



## TABLE OF CONTENTS

<a href="#">Contact Information</a> .....	2
<a href="#">Governance</a> .....	3
<a href="#">Philosophy</a> .....	3
<a href="#">Mission &amp; Vision</a> .....	3
<a href="#">Administrative Policy</a> .....	4
<a href="#">Health and Safety Policy</a> .....	10
<a href="#">Academic Policy</a> .....	16
<a href="#">Code of Conduct</a> .....	23
<a href="#">Technology Acceptable Use Policy</a> .....	38

### CONTACT INFORMATION

1538 E. Parham Rd.  
Henrico, Virginia 23228

Main Office Phone: 804-750-2300  
Fax: 804-750-2301

**PURPOSE OF HANDBOOK**

This handbook provides an overview of the Lynnhaven School program and describes the expectations for the behavior and conduct of our students. This handbook may be updated from time to time at the discretion of the Lynnhaven School administration. Should you have any questions regarding the information contained in the handbook or if the handbook does not address your concern, please contact the Head of School.

**GOVERNANCE**

The school’s Board of Trustees governs the school by setting the school’s mission, vision, philosophy, and policies, by providing for the resources of the school, and by employing the Head of School to carry out the school’s program. The Head of School employs all other faculty and staff members and establishes specific procedures to achieve the school’s mission. The Administrative Team consists of the following persons:

- Head of School .....Dr. Casey Hitchcock
- Assistant Head of School..... Mrs. Bernadett Carter
- Director of Admissions & College Counseling..... Mrs. Alyson LeMaster
- Office Administrator..... Ms. Sha’kira Powell

**MISSION**

Lynnhaven School provides a social learning experience built on the principles of progressive education. Each and every student is expected to pursue successes, celebrate victories, and learn from defeats. It is through self-reliance, integrity, compassion, and humor that our students embrace and balance the freedom to be with the responsibility to do.

**VISION**

The world will be changed for the better by those who attend Lynnhaven School.

**PHILOSOPHY**

At the Lynnhaven School, we believe a small, hands-on, project-based learning environment is the key to offering instruction that is personal, engaging, and effectively preparing students to be lifelong learners. We strive to meet students where they are socially, emotionally, and academically because we understand that education is a process that must be cultivated.

Lynnhaven cultivates learning by addressing six core competencies: knowledge, understanding, discernment, innovation, community and wellbeing. We have found that our students’ appetite for learning increases, and they pay more attention to detail when given the opportunity to engage with the material in meaningful ways. By addressing each competency, we intentionally teach our students to understand themselves, each other, and the world.

**SCHOOL VALUES**

- JOY    PROGRESS    RESPECT    TRUST    DIVERSITY    COMPASSION    INTEGRITY

## ADMINISTRATIVE POLICIES

### HOURS OF OPERATION/ SUPERVISION

School supervision begins at 8:00 a.m. Lynnhaven is not responsible for students prior to 8:00 am unless there is a school-sanctioned event. The school day begins at 8:45 a.m., and the school day ends with dismissal at 3:00 p.m. Students must be picked up by 4:30 pm unless participating in a school-sanctioned event or activity. Parents are encouraged to stay up to date with activities and events through Toddle and reading the NewsLynx and staying in regular communication with the school. Once a student leaves the school grounds with parents, guardians, or transporter, he or she is no longer under the supervision of the school. Students are not allowed to leave school grounds during the school day, when waiting to be picked up, or when waiting for an after-school event without permission or supervision.

### 2024-2025 BELL SCHEDULE

#### Monday - Thursday

HOUSE	8:45-8:55
<b>1st Period</b>	<b>8:55-10:05</b>
AM Break	10:05-10:15
<b>2nd Period</b>	<b>10:15-11:25</b>
LUNCH	11:25-12:00
LAB	12:00-12:25
<b>3rd Period</b>	<b>12:25-1:35</b>
PM Break	1:35-1:45
<b>4th Period</b>	<b>1:45-2:55</b>
Dismissal	3:00

#### Friday Schedule

HOUSE	8:45-8:55
<b>1st Period</b>	<b>8:55-9:40</b>
<b>2nd Period</b>	<b>9:40-10:25</b>
AM BREAK	10:25-10:35
<b>3rd Period</b>	<b>10:35-11:20</b>
<b>4th Period</b>	<b>11:20-12:05</b>
LUNCH	12:05-12:40
<b>EXPLORE</b>	<b>12:40-2:55</b>
Dismissal	3:00

#### Inclement Weather Delays

In the event of inclement weather that does NOT result in closing school, Lynnhaven School will announce a 10am start time.

Delays will be communicated as detailed in the Weather-Related Changes of Schedule on page 6 of the handbook.

## ABSENCES & TARDIES

### **All absences must be requested in Toddle. Please include reasons & images of all doctor's notes.**

It is expected that students come to school every day. The scope of our instruction requires daily attendance. When students miss school or arrive late, it disrupts their own learning and the learning of others. We utilize collaboration and a level of academic spontaneity that cannot be reproduced for a student who is late or absent. Students are responsible for getting their missed work, not the parent.

An *excused absence* is one due to a medical illness or one that has been excused by the Head of School or designee. Except for absences due to medical illness, permission for an excused absence must be requested four weeks in advance. A student whose absence has been excused by the school is entitled to make up work. Students will be given equal time to days missed to complete missed class and homework assignments. **Faculty will not provide assignments to students ahead of time to be graded upon their return to school for a family-related absence due to non-illness or cover instruction missed as a result of an extended family vacation or related function, i.e., sporting events for siblings, graduation, prom, etc.**

Excused absence example:

- Illness (absences exceeding two days require a physician statement)
- Medical/Dental appointments (we highly encourage you to make these appointments outside of instructional hours).
- Serious family emergency, i.e. funeral
- School sanctioned team events
- Family vacations, not to exceed four days, that have been pre-approved by the Head of School four weeks in advance

An *unexcused absence* is one that has not been excused by the Head of School or designee. Students who miss school for an unexcused absence will not be permitted to make up any work missed.

Unexcused absence example:

- Oversleeping/alarm failure
- Leaving school during the regular school day without approval of the Head of School or designee for non-emergency situations.
- Employment/job interview
- Drivers Education
- Family vacations that have not been pre-approved
- Car trouble
- Missing your ride
- Needing sleep or rest

**All absences, both excused and unexcused accrue. It is the school's policy, if a student misses more than 15% of class meeting times in a semester, whether excused or unexcused, they will not receive credit for the course(s) and must retake the class at the cost of the parent.** Lynnhaven recommends utilizing [ASU Online](#). The Head of School will make special exceptions in cases related to COVID-19 shall a student exceed the 15% threshold.

Parents are encouraged to review the school calendar in advance for planned absences. Professional Development days are an optimal time to schedule appointments. Requests for early

dismissal or late arrival should be in writing and in advance of the scheduled absence and emailed to the main office. The student is responsible for obtaining notes and assignments and for making up all work missed during their excused absence.

### **MENTAL HEALTH DAY (MHD)**

The school understands that there may be an occasion when a student may need some time to regroup, refresh, and/or recharge their mental or physical energy to present the best version of themselves at school. Therefore, each student is entitled to exercise one (1) Mental Health Day on Friday per semester. Each MHD is in addition to the excused absences outlined above.

### **LATE ARRIVALS & EARLY DISMISSALS**

Families are expected to make all reasonable efforts to assure that students arrive at school prior to the start of the school day. Students are considered late after 8:45am. **Parents must sign in their students in the Main Office if arriving after 8:45am or picking up before 3:00pm. Any student that is dropped off or picked up without signing in/out with the Main Office will be considered absent.**

**Every Unexcused Tardy (those not meeting the excused absence requirements) will require the student to report to mandatory study hall at 8:00am on the Friday following the unexcused Tardy.**

Students are not entitled to make up quizzes or in-class assignments for unexcused late arrivals to school or early dismissals. The student shall be responsible for initiating and making up all work missed as a result of an excused early dismissal or excused late arrival. **All work missed must be turned in on the day of their early dismissal or late arrival, in accordance with the work due dates.**

### **AFTER SCHOOL:**

Students must be in a Club or Athletic Activity in order to stay after school beyond 4:30pm.

### **WEATHER- RELATED CHANGES OF SCHEDULE**

In the event of a weather-related change in the schedule, the school will activate our notification system, communicating via Slack and/or email to share information. In addition, the school announces emergency closings or late openings due to weather or other conditions on LynxNet and local news outlets. Decisions to close school, open late, or dismiss early are made by the Leadership Team in accordance with the school crisis management and safety policies.

