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Signature of Parent

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Date

**NOTICE TO PARENT**

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitutions or laws of the United States or the Commonwealth, and you have the right to express disagreement with the schools or school division's policies or decisions.

Revision Dates: June 6, 1989; June 5, 1990; March 2, 1993; July 5, 1994; November 1, 1994; August 3, 1995; September 10, 1996; July 7, 1998; July 1, 1999; May 4, 2000; July 12, 2001, July 8, 2002, July 1, 2003, June 21, 2005, June 19, 2006, June 14, 2007, June 15, 2008, June 16, 2009.

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User Name (Please Print)

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User Signature

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Date

**RUSSELL COUNTY PUBLIC SCHOOLS  
STUDENT CONDUCT CODE**

**INTRODUCTION:**

The teachers and the principals in the Russell County Schools want students to have room for growing and being individuals. They also want the schools to operate effectively. Because students will sometimes have problems that keep the schools from operating effectively, rules are needed. The rules listed in this Conduct Code have been adopted by the Russell County School Board. The teachers, principals, and other employees will firmly follow these rules. They will make written records of incidents and will handle misbehavior as quickly as possible. School crisis teams have been created to deal with crises.

Students who do not obey the rules in this Conduct Code will be disciplined. Students who break the law will also be reported to law officers.

Students learn about proper behavior from their parents. Parents are expected to make sure that their children receive training in how to behave. Often when students have behavior problems, the school principal will ask for help from their parents. Working together, the principal and the parents can do a better job of helping the student to improve. It is very important that parents cooperate with school officials in enforcing the rules in this Conduct Code.

Copies of this Conduct Code will be given annually to each enrolled student. Parents are asked to sign the "Parental Statement of Receipt and the Internet Acceptable Use Agreement" and return it to the school. Principals will review the Conduct Code with parents of students who violate it.

Teachers will annually review with students the provisions of the Conduct Code. The schools will provide guidance services and/or alternative programs for students who are at-risk for bad behavior or for dropping out of school. Parents who feel their children are in need of such services should call their school principals.

Section 22.1-253.13:7.D.3 of the Code of Virginia (part of the section of the Code known as the Standards of Quality) requires local school boards to maintain and follow an up-to-date policy manual that includes "standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights"

The Virginia Standards of Accreditation (2000), Section 8 VAC 20-131-210.A, states that the principal "is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources. Section B.2 specifies that the principal shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment.: Section 8 VAC 20-131-260.C.3., requires a school administration to ensure "a written procedure, in accordance with guidelines established by the local board, for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity."

The 1995 Virginia General Assembly passed House Bill 2542, the Virginia Omnibus Educational Act of 1995, which contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. The provisions of this act are summarized in the following notice, and a copy of the Code section is included in the Code sections following the introduction. It is very important that parents become familiar with the implication of this act.

**PARENTAL STATEMENT OF RECEIPT OF  
NOTICE OF REQUIREMENT OF  
VIRGINIA CODE DRUG POLICY AND  
STUDENT CONDUCT CODE**

I am the parent of the child named below and by my signature, I acknowledge that I have received a copy of the Russell County Student Conduct Code containing a copy of Section 22.1-279.3 of the Code of Virginia entitled "Parental Responsibility", a copy of Sections 22.1-254, 22.1-258, 22.1-261, 22.1-263, & 22.1-265 of the Code of Virginia relating to truancy, and an explanation of the Russell County School Board's drug policy.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions and laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school or school division policies or decisions. I have received and understand the 2009-2010 student conduct code booklet.

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Name of Child

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**NOTICE OF  
PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS  
(22.1-279.3 of the Code of Virginia as Amended)**

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons and property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in Subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent, or both, to participate in such programs or such treatment as the court deems appropriate to improve the

**STUDENT ACCEPTABLE USE AGREEMENT**

As the parent of legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as computerized encyclopedias or electronic magazine data and the Internet. I understand that some materials on the Internet may be objectionable, but accept the responsibility for guidance of Internet use, i.e. setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

\_\_\_\_\_  
Parent or Guardian's Name (Please Print)

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulations set forth in this Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, I accept the consequences as defined in this policy.

**RUSSELL COUNTY INTERNET  
ACCEPTABLE USE POLICY  
PHOTOGRAPH OR WORK PUBLICATION**

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I do hereby grant or deny, as attested by my signature below, permission to Russell County Public Schools to use the image of my child. Such use includes the display, distribution, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include **online** brochures and newsletters, yearbooks, newspapers, videos, and digital images such as those on the Russell County Public Schools' website.

Please check one of the following options:

**I deny** permission to use my child's image online.

**I grant** permission to use my child's image online.

Parent/ Guardian's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

student's behavior, including participation in parenting counseling or a mentoring program, as appropriate or (ii) the student or his/her parent, or both, may be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G2. Upon failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court. (1995, c.852; 1996, c.771; 2000, c. 538; 2001, cc. 688, 820.)

**I. ACCEPTABLE/UNACCEPTABLE BEHAVIOR**

Students and their parents should remember that behaving in a courteous and respectful manner toward others is to be desired in all areas of life. Students who are rude and disrespectful to school employees or other students will be punished. Problems caused by violence are the most serious in this conduct code. It is extremely important that violent students be controlled. Behavior involving weapons and injury, or possible injury, to other students will be severely punished. The Virginia State Attorney General has ruled that school boards "may subject pupils to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline", depending upon the situation, students may be assigned one or a combination of the following corrective actions:

- Counseling
- Admonition
- Reprimand
- Loss of privileges, including access to the school division's computer system
- Parental conferences
- Tasks or restrictions assigned by the principal or designee
- After school detention
- Suspension from school sponsored activities or events before, after, or during the regular school day
- In-school suspension
- Out of school suspension/Saturday School
- Referral to an alternative education program
- Notify legal authority where appropriate
- Recommendation for expulsion
- Mandatory expulsion for firearm possession or use or possession of a controlled substance or marijuana, as defined by 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity
- Evaluation for drug or alcohol abuse
- Participation in a drug, alcohol, or violence intervention, prevention, or treatment program

**(22.1-279.1) Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using "reasonable and necessary force" when necessary to maintain a safe school environment.**

