Laurel Ridge COMMUNITY COLLEGE
FUTURE EDUCATORS ACADEMY

STUDENT / PARENT INFORMATION HANDBOOK CODE OF CONDUCT 2026-2027



Office of the Future Educators Academy
https://laurelridge.edu/future-educators-academy/
173 Skirmisher Lane
Middletown, VA 22645

PARENTAL STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA CODE 22.1-279.3 AND SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT

By my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the *Code of Virginia* entitled Parental Responsibility and Involvement Requirements and a copy of the Future Educators Academy's Student Code of Conduct.

I understand that by signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or School Division's policies or decisions.

Opt-Out Information

Please check only those boxes for which you are DENYING PERMISSION.

I do not give my permission for the following:

- ☐ I do not give permission for my child's Directory Information to be released to the media or community organizations.
- ☐ I do not give permission for the publication or posting of a photo, quote, audio, or video of my child on FEA-sponsored web pages or FEA Social Media.
- ☐ I do not give permission for the publication or posting of a photo, quote, audio, or video of my child in staff-made instructional videos, athletic or theatrical, concert programs, or other school publications for public view.
- ☐ I do not give permission for my child to be interviewed by members of the news media or have their achievements published or announced by the media.
- ☐ I do not give permission for my child's school work to be displayed or showcased for public view (artwork, poetry, essays, science projects, etc.)

(High School Students Only)

- ☐ For the release of my address, phone number, or personal email to military recruiters.
- ☐ For the release of my address, phone number, or email to institutions of higher learning.

_____ _____

Parent Signature Date

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student and his/her parent must sign this agreement before being granted use of the FEA's computer system.

Parent - I have read the Acceptable Computer Use policy on pages 54-57. I understand that access to the computer system is intended for educational purposes and the Future Educators Academy has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the Academy to restrict access to all inappropriate material and I will not hold the Academy responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

Student - I understand and agree to abide by the Future Educators Academy's Acceptable Use Policy and Regulation. I understand that the Academy may access, monitor and archive my use of the computer system, including my use of the Internet, e-mail and download material without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation; my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

_____ _____

Parent/Guardian Name (Please Print) Student Name (Please Print)

_____ _____

Parent/Guardian Signature Student Signature

173 Skirmisher Lane
Middletown, VA 22645
(540) 868-7235

To parents and guardians of our students:

The purpose of this publication is to provide you, school personnel, students, and our community with information about division policies and procedures. In addition, this publication contains parental notifications that are required under federal and state guidelines.

Please keep this handbook throughout the 2026-2027 school year. You are encouraged to review the contents of this handbook and share information with your child, particularly with regards to student expectations, responsibilities, and discipline. After reading this handbook, **please sign the required signature page and return it to your FEA administration (page 33).**

As a parent, your interest and involvement with your child's education will promote a positive attitude toward learning, academic achievement, and the school environment. Should you have any questions about the contents of this handbook, please feel free to reach out.

Sincerely,

Lori Killough

Lori Killough
Director of Teacher Education & Future Educators Academy

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I. General Information - Future Educators Academy

Future Educators Academy is an innovative early college academy focused on preparing tomorrow's elementary and special education teachers in Culpeper, Orange, Madison, Rappahannock, Clarke, Fauquier, Frederick, Page, Shenandoah, and Warren counties and the City of Winchester. Future Educators Academy is a collaboration between these school divisions, Germanna Community College, Laurel Ridge Community College, and Old Dominion University with one shared goal: provide high-quality, accelerated teacher education to produce exceptional teachers for the region.

Central Virginia has a critical teacher shortage. This shortage negatively impacts students, especially in the post-pandemic landscape where many children are behind and struggling socially and emotionally. Future Educators Academy addresses this problem in two ways. First, it reinvigorates the current teacher cadre with innovative opportunities to include Future Educators Academy learners in the classroom through observations and hands-on practicums. Second, it streamlines the pathway to teacher licensure and work for current Future Educators Academy students, who can complete their bachelor's degree in as little as two years after high school graduation. As Future Educators Academy grows, it promotes a virtuous cycle, with Future Educators Academy Alumni teaching in the region with a two-year minimum teaching contract and hosting new Future Educators Academy students for observations and practicums.

The future of education in Central Virginia is technological, agile, and diverse, so Future Educators Academy embeds training in educational technology, classroom management and problem-solving, and diversity and inclusion within the Academy. Future Educators Academy will begin their teaching careers when they are only 20 or 21 years old, so the Academy builds in industry and business-led professional development and soft skills training.

Students in the Future Educators Academy will complete an associate degree while concurrently completing the requirements designated in the profile of a Virginia graduate to complete an advanced studies diploma. While the Future Educators Academy curriculum is rigorous and accelerated, the Academy is designed to be accessible to all students with a passion for teaching, including at-risk student groups and students with pandemic-related learning loss. Tutoring, intrusive advising, and substantial hands-on learning create the support network necessary to bolster enrolled students from admission to graduation. A steering committee comprised of faculty, staff, and leadership at Germanna Community College, Laurel Ridge Community College, and the school divisions of Culpeper, Orange, Madison, and Rappahannock worked collaboratively to:

- Align curriculum.
- Develop class schedules.
- Create student applications.
- Produce promotional materials for prospective students and families.
- Design a practicum and observation rotation.

Future Educators Academy is scalable, starting with seventeen students, and growing to ultimately include eight cohorts at two sites. Future Educators Academy is sustainable with significant support for the Academy and the future teachers it will train.

Future Educators Academy is a lab school designed on the pillars of innovation, acceleration, and passion for education. A core goal of the Academy is to maintain this level of innovation and to grow and iterate based on the guidance of current student surveys, alumni surveys, advisory board recommendations, and pedagogical advances. The work of innovation is never done-Future Educators Academy will continue adapting to best serve the learning needs of the students and the educator needs of its region.

Governing Board Members

Dr. Anthony Brads
FEA Board Chair
Superintendent
Culpeper County Public Schools

Dr. Anna Graham
Superintendent
Madison County Public Schools

Dr. Shannon Grimsley
Superintendent
Rappahannock County Public Schools

Dr. Daniel Hornick
Superintendent
Orange County Public Schools

Dr. George Hummer
Superintendent
Frederick County Public Schools

Dr. Tashika Griffith
President
Germanna Community College

Dr. Shashauna Gray
Vice President
Academic Affairs & Workforce Dev.
Germanna Community College

Dr. Kimberly Blosser
President
Laurel Ridge Community College



Governing Board Policies and Regulations

All Future Educators Academy Policies and Regulations are available on our website at https://laurelridge.edu/future-educators-academy/. Hard copies of all policies are available at the Future Educators Academy Administrative offices located at 173 Skirmisher Lane Middletown, VA 22645.

Mission, Vision, Beliefs, Goals, and Benchmarks

Mission Statement

The mission of Future Educators Academy is to produce well-prepared future educators by providing accessible, supportive, and innovative learning experiences.

Vision Statement

Future Educators Academy will provide an accelerated, high-quality teacher education and licensure pathway to a diverse group of high school juniors and seniors through collaborative partnerships between community colleges, universities, and public-school divisions.

Belief Statement

FEA students will experience academic success through engaging and challenging curriculum and innovative instructional strategies focused on the development of content knowledge, communication skills, collaboration skills, educator preparedness, creative & critical thinking, and local/global citizenship.

Future Educators Academy Measurable Goals:

Student Outcomes:

4.1.1.1

• Expectation: Laurel Ridge FEA intends that the student body meets or exceeds state average and/or average of participating divisions for Standards of Learning performance, whichever is higher. Laurel Ridge FEA's progress toward this goal will be demonstrated by year-over-year progression over the term of this Contract.

• Measure: 100% of students will meet or exceed state average and/or average of participating divisions for the English 11 End of Course Standard of Learning assessment.

4.1.1.2

• Expectation: Laurel Ridge FEA will establish a baseline for student success metrics including fall-to-spring and fall-to-fall retention rate, completion rate, and practicum completion rate, to be reported to the Department annually.

• Measure: 100% of students registered in FEA will return semester to semester until completion of the program.

4.1.1.3

• Expectation: Laurel Ridge FEA will identify, create and/or map out an annual program and operational assessment to include FEA student outcomes, faculty and staff retention, fiscal management, and proposed changes for the upcoming academic year. The annual program and operational assessment report will also

include a data table with performance measures including student SOL scores where applicable, student retention and completion rates, student demographic data, teacher and administrative data, and other performance measures as identified by the governing board. Data will be shared by the Department no later than July 1, 2025.

• Measure: Chart to be completed and submitted yearly to VDOE no later than July 1.

4.1.1.4

• Expectation: Laurel Ridge FEA will create for each student a personalized pathway intended for completion of an associate degree that will result in accelerated progress toward ultimate teacher licensure.

• Measure: Pathway established by division partners instructional leaders.

4.1.1.5

• Expectation: Each student at Laurel Ridge FEA will be offered the opportunity to participate in a high-quality practicum experience prior to graduation, with artifacts from their experiences added to a portfolio.

• Measure: 100% of enrolled students will complete required practicums during EDU200 and EDU 204. Students will keep a reflection log from their experiences.

4.1.2.

• Expectation: FEA will facilitate faculty professional development and cross training for all FEA instructors based on faculty and student feedback at the recommendations of the governing board professional development recommendations for faculty will be produced annually.

• Measure: The FEA Director will survey faculty and students on the quality of instruction within FEA. The FEA Director will provide the FEA Governing Board with the results of the survey. The FEA Governing Board will make recommendations for professional development during a scheduled planning meeting based on the data from the survey for the upcoming school year. The FEA Director takes the recommendations of the FEA Governing Board to plan and provide professional developments for the FEA instructors.

Future Educators Academy Benchmarks

Test Preparation for Licensure:

• 100% of students will take the practice Praxis exams throughout Future Educators Academy. Students will show growth on these assessments.

• 100% of students will complete 80% of the provided practice session in preparation for the Praxis exam.

Academic Standing:

• 100% of students will earn a grade of "C" or higher in each FEA course.

Graduation/Retention Rate:

• 100% of students who enroll in the program will earn an associate degree concurrently with their high school diploma.

