

## CHAPTER 6 STUDENTS

### Article I

#### PROGRAMS FOR STUDENTS WITH EXCEPTIONAL ABILITIES AND ALTERNATIVE PROGRAMS

**Section 6-1.1. Plan for gifted education required; plan contents.** — Suffolk Public Schools shall submit to the Department of Education for approval a plan for the education of gifted students. The plan shall include the components as follows:

1. A statement of philosophy;
2. A state of program goals and objectives;
3. Procedures for the early and on-going identification and placement of gifted students beginning with kindergarten through secondary graduation, in at least one of the four defined areas of giftedness;
4. A procedure for notifying parents/legal guardians when additional testing or additional information is required during the identification process and for obtaining permission prior to placement of students in an appropriate program;
5. A policy for notifying gifted students' change of placement within, and exit from a program, which includes an opportunity for parents who disagree with the committee(s) decision to meet and discuss their concern(s) with an appropriate administrator;
6. Assurances that records are maintained according to "Management of Student's Scholastic Record in the Public Schools of Virginia";
7. Assurances that (i) testing and evaluative materials selected and administered are sensitive to cultural, racial, and linguistic differences, (ii) identification procedures are constructed so that they

identify high potential/ability in all underserved culturally diverse, low socio-economic, and disabled populations; (iii) standardized tests have been validated for the specific purpose for which they are used; (iv) instruments are administered and interpreted by trained personnel in conformity with the instruction of their producer;

8. A procedure to identify and evaluate student outcomes based on the initial and ongoing assessment of their cognitive and affective needs;

9. A procedure to match service options, including instructional approach(es), setting(s), and staffing, to designated student needs;

10. Procedures for the selection/evaluation of teachers and for the training of personnel to include administrators/supervisors, teachers, and support staff;

11. Procedures for the appropriate evaluation of the effectiveness of the school division's program for gifted students;

12. Other information as required by the Department of Education;

13. The establishment of a local advisory committee composed of parents, school personnel and other community members. This committee shall reflect the ethnic and geographic composition of the school division. The purpose of this committee shall be to advise the School Board through the division superintendent of the educational needs of all gifted students in the division. As a part of this goal, the committee shall review annually the local plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The recommendations of the advisory committee shall be submitted in writing through the division superintendent to the School Board. (Issued January 12, 1995)

**Section 6-1.2. Alternative School Programs.** — Proposals for alternative school programs shall be developed through the office of the assistant superintendent and shall be submitted to the superintendent for recommendation to the School Board for review and endorsement prior to implementation. Proposals for alternative school programs should include:

1. A statement of justification for the alternative program explaining how it will meet the special needs or expectations of the target population and the community;
2. A plan which delineates the proposed organizational structure as it relates to staffing and the scope and structure of the total instructional program;
3. A statement of financial impact identifying all costs, including administration, staffing, equipping, supplying, transportation, support services, and maintaining the program;
4. A statement of related impact explaining how the proposed program will affect and interrelate with other programs and populations served in existing programs and facilities;
5. A statement of authentication verifying that all aspects of the program are in compliance with all appropriate federal, state, and local laws and regulations, and there is compliance with all applicable accreditation requirements;
6. If the proposal presents a potential conflict with existing regulations of the State Department of Education, special evidence of authorization from the State Department of Education must accompany the proposal;
7. A plan for evaluation that defines anticipated outcomes and establishes criteria and procedures for evaluating achieved outcomes. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-18.1.

**Section 6-1.3. Summer school programs; purpose for; equal quality required; fees.**—A. Summer school programs shall be operated under the direction of the superintendent. Summer schools shall be designed to enrich the education of students who so desire and to permit students to earn credits needed for graduation or promotion.

B. The summer school program shall be equal in quality to that offered during the regular school term. State Board of Education requirements for an accredited summer school shall be met.

C. Summer school programs may be financed by fees as determined by the School Board. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §§8-19.1 & 8-19.2.

**Section 6-1.4. Summer school in secondary schools; regulation requirements.**— The following summer school work in secondary schools:

1. The summer school shall be administered by the regular school authorities and shall be supervised by the principal of the secondary school sponsoring the summer work or by a qualified staff member approved by the principal and the superintendent.
2. The minimum qualifications of the teachers in a summer school shall be the same in all respects as those required for the regular session, and other pertinent requirements of the State Board for an accredited secondary school shall also be met.
3. Summer sessions shall operate for 150 clock hours for a minimum of thirty days (if a student is seeking to earn one full unit of credit for new work).
4. The library and other needed facilities available during the regular session shall be available for the summer school session.
5. The summer school program shall be designed to meet the needs of the students served by the particular summer school. Students who are repeating courses and who are taught for less than 150 clock

hours must be taught separately from students enrolled in new courses.

6. Courses which students are studying for the first time shall be structured to require completion of a minimum of 150 clock hours of classroom instruction per unit of credit. One unit of new credit per summer session shall be the maximum for which a student may enroll except that high school seniors who lack two units in meeting graduation requirements may be allowed to enroll in the two new subjects with approval of the principal.

7. Credit for repeated work ordinarily will be granted on the same basis as that for new work. In justifiable instances and at the discretion of the superintendent, however, certain students may be allowed to enroll in two repeat subjects to be completed in less time than is usually required for a unit of credit. In no instance shall the time scheduled for such repeat course be less than 75 clock hours of instruction per unit of credit.

8. A pupil desiring to do summer school work in a school other than that in which the pupil is regularly enrolled must obtain prior approval from the principal of the regularly enrolled school for any courses that are to be transferred to apply toward graduation requirements.

Special programs may be maintained when prior approval is given by the School Board. All summer school programs shall meet the regulations of the State Board and the State Department. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-19.1.

## **Article II**

### **STUDENT ORGANIZATIONS**

**Section 6-2.1. Application Procedure for Student Organizations.** — A. Any group seeking to meet on school premises during non-instructional time

*(which is defined as a half-hour before the beginning of the school day and a half-hour after the end of the school day)* as a student organization shall submit a written application to the principal. Applications shall be made on approved forms only and shall include at least the following information:

- a. Name of the organization.
- b. Name(s) of the faculty sponsor(s) or matter(s).
- c. A general statement of the purposes of the organization.
- d. A description of the qualifications for membership, if any.
- e. A statement that the organizing students have read, understood and agree to comply with School Board policy and all applicable school guidelines and rules.
- f. Applications for curriculum-related student organizations shall include a statement of the relation of the organization to the regular school curriculum. This shall include specific reference to classes or other elements of the educational program which the organization is intended to supplement and a description of how the organization will serve as an extension of or adjunct to the curriculum; and a description of the function of the faculty advisor in the promotion, supervision and leadership of the organization.

B. The principal shall review the application and such other information as deemed appropriate and shall approve or disapprove of the organization within ten school days after receipt of the application. The principal's decision shall specify whether or not the student organization is approved as a curriculum-related student organization. The principal's decision shall be in writing, and a copy shall be given to the applicant. If the application is disapproved, the principal shall state the reasons for disapproval in the decision.

C. The applicant may appeal the principal's decision to the superintendent, or his designee, by written appeal submitted to the superintendent within five school days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall enclose copies of the application and the principal's decision. The superintendent or designee shall review the appeal and such other information as considered appropriate and give a written decision within ten school days after receipt of the appeal.

D. The applicant may appeal the decision of the superintendent or designee to the School Board by written appeal submitted to the clerk of the School Board within five school days after receipt of such decision. The written appeal shall state the reasons for the appeal and shall enclose a copy of the application, the appeal to the superintendent and all prior decisions. The School Board shall review the appeal and such other information as it considers appropriate and shall notify the applicant of the date and time at which it will meet to render a decision. At the meeting, the School Board shall enter its order affirming or reversing the decision of the superintendent. The decision of the School Board shall be final.

E. The principal may revoke approval of any student organization at any time upon his or her own initiative or on complaint by any student or staff member for good cause. Revocation may be appealed to the superintendent or designee and the School Board as provided herein above.

F. At any time, the superintendent or the School Board may review the approval of any student organization and revoke the same for good cause. Any such action by the superintendent may be appealed to the School Board as provided herein above. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §§8-20.1 through 8-20.11.