## **A. APPROPRIATE DRESS**

Students attend school in order to receive an academic diploma which will allow them to be gainfully employed in an occupation upon graduation. Therefore, good taste, safety, and health will determine the county policy on school dress. The following dress restrictions will apply:

1. The principal has the discretion to declare attire or actions (other than those cited here) as disruptive to the school setting. This includes whether garments are inappropriately tight or revealing. Students wearing questionable attire will be required to change into clothing meeting dress code requirements. In matters of opinion, the judgment of administrators will prevail.
2. Rollerblade shoes/heels are not allowed on school property. For hygiene and safety reasons appropriate shoes are required to be worn at all times. This also allows the school to maintain compliance with state health regulations.
3. In grades 3-12, the following applies to clothing worn by students:
  - a. See-through clothing, bare midriffs, halters, tube tops, sundresses, spaghetti strap tops, exposed undergarments by male and female, and/or low-cut tops will not be permitted.
  - b. All tops must cover the area from the neck to the top of the shoulder and must be fitted around the armpits.
  - c. Neither pajamas nor sleepwear will be permitted.
  - d. Students will not be permitted to wear clothing that is (3) three inches or more above the kneecap.
  - e. Pants and shorts must have no rips/tears/holes above the knee.
  - f. Pants and shorts must be worn at the waist and be size appropriate; no sagging where underwear or undergarments are exposed.
  - g. Clothing may not drag on the floor.
4. Clothing, accessories, or tattoos/ body decorations or attire which are sexually suggestive or bearing obscene comments, or that have the names, trademark or symbol of alcoholic beverages, tobacco products, illegal drugs, or gang-related language/insignia may not be worn at school or school-sponsored events. No industrial or pet chains, collars, or spikes around neck, wrists, or waist, or chains attached to wallets or clothing is permitted.
5. Certain exceptions or variations of the dress code will be permitted as deemed appropriate for gym classes, extracurricular activities, and religious activities. Accommodations for students with religious requirements and students with disabilities will be made on individual basis.
6. Hats, bandannas, and other headpieces will not be worn within the school. Head gear must be removed upon entering the building and stored in lockers or book bags during the regular school day.
7. Sunglasses will not be worn unless prescribed by a doctor.

well as, individual schools to have a presence on the Internet by publishing their own web page. This is similar to publishing a newspaper with text and/or pictures. Just as anyone may read an article in a newspaper, anyone with access to a computer and the Internet may read our web pages.

Russell County Schools has adopted an Internet Publishing Policy, which is a set of guidelines governing what may and may not be included on school web pages. The guidelines are outlined below. In accordance with this policy, neither a photograph of a student nor any example of his/her work may be added to the web page without prior consent from a parent or legal guardian.

## **B. LOCATION OF WEB PAGE FILES**

- All school web pages must reside on the Russell County Public Schools Internet Server

## **C. CONTENT OF SCHOOL WEB PAGES**

- Information and links on Russell County Public School web pages are limited to:
- General information of interest to students, parents, teachers, administrators, and community members.
- Activities of school sponsored organizations
- Curriculum and instructional material
- Link to School Report Card  
<https://p1pe.doe.virginia.gov/reportcard/>

## **D. PERSONAL INFORMATION**

- Web pages may contain the first and last name of a student and his/her club or class affiliation or award.
- Web pages may contain the image of a student that allows identification by reasonable means provided proper consent is obtained.
- No personal information displayed on a web page may be more specific than allowed by this policy.

## **E. STUDENT WORK**

- Web pages may include student work provided the work relates to a class project or other school related activity and provided proper consent was obtained. Examples of student work include poems, short stories, and works of art.
- School web pages are public documents welcoming the outside world to the school. The information included on the web pages must support the educational goals of the school system. The web page's main purpose is to introduce outside visitors to the school, its programs, and the achievements of the students. We hope our web pages will meet these criteria and that you will allow your child's picture or work to be included.

material. There may be additional kinds of material on the Internet that are not in accord with particular family values. Parents are encouraged to take the opportunity to have a discussion with their child(ren) about their own family values and expectations as to how these values should guide their child(ren)'s activities while on the Internet. Russell County Public Schools supports and respects each family's right to decide whether or not to apply for access.

*While schools may be limited in their ability to discipline students who post offensive or inappropriate material outside of school, teachers have been successful in filing individual lawsuits against students and their parents.*

## **STUDENTS**

Students are responsible for good behavior on school computer networks just as they are in the classroom, cafeteria, or the school hallway. General school rules for behavior and communication apply. A student's activities while using the Internet in school must be in support of education and research and consistent with educational objectives. Before a student is permitted to use the Internet, he/she must agree to comply with the Acceptable Use Policy of the Russell County Public Schools. **Each student must have on file in his/her school office a Student User Agreement and Parent Permission Form.**

If a student mistakenly accesses inappropriate information, he/she should immediately tell the teacher or other district employee or other person designated by the school. This will protect him/her against a claim of intentional violation of this policy.

## **CONSEQUENCES OF INAPPROPRIATE NETWORK USE**

If there is reasonable suspicion that any student has violated his/her agreement to abide by the Acceptable Use Policy, school disciplinary code, or the state or federal law, the following actions will be taken:

1. The first offense will result in the loss of use of network access and account privileges for a period of not less than one week with parent notification explaining the circumstances. Each adult working with the student within the building or county will also be notified of the disciplinary action taken.
2. Repeated or severe infractions of the agreement may result in permanent termination of network access and account privileges with notification of the child's parents and every educator who works with that student within the building and county.
3. Any offense may result in a three-day suspension and the possibility of legal action. The school's administration holds the right to govern the disciplinary actions associated with inappropriate network use.
4. In addition, Russell County Public Schools reserves the right to charge the student/parent for any malicious damages to the network hardware or software.

If there is reasonable suspicion that any employee has violated his/her agreement to abide by the Acceptable Use Policy, the school disciplinary code or the law, the violation will be handled in accordance with the Russell County Policy Manual (following due process guidelines).

## **INTERNET PUBLISHING**

### **A. IN GENERAL**

The administration of Russell County Public Schools determined it is desirable for the school division, as

### **B. ARSON (18.2-79)**

Setting fire to school property or the personal property of someone else is against the law. Students who do this will be severely punished and will be reported to the law officers for prosecution.