SCHOOL DIRECTORY/IMPORTANT NUMBERS

Clarke County High School **(540) 955-6130**
Principal— Dana Waring
E-mail address: waringd@clarke.k12.va.us
627 Mosby Blvd., Berryville, VA 22611

James Wood High School **(540) 667-5226**
Principal—Ms. Shelly Andrews
E-mail address: andrewss@fcpsk12.net
161 Apple Pie Ridge Rd, Winchester, VA 22603

Millbrook High School **(540) 545-2800**
Principal—Ms. Joanne Altendorf
E-mail address: altendoj@fcpsk12.net
251 First Woods Dr, Winchester, VA 22603

Sherando High School **(540) 869-0060**
Principal— Logan Sheppard
E-mail address: shepparl@fcpsk12.net
185 S Warrior Dr, Stephens City, VA 22655

Luray High School **(540) 743-3800**
Principal—Tara Meadows
E-mail address: thmead@pagecounty.k12.va.us
243 Bulldog Drive, Luray, VA 22835

Page County High School **(540) 652-8712**
Principal—Mr. Dave Cale
E-mail address: dcale@pagecounty.k12.va.us
184 Panther Dr, Shenandoah, VA 22849

Kettle Run High School **(540) 422-7330**
Principal—Amanda Dorr
E-mail address: amanda.dorr@fcps1.org
7403 Academic Ave. Nokesville, VA 20181

Fauquier High School **(540) 422-7300**
Principal— Nick Brousse
E-mail address: nbrousse@fcps1.org
705 Waterloo Road Warrenton, VA 20186

Liberty High School **(540) 422-7360**
Principal—Samuel Cox
E-mail address: scox@fcps1.org
6300 Independence Ave. Bealeton, VA 22712

Future Educators Academy Administrative Offices

Laurel Ridge Community College
173 Skirmisher Lane
Middletown, VA 22645

Central Office Main **(540) 868-7235**
E-mail address: fea@laurelridge.edu

Rappahannock County High School **(540) 227-0745**
Principal— Dr. Mary Jane Boynton
E-mail address: mjboynton@rappahannockschools.us
12576 Lee Highway Washington, VA 22747

Central High School **(540) 459-2161**
Principal— Ms. Elizabeth Bereczki
E-mail address: eebereczki@shenandoah.k12.va.us
1147 Susan Ave, Woodstock, VA 22664

Strasburg High School **(540) 465-5195**
Principal— Timothy Combs
E-mail address: tacombs@shenandoah.k12.va.us
250 Ram Dr, Strasburg, VA 22657

Stonewall Jackson High School **(540) 477-2732**
Principal— Mr. Michael Lenox
E-mail address: mclenox@shenandoah.k12.va.us
150 Stonewall Ln, Quicksburg, VA 22847

Skyline High School **(540) 631-0366**
Principal— Mr. Jody Lee
E-mail address: jlee@wcps.k12.va.us
151 Skyline Vista Dr, Front Royal, VA 22630

Warren County High School **(540) 635-4144**
Principal— Mr. Ken Knesh
E-mail address: kknesh@wcps.k12.va.us
155 Westminster Dr, Front Royal, VA 22630

John Handley High School **(540) 662-3471**
Principal— Ms. Susan Braithwaite
E-mail address: braithwaites@wps.k12.va.us
425 Handley Blvd, Winchester, VA 22601

II. Parents' and Students' Rights and Responsibilities Related to Education

Non-Discrimination and Equal Educational Opportunities:

Future Educators Academy (FEA) is committed to maintaining an educational environment free from discrimination, harassment, and retaliation. FEA provides equal educational opportunities to all students and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, age, veteran status, or any other characteristic protected by federal or state law. This commitment applies to admissions, coursework, practicum placements, student activities, and all Academy-sponsored programs and services.

Students or parents who believe discrimination or harassment has occurred should report concerns to Future Educators Academy administration immediately.

Title IX:

Future Educators Academy is committed to providing an educational environment free from sex-based discrimination, sexual harassment, and sexual misconduct. No student shall, on the basis of sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity.

Complaints involving possible Title IX violations should be reported to Future Educators Academy administration, who will coordinate with the appropriate partnering institution or school division as necessary.

Parent and Family Involvement:

Future Educators Academy recognizes that parent and family involvement is a critical component of student success. Parents and guardians are encouraged to maintain regular communication with FEA staff, monitor student academic progress, attend meetings and events, and support students in balancing the academic and professional expectations of the program.

Parent Rights:

Parents and guardians have the right to:

- Receive information regarding student academic progress and program requirements.
- Participate in meetings regarding student academic, attendance, behavioral, or practicum concerns.
- Review educational records as permitted by federal and state law.
- Receive notification regarding significant concerns affecting a student's participation in the Academy.
- Be informed of major program updates, schedule changes, transportation adjustments, and Academy initiatives.
- Review Academy policies, procedures, and expectations.

Parent Responsibilities:

Parents and guardians are expected to:

- Support regular attendance in classes, practicums, and Academy-sponsored activities.
- Ensure current emergency contact and medical information remains on file.
- Monitor student academic performance and communication from instructors and Academy staff.
- Support the professional expectations of the Academy and the teaching profession.
- Participate in conferences and meetings when concerns arise.

Student Rights:

Students enrolled in Future Educators Academy have the right to:

- Learn in a safe, supportive, and inclusive educational environment.
- Be treated fairly, respectfully, and with dignity.
- Access academic support services, advising, and resources provided through FEA and partner institutions.
- Participate in educational, practicum, and professional development opportunities available through the Academy.
- Receive fair consideration in disciplinary and academic decisions.

Student Responsibilities:

As future educators and representatives of the Academy, students are expected to:

- Attend all classes, practicums, and required events regularly and on time.
- Maintain academic honesty and integrity.
- Demonstrate professionalism in behavior, appearance, communication, and social media usage.
- Respect fellow students, instructors, practicum teachers, staff members, and community partners.
- Follow all applicable policies of FEA, their base school division, and the partnering community college.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding educational records.

These rights include:

- The right to inspect and review educational records.
- The right to request amendment of inaccurate educational records.
- The right to consent to disclosure of personally identifiable information except where disclosure is permitted by law.
- The right to file a complaint concerning alleged violations of FERPA.

Because Future Educators Academy students participate in dual-enrollment coursework through partner community colleges, some educational records may be subject to both secondary and postsecondary privacy regulations. Families are encouraged to discuss FERPA rights and responsibilities with Academy staff if questions arise.

Directory Information:

Future Educators Academy may periodically recognize student accomplishments through newsletters, websites, social media, press releases, presentations, promotional publications, and other educational materials.

Directory information may include:

- Student name
- Grade level
- Base high school
- Participation in Academy activities
- Awards and recognitions
- Academic achievements
- Photographs, videos, and student interviews

Parents or eligible students who do not wish directory information to be released should notify Future Educators Academy administration in writing.

Release of Information to Military Recruiters and Institutions of Higher Learning:

Federal law may require the release of certain student information to military recruiters and institutions of higher education unless the parent or eligible student submits a written request to opt out of such disclosure. FEA students and families will be provided opportunities to exercise these rights in accordance with applicable law.

Partnership Between Students, Families, and Future Educators Academy:

Future Educators Academy operates through a unique partnership among participating school divisions, community colleges, universities, practicum schools, students, and families. Student success depends upon active collaboration among all stakeholders. Students and families are encouraged to communicate proactively with Academy staff and seek assistance whenever concerns arise.

Together, we share the responsibility of preparing the next generation of educators for success in college, the teaching profession, and lifelong learning.

III. Educational Records Information

Student Educational Records:

Future Educators Academy maintains educational records to support student learning, monitor academic progress, document participation in the program, and comply with state and federal requirements. Student records may include academic transcripts, grades, attendance records, practicum documentation, assessment results, program participation records, and other educational information.

Because Future Educators Academy students are concurrently enrolled in their base high schools and partner colleges, educational records may be maintained by multiple institutions. Information may be shared among authorized school officials when there is a legitimate educational interest and when permitted by law.

Dual Enrollment Records:

As dual-enrollment students, Future Educators Academy participants earn both high school and college credit. Academic records related to college coursework are maintained by the partner college and may be subject to additional privacy protections under FERPA.

Students are encouraged to actively monitor their college academic records, communicate with instructors, and maintain copies of important academic documents. Parents should understand that access to certain college records may be limited depending on FERPA regulations and the student's status.

Family Educational Rights and Privacy Act (FERPA):

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

They are:

1. The right to inspect and review the student's education records within 45 days of the day FEA receives a request for access. Parents or eligible students should submit to the FEA director a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate or misleading. Parents or eligible students may ask FEA to amend a record that they believe is inaccurate or misleading. They should write to the school director, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

   If FEA decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, instructor, or support staff (including health or medical staff and law enforcement); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditory, medical consultant, or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.)

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

Upon request, FEA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Directory Information:

Future Educators Academy may designate certain information as directory information and may release such information for educational, recognition, or promotional purposes.

Directory information may include:

- Student name
- Grade level
- Base high school
- Participation in Academy activities
- Awards, honors, and recognitions
- Academic accomplishments
- Photographs, video recordings, and student work

Directory information may be used in newsletters, press releases, social media posts, Academy publications, presentations, websites, and promotional materials.

Parents or eligible students who do not wish directory information to be released must notify Future Educators Academy in writing within the timeframe established at the beginning of each school year.

Access to Educational Records:

Parents and eligible students may request access to educational records by contacting Future Educators Academy administration.

Requests should:

- Clearly identify the records being requested.
- Allow reasonable time for records to be located and reviewed.
- Be submitted through established Academy procedures.

Academy staff will respond in accordance with applicable federal and state laws governing educational records.

Requests to Amend Educational Records:

Parents and eligible students who believe information contained in an educational record is inaccurate, misleading, or violates privacy rights may request that the record be amended.

Requests should:

1. Be submitted in writing.
2. Identify the specific portion of the record in question.
3. Explain why the information should be changed.

The Academy will review the request and provide a written response regarding the decision and any available appeal procedures.

Student Photographs, Videos, and Media:

Throughout the school year, students may be photographed or recorded while participating in Academy activities, classroom experiences, practicums, competitions, ceremonies, field trips, recruiting events, and other educational programs.

These images and recordings may be used to:

- Recognize student achievement.
- Promote Future Educators Academy programs.
- Share activities through newsletters, websites, and social media.
- Support recruitment and outreach efforts.

Parents or eligible students who wish to restrict the use of photographs, videos, or media appearances should submit a written request to Future Educators Academy administration.

Record Retention and Security:

Future Educators Academy maintains educational records in a secure manner and takes reasonable measures to protect student privacy and confidentiality. Access to student records is limited to authorized personnel who have a legitimate educational interest in the information.

Records are maintained and disposed of in accordance with applicable federal and state regulations, partner college requirements, and local record retention schedules.

Communication and Confidentiality:

Because Future Educators Academy students interact with multiple educational partners, students and families should understand that communication may involve collaboration among:

- Future Educators Academy staff
- Partner college personnel
- Base high school administrators and counselors
- Practicum school administrators and mentor teachers

Information will only be shared when appropriate, necessary for educational purposes, and permitted under applicable privacy laws and regulations.



IV. Health Services

Student Health and Wellness:

Future Educators Academy is committed to fostering a safe, healthy, and supportive learning environment that promotes student well-being and academic success. Students are encouraged to take an active role in maintaining their physical, mental, and emotional health while participating in Academy coursework, practicum experiences, and extracurricular activities.

Because FEA students participate in classes on college campuses, at the Daniel Technology Center, and in practicum placements throughout the region, students and families share responsibility for ensuring that health information remains current and accurate throughout the school year.

Emergency Medical Information:

Parents and guardians are responsible for providing accurate emergency contact information and notifying Future Educators Academy of any changes in emergency contacts, medical conditions, allergies, or other health concerns that may impact a student's participation in Academy activities.

Emergency contact information should be updated whenever changes occur to ensure that students can receive appropriate assistance in the event of an emergency.

Student Illness:

Students who are ill should remain at home and follow applicable attendance reporting procedures. Students experiencing symptoms of illness that may interfere with their ability to safely participate in classes, transportation, or practicum activities should notify FEA staff and follow recommendations provided by healthcare professionals.

When absent due to illness, students are responsible for communicating with instructors and completing missed coursework in accordance with course and Academy requirements.

Medications:

Students who require medication during the school day or while participating in Academy-sponsored events should follow the medication procedures established by their base school division and any applicable partner institution.

Future Educators Academy staff do not routinely dispense medication. Students are responsible for understanding and following all medication requirements established by partnering educational institutions and practicum sites.

Parents should notify FEA administration of any medical conditions or medications that may affect student participation in Academy activities.

Medical Emergencies:

In the event of a medical emergency, Academy staff will take appropriate action to protect the health and safety of the student.

Such actions may include:

- Contacting emergency medical services (911).
- Administering basic first aid by trained personnel.
- Notifying parents or emergency contacts.
- Coordinating with partner college personnel or practicum site administrators.
- Following emergency procedures established by the hosting facility.

The Academy's primary concern during a medical emergency is the health and safety of the student.