Weather conditions are sometimes variable over the greater metropolitan area. Although the school may remain open at times of inclement weather, parents may decide at any time that conditions are sufficiently poor enough for them to keep their child at home, come later, or leave early. The school will work cooperatively with parents at these times for the students' safety.

### **PARENT COMMUNICATION TOOLS**

#### **TODDLE**

Toddle is where you will find your students' information, such as grades, daily work, feedback and attendance information. Toddle is also the platform to communicate directly

with faculty. Faculty will not e-mail you directly but will send you messages through Toddle. We encourage you to download the Toddle App, it can be found on the Apple store [HERE](#).

### **EMAIL**

Lynnhaven School uses e-mail to communicate from admin to parent, parent groups, or school-wide. Parents may e-mail admin directly. Parents and students are discouraged from e-mailing faculty directly and encouraged to use Toddle. Faculty will respond to parent and student e-mails using Toddle messages.

### **DRESS CODE**

Lynnhaven embraces creativity and unique style as they relate to clothing. We expect all students to convey a sense of respect for themselves, for others, for the school, and for the serious academic endeavor in which we all are engaged. Students' dress and presentation should reflect personal and school standards of cleanliness, neatness, and respect. There will be times when formal or semi-formal attire will be required for school-sponsored events such as graduation, spring formal, career day, field trips, and any special day the school designates. Advanced notices about such events will be communicated to the student and parent. The school reserves the right to deny attendance or entry to any event if the appropriate attire is not followed. Any clothing or personal appearance that is disrespectful or detracts from our purpose for being at school is not acceptable.

Clothing/Attire that is PROHIBITED:

- Pajamas, slippers or other sleepwear including lingerie
- Clothing that exposes undergarments
- Clothing that contains references to drugs/alcohol
- Clothing that contains references to violence or hate

The Head of School or designee has the final authority in what constitutes appropriate dress. Exceptions are allowed for medical and religious reasons. Students who are in violation of the Dress Code will be asked to remedy the situation. Depending on the nature of the violation, students may be asked to:

- Change into more appropriate clothing
- Call home to have more appropriate clothing brought to school

### **STUDENT ACCOUNTS**

The Business Office is responsible for accurate assessment of charges to students' accounts, timely issuance of billing statements and processing of payments to Lynnhaven School for charges assessed to students' accounts. Parents and individuals authorized to access student account information may contact the Head of School by phone at 804.750.2300 or by email [business@lynnhavenschool.org](mailto:business@lynnhavenschool.org)

### **TUIO**

Lynnhaven School uses TUIO as our tuition invoicing and payment service. Lynnhaven families have real-time access to this information 24/7 at <https://tuiopay.com/>.

### **LUNCH AND SNACKS**

Lynnhaven does not have a lunch program. Students are responsible for bringing their lunch. It is not the school's responsibility to provide lunch for students who forget it. The school will call the parent if the student forgets their lunch. Parents may not have lunch delivered to the school, i.e. Papa John's, Jimmy John's, Uber Eats. Microwave ovens are available for student use.

**No utensils will be provided. Students may NOT share food or drinks.**

No-Spill water bottles are allowed and encouraged during class. Drinks other than water are not permitted in the classrooms but may be brought for lunch.

#### **PERMISSIONS/COSTS FOR TRIPS & STUDENT ACTIVITIES**

At the beginning of the school year, parents sign medical releases and general forms. At various times during the year, the school may ask for signed permission slips for field trips. The permission slips usually involve special circumstances such as changes in the school schedule or notification of additional costs to be billed through the student's account in Tuio or other means.

#### **RECORDS REVIEW**

Parents and legal guardians of a student enrolled at Lynnhaven School may have copies of their educational records of their child, which include transcripts, report cards, discipline referrals, and enrollment documents, provided their account is in good financial standing. Electronic correspondences between faculty, staff, parents, and individuals who are involved with the school are not subject to a records review, nor will copies be provided. Lynnhaven School charges a fee of \$.25 per page for copies of educational records. Once approved, the records requested will be made available within 15 business days. Any persons with rightful access to these records may arrange to see them by appointment with the Head of School or designee. The presence of the Head of School or designee during the records review provides an opportunity for discussion of any questions regarding the records and for the school to become more aware of any concerns the parents or guardians might have about the child's progress. Parents or individuals with rightful access to records may not take pictures of documents during the review.

#### **RELEASE OF RECORDS**

Transcripts and other school records may be sent to other schools, colleges, or agencies upon receipt of written authorization signed by the parent or guardian. Requests for letters of recommendation for enrollment in programs other than Lynnhaven will be sent directly to the organization listed on the form and will not be given to the recipient or parent/guardian. It is Lynnhaven's policy to not share a letter of recommendation on behalf of the student to the parent unless the parent waives this right by indicating on the recommendation form. Release forms should specify exactly what records are to be released and a specific name and address for the recipient. A release form may be obtained from the school office and should be signed and returned to the school office for processing. Student accounts, including tuition and incidentals, must be in good financial standing for such records to be released.

#### **STUDENT DRIVERS**

Students who drive to and from school must register their car with the school office and comply with school parking and campus regulations. **Student drivers must have a signed Student Transportation Form on file and are required to submit a copy of the vehicle insurance, registration, and copy of driver's license to the front office.** Drivers who drive at unsafe speeds, demonstrate poor driving, reckless, or inconsiderate behavior (such as excessive volume of the stereo) while entering, leaving, or on school grounds will be reported to their parents. Such behavior may also cause the student to lose the right to park their vehicles on school property or receive other consequences issued by the Head of School or designee. All vehicles must have proper inspections and tags per state law. **Student drivers are not permitted to take other students' home or to other destinations without a written waiver and release of liability that is electronically acknowledged via the Student Transportation form by the parent/guardian, the driver's parents/guardians, and the school.** Phone calls or email permissions will not be accepted, but for emergencies only. Vehicles parked on school property are subject to search in accordance with the Health & Safety Policy outlined in the handbook.

#### **LYNNHAVEN PROVIDED STUDENT TRANSPORTATION**

Lynnhaven does not provide transportation for students to and from their homes. Students may be transported on field trips or athletic activities by a Lynnhaven vehicle or chartered coach. Students are not permitted to be transported in faculty or staff vehicles. Parents and guardians who may



chaperone a field trip, may transport students other than their own, given that both parents/guardians give written permission to the office prior to leaving.

## **HEALTH & SAFETY POLICY**

### **ACCIDENTS, INJURIES & ILLNESSES**

The school keeps signed medical release forms on file in the event of emergencies. If a student becomes ill while at school, she/he will be sent to the designated staff. If it is determined that a student should go home due to illness or injury, the school will communicate with parents. If neither parent or guardian can be reached, the emergency contact will be called. Students who drive to school and who are determined they must go home, will not be permitted to drive themselves home or to their final destination. Students are not permitted to initiate this communication chain. Any accidents or injuries received at school should be reported to the designated staff. In accordance with the school's policy for handling potential blood-borne pathogens, students are not to touch or come in contact with the blood of another person. Teachers are prepared to get help for the injured child and instructed to disinfect an area in which blood has been spilled in an accident. Such instances or emergencies or instances of administration of first aid will be documented and communicated with the parent within a reasonable time. As a courtesy, please inform the school of injuries occurring outside of school.

### **ALCOHOL & SUBSTANCE ABUSE**

In keeping with our concern for the healthy development of our students, we encourage open, confidential communications between parent and child and early identification and prevention of use of illegal substances.

The possession, abuse, or illegal use of drugs or alcohol, or tobacco/vaping/electronic cigarette products on the school premises, events sanctioned by the School, or on school trips is strictly forbidden and places the student's enrollment in jeopardy. Parents and visitors of the school may not smoke, vape, or use tobacco products on campus or on school-sponsored events. Law enforcement officials will be called when required by law.

If the school has a reasonable suspicion that a student is using, used, possesses, or has knowledge of a student with alcohol, tobacco or drug use, the Head of School or designee will convey their concerns to the student and to the student's parents. The school may ask for the device(s) if it is reasonably suspected the student has one. The school reserves the right to communicate and formally interview a student in these instances without parent approval. Reasonable suspicion may include noticeable behavioral changes, the perceived smell of such substances, concerns related to substance abuse as expressed by peers, any unusual behaviors or behavior patterns similar to those typically found in instances of substance abuse. The school considers these proactive communications to be confidential to the extent permitted by law. It is our hope that early communication of concern or possible warning signs could prevent the possibility of more definitive patterns of risk-taking, negative behavior, and more severe consequences.