### **C. CELL PHONES (22.1-278.2)/OTHER ELECTRONIC DEVICES**

Cell phones, I-Pods, I-Phones, Wi-Fi, or other similar devices (such as cameras, CD players, MP3 players, walkie-talkies, hand-held electronic games, head phones, but not limited to these devices) are not allowed to be used, turned on, or be visible during regular school hours. No paging devices are allowed on school property. Violations of this policy will result in the following consequences:

First Offense – Confiscation of device and parent required to pick up from administration.

Second Offense - The school administration will keep the device until the end of the school year.

### **D. DAMAGE TO SCHOOL PROPERTY (22.1-276)**

Students should treat all school property with respect. Students and their parents must pay for any damage to school property, including textbooks.

### **E. DISMISSAL OF STUDENTS DURING THE SCHOOL DAY**

A formal check-out system shall be maintained in the office of each school. A current emergency contact list must be kept on file in the school office.

1. Students will not be dismissed into the custody of a non-custodial parent or guardian. If questions arise, the custodial parent should be contacted by phone if possible. A written notice, or parental visit, is also necessary if the parent requests that the student rides a different bus or go to a different location. Parents who need to make periodic leaving adjustments should prearrange such plans through a school visit.
2. In divorce cases in which joint custody is granted, the school will release students to either of the custodial parents.
3. In the event that any other adult arrives to pick up the child at school during school hours the principal shall require a written note signed by the enrolling or other custodial parent giving permission to release the student.
4. In the event of an emergency, school personnel shall attempt to contact the enrolling parent first, and then the other custodial parent, if any. The designated contact(s) on the emergency care information form shall be called if the enrolling parent cannot be reached. The enrolling parent should ensure that all individuals authorized to make emergency decisions regarding the student (including issues of release from school) are listed on the emergency care information form.

5. Although concerned about the health and safety of all students, the school cannot assume responsibility for students brought to school prior to the announced arrival time for staff, or for students who remain after school waiting to be picked up by parents or others.
6. Principals shall exercise discretionary judgment in excusing students.

#### **F. DISRUPTION**

Students shall not disturb other students by violence, force, threat, language, or any other action at school, on the bus, at school sponsored events, or while under school supervision.

#### **G. DRUG AND ALCOHOL ABUSE (22.1-277.01:1)**

Students and parents should be aware that the use of drugs and alcohol by students is illegal. Students breaking the rules will be severely punished by the school system and will be reported to law officers.

##### **1. RULES**

- a. Students shall not use, possess, distribute, intend to sell/buy, sell/buy, or try to sell/to buy drugs or alcohol or any item that is portrayed to be drugs or alcohol by the student.
- b. Students will not be allowed to take drugs, drink alcohol at school, or be at school after taking drugs or drinking alcohol.
- c. Students will not be allowed to have, sell/buy, or give away items that are used to take drugs, or items that look like they are used to take drugs at school.

##### **2. CONSEQUENCES OF BREAKING THE DRUG RULES**

- a. The student will be reported to the Russell County Sheriff's Department/local law enforcement agency.
- b. In compliance with the Virginia Code Section 22.1-277.01:2, students who bring a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity may be expelled. If school officials or the School Board determines that there are circumstances warranting other disciplinary action, the following disciplinary plan will be followed:

##### **First Offense**

1. The student will be suspended from school for ten days.
2. The student will be suspended from all after school activities for thirty calendar days.
3. The student may be required to provide documentation that he/she has completed an appropriate counseling substance abuse prevention program.
4. The student may be placed in an alternative program.
5. The student's parents will be notified. Parents will be asked to sign a statement that they have been told what will happen if the student breaks the rules again.

##### **Second Offense and Further Offenses**

1. The student will be suspended from school for ten days.
2. The student will be suspended from all after school activities for a period of up to 365 days.
3. The principal may ask the School Board to suspend a student additional school days, to expel a student, or to place the student in an alternative education program.
4. The student may be required to participate in a treatment program. In addition, the student will be required to have a hearing with the superintendent or designee.

- p. *Off-campus Internet use that causes a substantial disruption to the educational environment*  
*Or interferes with another student's rights may result in disciplinary action. Criminal action may be taken when the off-campus Internet use constitutes a true threat.*

#### **NETWORK ETIQUETTE**

- a. Monitoring of ALL on-line activity can be performed by Technology Services if deemed necessary by school system administration.
- b. You should not reveal your personal address/phone numbers or those of other students or colleagues.
- c. Programs that provide services that allow for the download of audio/video files that do not pertain to education, on-line instant messaging, and on-line gaming are prohibited.
- d. Teacher may only install software approved by the Information or Instructional Technology Departments.

#### **DISCLAIMER ABSOLVING THE SCHOOL DIVISION**

Russell County Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered (including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions). Use of any information obtained via Russell County Public Schools' Internet access is at the user's own risk. Russell County Public Schools is not responsible for the accuracy or quality of information obtained.

#### **STATE AND NATIONAL TELECOMMUNICATION RULES AND REGULATIONS**

Transmissions of material in violation of any U.S. or state regulation are prohibited. Prohibitions include, but are not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial acts is not fair use of the Internet. Copyright laws on Internet apply to the same extent as those in non-electronic form. The ALA guidelines may be accessed at [www.ala.org/washoff/dmguide.html](http://www.ala.org/washoff/dmguide.html). If a student's or teacher's work is published on a website, that work must be copyrighted or permission must be received by the child's parents to publish that work.

#### **RESPONSIBILITIES OF EDUCATORS, PARENTS, AND STUDENTS**

##### **EDUCATORS**

When using the Internet for class activities, teachers will select material appropriate to the age of the students and relevant to the course objectives. In order to determine the appropriateness of the material accessed through the sites, the teacher will preview the materials and sites planned for use. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues, while demonstrating tolerance and respect for those who hold divergent views.

##### **PARENTS**

The Internet is a global network that will provide students with access to a wide range of information, thus enabling the student to communicate with people throughout the world. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Russell County Public Schools will attempt to block sites that are deemed inappropriate in the school environment and staff will supervise the student use of the Internet. Russell County Public Schools cannot, however, guarantee that a student will not gain access to inappropriate material that one would consider objectionable. The Russell County Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although staff will supervise student's use of the Internet, the Russell County Public Schools cannot guarantee that a student will not gain access to inappropriate

All use of the Internet must be in support of education and research and be consistent with the educational objectives of Russell County Public Schools. Students and staff members will have access and training to use the Internet. The specifics of access, i.e., time frame, place, and accessibility, will be governed by individual schools.