Chronic Health Conditions:

Students with chronic medical conditions, including but not limited to asthma, diabetes, seizure disorders, severe allergies, or other significant health concerns, should notify Future Educators Academy administration prior to the start of the school year or immediately upon enrollment.

Providing accurate health information allows Academy staff to better support students and respond appropriately during emergencies.

Mental Health and Wellness:

Future Educators Academy recognizes that academic demands, college coursework, practicum experiences, employment, extracurricular activities, and personal responsibilities can create stress for students.

Students are encouraged to seek assistance when experiencing academic, emotional, behavioral, or mental health concerns. Support may be available through:

- Future Educators Academy staff
- Base school counselors
- Partner college counseling resources
- School psychologists and social workers
- Community mental health providers

Seeking assistance is a sign of strength and self-awareness. Students are encouraged to communicate concerns early so that appropriate support can be provided.

Concussion Awareness:

Students who sustain a concussion or other head injury should notify Future Educators Academy administration as soon as possible.

Students may be required to provide medical documentation and follow recommendations from healthcare providers before returning to full participation in classes, practicums, or other Academy activities.

The Academy will work collaboratively with families, healthcare providers, partner colleges, and base schools to support students during recovery.

Communicable Diseases:

Students and families should follow public health recommendations regarding communicable diseases and infectious illnesses.

Students who have been diagnosed with a communicable illness that may impact attendance or participation should notify Future Educators Academy so that appropriate attendance accommodations and communications can be coordinated when necessary.

Tobacco, Nicotine, Alcohol, and Drug-Free Environment:

Future Educators Academy maintains a tobacco-free, nicotine-free, alcohol-free, and drug-free educational environment.

The use, possession, distribution, or being under the influence of tobacco products, nicotine products, vaping devices, alcohol, illegal substances, or unauthorized controlled substances is prohibited during Academy activities, on educational property, in college facilities, on school buses, during field experiences, and at practicum placements.

Violations may result in disciplinary action and may affect a student's continued participation in the Academy.

Student Safety:

The safety of students remains a shared responsibility among students, parents, partner colleges, practicum sites, participating school divisions, and Academy staff.

Students are expected to:

- Follow all safety procedures and directions from staff.
- Report unsafe conditions immediately.
- Participate appropriately in emergency drills and safety training.
- Exercise sound judgment while on campus, traveling to and from activities, and participating in practicum experiences.
- Conduct themselves in a manner that promotes a safe and positive learning environment.

Health Services Partnership:

Future Educators Academy works collaboratively with participating school divisions, community colleges, universities, practicum schools, and community agencies to support student health and well-being.

Because FEA students learn and work in multiple educational environments, communication and cooperation among students, families, educational partners, and healthcare providers are essential to ensuring student success and safety.



V. STUDENT ATTENDANCE

Attendance Philosophy:

Regular attendance is essential to student success in Future Educators Academy. As future educators, students are expected to demonstrate responsibility, punctuality, professionalism, and accountability in all academic and practicum settings.

Because FEA students participate in college courses, practicum experiences, and Academy-sponsored activities, attendance plays a critical role in academic achievement, degree completion, and professional growth. Students are expected to attend all scheduled classes, practicums, meetings, workshops, and Academy events unless excused for an approved reason. Students are limited to four (4) unexcused absences during the academic year. Upon reaching four (4) unexcused absences, attendance interventions will be implemented to address attendance concerns and support student success. Continued unexcused absences beyond this limit may result in attendance probation, loss of practicum privileges, disciplinary action, or review of continued eligibility for participation in the Academy.

Student Attendance Expectations:

Students enrolled in Future Educators Academy are expected to:

- Attend all scheduled classes and learning activities.
- Arrive on time and prepared for instruction.
- Attend assigned practicum placements as scheduled.
- Communicate absences promptly and appropriately.
- Complete missed assignments and coursework according to instructor expectations.
- Monitor course attendance requirements outlined in college syllabi.
- Demonstrate professional responsibility regarding attendance and punctuality.

Attendance patterns may be considered when determining a student's continued participation in the Academy, leadership opportunities, field experiences, and special events.

Reporting Absences:

When an absence is necessary, students and parents should notify Future Educators Academy as soon as possible.

Depending on the student's schedule, notification may also be required for:

- FEA Administration
- College instructors
- Practicum teachers
- Partner school administrators
- Transportation departments

Whenever possible, planned absences should be communicated in advance.

Students are responsible for notifying all appropriate parties and ensuring that missed work is completed in accordance with instructor expectations.

Excused Absences:

Examples of excused absences may include:

- Personal illness
- Medical or dental appointments
- Family emergencies
- Court appearances
- Religious observances
- Bereavement
- School-sponsored activities
- College-approved educational opportunities
- Other circumstances approved by FEA administration

Documentation may be requested when appropriate.

Unexcused Absences:

Absences may be considered unexcused when:

- Required notification procedures are not followed.
- The reason for the absence does not meet established attendance guidelines.
- Students leave class, practicum, or Academy activities without authorization.
- Students fail to attend scheduled activities without prior approval.

Excessive unexcused absences (4) may result in academic intervention, loss of practicum privileges, disciplinary action, or review of continued eligibility for participation in the Academy.

College Course Attendance:

Because FEA students are enrolled in dual enrollment courses, attendance requirements established by partner colleges and instructors remain in effect.

Students are responsible for:

- Understanding attendance expectations outlined in each course syllabus.
- Following instructor procedures regarding absences and make-up work.
- Monitoring course announcements and assignments.
- Communicating directly with instructors when attendance concerns arise.

Students should understand that some college instructors may reduce grades or enforce attendance-related policies as outlined in their course syllabi.

Practicum Attendance:

Attendance at practicum placements is a critical component of the Future Educators Academy experience.

Students are expected to:

- Report to practicum sites on all assigned days.
- Arrive on time and remain for the full scheduled experience.
- Notify both FEA staff and their practicum teacher when absences occur.
- Follow practicum attendance procedures established by the Academy.

Repeated absences, tardiness, or early departures may negatively impact practicum evaluations and a student's ability to successfully complete program requirements.

Tardiness:

Students are expected to arrive on time for all classes, practicums, meetings, and Academy activities.

Repeated tardiness may:

- Impact classroom learning.
- Disrupt instructional activities.
- Affect practicum evaluations.
- Result in conferences, interventions, or corrective action.

Early Dismissals:

Students who must leave early for appointments or other approved reasons should notify FEA administration in advance whenever possible.

Students are responsible for informing affected instructors and practicum teachers and making arrangements to complete missed work.

Extended Absences:

Students who anticipate extended absences due to illness, injury, family circumstances, or other significant events should contact FEA administration as soon as possible.

The Academy will work with students, families, instructors, partner schools, and practicum sites to develop an appropriate plan for maintaining academic progress whenever feasible.

Inclement Weather and Emergency Closings:

Future Educators Academy serves students from multiple school divisions and educational partners, weather-related decisions may occasionally differ among organizations.

Students should carefully follow communications provided by:

- Future Educators Academy

When questions arise regarding attendance during weather events or emergencies, students should contact FEA administration for guidance.

Attendance Interventions:

When attendance concerns arise, Future Educators Academy may implement interventions designed to support student success. Attendance interventions will begin once a student reaches four (4) unexcused absences.

These interventions may include:

- Parent conferences
- Student conferences
- Academic support plans
- Attendance contracts
- Practicum improvement plans
- Referrals to support services
- Review of continued program eligibility

The goal of attendance interventions is to identify barriers to student success and provide appropriate support whenever possible.

Student Responsibility for Missed Work:

An absence from class, practicum, or an Academy activity does not excuse a student from completing required assignments.

Students are responsible for:

- Contacting instructors regarding missed work.
- Obtaining notes, assignments, and materials.
- Meeting established deadlines whenever possible.
- Communicating proactively when additional support is needed.

Developing these habits is an important part of preparing students for success in college and the teaching profession.

Attendance and Professionalism:

Future Educators Academy students are preparing to become educational professionals. Consistent attendance, punctuality, communication, and dependability are essential characteristics of effective educators.

Students who demonstrate strong attendance habits not only increase their likelihood of academic success but also develop the professional behaviors expected in future careers within education.

VI. Student and School Safety

School Crisis and Emergency Plans:

Future Educators Academy, in collaboration with participating school divisions, partner colleges, practicum schools, law enforcement agencies, fire and rescue personnel, and emergency management officials, maintains emergency response procedures designed to protect students, staff, and visitors during a variety of emergency situations.

Students and staff receive instruction regarding emergency procedures through drills, training activities, discussions, and emergency response exercises throughout the school year.

Fire Drill (Evacuation Drill):

The purpose of a fire drill is to ensure that students and staff can evacuate a building quickly and safely when necessary.

Students and staff will proceed to their designated outdoor safe area and remain there until further instructions are provided.

Typical emergency notification:

"Students and staff, we are to evacuate the building immediately. Proceed to your designated outdoor safe area."

Lockdown Drill:

A lockdown is implemented when there is an immediate threat to the safety of students, staff, or visitors within a building.

During a lockdown, students and staff may be instructed to:

- Move to a secure location.
- Lock and barricade doors.
- Turn off lights.
- Remain silent and out of sight.
- Follow directions provided by emergency personnel.

Typical emergency notification:

"Lockdown. Get to a secure location. Lock and barricade doors. Lights out and hide. Lockdown, lockdown, lockdown."

Run (Escape) and Self-Defense:

Future Educators Academy supports age-appropriate safety training that encourages students and staff to use sound judgment during life-threatening emergencies.

Depending upon the circumstances, students and staff may be instructed to:

- Evacuate the area when safe to do so.
- Seek shelter or concealment.
- Use available options to protect themselves and others until law enforcement arrives.

Severe Weather and Tornado Procedures:

When severe weather conditions threaten the safety of students and staff, students will be directed to designated shelter areas.

Typical emergency notification:

"We are under a severe weather warning. Proceed immediately to your designated safe area."

Students should follow all directions provided by Academy staff, college personnel, or practicum site administrators.

Bus and Transportation Emergency Drills:

Students utilizing transportation services provided by participating school divisions may participate in transportation safety training and evacuation procedures as required by their base school division.

Students are expected to understand and follow all transportation safety rules while traveling to and from FEA classes, practicum placements, and Academy-sponsored activities.

Emergency Preparedness:

Future Educators Academy and its educational partners regularly review emergency response procedures and participate in emergency preparedness activities designed to address situations such as:

- Severe weather
- Fire emergencies
- Hazardous material incidents
- Medical emergencies
- Active threats
- Security concerns
- Building evacuations
- Other emergency situations

The safety and well-being of students and staff remains the highest priority during all emergency situations.

What Parents Need to Know During an Emergency:

In the event of a school, college, or practicum-site emergency:

1. Future Educators Academy will communicate with students and families as quickly as possible when verified information becomes available.

2. Information shared by students during an emergency may be incomplete, inaccurate, or based on rumors.

3. Families are encouraged to rely on official communications from Future Educators Academy, participating school divisions, partner colleges, and emergency responders rather than social media speculation.

4. During an active emergency, Academy staff may be unable to answer phone calls immediately as they focus on student safety and emergency response procedures.

5. Parents and guardians should avoid coming to an emergency scene unless specifically directed to do so by Academy staff or emergency personnel, as doing so may interfere with emergency operations.

Threat Assessment and Reporting Concerns:

Future Educators Academy encourages students, families, and staff members to report concerning behaviors that may indicate a threat to the safety of an individual or the educational community.

Concerns may include:

- Threatening behavior
- Threats of violence
- Self-harm concerns
- Suicidal statements
- Significant behavioral changes
- Harassment or intimidation
- Other concerning conduct

Students should report concerns to:

- FEA Administration
- Academy staff
- School counselors
- Practicum supervisors
- College administrators
- Law enforcement personnel when appropriate

All reports will be taken seriously and reviewed in accordance with applicable policies and procedures.