### **Article III**

#### **PUBLIC PERFORMANCE OF STUDENTS**

**Section 6-3.1. Community Performances by Students.**— In order to carry out School Board Policy governing participation in the community by school groups, school groups are permitted to perform at:

- a) any school program; or
- b) any community function that is consistent with the educational philosophy of Suffolk Public Schools; or
- c) any educational broadcasts; or
- d) any meeting of a public body; or
- e) any religious activity, subject to Section 6-3.2, “Guidelines For Student Group Participation in Religious Ceremonies, Observances and/or Activities”. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-21.2.

**Section 6-3.2. Guidelines for Student Participation in religious ceremonies, observances, etc; religious organization defined; field trip regulations applicable.**—A. Although it is difficult to give a conclusive definition

of a religious organization, there are certain characteristic forms of human activity which are commonly recognized as religious. Therefore, any group subscribing to one or more of the following practices may be defined as religious:

- a. Has as its primary purpose belief in gods or a God;
- b. Has a theological creed and form of worship;
- c. Accepts supernatural revelation;
- d. Seeks spiritual salvation;
- e. Has a prescribed set of theological rituals;
- f. Has been declared to be a religious organization by the Federal government or the Commonwealth of Virginia for tax purposes or by the courts;
- g. Has a legally recognized organization of ordained ministers ministering to congregations;
- h. Has regular services, meetings, or assemblies at which a particular set of spiritual beliefs is advanced;
- i. Claims to be religious or spiritual;
- j. Has an established system denying or objecting to religious belief.

B. Any requests received from a religious organization requesting participation by a student group in a religious ceremony, observance, and/or activity must adhere to the following guidelines:

- (i) The request must not have been solicited in any way whatsoever by an employee and/or representative of Suffolk Public Schools;
- (ii) School officials cannot require a student group to accept an invitation to participate in any religious observance, ceremony and/or activity;
- (iii) The decision to participate or not to participate in any religious observance, ceremony and/or activity must be made solely by members of the student group;
- (iv) When accepting a request to participate in any religious observance, ceremony and/or activity, the student group is only permitted to perform as



requested by the religious organization and shall not be subject to and shall not as a student group be required to participate in any religious observance, ceremony and/or activity that would extend beyond the requested performance;

- (v) Any member of a student group who would like to voluntarily take part in a religious observance, ceremony and/or activity that extends beyond the requested performance may do so, notwithstanding Section (iv) above;
- (vi) Any member of a student group who decides to participate or not to participate in any religious observance, ceremony and/or activity, shall not be discriminated against in any way whatsoever by other students, employees, and/or representatives of Suffolk Public Schools.

C. Field trip regulations shall be followed where applicable. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-21.2.

## **Article IV**

### **REGULATIONS GOVERNING STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES**

**Section 6-4.1. Statement of purpose; safety training and supervision required; written parental consent required; student responsibility.**— A. Suffolk Public Schools makes available to students access to its electronic technology system for educational purposes. The electronic technology system is defined as the District's network, servers, computer workstations, telephones, printers, modems, video, fax transmissions, peripherals, applications, databases, library catalog, online resources, Internet access, email, multi-media, instructional materials, and any other technology designated for use by the District for students. Personal equipment (cell phones, laptops, iPods, IvIP3 players, DVD players, cameras, etc.) used on school property is also subject to this regulation. Use of the electronic technology system is a privilege. With this educational opportunity comes responsibility. In order for the School District to be able to make its computer network and Internet access available, all students must take

responsibility for appropriate and lawful use of internet resources.

B. Teachers and other Staff will make reasonable efforts to provide Internet safety training and supervise student use of network and Internet access. Students must understand that inappropriate Internet use can result in one or more of the following; school discipline, loss of the privilege of using Internet resources and/or criminal prosecution.

C. Below is the Acceptable Use and Internet Safety Regulation (“Regulation”) of the School District and the Data Acquisition Site that provides Internet access. Upon reviewing, signing, and returning this Regulation, a student will be eligible for Internet access at the school he/she attends. The “PARENT’S OR GUARDIAN’S AGREEMENT” must be signed and returned as Suffolk Public Schools cannot provide access to any student until the “PARENT’S OR GUARDIAN’S AGREEMENT” is signed and recorded. Also listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Suffolk Public Schools Technology Director.

D. Please note that Internet access is part of Suffolk Public Schools’ electronic technology systems. The Internet is a network of many types of technology and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to students (or their parents). It is possible for students to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each student’s responsibility to follow the rules for appropriate and acceptable use. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.2. Personal responsibility.** — By signing this Regulation, you are agreeing to follow all rules outlined in the regulation and to report violations of the regulation by other students. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.3. Term of permitted use.** — A student who returns a properly signed Regulation will have computer network and Internet access for the current school year. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.4. Acceptable and unacceptable use; consequences for inappropriate use; netiquette**— A. Suffolk Public Schools is providing access

to its computer networks and the Internet for educational purposes only.

B. Among the uses that are considered unacceptable and which constitute a violation of this regulation include, but are not limited to, the following:

1. Uses that violate the law or encourage others to violate the law (gambling, hacking, etc.).
2. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering, or other security measures.
3. Transmittal of offensive or harassing messages.
4. Any use which is commercial in nature.
5. To use technology to view, transmit or download pornographic or otherwise objectionable materials.
6. Downloading or plagiarizing copyrighted information without permission from the copyright holder.
7. To use technology to download any program, partial program or game without the express permission of the supervising teacher and Suffolk Public Schools Technology Director.
8. Any use of the technology which causes harm to others or their property.
9. Any improper use of passwords.
10. Sharing your username and/or password with others, borrowing someone else's username (i.e. teacher or student), password or account access
11. Any programming vandalism.
12. Any "hacking" activities.
13. Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, pictures, etc.).
14. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
15. Wasting or abusing school resources through unauthorized system use (e.g. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, checking personal email, etc.).
16. Any activities designed to expose school district or other computers to computer "viruses".
17. Purposefully opening, viewing, using, or deleting files belonging to another system user without permission
18. Provide personal/private information about any other individual over the Internet, including credit card numbers and social security numbers.
19. Inappropriate cyber technology (cyber threats, cyber bullying, harassment, and/or other inappropriate

technologys) through open social networking websites offering an interactive, user-submitted network of friends, personal profiles, blogs, groups, photos, music and videos (My Space, Face Book, etc.) where students can send messages and pictures.

20. Gaining unauthorized access to restricted information or network resources.
21. Any violation of School Board policy or supporting regulations.

C. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users. Do not use, distribute, or redistribute jokes, stories, or other materials that are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large (5 Mb or smaller) to be accommodated by the recipient's system and is in a format that the recipient can open. (Issued June 28,

2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.5. Consequences for inappropriate use.**— The following consequences may be imposed for inappropriate use of the school division's technology resources:

1. Suspension of access to the District's electronic technology system;
2. Revocation of the District's electronic technology system account(s); and/or
3. Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

(Issued June 28, 2007)

**Section 6-4.6. Internet general warning; disclosure of personal information prohibited; illegal activities; parental permission required for disclosure of personal identifiable information; use of filtering software required; network security and monitoring reviewed annually.** — A. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his/her supervising teacher.

B. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the technology, immediately, to your supervising teacher.

C. It is a violation of this Regulation to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers, Social Security Numbers, and Student Testing Identifiers. Only a member of the school administration may authorize the release of student information, as defined by Virginia law, for internal administrative purposes or approved educational projects and activities.

E. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School Division may monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. The term “harmful to minors” is defined by the Technology Act of 1934 (47 USC Section 254 [h] [7]), as

meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

F. Network security, filtering, and monitoring procedures will be reviewed and evaluated on a regular basis to address emerging technologies not currently deployed in the system. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.7. No expectation of privacy rights.**—Network and Internet access is provided as a tool for student education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.8. Failure to follow Internet regulations.** — A. The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this regulation, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Regulation by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Regulation if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances. In some instances inappropriate computer and Internet use violates state and/or federal laws and may result in criminal prosecution or juvenile court action. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6.4-9. No warranties of any kind; user assumes full responsibility; cooperation expected.**—A. The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this

Regulation. It shall not be responsible for any claims, losses, damages or costs (including fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Regulation. By signing this Regulation, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiation of an investigation of a user and his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

**Section 6-4.10. Updates of account information.**—Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Regulation for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Regulation must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information. (Issued June 28, 2007)

**Legal Authority** – School Board Policy § 5-6.3

### **STUDENT'S AGREEMENT**

*Every student, regardless of age, must read and sign below:*

**I have read, understand** and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Regulation. Should I commit any violation or in any way misuse my access to Suffolk Public Schools computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student Name \_\_\_\_\_

Student Signature Date\_\_\_\_\_

If I am signing this Regulation when I am under 18, I understand that when I turn 18, this Regulation will continue to be in full force and effect and agree to abide by this Regulation.