Please be aware that although this Acceptable Use Policy provides guidelines for appropriate Internet use, there may be unacceptable material available through this service. The site administrators/teachers will make determinations as to whether specific uses of the network are consistent with the Russell County Acceptable Use Policy.

## INTERNET SAFETY

*In accordance with Virginia Code § 22.1-70.2, Russell County Public Schools requires all students to receive Internet safety training. Internet safety training is taught and expected to be practiced by all students in grades K-12.*

### ACCEPTABLE AND UNACCEPTABLE USES OF THE INTERNET ACCEPTABLE USES

#### ACCEPTABLE USES

The following actions constitute **acceptable** use of the Internet initiated from any school:

- a. Researching assigned classroom projects.
- b. Accessing and exchanging information.
- c. Using the Internet solely for educational purposes.

#### UNACCEPTABLE USES

The following actions constitute **unacceptable** use of the Internet initiated from any school:

- a. Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- b. Using the Internet for commercial purposes.
- c. Using the Internet for political lobbying.
- d. Changing any computer file that does not belong to the user.
- e. Posting, sending, or receiving copyrighted materials without permission.
- f. Using another person's password.
- g. Any misuse of pictures published on Russell County Public Schools websites. This includes copying, altering, publicly displaying, downloading, printing, or any action considered offensive.
- h. Using Internet access for viewing, sending or retrieving pornographic material.
- i. Circumventing security measures on school or remote computers or networks.
- j. Accessing or attempting to gain access to the Internet via any computer that is not the property of Russell County Public Schools unless approved by the building administration.
- k. Attempting to access the Internet via any Wi-Fi/Cellular device.
- l. Attempting to gain access to another's resources, programs, or data.
- m. Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading or creation of computer viruses.
- n. Cyber bullying, such as using hate mail, harassment, discriminatory remarks, or other antisocial behavior on the network (including any message with profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate).
- o. Use of web sites that sell term papers or book reports.

c. **Any student caught distributing, selling, intending to sell, or attempting to sell drugs, alcohol, steroids, or items used in the use of drugs or alcohol will warrant the following disciplinary plan:**

1. The student will immediately be suspended for ten days.
2. The principal will ask the School Board to expel the student or place the student in an alternative education program. If placed in an alternative program, the student may be suspended from all after school activities for a period of up to 365 days.

d. **The Russell County School Board may require mandatory drug testing. 22.1-277.1**

## PRESCRIPTION DRUGS

Students and parents need to be aware that prescription drugs will be treated as illegal drugs unless the following rules are followed:

- A. They must be in a prescription bottle bearing the patient's name and the doctor's name.
- B. They must be registered with the school administration, and a required prescription form must be signed by a doctor.
- C. Students diagnosed with asthma may have and possess a self-administered inhaler during the school day. The student must have written consent from a parent, written notice from a doctor or nurse practitioner that identifies the student that notes the diagnosis of asthma and approval to self-administer medication, specifications noting name and dosage of medication, frequency of administration, and a testament to the student's ability to self-administer medication safely.
- D. Self-injected epinephrine (22.1-274.2). Students diagnosed with asthma or anaphylaxis, or both, may self-administer under certain conditions.

## H. **ENERGY DRINKS**

Energy drink possession is prohibited in Russell County Public Schools. Energy drinks are beverages containing carbohydrates and caffeine/herbal ingredients acting as a stimulant. These include, but are not limited to, Red Bull, Rock Star, and Monster. There is growing concern that consumption of energy drinks may be unsafe for adolescents. The high level of caffeine elevates blood pressure and pulse rates to, in some cases, dangerous levels. Since these drinks act as a central nervous system stimulant, the potential for significant medical and behavioral consequences exists. These may lead to adverse side effects and potentially harmful interactions with prescription medication (particularly with stimulant medications used to treat ADHD). These drinks are often consumed with some over the counter medications, such as diet supplements, and mixed with alcohol. They can also lead to a positive drug tests. There is no regulatory control over energy drinks, thus their content and purity cannot be insured. All such drinks will be confiscated and destroyed when a student possesses energy drinks at school.

## I. **EXTORTION**

Tricking or scaring another student in order to take money or other property from him or her is a dishonest practice. Students who do this will be punished and they or their parents will be expected to restore the money or property to its owner.

**J. FALSE ALARMS; BOMB THREATS; SMOKE BOMBS; AND FIREWORKS (18.2-212)**

Calling in a bomb threat, misusing 911 services, making a false fire alarm, or any other false alarm is against the law. Students who make false alarms will be punished by the school system and will be referred to the courts for prosecution:

- May be considered criminal offense.
- False Fire Alarms (18.2-212—class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public school, regardless of whether the fire department responds).
- Bomb threats (18.2-83—class 6 felony if 15 or over, class 1 misdemeanor if under 15). As previously noted, this is now a reportable offense.
- Smoke bombs (18.2-87.1—a person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of a class 2 misdemeanor).

**K. FIGHTING AND PHYSICAL INJURY**

1. Students and parents need to be aware that attacking another student, school staff member, or anyone else is a criminal offense. All fights will be investigated. Students who purposely attack or hurt someone will be punished by the school system. If it appears that an assault has occurred, a criminal warrant may be taken out against the attacker.
2. Students are expected to tell teachers or administrators about problems before a fight occurs.
3. Any person who commits battery against a full-time or part-time teacher, principal, assistant principal, teacher aide, school bus driver, school bus aide, or guidance counselor engaged in the performance of his/her duties may be prosecuted and receive a minimum of 15 days in jail.

**L. GANG RELATED ACTIVITIES (22.1-279.6)**

Gang-related activity will not be tolerated. A “gang” is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Russell County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Russell County will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Russell County will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-590

**VI. AVAILABILITY OF INFORMATION IN THE SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY**

In compliance with the Acts of Assembly and Senate bills 22.1-79 and 22.1-79.3, the Russell County School Board will provide to parents a link on the Russell County web site of the availability of information in the Sex Offender and Crimes against Minors Registry. This site will give electronic notice of the registration or registration of any sex offender within that school division pursuant to §9.2-914.

