and school laws and/or policies which make it impossible for this handbook to always be up-to-date. While the school division makes a concerted effort to inform the student and parent, it is ultimately the responsibility of each student to ask, **"What is expected of me?"**

TABLE OF CONTENTS

Acknowledgement of Receipt iv
Computer Use Agreement v
Bus Rules vi
Directory Information Exclusion Form vii
Statement of Purpose 1
Statement of Policy 1
Jurisdiction of Regulation 1
Educational Philosophy, Goals and Objectives 1
Roles and Responsibilities 2
Jurisdiction of the School Board 2
Responsibilities of the School Administration and School Personnel 2
Responsibilities of the Student 3
Responsibilities of the Parent or Guardian 3
Reporting Acts of Violence and Substance Abuse 4
Rights and Responsibilities 5
Education 6
Environment 6
Respect 6
Property 6
Participation 6
Expression 6
Complaint 7
Code of Conduct and Attendance 8
Section A - Attendance Law and Policy 8
Virginia Compulsory Attendance Law 8
Virginia Truancy Law 8
Lee County School Board Policy 8
Compulsory Attendance Procedures 9
Upon Fifth Absence Without Parental Awareness and Support 10
Upon Sixth Absence Without Parental Awareness and Support 10
Upon Additional Absence Without Parental Awareness and Support 10
Parental Cooperation in Remedying Excessive Unexcused Absences 11
Attendance Reporting 11
Dismissal Precautions 11
Attendance Awards 11
Pledge of Allegiance 12
Moment of Silence 12
Search and Seizure 12
Section B - Code of Conduct Terms 12
Abuse or Harassment 12
Abusive or Profane Language 12
Attendance Violation 13
Behavior on School Bus 13
Bullying 13
Criminal Acts 13
Damage to School Property 13

Disruptive Conduct 13
Failure to Comply with Directions 13
Falsification or Cheating 13
Fireworks 13
Gambling 13
Gang Activity 13
Habitual Violations 14
Hazing 14
Improper Technology Use 14
Inappropriate Dress 14
Laser Pointers 14
Possession of Portable Communication Devices 14
Possession/Use of Tobacco Products 14
Sexual Harassment 15
Theft 15
Threats, Intimidation or Endangerment 15
Trespassing 15
Vandalism 15
Distribution/Sale of Illegal Drugs or
Possession/Distribution with Intent to Sell 15
Drug Abuse 15
Participation or Involvement in a Mob 16
Possession/Use of a Weapon(s) 16
Stalking 18
Assault and/or Battery 18
Other Conduct 18
Section C - Disciplinary Procedures 18
Disciplinary Agent 18
Resource Officers 18
Disciplinary Measures 18
Admonition and Counseling 19
Alternative Education Placement 19
Assignment of Tasks 19
Confiscation 19
Damages Assessed/Payments Assigned 19
Detention 19
Expulsion 19
In-School Suspension (ISS) 19
Out-of-School Suspension (OSS) 19
Parent Conference 19
Privilege Revoked 19
Reprimand and/or Probation 20
Referral to Court Services/Police 20
Referrals to Other Help Agencies 20
Due Process 20
Short-Term Suspension 20
Long-Term Suspension 20

Special Considerations 20
Disciplinary Actions 20
Non-Suspension 20
Suspension 21
Expulsion 21
Actions of the Principal 21
Actions of the Superintendent or Designee 21
Actions of the School Board 21
Procedure for Appeals of School's Action 22
Section D - Disciplinary Committee 22
Hearings 22
Closed Hearings 22
Student May Remain Silent 23
The Record of Hearing 23
Principal's Presentation of Information and Records 23
Use of Witnesses 23
Examination of Witnesses 23
The Role of Parents 23
Adult Representative 23
Disposition of the Case 23
Actions of the Disciplinary Committee 23
Actions of the Superintendent 23
Student's Right of Appeal 24
Action of the School Board 24
Section E: Disciplinary Actions 24
Section F: Children with Disabilities 25
Disciplining Children with Disabilities 25
Educational Services While Disciplined 26
Manifestation Determination 26
Disciplinary Action for Behavior
That is Determined Not to be a Manifestation 26
Disciplinary Action 27
Interim Alternative Educational Settings for Weapons and Drugs and
Inflection of Serious Bodily Injury 27
Change of Placement by Hearing Officer 27
Placement During Appeals 27
Students Not Identified as Disabled 28
Disciplining Section 504 Students 28
Attachments
I. Acceptable Use Policy: Computers and Internet 29
II. District Wide Family Involvement Policy 34
III. Directory Information 42
IV. Notice to Parents: Right to Review Teacher Qualifications 44
V. Homeless Federal Notification 44
VI. Model Notification 45

ACKNOWLEDGEMENT OF RECEIPT

We have received a copy of the Student Code of Conduct and Attendance Rights and Responsibilities. Student and parent signatures are required of all students K-12.

Parents' Names: _____

_____

Parents' Signatures: _____

_____

Date: _____

Students' Name: _____

Date: _____

School: _____

(Please Print) _____

(Please Print) _____

THIS PAGE MUST BE COMPLETED AND RETURNED TO THE SCHOOL BY EACH STUDENT TO BE FILED IN HIS/HER PERMANENT RECORD FOLDER

By signing the acknowledgement of receipt, I understand that I am not waiving my rights as protected by the U.S. Constitution or laws by the Commonwealth of Virginia to express disagreement with Lee County Public School's policies and decisions.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student must sign this Agreement as a condition for using the school Division's computer system. Each student and his/her parent/guardian must sign this Agreement before being granted use of the school division's computer system.

Read this Agreement carefully before signing.

Prior to signing this Agreement, read Attachment I, Acceptable Computer Use Policy. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the school Division's Acceptable Computer System Use Policy and Regulation. I understand that the school division may access and monitor my use of the computer system, including my use of the Internet, E-mail, and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature: _____

Date: _____

I have read this Agreement and Policy and Regulation LC-101. I understand that access to the computer system is intended for educational purposes and the LEE COUNTY PUBLIC SCHOOL DIVISION has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the school division to restrict access to all inappropriate material and I will not hold the school division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student. I grant permission for my student to use the computer system and for the school division to issue an account for my student.

(Please Print) _____

Each employee, substitute, student teacher, parents/guardians, or community members must sign this Agreement as a condition for using the School Division's computer system.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the school division may access and monitor my use of the computer system, including my use of the Internet, E-mail, and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Signature: _____

Date: _____

RETURN THIS PAGE

Adopted: December 20, 2001
Amended: June 11, 2007

SCHOOL BUS RULES AND REGULATIONS

1. Students must be ready to load the bus at the designated bus stop. Drivers cannot wait for student.
2. Bus drivers may assign seats. Students will remain in seats while the bus is in motion and students will be responsible for any damage to seats.
3. Students shall not extend any part of their body or any other articles out of the bus window.
4. Students shall not throw any objects inside the bus or out of the bus windows.
5. Students are under authority of the Lee County Public Schools while on the bus and conduct should be similar to that of the classroom.
6. Students will be allowed to leave a bus only at their school or their regular stop. Unauthorized stops will not be made.
7. Students must ride the same bus in the morning and afternoon. Principals may permit an exception in extenuating circumstances if such changes do not require route changes or overcrowded conditions.
8. Students shall not carry any weapons, explosives (such as fireworks), knives, glass objects or any dangerous materials on the school bus.
9. Scuffling, fighting, and use of profane language will not be tolerated.
10. Students cannot eat or drink while on a bus.
11. Use of tobacco or drugs in any form will not be allowed.
12. Students must not make any loud or unusual noise or attempt to distract the driver in any way.
13. Students must keep aisles clear. Any article too large to be held in the lap or placed under the seat cannot be carried on the bus.
14. Live animals or insects may not be carried on the bus.
15. The emergency door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow instructions of the driver.
16. The drivers and school officials are not responsible for articles left on the bus.
17. The bus driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action.
18. The principal has the authority to suspend riding privileges of anyone violating rules.
19. Bus drivers must be on the bus when the first student boards the bus.
20. A student that damages a bus seat will be charged $65.00.

Parent Signature: _____

Student Name: _____

Date: _____

RETURN THIS PAGE

DIRECTORY INFORMATION EXCLUSION FORM
REQUEST FOR EXCLUSION OF DISTRIBUTION
OF DIRECTORY INFORMATION
(Due September 1st of each School Year)

Name of person making request:
Name of student for which request is made:
School(s) student attends:
Please detail specifics about directory information to be included from distribution: (You may attach extra sheets if needed.)
_____ Check here if extra sheets have been attached.

Signed: _____ Date: _____

Adopted: July 14, 2003

STATEMENT OF PURPOSE

The development, implementation, and enforcement of a Student Code of Conduct and Attendance, SCOC, is intended to ensure that all students have fair access to an education. To that end, this policy sets forth those standards of behavior believed to be appropriate in the learning environment and informs all students, their parents, and the larger community of the consequences for violations of this policy.

STATEMENT OF POLICY

For purposes of this document, policy includes general guidelines that focus attention on a certain issue, in this case, student conduct. This school division, directed and supported by school board authority, intends that all students have the opportunity to be educated in a safe, secure environment that is conducive to learning.

JURISDICTION OF REGULATIONS

All students are considered to be under the jurisdiction of the regulations in the Student Code of Conduct while going to, remaining at, and returning from school, and at any time they visit another school.