PARENT’S OR GUARDIAN’S AGREEMENT

*To be read and signed by parents or guardians:*

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District’s Acceptable Use and Internet Safety Regulation for the student’s access to the School District’s computer network and the Internet. I understand that access is being provided to the students for educational purposes only. I understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child’s or ward’s responsibility for abiding by the Regulation. I am therefore signing this Regulation and agree to indemnify and hold harmless the School, the School District and the Internet provider against all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing Regulation. Further. I hereby give permission for my child or ward to use the School District’s computer network and the Internet.

Parent or Guardian Name(s)

\_\_\_\_\_ Phone\_\_\_\_\_

Parent or Guardian Signature(s)

\_\_\_\_\_ Date\_\_\_\_\_

**Section 6-4.11. Discipline; using computer when privileges revoked.—**

A. Should any student violate the above rules and/or regulations disciplinary action, and where appropriate, legal action will be taken against the violator by Suffolk Public Schools or the Suffolk City School Board.

B. Any student making use of Suffolk Public Schools’ computer system when access privileges have been suspended or revoked shall be in violation of



this section. (Issued February 12, 1998; Revised December 12, 2001)

**Note:** In 2001 revision, paragraph B was added.

**Legal Authority** - School Board Policy §§5-6.1 & 8-7.1.

**Section 6-4.12. Network Etiquette.** — Any user of Suffolk Public Schools' computer equipment is expected to abide by general accepted rules of etiquette, including the following:

- (1) Be polite.
- (2) User shall not forge, intercept or interfere with electronic mail messages.
- (3) Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- (4) Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others.
- (5) Users shall respect the computer system's resource limits.
- (6) Users shall not use the post chain letters or download large files.
- (7) Users shall not use the computer system to disrupt others.
- (8) Users shall not read, modify or delete data owned by others.

(Issued December 12, 2001)

**Legal Authority** – School Board Policy §5-6.1:1

**Section 6-4.13. Liability; indemnification by user required.** — A. Suffolk Public Schools makes no warranties for the computer system it provides. Suffolk Public Schools is not responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or services interruptions. Suffolk Public Schools denies any responsibility for the accuracy or quality of information obtained through the computer system.

B. The user shall indemnify Suffolk Public Schools for any losses, costs or damages incurred by Suffolk Public Schools relating to or arising out of any violation of these regulations. (Issued December 12, 2001)

**Legal Authority** – School Board Policy §5-6.1:1

**Section 6-4.14. System security; acts of vandalism.** — A. Computer system security is a high priority for Suffolk Public Schools. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

B. Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited. (Issued December 12, 2001)

**Legal Authority** – School Board Policy §5-6.1:1

**Section 6-4.15 Charges.** — Suffolk Public Schools assumes no responsibility for any unauthorized charges for fees as a result of using the computer system, including telephone or long-distance charges. (Issued December 12, 2001)

**Legal Authority** – School Board Policy §5-6.1:1

**Section 6-4.16. Electronic Mail.** — Suffolk Public Schools’ electronic mail system is owned and controlled by Suffolk Public Schools, Suffolk Public Schools may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private. Student’s electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain that message’s authenticity and the nature of the file. (Issued December 12, 2001)

**Legal Authority** – School Board Policy §5-6.1:1

**Section 6-4.17. Internet access restricted; discipline for violations.** — Software will be installed on Suffolk Public Schools’ computer equipment to filter or block Internet access to child pornography and obscenity. The online activities of minors may also be monitored manually.

B. Any violation of these regulations shall result in appropriate disciplinary action as determined by the school administration. (Issued December 12, 2001)

**Legal Authority** – School Board Policy §5-6.1:1

## **Article V**

### **SCHOOL ADMISSION**

**Section 6-5.1. When tuition may be charged; application considered on case by case basis.** — A. As provided by state law, Suffolk Public Schools may admit a student and may charge tuition to a student who:

1. Is a resident of the school division but not of school age;
2. Is temporarily living with a non-parent who resides within the school division;
3. The student and his/or her parents reside in adjacent states or the District of Columbia and the said jurisdictions grant equal attendance privileges to residents of the Commonwealth;
4. Is a resident of a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for who federal funds provided under Public Law 874 of 1950 fund less than fifty percent of the total per capita cost of education in Suffolk Public Schools exclusive of capital outlay and debt service:
5. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board; or
6. Is a resident of the Commonwealth but not of the school division.

B. Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§ 9-7.1 & 4-5.1 through 4-5.3.

## **Article VI**

### **PROCEDURE FOR ADMISSION**

**Section 6-6.1. Application procedure; contents of application review by Pupil Personnel Committee; further review by superintendent.**—A. The following procedure shall be followed for application and review of applications for admission of students.

B. A parent or guardian of a student shall apply for admission on behalf

of his/her child by completing the Suffolk Public Schools admission application. The application form shall contain information and agreements including, but not limited to:

- (i) the current legal residence of the child and the school division in which he/she is currently enrolled,
- (ii) the basis for requesting admission, and
- (iii) the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division
- (iv) the agreement that the student becomes subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

C. Within fifteen calendar days of receipt of the application, the Pupil Personnel Office of the school division shall provide all applicants with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent shall recommend the admission to the School Board and the specific school shall notify the resident division and make necessary arrangements for transfer of student records. The admission shall state the length of the acceptance or the subsequent condition, which could cause the acceptance to be terminated.

D. If the application is denied the Pupil Personnel office shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the superintendent/designee within seven calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed as provided in Board Policy. For all other denials of admission the superintendent/designee shall respond in writing to the request for review within ten calendar days. If the request is denied, the superintendent/designee shall notify the parent of the right to petition the School Board, upon five calendar days prior notice for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing before the School Board at its next regular meeting, a final decision shall be promptly communicated to the parent in writing. If review is not requested within the time lines specified, the recommended denial of the request for admission shall be submitted to the School Board at its next regular meeting. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-7.1.

## Article VII

### TUITION

**Section 6-7.1. Tuition rate set by superintendent; transportation of nonresident.**—A. The tuition rate shall be set by the superintendent for each academic year. B. Transportation shall not be furnished to nonresident students except in those cases where:

- (i) agreements between divisions specify transportation services; or
- (ii) federal or state legislation mandates the provision of transportation services. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-7.1.

## Article VIII

### STUDENT ABSENCES/EXCUSES/DISMISSALS

**Section 6-8.1. Student absences in excess of ten days a semester; superintendent to provide rules.**—A. All students receiving high school credits and missing in excess of ten days a semester in any subject shall receive a failing grade in that subject for that semester. A numerical grade of 69 shall be used as the failing grade if the student is passing the subject for that semester. If the student has a numerical grade lower than 69, the student shall receive the actual grade. Elementary and middle students who miss in excess of twenty days a year shall be retained in the grade. Three instances of tardiness shall be treated as one absence.

B. The superintendent shall provide rules and regulations to ensure consistency of application. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.2. Excused absences and tardiness; documentation required; review committee required.** — A. Absences and tardiness caused for the following reasons may be excused:

- (i) Sickness of student
- (ii) Severe illness in the immediate family  
(parent/guardian, sister, brother)
- (iii) Exposure to a contagious disease

- (iv) Death in the immediate family
- (v) Fire to place of residence which requires the family to move
- (vi) Other extenuating circumstances

B. Until absences are documented in writing and approved by the principal or his designee, the absence shall be unexcused.