**VII. RUSSELL COUNTY PUBLIC SCHOOL INTERNET/NETWORK ACCEPTABLE USE POLICY**

**INSTRUCTIONAL PHILOSOPHY**

To enhance the instructional program, Russell County Public Schools has established Internet access for the county’s schools. This provides the opportunity for accessing world-wide resources and promotes educational excellence as outlined in Education Goals 2000 goals and strategies. By being connected to millions of computers and users through Internet and video conferencing, users have access to a wealth of educational and useful information.

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eight category of information (\*) was added to the law.

#### **D. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

9. Political affiliations or beliefs of the student or student’s parent;
10. Mental or psychological problems of the student or student’s family;
11. Sex behavior or attitudes;
12. Illegal, anti-social, self-incriminating, or demeaning behavior;
13. Critical appraisals of others with whom respondents have close family relationships;
14. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
15. Religious practices, affiliations, or beliefs of the student or parents; or
16. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Russell County has developed and adopted policies, in consultation with parents,

#### **L. HAZING (22.1-279.6.b)**

Hazing, recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation admission into an affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the activity, is not allowed and must be reported to the Russell County Sheriff’s Office.

Hazing is a Class 1 misdemeanor—which may be punished by confinement in jail for up to 12 months and a fine of \$2,500, or both, in addition to any disciplinary action which may be imposed.

#### **M. LOSS OF PROPERTY/STEALING**

Students are expected to take care of school property and the property of other students. Students who steal, damage, or destroy property will be punished and they or their parents will be required to pay for the damage. Students who steal, damage, or destroy property, or take money may be punished by detention, in-school suspension, suspension, placement in an alternative education program, or expulsion. The student may be subject to criminal charges. **Neither the school system nor the school will be held responsible for replacing items/money, which may be lost, stolen, or damaged.**

#### **N. PROFANITY (18.2-416)**

State law and local school policy prohibit the use of profanity or obscene language at school. The school administration will be the judge of what constitutes profane or obscene language. Profanity is a Class 3 misdemeanor.

#### **O. SEXUAL HARASSMENT**

Sexual harassment is hurtful and harmful to its targets. It shows disrespect for its victims, whether they are male or female. It is also against federal law. Students who participate in sexual harassment will be punished in the same way they are punished for other harmful and illegal acts.

##### **1. What is Sexual Harassment?**

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that are directed at a person because of gender. The behavior and words are uninvited, unwanted, and unwelcome. They cause a person to feel uncomfortable or offended. They create an environment that makes learning difficult. The behavior and words may happen on a one-time basis or they may be repeated.

##### **2. Complaint Procedure**

Students who think they are being sexually harassed should tell a teacher, a guidance counselor, an assistant principal or the principal.

##### **3. Investigation of Sexual Harassment**

All complaints will be investigated following the procedure in Policy GBCBB of the Russell County School Board Policy Manual. Complaining students will be given a copy of this policy. Any other parent or student wishing a copy of this policy may ask the school principal, school librarian, public librarian or the School Board Office

to provide one. Absolute confidentiality cannot be guaranteed, but information on sexual harassment complaints will be kept confidential as possible, and only shared with those who absolutely have to know.

#### 4. Consequences of Sexual Harassment

Students who are guilty of sexual harassment may be punished by detention, in-school suspension, suspension, placement in an alternative education program, or expulsion.

#### 5. Retaliation

School officials will see that students who report sexual harassment are protected from retaliation and anyone who does anything to harass a complaining student will be disciplined.

#### 6. False Complaints

A sexual harassment accusation is very damaging to the person it is made against. Filing of false complaints may result in criminal charges being filed.

### P. THREATS AND BULLYING (18.2-60)

Students, either individually or as a part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, and insults;
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person;
- Falsifying statements about other persons; or,
- Use of technology, such as e-mail, text messages, or Web sites to defame or harm others.

Students who attempt to intimidate or bully other students by mode of dress, body decorations, verbal threats or physical threats may be suspended, expelled, or placed in an alternative education program. Students who threaten other students may also be reported to law enforcement officers and charged with assault. If the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

### Q. TOBACCO (22.1-2.777.02)

Students and parents should be aware that it is against the law for students under eighteen (18) to have or use any form of tobacco. Students under eighteen (18) having or using tobacco products will be reported to the school resource officer or any other law enforcement agent and may be prosecuted in court.

- **If a student is 18 years old or older, the student will be punished as follows:**
  - a. Students caught smoking in the school building will be prosecuted in court (For each violation).
  - b. Students possessing tobacco products of any kind will be suspended for one day. (For each violation).
- **Lighters, matches, or similar products will not be permitted on school property.**

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

**If you do not want Russell County to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by September 1, 2008. Russell County has designated the following information as directory information:**

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of member of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Data and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### C. PPRA FOR PARENTS

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicals, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent\*;  
or
8. Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

**A. PARENTS' RIGHT TO KNOW**

1. At the beginning of each school year, a division that receives Title I funds must notify the parents of each student attending a Title I school that the parents may request, and the division will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including the following:

- (a) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (b) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (c) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (d) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

2. A school that participates under subpart A of Title I must provide to each parent--

- (a) Information on the level of achievement of the parent's child in each of the State academic assessments;
- (b) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who is not highly qualified.

3. A division and school must provide the notice and information required:

- (a) In a uniform and understandable format, including alternative formats upon request; and
- (b) To the extent practicable, in a language that parents can understand.

**B. NOTICE FOR DIRECTORY INFORMATION**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Russell County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Russell County may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Russell County to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

**R. TRESPASSING (18.2-128)**

Students must have permission from a school official to enter school property after school hours. Students who enter without permission are trespassing. If a student is asked by a school official to leave and he/she does not do so, he/she can be guilty of a Class 1 Misdemeanor and can be prosecuted through the courts. Students who have been suspended or expelled are not allowed to come on school property during school hours or to attend any school activity unless otherwise specifically stated. Suspended or expelled students who do come on school property may be prosecuted for trespassing.