If parents have any concerns about their child's change of behaviors or tendency to take unhealthy risks, they should feel free to discuss their concerns confidentially first with the Head of School. When the parents take the initiative with the school, the school and family can work together on behalf of the young person to prevent and solve problems that either one would have difficulty tackling alone. The school may offer outside counseling for families who may face these issues. Lynnhaven School is also a mandated reporter of suspected child abuse or neglect. Please refer to the Code of Conduct for more information.

### **CONCUSSION PROTOCOL**

**RETURN TO PLAY:** A student who is suspected of sustaining a concussion or brain injury during a practice, a game, or recess class shall be removed from activity immediately, and shall not return to play that same day, and will not begin the process of re-entering activity until evaluated and cleared for activity in writing by a licensed healthcare provider. If a student is suspected of sustaining a concussion, the parent should seek medical evaluation for the child as soon as possible.

**RETURN TO LEARN:** A student who is suspected of sustaining a concussion or brain injury during a school-sponsored activity or outside of school should be evaluated by a licensed healthcare professional who has experience managing concussions for guidance about when it's safe to return to school as well as appropriate levels of cognitive and physical activity throughout the recovery process. Documentation must be provided to the school so that the faculty can work appropriately with the student during the recovery phase.

## **CONTAGIOUS AND INFECTIOUS DISEASE**

In order to safeguard the school community from the spread of contagious and infectious diseases, the Head of School will implement procedures ensuring that Lynnhaven is in compliance with VDH rules and regulations regarding the presence of persons who have or have been exposed to infectious diseases.

The following guidelines serve the best interest of all students and staff. The following symptoms require your student to remain at home until cleared by a medical professional or until symptoms have passed and the student has been without medication for 24 hours:

- A fever of 100 degrees Fahrenheit or higher\*
- A diagnosed contagious illness
- Vomiting the night before or the morning of a new school day.\*
- Diarrhea, stomach pain, or cramping.
- Red, swollen, irritated eyes with or without discharge.\*
- Nasal drainage that requires constant care.\*
- Frequent or constant coughing.\*
- Head lice and/or nits

Exceptions to the above policy must be documented by a medical professional (i.e. known allergies). \*Will require COVID-19 testing per the policy below

### **2.3 COVID-19 Policy**

COVID-19 has greatly impacted the entire country. The economic, educational, and social infrastructure has been compromised. The decision was made in March 2020 that Lynnhaven should update the contagious infectious disease policies and procedures because of COVID-19. The following policies and procedures are in effect based on the most recent guidance from the CDC and VDH to help mitigate risk.

These updated policies and procedures will remain in effect until further notice.

#### **2.31 Social Agreement**

By agreeing to send students to Lynnhaven and enter into our supervision during the school day the faculty, staff, students, and parents are engaging in a social contract and accepting the liability of in-person learning. For the health of our community, we strongly recommend vaccinations and staying current with eligible booster shots. Though it is identified by the VDH to be low to moderate-risk activity, it is expected that all parents, students, faculty, and staff follow the VDH guidelines and be forthcoming with any symptoms of infectious diseases, especially COVID-19. As such:

The following COVID-19 policies are in place (updated guidance is BOLD) and will remain in effect until further notice:

- Any student who presents symptoms of COVID-19 is recommended to test for the virus regardless of vaccination status.
- **Any student who has tested positive for COVID-19 MUST remain at home for at least three consecutive days and upon the return to school, remain masked at all times (with the exception of eating or drinking) for an additional three consecutive days.**
- The main office MUST be notified of positive COVID-19 test results.
- If a student presents symptoms of COVID-19 while at school the student will be isolated in the designated space and required to wear a mask. The Front Office will notify the parents or emergency contact and require them to pick up the student from school within one hour.
- If a student is sent home due to illness, Lynnhaven WILL mandate testing for COVID-19 (**rapid tests are accepted**).
- ALL fully vaccinated persons who enter the school building have the OPTION of wearing a mask.

The following COVID-19 Mitigation efforts are in place. Our faculty will continue to support good hand washing hygiene and respiratory etiquette.

- Lynnhaven will continue to contact parents with COVID-19 exposure notifications in the event two or more members of our community test positive after mutual exposure is identified (classified as an outbreak) per VDH/CDC guidance.
- Lynnhaven recommends COVID-19 vaccinations as the best way to protect yourself from serious illness and hospitalization.

### 2.32 Closing Campus

Lynnhaven will evaluate the need to temporarily close campus due to COVID-19 based on contact tracing efforts.

### 2.33 Common Symptoms

Headache AND/OR one other symptom from the list:

1. Fever of 100 degrees
2. Chills
3. Repeated shaking with chills

4. Muscle pain
5. Sore throat
6. New loss of taste or smell
7. Diarrhea
8. Vomiting
9. Cough
10. Shortness of breath or difficulty breathing

### **2.34 Requirements for Re-Entry After Positive COVID-19 Test Result**

All persons must be cleared of any contagious or infectious stage of illness to be determined by a physician, provide a COVID-19 NEGATIVE test, or meet the required quarantine amount before allowing the person to return.

### **2.35 Missed Academic Work**

The school will work closely with the student and the family to help the student keep up with work missed as appropriate to the student's need for rest and recovery and within the limits of what can be accomplished without direct classroom instruction.

## **CONTRABAND**

Weapons, firearms, or explosives, are prohibited on the school premises, on school trips, or school activities. For the safety of our community, the school reserves the right to inspect any school owned property or personal property. Please refer to the Code of Conduct for more information.

## **CRISIS PREVENTION & SAFETY MANAGEMENT RESPONSES**

The school has a Crisis Management and Disaster Response Plan that addresses preparation for and management of potential disruptions to the school's daily functioning. The plan's top priority is to maintain an effective environment for enhancing the well-being of the student, faculty, and staff as they pursue their work at the school. The primary objective in a time of crisis is to quickly adjust the school community situation from one of effective appropriate emergency responses to one of relative control, with timely movement toward healing and returning to the learning process.

Among other topics, this plan instructs the faculty, staff, students, and campus volunteers regarding the school's specific responses to various crises. It includes specific procedures and drills for emergency evacuation of the buildings, for a lock-down of the building, response to a dangerous intruder(s), and a drill for seeking emergency shelter from severe storms, tornadoes, or airborne threats. Students, faculty, and staff practice these drills according to state law in order to prepare for safe and effective responses to an emergency.

## **HEALTH FORMS**

The following health forms may be required for students and are available from the Main Office:

### Athletic Participation/Parental Consent/Physical Examination Form

- Students must have a completed annual Physical on file **before** they can participate in athletics.
- Portions of this form need to be completed by the student, parent, and a physician.

Administration of Medication Forms - This form should be completed if:

## Parent & Student Handbook: Last Updated 8/12/2024

- The student should take any medication at school (prescription or non-prescription).
- The student should be allowed to carry a prescribed inhaler or epi-pen with his or her belongings or have one available in the first aid station. The prescription to carry the inhaler or epi-pen on the student's person must be clearly stated on the device.
- The student is taking medication at home before leaving in the morning and may need to have a small supply on hand stored in the first aid station in case he or she forgets to take it at home and needs to take it at school.
- You permit the school to dispense some over-the-counter medications to your student as needed.

### School Entrance Immunization Certification - This form should be completed:

- Each year as part of the enrollment process.
- If your child is starting the school year as a new student.
- If there have been any changes to the student's vaccine record.

### Medical Authorizations - This form should be completed to:

- Provide authorizations in case medical emergency treatment is needed for your student
- Provide the school with additional medical information regarding your student

## **MEDICATION**

Unless otherwise prescribed, any medication (prescribed or "over-the-counter") must be kept in the main office or designated area for dispensing. These medications must be brought to the school office by an adult and accompanied by a signed authorization from a physician that includes specific instructions for administration. Any medication must be in the original container and accompanied by written order from the doctor regarding instructions for dispensing to the student. Under no circumstances will any medication be dispensed without the proper forms. The designated staff will release medications only as prescribed by the doctor or physician. The fact of a standing prescription of any medication should be noted on the annual health form. The school will notify parents when 50% of the medication has been dispensed. This will help the parent get refills in a timely manner, if necessary.

In order to allow a student to carry an inhaler or epi-pen, the parent or guardian and physician must also complete a medical authorization form. If a parent/guardian and physician request that the student not carry these medications, the medications will be kept in the First Aid Station in the front Office. Even if the student carries these aids as prescribed, an extra inhaler or EpiPen must be supplied by the parent/guardian to be kept in the office in case of emergency.