EDUCATIONAL PHILOSOPHY, GOALS, AND OBJECTIVES

It shall be the philosophy of the Lee County School Division to provide equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth, to insure that each individual is equipped to communicate effectively with other people, to be competent both in the work place and in higher education, and to feel confident of the ability to make creative and constructive decisions in his/her life.

The school division is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Inasmuch as students differ in their rate of physical, mental, emotional, and social growth and vary in their needs and abilities, learning opportunities shall be provided that are consistent with personal development and potential. Programs shall emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.

The educational program shall introduce each student to a variety of interest and subject areas that offer exposure to the range of opportunities available in later years. These experiences produce the basis for further education and future employment. As students demonstrate increased maturity, they may assume more responsibility for the decisions regarding their education.

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

The School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by the State Board of Education regulations. Education seeks to aid each student, consistent with his/her abilities to:

1. Develop competence in the basic learning skills;
2. Develop the intellectual skills of rational thought and creativity;
3. Acquire knowledge and process skills of science and technology;
4. Progress on the basis of achievement
5. Qualify for further education and/or employment;
6. Develop personal standards of ethical behavior and moral choice;
7. Participate in society as a responsible family member and citizen;
8. Develop a positive and realistic concept of self and others;
9. Practice sound habits of personal health and physical fitness;
10. Enhance the quality of the environment;
11. Develop skills, knowledge, and attitudes regarding the arts;
12. Acquire a basic understanding and appreciation of the democracy and the free enterprise system.

ROLES AND RESPONSIBILITIES

School personnel, parents, students, and school board members share the responsibility to create and maintain a school environment that is conducive to learning. Clearly defined roles are essential to carrying out these responsibilities. The following responsibilities have been identified by this school board as appropriate to the intent of this policy.

Jurisdiction of the School Board

1. To set policy governing the conduct of students while going to and from school, while at school or school functions, and while representing the school. (§22.1-8)
2. To maintain and follow up-to-date policy manual (§22.1-253.12:7)
3. To include in a policy manual a procedure and the purpose for the requirements that certain acts (i.e., assaults or attempted assaults, conduct involving a controlled or imitation controlled substance, any threats against school personnel, or, the illegal carrying of a firearm onto school property) be reported to school authorities (§2.1-280.1)
4. To provide parents or each enrolled student a copy of the school board's standards of student conduct that may include a statement to be signed acknowledging the requirements of the school board's standards of student conduct and to maintain records of such signed statements.
5. To adopt policies and regulations governing suspension, expulsion, and readmission of students. (§22.1278)

Responsibilities of the School Administration and School Personnel

1. Seek the advice of legal counsel when appropriate.
2. Assess the school's strengths and weaknesses with regard to student conduct.
3. Teach expected standards of behavior and model this behavior by personal example.
4. Establish clear rules for acceptable behavior that includes strong corrective action that is caring, but firm.

5. Enforce policies for violations of the code consistently and fairly.
6. Ensure the delivery of responsive guidance and counseling programs and services.
7. Involve parents and teachers in policy development.
8. Demonstrate an organized, collaborative, and ongoing effort to create and maintain a safe school with an environment conducive to learning.
9. Develop collaborative arrangements in which school personnel, parents, school boards, law enforcement officers, and service agencies can work together to provide necessary resources that will meet the needs of all students.
10. Demonstrate respect for the dignity of every parent, employee, and school-age child.
11. Maintain regular and open communication with parents.
12. Maintain a safe and orderly environment.

Responsibilities of the Student

1. Attend school regularly.
2. Demonstrate behavior that recognizes the respects the rights of others and promotes school safety.
3. Know and follow your school's rules and expected standards of behavior.
4. Know the sanctions for violations of the school's rules.
5. Accept the demonstrate the obligation of good citizens to help prevent problems from happening and help solve problems, should they occur.
6. Accept the consequences for your behavior.

Responsibilities of the Parent or Guardian

1. Assume responsibility for your child's behavior, attendance and teach compliance with school rules.
2. Know the school's rules and sanctions for violations of the rules and discuss them with your child.
3. Participate in policy development and implementation.
4. Support the school's policy and programs.
5. Maintain regular communication with the school.
6. Monitor and require daily attendance.
7. **Bring to the attention of the school authorities any problems that affect your child or other children in the school.**
8. May be requested by the school principal to meet with the principal or designee to review the code of conduct and to participate with the school in disciplining the student and maintaining order to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the student's behavior, school attendance, and educational progress. Upon failure of a parent to comply with the provision, **the school board may by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance as follows:**

If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal to review the standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the student's behavior and educational progress, it may order the parent to so meet; or if the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials or upon the student receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, as the court deems appropriate to improve the student's behavior, including, but not limited to extended day programs and summer school or other education programs and counseling, or the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent; in addition, the court may order the parent to pay a civil penalty not to exceed $500. Code of Virginia, subsection §22.1-2779.3

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Acts Reported to the Principal and Superintendent

A. Reports shall be made to the principal (or designee) and superintendent on all incidents involving the: (i) assault, assault and battery with or without bodily injury, sexual assault, stalking, death, shooting, stabbing, cutting or wounding of any person on a school bus, on school property, or at a school-sponsored activity; (ii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity **including the theft or attempted theft of student prescription medications;** (iii) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity; (iv) the illegal carrying of a firearm onto school property; (v) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices as defined in Va Code § 18.2-87.1, on a school bus, on school property or at a school sponsored activity; (vi) any threats or false threats to bomb, as described in Va Code § 18.2-83, made against school personnel or involving school property or school buses; and (vii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge thereof; and (viii) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school shall collect and maintain information on the above listed acts, which occur on school property, on a school bus, or at a school-sponsored activity.

B. The principal of his designee may receive reports from local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of Va. Code § 54.1-3400 et. seq. and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (v) of subsection A.

II. Reporting Duties of the Principal and Superintendent

A. The principal or designee shall report all incidents required or authorized to be reported pursuant to Section I of this policy to the superintendent. The superintendent shall annually report all such incidents to the Department of Education and shall make such information available to the public.

The principal shall immediately report to local law-enforcement officials any of the acts listed in subsection I.A. of this policy which may constitute a criminal offense.

The principal or his/her designee shall notify the parent of any student involved in an incident required by subsection I.A. above or authorized by subsection I.B. above to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information regarding other students.

III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as seemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

IV. Purpose

The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities to provide a safe environment conducive to learning.

RIGHTS AND RESPONSIBILITIES

The following guidelines are designed to foster understanding among students, parents, teachers, and administrators and to show the relationships between the student and those adults responsible for supervising his growth and between the student and other students. In exercising his constitutional rights, a student will not disrupt the educational process or impose upon, endanger, or deprive others of their rights and responsibilities.

A. Education

Rights: The rights of all students, including those guaranteed by the Constitution of the United States and the Commonwealth of Virginia, and by applicable federal, Virginia, and local statutes, and the right to an education is and will be recognized without regard to race, religion, sex, creed, ability to pay, national origin, disability, or intellectual ability. Students have a right to a public education beginning with kindergarten and extending through the twelfth grade.

Responsibilities: Student responsibilities include regular school attendance, conscientious effort in class work, conformance to school rules and regulations, and the responsibility not to interfere with the education of fellow students or the orderly operation of the school.

B. Environment

Rights: Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning.

Responsibilities: Students have a responsibility to help the school staff in operating a safe school by abiding at all times by the laws of the United States, the Commonwealth of Virginia, and the County of Lee and the regulations of the Lee County School Board and the individual school. Students have a responsibility to notify school staff members of behavior that might endanger the safety and well-being of others.

C. Respect

Rights: Students have the right to expect courtesy, fairness, and respect from the school staff and other students.

Responsibilities: Students have the responsibility to respect the rights and authority of students, teachers, administrators, and all others included in the educational process.

D. Property

Rights: Students have the right to expect that other students and school personnel will respect their personal property.

Responsibilities: Students have the responsibility to respect personal property rights of other students, teachers, and administrators as well as the public's property, including equipment and school buildings.

E. Participation

Rights: Students who comply with all rules and regulations have a right to participate in school activities.

Responsibilities: Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

F. Expression

Rights: Students have the right to exercise freedom of expression and to address policies publicly, privately, and in writing, visual form, or orally. Students may advocate change in any law, policy, or regulation.

Responsibilities: Students have the responsibility to see that expressions do not interfere with the educational program. Students have a responsibility not to use statements or visual imagery that is obscene, slanderous, or libelous; not to use disruptive tactics; nor to advocate violation of the law or school regulations. The exercise of this right may not interfere with the rights of others, nor may oral or written student opinions or visual expressions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the principal to forecast substantial disruption of or material interference with school activities or that endangers the health or safety of students.
2. Material that is libelous or slanderous-statements that are inaccurate or false statements that injure the person by damaging his or her reputation; cause personal humiliation, mental anguish and suffering; or cause other injuries.
3. Material that advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, the Commonwealth of Virginia, or the County of Lee.
4. Material that is obscene as defined in Section § 18.2-372 of the Code of Virginia (1950), as amended; or, material described in Section § 18.2-390 and Section § 18.2-391 of the Code of Virginia (1950), as amended. Current copies of these sections of the Code of Virginia are on file in each principal's office and are available for review.