**S. WEAPONS**

1. Students shall not have on their persons, in their lockers, in a vehicle, or among their possessions dangerous objects that may be used as weapons or for the destruction of property. Students shall not have weapons on school property, at any school-sponsored function or extracurricular activity, or on any school bus. The 1995 Virginia General Assembly enacted *Gun Free Schools* legislation, 22.1-277.01, which requires expulsion from school for not less than 365 calendar days (if exceptional circumstances exist as determined by the local school board, alternative placements may be considered), of any student who is determined to have brought to school a firearm or any object similar in appearance to a firearm, whether it is capable of being fired or not. Students possessing firearms on school property will be reported to law enforcement officials. Any person violating this law shall also be guilty of a Class 6 felony. Be aware, the definition of "firearm" includes stun weapons, lasers, knives with a blade of three inches or longer, any flailing instruments such as nun chucks, slingshots, any explosive devices, any disc with pointed blades and any weapon in which ammunition or a projectile may be used or discharged by explosion or pneumatic pressure.

2. Students shall not give or sell such objects to other students.

3. Students shall not buy or accept such objects from other students.

4. In regard to eating utensils/grooming devices, disciplinary action by the principal will be based on the facts of each incident.

**II. ATTENDANCE**

The Russell County Public School System recognizes that a positive correlation exists between regular attendance and achievement. Not attending school is cited by most educators as the primary reason students do not achieve in their educational endeavors. Therefore, the Russell County School System maintains that regular school attendance will be required.

Further, the Russell County School System recognizes that regular school attendance is the primary responsibility of the student and his/her parents. To support and encourage this premise, the Russell County School System is implementing the following policy:

**STATE LAW OR ATTENDANCE GUIDELINES (22.1-254)**

**A. Except as otherwise provided in this article**, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private,

denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school. The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his/her eighteenth birthday and (ii) any child whom the division Superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of 22.1-253.13:1 and in 22.1-254.01. However, the requirements of this section shall not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

**B. A school board shall excuse from attendance at school:**

1. Any pupil who, together with his/her parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief does not include essentially political, sociological or philosophical views or merely a personal moral code; and,
2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his/her parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

**C. A school board may excuse from attendance at school:**

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; and,
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

**D. Local school boards may allow the requirements of subsection A of this section to be met under the following conditions:**

1. An individual alternative education plan shall be developed for a student 16 years or older.

the driver says they can.

7. Students are not allowed to bother other students or to bother the property of other students while riding the bus.
8. Cans, glass containers, and plastic bottles are not allowed on the bus unless packaged in a lunch.
9. Animals are not allowed on the bus.
10. Students are not permitted to eat, drink, or use tobacco products while on the bus.
11. Cleats or other types of spike shoes are not to be worn on the bus.
12. Radios, tape players, or CD players are not allowed on the bus.
13. Unauthorized people are not allowed on the bus.
14. Students will not be allowed to ride the bus standing in front of the safety stanchions or in the step-walls.
15. Students will not be allowed to lean out or to shout from bus windows.
16. Students are subject to being videotaped on the bus at all times.

**V. RUSSELL COUNTY MANAGEMENT OF STUDENT RECORDS NOTICE**

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

1) The right to inspect and review the student's education records within 45 days of the day the division superintendent receives a request for access. Parents or eligible students should submit to the school a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Russell County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of the hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her duties. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school division discloses education records without consent to officials of another division in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

- Notice in the letter that suspension can be appealed to the school board, or if permitted by board regulation, appeal can be made first to the superintendent or designee;
- Final appeal step must be to school board

#### I. TEACHER REMOVAL OF STUDENTS FROM CLASS (22.1-276.2)

The Code of Virginia provides for teachers to be able to remove students from their classes for disruptive behavior that violates school board regulations on student conduct and interrupts learning in the classroom. To remove students from their classes, teachers will follow policy JFCA in the Russell County School Board Policy Manual. A copy of this policy may be obtained from the school principal. Removal of the student from class must be necessary to keep the student's behavior from interfering with learning. The teacher and school administrators must have tried to correct the student's behavior.

Parents must have been notified that there are problems with the student's behavior and given a chance to meet with the teacher and/or school administrators. Parents will be notified when students are removed from teacher's classes and will be told the reason for the removal. Students who are removed from class by teachers will be assigned to alternative programs, to other classes, to the principal's office, or to study hall. Assignments will be provided by the teachers for students to complete while out of their classes. If the situation warrants it, students who are removed from classes by teachers may also be suspended or expelled.

#### IV. RULES FOR RIDING THE SCHOOL BUS

Riding the school bus to and from school is a privilege given to students by the School Board. **Students who do not behave properly in waiting for and riding the bus may have this privilege taken away.** In addition, students may be given detention, in-school suspension, suspension, placement in an alternative program, or expulsion for misbehaving on the bus. Bad behavior on the bus can lead to accidents and injuries. Safety is the most important thing that students need to be concerned about in riding the bus. Each year students will be given a list of school bus safety suggestions. Students should study the safety suggestions on this list and follow them. Students are expected to obey the following bus rules:

##### A. BUS RULES

1. All students who leave home for school by bus must stay on the bus until they reach school. Students must stay on the afternoon bus until reaching their destination unless a note is provided by a parent stating otherwise and **a bus pass is issued by administration.**
2. Students who have to wait at schools other than their own to change buses must obey the principals and teachers of those schools. The principals of the schools where the students wait will take any disciplinary action necessary to see that these students behave and will report any misbehavior to the principals of their home school.
3. Bus drivers and students will be informed, by the principal, of any changes in the school calendar.
4. Vandalism to the bus will be paid for by the student or the student's parents.
5. Explosives or anything that could be used as a weapon or looks like a weapon will not be allowed on the bus. Students who bring such things on the bus will be severely punished.
6. Students may be assigned seats and will only be permitted to move from their seats if

2. Students, parents, and principal or designee shall be present.
3. The plan in conformity with the guidelines prescribed by the board, will include:
  - a. Career guidance counseling;
  - b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his/her designee;
  - c. Counseling on the economic impact of failing to complete high school; and
  - d. Procedures for re-enrollment to comply with the requirements of subsection A of this section.