Any medical condition requiring special attention and/or medications such as: diabetes, epilepsy, severe allergies, etc., should be reported on the annual health form and discussed with the Head of School or designee. Such medical conditions discovered during the school year should also be brought to the attention of the Head of School or designee.

The student is responsible for going to the First Aid Station at the appropriate time to receive the medication. However, the designated personnel will work cooperatively to help students taking daily medication to get into the habit of taking care of this responsibility. Parents who are interested may call the school to check on the student's patterns of coming for such medication.

## **VIOLENCE AND PREVENTION**

Commonwealth of Virginia regulations require Lynnhaven School to include a statement of violence prevention policy, to include prevention of self-injurious behavior.

While incidents of student violence at Lynnhaven School are extremely rare, the School has nonetheless maintained a variety of measures to, among other reasons, prevent instances of student violence and self-injurious behavior. These include:

- Early intervention through the School's low student-teacher ratio, house advisor system, and school values and philosophy on discipline
- Communication with parents, the advisor, administration, and outside counselor (if applicable) in the event of a student's emerging tendency toward violence
- Faculty supervision at lunch, and after school, and well-defined on- and off-limit areas for students
- Faculty advising and assemblies that offer students positive alternatives to unacceptable behaviors, including violence

If the School becomes aware of a student's potential tendency toward self-harm or harm to other students or staff, the student may not be permitted to attend school without a note from an attending psychologist or qualified mental health professional stating that the student is no longer a threat to self or others. Such knowledge to inflict self-harm may be communicated directly by the student, indirectly from the student by way of a peer, written via email or other documentation, or by parent and or family members.

Behavior management techniques are applied in order of their degree of intrusiveness or restrictiveness. The decision to use behavior management techniques of increasing degrees of intrusiveness or restrictiveness will be at the discretion of the Head of School or designee, and only when less intrusive or restrictive techniques have proven ineffective.

Physical restraint or seclusion is allowed only in an emergency situation and only when necessary for a time period to protect the student or others from imminent danger of serious harm, and only after less intrusive interventions have been attempted and have failed to manage that particular behavior, and where there is a substantial explanation for why the other interventions were deemed inadequate or inappropriate. The need for such measures is extremely rare at Lynnhaven School. A conduct report will be written as soon as appropriate following an incident involving the use of physical restraint or seclusion.

The use of restraint or seclusion, particularly if there is repeated use for an individual child, multiple uses within the same classroom or office, or multiple uses by the same individual, shall trigger a review and, if appropriate, a revision of behavioral strategies currently in place to address dangerous behavior. Please refer to the Code of Conduct for more information.

### **PERSONAL PROPERTY**

Students should leave valuable personal property not used for instruction at home. Please refer to the Code of Conduct for more information. The school cannot be responsible for keeping clothing or property that is not adequately labeled or for personal property not stored, locked, or carried as suggested. All outerwear and layered clothing should be labeled or initiated for possible return if misplaced. It is not the school's responsibility to label these items. Any items left in lost and found for one week will be discarded to a local charity, i.e. Goodwill.

### **SCHOOL PROPERTY**

Any breakage or damage to school property, accidental or otherwise, should be reported immediately to the main office. Although occasional accidents are expected in a school setting, vandalism will not be tolerated. Please refer to the Code of Conduct for more information.

## **ACADEMIC POLICY**

### **ACADEMIC PERIOD**

Lynnhaven's academic calendar operates on a semester academic period.

### **ACADEMIC EVALUATION PHILOSOPHY**

Lynnhaven's progressive education philosophy encourages students to be lifelong learners. As such, the accomplishment is the learning itself, not the receiving of a letter grade. Lynnhaven uses a progressive evaluation approach to grading that involves three key features:

1. A clear list of learning targets, objectives, or standards that can be found in our robust curriculum. Students are given access to a list of learning targets and what skills are necessary in order to meet those targets.
2. Assessment of mastery instead of points or partial credit. Student work is graded based on mastery of the associated learning target(s) using a scale from "developing" to "exemplary"
3. Learning targets matter. Students are given multiple attempts to demonstrate understanding and quality and are not penalized for failing to demonstrate understanding and quality on earlier attempts. Within each six-week academic evaluation period, students are given opportunities to revise, resubmit, and/or retry their work until the final deadline.

### **ACADEMIC EVALUATION**

#### **EXEMPLARS**

Exemplars are students who receive EXEMPLARY in all subjects in a given grading period.

#### **EXTRA CREDIT**

Extra credit is not permitted.

#### **SCHOOL SUPPLIES**

The school supply list is made available typically by the end of June. Parents are responsible for purchasing supplies and replenishing as needed throughout the year.

#### **TECHNOLOGY REQUIREMENTS**

Lynnhaven participates in a 1:1 program wherein each student is issued an iPad at the beginning of the year. This iPad and accompanying accessories are for the students to use at home and at school. Users will comply at all times with the Lynnhaven School Parent and Student Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and Lynnhaven School may repossess the iPad. Lynnhaven School has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the Lynnhaven School Parent and Student Handbook policies. If an iPad is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. If an iPad is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement or repair cost. Students who leave Lynnhaven School during the school year must return the iPad, along with any other issued accessories, at the time they leave the School. The iPad and all accessories should be returned to the Head of School. Any fees collected as a part of this initiative will not be refunded. If the user does not fully comply with all the terms of this Agreement and the Lynnhaven School Parent and Student Handbook, including the timely return of the property, Lynnhaven School shall be entitled to declare the user in default. The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by Lynnhaven School or upon withdrawal from Lynnhaven.

## HONOR CODE

Lynnhaven School embraces an honor code system that is integral to academic success.

**At Lynnhaven School, we are committed to upholding the highest standards of conduct and character. Our Honor Code reflects our core values and serves as a guide for our community.**

### We pledge to:

1. **Integrity:** We will act with honesty and transparency in all our endeavors, maintaining the trust of our community.
2. **Joy:** We will approach our studies and activities with enthusiasm and a positive attitude, finding joy in learning and growth.
3. **Progress:** We will strive for continual improvement, embracing challenges and persevering in the pursuit of our goals.
4. **Diversity:** We will celebrate and respect the unique backgrounds, perspectives, and talents of all members of our community, fostering an inclusive environment.
5. **Respect:** We will treat ourselves, others, and our environment with consideration and care, recognizing the inherent dignity of every individual.
6. **Compassion:** We will demonstrate empathy and kindness, supporting one another through both successes and challenges.
7. **Trust:** We will build and maintain trust through our actions and words, contributing to a safe and supportive community.

By embracing these principles, we commit to creating a vibrant, respectful, and progressive community where everyone can thrive.

## Plagiarism

Students are expected to act with honesty and integrity in all academic work. Students are taught appropriate techniques for crediting sources and are required to use these at all grade levels. As academic seniority increases, expectations for academic honesty become more stringent. Writing assignments, including, but not limited to: essays, case studies, and multimedia projects, are submitted to AI (Artificial Intelligence) detection, in addition to existing plagiarism detection. We are committed to helping all our students learn to properly paraphrase, reword, and cite sources so that they are prepared for both today's workplace and the quickly changing workplace of the future. Lynnhaven is committed to helping students develop strong writing skills.

Intentional plagiarism, cheating or any other form of academic dishonesty will be viewed as a serious offense and will be subject to an automatic failing grade based on the circumstances. Students suspected of plagiarism or cheating, based on the circumstances, may be expected to provide a successful oral defense of the assignment as well as all rough drafts. In some instances, students will receive a zero for the assignment, or be expected to complete an alternative assignment to meet or surpass the requirements of the original assignment. In certain cases, students may be dismissed from Lynnhaven if they continue and knowingly engage in plagiarism, cheating, or other forms of academic dishonesty. The final decision rests with the Academic Leadership Team.

## HOMEWORK AND ASSIGNMENTS

The student's homework and class assignments are his/her responsibility. It is a vital component of their academic success. All students will be given homework and class assignments on a regular basis. All assignments will be graded and will count as part of the student's overall average.

## STUDENT ATHLETES

Student athletes are expected to complete all school work at the same deadline and rate as non-student athletes. There are no exceptions to extend school work due to games or practices.



### **LATE ASSIGNMENTS**

Deadlines to complete work are determined by the course instructor. It is necessary for all students to meet deadlines in order to receive timely feedback and stay engaged with the pace of the course. Students have an opportunity to retake/redo assignments to demonstrate a stronger understanding of the material within the marking period. Deadlines are not extended beyond the marking period.