Safe Storage of Medications and Substances:

Parents and guardians are encouraged to safely secure medications, alcohol, cannabis products, and other potentially harmful substances.

Recommended practices include:

- Storing medications in a locked cabinet or secure location.
- Keeping substances out of sight and out of reach.
- Properly disposing of unused or expired medications.
- Monitoring quantities of prescription medications.
- Talking with students about the dangers of substance misuse.

Safe storage practices help reduce the risk of accidental poisoning, misuse, and self-harm.

Child Abuse and Neglect Reporting:

Under Virginia law, educators and many school personnel are mandated reporters of suspected child abuse or neglect.

Any Future Educators Academy employee who has reason to suspect that a child has been abused or neglected is required to report such concerns in accordance with Virginia law and established reporting procedures.

Visitors and Facility Security:

Future Educators Academy students participate in learning experiences at multiple locations, including college campuses, educational centers, practicum schools, and partner facilities.

Students, parents, volunteers, and visitors are expected to comply with all visitor management procedures established by the hosting institution.

Visitors may be required to:

- Sign in and sign out.
- Present photo identification.
- Wear visitor identification badges.
- Be escorted while on campus.
- Schedule visits in advance.

Unauthorized individuals may be asked to leave educational property when necessary to maintain safety and security.

Internet Safety and Digital Citizenship:

Students are expected to use technology responsibly and safely at all times.

Students should:

- Protect personal information online.
- Use appropriate digital communication.
- Avoid cyberbullying and harassment.
- Respect copyright and intellectual property laws.
- Report suspicious online activity.
- Follow all Academy, college, and school division technology policies.

Students should remember that online conduct reflects upon both themselves and Future Educators Academy.

Volunteers and Background Checks:

Future Educators Academy welcomes support from volunteers, educational partners, and community organizations.

To ensure the safety of students and staff, volunteers may be required to complete applications, reference checks, background checks, or other screening procedures as required by participating school divisions, colleges, or practicum sites.

Student Safety is a Shared Responsibility:

The success and safety of Future Educators Academy depends upon a collaborative partnership among students, parents, staff, participating school divisions, colleges, practicum schools, and community partners.

Every member of the Academy community is expected to contribute to a safe, respectful, and supportive learning environment where future educators can learn, grow, and thrive.

VII. Specialized Educational Programs and Student Support Services

Student Support Services:

Future Educators Academy is committed to ensuring that all students have equitable access to educational opportunities and the support services necessary for success in high school, college coursework, and future careers in education.

Because FEA operates through partnerships with participating school divisions, community colleges, universities, and practicum schools, students may receive support services through their base school division, partner college, or other educational partners. FEA staff work collaboratively with students, families, and educational partners to help identify and coordinate appropriate services and resources.

FEA believes:

- All students deserve access to challenging and meaningful educational opportunities.
- Every student can learn and achieve at high levels when provided with appropriate support.
- Collaboration among students, families, educational professionals, and community partners is critical to student success.
- Students benefit from learning environments that recognize individual strengths, needs, and interests.
- Educational support services should promote student independence, self-advocacy, and lifelong learning skills.
- Professional development and continuous improvement are essential to maintaining high-quality educational programs.

Students with Disabilities:

Future Educators Academy supports the participation and success of students with disabilities and works closely with participating school divisions and partner colleges to ensure that eligible students receive appropriate accommodations and services.

Students who have an Individualized Education Program (IEP), Section 504 Plan, or other documented disability-related accommodation should notify FEA staff upon enrollment so that appropriate coordination can occur between the student's base school division, partner college, and the Academy.

Because students participate in both secondary and postsecondary educational settings, accommodations and support services may differ between high school and college courses. Students are encouraged to actively participate in the accommodation process and develop self-advocacy skills that will support success in college and future careers.

Transition to College Accommodations:

As dual-enrollment students, FEA participants begin experiencing the transition from K-12 educational services to higher education accommodations.

Students should understand that:

- College accommodations are governed by different laws and procedures than high school services.
- Students are often responsible for initiating accommodation requests at the college level.
- Documentation may be required to establish eligibility for accommodations.
- Self-advocacy and communication are important parts of obtaining services in postsecondary settings.

FEA staff are available to assist students and families in understanding these expectations and navigating available support resources.

Section 504:

Future Educators Academy does not discriminate against any individual on the basis of disability.

Section 504 of the Rehabilitation Act of 1973 protects qualified individuals with disabilities from discrimination and ensures equal access to educational opportunities.

Eligible students may receive reasonable accommodations that support participation in educational programs and activities. Students and families who believe a student may qualify for accommodations should contact their base school counselor, school division representative, or FEA administration for additional guidance.

Accessibility Services:

Partner colleges provide accessibility services for students with documented disabilities. These services may include academic accommodations, assistive technology, testing accommodations, note-taking assistance, or other supports as determined by the college.

Students seeking college accommodations are encouraged to work directly with the appropriate accessibility services office and communicate regularly with FEA staff regarding their needs and progress.

English Learner Support:

Students whose primary language is not English may be eligible for language support services through their participating school division.

FEA works collaboratively with school divisions to ensure students have access to educational opportunities and supports that promote academic success in both high school and college coursework.

Families who have questions regarding language support services should contact their base school counselor or school division representative.

Students Experiencing Housing Instability:

Future Educators Academy supports students and families experiencing homelessness or housing instability.

Eligible students may have rights and protections under the McKinney-Vento Homeless Assistance Act. FEA works with participating school divisions to help ensure educational continuity and access to available services and resources.

Families experiencing housing instability are encouraged to contact their base school division's McKinney-Vento liaison or FEA administration for assistance.

Academic Support and Intervention Services:

Future Educators Academy provides various academic support services designed to promote student achievement and degree completion.

Available supports may include:

- Academic advising
- Grade monitoring
- Tutoring resources
- Study skill development
- Time management support
- College success coaching
- Academic recovery planning
- Individual student conferences

Students experiencing academic difficulty are encouraged to seek assistance early so that appropriate support strategies can be implemented.

Gifted and Advanced Academic Learners:

Future Educators Academy serves highly motivated students pursuing rigorous dual-enrollment coursework and an accelerated pathway toward careers in education.

Many FEA students participate in advanced academic programs through their base school divisions and are encouraged to take advantage of enrichment opportunities, leadership experiences, research activities, educational conferences, and professional development opportunities that align with their academic goals and interests.

Career and Technical Education Connections:

Future Educators Academy is a specialized career pathway program that prepares students for careers in education and related fields.

Through dual-enrollment coursework, field experiences, practicum placements, leadership opportunities, and college partnerships, students gain:

- College-level academic experience
- Workplace readiness skills
- Professional communication skills
- Leadership development opportunities
- Classroom experience through practicums
- Career exploration within education
- Transfer opportunities to four-year institutions

The Academy's goal is to prepare students for successful transition into teacher preparation programs, educational careers, and lifelong professional growth.

Practicum and Field Experience Supports:

Practicum experiences are a cornerstone of the Future Educators Academy program.

Students receive support through:

- Practicum orientation and training
- Mentor teachers
- School administrators
- FEA staff
- Reflective learning activities
- Professional feedback and coaching

These experiences provide students with authentic opportunities to develop the knowledge, skills, and dispositions expected of future educators.

Student Success Through Partnerships:

Future Educators Academy operates through a unique partnership among participating school divisions, community colleges, universities, practicum schools, students, and families.

By working collaboratively, these partners help ensure that every student has access to the support, resources, and opportunities necessary to successfully complete the Academy program and pursue a future career in education.

The Academy is committed to fostering an environment where all students can learn, grow, and prepare to become the next generation of educators.

VIII. Academic and Program Information

Academic Program Overview:

Future Educators Academy (FEA) is an early college teacher preparation program that combines high school and college coursework to provide students with a pathway toward an Associate Degree and future careers in education. Through partnerships with participating school divisions, community colleges, universities, and practicum schools, students engage in rigorous academic study, field experiences, and professional development opportunities designed to prepare them for success in higher education and the teaching profession.

Students enrolled in FEA are expected to maintain high academic standards, demonstrate professionalism, and actively engage in both coursework and practicum experiences.

Academic Expectations:

Future Educators Academy students participate in a rigorous dual-enrollment program and are expected to:

- Attend all scheduled classes and practicum experiences.
- Complete assignments on time.
- Maintain satisfactory academic progress.
- Meet course requirements established by college instructors.
- Demonstrate academic honesty and integrity.
- Utilize available academic support resources when needed.
- Communicate proactively with instructors and FEA staff regarding academic concerns.

Because students earn both high school and college credit, academic performance in FEA courses may impact high school graduation, college transcripts, and future transfer opportunities.

Graduation Requirements:

Students enrolled in Future Educators Academy remain responsible for meeting all graduation requirements established by their base school division and the Virginia Department of Education. Students should work closely with:

- Their base high school counselor
- Future Educators Academy staff
- Partner college advisors

Students are encouraged to regularly review graduation requirements, diploma requirements, dual-enrollment progress, and transfer pathways.

Missed Coursework Due to Absence:

Students are expected to maintain regular attendance and complete all assignments, assessments, and practicum requirements. When absences occur:

1. It is the student's responsibility to contact instructors and obtain missed assignments.
2. Instructors may provide alternative assignments when appropriate.
3. Students are responsible for scheduling make-up assessments with their instructors.
4. Students participating in practicum experiences must also communicate with their practicum teacher and FEA staff.
5. All missed coursework should be completed within timelines established by the instructor whenever possible.

For extended absences, students should work directly with instructors and FEA staff to develop a plan for completing missed work and maintaining academic progress.

Practicum and Educational Field Experiences:

Future Educators Academy recognizes the value of educational field experiences and practicum placements as a critical component of teacher preparation.

Practicum experiences provide students opportunities to:

- Observe classroom instruction.
- Work directly with students.
- Develop professional teaching skills.
- Learn from experienced educators.
- Explore various educational settings and grade levels.
- Apply educational theory to real-world experiences.

Parents and students will receive information regarding practicum placements, schedules, expectations, transportation considerations, and required documentation.

Students are expected to comply with all practicum site policies, procedures, and professional expectations.

Educational Trips and Program Activities:

Future Educators Academy may provide opportunities for students to participate in:

- College visits
- Educational conferences
- Leadership programs
- Career exploration activities
- University visits
- Professional development events
- Teacher recruitment initiatives
- Community engagement experiences

Parents and students will receive advance information regarding the purpose, schedule, travel arrangements, costs, supervision, and participation requirements associated with such activities.

Written parent permission may be required before participation in certain activities.

Technology Resources and Instructional Materials:

Students enrolled in Future Educators Academy may be assigned laptops, Chromebooks, textbooks, digital resources, instructional software, and other educational materials necessary to support learning.

Students are expected to:

- Maintain assigned equipment in good condition.
- Use technology responsibly and appropriately.
- Follow all acceptable-use policies.
- Report lost or damaged equipment promptly.
- Return all borrowed materials upon request.

Students and families may be held financially responsible for lost, stolen, or damaged equipment when appropriate.

Student Financial Responsibility:

Future Educators Academy works to reduce barriers to participation by providing access to dual-enrollment opportunities and educational resources whenever possible.

Students and families are expected to:

- Return borrowed materials and equipment.
- Meet obligations related to lost or damaged property.
- Communicate financial concerns with FEA administration as early as possible.

The Academy will work with students and families to identify available supports and solutions when financial hardships arise.

Academic Support Services:

Future Educators Academy is committed to helping students succeed academically.

Support services may include:

- Academic advising
- Grade monitoring
- Tutoring resources
- Time-management support
- Study-skills coaching
- Progress conferences
- Transfer planning assistance
- College success strategies

Students are encouraged to seek assistance early when academic concerns arise.