A student who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

**E. A school board may, in accordance with the procedures set forth in Article 3 (22.1-276.01 et seq) of Chapter 14 of this title and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or for which the disposition ordered by a court is required to be disclosed to the superintendent of the school division pursuant to 16.1-305.0; (iii) suspended pursuant to 22.1-277.05; or (iv) expelled from school attendance pursuant to 22.1-277.06 or 22.1-277.07 or subsection B of 22.1-277, require the child to attend an alternative education program as provided in 22.1-209.1:2 or 22.1-277.2:1**

**F. Whenever a court orders any pupil into an alternative education program offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.**

The juvenile and domestic relations court of the county or city in which a pupil resides or in which charges are pending against a pupil, any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime which resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (18.2-77 et seq) of Chapter 5 of Title 18.2 or (iii) any offense related to possession or distribution of any Schedule I, II, III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

**G. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the school division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.**

**H. The provisions of this article shall not apply to:**

1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in 22.1-271.2;
3. Children under ten years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of ten and seventeen, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided with 1.5 miles of the place where such children live; and,
5. Children excused pursuant to subsections B and C of this section. Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he/she does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school, may delay the child's attendance for one year.

The distance specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education. (Code 1950 22-275.1: 1952,c.279; 1959, Ex.Sess., c. 72; 1968, c.178; 1974, c. 199; 1976, cc.681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964; 1997, c. 828; 1999, cc. 488, 552,; 2000, c. 184; 2001, cc. 668, 820.)

**I. 22.1-258. Appointment of attendance officers, notification when pupil fails to report to school.**

Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent shall act as attendance officer. Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use non-instructional personnel for this notice.

Whenever any pupil fails to report to school for a total of 5 scheduled days for the school year and the following conditions exist:

- No indication has been received by school personnel that the pupil's parent is aware of/supports the pupils absence, and,

remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property. The law also allows them to use reasonable and necessary force to prevent a student from harming himself/herself or others. They are also allowed by law to use reasonable and necessary force to take weapons, dangerous objects, drugs or items used for drugs from students.

**F. PLACEMENT IN AN ALTERNATIVE EDUCATION PROGRAM (22.1-277.1)**

The principal may recommend an alternative educational program for students who continually violate school rules and regulations. The school principal, alternative administrator and parents will meet to determine the appropriate alternative program and the length of the placement. Students may or may not be allowed to participate in any of the activities in which regular students participate at their home school

**G. SEARCH AND SEIZURE**

Students will be given their rights under the Fourth Amendment to be protected from unreasonable searches and seizures. This does not mean that searches or seizures are not allowed. School officials have the right to conduct searches if they have reason to believe that students may have drugs, weapons, alcohol, or other things that they are not allowed to possess on school property. If they have reason to believe that a student has any of the above, school officials may search a student's purse, book bag, backpacks, or other personal items. **Electronic devices (such as cell phones) are also subject to search and seizure if there is reasonable suspicion that a violation of school rules has occurred**

**H. SUSPENSION (22.1-277)**

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of-school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall

- Notify the student of the right to appeal;
- Make a reasonable effort to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home;
- Send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return;
- If requested by either party, the superintendent or designee will review the facts of the case to "confirm or disapprove" the action;
- Superintendent's decision may be appealed to the school board

A student may be suspended for more than 10 days. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The school administration may determine that transfer to another school serves the best interest of the student and the school

- Written notice to the students and his parent(s) or guardian stating the proposed action and the reasons, and the length of suspension;

In the opinion of the Attorney General of Virginia, school boards may adopt regulations regarding the supervision of its schools to include student “conduct going to and returning from school” (Va, Code Ann.22.1-78). The Virginia Attorney General has ruled that school boards “ may subject pupils to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline.” Ops. Va. Atty Gen. 274-275 (1961)

#### **A. DETENTION**

Students may be detained at recess or after school for discipline. If they are given detention they will be supervised. If students are detained after school, parents will be notified and will be responsible for the student’s safe return home.

#### **B. DISCIPLINE OF STUDENTS WITH DISABILITIES**

The rules and due process procedures in this Conduct Code apply to students with disabilities. However, when the discipline of a student with a disability involves long-term suspension greater than ten days (under certain circumstances) a series of short term suspensions totaling more than ten days, or an expulsion, additional due process procedures required by Section 504 of the Rehabilitation Act of 1973 and by IDEA will be followed. An explanation of these requirements may be obtained from the Special Education Supervisor.

#### **C. EXPULSION (22.1-277)**

Students may be expelled from school by the Russell County School Board. Expulsion means removal from the school setting, if certain extenuating circumstances exist as determined by the School Board, alternative placement(s) may be considered. Being expelled means that the student is denied all access to any services or activities provided by the school system unless otherwise specified by the Russell County School Board. Unless certain conditions are met by parents, expulsion means permanent removal from the Russell County School System. Students who are expelled will be given due process as required by Virginia State Law. Students will be told what they have done wrong and given a chance to tell their side of the story. Parents will be given written notice containing the reasons for the proposed expulsion. The superintendent or another school official will review the expulsion. If the reviewer decides the student should be expelled, the parents will be informed of the date and time that the school board will be voting on the expulsion. Parents have a right to be heard at this meeting and they will be expected to attend.

#### **D. IN-SCHOOL SUSPENSION**

Students who are given in-school suspension will be supervised and will be expected to work on their regular class assignments. Due process is not required for in-school suspension.

#### **E. PHYSICAL CONTACT**

School employees are allowed by law to use reasonable physical contact to maintain order and control. They are allowed by law to use reasonable and necessary force to quiet a disturbance or

- A reasonable effort to notify the parent has failed.

Then, the school principal or his/her designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil’s absence and to explain the consequences of continued nonattendance to the parents. The attendance officer, the pupil, and the pupil’s parent shall jointly develop a plan to resolve the pupil’s nonattendance. Such plan shall include documentation of the reasons for the pupil’s nonattendance.

The pupil is absent an additional day after direct contact with the pupil’s parent and the attendance officer has received no indication that the pupil’s parent is aware of and supports the pupil’s absence, the attendance officer shall schedule a conference within ten school days with the pupil, his/her parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil’s nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil’s parent is aware of and supports the pupil’s absence, the school principal or his/her designee shall notify the attendance officer or the division superintendent, as the case may be, who shall enforce the provisions of this article by either or both of the following (i) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision as defined in 16.1-228 or (ii) instituting proceedings against the parent pursuant to 18.2-37 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents. Nothing in this section shall be construed to limit any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil’s absence or failure to give such notice as required by this section. (Code 1950, 22-275.16; 1959, Ex. Sess., c. 72; 1980, c. 559; 1985, c. 482; 1990, c. 797; 1991, c. 295; 1996, cc. 891, 916, 964; 1998, c. 620; 1999, c. 526.)