C. A review committee shall be established by each principal to review all cases in excess of the maximum number of absences. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.3. Investigation required.**—A. Teachers or other school personnel shall investigate the cause of absences and tardiness at the direction of the principal. The following shall be in effect; (1) The principal or his/her designee will notify the parent/guardian by telephone the day the student is absent from school. If the parent/guardian notifies the school that his child be absent, the telephone call will not be necessary; (2) The parent or guardian will be notified, in writing, by the principal that absences have been recorded, including dates. A copy of correspondence from the principal to the parent and the student will be referred to the Pupil Personnel Office and placed in the student’s cumulative folder; (3) The visiting teacher will make a home visit to determine the cause of absences. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.4 Continued absences.** — Should absence persist after second notification, and upon referral by the principal, the pupil personnel office will request that the Juvenile and Domestic Relations Court be notified. The pupil personnel office shall maintain contact with the Juvenile and Domestic Relations Court to be aware of action taken. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.5. Tardiness.** — For purposes of consistency, three instances of tardiness will be treated to be one absence. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.6. Make-up Work; K-12 Procedure.**— Students will be required to make up work regardless of reasons for absences. Students must make up all work within five days of returning to school. In cases of extended absences, a plan of action will be developed by teacher and student with the approval of the school administration. Students who are not making academic progress or who

are causing discipline problems may be recommended to the Pupil Personnel Committee. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.7. Absence Review Committee; appointment and procedure**—A. An Absence Review Committee appointed by the principal shall be established in each school. This committee will be responsible for reviewing the cases of students due to receive a failing grade for that semester having exceeded the maximum number of absences.

B. The Absence Review Committee may recommend to the superintendent or his designee waiver of this regulation if such is warranted by the circumstances. The superintendent or his designee may accept or reject the recommendation, ask for more study and facts, and make a recommendation to the Pupil Personnel Committee or to the School Board.

C. Only by action of the superintendent can an exception be made. In cases where no waiver of the regulation is granted, the student and his parents should be notified of the superintendent's action and of their right of appeal to the School Board. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.8. Waiver.**—If the absences are to be considered for waiver, documentation for the absences must be submitted to the principal on the day the student returns to school or within a period not to exceed five school days immediately thereafter. Any deviation from the criteria guidelines must be documented by a written rationale. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

**Section 6-8.9. Teacher accountability.** — Each principal will insure that teachers are accountable for the following:

- a. checking the roll each day in every class.
- b. communicating with a student's parents if poor attendance is affecting the student's progress and keeping a log of those contacts.
- c. offering vital, stimulating instruction each day which necessitates and encourages student attendance.

(Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-8.1.

## Article IX

### STANDARD OF STUDENT CONDUCT

**Section 6-9.1. General statement of regulation.**— The following are standards of student conduct established by Suffolk Public Schools for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the School Board, its designated committees and other appropriate school officials. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.2. An appropriate environment for learning required; appropriate dress required; prohibited clothing.** — A. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or poses a health or safety concerns. Regulations for student dress are designed to promote a standard of appearance that complements the learning environment.

B. All students are required to wear dress appropriate to the occasion and to avoid wearing attire that can have an adverse impact on the teaching and learning environment. In order to ensure that the education of students enrolled in Suffolk Public Schools is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students will adhere to the following minimal standards of dress.

C. The following clothing is expressly prohibited and shall not be worn by students enrolled in any Suffolk Public School while in the classroom or participating in school sponsored activities:

1. Sexually suggestive or revealing attire, which shall include any article of clothing that does not cover the midriff, back, or shoulders, reveals cleavage, or exposes undergarments.
2. Clothes having rips or tears above the knees.
3. Sagging pants and shorts not securely fastened around the waist.
4. Skirts, dresses, and shorts that rise above the fingertips when the arms are stretched downward.
5. Any article of clothing that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes Violence or is gang-related.
6. Clothing with slogans or words across the buttocks.
7. Headings covering unless worn for religious or medical reasons.



8. Flip flops, open toed shoes, slippers, and roller shoes (heelys).
9. Any accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related.
10. Sunglasses, wallet chains, and necklaces that hang below the sternum.
11. Sleepwear.
12. Any clothing worn by a student that causes a disruption and/or distracts others from the educational process or poses a health or safety concern. (Issued Date: March 18, 2012; Effective Date: July 1, 2012)

**Legal Authority** - School Board Policy §9-11.8.

**Section 6-9.3. Unexcused absence or tardiness.** — Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.4. Disruptive conduct.**— Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.5. Profane or abusive language.**—Students shall not use language or gesture that are vulgar, profane, obscene or disrupt teaching and learning environment. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.6. Threats or intimidation.**—Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.7. Assault and 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 no 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. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.8. Gambling.** — A student shall not play or participate in any game in which the outcome is uncertain or a matter of chance, or bet for money or other things of value during any school related activity. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.9. Use and/or Possession of Alcohol, Tobacco, and Other Drugs.**—A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with School Board policy.

A student shall not possess, procure or purchase or attempt to 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. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.10. Restricted Substances.**—Students shall not have in their possession any restricted substances. Restricted substances include alcoholic drinks, marijuana, narcotics drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any 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 also includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.11. 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. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.12. 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 or under the control of any person at school, on a school bus or at school-sponsored events. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.13. Defiance of the Authority of School Personnel.**— Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.14. Possession or Use of Weapons or Other Dangerous Articles.** — 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. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3 & 9-12.1.

**Section 6-9.15. Theft.** — A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §§9-11.1 & 9-11.3.

**Section 6-9.16. Behavior on School Bus.** — Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §5-4.4.

**Section 6-9.17. Cheating.** — Students shall not cheat, plagiarize or knowingly make any false statements with respect to any assigned school work or tests. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.18. Trespass.** — Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.19. Gang Activity.** — Students shall not engage in gang activities including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include inappropriate congregating, bullying, and harassment. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-13.1.

**Section 6-9.20. Sexual Harassment.** — Students shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. 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 intimidating, hostile, or offensive environment. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §1-6.3.

**Section 6-9.21. Possession of beepers, Cellular Telephones, or Similar Devices.** — Students shall not have in their possession a beeper, cellular telephones, or other technology device. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.22. 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. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.1.

**Section 6-9.23. Corrective Action Available.** — The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand

4. Loss of privileges
  5. Parental conferences
  6. Tasks or restrictions assigned by the principal or his designee
  7. Detention after school or before school
  8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
  9. In-school suspension
  10. Out-of-school suspension
  11. Referral to an alternative education program
  12. Notify legal authority where appropriate
  13. Recommendation for expulsion
  14. Mandatory expulsion for no less than one calendar year for firearm possession or use.
- (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-11.3.

## **Article X**

### **STUDENT CONDUCT ON SCHOOL BUSES**

**Section 6-10.1. School Bus Behavior generally.**—The School Board will require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §5-4.4.

**Section 6-10.2. Transportation of Students.**—The School Board may furnish transportation to resident students enrolled in Suffolk Public Schools who satisfy the following requirements:

- (i) Reside within the attendance area of the school(s) served;
- (ii) Reside beyond approved walking distances;
- (iii) Are present at authorized points for student pick-up at the designated time; and
- (iv) Comply with division standards and regulations in their conduct and behavior.

(Issued February 9, 1995)

**Legal Authority** - School Board Policy §5-4.4.

**Section 6-10.3. Superintendent to Establish Rules.** — In the interest of the safety and welfare of school bus passengers, the School Board desires the superintendent of schools to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their bus riding privileges suspended or revoked in accordance with this policy. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §§5-4.3 & 5-4.4.

**Section 6-10.4. Procedural Guidelines.** — A. The following general procedural guidelines should be followed when administering this regulation.

- (i) Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the student(s) involved. Bus drivers will also attempt to confer with parents and request their cooperation in resolving the problem. These actions should be documented by the driver.
- (ii) For problems not resolved by step 1 or in cases of more serious disciplines or safety problems, a discipline referral may be made to the school principal or designee (“administrator”). In such cases, unless more severe sanctions appear warranted, the administrator will give the student a formal warning, notify the parents and provide the parents with a copy of the discipline referral.
- (iii) If a problem occurs which results in a second discipline referral or, in the case of an initial discipline referral involving a serious discipline or safety problem, the following procedure shall apply:
  - a. The administrator will advise the student orally or in writing of the charges.
  - b. If the student denies the charges, the

administrator will explain the evidence against the student and give the student an opportunity to present the student's side of the incident.