Note: The distribution of literature, announcements, posters, bulletins, and communications by individuals not directly connected with the schools, including students not currently enrolled in a Lee County public school, will not be permitted without the express approval of the principal or his or her designee.

G. Complaint

Rights: Students have the right to complain to school staff members regarding decisions made by staff members that are considered not be in the student's best interest.

Responsibilities: Students have the responsibility to follow the complaint procedure:

1. Meet with the immediate supervisor or staff member who made the decision that raises the question of whether the decision is in the best interest of the student. Also any student, parent, or guardian who believes that conduct, either by an individual or group, creates a hostile or abusive environment that limits a student's ability to participate in or benefit from the educational program is encouraged to notify school staff members.
2. Meet with the school administration. If a student is not satisfied that a complaint previously presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent or guardian may request a meeting of the student, parent or guardian, and school administrator. The administrator may require the parent or guardian to attend. Following the meeting the administrator will inform the parent/guardian in writing of his or her decision on the complaint. If the complaint was heard and a decision made by an assistant administrator, the matter should be appealed to the principal if the decision is still not satisfactory to the student, parent or guardian.
3. Meet with the superintendent of designee. The principal's decision on a complaint may be submitted by the student or his or her parent or guardian to the superintendent of school or designee within two days following the receipt of the principal's decision. The written complaint will state precisely the reasons for dissatisfaction with the principal's decision and will be limited to the matter under review. Upon receipt of the written complaint, the superintendent or designee will promptly review

the complaint and inform the parent or guardian in writing of his or her decision. The superintendent or designee may at his or her discretion include a meeting with the principal and the parent or guardian as part of his or her review of the complaint. A decision by a superintendent's designee may be appealed to the superintendent. A decision by the superintendent is final.

CODE OF CONDUCT AND ATTENDANCE DISCIPLINARY PROCEDURES

The Lee County School Board cannot reasonable write a code for conduct in such detail as to anticipate every type of misconduct that could possibly occur. Generally, those rules of conduct which are considered acceptable in the home, church and in other places will be acceptable conduct in school.

Section A: Attendance Law and Policy

A student will not be absent himself/herself from regular attendance at school. All parents or guardians should make every effort to notify the school when their children are absent.

1. **Virginia Compulsory School Attendance Law.** Every person having under his or her control a child who will have reached his/her sixth birthday on or before September 30 of any school year and who have not passed the eighteenth birthday shall send that child to school unless exempt by the proper authorities (§22.1-254). Any person violating the preceding section may be guilty of a misdemeanor (§22.1-263).
2. **Virginia Truancy Law.** Realizing the importance of school attendance in the education of children, the Virginia General Assembly amended the Code of Virginia in 1999 as it relates to truancy. These laws §22.1-254, §22.1-258 and §22.1-263, apply to the Lee County Public Schools and the Lee County School Interdisciplinary Team. For the agencies represented by the truancy team, the Lee County School Board, the Lee County Department of Social Services, the Lee County Health Department, the Lee County Juvenile and Domestic Relations Court and the Lee County Child and Adolescent Center, the definition of truancy is as follows:

   Whenever a student reaches (7) unexcused absences in a school year and school personnel have been unable to determine the reason for the absence, the student will be considered truant.
3. **Lee County School Board Policy.** The Lee County School Board recognizes the following reasons for determining if an absence is excused:
   1. Doctor or dentist excuse
   2. Death in the family or funeral
   3. Court appearance
   4. School sponsored activities
   5. Religious holiday
   6. Illness (A parent can excuse a student for an absence due to illness for up to (6) days per year. After exceeding six (6) days absence for illness, the student must provide a doctor's excuse to continue to qualify for an excused absence.)
   7. Late bus

8. Principal excuse (A student and parent/guardian may request an excused absence for extraordinary circumstances or events which may occur in a student's life. The student and parent/guardian should present documented information as to the nature of the circumstances or events. The principal then has the discretion to declare such absence(s) as excused based on the information presented.)

All assignments or tests missed due to excused absences may be made up or completed. Grades or credits may be affected if work is not completed, even if the absence is excused. If the absence is excused and the student has completed all work, the teacher will not penalize the student for the absence. It is the responsibility of the student to request make-up work from the teacher within three (3) days after returning to class. The parent/guardian may make the request for the student. The make-up work presented by the teacher will be completed according to the teacher's requirements and instruction. Make-up work will also be allowed for the first five cumulative days of out-of-school suspension. There will be no make-up work allowed for any out-of-school suspension after five days. All other absences will be unexcused. Class work or tests missed due to unexcused absences are not to be made up, and a grade of "F" will be given for the missed work.

School and class tardies will not be tolerated and will be considered to be a form of truancy and serious misconduct subject to punishment. Tardies, as well as, early dismissals from school, may result in application of the attendance law. With regards to early dismissals, principals shall not release a student during the school day to any person not authorized by the student's parent/guardian.

4. **Compulsory Attendance Procedures.** Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

   Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

   A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware or and supports the absence. A log will be kept of all telephone attempts.

   Students who are absent must bring a valid note stating the reason for the absence upon returning to school. Unexcused absences shall be handled according to regulations in the Code of Virginia.

   Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions

to a full day schedule must be approved on an individual basis by the superintendent or designee.

In 2003 Virginia Code § 16.1-260 was amended to allow a juvenile intake officer to divert a juvenile who is a truant from formal court action by developing a truancy plan for that juvenile or placing that juvenile in a local truancy program. If after 90 days the juvenile does not successfully complete the truancy plan or program, then the intake officer shall initiate formal court action.

A. **Upon Fifth Absence Without Parental Awareness and Support.** If (1) a student fails to report to school for a total of five scheduled days for the school year; and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the school attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. **Upon Sixth Absence Without Parental Awareness and Support.** If the pupil is absent an additional day after direct contact with the pupil's parent and the school attendance officer has received no indication that the pupil's parent is aware and supports the pupil's absence, the school attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, the parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. **Upon Additional Absence Without Parental Awareness and Support.** Upon the next absence after the conference without indication to the school attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the division attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228 of (ii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence.

If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

D. **Parental Cooperation in Remedying Excessive Unexcused Absences.** It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The division attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with the Code section.

5. **Attendance Reporting.** Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.
6. **Dismissal Precautions.** Principals shall not release a student during the school day to any person not authorized by the student's parents/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent/guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.
7. **Attendance Awards.** (1) Perfect Attendance. A student who attends school for one full school year without being absent or tardy from school or class may be considered for a perfect attendance award by the school principal. (2) Excellent Attendance: A student who has been counted present every day during the school year, but who may have been absent from a particular class or classes, may under certain circumstances be considered by the principal of the school to receive an excellent attendance award. This is provided that the student has not been tardy and/or absent from classes (early dismissal or off campus) more than five (5) times during the school year. Absences from class due to being at or on a school sponsored event (e.g. field trip or competition) will not be counted against a student.

PLEDGE OF ALLEGIANCE

The U.S. Flag must be displayed in every classroom and the Pledge of Allegiance is to be recited in every classroom every day. During the Pledge of Allegiance students shall stand and face the flag with their right hands over their hearts or in appropriate salute if in uniform. No student shall be compelled to recite the Pledge if he/she, his/her parents or legal guardian objects on philosophical, religious or other grounds. Students who are exempt from reciting the pledge shall remain quiet, stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts others. The school board's code of conduct shall apply to disruptive behavior in the same manner as provided for other circumstances of such behavior.

MOMENT OF SILENCE

The Lee County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day.

The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

SEARCH AND SEIZURE

To maintain order and discipline in the school and protect the health, safety, and welfare of students and school personnel, school authorities may search a student, student lockers, computers or automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Section B: Code of Conduct Terms

Students may be disciplined by school officials, to include suspension and expulsion, for student conduct on school property, while engaged in or attending a school activity, or while going to or returning home from school. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

Prohibited conduct encompasses any behavior incompatible with the workplace and good citizenship includes but is not limited to the following:

1. **Abuse or Harassment** – Students shall not be guilty of cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
2. **Abusive or Profane Language** – Students shall not use language or gestures that are vulgar, obscene or disrupt teaching and learning. This includes using orally or written vulgar or patently offensive language, sometimes referred to as "curse" words or profanity, or possessing or displaying visual imagery that is obscene as defined in the Code of Virginia, or engaging in indecent or lewd exposure of body parts.