### **COURSE RETAKES**

Students are eligible to retake courses at Lynnhaven at their request. The higher grade will replace the lower grade on the transcript. Students who wish to retake a Lynnhaven course outside of Lynnhaven to use in place of a Lynnhaven course (i.e. Summer School with a County School), may do so for up to three (3) courses.

### **PARENT CONFERENCES**

Parents are encouraged to communicate with their child's teacher throughout the marking periods. Lynnhaven holds formal conference opportunities as scheduled on the Academic Calendar. Lynnhaven School values the relationship between our students' families and our school staff and considers it to be one of the most important factors in a student's success. It is of paramount importance that students participate in the conference process.

### **STUDENT SUPPORT**

All students must meet course or program requirements. Some may require reasonable accommodations beyond what is provided within our Universal Design for Learning (UDL) environment. Accommodations are a reactive process for providing access to a specific student and arise from a **documented need** as outlined in **medical documentation or formal psychoeducational evaluation**.

UDL is the design of education and education environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. UDL is beneficial to all students, not just students with disabilities, and begins with asset-based beliefs about students. At Lynnhaven, UDL is one path toward dismantling the inequities of traditional education.

At Lynnhaven, examples of UDL include:

- Arranged seating so that everyone has a clear line of sight.
- Avoidance of undue attention being drawn to differences between students.
- Providing multiple ways to gain and demonstrate knowledge; using multiple senses.
- Providing scaffolding tools (e.g., learning canvas).
- Providing materials in accessible formats.
- Providing corrective opportunities.
- Minimizing time constraints as appropriate.
- Allow for a change in the environment when needed during the school day
- Restrooms to be used without penalty/restriction

- Breaks between classes
- Large projects broken into smaller chunks with clear deadlines
- Reduced course load to three courses per semester
- Time provided to meet with instructors 1:1

Parents will be notified in writing by the Academic Team if concerns arise that may require an accommodation determination meeting with the parent. Parents may also initiate the request by emailing the House Advisor directly. Lynnhaven requires a current psychoeducational assessment (within two years) or a formal medical diagnosis in order to complete the accommodation determination and implement accommodations.

### **ACADEMIC LETTER (Golden “L” Award)**

Academic letters are awarded to students who are EXEMPLARS in each of their academic classes at the end of the school year.

### **DUAL ENROLLMENT**

Juniors and Seniors may elect to enroll in a college or university to gain college credit. Students may take one class each semester in lieu of taking the course at Lynnhaven provided a formal written request is made to the Director for Teaching and Learning for approval at least one semester prior to the Lynnhaven academic school year. Students must be in good academic standing at the respective community college for the course to count at Lynnhaven School. Students must achieve a passing grade of “C-” or higher for it to count. The cost of participating in a course will be at the expense of the parent/guardian.

### **INDEPENDENT STUDY**

Lynnhaven School independent study courses are student-driven. They entail the approximate amount of work that an upper-level course would require. Most students carry out an academic research project, which involves writing and submitting a 10-page research paper. However, students may propose a creative research project, an applied research project, or a design-based research project with approval of a faculty supervisor. Students should decide on their own topic, and then approach an appropriate faculty member to request that s/he direct the independent study. Only one independent study can be completed each year. Students are strongly encouraged to obtain approval of the supervising faculty prior to the trimester when the independent study will begin.

### **SENIOR GRADUATION REQUIREMENTS**

Students must satisfy the following requirements to successfully graduate from Lynnhaven School.

- Successfully Complete the Course Requirements
- Provide Evidence for each Domain of the Profile of a Lynx
- Fulfill the Experiential Learning Requirement
- Complete the Senior Capstone speech and present at the senior dinner
- Regularly participate in senior activities

## COURSE REQUIREMENTS FOR GRADUATION

<b>Liberal Arts CORE</b>	<b>(15 cr.)</b>
<i>English</i>	4 credits
<i>Mathematics</i>	4 credits
<i>History</i>	4 credits
<i>Science</i>	4 credits
<i>Foreign Language</i>	2 credits

<b>Practical Skills</b>	<b>(6 Cr)</b>
Personal Finance	1 credit
Drivers Education	.5 credit
Health & Wellness	.5 credit
Seminar	4 credits

### **Electives (Choose Your Concentration) (4 cr.)**

#### **Fine Arts (Pink Cord)**

- Art I, Art II, Advanced Art, Creative Writing, Liner Notes, Art & Action, Any DE Course in Fine Arts

#### **STEM (Silver Cord)**

- CS I, CSII, Flora & Fauna, Statistics, Digital Media, Carpentry, Any DE Course in STEM

#### **Global Studies (Red Cord)**

- Spanish III, Pan African Studies I, Pan African Studies II, International Film, Any DE Course in Sociology, Foreign Language, History

#### **General (Green Cord)**

- Any mix of electives

### **Experiential Learning (0 cr.)**

**Total 28 credits**

## PORTRAIT OF A LYNX

Lynnhaven's portrait of a graduate identifies the skills, abilities, and characteristics of a Lynnhaven graduate after going through our academic program. We want students to be able to learn, think and grow with confidence that they can go forward in any direction they choose with a firm foundation and a continued passion to pursue learning in life. A student must demonstrate mastery through evidence in each domain in order to fulfill graduation requirements.

## LEARN

- Knowledge (Content Standards)
- Understanding (Content Standards)

## THINK

- Discernment (Ex. Senior speech about a decision you made, what factors you weighed, and how you managed opposing points of view. You can also consider what the consequences might have been if you had made a different decision.)
- Innovation (Ex. Develop new ideas and think outside the box while working on a passion project.)

#### GROW

- Community (Ex. Community Service)
- Wellbeing (Ex. Participation in sport)

### EXPERIENTIAL LEARNING REQUIREMENT

#### Essential Experiences

Each year, students are required to participate in the various essential experiences (ie. field trips, experiential learning weeks, community service days etc)

#### Service Learning

As part of the Experiential Learning Requirement for graduation, students are required to complete 100 total service hours before graduation. These hours must be completed outside of school in the community. All documentation for service hours must be submitted to the front office.

Please review the guidelines:

- All outside school volunteer hours must be with a non-profit organization.
- Helping family members, i.e. cousins, aunts, uncles, etc. move, cutting their grass, painting, etc. does not count for volunteer hours.
- All volunteer hours must be completed outside of the school day. While Lynnhaven will participate in volunteer activities during the school day, these will not count toward students' hour requirement, but will count towards the Experiential Learning Requirement. School sponsored volunteer events that take place outside of school hours (ie Monument Ave. 10K, Campus Beautification Day) will count toward students' hour requirement.
- Students are responsible for tracking their hours via the *Volunteer Hour Log* and turning it into Mrs. Carter each month.
- Students who complete their 100 service hours, will receive an Orange cord at graduation.

### POST GRADUATE PLANNING

It is expected that all students will be prepared to attend a four-year college upon graduating from Lynnhaven School. After a student's sophomore year, the official college counseling process begins with students, parents, and designated college counselors. The goal is to provide them with information about the college search process. Seniors will have a chance to take the ACT at Lynnhaven in the fall, but they are recommended to begin taking it during the spring of their junior year. Parents and students are encouraged to schedule postgraduate conferences during the fall of their junior year. This will help identify potential internships or job shadowing opportunities related to their career interests.

### COLLEGE COUNSELING

Lynnhaven School's college counseling program is designed to help guide each student individually through what can be a complicated, yet exciting journey. Though it is very exciting, choosing a college may be the first major decision in a student's life.

### **STANDARDIZED TESTING**

**All standardized testing is at the cost of the parent.** The school will facilitate, organize, and administer these tests throughout the school year.

## **CODE OF CONDUCT**

We believe that all members of the Lynnhaven Community must be treated with consideration and respect. Our Code of Conduct guidelines are essential for fostering our core values and maintaining a safe and respectful environment. Lynnhaven believes each student has the ability to make choices that guide their behavior, thus controlling their outcomes. We believe in a progressive discipline process that is in step with the students' age, developmental level, how the infraction impacts the school community, and the seriousness of the infraction. We encourage parents to help students to adopt the school values as their guide and compass. There may be times when a student will make a poor choice that impacts his or her learning and possibly the school community. We will strive to work together and treat each situation with care and understanding. It is equally important for families to share the same value system as the school. Lynnhaven may issue consequences because of a student's poor choice by way of a referral from a teacher or administrator. There may be times when students habitually violate the code of conduct. It is our aim to be fair in all decisions that impact the student and the school. There may be times when the parent and school do not agree on issued consequences. Our goal is to maintain the integrity of the school and family. Students and families who adopt our values as their own make an excellent adjustment to this school community. Activities contrary to these values slow the progress that is possible in a more cooperative atmosphere. Persistence and habitual actions places a student's enrollment in the school in jeopardy.