- c. If, on the basis of this discussion, the administrator believes the student to be guilty of the misconduct charged, the administrator may suspend the student's bus riding privileges for up to five school days.
  - d. The administrator shall notify the parents of the suspension of bus riding privileges, the grounds for such suspension, the duration of such suspension and the time and place for the parents to meet with the administrator to review the suspension. Such meeting may be held prior to reinstatement of the student's bus riding privileges. The parents shall also be provided with a copy of the discipline referral.
- (iv) If a student, who has previously had bus riding privileges suspended during the current school year, receives another discipline referral, the administrator will follow the procedures in steps 3.a. through d. above with the following modifications:
- a. If the administrator believes the student to be guilty of the misconduct charged, the administrator may suspend the student's bus riding privileges for up to ten school days; and
  - b. The student's bus riding privileges will not be reinstated until a meeting with the parents and the administrator has taken place or until, in the discretion of the administrator, the parents have substantially agreed to review the suspension. The administrator may also

reinstate such privileges where the parents cannot be contacted or if the parents repeatedly fail to appear for scheduled meetings.

- (v) If a student, who has twice previously during the current school year had bus riding privileges suspended, receives another discipline referral, the administrator will follow the procedures in steps 3.a. through d. above with the following modifications:
    - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator may suspend the student's bus riding privileges for up to thirty school days; and
    - b. The student's bus riding privileges will not be reinstated until a meeting with the student, the parents, the bus driver and the administrator has taken place.
  - (vi) In cases of severe and/or continuing problems, the school principal or the supervisor of transportation may, after following the steps in 3.a. through d, above, suspend privileges for an additional fifteen days, during which time an informal hearing will be scheduled before the superintendent of schools with the student, the parents and division officials for the purpose of considering the revocation of the student's bus riding privileges for the remainder of the current school year.
  - (vii) An appeal may be taken to the School Board from any decision of the superintendent revoking a student's bus riding privileges.
  - (viii) These regulations shall not preclude the school principal from eliminating any of the steps in the process, if in his/her judgment the misconduct by the student warrants more severe action.
- B. These regulations shall not be limited in their application to bus



riding privileges alone, but shall also extend to all provided transportation. Disorderly conduct by students at bus stops shall be reported and acted upon in the same manner as misconduct on buses.

C. Nothing contained in this regulation shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other division policies and procedures. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §5-4.4.

**Section 6-10.4:1. Driver Operator Responsibilities and Requirements.**—A. Before operating any public school bus or public school vehicle, the operator shall have a valid driver's license or commercial driver's license, whichever shall apply. The new hire shall obtain a copy of his/her driving record from the Division of Motor Vehicles and provide to the Department of Human Resources. Annually, the supervisor of transportation shall submit to the director of human resources a listing of all employees who drive public school buses or any public school vehicle. At the August pre-service meeting for school bus drivers, all school bus drivers and any operator of a public school vehicle, shall submit to a representative from the Department of Human Resources a copy of their driving record from the Division of Motor Vehicles. Employees with unsatisfactory driving record shall be counseled and may be prohibited from operating any public school vehicles and equipment. Any employee who operates any public school bus or other public school vehicle shall report to the Department of Human Resources within twenty-four hours any moving traffic violation. All moving traffic violations occurring during the workday or outside the workday are required to be reported.

B. It is the responsibility of each school or department, as the case may be, to see that each employee operating a public school bus or public vehicle has sufficient knowledge of the proper methods of operation of the vehicles and equipment prior to use within the department or school.

C. No employee of Suffolk Public Schools shall operate a public school bus or any public school vehicle without first having the required driver's license. It shall be the responsibility of each school or department, as the case may be, to ensure that his/her employees are properly licensed before operating any public school bus or public school vehicle.

**Legal Authority** – School Board Policy §5-4.3

**Section 6-10.4:2. Pre and Post-Trip Inspections Required; Reason for Post-trip Inspections Explained.**—A. Each morning and each afternoon before and after each bus run, activity trip, and if driving a substitute bus, drivers are required to perform pre-trip and post-trip inspections of the bus in accordance with guidelines issued by the Transportation Department for Suffolk Public

Schools.

B. A post-trip inspection of the bus interior must be performed prior to leaving the secondary and elementary grounds every morning. This will allow the bus driver to identify any items left on the school bus by middle or high school students that would not be appropriate for elementary students. It would also allow the driver to identify any elementary student that may have fallen asleep or did not get off the bus. The bus driver should perform a post-trip inspection in the afternoon for both the secondary and elementary runs.

**Legal Authority** – School Board Policy §5-4.3

## **Article XI**

### **DRUGS AND ALCOHOL: PREVENTION, INTERVENTION, AFTERCARE**

**Section 6-11.1. Prevention Program Required.** — The purpose of the drug and alcohol prevention program of the Suffolk Public Schools is to provide students with information and activities which will prevent them from using alcohol and drugs in a manner harmful to themselves and others. Suffolk Public Schools' prevention program shall focus on classroom instruction, parent education, guidance and counseling, and the school climate. Involvement of parents and other community members is essential for the success of division prevention activities. (Issued January 12, 1998)

**Legal Authority** - School Board Policy §8-10.1.

**Section 6-11.2. Instructional Program; Health Education; Staff Training required.** — A. All schools, elementary and secondary, will have instructional programs which assist students in making responsible decisions about the use of alcohol and drugs. Current and accurate information about alcohol and drugs and their effects upon the body is one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, goal-setting, decision-making, understanding feelings, conflict management and problem-solving, refusal skills, and the development of technology skills.

B. Health education programs will have responsibility for providing instruction about the prevention of drug and alcohol use/abuse. Other areas of the curriculum will reinforce the prevention concepts taught in the health program. Instruction will be provided about student responsibilities and rights as they relate to use of drugs and alcohol in the school and community.

C. Staff will be provided training in new curricula used to teach prevention strategies. Instructional materials will be available for each school to

implement the program. (Issued January 12, 1998)

**Legal Authority** - School Board Policy §8-10.1.

**Section 6-11.3. Guidance and Counseling Program.** — Guidance and counseling personnel will assist teachers with the implementation of classroom drug and alcohol prevention activities. Counselors will work with students, individually and in small groups, to supplement drug and alcohol prevention instruction and skill development. Counselors will also work with staff and parents to maximize the prevention efforts of the school. (Issued January 12, 1998)

**Legal Authority** - School Board Policy §8-10.1.

**Section 6-11.4. School Climate; training of building staff; student advocacy encouraged.** — A. School climate is an important element in the prevention of drug and alcohol use/abuse. The effects of drug and alcohol use/abuse may manifest themselves in poor school achievement; truancy; dropping out; poor relationships with family, peers and school personnel; delinquency and other behavioral problems.

B. All building staff will receive training in how to deal with problems associated with drug and alcohol use. Building-level prevention activities will be initiated under the leadership of the building administrator and supported by staff, students and parents. Community organizations will be encouraged to support school prevention activities.

C. The division will encourage programs which foster student advocacy of drug and alcohol prevention in secondary schools. (Issued January 12, 1998)

**Legal Authority** - School Board Policy §8-10.1.

**Section 6-11.5. Intervention.** — Secondary schools will establish and maintain an intervention program known as the Student Assistance Program. The goal of the program shall be to eliminate drug/alcohol use and abuse by students. (Issued January 12, 1998)

**Legal Authority** - School Board Policy §8-10.1.

## **Article XII**

### **STUDENT SUSPENSION/EXPULSION**

**Section 6-12.1. Grounds for Suspension and Expulsion; certain decisions nonapplicable.** — A. The violation of the Code of Student Conduct as enumerated in School Board policy and regulations promulgated by Suffolk Public

Schools shall be grounds for suspension.

B. The decision of the superintendent or the superintendent's designee for a suspension for ten days or less may not be appealed to the School Board, pursuant to School Board policy. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-18.1.

**Section 6-12.2. When decision can be appealed; expulsion decisions.—**

A. In the case of a suspension for more than ten days, the student and his parent(s), guardian, or person having control or charge of the student may appeal the decision to the School Board Pupil Personnel Committee pursuant to School Board policy. If appealed, the appeal shall be decided by the Pupil Personnel Committee within thirty days.

B. In the case of expulsion, the decision may be appealed to the School Board Pupil Personnel Committee. The Pupil Committee's decision may be appealed to the full School Board.