3. **Attendance Violation (Unexcused Absence or Tardy)** – Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. Violations of attendance regulations include tardiness, cutting/skipping school/class, truancy and leaving school without permission.
4. **Behavior on School Bus** – Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a bus, while on a school bus or after being discharged from a school bus.
5. **Bullying** – A student, either individually or as part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name calling and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities, or characteristics or associates of the targeted person.
6. **Criminal Acts (Reports of Conviction or Adjunction of Delinquent)** – Students shall not violate any law of the country, state, or nation; regulation of the school or school system; or policy of the School Board.
7. **Damage to School Property** – Students shall not willfully cause or attempt to cause damage to school property. Virginia law requires financial restitution for damage to school property.
8. **Disruptive Conduct** – Students shall not engage in conduct that is or is intended to be disruptive to any school activity, function or process of the school or is dangerous to the health safety of students or others. This includes the willful disruption of any school activity or any behavior (as determined by the classroom teacher or other school staff) that disrupts the learning environment.
9. **Failure to Comply with Directions (Defiance of the Authority of School Personnel)** – Students shall not be willfully disobedient or openly defiant of the authority of any administrator, teacher or staff member.
10. **Falsifying or Cheating** – Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned work or test. This also includes forgery.
11. **Fireworks** – The student shall not use or have possession of fireworks.
12. **Gambling** – A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity; this extends to keeping a score for later settlement.
13. **Gang Activity** – A student shall not engage in gang activities which are disruptive to the school environment, which includes the wearing, using, displaying, or selling of any clothing, jewelry, emblem, badge symbol, sign, or other things that is evidence of membership or affiliation in any gang; committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; using any speech or committing any act or omission in furtherance of the interests of any gang, including (a) soliciting, hazing and initiating others from membership in any gang,

(b) requesting any person pay protection or otherwise intimidating or threatening any person, (c) committing any illegal act or other violation of school policy, and (d) inciting other students to act with physical violence; inappropriate congregating, bullying, harassment, intimidation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

14. **Habitual Violations** – A student who will ignore and violate school rules and regulations, and who persists in building a record of violations and has not responded to other corrective measures, may be treated as having violated a more serious infraction than the single infractions in and of themselves.
15. **Hazing** – Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
    The principal of any school at which hazing causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.
16. **Improper Technology Use** – Students shall abide by the Lee County Public Schools' Acceptable Use Policy and Regulations. Students shall not have authorized or illegal use of, or access to, computers, telecommunications, software, and related technologies, nor commit any willful act that causes physical, financial, or other harm or otherwise disrupts information technology.
17. **Inappropriate Dress** – A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students must be given prior notice. Wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol and other drug use and/or distribution; that represents gang activity and/or membership; that advertises obscenities; or that reflects adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that is considered to be inappropriate attire (such as see-through shirts).
18. **Laser Pointers** – Students shall not have in their possession laser pointers.
19. **Possession of Portable Communication Devices** – Students shall not have in their possession a beeper, cellular telephone, or other communication devices. Beepers, cellular telephones, or similar portable communication devices are subject to confiscation by school officials and subsequent return to a parent or guardian.
20. **Possession/Use of Tobacco Products** – Possessing, smoking, or using tobacco products in school buildings, on school grounds, or on school buses or violating regulations governing consumption of beverages on school property.

21. **Sexual Harassment** – A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in the school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidation, hostile, or offensive environment.
22. **Theft** – A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise, including extortion.
23. **Threats, Intimidation or Endangerment** – Students shall not make any verbal or physical threat or bodily injury or use of force directed at another person for the purpose of extortion or for any other reason. Students shall not endanger others. This includes conduct, including fighting, threats, or intimidating, that endangers the well-being of another student or school staff member.
24. **Trespassing** – 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. Trespassing is the unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or the staff member in charge.
25. **Vandalism** – Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

The following violations, in whole or in part, carry mandatory sanctions requiring suspension and/or a recommendation for expulsion.

26. **Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell** – Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.
27. **Drug Abuse (Use and/or Possession of Alcohol, Tobacco, and Other Drugs)** – A student shall not possess, procure or purchase or attempt or possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the "Restricted Substances" listed in this regulation or what the student believes is any of the restricted substances in this regulation. Restricted Substance include but are not limited to alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, 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, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

28. **Participation or Involvement in a Mob** – Any collection or group of students assembled with the intention of committing an assault constitutes a mob. Each and every student who is part of a mob will be held directly responsible for any assault committed by the group.
    A. For any involvement in a mob assault by any student, a principal will exclude each student from school for five-day suspension and will recommend expulsion from school.
    B. The principal or designee will report the assault to the proper law enforcement authorities.
29. **Possession/Use of Weapon(s)** – Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal. Such weapons include, but are not limited to:
    - any pistol, shotgun, stun gun, taser, revolver, or other firearm listed in section 22.1-277.01(D), 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, knife or razor, letter opener, screwdriver, hammer, hatchets and other devices that could be used to inflict harm upon another person,
    - slingshots,
    - spring sticks,
    - brass or metal knuckles, blackjacks
    - any flailing instrument which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain,
    - any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a throwing star or oriental dart,
    - explosives, and
    - destructive devices as defined in section 22.1-277.01(D), of the Code of Virginia, or other dangerous articles.

In accordance with section 22.1-227.01 of the Code of Virginia, a student who is determined to have brought a "firearm" as defined below, on school property or to a school-sponsored activity shall be expelled for no less than one calendar year (365 days). The School Board may, however, determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. Any student who brings a weapon, as defined within this section, to school shall be referred to the criminal justice or juvenile justice system.

"Firearm" for purposes of mandatory expulsion, means any weapon prohibited on school property or at a school sponsored activity pursuant to sections 18.2-308 and 308.1 of the Code of Virginia, or to section 22.1-277.01 of the Code of Virginia, or to Title 18 of the United States Code section 921. The following weapons, given these statutory mandates, are prohibited and invoke mandatory expulsion as stated above:

1. Any stun weapon or taser;
2. Any knife;
3. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind;
4. Any dirk, bowie knife, switchblade, ballistic knife, or razor, slingshots, spring sticks, brass or metal knuckles, or blackjacks;
5. 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 nunchahka, nun chuck, nunchaku, shuriken, or fighting chain.
6. Any disc or whatever configuration, having at least two points or pointed blades, and which is designed to be thrown as a throwing star or oriental dart;
7. Any weapon of like kind as those enumerated in items 1 through 5;
8. Any weapon, including a starter gun, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
9. The frame or receiver of any weapon referenced in item 7;
10. Any firearm muffler or firearm silencer; or
11. Any "destructive device" defined as (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known which will, or may be readily converted to, expel a projectile by action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" shall not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, protechnic, line-throwing, safety, or other similar device. Exceptions: (1) An exception to this policy may be made for students partici-

pating in an authorized part of the curriculum, extracurricular activity or team involving the use of firearms, or in any organization permitted by the school to use the premises. (2) A student possessing a knife which is (a) customarily used for food preparation or a service and (b) is possessed by the student for the sole purpose of food preparation or service shall not be subject to mandatory expulsion. However, the student may be subject to appropriate discriplinary action for the possession or misuse of any knife.

30. **Stalking** - Student shall not engage in conduct directed at another person with the intent to place or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to other person or to the other person's family or household member.
31. **Assault and/or Battery** - A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another. Assaulting or threatening to assault a staff member will result in suspension, and the principal may recommend expulsion of the student.
32. **Other Conduct** - In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

Section C: Disciplinary Procedures

1. **Disciplinary Agent** – The principal or his/her designee will determine the appropriate disciplinary measures to be taken in each case of student misconduct or violation of any rules or regulations, except when School Board action is required, and may ask for the assistance of appropriate staff members. In all disciplinary cases, all students have the right to due process and to fair procedures in determining facts and imposing penalties. Students who exhibit repeat offenses of a minor nature will face progressively more stringent disciplinary action.
2. **Resource Officers** – Legislation adopted by the General Assembly specifically gives police (resource) officers the authority to enforce school rules. If a police officer thinks it is necessary to conduct an interview at school with a student suspected of a crime, the officer must make a reasonable effort to contact the student's parents and delay the interview until the parents arrive. If parents cannot be contacted and the interview cannot be delayed, the principal, or designee, shall remain present during the interview.
3. **Disciplinary Measures** – The following disciplinary measures are authorized:

1. **Admonition and Counseling** of the student in private concerning his/her responsibilities.
2. **Alternative Education Placement** – A student may be removed from his/her regular schedule of classes and assigned to a program of study under restrictive supervision for a fixed period of time. Teachers also reserve the right to request the removal of a disruptive student from their class and be placed in an alternative instructional setting.
3. **Assignment of Tasks** – Tasks of reasonable ability requirement to the child or restrictions may be assigned.
4. **Confiscation** – Items may be confiscated from students and if the item is legal, may be picked up at the school by the parent or guardian within ten (10) school days.
5. **Damage Assessed/Payment Assigned** – The cost of any damage to school property, and/or private property will be the responsibility of the student and his/her guardian/parent.
6. **Detention** – Staying before or after school for a set period of time. Except in extreme cases, a student must be given a one day's notice of this action, and the student will, in all cases, notify his/her parents.
7. **Expulsion** – For certain acts, the principal and/or his/her designee may make a recommendation to the School Board for a student to be expelled.
8. **In-School Suspension** – (ISS) A student may be assigned one to five days of ISS with appropriate assignments from the students' teachers as well as assignments from the ISS Coordinator. Failure to comply with the rules of the ISS program will lead to additional consequences.
9. **Out of School Suspension** – (OSS) – **No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvements of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.** A student may be assigned one to five days of OSS. The first time a student is placed in OSS, he/she may make up any missed work. However, subsequent placement on OSS will result in forfeiture of right to make up any missed work. A student who is on OSS is prohibited from being involved in any school activities, either as a participant or as a spectator.
10. **Parent Conference** – Parent/guardians may be required to visit the school in order that together the home and school can find solutions to behavior problems.
11. **Privilege Revoked** – A student may lose any of the many privileges afforded them such as membership in and/or attendance to extracurricular activities, fieldtrips, parking, etc.