If students or parents have concerns about any student behavior or discipline that occurs in the classroom, they should feel free to speak with the appropriate teacher and or house advisor. If the matter requires deeper consideration, then the Head of School or designee will get involved. Lynnhaven School reserves the right to immediately terminate placement if your child's behavior impedes the education of their fellow students as determined by the code of conduct. Our goal is to progressively issue consequences based on the severity and or frequency of the infraction. There may be times when progressive discipline will be more immediate, based on the infraction and recommendation from the leadership team. There may be instances when the leadership team, in conjunction with the parents, develop a specialized plan to identify and address behaviors and implement formal actions to help prevent the undesirable and problematic behavior or sets of behaviors. These plans, commonly called "Behavior Contracts," will have timelines in which the actions or behavior should reasonably cease. There may be instances when expulsion is the result of failing to meet contract terms. The school reserves the right to terminate student placement due to a single behavior infraction without the creation of a behavior contract.

### **Bullying:**

Parent & Student Handbook: Last Updated 8/12/2024

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities, sexual orientation or characteristics of a person or group, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated. Bullying behavior can be in person or through electronic means (cyber-bullying).

Description	L1	L2	L3
Any physical involvement	X	X	X
Verbal	X	X	
Written	X	X	
Taunting	X	X	
Name calling	X	X	X
Insult	X	X	X
Lies		X	X
Rumors		X	X
Social exclusion or isolation	X		
Threatening body posture	X	X	
Money or possessions taken, but returned	X	X	
Money or possessions taken, but not returned		X	X
Being threatened or forced to do things unwillingly	X	X	X
Any discrimination by race, gender, religion, physical, sexual orientation		X	X

Bullying Consequence Menu based on Level

L1	L2	L3
Verbal warning by teacher	Any Level 1 consequence	Any level 1 or 2 consequence or combination of the two + Level 3 interventions

Written letter of apology	Lunch detention	Saturday community service
Seat change	Detention: Lunch, After School, Saturday School	Short term out of school suspension (1-3 days)
Peer mediation and conflict resolution	Restitution	Behavior contract developed
Seat change	In-school suspension	Long term revocation of privileges.
Temporary loss of classroom/school privileges	Parent/Teacher/Student/Head of School Meeting	Referral to law enforcement as required by law.
Parent/teacher conference/phone call		

### Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the same.

Description	L1	L2	L3
Lying	X	X	X
Copying from another's test or examination			X
Discussion at any time of answers or questions on an examination or test	X	X	X
Taking or receiving copies of an exam without the permission of the instructor			X
Unauthorized talking during the assessment	X	X	
Using or displaying notes, "cheat sheets," or other information devices (cell phones, computers, etc.) inappropriate to the prescribed test conditions		X	X
Possession of a cell phone or other electronic device	X	X	
Allowing someone other than the officially enrolled student to represent same			X

### Cheating Consequence Menu based on Level

L1	L2	L3
----	----	----

Verbal warning by teacher	Any Level 1 consequence	Any level 1 or 2 consequence or combination of the two + Level 3 interventions
Seat change	Reduction of 1 letter grade	Receives a "0" on the assessment without chance of a retake
Removal of device	Reduction of 2 letter grades	Receives a "F" in the course
Parent/Teacher Conference/phone call	Reduction of 3 letter grades	Behavior contract developed
	Reduction of 4 letter grades	Long term revocation of privileges.
	Parent/Teacher/Student/Head of School Meeting	

### Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

Description	L1	L2	L3
Submission of a work, either in part or in whole completed by another individual or source.		X	X
Failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another	X	X	X
Statements, facts or conclusions which rightfully belong to another	X	X	X
Failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another a sentence, or even a part thereof.	X	X	
Close and lengthy paraphrasing of another's writing without credit or originality		X	X



Use of another's project or programs or part thereof without giving credit.	X	X	X
---	---	---	---

Plagiarism Consequence Menu based on Level

L1	L2	L3
Verbal warning by teacher	Any L1 consequence + L2 consequences	Any L1 or L2 consequence or combination of the two + L3 interventions
Parent/Teacher Conference/Phone Call	Reduction of 1 letter grade	Receives a "0" on the assessment without chance of a retake
	Reduction of 2 letter grades	Receives a "F" in the course
	Reduction of 3 letter grades	Behavior contract developed
	Reduction of 4 letter grades	Long term revocation of privileges.
	Parent/Teacher/Student/Head of School Meeting	

**Defiance**

Behavior or an attitude which shows that a student is not willing to obey persons in school authority. Examples include by not limited to, ignoring faculty or staff requests, passive aggressive behavior, non-compliance with directions, confrontational actions, openly and boldly challenging resisting school authority.

Description	L1	L2	L3
Ignoring faculty or staff requests		X	X
Passive aggressive behavior		X	X
Non-compliant behavior	X	X	
Confrontational and argumentative behavior		X	X
Openly and boldly challenging resisting school authority			X

Defiance Consequence Menu based on Level

L1	L2	L3
----	----	----

Verbal warning by teacher	Any L1 consequence + L2 consequences	Any L1 and or L2 consequence + L3 consequences
Temporarily removed from class	Detention: After school, lunch, Saturday school.	Out of school suspension (3-5 days)
Temporarily loss of privileges	Administrative/Parent/Teacher conference	Saturday school – 4 hours max for (2-3 days)
Parent/Teacher conference/phone call	Short term out of school suspension (1-2 days)	School community service (8 hours max)
Written letter of apology	In school suspension (1-2 days)	Expulsion from Lynnhaven with an opportunity to return
Behavior Contract	Removal from class/Schedule change/Independent Study	Expulsion from Lynnhaven without an opportunity to return
	School community service (2 hours max)	Revocation of school privileges
		Referral to law enforcement as required by law.

**Disruption**

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited. Any communication or activity committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject to the Code of Student Conduct.

Description	L1	L2	L3
Physical disruption, i.e. throwing paper, pencils, etc.		X	X
Grandstanding		X	X
Sleeping in class	X	X	
Prolonged chatting	X	X	
Lateness to class or school	X	X	
Noisy electronic devices	X	X	

Disruption Consequence Menu based on Level

L1	L2	L3
Verbal warning by teacher	Any L1 consequence + L2 consequences	Any L1 and or L2 consequence + L3 consequences
Temporarily removed from class	Detention: After school, lunch, Saturday school.	Out of school suspension (3-5 days)
Temporarily loss of privileges	Administrative/Parent/Teacher conference	Saturday school – 4 hours max for (2-3 days)
Parent/Teacher conference/phone call	Short term out of school suspension (1-2 days)	School community service (8 hours max)
Written letter of apology	In school suspension (1-2 days)	Expulsion from Lynnhaven with an opportunity to return
Behavior Contract	Removal from class/Schedule change/Independent Study	Expulsion from Lynnhaven without an opportunity to return
	School community service (2 hours max)	Revocation of school privileges
		Referral to law enforcement as required by law.

**Disrespect**

Behavior that is a lack or regard or respect for school authority. Examples include, but not limited to willfully not following directions, talking back to faculty and staff, willfully interrupting, inappropriate language towards peers, school authority, inappropriate language towards school authority or students.

Description	L1	L2	L3
Willfully not following directions		X	X
Talking back to faculty and staff	X	X	X
Willfully interrupting		X	X
Inappropriate language towards peers	X	X	X

Inappropriate language towards faculty or staff			X
Inappropriate language towards Head of School			X

Disrespect consequence menu based on level

L1	L2	L3
Verbal warning by teacher	Any L1 consequence + L2 consequences	Any L1 and or L2 consequence + L3 consequences
Temporarily removed from class	Detention: After school, lunch, Saturday school.	Out of school suspension (3-5 days)
Temporarily loss of privileges	Administrative/Parent/Teacher conference	Saturday school – 4 hours max for (2-3 days)
Parent/Teacher conference/phone call	Short term out of school suspension (1-2 days)	School community service (8 hours max)
Written letter of apology	In school suspension (1-2 days)	Expulsion from Lynnhaven with an opportunity to return
Behavior Contract	Removal from class/Schedule change/Independent Study	Expulsion from Lynnhaven without an opportunity to return
	School community service (2 hours max)	Revocation of school privileges

**Tobacco Products**

All students are PROHIBITED from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, and lighters on school property. This prohibition includes all school related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

Description	L1	L2	L3
Possession, Distributing, Smoking, or Chewing of any tobacco products or paraphernalia to include, electronic cigarettes, vaporizers, matches, tobacco, dip, etc.			X

Tobacco Products Consequence Menu

L3
Out of school suspension (10 days)

Saturday school – 4 hours max (2 days) – Parents will be billed \$60.00 per Saturday to compensate faculty
Behavior Contract
Supervised school community service (20 hours minimum)
Long term suspension with an opportunity to complete school year in an alternative format
Expulsion from Lynnhaven with an opportunity to return
Expulsion from Lynnhaven without an opportunity to return
Revocation of school privileges
Referral to law enforcement and or local government agencies as required

**Substance Abuse**

Students shall not possess alcohol or alcoholic beverages on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school. Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

The possession of a Schedule I & II Drug (e.g. heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc., includes controlled substance analogs and cannabimimetic agents as further described in the Definitions section of this Code).