The School Board shall decide the matter within thirty days. Failure to file a written appeal within the specified time or failure to appear at the scheduled hearing will constitute a waiver of the right to an appeal. (Issued August 14, 1997)

**Legal Authority** - School Board Policy §9-18.1.

## **Article XIII**

### **FIELD TRIPS**

**Section 6-13.1. Educational Value required; overnight trips; privately sponsored trips.—**A. Only those field trips of significant educational value are to be submitted for approval in accordance with established rules and regulations. Current economic conditions shall be a consideration prior to any field trip being approved. All student field trip requests will be evaluated by the superintendent or designee for action and recommendation. Student safety and the proper care of school vehicles are to be enforced by all involved personnel.

B. Student trips out-of-state or requiring overnight accommodations must be requested and be presented to the School Board for action thirty days prior to the date of the trip. Such trips are discouraged by Suffolk Public Schools except for those required by the co-curricular and/or athletic programs.

C. Suffolk Public Schools does not endorse any privately sponsored trips for students or any student trips not a part of the instructional program. The faculty shall not be permitted to solicit students for such trips during the regular contracted school day. The superintendent shall emphasize to any interested students and/or parent that trips of this nature are strictly private enterprises.

(Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-26.1.

**Section 6-13.2. Reporting to School Superintendent.** — Action taken on all student trips requested shall be reported to the superintendent on a regular basis. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-26.1.

**Section 6-13.3. Field Trip Guidelines** — A. The following guidelines should be adhered to for all field trips:

- (1) Field trips can be undertaken only with the approval of the principal and the superintendent or designee. Before a trip is made, an application form must be filed in triplicate and submitted to the superintendent at least thirty days before the trip is made. Exceptions to this requirement may be made by the superintendent.
- (2) Students may be charged a fee to pay the cost of field trip admission and private carrier charges where applicable; however, such fees may be waived for indigent students.
- (3) Field trip scheduling which cuts across teaching programs of several teachers should be processed by the principal with due consideration for all teachers involved. The routine of the classroom or administration should be interrupted only when a conviction is held that the outcome of the field trip justifies reorganization of the school day.
- (4) Any privately owned vehicles to be used on such trips shall meet all requirements of the V.S.C.C. and/or the Federal Department of Transportation.
- (5) The students and parents shall be informed by the teacher-sponsors of the purposes of the trip, what they are going to see, why they are going to see it, how to observe it, how they are expected to conduct themselves on the trip and what will be required of

them in the way of a report or reaction following the trip.

- (6) If possible, before the proposed trip, the teacher should visit each location to be observed by the group or contact a person who is familiar with the field trip site.
- (7) In conducting the trip the teacher should make every effort to insure the safety of those for whom he/she is responsible. He/she should be sensitive to their comfort and he/she should devise a system for accounting for students. Students should be required to stay with the group. The teachers should exercise care at locations which may be hazardous, such as street crossings or where there is moving machinery.
- (8) Students and parents shall not be notified by the teacher, sponsor or principal of a planned field trip until approval of the field trip has been secured from the superintendent and/or School Board.
- (9) The written permission of the individual parent or guardian must be obtained within five days of the trip for each student who is to participate in the field trip.
- (10) No field trips may exceed the following mileage limits:
  - a. K-5 limit is 90 miles one way
  - b. Grades 6-12 limit is 200 miles one way or within the Commonwealth of Virginia
- (11) For students in grades 9-12 and any other students who may be taking examinations, the deadline for the completion of field trips is fifteen teaching days prior to the last teaching day of each semester.
- (12) The number of field trips taken by students should be determined as follows:
  - (a) In grades K-8, all students at a given grade level may be given the opportunity to participate in two like or similar field trips outside the City of Suffolk. Where especially appropriate to the

development of students, additional field trips may be planned within the City, for example, to a fire station, municipal building, library, etc.

- (b) Special interest groups or clubs, for example a science club, may participate in field trips appropriate to the purpose of the club.
- (c) Field trips which are specifically related to community service activities and business partner activities should be determined at the principal's discretion.
- (d) Field trips for grades 9-12 should be planned by curriculum areas such as social studies, mathematics, science, English, or vocational education.

(13) The ratio of chaperons to students shall be:

- (a) Grades K - 5 --- 1:10
- (b) Grades 6 - 12 --- 1:15

B. Overnight field trips shall include male and female chaperons if both male and female students are involved. All overnight field trips shall include at least two (2) chaperons regardless of the number of students participating. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-26.1.

## **Article XIV**

### **HOMEWORK**

**Section 6-14.1. Homework Evaluation; frequency and amount.**— A. Daily homework will be evaluated (assessed) by the teacher and feedback given to the student in a timely manner. Students will be held accountable for each homework assignment. Homework assignments in a 6-week period should be counted as one daily grade for a given subject area in grades 4-12. Homework evaluation shall not cause the student to receive a failing grade for a six-week period. In grades K-3, students should be re-graded for completing their homework through incentive programs implemented by the teacher.

B. In the elementary schools, homework shall be assigned to students for a recommended minimum of four days per week in grades one through five. The following time allocation guidelines are recommended:

Kindergarten	--	Up to 30 minutes (optional)
Grade 1	--	Up to 45 minutes
Grade 2	--	Up to 60 minutes
Grade 3-5	--	Up to 90 minutes

C. In the middle and high schools, there will be a minimum of six evaluated homework assignments in all subject areas per six weeks. It is recommended that a minimum of twenty minutes of homework be given four nights per week in all subject areas. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-29.1.

**Section 6-14.2. Guidelines for Parental Instructional Assistance.—A.** Parents should provide a good learning environment in the home by:

- (i) Ensuring adequate study time.
- (ii) Providing an atmosphere free from disruptions.
- (iii) Supplying necessary reference materials, such as a dictionary, encyclopedias, atlas and other materials.

B. Parents should encourage the student to keep a list of assignments in a notebook.

C. Parents should not do the homework assignment. The work is intended to benefit the student.

D. Parents should encourage and support students in accomplishing homework.

E. Parents of elementary school students may help by:

- (i) Finding books and other research materials.
- (ii) Reading aloud spelling and vocabulary lists.
- (iii) Checking work for neatness and completeness.
- (iv) Providing books, magazines and other leisure reading materials.
- (v) Asking the child to explain a chapter from the science or social studies book or other reading assignments.
- (vi) Reviewing notes for a test.
- (vii) Helping students allocate time for long-term assignments.



F. Parents should show a positive interest in homework and in school. If problems arise, students should be encouraged to ask questions or parents should call the teacher at school. Parents should refrain from complaining to the student to avoid creating a negative attitude about the work, teacher and school.

G. Parents should be aware of signs that indicate study problems. For example, unclear writing, lips moving when reading, frustration with tasks, procrastination and weak organizational skills. Help can be given in these areas.

H. Parents should help students set appropriate priorities and learn to handle their time requirements between school work and extracurricular activities. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-29.1.

## **Article XV**

### **STUDENT ORGANIZATIONS**

**Section 6-15.1. Application Procedure for student organization**— Any group seeking to meet on school premises during non-instructional time (*which is defined as a half-hour before the beginning of the school day and a half-hour after the end of the school day*) as a student organization shall submit a written application to the principal. Applications shall be made on approved forms only and shall include at least the following information:

- a. Name of the organization.
- b. Name(s) of the faculty sponsor(s) or matter(s).
- c. A general statement of the purpose of the organization.
- d. A description of the qualifications for membership, if any.
- e. A statement that the organizing students have read, understood and agree to comply with School Board policy and all applicable school guidelines and rules.
- f. Applications for curriculum-related student organizations shall include a statement of the relation of the organization to the regular school curriculum. This shall include specific reference to classes or other elements of the educational program which the

organization is intended to supplement and a description of how the organization will serve as an extension of or adjunct to the curriculum; and a description of the function of the faculty advisor in the promotion, supervision and leadership of the organization.

2. The principal shall review the application and such other information as he or she considers appropriate and shall approve or disapprove of the organization within ten school days after receipt of the application. The principal's decision shall specify whether or not the student organization is approved as a curriculum-related student organization. The principal's decision shall be in writing, and a copy shall be given to the applicant. If the application is disapproved, the principal shall state the reasons for disapproval in the decision.