12. **Reprimand and/or Probation** – A student who is placed on probation is being served notice, a reprimand, that his/her behavior is unacceptable and must be improved. The probationary period should not exceed 90 school days and should be set in conjunction with a parent conference.
13. **Referral to Court Services/Police** – In addition to referral to the local law enforcement agencies, petitions or warrants may be taken against students for certain criminal acts. These following significant acts, which also may constitute a violation of the law, are among those that might be reported: alcohol, drug use/possession (including tobacco products); assault and battery; bomb threats, extortion; homicide; possession/use of weapon(s); robbery; runaways; sex offenses (indecent exposure, obscene phone calls, rape, sodomy, and child molestation); threatens bodily harm; trespassing; and/or use of abuse or profane language. This list is not intended to be all-inclusive and other violations may be included as determined by local school board authority in collaboration with law enforcement.
14. **Referrals to Other Help Agencies** – A student may be referred to social services, mental health, drug abuse counselors, Family Assessment Team Evaluation, etc.

4. Due Process - Public school students facing suspension or expulsion have property and liberty interests under the Due Process clause of the Fourteenth Amendment.

A. **Short Term Suspension** - With a suspension of 5 days or less, the student must be given oral or written notice of the charges against him/her, and if he denies them, an explanation of the evidence the authorities have and an opportunity to present his side of the story. No waiting period between the student's misconduct and hearing is required. Where the student's presence poses a continuing danger or ongoing threat of disruption, notice and a hearing must be afforded as soon as practicable which is in most situations within 72 hours.

B. **Long Term Suspension** - Expulsions or suspensions of more than 5 days require more formal due process procedures. For suspensions of more than 5 days, permission must be granted by the superintendent. Students involved in expulsion hearings may be entitled to confront and cross examine the adverse witness(es).

C. **Special Consideration** - Students with disabilities receiving special education are covered by special rules governing discipline. These roles as they apply to these students are available from the school in a separate document, Parental Rights in Special Education.

5. Disciplinary Actions:

A. **Non-Suspension** – The principal or his designee shall:

1. Advise the student of the charges against him/her;
2. Advise the student of the rules which have been violated and the facts on which the charges are based;

3. Give the student an opportunity to respond to the charges and give his/her own version;
4. Give the student an opportunity to present a witness;
5. A written discipline record shall be prepared which includes:
   a. Description of misconduct
   b. Stating the rules violated
   c. Reason for action
   d. Provision for reinstatement of the student
   e. Parents' and/or student's right to appeal
6. Copies of this discipline record will be sent home, provided to the student, and placed in the student's disciplinary record.
7. Steps "1 through 6" shall constitute a hearing for the student.

B. Suspension – The principal or his designee will follow the same procedure as for non-suspension action except that suspensions may precede a hearing in certain situation such as:

1. In the case of a student whose presence poses a continuing threat to person and property.
2. In the case of a student whose presence poses an ongoing threat to disruption of the academic process.

In such case, a letter shall be directed to the parent or guardian advising of the charges against the student, and that a hearing will be scheduled as soon as practicable which in most situations is within three (3) working days.

C. Expulsion – Expulsions can be imposed by actions of the Lee County School Board. The procedures for expelling a student are:

1. Actions of the Principal - If after a thorough investigation of an incident, the principal feels a violation is serious enough to warrant expulsion, he/she shall send a written recommendation to the superintendent or designee. A copy of the recommendation shall be sent to the student and his/her parent or guardian. The notice by certified letter shall be mailed no later than the third day after the incident. Such notice shall include the conduct of the student that necessitated the action including the rule violated; the penalty the principal plans to recommend; the right of the student, parents or guardian and legal representative to appear before the school board; and, the availability of the student's discipline record for examination at the school.

2. Actions of the Superintendent or Designee - Upon receipt of the written recommendation of expulsion from the principal, the superintendent or his designee shall review the report of the principal and a hearing before the School Board at its next regular meeting shall be scheduled. At the discretion of the Superintendent, the student may be excluded from school until the next School Board meeting.

3. Actions of the School Board - The School Board, at its next regular or scheduled meeting, will review the facts of the case and may at its discretion choose to expel or take an alternative disciplinary action based upon the particular circumstances of the case. The Board will also hear any appeals at this time.

D. Procedure for Appeals of School's Actions

1. School action not involving out-of-school suspension – Appeal to the principal or an optional school committee with the option of appealing the decision of the principal or committee to the superintendent.
2. School action involving out-of-school suspension – Appeal first decision of the committee to the School Board. Request appeals must be made with five (5) working days of the action and/or decision of the board or committee.

Section D: Disciplinary Committee

The superintendent shall appoint a Disciplinary Committee which shall consist of the superintendent or designee who will serve as chairperson, four or more other members, and a recording secretary. Membership may be increased if the need arises for more assistance as determined by the Chairperson. The Chair and recording secretary shall be non-voting members of this committee.

The purpose of this committee is to act as a screening and advisory committee to the School Board in hearing appeals of out-of-school suspensions.

The chairperson has all the rights and duties of a committee member, with the exception of voting, as well as the following specific duties and powers:

A. The chairperson shall be available before the hearing to answer questions which the parents, student or other authorized representative may have concerning the conduct of the hearing.
B. The chairperson shall have full charge of the hearing and have the authority to direct its proceedings and to control the conduct of all persons present subject to the procedural code.
C. The chairperson shall direct the secretary to record the hearing committee's findings and recommendation.
D. The chairperson shall transmit the committee's written findings and recommendations to the superintendent and the principal as soon as possible after the hearing.

The procedures which the Disciplinary Committee will follow regarding cases brought before it and the subsequent steps afterwards are:

1. **Hearings** – The Disciplinary Committee will conduct its hearings accordingly:
   A. **Closed Hearing** – All hearings conducted by the Lee County Disciplinary Committee will be closed hearings. The hearing shall be conducted on a non-adversarial and impartial basis. The major purpose of the hearing is to ascertain all pertinent facts to determine the course of action which is in the best interest of the student involved and the school system. The hearing may be attended only by the Disciplinary Committee, the superintendent, and/or designee, the principal, and/or designee, the parent, and/or designee, student's authorized representative. Witnesses should be present only when they are giving pertinent information to the committee. The student may be excluded from the hearings at the discretion of the committee with the concurrence of the parents, or authorized representative, during times when his/her psychological or emotional problems are being discussed. The committee will deliberate in a closed session.

B. Student May Remain Silent – The student may speak in his/her defense and may be questioned on his/her testimony, or he/she may choose not to testify. The student will not be threatened with punishment or punished later for refusal to testify.

C. The Record of Hearing – The Disciplinary Committee shall provide for making a summary of any information orally presented to it at the hearing. Statements and other written matter presented to the committee should be kept on file by the principal.

D. Principal's Presentation of Information and Records – It shall be the duty of the principal or designee, at the request of the committee, to present the pertinent information regarding the student's previous conduct and behavior, as well as that under review.

E. Use of Witnesses – In all cases, the principal shall present a summary of the statement of witnesses in cases referred to the Disciplinary Committee. The Disciplinary Committee will decide if it is necessary for the witnesses to appear before the committee.

F. Examination of the Witness – When the witnesses are required to appear before the committee, all parties concerned may question about any matters relevant to the charge against the student and disposition of the matter. The chairperson has the authority to limit unproductively long irrelevant questioning by non-committee members.

G. The Role of Parents – The parents or legal guardians should be present at the hearing and have an opportunity to make statements to the committee regarding the disposition of the case and to answer questions by the committee. Their statements need not be filed with the principal prior to the hearing.

H. Adult Representative – If the parents or guardian cannot be present, the student may with the consent of the parent or guardian, bring another adult to the hearing. In this case, the adult representative has all the rights of a parent before the hearing committee.

2. Disposition of the Case – The Disciplinary Committee will dispose of referrals and recommendations brought before it accordingly:

A. Actions of the Disciplinary Committee – The Disciplinary Committee, by majority vote, shall decide whether the student violated a rule of misconduct. If no misconduct is found, no further action will be recommended against the student concerning this case. When misconduct is found, the Committee's report shall include a statement along with any pertinent recommendations, to the Superintendent of Schools concerning what action has been taken.

B. Actions of the Superintendent – In all cases the superintendent has the authority to review the actions taken by the Disciplinary Committee, and to revise such actions. In cases of revision, the Superintendent shall send to the parents of the student and the chairperson an explanation for his actions.

C. Student's (age 18 and older), Parents', or Legal Guardian's Right of Appeal – The student, parent, or legal guardian may appeal a penalty issued by the Superintendent of Disciplinary Committee to the School Board. The penalty must be postponed pending the outcome of the appeal. The appeal must be made within ten (10) days after notice of the hearing committee's actions. The School Board may alter the disposition of the Disciplinary Committee and/or Superintendent.

D. Action of the School Board – Should a hearing be requested by the student, the hearing will be held at the next regular meeting of the School Board unless additional time is requested by the student or his legal advisor or School Board. In such case, the matter will be continued until the next regular session of the School Board. Upon agreement of all parties concerned, a special meeting may be held to act on the recommendation of expulsion. The hearing will allow the parties to present such evidence and testimony as they deem necessary and proper, and a record of the proceedings will be kept. The decision of the School Board will be final, and a written decision will be directed to all parties concerned within ten (10) working days.

Section E: Disciplinary Actions

In accordance with Policy JFCR the following corrective actions are among those available to, but not limited to, the school administration for the violation of the Student Code of Conduct. It must be understood, that with the exception of certain required actions by law, each offense must be considered fully including extenuating circumstances and/or facts and the age of the students involved in determining the reasonable corrective actions.