Student Records and Academic Progress Monitoring:

Academic progress is regularly reviewed throughout the school year.

FEA staff may monitor:

- Course grades
- Attendance
- Practicum participation
- Degree progress
- High school graduation requirements
- College credit completion

When concerns arise, FEA staff may schedule conferences with students and families and develop intervention plans designed to support student success.

Parent and Student Access to Academic Information:

Parents and students are encouraged to regularly monitor academic progress through available college and school division information systems.

Depending on the student's schedule and enrollment status, academic information may be available through:

- Base school student information systems
- Community college student portals
- Learning management systems such as Canvas
- Progress reports and instructor communications
- Future Educators Academy advising meetings

Students are encouraged to take increasing responsibility for monitoring their own academic progress as they prepare for college and professional careers.

Student Recognition and Leadership Opportunities:

Future Educators Academy values student achievement and encourages participation in leadership, service, and professional growth opportunities.

Students may be recognized for:

- Academic excellence
- Outstanding practicum performance
- Leadership contributions
- Community service
- Professionalism
- Attendance
- Degree completion milestones
- Educational accomplishments

Recognition may occur through newsletters, ceremonies, awards programs, social media, Academy publications, and special events.

Preparing Future Educators:

Every course, practicum experience, leadership opportunity, and academic expectation within Future Educators Academy is designed to prepare students for future success as educators and lifelong learners.

Students are encouraged to embrace academic challenges, seek support when needed, maintain high standards of professionalism, and take full advantage of the unique opportunities available through the Academy as they prepare to become the next generation of educational leaders.

Laurel Ridge COMMUNITY COLLEGE
FUTURE EDUCATORS ACADEMY

Future Educators Academy Code of Conduct
Parent/Guardian and Student Acknowledgement

I _____ (parent/guardian first and last name) have read and understand the Future Educators Academy Student Expectations for Behavior, the Laurel Ridge Community College Code of Student Rights and Responsibilities, and the Virginia Community College System Computer Ethics Agreement.

I _____ (student first and last name) have read and understand the Future Educators Academy Student Expectations for Behavior, the Laurel Ridge Community College Code of Student Rights and Responsibilities, and the Virginia Community College System Computer Ethics Agreement.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Student Signature: _____

Date: _____

Please sign and date this form and return to the Future Educators Academy staff to be kept on file for student records.

FUTURE EDUCATORS ACADEMY
STUDENT
CODE OF CONDUCT
2026-2027



Office of the Future Educators Academy

IX. Student Code of Conduct

Philosophy and Purpose:

The Future Educators Academy (FEA) Student Code of Conduct has been developed to promote responsible citizenship, professionalism, academic excellence, and respect for others. As a teacher preparation program, FEA holds students to high standards of conduct that reflect the expectations of both college students and future educators.

The purpose of this Code of Conduct is to:

- Support a safe, orderly, and respectful learning environment.
- Encourage responsible decision-making and personal accountability.
- Define expectations for student behavior.
- Communicate the responsibilities of students, parents, and Academy staff.
- Establish fair and consistent disciplinary procedures.
- Protect the rights of all members of the Academy community.

Every student has the right to learn in an environment free from disruption, intimidation, harassment, and unsafe behavior. Likewise, every student has the responsibility to contribute positively to that environment.

This Code of Conduct identifies common behavioral expectations and disciplinary concerns but should not be interpreted as an exhaustive list of unacceptable conduct. Future Educators Academy reserves the authority to address any behavior that interferes with the educational mission of the Academy, threatens safety, disrupts learning, or reflects negatively on the profession of education.

Jurisdiction of Future Educators Academy:

Students are subject to the FEA Code of Conduct whenever they are participating in Academy-related activities, including but not limited to:

1. At the Daniel Technology Center or other Academy instructional locations;
2. On the campus of a partner college or university;
3. At assigned practicum placements;
4. Traveling to or from Academy classes, activities, or practicums;
5. Utilizing school division transportation related to the Academy;
6. Participating in Academy-sponsored field trips, conferences, leadership activities, competitions, or special events;
7. Participating in virtual classes, online learning environments, or Academy-sponsored digital platforms;
8. Engaging in off-campus conduct that substantially disrupts the Academy environment, threatens safety, or impacts the welfare of students, staff, or educational partners.

Students are also expected to comply with the rules, policies, and procedures of their base school division, partner colleges, and practicum sites.

RESPONSIBILITIES:

Academy Staff and Educational Partners:

Future Educators Academy staff, partner college faculty, practicum supervisors, and educational partners share responsibility for maintaining a positive educational environment.

Academy personnel are responsible for:

- Promoting regular attendance and academic success.
- Maintaining a safe and supportive learning environment.
- Modeling professionalism and ethical behavior.
- Communicating regularly with students and families.
- Implementing Academy policies fairly and consistently.
- Encouraging student growth, responsibility, and self-discipline.
- Providing support and intervention when concerns arise.
- Applying disciplinary procedures in a fair, timely, and consistent manner.

When determining appropriate disciplinary action, Academy staff may consider:

- The seriousness of the behavior.
- The student's intent.
- The student's age and maturity.
- Previous disciplinary history.
- The impact on the educational environment.
- Any mitigating or aggravating circumstances.

Parents and Guardians:

Parents and guardians play a vital role in supporting student success.

Parents and guardians are expected to:

1. Support regular attendance and punctuality.
2. Encourage strong academic effort and achievement.
3. Reinforce the professional expectations of the Academy.
4. Maintain communication with FEA staff.
5. Ensure that current contact and emergency information is on file.
6. Monitor student progress in both college coursework and practicum experiences.
7. Support appropriate student conduct and decision-making.
8. Encourage behaviors that reflect positively on the teaching profession.

Students:

Future Educators Academy students are preparing to become educational professionals and are expected to demonstrate maturity, integrity, and responsibility.

Students are expected to:

1. Learn and follow the Student Code of Conduct.
2. Attend classes, practicums, and Academy activities regularly.
3. Arrive on time and prepared for learning, and stay for the full day or classes
4. Give their best effort in all academic work.
5. Respect the authority of Academy staff, college faculty, practicum supervisors, and school administrators.
6. Respect the rights, dignity, and diversity of others.
7. Demonstrate sound judgment and self-control.
8. Accept responsibility for their actions.
9. Represent Future Educators Academy professionally both in person and online.

STUDENT RIGHTS:

Future Educators Academy recognizes the constitutional, legal, and educational rights of students. These rights include, but are not limited to:

- Disciplinary due process
- Freedom of speech
- Freedom of religion
- Freedom of assembly and association
- Protection from discrimination
- Privacy rights as provided by law
- Access to educational opportunities
- Review of educational records

Disciplinary Due Process:

Students shall not be subject to disciplinary consequences without fundamental fairness and due process.

Students have the right:

1. To know the nature of the alleged violation.
2. To provide their version of events.
3. To present information relevant to the incident.
4. To have disciplinary decisions based upon available facts and evidence.
5. To appeal decisions through established procedures.
6. To receive fair and impartial treatment.

Freedom of Speech:

Students retain rights of expression consistent with federal and state law.

Students may express opinions and viewpoints provided that such expression:

- Does not substantially disrupt the educational environment;
- Does not threaten or intimidate others;
- Does not interfere with the rights of others;
- Does not violate Academy, college, or practicum site policies.

Freedom of Religion:

Students may engage in voluntary religious expression that is lawful, non-disruptive, and respectful of the rights of others.

Students may pray individually or in groups when participation is voluntary and does not interfere with Academy activities or instruction.

Right to Associate and Assemble:

Students may participate in lawful meetings, organizations, and activities as approved by Academy administration and educational partners.

Such participation may not interfere with instructional activities, practicum responsibilities, or the operation of educational programs.

Protection from Discrimination:

Students are entitled to equal treatment and protection under applicable federal and state laws.

Discrimination, harassment, or retaliation based upon any protected characteristic is prohibited and subject to disciplinary action.

Right to Privacy:

Students have privacy rights related to educational records, counseling information, health information, disability status, and other protected information as provided by law.

The disclosure of student information shall be governed by FERPA and other applicable state and federal laws.

Right to Review Records:

Students and parents have the right to review educational records in accordance with applicable laws and Academy procedures.

Requests for access to records should be directed to FEA administration.

Expectations of Privacy, Searches, and Confiscation:

To maintain a safe educational environment, Academy staff and partner institutions may conduct searches when reasonable suspicion exists that a student possesses prohibited items or has violated laws, regulations, or Academy policies.

School- or college-owned property provided to students may be searched in accordance with applicable policies.

Personal property subject to search may include:

- Backpacks
- Bags
- Electronic devices
- Vehicles located on educational property
- Other personal belongings

Students who refuse to cooperate with lawful searches may be subject to disciplinary action.

Prohibited items may be confiscated immediately.

ATTENDANCE, TARDINESS, AND EARLY DISMISSALS:

Regular attendance is essential for academic success, college readiness, and professional development.

Students are expected to:

- Attend all classes and practicum experiences.
- Arrive on time.
- Remain for the full duration of scheduled activities.
- Follow attendance reporting procedures.
- Avoid excessive tardiness and unapproved early departures.

Failure to comply with attendance expectations may result in academic interventions, disciplinary action, or review of continued participation in the Academy.

CONDUCT ENDANGERING SELF OR OTHERS:

Weapons and Dangerous Items:

The possession, use, sale, purchase, or distribution of weapons or dangerous items is prohibited at:

- Academy facilities
- Partner colleges
- Practicum sites
- School transportation
- Academy-sponsored activities
- Field trips and conferences

Prohibited items include, but are not limited to:

- Firearms or look-alike firearms;
- Ammunition;
- Knives;
- Razor blades or box cutters;
- Explosives and fireworks;
- Fighting weapons;
- Tasers;
- Pepper spray;
- Dangerous tools;
- Any object used as a weapon.

Violations may result in immediate disciplinary action, removal from Academy activities, referral to law enforcement, suspension, or dismissal from the program.

Arson, Explosives, Bomb Threats, and False Alarms:

Students shall not:

- Possess explosive, incendiary, or destructive devices;
- Make bomb threats;
- Initiate false alarms;
- Threaten to damage educational facilities;
- Engage in actions that endanger others.

Such offenses are considered severe violations and may result in immediate disciplinary and legal consequences.

Alcohol, Nicotine, Tobacco, Vaping Products, Drugs, and Controlled Substances:

Students shall not possess, use, distribute, sell, purchase, or be under the influence of:

- Alcohol;
- Tobacco products;
- Nicotine products;
- Electronic cigarettes or vaping devices;
- Marijuana;
- Illegal drugs;
- Unauthorized prescription medications;
- Controlled substances;
- Drug paraphernalia;
- Harmful inhalants;
- Imitation controlled substances.

These expectations apply during all Academy-related activities regardless of location.

Disciplinary Actions Related to Alcohol, Tobacco, Vaping, and Drugs:

Students found in violation of substance-related policies may be subject to:

- Immediate suspension from Academy activities;
- Parent notification;
- Referral to law enforcement when required;
- Removal from practicum placements;
- Behavioral intervention plans;
- Substance abuse education or counseling recommendations;
- Review of continued eligibility for participation in Future Educators Academy.

Because FEA students serve as role models in schools and work directly with children through practicum experiences, violations involving alcohol, tobacco, vaping, or drugs may be considered particularly serious and may affect a student's enrollment in the Academy.