3. The applicant may appeal the principal's decision to the superintendent or his designee, by written appeal submitted to the superintendent within five school days after receipt of the principal's decision. The written appeal shall state the reasons for the appeal and shall enclose copies of the application and the principal's decision. The superintendent or designee shall review the appeal and such other information deemed appropriate and give a written decision within ten school days after receipt of the appeal.

4. The applicant may appeal the decision of the superintendent or designee to the School Board by written appeal submitted to the clerk of the School Board within five school days after receipt of such decision. The written appeal shall state the reasons for the appeal and shall enclose a copy of the application, the appeal to the superintendent and all prior decisions. The School Board shall review the appeal and such other information as it considers appropriate and shall notify the applicant of the date and time at which it will meet to render a decision. At the meeting, the School Board shall enter its order affirming or reversing the decision of the Superintendent. The decision of the School Board shall be final.

5. The principal may revoke approval of any student organization at any time upon his or her own initiative or on complaint by any student or staff member for good cause. Revocation may be appealed to the superintendent or designee and the School Board as provided herein above.

6. At any time, the superintendent or the School Board may review the approval of any student organization and revoke the same for good cause. Any such action by the superintendent may be appealed to the School Board as provided herein above. (Issued January 12, 1995)

## Article XVI

### PUBLIC PERFORMANCE OF STUDENTS

**Section 6-16.1. Community performances by students**— In order to carry out School Board Policy governing participation in the community by school groups, school groups are permitted to perform at:

- a) any school program; or
- b) any community function that is consistent with the educational philosophy of Suffolk Public Schools; or
- c) any educational broadcasts; or
- d) any meeting of a public body; or
- e) any religious activity, subject to Part II “Guidelines For Student Group Participation in Religious Ceremonies, Observances and/or Activities”.

**Section 6-16.2. Guidelines for student participation in religious ceremonies, observances, etc.; religious organization defined; field trip regulations applicable.**—A. Although it is difficult to give a conclusive definition of a religious organization, there are certain characteristic forms of human activity which are commonly recognized as religious. Therefore, any group subscribing to one or more of the following practices may be defined as religious:

- a. Has as its primary belief in gods or a God;
- b. Has a theological creed and form of worship;
- c. Accepts supernatural revelation;
- d. Seeks spiritual salvation;
- e. Has a prescribed set of theological rituals;
- f. Has been declared to be a religious organization by the Federal government or the Commonwealth of Virginia for tax purposes or by the courts;
- g. Has a legally recognized organization of ordained ministers ministering to congregations;
- h. Has regular services, meetings, or assemblies at which a particular set of spiritual beliefs is

- advanced;
  - i. Claims to be religious or spiritual;
  - j. Has an established system denying or objecting to religious belief.
- B. Any requests received from a religious organization requesting participation by a student group in a religious ceremony, observance, and/or activity must adhere to the following guidelines:
- (i) The request must not have been solicited in any way whatsoever by an employee and/or representative of Suffolk Public Schools;
  - (ii) School officials cannot require a student group to accept an invitation to participate in any religious observance, ceremony and/or activity;
  - (iii) The decision to participate or not to participate in any religious observance, ceremony and/or activity must be made solely by members of the student group;
  - (iv) When accepting a request to participate in any religious observance, ceremony and/or activity, the student group is only permitted to perform as requested by the religious organization and shall not be subject to and shall not as a student group be required to participate in any religious observance, ceremony and/or activity that would extend beyond the requested performance; and
  - (v) Any member of a student group who decides to participate or not to participate in any religious observance, ceremony and/or activity, shall not be discriminated against in any way whatsoever by other students, employees, and/or representatives of Suffolk Public Schools.
- C. Field trip regulations shall be followed where applicable. (Issued January 12, 1995)

**Legal Authority** - School Board Policy §8-21.1.

## **Article XVII**

### **STUDENT RECORDS**

**Section 6-17.1. Access to Records when there is a Report of Acts of Violence and Substance Abuse.** — When an act of violence or substance abuse is (i) committed by a student, (ii) reported by a principal as required by state law; and (iii) criminal charges are subsequently brought against the student, the principal may permit the juvenile justice system access to the student's education record if:

- A. access is necessary to effectively serve the student charged with the criminal offense; or
- B. access is necessary to protect the health or safety of the student or other individuals; and
- C. the person given access to the student record will certify in writing that they will not disclose the information to any other party, except as provided for by law, without prior written consent of the parent or eligible student. (Issued February 9, 1995; Revised May 13, 1999)

**Legal Authority** - School Board Policy §9-23.1.

## **Article XVIII**

### **STUDENT FEES, FINES, AND CHARGES**

**Section 6-18.1. Collection of Fees.** — Any student fees levied by a teacher or principal must be in accordance with the fee schedule approved by the School Board. The School Board may approve only those fees which are permitted by law or regulations of the State Board of Education. (Issued February 9, 1995)

**Legal Authority** - School Board Policy §9-22.1.

## **Article XIX**

### **HONOR ROLL**

**Section 6-19.1 Elementary school; middle school; high school.** —A. All

students in elementary school (grades 1-5), middle school (grades 6-8), and high school (grades 9-12) are eligible for receiving recognition for academic achievement (Honor Roll) when at the end of a grading period they have earned on their report card letter grades no less than a “B-“ in all subject areas. This includes in elementary school a grade of “S” in art, music, and physical education; in middle school, letter grades no less than a “B-“ in all exploratory courses; and in high school, letter grades no less than a “B-“ in all electives. (Issued September 12, 2001; Revised May 3, 2011; Effective: July 1, 2011)

**Note:** The 2011 revision to Section 6-19.1, line 5, delete the words “of only A’s and B’s” and insert “no less than a “B.”; in line 7, delete the words “A’s and B’s” and insert “letter grades no less than a “B-“; and in line 8, delete the words “A’s and B’s” and insert “letter grades no less than a “B-“.

**Legal Authority** — School Board Policy § 8-35.1

## **Article XX**

### **PORTABLE TECHNOLOGY DEVICES**

**Section 6-20.1 Portable technology devices Defined.**— For the purpose of this regulation a “portable technology device” is defined to include portable two-way tele-technology devices, including, but not limited to, Cellular Telephones, Beepers, Walkie-talkies, MP3 Players, Tablets, Laptops, Smartphones and all other portable electronic devices used as a means of technology or receiving information. (Issued August 14, 1997; Revised August 26, 2002; Revised January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

**Section 6-20.2. Possession of portable technology devices by high school students; written permission required; school may revoke privilege.**—

A. Students in high school may possess, display and use portable technology devices but only as set forth in this regulation. Middle and elementary school students may not, at anytime whatsoever, possess or use portable technology devices on school property or at school-sponsored activities.

B. Before a student can possess a portable technology device on school property, including school buses, the student must have written permission from his/her parent/legal guardian prior to having in their possession or control a portable technology device. The parent must agree to abide by all applicable school board policies and regulations issued by Suffolk Public Schools regarding the use of such portable technology device by students. Forms for such permission may be obtained from the school office.

C. Should any student violate any of the regulations pertaining to the

possession and/or use of portable technology devices, the privilege to possess or use a portable technology device may be revoked by the building principal or designee. (Issued August 26, 2002; Revised January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

**Section 6-20.3. Not permitted during instructional day; before and after instructional day; use at after school activities.**—A. To avoid disruption of the instructional process, students shall not display, use, activate, or permit portable technology devices to be activated during the instructional day. The instructional day includes, but is not limited to, study halls, lunch break, class changes and any other structured or non-structured instructional activity that occurs during the normal school day. Students must ensure that their devices are turned off and out of sight during the instructional day. Student use of any portable technology device is expressly prohibited between the hours of 7 a.m. to 2:30 p.m. on any regular school day, including summer school.

B. Before or after the instructional day, students may use portable technology devices as long as such portable technology devices are not used inside School Board buildings or on school buses.

C. Portable technology devices may be used at after-school activities, including all outdoor spectator events, provided they do not interfere with the after-school activity and their use conforms to directives of the building principal or designee. Evidence of unlawful or disruptive use will result in student disciplinary action. (Issued August 26, 2002; Revised January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

**Section 6-20.4. Display or use of portable technology devices on school bus prohibited; emergency exception.**—A. Portable technology devices may be carried by high school students on any school division owned/leased school bus or vehicle while students are being transported to and/or from school. While portable technology devices may be transported, they must be stored in a backpack, pocketbook, or other container. The use or display of any such portable technology device on a school bus is strictly prohibited.