- Counseling
- Admonition
- Reprimand
- Loss of privileges including access to the school division's computer system
- Tasks or restrictions assigned by the principal or his designee
- Detention after school or before school
- Suspension from school sponsored activities or events prior to, during, or after the regular school day
- In school suspension
- Out of school suspension
- Notify legal authority when appropriate
- Recommendation for expulsion
- Mandatory expulsion for bringing a firearm onto school property or to a school-sponsored activity or use or passions of a controlled substance, imitation of controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and Section 18.2.147 of the Code of Virginia, on school property or at a school-sponsored activity.
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program

Section F: Children with Disabilities

All students are held accountable for all rules, regulations, and laws. The discipline procedures for students with identified disabilities will be in accordance with Federal and State regulations as outlined by the Individuals with Disabilities Education Act. Please refer to the Parental Rights in Special Education document for further information.

Disciplining Students with Disabilities

Students with disabilities who violate the student code of conduct, or engage in conduct, for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

I. Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern-Change in Placement

For the purpose of removing students with disabilities from their current educational placements, a change in placement occurs when:

(1) The removal is for more than 10 consecutive school days at a time; or

(2) There is a series of removals each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of:

(a) the length of each removal

(b) the proximity of the removals, and

(c) the total time the student is removed

If the disciplinary action will result in a change of placement for a student with a disability then that student's parents must be sent notice that same day of the recommendation for discipline and be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

II. Short-Term Suspensions

School authorities may remove any student with a disability from his or her current educational setting for up to 10 school days cumulative in a school year to the extent that such removal would be applied to students without disabilities and for additional short-term suspensions provided no pattern exists.

III. Functional Behavior Assessments and Behavior Intervention Plans

If the school administration, the parent, and the relevant individualized Education Plan (IEP) team members determine that a manifestation exists, the IEP team must

- Conduct a Functional Behavior Assessment (FBA) and implement a Behavioral Invention Plan (BIP), if no FBA was conducted previously; or,
- If the student already has a FBA and BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may agree to a change in placement when reviewing or modifying the BIP. Without this agreement, the student must return to the placement from which the student was removed.

IV. Educational Service While Disciplined

For the first 10 days of removal in a school year, the School Board is not required to provide educational services to the student with a disability if services are not provided to students without disabilities who have been similarly removed.

After the first 10 days of removal in a school year, the School Board shall provide educational services to the student during the period of removal. The services must enable the student to:

(1) continue to progress in the general curriculum, although in another setting, and

(2) progress toward meeting the goals set out in the student's IEP

The determination of educational services is made by the IEP team for discipline which constitutes a change in placement. For discipline which is not a change in placement, the determination is made by school personnel in consultation with the student's special education teacher.

V. Manifestation Determination

When a disciplinary action is proposed that will result in a change of, a manifestation determination review shall be conducted within 10 school days after the date on which the decision to take disciplinary action is made. This review shall be conducted by the Manifestation Team which consists of a local educational agency representative, the parent and relevant members of the IEP team (as determined by the parent and school division)

The Manifestation Team may determine that the behavior of the child was not a manifestation such child's disability only if the Team:

(1) considers all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information supplied by the parents; and

(2) determines that:

(a) the conduct in question was not caused by, or had a direct and substantial relationship to, the student's disability; and

(b) the conduct in question was not the direct result of the school division's failure to implement the IEP,

If a manifestation is found, the student cannot be disciplined beyond any permissible short term removal that may be available. A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. The student will remain in the interim alternative education setting pending the decision of the hearing officer or the expiration of a forty-five school day removal.

VI. Disciplinary Action for Behavior that is Determined Not to be a Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied to non-disabled students.

Following a removal which constitutes a change in placement, the student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the child must be made available to the person who makes the final decision regarding discipline.

VII. Disciplinary Action and/or Alternative Placement for Behavior that is Determined to be a Manifestation

A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise authorized. The student may also be removed to a more restrictive placement by following change in placement procedures. The IEP team must conduct or review a FBA and/or BIP as provided in Section III.

VIII. Interim Alternative Educational Settings for Weapons and Drugs and Infliction of Serious Bodily Injury

Students with disabilities (1) who carry or possess a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; (2) who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance while at school, on school premises, or a school function under the jurisdiction of a state or local educational agency; or (3) who inflict serious bodily injury upon another person while at school, on school premises, or a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Policies JFCD, JFCF, or JGDB and may be placed in an interim alternative educational setting for up to forty-five school days. This option is available without regard to whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

Any interim alternative educational setting shall be selected, by the IEP team, so as to enable the student to continue to progress in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student must also receive, as appropriate, a FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

In addition to other options for removal, a hearing officer may order a change in the placement for a student with a disability to an appropriate Interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others. Additional forty-five (45) school day removals may be authorized by the hearing officer as necessary.

X. Placement During Appeals

Students with disabilities are entitled to all the due process rights available to a non-disabled student. In addition, students with a disability are entitled to all the due process procedures available

under Individuals with Disabilities Education Act, as amended and any state procedures. During the course of appeals, the student's placement shall be accordance with the provisions of federal law unless the parent and the school division agree otherwise.

XI. Students Not Identified as Disabled

Students for whom the parent assert there is a disability but who have not yet been identified as disabled may be subjected to the same measures applied to students without disabilities if the school division did not have knowledge of the disability before the behavior that precipitated the disciplinary action occurred. A school division will be found to have knowledge of the student's disability if before the behavior that precipitated the disciplinary action occurred:

(1) the parent expressed concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student, that the student is in need of special education and related services; or

(2) the parent requested an evaluation of the student for special education eligibility through formal evaluation procedures; and

(3) the student's teacher or other school personnel had expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel of the school division.

A school division would not be found to have knowledge of a student's disability if:

(1) the parents refused to allow an evaluation of the student or refused special education services; or

(2) the student was evaluated and found not eligible for special education services.

If a request for an evaluation is made during the period such student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting, in compliance with the procedures for suspended and expelled students with disabilities. Pending the result of the evaluation, the student shall remain in the educational placement determined by the school authorities.

XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled solely under Section 504 of the Rehabilitation Act and who are currently engaging in the illegal use of drugs or alcohol may be disciplined for violating the division's alcohol and drug policies to the same extent as non-disabled students. The student is not entitled to a due process hearing under special education procedures in this circumstance but does retain the protections afforded to regular education students.

Amended August 14, 2006

Attachment

ACCEPTABLE USE POLICY: *Computers and the Internet*

LEE COUNTY PUBLIC SCHOOLS provide computer facilities to faculty, staff, students, parents, and those individuals involved with LEE COUNTY PUBLIC SCHOOLS' activities in order to provide connections to world wide resources and facilitate local, regional, and world wide communications. This document indicates what is expected as responsible behavior by that given access to the facilities.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as misdemeanor crimes. Computer fraud (18.2-152.3) and use of computer as an instrument of forgery (18.2-152.14) can be felonies.

APPLICABILITY

This regulation applies to all users of LEE COUNTY PUBLIC SCHOOLS' computer systems and to all faculty, staff, and students when representing LEE COUNTY PUBLIC SCHOOLS, regardless of the computer system used. Student use of the Internet in LEE COUNTY PUBLIC SCHOOLS will be by parent permission only.

A. "Computing Resources" include mainframe computers, minicomputers, microcomputers, networks, software, data, computer rooms, and computer-related supplies.

B. "Acceptable Use Policy (AUP)" is a contract that sets the rules for Internet use in schools.

C. "Core System" is a mission-critical application or system that is protected from general public access.

D. "Information Systems" include, but are not limited to: hardware, software, communication lines and devices, servers, terminals, printers, CD/ DVD devices, tape drives and servers, kindles, iPads and mainframe and personal computers.

E. "Internet Access" includes all methodologies used to connect to Internet servers and users around the world and all methods for providing access regardless of funding or facilitating sources.

F. "Internet Services" include access to external systems and information sources using the Internet, access to hosting of World Wide Web (WWW) services and information, and use of Internet tools such as FTP, gopher, Telnet, chat, E-mail, etc.

G. "System Wide Information" includes any information (data, statistics, publications, etc.) that pertains to the entire school division or that involves more than one department.

H. "Users" include all professional and support staff members, students, volunteers, parents or other individuals when they are using LEE COUNTY PUBLIC SCHOOLS' information systems.

I. "Web Page" is a page of information located on a web server and accessible through the Internet. The page can contain a mixture of graphics and text and can include hyperlinks to other such pages.

ACCEPTABLE USE

A. Internet access is established solely for educational purposes. The use of computer systems for personal use unrelated to the mission of LEE COUNTY PUBLIC SCHOOLS or for private gain is prohibited.

B. E-mail access, if provided shall comply with all LEE COUNTY PUBLIC SCHOOLS' policies and regulations including, but not limited to: privacy, standards of conduct, and the use of LEE COUNTY PUBLIC SCHOOLS' equipment. All web mail programs are forbidden within the LEE COUNTY PUBLIC SCHOOLS' computer system.

C. Internet access accounts and E-mail accounts, issued by the LEE COUNTY PUBLIC SCHOOLS, will be monitored. However, owners of the school-division issued accounts are responsible for all activities under their accounts. Outbound access to the Internet shall be in accordance with applicable LEE COUNTY PUBLIC SCHOOLS' rules and regulations. Monitoring and management of acceptable use by students, parents, volunteers and other staff is the responsibility of the principal or teacher.