Description	L1	L2	L3
Possession, Under the influence, Distributing, Selling, or Ingesting alcohol, drugs (schedule I & II)			X

**Substance Abuse Consequence Menu**

<b>L3</b>
Refer to counseling
Expulsion from Lynnhaven with or without an opportunity to return
Referral to law enforcement and or local government agencies as required

**Assaulting/Fighting/Threats**

Actions, comments, or written messages intended to cause others to fight, which may result in a fight, or that obstruct staff from trying to break up a fight/altercation are prohibited. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a

student of his/her rights is prohibited. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.

Description	L1	L2	L3
Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.			X
Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights.		X	X
Actions, comments, or written messages intended to cause others to fight.		X	X

Assaulting/Fighting/Threats Consequence Menu based on level

L2	L3
Out of school suspension (1-2 days)	Out of school suspension (10 days)
Saturday school – 4 hours max (1 day)	Saturday school – 4 hours max (2 days) – Parents will be billed \$60.00 per Saturday to compensate faculty
In school suspension – Full Day – (1-2 days)	Supervised school community service (20 hours minimum)
Conference with Head of School, Parent, and Student	Behavior Contract
Behavior contract	Schedule/class change
	Long term suspension with an opportunity to complete school year in an alternative format
	Expulsion from Lynnhaven with an opportunity to return
	Expulsion from Lynnhaven without an opportunity to return
	Revocation of school privileges
	Referral to law enforcement and or local government agencies as required

**Larceny/Theft**

Stealing another person’s possessions without right or permission. The possession of stolen property is considered theft. This includes theft of money, personal or public property and/or theft involving breaking and entering, including lockers and unauthorized or illegal use of technology.

Description	L3
Stealing another person’s possessions without right or permission	X

Larceny/Theft consequence menu based on level

L3
Expulsion from Lynnhaven without an opportunity to return
Restitution via written contract
Referral to law enforcement and or local government agencies as required

**Trespassing**

Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on any Lynnhaven School property, or at any Lynnhaven School activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence including notification of law enforcement if necessary. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing. No student or other person may attend or visit Lynnhaven School as a guest during the regular school day without authorization from the school’s administration.

Description	L1	L2	L3
Enter school grounds after being suspended or expelled from attendance			X
Students, without parent or guardian supervision, who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision	X	X	X
A student who is requested by an administrator or faculty to leave school property and refuses to do so immediately.		X	X

\*School grounds means the entire campus of Lynnhaven School, which includes Westover Baptist Church.

Trespassing consequence menu based on level

L1	L2	L3
Administrator/Parent/Student conference	L1 consequences and or + L2	L1, L2 and or + L3 consequence
Individual will be asked to leave and return during appropriate times.	Detention: After school, lunch, and or Saturday school (1-2 days max each occurrence)	Local authorities are notified and charges of trespassing will be made on behalf of Lynnhaven School
Written letter of apology	In-School Detention (1 day max)	Out of school suspension (max 3 days)
	Written letter of reprimand.	In – School suspension (max 2 days)

**Vandalism**

Vandalism is the willful marring, defacing, or destruction of school property, including leased property or any employee’s or other person’s property. This infraction includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above. Causing, intent to cause, or attempt to cause damage to school or personal property of others is prohibited.

Description	L1	L2	L3
Willful marring, defacing, or destruction of school property, including leased property or any employees or other person’s property.		X	X

Vandalism consequence menu based on level

L2	L3
Out of school suspension (1-2 days)	Any L2 and + L3 consequence
Community service hours (max 10)	Out of school suspension (5-10 days)
Saturday school – 4 hours max (1 day)	Saturday school – 4 hours max (2 days) – Parents will be billed \$60.00 per Saturday to compensate faculty



In school suspension – Full Day – (1-2 days)	Supervised school community service (20 hours minimum)
Conference with Head of School, Parent, and Student	Behavior Contract
Behavior contract	Schedule/class change
Parents must pay restitution of the full amount along with shipping and handling within 7	Long term suspension with an opportunity to complete school year in an alternative format
Temporary Revocation of school privileges	Expulsion from Lynnhaven with an opportunity to return
	Expulsion from Lynnhaven without an opportunity to return
	Revocation of school privileges
	Referral to law enforcement and or local government agencies as required

**Sexual Harassment**

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions. Examples include, but not limited to: unwelcome leering, sexual flirtations, or propositions, unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; graphic comments about an individual’s body or overly personal conversation; targeted sexual jokes, stories, drawings, pictures, or gestures toward others; spreading sexual rumors; ) inappropriate or suggestive sexual gestures; cornering or blocking of normal movements; displaying sexually suggestive objects in an educational environment; or displaying sexually explicit behavior. Sexual harassment/inappropriate sexual behavior may be in person or by electronic means.

Description	L2	L3
Verbal unwelcome sexual advances, requests for sexual favors		X
Electronic or written unwelcome sexual advances, requests or sexual favors		X
Graphic comments about an individual’s body or overly personal conversation	X	X
Targeted sexual jokes, stories, drawings, pictures, or gestures toward others; spreading sexual rumors	X	X
Inappropriate or suggestive sexual gestures; cornering or blocking of normal movements		X

Displaying sexually suggestive objects in an educational environment		X
Displaying sexually explicit behavior	X	X

Sexual Harassment consequence menu based on level

L2	L3
Out of school suspension (2-3 days)	Any L2 and + L3 consequence
Community service hours (10-15 hours)	Out of school suspension (5-10 days)
Saturday school – 8 hours max (2 days min)	Saturday school – 4 hours max (2 days) – Parents will be billed \$60.00 per Saturday to compensate faculty
In school suspension – Full Day – (2-3 days)	Supervised school community service (20 hours minimum)
Conference with Head of School, Parent, and Student	Behavior Contract
Behavior contract	Schedule/class change
Written letter of apology	Long term suspension with an opportunity to complete school year in an alternative format
Temporary Revocation of school privileges	Expulsion from Lynnhaven with an opportunity to return
Refer to counseling	Expulsion from Lynnhaven without an opportunity to return
	Revocation of school privileges
	Referral to law enforcement and or local government agencies as required

**Transportation**

Proper behavior is required to, from, and while riding the bus to assure that the rights of others are respected. Students are required to listen to and follow the directions of the bus driver. Riding a school bus when necessary is a privilege. Students who violate the Code of Student Conduct and designated bus rules on the school bus may lose the privilege of riding the bus for a specified period of time or permanently. In addition, other consequences may apply.

\*Students are expected to follow the code of conduct in the same manner on school buses and or sanctioned school trips.

Description	L1	L2	L3
Leaving the seat while the bus is in motion	X	X	X
Throwing objects		X	X
Eating or drinking on the bus	X		

Transportation consequence menu based on level

L1	L2	L3
Administrator/Parent/Student conference	L1 consequences and or + L2	L1, L2 and or + L3 consequence
Verbal warning by transportation driver	Detention: After school, lunch, and or Saturday school (1-2 days min each occurrence)	Local authorities are notified and charges of trespassing will be made on behalf of Lynnhaven School
Written letter of apology	In-School Detention 1-2 days	Out of school suspension 1-2 days
	Temporary suspension from transporting on the next 2 school sanctioned trips	In – School suspension 2-3 days

**Arson**

The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event. The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

Description	L3
The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat,	X

Arson consequence menu based on level

L3
----

10 Day suspension from Lynnhaven School + a Behavior Contract
Expulsion from Lynnhaven without an opportunity to return
Long term suspension + alternative learning format
Restitution via written contract
Referral to law enforcement and or local government agencies as required

**Dangerous Weapon or Firearm**

In accordance with § 22.1-277.07 of the Code of Virginia, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school vehicle, or at a school-sponsored event may be expelled. The Head of School or, his designee may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc. The possession, use, or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Firearms which meets the definition of firearm in the Code of Virginia. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by the school administration.

Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO2 air pistols, stun weapons, paintball guns, and any other device utilizing air driven projectiles) is prohibited.

Description	L3
Possession of any firearm or an air rifle or BB gun on school property, in a school vehicle, or at a school-sponsored event	X
The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc	X
The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc.	X

The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited	X
Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO2 air pistols, stun weapons, paintball guns, and any other device utilizing air driven projectiles)	X

Dangerous Weapon or Firm Arm consequence menu

L3
10 Day suspension from Lynnhaven School + a Behavior Contract + Revocation of school privileges
Expulsion from Lynnhaven without an opportunity to return
Long term suspension with or without an option for an alternative learning format at the expense of the parent.
Referral to law enforcement and or local government agencies as required

**Dress Code**

While most students dress appropriately and safely for school, Lynnhaven and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment; therefore, a student's appearance that is disruptive, distracting, or hazardous is prohibited. The administration has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant. Please see page 7 for a list of items not permitted to be worn at school.

Dress Code violation consequence menu

L1	L2	L3
Verbal warning	L1 and or + L2	L1, L2 and or + L2
Communication with parent	Detention: Lunch or After School 1-3 days	Out school suspension 1-2 days
Student must change into clothes provided by school	In School suspension 1-2 days	Behavior contract + loss of school privileges until duration of contract
In school suspension until parent brings new clothes	Temporary revocation of school privileges	Saturday school for 1-2 days.

**Technology**

Parent & Student Handbook: Last Updated 8/12/2024

Students are PROHIBITED from: 1. Using technology for any illegal purpose; 2. Creating unauthorized networks of any kind; 3. Downloading, uploading, importing, or intentionally viewing material that promotes the use of illegal drugs, alcohol, pornography, or illegal and/or violent behavior; 4. Introducing non-approved software, hardware, or resources into the Lynnhaven network or clients. Approval can be sought through the Department of Technology. 5. Saving, transferring, or loading non-school related material on a school file server; 6. Running software applications from a USB device. Failure to honor the above regulations may result in the restriction of Internet privileges and/or the restriction of other technology access in addition to disciplinary action up to and including criminal charges. 7. Unauthorized use of cell phone or device. Examples of dual violation are (i) computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud (see Title 18.2 of the Code of Virginia). Refer to the technology agreement in the appendix.

L1	L2	L3
Verbal warning + loss of technology privilege + school privilege for 3-5 days	L2 and or + L2	L1, L2 and or + L3
Administrator/Parent/Student conference	In school suspension 1-2 days + loss of technology for 5-7 days	Out of school suspension + behavior contract + loss of technology and school privileges for 10 days
Detention: After school and or lunch detention 1-2 days + loss of technology privilege + loss of school privileges for 3-5 days	Detention: After school and or lunch 3-5 days + loss of technology privileges for 5-7 days	Out of school suspension + behavior contract + loss of technology and school privileges for 20 days
	Saturday school for 1-2 days + loss of technology and school privileges for 5-7 days	Expulsion for the remainder of the year with or without the opportunity to return + loss of technology and school privileges as appropriate.

**Tardy to class**

Students must arrive to class on time. The administration will conduct random “sweeps” after class has started. Teachers will lock their doors to prevent entry, while the administration collects students who are not in class. They will be sent to the office with possible disciplinary action.

L1	L2	L3
Verbal warning	L1 and or + L2	L1, L2 and or + L2

Communication with student and house advisor	Detention: Lunch or After School 1-3 days	Out of school suspension 1 day
Parent communicated with via email	In School suspension 1-2 days	Behavior contract + loss of school privileges until duration of contract
Lunch detention 1-2 days	Temporary revocation of school privileges	Saturday school for 1-2 days.

**GRIEVANCE PROCEDURE**

Lynnhaven School’s aim is to work in partnership with families. Parents should feel free to contact their child’s advisor before contacting the Head of School to file a grievance as the result of a consequence issued by the School. Lynnhaven reserves the right to conduct an Administrative Hearing to address chronic misbehavior and habitual code of conduct violations. There will be a Chief Hearing Officer, a Deputy Hearing Officer, the student, and parent. present during the hearing.

**STUDENT BEHAVIOR MANAGEMENT**

The Commonwealth of Virginia regulations requires Lynnhaven School to document that the following acts, related to student behavior management, are prohibited:

1. Restraint and seclusion, except when necessary to protect the student or others from personal harm, injury, or death, and when other less restrictive interventions were unsuccessful
2. Prone “face down” restraints, mechanical restraints, pharmacological restraints, and any other restraint that restricts breathing or harms the child or interferes with the child’s ability to communicate;
3. Deprivation of food or drinking water;
4. Limitation on contacts and visits from a student’s probation officer, social worker, or other service provider as appropriate;
5. Any action that is humiliating, degrading, or abusive;
6. Corporal punishment;
7. Deprivation of approved prescription medication or other necessary services;
8. Denial of access to toilet facilities;
9. Application of aversive stimuli;
10. Strip and body cavities;
11. Discipline, restraint, or implementation of behavior management plans by other students

**ACCEPTABLE USE OF TECHNOLOGY POLICY**

Use of technology at Lynnhaven School should reflect a genuine respect for health and safety of each member of the school community; a desire to shape an educational environment which encourages learning and involvement; and, a willingness to show respect for one another, the school, and for the school property. Technology includes but is not limited to computers, other hardware, electronic devices including any cell phone, tablet, software, Internet, Intranet, e- mail, and all other networks.

**Purpose of Technology:** Technology provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in

providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

**Risks of Use:** With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Lynnhaven School cannot completely predict or control what users may or may not locate. We believe that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with our educational goals.

In accordance with the Children's Internet Protection Act, Lynnhaven School installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. Lynnhaven School cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software, as explained in the does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Lynnhaven School is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow Lynnhaven School's policy and procedures governing the use of technology.

**Acceptable Use:** Student users may access technology for only educational purposes. The actions of student users accessing networks through Lynnhaven School reflect on the school; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Lynnhaven School computers and networks.

Student users of technology shall

- Use or access technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use technology for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;



- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
  - Family Educational Rights and Privacy Act (FERPA), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
  - Copyright laws;
  - Cyberbullying laws; and
  - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Reposting or forwarding personal communications without the author's prior consent;
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or Transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use Property issued under the program without authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Any and all other purposes that would violate the Student Code of Conduct.

**Disciplinary Actions: Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.**

**Internet Safety:** Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to the Head of School.

Lynnhaven School recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

**Student Privacy:** Lynnhaven School may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites. Such websites may collect personally identifiable information from students including usernames and passwords. Specific website company/vendor privacy policies should be consulted regarding collection of information, including information for students under the age of 13. Please contact Lynnhaven School at any time regarding privacy questions or concerns or to request to review what personally identifiable information has been provided by the school. As requested, Lynnhaven School can also provide contact information for the educational companies and vendors for such websites for parents to contact directly. Parents can also contact Lynnhaven School (and/or the website company/vendor) at any time to request that they delete the personally identifiable information of their child and disallow further access. Please note that this removal could prevent the student from having access to critical instructional materials.

**Lynnhaven has the right to inspect any computer or other electronic device and the contents contained therein on demand with or without notice to the user.**

### **PERSONAL CELL PHONES/ELECTRONIC DEVICES**

There are many applications that are educational and useful for students in the 21st century classroom; however, a student also has a responsibility to use electronic devices in a safe and appropriate manner that will not distract themselves or others.

Cell phone technology is permitted at school; however, phones should be kept silent and put away unless permitted. Permissible times include: in-class activities when instructed by the teacher and to call home to arrange transportation needs when at sports practice or on field trips. Students will be permitted to use their cell phones after school while on campus with expressed verbal consent from a teacher.

During free-time such as lunch, upper school students (7th and 8th graders are not permitted to use cell phones during school hours) may use their device recreationally; however, the acceptable use policy governing the use of school technology applies to personal devices when on campus or during school activities.

The school reserves the right to temporarily confiscate phones and other electronic devices if used inappropriately by students. Examples of inappropriate use include: phones ringing in class, texting during school hours, cheating, cyber bullying, circumnavigating the firewall, inappropriate websites, and unauthorized photography, video, or audio recording.