X. Student Assistance Program and Substance Abuse Prevention

Possession, Use, and Distribution of Harmful Substances:

Students who are found to be in violation of Future Educators Academy policies regarding the possession, use, being under the influence of, distribution, sale, sharing, or intent to distribute harmful substances while participating in Academy classes, practicums, transportation, field experiences, conferences, or any Academy-sponsored activity may be subject to immediate disciplinary action, including suspension from Academy activities, removal from practicum placements, and review of continued eligibility for participation in the Academy.

Because FEA students serve as representatives of the Academy and work directly with children in school settings, violations involving harmful substances are considered serious breaches of both student conduct and professional expectations.

Students found in violation of harmful substance policies may be referred to a Student Assistance Program or other approved intervention services. Program requirements may include, but are not limited to:

1. Referral to appropriate school, community, or substance-abuse support services.
2. A conference involving the student, parent or guardian, and FEA administration and base school representation.
3. Completion of recommended assessments, counseling services, educational programs, or intervention activities.
4. Compliance with all conditions established through an intervention or support agreement.
5. Ongoing monitoring of student progress and adherence to behavioral expectations.

Failure to satisfactorily complete required interventions or comply with agreed-upon expectations may result in additional disciplinary consequences, including removal from practicum placements, suspension from Academy activities, or dismissal from Future Educators Academy.

Conspiracy:

The planning of, participation in, or agreement between two or more individuals to commit an unlawful act or violate Academy policies is prohibited.

Students may be subject to disciplinary action regardless of whether the planned misconduct ultimately occurs.

Assault and Threats:

Students shall not threaten, attempt to cause, or cause bodily injury to another person.

Threats may occur through:

- Verbal statements
- Written communication
- Electronic messages
- Social media posts
- Gestures
- Physical actions

Threatening behavior toward students, Academy staff, college personnel, practicum teachers, school employees, parents, or community members is prohibited.

Battery (Physical Aggression):

Students shall not engage in physical aggression toward another individual.

Examples include:

- Hitting
- Pushing
- Shoving
- Tripping
- Kicking
- Scratching
- Biting
- Throwing objects
- Blocking another person's movement

Physical aggression is inconsistent with the professional expectations of Future Educators Academy and may result in significant disciplinary consequences.

Inappropriate Behavior:

Students are expected to conduct themselves appropriately in all educational settings.

This includes:

- Classrooms
- Practicum placements
- College campuses
- Hallways
- Common areas
- Transportation
- Conferences
- Educational field trips
- Academy-sponsored events

Behaviors that disrupt learning, create safety concerns, interfere with instruction, or demonstrate a lack of professionalism are prohibited.

Fighting:

Fighting is prohibited.

Fighting includes any mutual physical altercation involving two or more persons, including but not limited to:

- Hitting
- Punching
- Kicking
- Wrestling
- Shoving
- Other acts intended to cause physical harm

Students involved in fighting may be removed from Academy activities, practicum placements, and other program opportunities.

Incitement or Instigation of Fighting:

Students shall not encourage, provoke, promote, record, or otherwise contribute to conflicts or physical altercations between individuals.

This includes verbal comments, written communication, social media activity, electronic messages, or other actions that encourage confrontation.

Professional Boundaries and Inappropriate Sexual Behavior:

Future Educators Academy students are expected to conduct themselves professionally at all times.

Students shall not engage in inappropriate displays of affection, conduct, or behavior that disrupts the educational environment or creates discomfort for others while participating in Academy activities, college classes, practicum placements, transportation, or school-sponsored events.

Because students regularly work with children and serve as future educators, maintaining professional boundaries is essential.

Harassment:

Harassment of any kind is prohibited.

Harassment includes unwelcome verbal, written, electronic, or physical conduct that:

- Intimidates another person
- Creates a hostile environment
- Interferes with educational opportunities
- Diminishes an individual's dignity or safety

Reports of harassment will be investigated and addressed appropriately.

Stalking:

Students shall not engage in a pattern of behavior that causes another person to fear for their safety or constitutes an invasion of privacy.

Such behavior may include:

- Repeated unwanted contact
- Following another person's movements
- Monitoring social media or online activity
- Electronic surveillance
- Use of third parties to contact or observe another person

Extortion:

Students shall not use threats, intimidation, coercion, or force to obtain money, property, favors, or services from another individual.

Gambling:

Students shall not participate in gambling activities during Academy classes, practicums, transportation, field experiences, or Academy-sponsored events.

Gambling includes wagering money, personal property, or items of value on games, contests, sporting events, or other activities involving chance.

Hazing:

No student shall engage in hazing.

Hazing includes any activity that intentionally or recklessly endangers the physical, emotional, or psychological well-being of another individual as a condition of participation, membership, affiliation, or acceptance into a group or activity.

Participation by the victim does not excuse prohibited conduct.

Students who engage in hazing may face disciplinary consequences and may be referred to law enforcement when required by law.

Profane, Vulgar, or Obscene Language and Materials:

Students shall not use language, gestures, images, recordings, or materials that are vulgar, obscene, profane, or otherwise inappropriate for an educational environment.

Students are expected to communicate in a manner that reflects the professionalism expected of future educators.

Bullying:

Students shall not bully others.

Bullying is any aggressive and unwanted behavior that:

- Is intended to harm, intimidate, or humiliate another person;
- Involves a real or perceived imbalance of power; and
- Is repeated over time or causes significant emotional distress.

Examples of bullying include:

- Name-calling
- Teasing
- Insults
- Social exclusion
- Intimidation
- Rumor spreading
- Mockery or humiliation
- Physical intimidation

Future Educators Academy is committed to maintaining a respectful and inclusive educational environment.

Cyberbullying:

Cyberbullying is prohibited.

Cyberbullying includes bullying behavior conducted through:

- Text messages
- Social media platforms
- Email
- Online forums
- Messaging applications
- Digital images or videos
- Other electronic communication

Cyberbullying that affects the Academy environment, practicum sites, students, staff, or educational partners may result in disciplinary action regardless of where the behavior originated.

Retaliation:

Students shall not retaliate against individuals who report concerns, participate in investigations, serve as witnesses, or seek assistance from Academy staff.

Acts of retaliation are considered serious violations of the Student Code of Conduct.

Defiance of Authority:

Students must comply with reasonable directions provided by:

- FEA Staff
- College Faculty
- Practicum Teachers
- School Administrators
- Transportation Personnel
- Educational Partners
- Base School Staff

Refusal to comply with reasonable directives may result in disciplinary action.

Disruptive Behavior:

Any behavior that interferes with teaching, learning, practicum experiences, transportation, meetings, or Academy operations is prohibited.

Students are expected to contribute positively to all learning environments.

Disrespect Toward Others:

Students shall treat others with dignity and respect.

Behavior that demeans, ridicules, humiliates, or intentionally embarrasses another person through words, actions, electronic communication, or gestures is prohibited.

Unauthorized Photography, Video, and Audio Recording:

Students may not photograph, record, livestream, or otherwise capture images, audio, or video of others without appropriate authorization.

This expectation applies to:

- Classrooms
- College campuses
- Practicum placements
- Meetings
- Transportation
- Academy-sponsored events

Particular care must be taken in practicum settings where confidentiality and student privacy are required.

Gang Activity and Association:

Gang-related behavior is prohibited.

Students shall not:

- Display gang symbols or identifiers;
- Wear clothing associated with criminal gangs;
- Recruit others into gang activity;
- Participate in gang-related intimidation;
- Promote gang interests or activities.

Such behavior is inconsistent with the mission and values of Future Educators Academy.

Operation of Motor Vehicles:

Students operating motor vehicles while participating in Academy activities are expected to do so safely and responsibly.

- Students are expected to stay on campus for the duration
- Students must have permission on file to be able to drive
- Students riding with other students MUST have parent permission from drivers and passengers.

Students may be subject to disciplinary action if they:

- Operate a vehicle recklessly;
- Violate parking regulations;
- Endanger others through unsafe driving practices;
- Drive while impaired by alcohol, drugs, or other substances.

INTEGRITY:

Future Educators Academy students are preparing to enter the teaching profession and are expected to demonstrate the highest standards of honesty, trustworthiness, and ethical behavior.

Cheating:

Cheating includes giving, receiving, sharing, or using unauthorized assistance on any assignment, assessment, project, practicum task, or academic activity.

Plagiarism:

Plagiarism is presenting another person's words, ideas, work, or creations as one's own.

This includes:

- Copying from printed or digital sources;
- Submitting another person's work;
- Improper citation of sources;
- Misrepresenting collaborative work as individual work.

The use of Artificial Intelligence (AI) tools without instructor authorization may also constitute academic dishonesty.

Forgery:

Forgery includes:

- Signing another person's name;
- Altering documents;
- Falsifying records;
- Creating or modifying documents to deceive others.

Lying:

Students are expected to provide truthful information when communicating with Academy staff, instructors, practicum supervisors, or school officials.

Intentionally providing false information is prohibited.

False Allegations:

Students who knowingly make false accusations against another individual may be subject to disciplinary action.

False allegations undermine trust, damage relationships, and interfere with the educational process.

PROFESSIONAL DRESS EXPECTATIONS:

Because Future Educators Academy students represent the teaching profession and regularly work with children, students are expected to dress in a manner that reflects professionalism and respect for the educational environment.

Students shall:

- Wear clothing that is clean, neat, and appropriate for an educational setting.
- Follow any dress expectations established by practicum schools or partner institutions.
- Ensure clothing provides appropriate coverage and does not create safety concerns.
- Avoid clothing that promotes alcohol, tobacco, nicotine, drugs, violence, discrimination, or illegal activities.
- Avoid attire that is disruptive, offensive, or inconsistent with professional expectations.

FEA administration reserves the authority to determine whether attire is appropriate for Academy participation and practicum placement.

Students may be required to change clothing, return home to address a concern, or face disciplinary consequences for repeated violations of dress expectations.

PROPERTY OFFENSES:

Theft:

Students shall not steal, attempt to steal, or possess property known to have been stolen.

This includes money, technology, academic materials, equipment, personal belongings, and educational resources.

Trespassing:

Students may not enter or remain in restricted areas of educational facilities without authorization.

Students removed, suspended, or restricted from Academy activities may not participate in events or access facilities without prior approval.

Vandalism:

Vandalism is prohibited.

Students may not damage, deface, destroy, alter, or misuse:

- Academy property
- College property
- Practicum site property
- School division property
- Personal property belonging to others

Students may be required to provide restitution for damages.

Buying, Selling, or Trading Items:

Students may not engage in unauthorized buying, selling, trading, advertising, or commercial activity during Academy activities without prior approval.

POSSESSION AND USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES:

Future Educators Academy recognizes that cell phones and other personal electronic devices (PEDs), including smart watches, earbuds, headphones, tablets, and similar devices, are an important means of communication and access to information in today's world.

At the same time, FEA recognizes that inappropriate use of cell phones and PEDs can interfere with learning, reduce student engagement, create distractions in classrooms and practicum environments, contribute to academic dishonesty, and negatively impact professional expectations.

Because FEA students are college students, future educators, and representatives of the Academy in partner schools and community settings, students are expected to demonstrate responsible and professional use of technology at all times.

Students shall comply with the following expectations:

1. Cell phones and PEDs may not be used during class instruction unless specifically authorized by the instructor for educational purposes.

2. Cell phones and PEDs must be silenced and stored during practicum experiences unless otherwise authorized by the practicum teacher, school administrator, or FEA staff.

3. The use of cell phones, earbuds, headphones, or other devices while receiving instruction, participating in meetings, attending professional events, or interacting with students during practicum experiences is prohibited unless expressly permitted.

4. Students may not use cell phones or PEDs to photograph, record, livestream, or otherwise capture images, audio, or video of students, staff, instructors, practicum teachers, or educational settings without appropriate authorization.

5. Students may not use personal devices in a manner that violates the Student Code of Conduct, privacy rights, academic integrity standards, or practicum confidentiality requirements.