D. Use of accounts (Internet and E-mail) issued by the school division are prohibited from using passwords or accounts other than their own.

E. Inbound access to LEE COUNTY PUBLIC SCHOOLS systems and services from the Internet shall be regulated.

F. Any Internet user's traffic that transverses another network may also be subject to that network's acceptable use policy.

G. Copyrighted software and materials shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a pre-authorized licensing agreement. LEE COUNTY PUBLIC SCHOOLS will not tolerate infringement or violation of United States or International copyright laws or restrictions.

H. All system-wide information to be published on the Internet must be reviewed prior to being placed on the LEE COUNTY PUBLIC SCHOOLS web server.

I. Photographs of students in approved school activities may be included in Internet / Intranet documents (including web pages) provided the student's last name is not placed on the web pages, and only with parental permission.

J. The establishment of web pages on the Internet must have an educational purpose that is related to LEE COUNTY PUBLIC SCHOOLS' assignment, project, job, function, or activity.

1. Copyrighted material shall not be placed on any part of a web page without full compliance with the terms of the copyright.
2. Student home address or phone number shall not be posted. Student names shall not be published if the parent has withheld consent. Student names shall only be published in the following format: "First name, Last initial."
3. Information may not be posted on the Internet if it: Violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is not approved by LEE COUNTY PUBLIC SCHOOL BOARD.

K. Any use of the Internet for commercial purposes or political lobbying is prohibited.

L. Any use of the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, including the intentional introduction of viruses, and/or the corruption of systems, files, or resources.

M. Any use of the Internet for purposes in conflict with approved School Board policies and procedures is prohibited. LEE COUNTY SCHOOL BOARD prohibits the illegal copying of documents, software, and other materials.

N. Great care is taken by the Internet and network administrators to ensure the right of privacy of users; however, all students, educators, and parents have the responsibility to take appropriate action when becoming aware of unacceptable usage.

GUIDELINES AND RESPONSIBILITIES FOR INTERNET ACCESS AND ACCOUNTS

A. Access to the Internet is considered a privilege and is permitted to the extent that available resources allow. LEE COUNTY PUBLIC SCHOOLS' information systems are operated for the mutual benefit of all users. The use of the LEE COUNTY PUBLIC SCHOOLS' network is a privilege, not a right. Users should not do, or attempt to do anything that might disrupt the operation of the network or equipment, and/or interfere with the learning of other students or work of other LEE COUNTY PUBLIC SCHOOLS' employees.

B. ALL LEE COUNTY PUBLIC SCHOOLS' personnel are eligible for Internet access through individual school accounts.

C. LEE COUNTY PUBLIC SCHOOLS' students are eligible for Internet access through a school account managed by school personnel.

D. Support for Internet accounts should be requested through the LEE COUNTY PUBLIC SCHOOL BOARD Office.

E. From time to time, the LEE COUNTY PUBLIC SCHOOLS will make decisions on whether specific uses of the Internet are consistent with this policy. The LEE COUNTY PUBLIC SCHOOLS shall remain the final authority on use of the Internet and the issuance of user accounts.

F. LEE COUNTY PUBLIC SCHOOL BOARD shall provide and administer LEE COUNTY PUBLIC SCHOOLS' Internet services, Internet Protocol (IP) addresses, and connectivity between the LEE COUNTY PUBLIC SCHOOLS' network infrastructure, the Intranet and the Internet, and shall manage all relevant servers and services.

G. Principals, Technology Coordinators, and Teachers are responsible for the accuracy and appropriateness of materials posted on school or departmental web pages and for ensuring that the material is consistent with official information posted by LEE COUNTY PUBLIC SCHOOL BOARD.

H. Users are responsible for complying with LEE COUNTY PUBLIC SCHOOLS' rules, regulations, and "acceptable use policies".

I. LEE COUNTY PUBLIC SCHOOLS' employees, students, or network users who become aware that a web page contains questionable material shall notify the responsible teacher, principal, technology coordinator, or supervisor, who will determine if any applicable policy, guideline, rule or regulation has been violated. Should it be determined that a policy, rule, or regulation has been violated further action may be taken against the party responsible for the infringement.

J. Violation of the acceptable use policy guidelines and responsibilities by a staff member may result in disciplinary action.

K. Misuse of the Internet by students may result in the student being referred to a committee for disciplinary action.

VIOLATION CONSEQUENCES: STUDENTS/STAFF/ALL USERS

A. Filtering software (in accordance with Children's Internet Protection Act [CIPA]) will lock out any user who repeatedly "hits' sites that are rated as objectionable or not useful educationally. (LEE COUNTY PUBLIC SCHOOL BOARD realizes that site may be accessed accidentally.) Students/staff will receive a warning.

B. The user will lose Internet privileges for the remainder of the semester, if a second lockout/incident occurs. A letter indicating that the privileges have been list will be issued.

C. A third violation (after re-instatement) will result in the user losing their Internet privileges for the remainder of the school year.

D. Any user who is involved in "hacking" or attempting to violate the LEE COUNTY PUBLIC SCHOOLS' division system security will be referred to the appropriate committee for further action.

House Bill 58 passed in 2008 and resulted in
Chapter 52 – An Act to Amend and Reenact §22.1-70.2 of the Code of Virginia
(Acceptable Use Policies (AUP) for Public and Private Schools)

Suggested guidelines for teachers, students, administrators, parents/guardians, and community members.

1. Discuss Internet use with your students and or children and clarify what they should and should not do online.
2. Make your expectations about Internet use clear to your students and or children.
3. Advise your students and or children never to reveal their name, address, phone number or school name online without your permission, including in chat rooms and in postings to discussion boards, bulletin boards, or other online forums. The Internet is a public place and protecting personal privacy is essential.
4. Advise your students and or children never to upload a picture of themselves to the Internet or send it as an E-mail attachment to anyone they do not know.
5. Periodically monitor your students and or children use of the computer – what they are doing at a particular moment as well as their Internet history.
6. Use a filtered Internet Service Provider (ISP).
7. Check for wireless access points in your neighborhood. Encourage your community members to password protect their wireless networks because laptops can access wireless networks in the community.
8. Encourage your students and/or children to share their knowledge of the Internet and online learning experiences with you, and to come to you with any concerns.
9. Ask your students and/or children to show you their favorite websites.
10. Ask your students and/or children to tell you about the exciting learning they have experienced online as part of their classroom or library activities.
11. Encourage your students and/or children to come to you if they feel uncomfortable about information they see on online or receive via E-mail.
12. If someone sends a message or image to your students and/or children that are inappropriate or indecent, report it to you. You may also report the incident to the Virginia State Police Cyber Crimes Unit at 804-553-3413 or by the Cyber Tipline of the National Center for Missing and Exploited Children by calling 1-800-843-5678 or submitting an online report at www.missingkids.com/cybertip.

Attachment II

DISTRICT WIDE FAMILY INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

The Lee County School Board recognizes that the education of each student is a responsibility shared by the school and the students' families and promotes partnerships that will build family involvement capacity and participation in promoting academic, social, emotional and physical growth of all our children. The Lee County School Board will integrate this family component into the school division plan for achieving high standards for all students as mandated in the parental involvement goals of the No Child Left Behind Act of 2001.

The Lee County School Board agrees to implement to following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extend practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will involve the parents of children served in the Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and ensure that not less than 95 percent of the one percent of reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

> *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -*
>
> *(A) that parents play an integral role in assisting their child's learning;*
>
> *(B) that parents are encouraged to be actively involved in their child's education at school;*
>
> *(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
>
> *(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center of the State.

PART II: DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE FAMILY INVOLVEMENT POLICY COMPONENTS

1. The **Lee County School Board** will take the following actions to involve families in the joint development of its district wide family involvement plan under section 1112 of the ESEA:
   - *a.* organize the Lee County Title I Division Family Advisory Committee;
   - *b.* convene three annual meetings, (October, January and March) to ensure all stakeholders are represented in the written review/ revision process of the Division Family Involvement Policy;
   - *c.* ensure all stakeholders are represented on the DFA Committee (family representatives from each school, principals, teachers, central office supervisors, Lee County Board of Supervisors community members, business leaders, community service workers, and school board members);

d. provide all participants a copy of Section 1118 and Title III requirements and the current Division Family Involvement Policy;
e. conduct group discussions for the purpose of consultation, advising and evaluation;
f. utilize committee members recommendations for the implementation procedure for this policy;
g. utilize members input to access the progress of the policy and revise as needed;
h. evaluate the policy on an annual basis to determine its effectiveness and revise the policy based on this evaluation;
i. ensure flexibility and accessibility within the division administration to provide collaboration and other educational programs that focus on high student achievement and values diversity and equity in each child's learning (Head Start, parent-teacher groups, and Parents as Teachers Program);
j. publicly advertise meetings and make them open to all parents;
k. provide assistance to individual schools in planning and implementing strong family involvement activities, programs and procedures.