#### **J. 22.1-261 Attendance officer to make list of children not enrolled; duties of attendance officer.**

The attendance officer or the division superintendent shall check the reports submitted pursuant to subsection A of 22.1-260 with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source, the attendance officer or the division superintendent shall, within five days after receiving all reports submitted pursuant to subsection A of 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of non-enrollment and, when no valid reason is found therefore, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice. (Code 1950, 22-275.10; 1969, Ex. Sess., c. 72; 1980, c. 559; 1996, cc.891, 964; 1999, c.526.)

#### **K. 22.1-262. Complaint to court when parent fails to comply with law.**

A list of persons notified pursuant to 22.1-261 shall be sent by the attendance officer to the appropriate school principal. If the parent (i) fails to comply with the provisions of 22.1-261

within the time specified in the notice; or (ii) fails to comply with the provisions of 22.1-254; or (iii) refuses to participate in the development of the plan to resolve the student's nonattendance or in the conference provided for in 22.1-258, it shall be the duty of the attendance officer, with the knowledge and approval of the division superintendent, to make complaint against the pupil's parent in the name of the Commonwealth before the Juvenile and Domestic Relations Court. If proceedings are instituted against the parent for failure to comply with the provisions of 22.1-258, the attendance officer is to provide documentation to the court regarding the school division's compliance with 22.1-258. In addition thereto, such child may be proceeded against as a child in need of services or a child in need of supervision as provided in Chapter 11(16.1-226 et seq.) of title 16.1 (code 1950, 22-276.11; 1969, Ex. Sess., c. 72; 1976, c. 98; 1980,c.559; 1990,c.797; 1991, c.292; 1996, cc.891, 964; 1999, c.526.)

#### L. 22.1-266. Law-enforcement officers and truant students.

Notwithstanding the provisions of 16.1-246, any law-enforcement officer as defined in 9.1-101 or any attendance officer may pick up any child who (i) is reported to be truant from a public school by a school principal or division superintendent or (ii) the law-enforcement officer or attendance officer reasonably determines to be a public school student and by reason of the child's age and circumstances is either truant from public school or has been expelled from school and has been required to attend an alternative education program pursuant to 22.1-254 or 22.1-277.2:1, and may deliver such child to the appropriate public school, alternative education program, or truancy center and personnel thereof without charging the parent or guardian of such child with a violation of any provision of law.

1. Any such law-enforcement officer or attendance officer shall not be liable for any civil damages for any acts or omissions resulting from picking up or delivering a public school child as provided in subsection A when such acts or omissions are within the scope of the employment of such law-enforcement officer or attendance officer and are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law.

2. For the purpose of this section, "truancy center" means a facility or site operated by a school division, sometimes jointly with the local law-enforcement agency, and designated for receiving children who have been retrieved by a law-enforcement officer or attendance officer for truancy from school. (Code 1950, 22.-276.11:1; 1976, c. 692; 1978, c. 215; 1980, c.559; 1999, cc.395, 1023' 2001, cc. 688, 820.)

#### M. Russell County Public Schools Mandated Attendance Guidelines

1. For the purposes of the state mandated attendance policy, the following will be considered excused absences, tardies and checkouts:
  - a. A written excuse from the doctor or dentist may be presented to the administration.
  - b. A written excuse from a parent regarding the death of a family member or friend must be presented to the administration.
  - c. All-day appearance in court (with written excuse provided by the Truancy Supervisor or court official). Students who are in court for half days or less will be expected to attend school the remainder of the day.
  - d. Religious holidays (must be organized religion and student must provide documentation of holiday observances by that religion).

2. Parent may verify the student's inability to attend school due to illness (in high school, parents must come to the school and sign a verification form.) **No more** than six (6) absences because of illness will be accepted when verified by parents. Beginning with the seventh absence, the parent must present a doctor's excuse.

3. Tardies/Early Checkouts may be filed for truancy. The following scale will be used:

- a. 6 tardies/early checkouts – administration will meet with student;
- b. 10 tardies/ early checkouts – a letter will be sent to parents;
- c. 15 tardies/ early checkouts – "truancy will be filed".

#### N. Russell County Public Schools Academic Attendance Guidelines

1. The state accreditation requirements state the standard unit of credit for graduation will be based upon a minimum of 140 clock hours of instruction. Students are expected to be in class every day school is in session. A credit is given to a student upon completion of a passing grade in that class and attending 140 clock hours of that class, as documented by the teacher. A verified credit is given to a student upon completion of a passing grade in that class, passing the SOL test at the end of the course, and attending 140 clock hours of that class, as documented by the teacher.
2. Academic Requirements for Absences: Students will be required to make up work for all absences. ***It will be the responsibility of the student to make arrangements for the make-up work with the teacher.*** The student will have one day longer than the number of days missed to make up the work upon the student's return to school.
3. **If a student has three or more days of make-up work he/she has not completed in the specified amount of time, he/she will receive a grade of 65 at the end of the six-weeks grading period.**
4. **Any prolonged absence due to extenuating circumstances will be evaluated on an individual basis.**

#### 2. Secondary Incentives for Regular Attendance:

In an effort to promote regular attendance, the Russell County School System offers the following incentives for students:

- a. A student maintaining an "A" average for the year and missing no more than four (4) days in the course may be exempt from taking the final exam for that course.
- b. A student maintaining a "B" average for the year and missing no more than three (3) days in the course may be exempt from taking the final exam for that course.
- c. A student maintaining a "C" average for the year and missing no more than two (2) days in the course may be exempt from taking the final exam for that course.
- d. If a student passes the SOL test in grades 8-12, he/she is exempt from the final examination in that course.

#### III. DISCIPLINARY ACTIONS

Corporal Punishment may not be used as a means of discipline (22.1-279.1). However, this does not prevent teachers and principals from using "reasonable and necessary force" when necessary to maintain a safe school environment.