Limited use of personal electronic devices for documented health-related purposes may be accommodated in accordance with a student's health plan, Section 504 Plan, Individualized Education Program (IEP), or other approved accommodation.

Students who violate these expectations may be subject to disciplinary action, including but not limited to:

- Verbal warning
- Device confiscation
- Parent notification
- Loss of privileges
- Removal from a class or practicum setting
- Additional disciplinary action as outlined in the Student Code of Conduct

Refusal to comply with a reasonable request regarding a cell phone or electronic device may constitute a separate violation of the Student Code of Conduct.

The use of a cell phone or PED in connection with another Code of Conduct violation may be considered an aggravating factor when determining disciplinary consequences.

Future Educators Academy, participating school divisions, partner colleges, and practicum sites are not responsible for the loss, theft, or damage of personal electronic devices brought to Academy activities.

Students and parents should understand that personal cellular networks and internet access through personal devices are not monitored or filtered by Future Educators Academy. Students assume responsibility for the appropriate use of personal technology and for accessing content that is consistent with Academy expectations.

TYPES OF DISCIPLINARY ACTIONS AND APPEALS:

The Student Code of Conduct identifies behavioral expectations and possible disciplinary consequences that may result from violations.

When determining disciplinary action, Academy staff may consider:

1. The nature and seriousness of the violation;
2. The circumstances surrounding the incident;
3. The student's prior disciplinary history;
4. The student's age and maturity level;
5. Any disability-related considerations;
6. The impact of the behavior on students, staff, practicum placements, or partner institutions;
7. Other relevant factors.

Confiscation:

Items prohibited under the Student Code of Conduct may be confiscated by Academy staff, partner college personnel, or practicum administrators when appropriate.

Depending upon the nature of the violation, confiscated items may be returned to a parent or guardian, referred to law enforcement, or handled in accordance with applicable policies and laws.

Student Conference:

Academy staff may conduct formal or informal conferences with students to address concerns regarding academic performance, attendance, professionalism, or behavior.

The purpose of these conferences is to promote student growth, address concerns early, and encourage responsible decision-making.

Detention:

Students may be assigned detention or required conferences outside of normal instructional time when appropriate. Parents and students will be notified of detention requirements and expectations.

Restrictions of Privileges:

Students may temporarily lose certain privileges as a result of misconduct.

Examples include:

- Participation in special events
- Leadership opportunities
- Academy travel
- Field experiences
- Practicum activities
- Student recognition programs
- Other Academy-sponsored activities

Behavioral Intervention and Student Supports:

Future Educators Academy believes that student success is best achieved through early intervention and supportive problem-solving.

Students experiencing repeated disciplinary concerns may be referred to:

- Academic support services
- Counseling resources
- Mentoring supports
- Behavioral intervention plans
- Professional development activities
- Student assistance programs

Parents and students may be asked to participate in meetings designed to identify solutions and improve outcomes.

Practicum Improvement Plan:

Students experiencing repeated concerns regarding professionalism, attendance, conduct, or performance during practicum experiences may be placed on a Practicum Improvement Plan.

The plan may outline:

- Behavioral expectations
- Attendance requirements
- Professional goals
- Mandatory conferences
- Monitoring procedures

Failure to comply may result in removal from a practicum placement.

Review of Program Eligibility:

Serious or repeated violations may result in a review of a student's continued participation in Future Educators Academy.

Factors considered may include:

- Academic standing
- Attendance history
- Practicum performance
- Behavioral history
- Professionalism
- Safety concerns
- Impact on educational partners
- Base School behaviors

Temporary Removal from Practicum or Academy Activities:

Students may be temporarily removed from a practicum placement, field experience, leadership activity, or Academy-sponsored event when their behavior threatens safety, disrupts operations, or violates professional expectations.

Suspension from Academy Activities:

Students may be suspended from participation in Academy activities, including practicum experiences, field trips, conferences, leadership opportunities, or other events for serious or repeated violations of the Student Code of Conduct.

Suspensions may be short-term or long-term depending upon the nature of the violation.

Appeals of Formal Disciplinary Actions:

Students and parents may appeal formal disciplinary actions by submitting a written request to Future Educators Academy administration.

Appeals should include:

- The specific action being appealed;
- The basis for the appeal;
- Any relevant supporting information.

Appeals will be reviewed in a timely manner, and students and families will be informed of the final decision.

Restitution:

Students may be required to pay for or replace property that is stolen, damaged, destroyed, or lost as a result of misconduct.

Restitution may include damages to:

- Academy property
- College property
- Practicum site property
- Transportation equipment
- Technology devices
- Property belonging to others

Probation:

Students may be placed on behavioral, academic, or practicum probation rather than being removed from the program.

Probation may include specific requirements related to:

- Attendance
- Academic performance
- Conduct
- Professionalism
- Practicum participation

Failure to meet probationary expectations may result in additional disciplinary action.

Reporting Disciplinary Actions:

Future Educators Academy strives to maintain open communication with students and families regarding behavioral concerns.

Informal disciplinary actions may be communicated verbally or in writing.

Formal disciplinary actions will generally include parent notification and appropriate documentation maintained by the Academy.

Removal from Future Educators Academy:

In cases involving serious misconduct or repeated violations after interventions have been unsuccessful, a student may be removed from Future Educators Academy.

Factors that may be considered include:

1. The seriousness of the violation;
2. The degree of risk posed to students, staff, or educational partners;
3. The student's prior disciplinary history;
4. The impact on practicum placements and community partnerships;
5. The student's academic and attendance records;
6. Previous intervention efforts;
7. Other relevant circumstances.

Students removed from the Academy may be returned to their base high school program in accordance with school division procedures.

Reporting Certain Offenses to Law Enforcement:

Future Educators Academy will comply with all applicable federal, state, and local laws regarding the reporting of criminal activity.

Serious incidents may be reported to law enforcement and appropriate educational partners, including but not limited to:

- Assault
- Threats
- Weapons offenses
- Drug-related offenses
- Harassment or stalking
- Property crimes
- Explosive or incendiary devices
- Other criminal conduct

Parents or guardians will be notified when required by law or Academy policy.

Corporal Punishment:

Future Educators Academy does not permit corporal punishment.

Nothing in this provision shall prohibit reasonable actions necessary to:

- Protect students or staff from harm;
- Maintain safety and order;
- Prevent injury;
- Remove dangerous items from a student;
- Comply with lawful emergency procedures.

Restorative Practices and Problem Solving:

Future Educators Academy supports restorative practices whenever appropriate.

Restorative approaches may include:

- Problem-solving conferences
- Mediation
- Reflection activities
- Restorative conversations
- Community service
- Professional growth assignments

The purpose of restorative practices is to repair relationships, improve decision-making, and restore trust within the Academy community.

Discipline Records:

Records of formal disciplinary actions may be maintained as part of a student's Academy records when appropriate and consistent with applicable laws and educational policies.

TRANSPORTATION EXPECTATIONS

Student Responsibilities:

Students utilizing transportation provided by participating school divisions are expected to conduct themselves in a safe, respectful, and responsible manner.

Students must comply with:

- The Future Educators Academy Student Code of Conduct;
- Transportation rules established by their base school division;
- Directions provided by transportation personnel.

Driver and Transportation Personnel Responsibilities:

Transportation personnel are responsible for maintaining a safe environment and enforcing transportation expectations.

Drivers may report violations of transportation rules to school division administrators and Future Educators Academy staff.

Parent Responsibilities:

Parents and guardians are responsible for ensuring that students arrive safely at designated transportation locations and comply with transportation expectations.

Parents are encouraged to communicate concerns promptly regarding transportation issues.

Transportation Consequences:

Students who violate transportation rules may be subject to:

- Warnings
- Assigned seating
- Parent conferences
- Temporary suspension of transportation privileges
- Additional disciplinary consequences as appropriate

Students suspended from transportation services remain responsible for attending classes and practicums and must arrange alternative transportation.



Code of Conduct for Student Transportation:

Because Future Educators Academy students travel from multiple school divisions to attend classes, practicums, field experiences, conferences, and Academy-sponsored events, appropriate conduct during transportation is essential to maintaining a safe and positive learning environment.

Students utilizing transportation provided by their base school division remain subject to both the transportation policies of that division and the Future Educators Academy Student Code of Conduct.

Any of the following serious violations may result in immediate disciplinary action, including suspension of transportation privileges, parent conferences, removal from Academy activities, referral to law enforcement when appropriate, or additional disciplinary consequences.

Serious Violations:

Students shall not:

1. Possess a weapon, dangerous object, look-alike weapon, or any item intended for use as a weapon.
2. Possess, use, distribute, or be under the influence of alcohol, tobacco, nicotine, vaping products, marijuana, drugs, or other prohibited substances.
3. Engage in bullying, intimidation, threats, harassment, physical aggression, or other behaviors intended to harm another person.
4. Engage in inappropriate sexual conduct, sexual harassment, or unwanted physical contact.
5. Use profane, abusive, discriminatory, or threatening language directed toward another person.
6. Demonstrate disrespect toward transportation personnel, including refusing directives, making threats, shouting aggressively, or using inappropriate gestures.
7. Engage in physical horseplay, fighting, wrestling, pushing, hitting, kicking, or other unsafe conduct.
8. Commit theft or vandalism involving transportation equipment or another person's property.
9. Throw objects from vehicles.
10. Engage in any conduct that creates a significant safety concern for transportation personnel or passengers.

Less Serious Violations:

The following behaviors may result in warnings, assigned seating, parent notification, or progressive disciplinary action if repeated:

1. Minor pushing or careless conduct during loading or unloading.
2. Throwing objects within the vehicle.
3. Standing, moving about, or changing seats without permission.
4. Sitting in an unsafe manner.
5. Excessive noise or disruptive conversations.
6. Teasing, arguments, or minor verbal conflicts.
7. Failure to remain in assigned seating.
8. Possession of distracting or potentially hazardous items.
9. Possession of animals without authorization.
10. Eating, drinking, or chewing gum when prohibited.
11. Bringing oversized items that interfere with safe transportation.
12. Improper use of cell phones, earbuds, laptops, or other personal electronic devices.
13. Littering.
14. Any behavior that distracts the driver or disrupts safe transportation operations.

Transportation Stop Behavior:

Students are expected to conduct themselves safely and responsibly while waiting for transportation and immediately after departing from a bus or transportation vehicle.

Transportation stop expectations include:

1. Students must only board or depart at authorized locations.
2. Students may not ride transportation vehicles without authorization.
3. Students shall remain a safe distance from roadways and traffic.
4. Students shall avoid horseplay, roughhousing, or other unsafe activities.
5. Students shall board in an orderly manner.
6. Students shall allow transportation vehicles to come to a complete stop before approaching.
7. Students shall follow directions provided by drivers and transportation personnel.
8. Students shall not engage in bullying, harassment, or intimidation.
9. Students shall not possess prohibited items.
10. Students shall travel directly to their intended destination after departing transportation unless other arrangements have been approved by a parent or guardian.

Discipline Procedures for Students with Disabilities:

Future Educators Academy recognizes the right of every student with a disability to receive an appropriate education while maintaining a safe and productive learning environment.

Students receiving services under an Individualized Education Program (IEP), Section 504 Plan, or other disability-related accommodations are expected to follow the Future Educators Academy Student Code of Conduct. However, disciplinary decisions involving students with disabilities shall be made in accordance with applicable federal and state laws and regulations.

General Principles:

Students with disabilities are entitled to the same due process protections afforded to all students.

When behavioral concerns arise, Academy staff may work collaboratively with:

- Parents and guardians
- Base school division personnel
- Special education staff
- Section 504 coordinators
- College accessibility services personnel
- Other appropriate educational professionals

to identify supports and interventions that promote student success.