2. The **Lee County School Board** will take the following actions to involve families in the process of school review and improvement under section 1116 of the ESEA
Individual schools will:
   a. enlist family members to serve on the School Improvement Plan Committee;
   b. establish a school level Family Involvement Advisory Committee that will develop a Family Involvement Plan and procedures for the implementation of the plan;
   c. hold two annual informative meetings offered at a variety of times to maximize the opportunity for parent participation (Objectives; instructional strategies, SOL curriculum content, student assessment data and how schools are rated, educational literacy and parent rights and responsibilities);
   d. provide other family activities and workshops based on the assessed needs and interests of the school community;
   e. develop a Family/School Compact in cooperation with parents and teachers and promote its use for high student achievement (the compact will contain language that attends to the literacy and language levels of families);
   f. ensure that all communication will be in a format that is understandable to families;
   g. utilize computer/telephone (School Reach Program) to communicate with families.
3. The **Lee County School Board** will provide the following necessary coordination, technical assistance, and other support to assist Title I,

Part A schools in planning and implementing effective family involvement activities to improve student academic achievement and school performance;

a. utilize local and state personnel to provide schools technical assistance and support in development and implementation of a quality Family Involvement Program;
b. provide materials and training to empower families to become active participants in their child's educational program such as literacy training, use of technology, Virginia's academic content standards and student academic achievement standards, and how to monitor a child's progress and work with educators to improve student achievement;
c. provide professional development for teachers, pupil services personnel, principals, and other staff in the following areas:
    - values and utility of contributions of families,
    - how to reach out to families,
    - how to communicate and work with families as equal partners,
    - implementing and coordinating family programs, and
    - building ties between families and the school.

4. The **Lee County School Board** will coordinate and integrate family involvement strategies in Part A with family involvement strategies under the following other programs: Head Start, Parents as Teachers, by:
    a. collaboration of family involvement activities with Head Start and Parents as Teachers;
    b. sharing family resources, information and materials among programs;
    c. co-sponsoring workshops and professional development activities that encourage and support family participation in the education of their children.
5. The **Lee County School Board** will take the following actions to conduct, with the involvement of families, an annual evaluation of the content and effectiveness of this family involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by families in family involvement activities (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Family Involvement Policy and activities to design strategies for more effective family involvement, and to revise if necessary (and with the involvement of families) its family involvement policies.

The Division Family Involvement Advisory Committee will formally evaluate the plan as to its effectiveness in improving the quality of its Title I, Part A schools family involvement through:

a. review of written evaluations completed by families and community members at division meetings and individual schools;
b. evidence of success of increased family involvement as documented by sign-in sheets for attendance;

c. teachers, principals and staff increased support and participation through documented family conferences;
d. identify barriers and ways to overcome barriers which may limit participation for those who are economically disadvantaged disabled, have limited literacy/English proficiency or of any racial/ethnic minority.

1. The **Lee County School Board** will build the schools; and family capacity for strong family involvement, in order to ensure effective involvement in families and to support a partnership among the school involved, families and the community to improve student academic achievement, through the following activities specifically described below:
   A. The school district will, , with the assistance of its Title I, Part A schools, provide assistance to families of children served by the school district or school, as appropriate, in understanding topics such as the following:
      a. develop clear, meaningful, two-way communication between school and home (news letters, School Reach/phone, Web-page, personal conversations, conferences, formal and informal meetings);
      b. provide orientation/Open House time for disseminating information about the State's academic content standards and how they correlate with the curriculum (each subject and grade level);
      c. coordinate program activities that include defining the State's student academic achievement standards:
         - personnel will prepare and present workshops related to State's student academic achievement standards;
         - administrators and teachers will assist families in understanding the State and local academic assessments including alternate assessments and how to monitor their child's progress using the assessment data;
      d. utilize an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand;
      e. provide personnel with training, including:
         - effective two-way communication strategies to build strong home/school learning partnerships;
         - creating an inclusive environment that welcomes and respects families;
         - effective parent-teacher conferences;
         - working with parents to foster learning at home and
         - how to monitor homework;
      f. provide training for families on how to work with educators, including:

- strategies to foster learning at home;
- parents role in supporting child's academic success (family literacy, effective parent-teacher communication);
- leadership roles (resolving problems/conflict management)

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster family involvement, by:
   a. support school level Family Resource Centers (provide resources, materials and supplies to assist families to become active participants in their families educational development, including but not limited to technology, literacy, health services, and etc.);
   b. provide parents on-going training assistance related to student academic success:
      - nutrition,
      - utilization, motivation,
      - attendance,
      - monitoring homework assignments,
      - family literacy, and
      - technology (media resource).

C. The school district will, with the assistance of its schools and families, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with families as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate family programs and build ties between families and schools, by:
   a. develop clear, meaningful, two-way communication between school and home (newsletters, ALERT NOW/phone service, Web-page, personal conversations, conferences, formal and informal meetings);
   b. provide orientation/Open House time for disseminating information about the State's academic content standards and how to correlate with the curriculum (each subject and grade level);
   c. coordinate program activities that include defining the State's student academic achievement standards:
      - teachers prepare and present workshops related to State's student academic achievement standards.
      - administrators and teachers will assist families in understanding the State and local academic assessments including alternate assessments and how to monitor their child's progress using the assessment data,

d. utilize an understandable and uniform format, and including alternative formats upon request, and, to the extent practicable, in a language parents understand;
e. provide personnel with training, including:
    - effective two-way communication strategies to build strong home/school learning partnerships,
    - creating an inclusive environment that welcomes and respects families,
    - effective parent -- teacher conferences,
f. work with parents to foster learning at home and how to monitor homework; and
g. encourage utilization of school Family Resource Centers.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate family involvement programs and activities with Head Start, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as family resource centers, that encourage and support families in the education of their children, by:
    a. Collaboratively providing monthly workshops that involve families and community resource persons in activities that disseminate information relate to:
        - nutrition and other health related issues,
        - safety,
        - how to utilize talents of families in schools,
        - sensitivity of divers family situations,
        - strategies for engaging families in school (reaching uninvolved families),
        - community services that are available for family support,
        - fathers as important contributors to family involvement.

E. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alterative formats upon request, and, to the extent practicable, in a language the parents can understand:
    a. families will be informed of school activities through both formal and informal communication;
        - division newspaper (annual distribution in the local newspaper),
        - school newletters,
        - division and school Web-pages,
        - ALERT NOW (phone service),
        - flyers,
        - radio announcements,
        - local newspaper,
        - letters,
        - PTO Meetings
        - e-mail

PART III. DISCRETIONARY DISTRICT WIDE FAMILY INVOLVEMENT POLICY COMPONENTS

Note: The District Wide Family Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build families' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA;

- involving families in providing ideas for program needs in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with family involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training families to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with families who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide family advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including, faith-based organizations, to support family involvement activities;
- providing other reasonable support for family involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This District Wide Family Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by sign-in-sheet for Family Involvement Advisory Meeting.

This policy was adopted by the **Lee County Public Schools** on **12/10/07** and will be in effect for each school year. The school district will distribute this policy to all parents of participating Title I, Part A children at the beginning of the school year.

Attachment III

DIRECTORY INFORMATION

The Lee County Public Schools shall notify parents and eligible students at the beginning of each school year what information, if any, Lee County school division has designated as directory information, the right to refuse to let division designate any or all of such information as directory information and the period of time to refuse, in writing, the directory information designation in accordance with FERPA.

Directory information may include the name, gender, address, telephone listing, date and place of birth of students, the student's major field of study, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, degrees or awards received by students, and photographs.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the LEE COUNTY SCHOOL SYSTEM, with certain exceptions, obtain parent/guardian's written consent prior to the disclosure of personally identifiable information from their child's education records. However, the LEE COUNTY SCHOOL SYSTEM may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the school district to the contrary in accordance with District procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released. The LEE COUNTY SCHOOL SYSTEM has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The primary purpose of directory information is to allow the LEE COUNTY SCHOOL SYSTEM to include this type of information from a child's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition list;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information can also be to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three types of directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Parents/guardians who do not want the LEE COUNTY SCHOOL SYSTEM to disclose directory information must notify the school district by submitting a completed "Request for Exclusion of Directory Information" form by September 1st of each year.

Adopted: July 14, 2003

_____

_____

Legal Refs. § 9528 of ESEA (20 U.S.C. § 7908), as amended by NCLB Act of 2001 (P.L. No.: 107-107)

10 U.S.C. § 503, as amended by § 544 and § 9528 of the ESEA

Attachments IV

NOTICE TO PARENTS
Right to Review Teacher Qualifications

To: **ALL PARENTS**
From: Lee County Public Schools
Date: August 2012

As a parent of a student in the Lee County Public School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal as your child's school.

Attachments V

Lee County Schools seeks to identify homeless children and youth residing in our school division.
Title X, Part C of the No Child Left Behind Act defines homelessness as living in the following places due to a lack of a fixed, regular, and adequate nighttime residence.

- In an emergency or transitional shelter
- In a motel, hotel, or campground
- In a car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends
- In the above conditions and is a migratory child or youth

This definition of homelessness applies to children and youth with:

- Uncertain housing
- A temporary address
- No permanent physical address

Children and youth living in these settings meet criteria for the McKinney-Vento definition of homelessness and have special educational rights.

For additional information or to refer a child or family for services, please contact the Homeless Coordinator at the Lee County School Board Office at (276) 346-2107.

Attachments VI

Lee County Public Schools
Model Notification of Rights under FERPA
for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in

its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by
§ 99.37 of the regulations, with its annual notification of rights under FERPA.]