B. Suffolk Public Schools recognizes that emergencies may occur on a school bus, but school bus emergencies continue to be the sole responsibility of the bus driver. Portable technology devices shall not be used unless the driver is incapacitated and unable to use his/her communication equipment or the bus driver gives consent for student use of portable technology devices.” (Issued August 26, 2002; Revised January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

**Section 6-20.5. Portable technology devices housed in student vehicles permitted; using portable technology devices while walking to and from school or express stops permitted.** — Portable technology devices may be housed in student owned or used vehicles on school property; however, their use is subject to regulations promulgated by Suffolk Public Schools governing use of portable technology devices by students. (Issued August 26, 2002; Revised January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

**Section 6-20.6 Not responsible for loss and/or destruction of Portable Technology Devices etc.; confiscation of; student discipline for violating regulations.**—A. School officials may take possession of portable technology devices for any violation of regulations promulgated by Suffolk Public Schools and parents/legal guardians must make arrangements with school officials to claim such devices. Specific days and times may be established by school officials for parents/legal guardians to retrieve such devices.

B. In addition to school officials taking possession of portable technology devices until the parents/legal guardians retrieve such portable technology devices, students who violate regulations governing the use and/or possession of portable technology devices shall be subject to discipline in accordance with Suffolk Public Schools Code of Student Conduct. Such discipline shall include, but not be limited to, revocation of the privilege to possess or use a portable technology device on school property, a school bus, or at a school sponsored event. (Issued January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

**Section 6-20.7. Pilot Program an King’s Fork High School; General Rules; Disciplinary Action for Improper Use; Security Risk; Right to Examine** —A. Beginning September 4, 2012 high school students enrolled at King’s Fork High School are permitted to use privately owned portable technology devices to access Suffolk Public Schools’ wireless network while at King’s Fork High School, pursuant to Suffolk Public Schools’ pilot program. This wireless access provided to portable technology devices is designed to enhance the student’s educational experience and outcomes. Connecting to Suffolk Public Schools’ network with personal devices is a privilege, not a right, and *it is not a requirement* for division students. Permission to bring and use privately owned devices is contingent upon adherence to Suffolk Public Schools’ guidelines. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of Suffolk Public Schools, that student’s privileges may be limited or revoked.

B. All high school students enrolled at King’s Fork High School and utilizing a privately owned portable technology device as provided for herein must



adhere to the following guidelines:

1. Students may ONLY use a privately owned portable technology “Internet ready” device on Suffolk Public Schools’ wireless network with the permission of their classroom teacher.
2. Students may ONLY use a privately owned portable technology device in the classroom to support and enhance instructional activities with the permission of their classroom teacher.
3. Students may also make use of a privately owned portable technology device during non-instructional time, such as transition time between classes, in the cafeteria during breakfast and lunch, and after the school day in the School Building and on school buses, provided such use does not cause a material disruption.
4. Recognizing that all such devices may not be appropriate for instructional situations, personal portable technology devices will be considered for classroom use only if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, notebooks, tablets, cell phones, e-readers and hand-held gaming devices. The final determination of devices that are appropriate to connect to Suffolk Public Schools’ network rests with the school division.
5. Connecting a privately owned portable technology device must meet the wireless specifications of Suffolk Public Schools in order to successfully connect to the wireless network.
6. No privately owned portable technology device may be attached to any Suffolk Public School network without teacher permission and a signed Parent and Student Agreement form on file with Suffolk Public Schools.
7. All information related to the privately owned portable technology device(s) on the required form must be submitted by the student prior to accessing the network.
8. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her portable technology device or any other wireless device. This includes, but is not limited to, using a privately owned portable technology device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game; e.g. Battlefield Heroes, Warflow.
9. No privately owned portable technology device should ever

be connected by cable to Suffolk Public Schools' network. Network access is provided via Wi-Fi/wireless connection only. No one is allowed to connect a privately owned portable technology device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.

10. Voice, video, and image capture applications may only be used with prior written teacher permission and for specified instructional purpose(s).
11. The teacher may request at any time that the privately owned portable technology device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
13. The privately owned portable technology device owner is the only person allowed to use the device.
14. No student shall use another student's division-issued log-on credentials.
15. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
16. No division-owned academic or productivity software can be installed on personal devices.
17. No student shall use any computer or device to illegally collect any portable technology data, or disrupt networking services, or to misrepresent an individual, harass or bully, or promote illicit activity. Students may not engage in any malicious use, disruption or harm to the school network, Internet services, learning environment or any other portable technology device owned by the school, any school personnel and/or student.
18. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division internet filters.
19. Under the provisions of Suffolk Public Schools' pilot program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned portable

technology device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated Suffolk Public Schools' policies, administrative procedures, school rules, or engaged in other misconduct while using the device.

20. Devices are brought to school at the students' and parents' own risk. In the unlikely event that a privately owned device is lost, stolen or damaged, Suffolk Public Schools is not responsible for any financial or data loss.

C. Violation of school division policies, regulations, local state and/or federal laws while using a personal portable technology device on Suffolk Public Schools' wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Conduct Code, School Board policy as well as by local, state and/or federal law.

D. Laptops and other portable technology devices are vulnerable to loss and theft. These devices should be engraved or otherwise permanently marked with owner information. Students and parents who choose to allow their children to bring privately owned portable technology devices on school property must assume total responsibility for these devices and be aware of all risk. If a privately owned portable technology device is stolen, this must be reported to a building administrator immediately. The school division will not accept responsibility for loss, theft, damage or non-working personal property. Laptops and all other personal portable technology devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. The school division and school division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

E. Suffolk Public Schools reserves the right to examine any privately owned portable technology device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer. (Issued January 10, 2013)

**Legal Authority** - School Board Policy §9-11.6.

## Article XXI

### PURGING GRADES & ADD/DROP PERIOD FOR HIGH SCHOOL COURSE

**Section 6-21.1. Procedure for purging grades for middle school students taking high school credit bearing courses; date for submitting request; principal responsibilities.**—A. Upon written request of the student’s parent or guardian, any middle school student taking a high school credit bearing course may have the grade for such course or courses purged from the student’s transcript and the student not earn high school credit for the course.

B. Any parent or guardian requesting that his or her child not earn high school credit for any course must complete and submit the Middle School Request For No-Credit Option form to the middle school principal by no later than ten (10) school days after the last teaching day of the school year in which the grade was earned. Any request to purge a grade from a student’s transcript submitted after this ten (10) day period will be denied.

C. Once the principal receives a request as provided for by this regulation for the purging of such grade and credit, the student’s permanent transcript will be altered so that the course, grade and credit are not reflected. (Issued February 10, 2005)

**Legal Authority** – School Board Policy 8-33.12.

**Section 6-21.2. Sequential programs.**—In a sequential program such as foreign language where one course must precede the next, students who choose to purge the credit from the lower level course after successfully completing the higher level of the course will not be permitted to do so without purging all subsequent courses in that sequence. (Issued February 10, 2005)

**Legal Authority** – School Board Policy 8-33.12.

**Section 6-21.3. Purged grades and Standards of Learning Test.**—Beginning in the school year 2004-2005, when a grade is purged from a student’s record but the student achieves a passing score on the related end-of-course Standards of Learning test, the student will not be required to retake the Standards of Learning test in order to earn verified credit if the student successfully repeats the related course and achieves a passing grade. (Issued February 10, 2005)

**Legal Authority** – School Board Policy 8-33.12.

**Section 6-21.4. Add/Drop Course Writing Required; Time Period to Add/Drop High School Course.** — A. Any student desiring to add or drop a high school course, including middle school courses for high school credit, must submit

their request in writing to the school guidance department.

B. The time period to add or drop a high school course, including middle school courses for high school credit, shall expire ten (10) days after the end of the first nine week grading period. Following the expiration of this ten (10) day time period no student shall be allowed to add or drop a high school course during the current school year. (Issued: September 2, 2015).

**Legal Authority** – School Board Policy 8-31.4