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INSTRUCTION  
REGULATIONS

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## SCHOOL CLOSINGS

### A. Prior to School Session

Every effort will be made to reach a decision by 7:00 a.m. When a decision is made the radio stations will be informed and asked to disseminate the information. When feasible the announcement will be made the night before.

Once a decision is made to close the schools because of inclement weather, one of the following two decisions will be made and announced:

(a) The entire school division will be closed for all personnel due to severe weather conditions with the exception of certain custodial and maintenance personnel with whom arrangements will be made separately.

(b) Schools will be closed for students, but all staff will report at a time designated via the radio. For personnel who do not report, the day of absence will be charged as listed below:

- (1) Secretarial, custodial and administration--day accounted as vacation day, if eligible.
- (2) Teachers--day accounted as emergency leave without deduction. If emergency leave eligibility has been exhausted a standard deduction will be made.
- (3) Aides--makeup arranged by the principal to satisfy contract commitment.

### B. During School Session

In those cases when severe weather conditions or other potential emergencies may have implications affecting the closing of schools, the decision to continue operation or to close the schools is made by the Executive Superintendent. This decision is based primarily upon the consideration of student welfare and safety. During that period of time that the schools are in session the responsibility for the safety and supervision of students as well as for their instruction is incumbent upon every staff member. No teacher or other professional employee is authorized to leave his or her assigned duties until this responsibility has been fulfilled.

Any deviation from this procedure is to be reported to the superintendent by the principal for such corrective action as may be appropriate.

Approved by Board of Control: December 1, 2009

## TEXTBOOK SELECTION AND ADOPTION

### A. Loan of Textbooks

The Board of Control shall supply textbooks free of charge to all students. All textbooks on loan remain the property of the Board of Control.

### B. Supplemental Books and Other Publications

Publications to be used in the classrooms (including audio-visual materials) are to be made available through school libraries and shall be selected in accordance with the following:

1. The professional staff, representing the various age groups of students, and the disciplines in the curriculum, shall have a primary voice in the selection process.
2. Books and other publications shall be selected for the enlightenment and interest of all students. A book shall not be excluded solely because of race, nationality, or political or religious views of the writer.
3. Materials selected should be balanced to present many points of view concerning problems and issues on local, state, national and international levels.
4. Standard evaluation aids such as catalogs and book reviews shall be used where applicable.
5. The factual accuracy, authoritativeness, balance and integrity of the material shall be considered along with the presentation of both the material and ideas therein.

### C. Demurrals

The following review procedure is established to entertain any demurrals to supplemental materials approved in part "B" of this regulation.

1. Individual(s) demurring to specific material will complete a form, stating the basis of their objection to the use of the material in the school.
2. The appropriate selection committee will reconvene at the earliest practical date following receipt of written demurrals to reconsider its selection in light of the specific demurrals.
3. The selection committee shall report its decision to the Board of Control or its designee. The Board of Control retains its legally mandated veto power over all decisions of its appointed subordinates.

### D. Outside Speakers

1. Generally  
The Board of Control encourages the use of capable and well-informed persons from the community as outside speakers and resource persons.
2. Classrooms  
Teachers who wish to invite outside speakers to present pertinent information to their classes should be guided by the maturity of the students and the relationship of the material to be presented to the instructional program. Teachers shall obtain the permission and the advice of the principal prior to extending any invitations to outside speakers.

3. Assemblies

Outside speakers invited or engaged to speak before any school assembly shall be approved by the principal.

Approved by Board of Control:

## ACCEPTABLE COMPUTER SYSTEM USE

All use of the Northern Neck Technical Center's computer system shall be consistent with the Board of Control's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminal printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

### Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Northern Neck Technical Center or (2) for legitimate school business.
2. **Privilege.** The use of the Technical Center's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
  - using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
  - sending, receiving, viewing or downloading illegal material via the computer system.
  - unauthorized downloading of software.
  - downloading copyrighted material for unauthorized use.
  - using the computer system for private financial or commercial gain.
  - wastefully using resources, such as file space.
  - gaining unauthorized access to resources or entities.
  - posting material authorized or created by another without his or her consent.
  - using the computer system for commercial or private advertising.
  - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
  - using the computer system while access privileges are suspended or revoked.
  - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
  - Be polite
  - Users shall not forge, intercept or interfere with electronic mail messages.
  - Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
  - Users shall not post personal contact information about themselves or others.