Behavioral Supports and Interventions:

When a student's behavior interferes with learning or participation in the Academy, educational teams may consider:

- Positive behavioral interventions
- Behavioral support plans
- Counseling services
- Functional behavioral assessments
- Additional accommodations
- Revised intervention strategies

The goal of these interventions is to support the student's continued participation and success within the Academy whenever possible.

Short-Term Removals:

Students with disabilities may be subject to short-term disciplinary actions consistent with applicable laws and regulations.

During disciplinary reviews, relevant educational records, accommodations, behavioral plans, and individual circumstances may be considered when determining appropriate actions.

Long-Term Removals and Changes in Placement:

When disciplinary actions may result in a significant change in educational placement, appropriate procedures required by federal and state law will be followed.

Such procedures may include:

- Parent notification
- Team meetings
- Manifestation determinations
- Review of accommodations and services
- Consideration of alternative educational placements when necessary

Manifestation Determinations:

When required by law, educational teams will review whether a student's conduct was:

- Caused by, or directly related to, the student's disability; or
- The result of a failure to implement required accommodations or services.

Decisions regarding disciplinary actions and educational services will be made in accordance with applicable legal requirements.

Continuation of Educational Services:

Students with disabilities who are removed from their educational placement for disciplinary reasons may continue to receive educational services as required by federal and state regulations.

Educational teams will determine appropriate services and supports necessary to ensure continued educational progress.

Appeals and Procedural Safeguards:

Parents and guardians retain all rights and procedural safeguards provided under federal and state special education laws.

Information regarding due process procedures, appeals, and student protections is available through the student's base school division and applicable special education offices.

Referrals to Law Enforcement:

Nothing within the Student Code of Conduct prevents Future Educators Academy, participating school divisions, partner colleges, or practicum sites from reporting criminal activity to law enforcement authorities as permitted or required by law.

Students with disabilities remain subject to applicable criminal laws while continuing to receive the protections afforded under federal and state special education statutes.

Student Records:

Records of disciplinary actions involving students with disabilities shall be maintained and shared in accordance with federal and state laws governing student records, confidentiality, special education services, and educational transfers.

The Academy is committed to balancing student rights, educational access, campus safety, and the professional expectations associated with preparation for careers in education.

ACCEPTABLE TECHNOLOGY AND COMPUTER SYSTEM USE

Future Educators Academy Technology Use Policy:

All use of technology resources associated with Future Educators Academy (FEA), participating school divisions, partner colleges, and educational partners shall support the Academy's mission of preparing students for future careers in education through responsible, ethical, and professional use of technology.

Privilege:

Access to technology resources is a privilege, not a right.

Students who misuse technology resources may lose access privileges and may be subject to disciplinary action.

The term **technology resources** includes, but is not limited to:

- Computers and laptops
- Chromebooks and tablets
- Mobile devices
- Learning management systems (Canvas, etc.)
- Email systems
- Cloud storage platforms
- Printers and peripherals
- Internet access
- Educational software
- Artificial Intelligence (AI) tools
- College and school division networks
- Any Academy-issued or Academy-supported technology resource

Artificial Intelligence (AI) Use:

Future Educators Academy recognizes that Artificial Intelligence tools may be valuable educational resources when used appropriately.

Students may use AI tools only when permitted by the instructor and in accordance with assignment expectations.

Students shall not:

- Submit AI-generated work as entirely their own.
- Use AI to complete assignments when prohibited.
- Use AI to generate false information.
- Use AI to engage in cheating or plagiarism.
- Upload confidential student information from practicum placements into AI systems.

Students are expected to use AI responsibly, ethically, and in a manner consistent with academic integrity and professional expectations.

Acceptable Use:

Access to technology resources is provided to support:

1. Educational and instructional activities;
2. College coursework and research;
3. Practicum and professional learning experiences;
4. Communication related to Academy activities;
5. Legitimate educational business and administrative purposes.

All students are required to comply with Future Educators Academy technology expectations and any technology policies established by participating school divisions, partner colleges, and practicum sites.

Unacceptable Use:

Each student is responsible for his or her actions while using any technology resource.
Prohibited conduct includes, but is not limited to:

1. Using technology resources for illegal purposes.
2. Violating copyright laws, licensing agreements, or intellectual property rights.
3. Accessing, transmitting, downloading, or sharing illegal materials.
4. Attempting to bypass internet filters, security settings, monitoring systems, or administrative controls.
5. Downloading unauthorized software or applications.
6. Using technology resources for personal commercial activities or financial gain.
7. Damaging, altering, vandalizing, or disrupting technology equipment, software, systems, or networks.
8. Attempting to gain unauthorized access to accounts, systems, databases, or files.
9. Accessing another person's account without authorization.
10. Sharing passwords or login credentials.
11. Impersonating another person online.
12. Posting, transmitting, or displaying material that is threatening, abusive, discriminatory, inappropriate, or disruptive to the educational environment.
13. Engaging in cyberbullying, harassment, intimidation, or retaliation.
14. Accessing content inconsistent with educational purposes.
15. Violating practicum confidentiality requirements through technology use.
16. Using technology to cheat, plagiarize, falsify information, or engage in academic dishonesty.
17. Using Artificial Intelligence tools in violation of instructor expectations or academic integrity requirements.

Electronic Communication:

Students are expected to communicate professionally when using:

- Email
- Discussion boards
- Messaging platforms
- Video conferences
- Collaborative documents
- Social media related to Academy activities

Unprofessional, inappropriate, threatening, harassing, or disrespectful communications are prohibited.

All electronic communications should reflect the standards expected of future educators

Practicum Confidentiality and Technology Use:

Because FEA students work directly in schools and classrooms, special care must be taken to protect student privacy.

Students may not:

- Photograph students
- Record classroom activities
- Share confidential student information
- Post information about students, staff, or schools on social media
- Discuss confidential educational information in public online spaces

Violations of confidentiality expectations may result in removal from practicum placements and additional disciplinary action.

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Network Etiquette and Ethical Use:

All users are expected to demonstrate appropriate digital citizenship and professional conduct.

Students shall:

1. Be respectful and courteous.
2. Use appropriate language.
3. Respect the privacy of others.
4. Protect personal information.
5. Follow copyright and citation requirements.
6. Respect technology resource limitations.
7. Use technology in support of learning.
8. Maintain professionalism in online interactions.
9. Report inappropriate or concerning activity.
10. Follow directions provided by technology staff and instructors.

Student Accounts and Passwords:

Students are responsible for protecting their usernames, passwords, and account information.

Students shall not:

- Share passwords.
- Use another person's account.
- Attempt to access unauthorized systems.
- Circumvent security procedures.

Students should immediately report any suspected security concern to FEA staff or the appropriate technology department.

Technology Security:

Technology security is a shared responsibility.

Students are expected to:

- Maintain updated passwords.
- Secure Academy-issued devices.
- Report lost or stolen devices.
- Follow cybersecurity best practices.
- Protect educational records and sensitive data.

Any suspected security breach should be reported immediately.

Care of Equipment:

Students who receive technology equipment are expected to:

- Handle equipment responsibly.
- Keep devices clean and secure.
- Protect equipment from damage.
- Use protective cases when provided.
- Charge devices regularly.
- Report problems promptly.

Students may be financially responsible for damage resulting from negligence, abuse, loss, or misuse. We have insurance on laptops. Please alert FEA staff within 24 hours of issues.

Liability:

Future Educators Academy, participating school divisions, colleges, universities, practicum sites, and educational partners make no warranty for uninterrupted access to technology systems.

The Academy is not responsible for:

- Data loss
- Service interruptions
- Unauthorized charges
- Personal device malfunctions
- Loss or theft of personal technology devices

Students assume responsibility for safeguarding personal files and equipment.

Enforcement:

Internet access and technology use may be monitored in accordance with applicable policies, procedures, and laws.

Technology activity conducted on educational systems may be reviewed when necessary to:

- Maintain network security;
- Investigate policy violations;
- Protect educational records;
- Ensure compliance with applicable laws and regulations.

Students should understand that there is no expectation of privacy when using educational technology systems owned or managed by educational institutions.

Consequences for Misuse:
Violations of this policy may result in:

- Verbal warnings
- Loss of technology privileges
- Restricted network access
- Parent notification
- Academic consequences
- Disciplinary action under the Student Code of Conduct
- Removal from practicum placements
- Financial restitution for damages
- Referral to law enforcement when appropriate

Responsibilities:

Future Educators Academy Administration:

FEA administration is responsible for:

- Communicating technology expectations.
- Supporting responsible technology use.
- Investigating technology-related misconduct.
- Coordinating with educational partners regarding technology issues.
- Ensuring compliance with Academy policies.

Instructors and Practicum Supervisors:

Instructors and practicum supervisors are responsible for:

- Monitoring technology use during educational activities.
- Providing instruction regarding digital citizenship.
- Establishing expectations for technology use within coursework and practicum settings.
- Reporting concerns related to misuse.

Students:

Students are responsible for:

- Understanding and following technology policies.
- Demonstrating digital citizenship.
- Protecting educational resources.
- Respecting privacy and confidentiality.
- Using technology to support learning and professional growth.
- Reporting damage to FEA staff within 24 hours of occurance.

Parents and Guardians:

Parents and guardians are encouraged to:

- Discuss responsible technology use with students.
- Support healthy technology habits.
- Monitor appropriate technology use outside of school.
- Communicate concerns regarding technology use with Academy staff.

Commitment to Professional Digital Citizenship:

As future educators, FEA students are expected to model responsible, ethical, and professional technology use. Every online interaction, digital communication, and technology decision contributes to the development of habits and professional behaviors that will serve students throughout college, their careers, and their lives.

Technology should be used as a tool to learn, collaborate, create, and lead in ways that reflect the values and mission of Future Educators Academy.







PARENTAL STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA CODE 22.1-279.3 AND SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT

By my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the *Code of Virginia* entitled Parental Responsibility and Involvement Requirements and a copy of the Future Educators Academy's Student Code of Conduct.
I understand that by signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or School Division's policies or decisions.

I do not give my permission for the following:

☐ I do not give permission for my child's Directory Information to be released to the media or community organizations.

☐ I do not give permission for the publication or posting of a photo, quote, audio, or video of my child on FEA-sponsored web pages or FEA Social Media.

☐ I do not give my permission for the publication or posting of a photo, quote of my child in the school yearbook.

☐ I do not give permission for the publication or posting of a photo, quote, audio, or video of my child in staff-made instructional videos, athletic or theatrical, concert programs, or other school publications for public view.

☐ I do not give permission for my child to be interviewed by members of the news media or have their achievements published or announced by the media.

☐ I do not give permission for my child's school work to be displayed or showcased for public view (artwork, poetry, essays, science projects, etc.)

(High School Students Only)

☐ For the release of my address, phone number, or personal email to military recruiters.

☐ For the release of my address, phone number, or email to institutions of higher learning.

_____ _____
Parent Signature Date

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student and his/her parent must sign this agreement before being granted use of the School Division's computer system.

Parent - I have read the Acceptable Computer Use policy on pages 54-57. I understand that access to the computer system is intended for educational purposes and the Future Educators Academy has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the Academy to restrict access to all inappropriate material and I will not hold the Academy responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

Student - I understand and agree to abide by the Academy's Acceptable Use Policy and Regulation. I understand that the Academy may access, monitor and archive my use of the computer system, including my use of the Internet, e-mail and download material without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation; my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

_____ _____
Parent/Guardian Name (Please Print) Student Name (Please Print)

_____ _____
Parent/Guardian Signature Student Signature

ATTENTION PARENT/GUARDIAN: SIGN AND RETURN THIS COPY TO YOUR CHILD'S SCHOOL