- Users shall respect the computer system's resource limits.
  - Users shall not post chain letters or download large files.
  - Users shall not use the computer system to disrupt others.
  - Users shall not read, modify or delete data owned by others.
5. **Liability.** The Board of Control makes no warranties for the computer system it provides. The Board of Control shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The Board of Control denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the Board of Control for any losses, costs or damages incurred by the Board of Control relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** NNTC assumes no responsibility for any unauthorized charges or fees as result of using the computer system, including telephone or long-distance charges.
9. **Enforcement.** The Northern Neck Technical Center uses filtering software to filter or block access through its internet connected computers to child pornography and obscenity. The software provides additional reporting tools so the online activities of network users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by Board of Control policy, or legal action.**

Approved by the Board of Control:

**ACCEPTABLE COMPUTER USE AGREEMENT**

**Each student and his/her parent/guardian must sign this Agreement before being granted use of the Northern Neck Technical Center's computer system. Read this Agreement carefully before signing.**

Prior to signing this Agreement, read Policy and Regulation IIBEA (on our website [www.northernnecktech.org](http://www.northernnecktech.org)) Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your student's Principal.

I understand and agree to abide by the Northern Neck Technical Center's Acceptable Computer System Use and Policy Regulation. I understand that the Technical Center may access and monitor my use of the computer system, including, but not limited to my use of the Internet, e-mail, social networking sites, or downloading material, without prior notice to me. I further understand that I should I violate the Acceptable Use of Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

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

I have read this Agreement and Policy and Regulation IIBEA. I understand that access to the computer system is intended for educational purposes and the Northern Neck Technical Center has taken precautions to eliminate inappropriate material. I also, recognize, however, that it is impossible for the Technical Center to restrict access to all inappropriate material and I will not hold the Technical Center responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child. I understand that computer system privileges may be revoked and disciplinary action and/or legal action may be taken against my child.

I grant permission for my child to use the computer system and for the Northern Neck Technical Center to issue an account for my student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed: \_\_\_\_\_ Date: \_\_\_\_\_

## FIELD AND CLASS TRIPS

### A. Generally

Student trips of significant educational value shall be encouraged and student trips of significant recreational value shall be permitted under rules established by the Board of Control. The Board of Control expects all students participating in these activities to be well groomed and obey all school rules and regulations, regardless of where they may be.

No student who is a member of a group shall be denied the opportunity to participate in a field trip activity of that group because of a lack of funds. Arrangements to address this issue shall be made with the school's principal.

### B. Overnight Trips and Extracurricular Activities

The Board of Control discourages overnight trips, except to go to district, state and national competitions. However, individual school related activities may be considered and approved in advance by the Executive Superintendent or his designee.

### C. Transportation of Student Participants

1. Students must go and return on the school provided transportation. Only under unusual circumstances may a student return in any other vehicle other than the school approved carrier. In this event, arrangements must be made in advance.

The *Code of Student Conduct* applies to all school trips.

2. Funds shall be provided in the budget for a reasonable number of school-sponsored instructional and activity trips. When such funds are not provided, individual schools will pay the bus drivers. A fuel charge may be levied by the Director of Transportation.
3. Parents or other non-school personnel, should not drive privately owned cars for field trips unless approved by the principal with notification to the Executive Superintendent.

### D. Chaperons

A teacher must be on each bus or in each vehicle regardless of the nature of the trip. Parents may ride on the bus as aides if asked, but a teacher must also be on the vehicle and be in charge.

Approved by Board of Control: