Loudoun County Public Schools

Where We Empower All Students to Make Meaningful Contributions to the World.

Photos featured were taken in the 2020-2021 school year following mask guidelines at that time.
Dear Students and Parents:

As Superintendent of Loudoun County Public Schools, it's my honor to welcome you to the 2021-2022 school year.

Having come through a year like no other, we acknowledge that many lives have been forever changed due to COVID-19 and we stand with those students, families and friends who have experienced loss and the effects of the pandemic.

As we welcome students back into classrooms and learning environments around the county, we are reminded that LCPS ranks among the best in the nation academically, and we have a lot to be proud of, including the behavior of our students. Our school community can help maintain this excellence by continuing to work together to help each student get the most from their educational experience.

This publication specifies the rights, responsibilities and expectations for student behavior in school. I encourage students and parents to read and discuss these “Student’s Rights and Responsibilities” (SR&R) with each other, and with school personnel if you have any questions.

The Loudoun County School Board adopted these rights, responsibilities and expectations to help ensure and enhance a positive, healthy and safe teaching and learning environment, free from disruption. The School Board’s Policy Manual, which provides additional detail, is available on the LCPS website.

The right to a free public education is among the most important rights guaranteed to the residents of Virginia. We expect the highest standards of personal conduct on the part of our students. Our staff is committed to working with you to ensure that our schools are places where students and teachers can devote their primary attention to learning and teaching in a welcoming, safe, affirming and challenging learning environment.

With best wishes for a successful school year,

Scott A. Ziegler, Ed.D.
Superintendent
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Introduction

The Student Rights and Responsibilities (SR&R) Handbook is a compilation and summary of some of the most common rules and policies governing students. For a comprehensive understanding of expectations, School Board policies and school rules must be carefully read and observed by parents, students, and community stakeholders. A complete and current copy of the “Loudoun County Public Schools (LCPS) Policies and Regulations” is available online at https://www.lcps.org/policyreview. Printed copies are available for those who do not have Internet access.

The Loudoun County School Board has the authority and responsibility to make local policies and regulations for student conduct at schools and school sponsored activities, and for the proper discipline of students, including their going to and returning from school. This authority and responsibility are recognized as necessary for the maintenance of a school environment that is conducive to learning, free of disruption and threat to persons and property, and supportive of the rights of individuals. The School Board also recognizes its responsibility to assist and encourage students to achieve self-discipline and become responsible citizens.

The School Board has adopted policies governing student behavior and has authorized each school to develop school rules consistent with School Board policies. These policies and rules shall apply to students during the school day; while going to or returning from school, whether the student is walking, waiting for, or riding the school bus or private vehicle; and while the student is participating in or attending any school sponsored activity, whether at school or elsewhere. These policies and rules also apply to students whose conduct at any time or place interferes with or obstructs the mission or operation of the schools, or the safety or welfare of students, employees, or property.

Parent engagement is encouraged through the LCPS ParentVUE app. ParentVUE provides parents with access to grades, attendance, communication from teachers, and other student information: including the ability to update opt-outs and acknowledgements online. To gain access to ParentVUE, parents must receive an activation letter from their student’s school. Parents with multiple students will only require one activation code and will be able to view all of their students once they log in. Parents may use ParentVUE to update their email address, phone numbers and to verify other related student data or submit requests for changes and to opt out of Release of Directory Information. Parents/Guardians may also opt out of Release of Directory Information to Military Recruiters through ParentVUE. ParentVUE will also provide access to Schoology, the LCPS learning management system that houses students’ course materials and assignments. Once logged in to Schoology from ParentVUE, parents will be able to view their child’s courses, course materials and course activity in the Schoology system. Parents may access ParentVUE at https://portal.lcps.org/ or via an iOS/Android app where the district URL is https://portal.lcps.org/. Please direct all questions to
your student’s school or visit the school website ParentVUE channel. If you do not have ParentVUE access, please contact your child’s school.

In addition to this booklet, Student Rights and Responsibilities, each school may publish and distribute a handbook of school rules. In the event of a conflict between this version of the Student Rights and Responsibilities or the school handbook and School Board policies, the School Board policies shall be followed in all cases.

Acknowledgement of this Student Rights and Responsibilities handbook should be completed electronically through ParentVUE, or sign and return the last page of this document to your child’s school administration, within five (5) days from the start of school. Please see the OPT OUT OF SURVEY section for a list of documents you may acknowledge through ParentVUE.

Student Rights Overview

Basic Rights and Responsibilities

Residents of Loudoun County who are of school age are entitled to a free education in accordance with the laws of the Commonwealth of Virginia. This right and those granted under the Constitution of the United States and the Commonwealth of Virginia and applicable federal and state laws shall be guaranteed regardless of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, gender orientation, disability, age, or genetic information.

This guarantee of rights includes the right of students to have access to courses of study and student activities, without regard to sex, under the guidelines for compliance with Title IX of the Education Amendments of 1972.

The rights of individuals must be exercised in a way that does not infringe upon the rights of others or threaten the general welfare of society. Some restrictions may therefore be lawfully imposed by governments, including School Boards, upon the manner in which individual rights may be exercised.

The School Board is legally empowered to adopt local regulations for the conduct of students. The School Board is also committed to providing an equitable, safe and inclusive learning environment for students and affirms this principle for all persons. School Board policies and the rules of individual schools provide a code of student conduct which the School Board expects students to follow. These policies and rules are designed to protect the essential rights of students while ensuring a safe, orderly school environment in which students may learn and develop into responsible citizens.

As provided for in the Code of Virginia, any parent, custodian, or legal guardian of a student attending Loudoun County Public Schools who is aggrieved by an action of the School Board may, within thirty (30) calendar days after such board action, petition the circuit court to review the action of
the School Board. The action of the School Board shall be sustained unless the School Board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

**Rights and Responsibilities as Students**

School rules are necessary to ensure all students have access to their education without disruption and in an orderly and appropriate setting. School rules serve not only to restrict undesirable behavior, but also to teach proper behavior. A goal of public education is to have students become responsible adults in a free society. This requires that students learn to be sensitive to the needs and rights of others and to be aware of the consequences of the actions of themselves and others.

Students generally enjoy the same rights in school as they do in other settings, although there are some restrictions on the exercise of these rights that are specific to the school environment. For example, the right to freedom of speech may be restricted to prevent one student from disrupting a class, monopolizing class time or subjecting other students to verbal abuse.

Students therefore have a responsibility to protect the rights of other students by not impeding upon their education in a safe, orderly school environment. They also have a responsibility to protect the large financial investment of the residents of Loudoun County in the education of their children and youth.

The School Board insists that students conduct themselves as responsible citizens while in school or on any school property. Specifically, the School Board requires that students:

- obey school rules and regulations;
- respect the authority of school personnel;
- respect the rights and property of other students and school employees;
- take care of school property provided for their use; and
- dress in an appropriate manner

**Rights and Responsibilities of Students**

Students have a right to avail themselves of the educational opportunities offered to them through LCPS. This implies not only a right of access to these opportunities, but also a right to be protected from disruptive influences within the school. Students have a right to express their concern when other students disrupt a classroom and prevent them from learning.

To benefit from the opportunities provided for them, students must assume certain responsibilities for learning. These responsibilities include being in school when physically able, being on time for school and classes, being engaged and participating in synchronous and/or asynchronous learning either in the classroom setting or during virtual instruction, dressing in an appropriate manner, paying attention in class, participating in class discussions and other activities,
asking questions when something is not understood, getting proper rest, doing homework and other assignments, making up all work missed because of absences and doing one’s best at all times. Teachers can do much to facilitate learning, but students also must take responsibility for their own learning.

Students also share a common responsibility for the overall learning environment. They should encourage and help each other, work cooperatively in group activities and avoid creating disturbances that interfere with the efforts of others to learn.

**Rights and Responsibilities of Adult Students**

Students who have reached the age of 18 years have been granted certain rights as adults. They also assume certain adult responsibilities. In school, students 18 years and older may act in place of their parents where parental permission is required. Students 18 years and older also assume control of their school records.

Students who accept these rights as adults must provide written notification to the school principal, or designee, and are expected to act as responsible adults. If the student is identified as a dependent, parents do maintain certain educational rights. If the student chooses to attend school, they are subject to all school rules and regulations.

**Acceptable/Responsible Use Policy**

With increased access to computers and online material from all over the world, students may access content that is not of educational value in the context of the school setting. LCPS does not condone the use of such materials and does not permit the usage of inappropriate materials in the school environment. LCPS is also not responsible for the accuracy or the quality of information obtained through the Internet.

When using computer equipment and networks in schools for any purpose, all students need to act responsibly. Students must use appropriate language and behavior on computers and networks as described in Policy 8650, “Student Technology Acceptable/Responsible Use Policy.” Malicious behavior and unauthorized use of equipment or systems could be in violation of Policy 8650, “Student Technology Acceptable/Responsible Use” and subject to disciplinary action.

All students will be monitored closely by school personnel, as they use approved technology in the school building. Students must connect to the LCPS network which will filter internet use of all school activities. Elementary students will be fully supervised when using telecommunications services and technology resources in the regular school setting.

Loudoun County Public Schools uses third-party websites to offer online programs solely for the benefit of students and the school system and not for commercial purposes. Agreements and
contracts are vetted to ensure that terms and conditions include privacy provisions that meet our high standards and are in compliance with Family Educational Rights and Privacy Act (FERPA), Children’s Online Privacy and Protection Act (COPPA) and VA laws and the information received from these vendors can be found at the following link: https://www.lcps.org/Page/1605. COPPA permits LCPS to act as an agent for parents in consenting to the collection of limited information from children under 13 to enable the program for the child’s use. Individual schools or teachers who wish to use third-party software applications, not provided and managed by the Division, should obtain consent from parents before creating accounts for students (or asking students to create their own accounts) when personal information is required to create those accounts. Teachers and staff may ask students to use third-party software tools that do not require student accounts or personal information, to use the software without obtaining parental consent.

Students may operate cell phones, personal learning devices, communication devices or other personal electronic devices when authorized to do so by the principal or designee, in accordance with Policy 8650, “Student Technology Acceptable/Responsible Use Policy.” LCPS is not responsible for training, maintenance, troubleshooting, loss, theft, or damage of any personal technology and reserves the right to monitor and/or investigate all activities initiated on these devices when connected to the authorized LCPS network.

Any violation of this policy by a student may result in the student’s loss of privileges and/or possession of such devices while on school property, under school control, or attending any school function or activity and may result in further disciplinary action. Student use of such devices for unlawful or other prohibited purposes while on school property, under school authority, or attending any school function or activity may result in seizure of the device by school officials and disciplinary action, including expulsion.

When parents or guardians acknowledge via ParentVUE that they understand the Acceptable/Responsible Use Policy of LCPS, they are agreeing that they:

- Understand that Internet access is designed for educational purposes;
- Recognize that it is impossible for schools to restrict access to all controversial material even with LCPS staff members monitoring student access;
- Will not hold LCPS responsible for materials acquired on the network;
- Give the student permission to access the Internet services in school;
- Understand that this privilege may be revoked if the student violates the “Acceptable/Responsible Use Policy”; and
- Have read and understand Policy 8650, “Student Technology Acceptable/Responsible Use Policy.”
Activities and Organizations

The value of student activities in the education of children and youth is recognized by the School Board. Activities provide opportunities to develop special interests and talents, to mature socially, and to experience the responsibilities of participation and management in organizations.

Student Activity Guidelines

Student activities are a part of the total educational program and are therefore subject to school supervision and regulations. Student conduct at such activities is governed by the same rules for students that apply at all other times they are under school supervision. In addition, students are expected to display good sportsmanship in competitive activities, whether they are participants or spectators, and to conduct themselves in a manner demonstrating respect for persons and property. For more detailed information please refer to the *Co-Curricular and Extracurricular Handbook*.

All student activities must be approved by the principal of the school. Student activities shall relate to the school’s curricular program and shall not interfere with the operation of the school. Reasonable qualifications will be established for membership or participation governed by the following guidelines:

- It shall be open to all qualified students, except that certain athletic teams may be restricted to members of one sex in accordance with federal regulations on sexual discrimination;
- It shall have a LCPS faculty sponsor approved by the principal;
- The use of school facilities and equipment must be scheduled in accordance with the school’s activity calendar and approved by the principal; and
- All monies raised or collected are school funds and shall be deposited promptly with the school bookkeeper. The principal shall be responsible for the accounting and auditing of activity funds. Such monies shall be used only for the purpose raised or for purposes approved by the faculty sponsor and the principal.

Student Council Association (SCA)

Each school is authorized to establish an SCA that is duly elected by, and representative of, the student body to provide opportunities for experiencing the responsibilities of self-government and participation in the management and operation of student affairs. The SCA of any school shall establish, with approval of the principal, election procedures and qualifications for office that provide opportunities for representation of the student body.

The purpose of this organization is to maintain cooperation between the student body and the faculty or administration, to promote leadership and responsibility and to train the students to the
principles of self-government. This organization shall be the student representative body of the school.

Non-Curriculum-Related Student Groups

No activity, club, or other group that unlawfully restricts its membership or operates as a secret society may be approved as a school activity nor shall it be permitted to engage in any activity within the school.

Administrative Reviews and Searches

School authorities have a responsibility to review and investigate suspected violations of the law or School Board policies. Principals and their designees, who have reasonable suspicion that a student is in possession of unauthorized contraband, illegal or harmful articles or substances, may search the student and his or her personal property in accordance with Policy 8265, “Student Searches and Seizures.”

School facilities made available to students for keeping their personal belongings, and school materials, loaned to them, remain the property of the school. A principal or designee is authorized to search any storage facility when there is a reasonable suspicion that illegal or harmful materials are stored therein. If there is a reasonable suspicion, private vehicles parked on school property may also be subject to inspections and searches.

Students who refuse to cooperate with school reviews, including searches may be subject to disciplinary actions.

Alcohol, Drugs, Electronic Cigarettes and Other Chemical Substances

Alcohol, drugs, tobacco, electronic cigarettes (vapes) and other chemical substances and medications (see medications section) that impact the physical, social, emotional, and intellectual development of students are prohibited. Students are expected to adhere to the law and this policy through their actions and deeds. Any paraphernalia, alcohol, drugs, tobacco products, or electronic cigarettes (vape pens) will be confiscated and given to the School Resource Officer/law enforcement.

Students are strictly prohibited from possessing, distributing, using, or being under the influence of alcohol, drugs, or any chemical substance that affects the brain or nervous system; or any substance represented to be or believed to be alcohol, drugs, or a chemical substance that affects the brain or nervous system; or from possession of any drug-related paraphernalia, while under school authority, on a school bus, on school property, or at a school-sponsored activity at any time. A breath analysis test may be authorized and administered by law enforcement to determine whether a student is under the influence of alcohol or not. Possession or distribution of counterfeit or
“look-alike” drugs is also strictly prohibited and will be addressed in the same manner as possession or distribution of any other drug.

Middle and high school students with a first violation of this policy shall be subject to disciplinary action in addition to participation in three days of Substance Use Education class as required by Regulation 8240, “Alcohol, Drug, Tobacco and Electronic Cigarettes.” Students who violate the policy for a second offense or are involved in any distribution of any substance represented to be or believed to be alcohol, drugs, or other chemical substance shall be subject to disciplinary action which may include assignment to the Substance Use Education Program as required by “Regulation 8240, “Alcohol, Drug, Tobacco and Electronic Cigarettes;” long-term suspension from school; referral to the School Board for expulsion; or such other action as may be deemed appropriate by the Superintendent or the School Board.

Additionally, students who violate this policy shall be required to complete an assessment with a Student Assistance Specialist who has expertise in substance use treatment. Parents and students are asked to attend this meeting, and if recommended by the Student Assistance Specialist and with the consent of the student’s parent/guardian, the student may be recommended to participate in a school-based support group and/or community treatment program.

Publications or other printed materials which advocate the use of illegal drugs, the use of legal drugs or other chemical substances, which portray such use as socially acceptable behavior, or which advertise the sale of counterfeit or “look-alike” or “act-alike” drugs or drug-related paraphernalia are prohibited from sale or distribution on school property. Any student selling or distributing such materials on school property shall be subject to school discipline.

See the “Medication” section for information regarding prescription and over-the-counter drugs. Student use of medications will be subject to disciplinary actions as described in this section.

**Tobacco Use, Electronic Cigarettes, and Vaping Devices**

Students shall not possess, distribute, smoke or use tobacco products including electronic cigarettes and electronic vaping devices at school, on a school bus, while going to or returning from school, on school field trips, or at any school-related activity on school grounds.

Middle and high school students with a first violation of this policy shall be subject to disciplinary action in addition to being assigned participation in the Tobacco and Other Products Education Program. Students who violate this policy for a second offense shall be subject to disciplinary action and shall be required to complete an assessment with the Student Assistance Specialist who has expertise in substance use treatment as required by Regulation 8240, "Alcohol, Drug, Tobacco and Electronic Cigarettes." Parents and students are asked to attend this meeting, and if recommended by the student assistance specialist and with the consent of the student’s
parents/guardians, the student may be recommended to participate in a school-based support group and/or community treatment program. Students who violate this policy for a third offense shall be subject to disciplinary action in addition to participation in three days of Substance Use Education class as required by Regulation 8240, "Alcohol, Drug, Tobacco and Electronic Cigarettes."

**Attendance**

Students of school age have a right to a free public education and have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided to them. Unless excused by their principal, students are expected to be in school and on time every day. Appropriate disciplinary measures may be taken if students fail to accept this responsibility.

The General Assembly of Virginia has recognized the importance of regular attendance by enacting a compulsory school attendance law for students under the age of 18. As outlined in §22.1-254 of the Code of Virginia, and Policy 8120, “Compulsory Attendance,” every parent, guardian, or other person having control of any child between the ages of 5 and 18 shall send such child to a public, private, denominational, or parochial school or have such child taught by a tutor or qualified teacher or provide home instruction as approved by the Superintendent or designee. This law requires parents or guardians to see that their children attend school for the same number of days and hours that school is in session, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school. The School Board employs attendance officers who are authorized and required to file a petition in the Juvenile and Domestic Relations Court to obtain compliance with this law.

Parents or guardians who believe that a child is not mentally, physically or emotionally prepared for school must notify the Superintendent in writing that they wish to delay compulsory attendance until the following year if the child has not reached their 6th birthday on or before September 30.

*(See Appendix A for a reprint of the Compulsory School Attendance Law in its entirety.)*

**Absence from School**

Recognizing there are legitimate circumstances that prevent students from being in school, the School Board has provided that principals shall excuse students who are absent because of personal illness, death in the family, medical or dental appointments, court appearances, religious holidays and certain other circumstances when notification and appropriate documentation has been provided by the parent/guardian.
When a student is absent for all or any portion of the day, the parent or guardian is responsible for notifying the school of the reason and justification for the absence in a timely manner. At the principal’s discretion, a physician’s note may be required to excuse an absence. Principals also are authorized to excuse students who are absent because of illness in the immediate family or emergencies that, in the judgement of the principal, require a student to be absent. This includes trips that extend or enhance a student’s education when such trips are approved in advance by the principal.

Regardless of the reason, 8VAC 20-110-130 of the Code of Virginia requires that the student be dropped from the attendance rolls if they are absent 15 consecutive days. Such students must be re-enrolled and assigned to a classroom as determined by the principal or designee. Principals or designees may discipline students for unexcused absences and excessive tardies.

Whenever a student accumulates a minimum of five unexcused absences, the school shall make reasonable effort to make direct contact with parent or guardian and develop an attendance improvement plan. At ten unexcused absences, the school is required to schedule and hold a face-to-face attendance conference with parent or guardian and student. The attendance conference, consisting of a multidisciplinary team, must be held within 10 school days of the 10th unexcused absence. The multidisciplinary team will monitor student’s attendance and as needed, meet again to address concerns and plan additional interventions. In circumstances in which the parent or guardian is intentionally non-compliant or the student is resisting parental efforts to comply with compulsory attendance, a referral shall be made to the attendance officer.

(See Appendix A for a reprint of the Appointment of Attendance Officers)

Dismissals during the School Day

All students must maintain a full-day schedule of classes unless granted a waiver by the principal. Such waivers will be granted only in exceptional circumstances. Students of parents/guardians who wish to apply for a waiver may obtain a form from their counselor, who will explain the next steps in the process.

Waivers are required only if a student or parent/guardian desires a dismissal during the school day on a regular basis. The principal may still approve occasional dismissals for illness, emergencies and other justifiable reasons.

Making up School Work after an Absence

Whenever a student is absent, whether an excused or unexcused absence or a suspension absence, if the principal/teacher requires make-up work, a reasonable amount of time, consistent with the length of the absence, will be given to the student to complete the missed work. Upon return from absence, the student is responsible to initiate immediate action to make up the work. Upon such a request of the student, the teacher is responsible for providing assignments, tests, and other
work that must be made up and informing the student clearly when make-up work for which grades will be given is due. Failure to complete such make-up work within the time allowed will result in a failing grade for those assignments, tests or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work.

**Tardiness**

A student is tardy when they arrive at an assigned place after the time their schedule requires them to be there. Repeated or habitual tardiness is an undesirable habit and is disruptive of the orderly instructional process; therefore, teachers or principals will take corrective action. A parent or guardian should escort a tardy student into the school and sign the student into the main office.

**Truancy**

A student is truant anytime they willfully absent themselves from school or from any assigned class or required activity. Truancy is a serious offense that requires immediate corrective action on the part of the school and the parents. All cases of truancy shall be reported to the parents/guardians.

**Bus Conduct**

**General Bus Information**

Students are expected to use their assigned bus to and from school each day. Riding a different bus is prohibited unless a parent/guardian sends a written request and this request is approved by the school principal or designee in advance. Similarly, students must get off the bus on their way home at their regular bus stop unless a parent/guardian has requested in writing that a student get off at a different bus stop and the principal or designee has approved the request.

Students who ride school buses are expected to conduct themselves in a way that does not endanger themselves or others, at all times. Students are expected to obey all Bus Safety Rules. Improper behavior will result in temporary or even permanent denial of school bus privileges or other discipline.

**Meeting the Bus**

- Parents/Guardians or other responsible persons must accompany kindergartners to and from the bus stop and should accompany young students to and from the bus stop; however, parents/guardians are not permitted to enter the bus.
- Students should be at their bus stop five minutes before the scheduled time for the bus to arrive. Drivers are not permitted to wait for late students.
While walking to a bus stop, students should walk on sidewalks, if available. If it is necessary to walk in a street or road, students should walk on the left side facing oncoming traffic and move away from the street or road when traffic approaches. Parents/Guardians should help young children cross any street or road and teach them to walk on the left side.

Where there is a sidewalk at the bus stop, students should wait on the sidewalk until the bus comes to a complete stop. Where there is no sidewalk, students should stand far from the edge of the road and remain there until the bus comes to a complete stop.

If the bus stops on the opposite side of the street or road from where students are waiting, the students must wait until the bus comes to a complete stop and the driver directs the students to cross. Students should always walk, never run, in front of the bus to cross the street or road and they should be sure that the driver can see them at all times.

Pushing, shoving, or other horseplay is prohibited while walking to or waiting at a bus stop or while getting on the bus and may be subject to disciplinary action.

**Conduct on the Bus**

While on the school bus, students are expected to cooperate with the driver and promptly obey all directions and orders given by the driver. Drivers will report students who disobey or violate rules of conduct on the bus to the principal of the school. School buses are equipped with video and audio equipment to record student activity. The principal will take necessary disciplinary action which may include suspension from school for serious or continued misconduct.

Students should get on a school bus in an orderly manner, without crowding or pushing, and go directly to a seat and sit down. Students are encouraged to use the passenger restraint system when available. They should remain seated at all times until they are ready to get off the bus.

Students may not bring pets, animals, glass containers, water pistols, radios, balloons or weapons of any kind on school buses. Trained service animals are allowed on the school bus as an accommodation or related service by the student’s IEP or 504 team. Trained service animals must meet the guidelines of LCPS Policy 3050 and Regulation 3050-REG.

Books, band instruments or other objects must never be placed in the aisle or the front of the bus. Items that cannot be held by the student during transportation are prohibited.
● Unnecessarily loud talking or laughter should be avoided. Profane or indecent language is prohibited at all times.
● Except in an emergency, students should not talk to the driver while the bus is in motion.
● Students may not open windows without permission of the driver. Shouting at pedestrians and/or throwing objects out windows is prohibited.
● Students must not put their arms, legs, or heads out open windows.
● Fighting, horseplay and throwing objects within the bus are prohibited.
● Tampering with doors or other bus equipment or defacing seats or other parts of the bus is prohibited. Parents/Guardians and/or students must pay for willful or careless damage to the bus.
● Smoking in any form of tobacco, drugs, and alcohol, including vaping or e-cigarettes, are prohibited on the bus.
● Littering of any kind is not permitted.

Leaving the Bus
● Students should remain seated until the bus comes to a complete stop.
● Students should get off the bus in an orderly manner, allowing students in front seats to get off first. Crowding and pushing is not allowed.
● Once off the bus, students should promptly move to a safe place away from the bus.
● Students who need to cross a street or road should do so only in front of the bus and only after the driver has signaled that it is safe to cross.
● Students should never attempt to retrieve an object dropped in front of or under a bus.
● In no circumstance shall a kindergarten student be left unescorted at a bus stop after school.

Child Find Notification for Special Education

Loudoun County Public Schools (LCPS) offers a free, appropriate public education to all children with disabilities who need special education and related services, aged 2 to 21, inclusive. LCPS implements on-going strategies and engages in public awareness activities to actively and continuously identify, locate and evaluate those children, birth to age 21, inclusive, who are residing in Loudoun County, who are in need of special education and related services, including children who are highly mobile, wards of the state, enrolled in private schools, home-instructed or incarcerated in a regional or local jail in its jurisdiction for ten (10) or more days.
Referrals will be accepted in written, electronic or oral form by each school’s principal or designee for children aged 2 to 21, suspected of having a disability, regardless of whether the child is enrolled in Loudoun County Public Schools. Referrals may be made by any source including school staff, a parent/guardian, the Virginia Department of Education, any other state agency, individuals or a school-based team.

Within ten (10) business days of receipt, the referral will be reviewed by the Child Study Team (CST) at the student’s school of location for school-age children. The CST will review records and other performance evidence of the child in order to make recommendations to meet the child’s educational and behavioral needs. If the team determines the child should be referred for an evaluation for special education and related services, the team shall refer the child to the special education administrator, or designee, within three (3) business days.

Parents/guardians who have concerns about a preschool child (age 2 by September 30 to age 5 but not yet age-eligible for kindergarten) should contact LCPS's Preschool Child Find Center to schedule a free developmental screening.

Under the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, children who are evaluated and found eligible for special education and related services have one or more of the following disabilities: Autism, Deafness, Deaf/Blindness, Developmental Delay, Emotional Disability, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment including Blindness.

LCPS provides a wide variety, or continuum, of alternative placements so that each child with a disability will have an appropriate individualized education program. This continuum includes:

- General education classes;
- Special education classes;
- Special education schools;
- Home-based instruction, if required by the IEP, or homebound instruction when instruction is made available to children who are confined for periods that would prevent normal school attendance and based on certification of need by a licensed physician or clinical psychologist; and
- Instruction in hospitals and institutions, including state facilities.

**Comments and Complaints**

Policy 8-10, “Comments and Complaints,” provides a process that allows parents and students to offer input, comments, and suggestions. Parents/Guardians and students with complaints should attempt to resolve their concerns first with the staff at the child’s school, beginning with, where applicable, the teacher, school assistant principal or principal. Comment and complaint forms will be
distributed annually to all parents/guardians and students and shall be accessible to parents and students at all times through individual school offices, electronically upon request from individual schools or the Superintendent’s office and via the LCPS or school website. Retaliation against parents/guardians and students who file complaints or participate in related proceedings is strictly prohibited.

**Concussions**

Concussions can have serious, long-lasting effects. LCPS seeks to ensure that student athletes who may have concussions have been properly diagnosed, are given adequate time to heal and are comprehensively supported until they are symptom free. Student athletes receive a *Co-Curricular and Extracurricular Handbook* annually which includes detailed information regarding concussions in high school sports and the steps to Return to Learn. Parents and students are required to read and sign various acknowledgments of the concussion policy, Policy 8-58, “Concussions in Student Athletes,” which is contained in the handbook.

Parents/Guardians should notify school officials, including the school health office staff and trainer, if a student of any age has been treated for a concussion outside of school.

**Dances**

Dances are a part of the extracurricular program of the school primarily for the benefit and enjoyment of the students of that school. Conduct at school dances is governed by the same rules for students that apply any other time students are under school supervision. These include policies concerning: dress; the possession and use of drugs, alcohol, or tobacco; violence. Obscene or provocative dancing is also prohibited. Failure of a student or guest to comply with these rules may result in removal from the event or exclusion from future school dances and may result in additional disciplinary action, including expulsion.

**Discipline**

**Intervention and Counseling**

Any licensed employee of the School Board may provide intervention based on progressive discipline when a student is observed or otherwise known to have violated a school rule. LCPS supports a *Multi-tiered System of Support* (MTSS) and staff will provide evidenced-based strategies, such as Restorative Practices and other tiered interventions, to students who engage in inappropriate behavior and students who are impacted by inappropriate behavior. School personnel will assist students in developing healthy relationships and making good choices to continue their learning. For serious violations of school rules, the employee should also refer the student to the principal for other disciplinary measures.
Detention

A student may be detained at the school beyond regular school hours for violation of school rules and may be required during this time to engage in activities to promote positive behavior. Students may be detained only by the principal or designee. Parents/Guardians must be notified in advance of such detention, so they may fulfill their responsibility to provide necessary transportation for the student.

Denial of School Privileges

A student may be denied normal school privileges for a specified period of time by the principal or designee when such denial of privileges is appropriate corrective action for the misconduct of the student. The parents or guardians, or others responsible for the student may be notified.

Removal from Class

For improper behavior in any class or activity, a student may be temporarily removed by the principal, or designee, after school staff have utilized early intervention strategies, based on positive behavior and restorative discipline, to address and promote appropriate behaviors in the classroom with the student. Disruptive and/or defiant students may be removed from class immediately. If removed from the classroom, the student may be assigned to work at school or study in another setting. The parents or guardians of the student may be notified if the student is removed from instruction for more than thirty minutes, depending on the circumstances.

Denial of Bus Transportation

Students who misbehave on school buses may be denied the privilege of being transported on school buses for a short period of time. Attempts will be made by school personnel to utilize positive restorative measures as appropriate. The principal or designee or the Director of Transportation may deny transportation privileges. The parents or guardians of any student denied transportation shall be notified and must provide alternative transportation.

In-School Restriction

For serious or repeated violations of school rules, a student may be assigned to in-school restriction by the principal or designee. During the period of assignment to in-school restriction, the student will be isolated from normal school activities and will be denied school privileges and participation in or attendance to school activities. The student will be assigned classwork and will be counseled on their behavior in school. The parents or guardians of any student assigned to in-school restriction shall be notified.
Exclusion from Extracurricular Activities

A student may be excluded from participation in some or all extracurricular activities or attendance at school-sponsored events when such disciplinary action is appropriate to the misconduct of the student. Such exclusion may be for a fixed period of time or until assurance of acceptable behavior has been obtained. The principal or designee and the Superintendent and their designees are authorized to exclude students from participation or attendance in accordance with Policy 8350, “Student Activities.” Parents or guardians of any student excluded from participation in extracurricular activities and/or attendance to school-sponsored events shall be notified.

Saturday School

A student may be assigned to Saturday school by school administrators for violating school rules and regulations. During the assignment period, students may be assigned academic work or work assignments. Students assigned to Saturday school will be under the supervision of school personnel. The school does not provide transportation to or from Saturday school. The parents or guardians of any student assigned to Saturday school shall be notified. Failure to attend Saturday school may result in additional disciplinary action.

Removal from School

Please review violations that may result in a student being removed from school under the REMOVAL FROM SCHOOL section in this handbook.

Removal from School for Conduct Not Related to School Activities

As provided for by §22.1-277.2:1 of the Code of Virginia, the Superintendent may require any student who has been charged with an offense relating to Virginia’s laws on weapons, alcohol, drugs, or intentional injury to another person or has been found guilty or not innocent of a crime relating to Virginia’s laws on weapons, alcohol, drugs, or of a crime which resulted in or could have resulted in injury to others to attend an alternative education program. The term “charged” means that a petition or warrant has been filed or is pending against the student. Such alternative education programs include, but are not limited to, night school, adult education, or any other educational program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

Notification is sent to the Superintendent by the staff of the juvenile court when a student is charged with or found in violation of certain laws as required by §16.1-260 and §16.1-305.1 of the Code of Virginia. Any student for whom the school division has received a report pursuant to §16.1-
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305.1 of the Code of Virginia of an adjudication of delinquency or a conviction may be assigned to an alternative placement.

**Short-Term Suspension from School by the Principal**

A student may be suspended by the principal, or designee, for as many as ten school days for each offense, except as provided in subsection C or §22.1-277.07 (firearms) or 22.1-277.08 (drugs). No student in preschool through grade three will be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local School Board or the division Superintendent or their designee finds that aggravating circumstances exist, as defined by the State Department of Education.

Unless the student’s presence poses a continuing danger to persons or property or is an ongoing threat of disruption, an informal hearing by the principal, or designee, shall be given to the student before a decision to suspend is made. In the informal hearing, the student shall be notified of the reason for possible suspension and, if denied by the student, shall be provided with an explanation of the evidence and an opportunity to explain his or her version of the incident. When any student is suspended without prior hearing, the hearing shall be held as soon as possible thereafter.

The student’s parents or guardians shall be notified promptly in writing of the reason for suspension, the length of suspension and the procedure for appeal. The procedures for short-term suspension, including rights of appeal, are contained in Policy 8220, “Student Suspension from School.”

**Disciplinary Action by the Superintendent**

When, in the judgement of the Superintendent or their designee, disciplinary action beyond the authority of the school principal is required, the Superintendent shall implement one of the following disciplinary measures:

**Involuntary Transfer**

Students may be assigned to a school in an attendance area other than the one in which the student originally enrolled when normal disciplinary procedures, including short-term suspension from school, have failed to correct inappropriate behavior. Prior to involuntary transfer, the student and his or her parents/guardians will have been advised in writing on one or more occasions that such disciplinary action may be recommended by the principal if misconduct in school continues.

The procedures for involuntary transfer, including rights of appeal, are contained in Policy 8220, “Student Suspension from School.”
**Long-Term Suspension from School.**

The Superintendent may suspend a student from school for a period of time longer than ten school days but less than 46 school days. A suspension beyond 45 school days, not to exceed 364 calendar days is permitted if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the school board or division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education, and to include consideration of a student’s disciplinary history.

Long-term suspension is used in cases of serious misconduct or when other measures, including short-term suspension or involuntary transfer, have failed to accomplish a necessary change in student behavior. The procedures for long-term suspension, including rights of appeal, are contained in Policy 8220, “Student Suspension from School.”

**Expulsion by the School Board.**

Expulsion means any disciplinary action imposed by the School Board or a committee thereof, whereby a student is not permitted to attend school and is ineligible for readmission for 365 calendar days after the date of such expulsion. Students may be expelled by a committee of the School Board or the School Board and only in accordance with the procedures set forth in Policy 8220, “Student Suspension from School,” and the School Board hearing procedure set forth in Policy 8230, “Student Discipline – Appeals and Hearings.” Cause for expulsion may be any serious or repeated acts of misconduct listed on pages 29 - 31 under “Prohibited Behaviors.” Students expelled by the School Board may be readmitted only by the School Board upon application for readmission to the Superintendent. Expulsion is the most severe disciplinary procedure used in trying to correct student behavior. The procedures followed in recommending expulsion from school, including the right to a hearing before the School Board, are contained in Policy 8220, “Student Suspension from School.”

**Students Expelled or Suspended by Another District or Private School**

A student may be excluded from attendance if the student has been expelled or suspended for more than 30 days from school by a School Board or a private school, upon a finding that the student presents a danger to other students or staff. In the case of a suspension of more than 30 days, the term of the exclusion may not exceed the duration of such suspension. Upon the expiration of the exclusion period for an expulsion or withdrawal of admission, the student may repetition the School Board for admission. Such exclusion of students from school is in accordance with the procedures of Policy 8225, “Re-Admission, Exclusion or Admission of Students.”
Disciplinary Procedures

Staff have the authority and will correct inappropriate behavior demonstrated by students who violate school rules and regulations. Unless School Board policies or regulations direct a specific action to be taken for an offense, the principal will apply appropriate measures for each situation. Minor infractions normally will not result in severe actions unless they are repeated and have not been corrected by lesser measures.

Each school may develop procedures consistent with School Board policies to resolve discipline problems. The principal may designate one or more members of the professional staff of the school to carry out the disciplinary powers assigned to the principal by the School Board. The principal, however, shall maintain the final authority and responsibility in matters regarding student conduct. Students shall be informed of the rules and regulations concerning student conduct and the disciplinary procedures of the school.

Dishonesty in Assigned Work

Students are expected to do their own work on all tests, papers, projects or other assignments to be completed on an individual basis. Students should neither turn in another student’s work as their own, nor give assistance to another student. Any student who turns in another student’s work as his or her own or who assists or gives his or her work to another student shall be given a grade of zero on that work. The incident will be reported to the principal and the parents. Principals may also establish appropriate school rules to hold violators accountable for these expectations.

Academic dishonesty is not acceptable. Teachers expect that the work created for their class is unique to that assignment and represents the learning for the individual. Turning in previous work or using the work of others and representing it as one’s own is considered plagiarism, a form of cheating, and is similarly prohibited. Plagiarism can take various forms of not giving credit for information and ideas that are used in student work. Students should cite a source when using material from other authors, Internet sites, electronic print or texts. Key words and phrases reproduced as direct quotes should be indicated with quotation marks. Cited paraphrases and summaries that closely follow a source’s wording or structure may be considered plagiarism if they do not indicate through footnotes or other means the source being cited. Plagiarism is prohibited in all student work, including creative writing, essays, reports, projects, and presentations, whether print, oral, electronic, musical, graphic, or video. While LCPS encourages parents and guardians to support and supervise schoolwork completed at home, the work should be done by the student and not by the assisting parent or guardian. Whether the homework is assigned to practice a skill taught in class or to finish a project begun in class, the teacher uses homework to evaluate the student’s understanding. If the student is assisted at home, the teachers do not have a reliable understanding of the student’s actual level of comprehension or mastery.
Dress Code

Loudoun County Public Schools’ student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes and does not reinforce or increase marginalization or oppression of any group based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, gender expression, marital status, disability, age, or genetic information.

The student dress code supports our goal of inspiring students to learn while leaving primary decisions around student clothing and style to students and their parents or guardians. Our expectation is that parents and guardians are responsible for ensuring student compliance with the school’s dress code, and students are responsible for knowing the student dress code and for complying during school hours and school. **Policy 8270 is under current revision and when adopted the revised policy will supersede the current policy as adopted on 8/8/17.**

Students are responsible for complying with the division dress code during school hours and school-sponsored activities. In accordance with Policy 8215, “In-School Disciplinary Measures,” parents or guardians may appeal a disciplinary action by notifying the office of the appropriate person to whom the appeal is made.

Parents or guardians of students requiring accommodations for religious beliefs, disabilities or other viable reasons should contact the principal.

Emergency Information

Schools consider student safety to be of the utmost importance and LCPS encourages every student and parent to adhere to the principle of See Something, Say Something. This is critical to maintaining a safe and secure environment for students, staff and visitors. Students and parents can report concerning information directly to their principal or use the Safe2Talk app, which allows students and community members to anonymously report concerning behavior.

The following emergency information applies to all schools, parents/guardians, and students.

**In order to be prepared for a school emergency, parents/guardians should:**

- Ensure your child’s emergency contact information is accurate, current and updated as needed. To update this information, please log into ParentVUE to make any necessary changes.
- Become familiar with the LCPS emergency communication procedures. LCPS is committed to providing accurate and timely information in the event of an emergency.

**Emergency Authorization:**

In the case of an accident or serious illness involving a student, LCPS personnel will attempt to make contact with the student’s parent/guardian or their designated emergency contact if the
parent/guardian is unable to be reached. Furthermore, in the case of an emergency, LCPS personnel will call 911 for Emergency Medical Services and the student will be transported to a medical facility. Parents/Guardians are responsible for paying all fees and expenses incurred for medical services and transportation by EMS. This process remains in effect for as long as the student is enrolled in LCPS.

Emergency Drills

Throughout the school year, students and staff will participate in the following drills.

- Evacuate
- Lockdown
- Secure the Building
- Shelter in Place

In case of a school emergency, parents should follow the tips listed below:

- Do not call or rush to the child’s school. Phone lines and staff are needed for emergency response efforts.
- Do not phone or text students. Staff and students are discouraged from using cell phone communication.
- Check for and listen to the message parents/guardians will receive via Blackboard Connect, the district’s emergency notification system, LCPS’s primary method of contacting you.
- Check www.lcps.org for updates.
- Tune to local TV and radio stations for official school alerts.
- Rely only on official communication from school officials and/or public safety officials.
- Refrain from posting or reposting unofficial information on social media.
- To access a copy of the LCPS brochure with additional emergency information, go to www.lcps.org.

Emergency Safety Procedures

Restraint and Seclusion

Maintaining a safe and productive environment for student learning is a high priority of LCPS for both students and staff. A multi-tiered systemic (MTSS) approach, to include Positive Behavioral Interventions and Supports (PBIS), shall be used to address the needs of students with behavior challenges. Physical restraint and seclusion safety procedures shall only be used consistent with Policy 5345, Restraint and Seclusion of Students, and the associated regulation. LCPS recognizes restrictive emergency procedures are used as a last resort and that every effort shall be taken to eliminate the use of restraint and seclusion. Please review Policy and Regulation 5345,
“Restraint and Seclusion of Students,” for information regarding these emergency safety procedures

Face Coverings

During a health emergency, students may be required to wear face covering during school, school related activities, or when on school property. Medically fragile students or students with documented medical reasons may not be required to wear a face covering.

Field Trips - International

Travel outside the contiguous states in conjunction with instruction on the high school level can provide excellent educational experiences for high school students since it enriches and expands the students’ classroom experiences and provides opportunities which enhance studies in any discipline. International trips shall be considered school-sponsored activities with all rules and standards for student conduct applicable.

No School Board or school funds will be committed to underwrite a trip or to reimburse individuals for financial loss due to trip cancellation or modification for loss of money or possessions during the trip. The principal of the teacher/coordinator’s school shall, as they deem necessary or unavoidable, have the authority to effect changes in trip itinerary, cancel the trip and institute procedures not otherwise covered in the Administrative Guidelines.

Students who have graduated from high school are not eligible to participate in international field trips as an LCPS student. Each student’s principal has the authority to deny eligibility for an international field trip.

Fighting

Fighting creates a serious danger to the students involved, to other students, school personnel and school property. Fighting while under school authority and/or supervision will not be tolerated, and disciplinary action will be taken against students who engage in or instigate fighting. As a last resort, students may use physical force to defend themselves from physical aggression from other students or individuals on school property or at school sponsored activities, provided the student:

- Be without fault in provoking or bringing on the fight or incident;
- Had reasonable fear under the circumstances as it appeared to them, that they were in danger of harm and the aggressor took at least one overt act indicative of imminent physical danger; and,
- Have used no more force than was reasonably necessary to protect themselves from the threatened physical harm.
Claims of self-defense do not constitute a valid defense against possession or use of a weapon or knife on school property or at any school sponsored activity. Weapons and knives are prohibited on school property and at school sponsored events at all times.

If a reasonable means of retreat or escape is available to the victim, then the victim shall attempt to flee the altercation prior to engaging in a physical altercation.

In determining the applicability of self-defense, all relevant circumstances should be considered in identifying the victim(s). Students claiming self-defense have the burden of proving that the elements of self-defense have been met. If the victim(s) cannot be reasonably determined, then the benefit of self-defense shall not be given to those engaged in the altercation.

Injuries and medical bills or damages to personal property sustained by students engaged in fighting or “horseplay” will not be paid by LCPS.

Freedom of Expression

Students may exercise their right to freedom of expression through speech, peaceful assembly, petition, and other lawful means provided such expression does not cause substantial disruption or is not otherwise lewd, obscene or profane. Principals may provide reasonable times and appropriate places for students to exercise this right; however, the exercise of this right may be revoked whenever it becomes disruptive to the school program or interferes with the rights of other students to pursue their studies or activities or to express their ideas, or reasonably leads the principal to forecast disruption or interference. Students may not use this right to present obscene material; to slander or defame the character of another person or persons; nor to advocate the violation of any federal, state, or local laws and/or official school policies, rules or regulations.

Students shall have the right to present recommendations to teachers and administrators to advocate change of any policy, rule or regulation. Teachers and administrators shall make reasonable arrangements for a time and place to hear such recommendations.

Harassment/Bullying

All students have the right to attend school where their individual differences are respected and where they are free of fear of harassment and bullying. LCPS actively upholds and supports efforts to prevent harassment and bullying.

Harassment in any form, including bullying or hazing, creates a climate that is not conducive to learning and is prohibited. Harassment based upon race, color, national origin, caste, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, perceived sexual orientation, gender identity, marital status, disability, age, genetic information, and any other characteristic provided by law will not be tolerated, and appropriate disciplinary action will be taken against any student engaging in this type of behavior.
Hazing means to recklessly or intentionally endanger the health or safety of a student or to inflict bodily injury on a student in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student so endangered or injured participated voluntarily in the relevant activity. Section 18.2-56 of the Code of Virginia prohibits hazing and imposes a Class 1 misdemeanor penalty for anyone found guilty of this violation.

“Flagging” or “pantsing” is unacceptable behavior under any circumstance while under school authority, on a school bus, on school property or at a school-sponsored activity. Any incident will be treated as a very serious violation and will result in appropriate disciplinary consequences.

The School Board supports maintaining a working and learning environment for employees and students that provides for fair and equitable treatment, including freedom from sexual discrimination and harassment. No employee or student shall discriminate on the basis of sex, gender identity, or gender expression; harass another employee or student by making unwelcome sexual advances or requests for sexual favors; or engage in other verbal or physical conduct of a sexual nature.

Procedures are described in Policy 8-6, “Sexual Discrimination/Harassment,” for resolving complaints arising from alleged sexual harassment or discrimination or alleged violations of Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended. Any student who believes he or she has been subjected to sexual harassment or discrimination should file a complaint of the alleged act immediately with the principal.

The Compliance Officers are:

- Assistant Superintendent for Instruction
  21000 Education Court, Ashburn, Virginia
  571-252-1300

- Assistant Superintendent for Human Resources and Talent Development
  21000 Education Court, Ashburn, Virginia
  571-252-1100

- Assistant Superintendent for Business and Financial Services
  21000 Education Court, Ashburn, Virginia
  571-252-1400

An investigation of all reported incidents shall be undertaken promptly and shall be completed within 30 days. The confidentiality of the reporting party will be observed, provided that it does not interfere with the investigation or with the ability to take corrective action.

“Bullying” is the systemic and chronic infliction of physical hurt or psychological distress on another person. The Code of Virginia §22.1-276.01 define bullying as “any aggressive and unwanted
behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument or peer conflict.”

Any student who believes they have been the target of bullying/cyberbullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of bullying/cyberbullying, should immediately report incidents to a school administrator or faculty/staff member. Staff members shall take steps to prevent bullying and attempt to take developmentally appropriate steps to intervene with bullying. When allegations of bullying are reported to the principal, or designee, they shall investigate such allegations and/or incidents promptly.

The principal or designee shall attempt to report any allegation of bullying, by or against a child, via telephone, personal conference and/or in writing to the parent/guardian. The status of any investigation of an allegation or incident of bullying, as defined by Policy 8250, shall be reported to the parent/guardian within five (5) school days or sooner. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Bullying violations under Policy 8250 are prohibited and constitute grounds for interventions to include but not limited Restorative Practices and/or student discipline ranging from in-school disciplinary measures to involuntary transfer, short- or long-term suspension and/or expulsion under School Board policies. When investigating the allegation and/or incident, all of the surrounding facts, circumstances, severity, and age/developmental factors should be considered. Incidents of harassment or bullying should be reported to the principal, or designee, immediately.

**Responding to Racial Slurs and/or Hate Speech**

LCPS is committed to providing a safe, empathetic, respectful and supportive learning environment in order to empower every student to make meaningful contributions to the world. When students and staff use or experience racial insults, slurs, and/or other hate speech, we lack the positive culture and climate that supports students’ growth.

LCPS calls for all students, staff, families, and other members of our community to engage in the disruption and dismantling of white supremacy, systemic racism, and hateful language and actions based on race, religion, country of origin, gender identity, sexual orientation, and/or ability. LCPS rejects racist and other hateful behavior and language, recognizing that it encourages discrimination, hatred, oppression, and violence.
Every individual is valued in Loudoun County Public Schools. When overheard or reported, staff members are to immediately address racial slurs, hate speech or a related incident in accordance with the Code of Conduct Student Discipline Guidelines or LCPS policy.

For additional information for immediate action or post incident actions, use this link: LCPS Protocol for Responding to Racial Slurs and Hate Speech in Schools.

Homeless (See McKinney-Vento)

Please see the McKinney-Vento section for further information regarding McKinney-Vento.

Injuries, Accidents and Medical Bills

LCPS does not carry medical or accidental injury insurance to cover medical costs for students who become ill or injured while at school or while participating in school sponsored activities on or off of school property. The school system does carry liability insurance for incidents that are determined by an authorized investigator to have been caused by gross negligence on the part of the school system. These are the only instances in which medical bills might be paid by the school system.

Optional, voluntary student accident insurance is made available for purchase on behalf of students for a nominal fee. There are various benefit plans from which to choose including school-time coverage only or 24-hour coverage for accidents year-round. Additional accidental injury protection is available for football and dental accident insurance coverage.

Careful consideration should be given to purchase voluntary student accident insurance coverage if no other coverage is available to the student.

Law Enforcement/Police Reports

In accordance with §22.1-279.3:1 of the Code of Virginia and Policy 8-38, “Reporting of Incidents,” reports shall be made to the Superintendent or designee and to the principal or designee on all incidents involving:

- The assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;
- The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person or stalking of any person on a school bus, school property, or at a school-sponsored activity;
- Any conduct involving alcohol, marijuana, synthetic cannabinoids, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
● Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
● The illegal carrying of a firearm onto school property;
● Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, or explosive or incendiary devices, or chemical bombs, on a school bus, on school property or at a school-sponsored activity;
● Any threats or false threats to bomb as described in §18.2.83 of the Code of Virginia made against school personnel or involving school property or school buses; or,
● The arrest of any student for an incident occurring on a school bus, on school property or at a school-sponsored activity, including the charges therefore.

Any student who commits a reportable violation shall be required to participate in such prevention and intervention activities as may be prescribed by the Superintendent or his designee. Students violating the law may also be subject to further local, state and federal laws associated with the violation and its ensuing consequences separate from disciplinary actions that may be determined by the school system.

**Sex Offender and Crimes against Minors Registry (SOR)**

Information to parents regarding registration of sex offenders and the availability of information on the Sex Offender Registry (SOR) is available via the Internet pursuant to §9.1-913 of the Code of Virginia. The SOR homepage can be accessed by entering the following website address: [http://www.sex-offender.vsp.virginia.gov/sor/](http://www.sex-offender.vsp.virginia.gov/sor/).

**McKinney-Vento**

The *McKinney-Vento Homeless Assistance Act* of 2001 identifies students who qualify for McKinney-Vento services as individuals who lack a fixed, regular and adequate night-time residence, and includes:

● Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
● Children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
● Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
● Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii) under the McKinney-Vento Homeless Assistance Act.

LCPS will support the rights of McKinney-Vento students as per Federal and State Law.

Contact information and additional resources are available at this [LINK].

Media Release and Photographs

Students may occasionally be photographed or video recorded during their participation in school activities. These photographs/videos may be used to provide information to the public about LCPS programs and activities. Photographs and video’s may be shared through various school system publications and displays, in newspapers and other print media, on television, and in connection with school system information on the Internet.

Parents/guardians may elect to NOT have their child photographed or video recorded for use in LCPS media publications. Parents may further request that no individual pictures or videos be used in the school or classroom photos, in the school yearbook, on team photos, or as part of their child’s school media publications.

Parents may select opt out options through ParentVUE or by submitting the hardcopy form provided on the last page of this document to their student’s school administration.

Medication

Per Policy 8420, “Student Medication,” all medication will be managed and administered per the Virginia Department of Education (VDOE) guidelines. All medication, other than stock epinephrine, should be provided by the parent or guardian. It is also recommended that all medications be administered to students at home whenever possible. Policy and Regulation 8420, “Student Medication,” provides a comprehensive overview regarding the information provided below and should be reviewed by parents.

If medication is brought to school, it must be kept secure in the school health office unless the student has permission to carry, per Policy 8420. If it is necessary for a student to take medication while attending school, the following procedures must be observed:

● Students are not permitted to transport medication to and from school or carry any medication while in school except for medications for diabetes, rescue inhalers, and epinephrine auto-injectors if they have LCPS authorization and an order from a licensed health care provider to do so.

● All prescription and non-prescription medication provided by the parent must be in the original, labeled container.

● LCPS Health Offices do not stock acetaminophen/Tylenol.
**Prescription Medication**

The parent must provide the principal, school nurse or school health clinic specialist with the medication and a completed “Authorization for Medication Administration” form. This form includes written instructions from the physician. Copies of the form are available in the school office, the health office and on the LCPS website under the “Student Health Services” link of the “Services” tab. A new “Physician Order/Action Plan” must be provided to the school at the beginning of each school year for medications, seizures, asthma, anaphylaxis, diabetes or any other serious medical condition. Parents are asked to bring in no more than a 60-day supply of prescription medicine at a time.

Any herbal or natural alternative medications (botanicals, dietary or nutritional supplements, homeopathic medicine, phytomedicines, vitamins and minerals) require an “Authorization of Medication Administration” form that includes dosage, time and reason for administration signed by the physician and parent or guardian. LCPS does not permit the use or possession of CBD oils.

A 24-hour supply of the medication needed for students who must have the medicine to avoid serious health consequences (insulin, seizure medication, etc.) should be left in the school health office in case of a prolonged school day.

The medication must be in an original pharmacy-labeled container with a physician’s order on file in the health office and must include the time that the medication is to be administered in a 24-hour period.

**Non-Prescription Medication**

The parent must provide the principal, school nurse or school health clinic specialist with the medication and a completed “Authorization for Medication Administration” form with the non-prescription portion completed and signed by the parent or guardian. The medication must be in the original, labeled container which must include the following:

- Students Name;
- Name and purpose of medication;
- Dosage and time of medication; and,
- Termination date for administering medication.

Non-prescription medication will only be administered according to directions on the label. If a higher dosage is required, a signed “Authorization for Medication Administration” form from the physician must accompany the medication. Cough drops and throat lozenges are considered non-prescription medication.

In order to maintain a high standard of safety and care, medical information regarding students with health concerns is shared with school staff on an as-needed basis.
Extended Day Field Trip Medications

Any prescription medication which needs to be administered on an extended day or overnight field trip must have the “Authorization for Medication Administration” form completed and signed by the parent and physician on file in the health office. Medication for these field trips must be supplied in an original pharmacy-labeled container with the amount of medication required for the field trip.

Overnight or International Field Trip Medication

The parent/guardian of a high school student who is participating in an overnight or international field trip has the option of signing permission to authorize the child to carry and self-administer either over-the-counter or prescription medication when the parent/guardian accepts complete responsibility for both the child’s decision and actions while on the overnight or international field trip. The Overnight and International Field Trips forms must be completed and submitted to the school nurse with completed “Authorization for Medication Administration” paperwork for each medication no later than two weeks prior to the departure date of the field trip.

Parents must supply both the over-the-counter and the prescription medication for all overnight or international field trips, even if the parent does not choose to have the child carry and self-administer the medication. Medication will not be provided from the health office for overnight and international field trips. Over-the-counter medication must be stored in the original manufacturer’s container with no more medication than is required for the duration of the field trip. Prescription medication must be stored in the pharmacy-dispensed and labeled prescription container with no more than what is required for the duration of the field trips.

Return to School after Surgery or Emergency Room Visit

Students who had surgery, were treated in the emergency room or were hospitalized are expected to bring a physician’s clearance for school attendance when the student is authorized to return to school (i.e. Return to Learn). This clearance should include any restrictions the student may have and the duration of the restrictions.

Military

Section 22.1-287.04 of the Code of Virginia requires school divisions to annually survey parents of students to determine if they are “uniformed services-connected.” The data collected is reported to the Virginia Department of Education and the U.S. Department of Education various times each year, in non-identifiable, aggregate format for the purposes of becoming eligible for fund sources and receiving services to meet the needs of uniformed services-connected students residing in the Commonwealth. Parents should respond to this question in ParentVUE and select from the following options:
1. Student is not military connected (this is the default response)
2. Active duty; student is a dependent of a member of Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, the Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services)
3. Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)
4. National Guard, active or reserve; student is a dependent of a member of the National Guard (and **not** a dependent of a member of the U.S. Armed Forces.)

Data collected from the identification of uniformed services-connected students shall not be a public record as defined in §2.2-3701 of the *Code of Virginia*. No person shall disclose such data except as permitted under the provisions of the Federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g) and related regulations. No such data shall be used for the purposes of student achievement, the Standards of Accreditation, student-growth indicators, the school performance report card, or any other school rating system.

**Release of Information to Military Recruiters**

In accordance with the *Every Student Succeeds Act* and the *National Defense Authorization Act*, the schools shall, upon a request made by military recruiters or an institution of higher learning, provide access to secondary school student names, address, and telephone listings; however, a student or parent/guardian of a student may submit a request that the student’s information not be released without prior written parental consent. Parents/Guardians may choose to opt out in ParentVue.

**Minute of Silence**

The Commonwealth of Virginia, §22.1-203 of the *Code of Virginia*, requires that each school day begins with a minute of silence. Students shall not disrupt or distract the rights of others during the minute of silence.

**Motor Vehicles and Parking**

Student use of motor vehicles for transportation to and from school or school-sponsored activities is voluntary, discouraged by the School Board and is the responsibility of the students’ parents/guardians. Parking facilities are provided at high schools for those students who must drive to school. Parking on school grounds is a privilege that must be granted by the principal, or designee, and may also be revoked for students’ failure to comply with rules and regulations governing parking privileges. Students must have a valid driver’s license to park on school property. Students shall submit an application to the principal to purchase a school parking permit. The
application must be authorized with parent/guardian permission and state the need for the student to drive to/from school. Any vehicle which may be driven by the student to school must be registered with the school and included on the application. Any motor vehicle on school property, which cannot be identified, is subject to being towed from the premises. Unlicensed motor vehicles including minibikes, mopeds and scooters are prohibited from school grounds at all times. Parking permits are non-transferable.

The School Board will not be responsible for, does not accept liability for, and does not provide insurance coverage for any liability or physical damage involving private motor vehicles while on or off school property.

By accepting parking privileges, students are deemed to have consented to a vehicle search when requested by school authorities. The issuance of a parking permit creates no expectation of privacy in any school parking lot or parking space.

Non-Discrimination

Per Policy 1040, "Equal Opportunity for Equitable, Safe and Inclusive Environment," the Loudoun County School Board is committed to providing for an equitable, safe and inclusive learning and working environment.

The Loudoun County School Board affirms a commitment to this principle for all persons regardless of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, marital status, disability, age or genetic information.

It is the intent of the School Board of Loudoun County that every policy, practice and procedure shall reflect this commitment. Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics, including, but not limited to socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

In addition, LCPS provides equal access to the Boy Scouts of America (BSA), Girl Scouts of the USA, and other designated youth groups.

Grievance procedures for Title IX (sex discrimination and sexual harassment) and Section 504 (disability discrimination) have been established for students and parents in Policy 8-6, "Sex Discrimination and/or Sexual Harassment," and Policy 8-6A, “Non-Discrimination on the Basis of Disability,” for any person who believes he or she has been subjected to discrimination. See also Harassment/Bullying for procedures to file a complaint.

Per Policy 1040, "Equal Opportunity for Equitable, Safe and Inclusive Environment," and in compliance with the United States Department of Education Office for Civil Rights (OCR) Guidelines for Eliminating Discrimination in Vocational Programs, 34 C.F.R. Part 100, App B, IV (O), all career and technical education opportunities of LCPS are offered regardless of race, color, national origin,
religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, marital status, disability, age or genetic information. A complete listing of courses can be found in the LCPS Program of Studies on the home page of the LCPS website under “Student Information.” Specific complaints of alleged discrimination under Title IX and Section 504 (disability) should be referred to:

- Title IX Coordinator
  Assistant Superintendent for Human Resources and Talent Development
  21000 Education Court, Ashburn VA 20148
  571-252-1100
- Student Section 504 Disability Coordinator
  Director, Diagnostic and Prevention Services
  21000 Education Court, Ashburn VA 20148
  571-252-1013

For questions about Career and Technical Programs:

- Assistant Superintendent for Instruction
  21000 Education Court, Ashburn VA 20148
  571-252-1300

Opt-Out for Survey Information

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires LCPS to notify parents or guardians to obtain consent for, or to allow parents or guardians to opt their child out of participating in certain school activities. These activities include student surveys, analysis or evaluations that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent(s);
2. Mental health or psychological concerns of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law, to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

At present, a complete schedule of activities requiring parental notice and consent or opt out is not available for the upcoming school year. LCPS will publish a schedule for the division-wide
surveys during the Fall, allowing parents/guardians a reasonable period of time to opt their child out. Parents and guardians will also be provided an opportunity to review the survey. Surveys are generally conducted during February-April.

**Opt-Out for Specific Activities information**

In lieu of returning signature forms the first week of school, parents and guardians are asked to log into their ParentVUE accounts to provide opt out choices, acknowledgments, and permissions for the following:

**Acknowledgments**

- Student Rights & Responsibilities (SR&R) Handbook which also consents to the Acceptable/Responsible Use Policy
- Acceptable/Responsible Use Policy if not acknowledged through the SR&R
- Student Activities Participation Form
- Student Device Usage Agreement

**Information Updates:**

- Nickname
- Emergency Contacts
- Health Concerns/Conditions
- Student Notifications and Permission
- Release of Directory Information to Military Recruiters
- Receipt of Weather-Related Information
- Participation in Family Life Education
- Release of Directory Information with Outside Entities
- Photo/video and Art Media Options
- Military Connected Status
- Emergency/Early Dismissal Plans
- Academies of Loudoun Transportation Request, if applicable
- Standard After School Dismissal Plan

**This information should be completed as early as possible but no later than five (5) days after school starts. Additional information is available on the Virtual First Day Webpage.**
Parent Responsibility and Involvement Requirement

Section 22.1-279.3 of the Code of Virginia contains provisions addressing parental/guardians responsibility and involvement that are intended to promote proper student conduct. Through the enactment of this legislation, the General Assembly has asserted its position that parents/guardians do not relinquish their responsibility for disciplining or managing their children while they are attending public schools. Rather, parents/guardians must work in partnership with school administrators to maintain a safe and orderly school environment.

Most parents/guardians are involved with and supportive of their schools and help to create the environment that is necessary to promote learning. Consequently, school officials recognize that they will not need to resort to the enforcement provisions in this legislation unless parents or guardians wilfully and unreasonably fail to meet their responsibility as outlined below. Rather, this legislation provides schools staff with additional tools for involving all parents in assisting and supporting the maintenance of a safe school environment.

● Within one calendar month of the opening of school, the School Board must provide parents/guardians information regarding the School Board’s standards of student conduct, and the Compulsory School Attendance Law. These are included in the Student Rights and Responsibilities.

● Parents/Guardians must sign the Student Rights and Responsibilities which includes the School Board’s standards of student conduct and the Compulsory School Attendance Law by acknowledging receipt through ParentVUE or a paper copy. In doing so, parents/guardians recognize their responsibility to assist the school in disciplining their student.

**NOTE:** Parents/Guardians are not precluded from expressing disagreement with the implementation of the School Board’s standards of conduct through the appropriate channels. Parents continue to maintain the right to appeal a suspension or expulsion under §22.1-277 of the Code of Virginia.

● Each school must maintain records of the signed statement.

● The principal is authorized to request that the student’s parent/guardian or parents/guardians, if both have legal and physical custody of the student, meet with the principal or designee to review the standards of conduct, the parent’s or guardian’s responsibility to participate in disciplining the student, and ways to improve the student’s behavior and educational progress.
The principal is authorized to notify the parent(s)/guardian(s) when the student violates a School Board policy that could result in a suspension, whether the administration has imposed such action or not. The notice must state the date and particulars of the offense, the parent’s/guardian’s obligation to assist the school in improving the student’s behavior, and, if the student is suspended, the fact that a parent or guardian may be required to accompany the student to meet with school officials.

Under §22.1-279.3 (e) of the Code of Virginia, the principal may notify the parent(s)/guardian(s) of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student’s suspension or the filing of a court petition, whether the school administration has imposed such disciplinary action, filed a petition, or not.

Suspended students may not be readmitted to the regular school program until the student and parent(s)/guardian(s) meet with school officials to discuss improving the student’s behavior; however, the principal or designee is authorized to readmit the student without the parent(s)/guardian(s) conference if it is appropriate for the student.

If parent(s)/guardian(s) fail to comply with these requirements, the School Board may petition the Loudoun Juvenile and Domestic Relations Court to proceed against the parent(s)/guardian(s) for wilful and unreasonable refusal to participate in efforts to improve the student’s behavior or school attendance. The court is authorized to take the following actions:

- Order the parent(s)/guardian(s) to meet with school officials, if the parent(s)/guardian(s) wilfully and unreasonably fail to meet with the principal after such a request has been made.
- Order the student or parent(s)/guardian(s), or both, to participate in treatment or programs to improve the student’s behavior, including participation in parenting counseling or a mentoring program, as appropriate, or be subject to other limitations and conditions as the court deems appropriate. In addition, the court may impose a fine of up to $500.

**Pledge of Allegiance**

Under §22.1-202 of the Code of Virginia, The Commonwealth of Virginia requires the daily recitation of the Pledge of Allegiance. The statute provides that no student shall be compelled to recite the Pledge if the student or the parent or guardian objects on religious, philosophical, or other
grounds to the students participating in this exercise. The statute further provides that students who are exempt from recitation of the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others.

**Prohibited Behaviors**

Students shall conduct themselves in accordance with federal, state and local laws and to obey all policies, rules and regulations of the School Board and the local school. When a student violates a School Board policy or a school rule, the principal shall take appropriate disciplinary action in accordance with established policy and procedures. Violations of the law will be reported to law enforcement agencies and to parents or guardians of any student involved. Students who violate the law in LCPS can expect to be prosecuted in court.

**Acts of Threats or Physical Violence**

The use or threat of violence against another person will not be tolerated. Such acts or threats may result in arrest and criminal prosecution and will result in school disciplinary action, including the possibility of suspension or expulsion.

Acts of threats or physical violence include, but are not limited to, assault, battery, robbery involving force or threat, extortion, fighting, rape, use or possession of any weapon or explosive as defined by [Policy 8235, “Weapons,”](#) and setting off fireworks or smoke bombs. Making bomb threats, or otherwise harming, intimidating, or endangering the physical well-being of any person are also prohibited. Threats against staff, via electronic or social media will also not be tolerated and will be reported to the appropriate authorities.

**Disruption of the School Environment**

The environment of each school must be one in which learning can flourish, the security and dignity of each person is protected, and all activities can be conducted in an orderly and productive manner. Severe disruption of this environment may result in arrest and criminal prosecution; less serious instances will be subject to school disciplinary procedures. Acts of disruption include, but are not limited to, riotous or disorderly behavior that interrupts or disturbs the school operation; inciting others to behave in a disorderly manner; defiance of the authority of school personnel; verbal abuse or cursing of others or the use of profane, vulgar, lewd, or indecent language or conduct; interruption or disturbance of classes, assemblies, activities, or offices of the school; defacing of property with obscene or offensive words or symbols, or with racial slurs, insults, or religious epithets; harassment or bullying; or failure to leave school premises when directed to do so. Such disruptions are not protected under freedom of speech and will not be tolerated.
Property Damage

Students are expected to give due care to school property provided for their use and education and to respect the property of others. Taking or attempting to take another person’s property or school property or the damage or destruction of another person’s property or school property will result in disciplinary action. Students are also required to reimburse the School Board for any breakage, destruction or loss of school property.

The property of the school and the personal property of students and school employees must be secure. Criminal acts against property may result in arrest and prosecution; acts of a less serious nature will result in school disciplinary action.

Acts or threats against property include, but are not limited to, destruction, damaging, defacing, stealing, or setting fire to any property of the school or another person, including buildings, furniture, grounds, roadways, parking lots, signs, fences, equipment, instructional materials, automotive vehicles or personal belongings, or the threat of such actions.

The School Board does not provide insurance coverage and will not be responsible for students’ personal property brought to school. Examples of student-owned property include, but are not limited to: radios, MP3 devices, CD/DVD players, cell phones, cameras, calculators, laptop computers or tablets, purses, wallets, clothes, jewellery, eyeglasses/contacts, medical/dental devices, hearing aids, books, backpacks, tools, musical instruments, athletic equipment, bicycles, motor vehicles, etc. These items may be covered by the student’s or parent/guardian’s homeowner insurance policy or coverage may be purchased on a voluntary basis through the personal property insurance carrier information provided by the School Board.

Parents/Guardians of students causing damage or loss of any School Board property will be assessed and invoiced for the repair or replacement cost of the damaged or lost property.

Personal Behavior

Students are expected at all times to behave in a restrained, responsible way and to conduct themselves in accordance with all laws, rules, and regulations, and in a manner that contributes to the orderly operation of the school. Personal conduct in violation of law is subject to arrest and prosecution, and violation of school rules and regulations will result in school disciplinary action. Personal behavior that is prohibited includes, but is not limited to, the following:

- use, possession, or distribution of drugs, alcohol, or other chemical substances that affect the brain or nervous system, or drug-related paraphernalia;
- being under the influence of drugs, alcohol, or other chemical substances that affect the brain or nervous system;
- gambling;
● dressing in any manner that disrupts the school, or presents a hazard to health or safety;
● damaging school property or the personal property of others;
● forgery, plagiarism, cheating, stealing, or lying;
● indecent exposure, obscene gestures, or conduct, or bringing inappropriate publications or illustrations to school;
● sexual contact between students while subject to school authority; and,
● other behaviors as outlined in LCPS Policy and the Student Rights and Responsibilities.

Prosecution of Juveniles as Adults for Certain Crimes

Section §22.1-279.4 of the Code of Virginia requires that local School Boards provide information to students about the laws regarding the prosecution of juveniles as adults. Essentially, the law permits juveniles to be prosecuted as adults under certain circumstances. The Office of the Attorney General has developed information provided in question and answer format that parent/guardian and student may review to further understand. (See Appendix B)

Publications

Student publications, such as web pages/sites, brochures, flyers, videos, newspapers, literary magazines and yearbooks are authorized at a level appropriate to the student body and serve a curricular or pedagogical purpose. The principal of the school must approve all publications.

The editorial staff and faculty advisor of each approved publication shall establish an editorial policy which promotes and guarantees responsible journalism, and which must be approved by the principal.

This policy prohibits publication of material which:

● is inappropriate to the educational level of the student audience;
● has caused, is causing, or reasonably leads to the principal to forecast substantial disruption of or interference with school activity;
● advocates practices that endanger the health or safety of students;
● advocates the violation of any federal, state, or local law or official school policies, rules, or regulations, or is a criminal act in itself;
● tends to besmirch the memory or the private life of one who is dead or the reputation of or the private life of one who is alive, or exposes any person or group to public hatred, contempt, or ridicule, or invades the privacy of any persons,
● or is obscene in that:
○ the average person, applying community standards, would find that it, taken as a whole, appeals to lewd interests;
○ is patently offensive to prevailing standards in the adult community as a whole with respect to what is appropriate for students of the age group for which it is to be published;
○ taken as a whole, is without redeeming social importance for students of this age and lacks serious literary, artistic, political, or scientific value; or
○ violates the Virginia law on obscenity.

Records

Student Educational Records

An educational record is maintained on every student enrolled in LCPS. At a minimum, the student educational record contains directory information, grades, health and physical education records, discipline records, if any, and the results of standardized group testing. Any individual special evaluations (psychological, medical, educational, or social history), official records relating to special education or Section 504 of the Rehabilitation Act of 1973, and records relating to the gifted program, Title I, Head Start, and other special programs would also be included in the educational record.

The student educational record is kept at the school currently attended by the student. Files for students who have left the system are kept at the last school attended. The principal is the custodian of the educational record. A portion of some students’ files may be maintained in the central office; the educational record will specify the department.

The entire contents of the student educational record are not retained permanently; however, a permanent record of the student’s name, address, telephone number, grades, attendance record, classes attended, grade-level and year completed is maintained. The special education portions of records are destroyed five years from the date of graduation, transfer, or withdrawal from the school system. Individual assessments and protocols for special education evaluations are retained for three years after such testing is administered then destroyed at the end of the school year. Copies are not permitted for test protocols even though they are student records because they are copyrighted.

Provisions of the 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 educational record. They include the following:

● The right to inspect and review the student’s educational record within a reasonable amount of time after the school division receives a request for access. Parents or
eligible students should submit to the school principal or appropriate school official a written request that identifies the information they wish to inspect. The principal, principal’s designee, or central office administrator will make arrangements for access and notify the parent or eligible student of the time and place where the information may be inspected. The form for submitting a FERPA request can be found at [https://www.lcps.org/lcpsrecords](https://www.lcps.org/lcpsrecords), click on *Current Student Records Request*.

- The right to request the amendment of the information in the student’s educational record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. The principal will notify the parent of their decision. If the principal decides not to amend the record as requested by the parent or eligible student, the principal 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. The form to request the amendment of a student record can be found at [https://www.lcps.org/lcpsrecords](https://www.lcps.org/lcpsrecords), click on *Current Student Records Request*.

- The right to consent to disclosures of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator; supervisor; School Security Officer or School Resource Officer when performing duties with a legitimate educational purpose, participating on a school threat assessment team, or if part of a designated school law enforcement unit; instructor; chaperone; or support staff member (including health and medical staff); a person serving on the School Board; a person, company, vendor, or subcontractors of a company or vendor with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, insurer, or therapist); or a person, company or vendor and/or federal, state, or local governmental unit or political subdivision who provides a service or provides goods and/or software products and services to assist the division in fulfilling its educational purpose and responsibilities; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or
assisting another school official in performing his or her tasks; and volunteers, student teachers, counselor interns designated by the principal to perform a school function and who are under the authority of the principal. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, LCPS also discloses educational records without consent to officials of another school division in which a student seeks or intends to enroll.

- A school is not required to provide information that is not maintained or to create educational records in response to a parent’s request.
- School officials may release personally identifiable information from educational records in connection with a health or safety emergency.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

**Release of Directory Information**

The written consent of parents is required for the release of any personally identifiable data from student records, except as provided by law. The following information, known as “directory information,” may be released to school officials without prior consent: name and address of student and parent(s) or guardian(s), telephone listing(s), electronic mail addresses or other electronic contact information of parents or guardians, date and place of birth, participation in officially recognized activities and sports, height and weight if member of athletic team, dates of attendance and grade level, awards and honors received, names of graduates, Division student ID number, and other similar information specified by administrative regulation.

Parents or guardians and eligible students have the right to refuse disclosure of such data. If parents, guardians, or students wish to exercise the right to refuse release of directory information, they should write a letter to the principal of each of their students’ schools requesting that no directory information be released. The request should be received within 14 days of receiving written or public notice.

The address, telephone number, or email address of a student shall not be disclosed as directory information to a non-school official unless the parent or eligible student has affirmatively consented to disclosure of this information. Affirmative consent can be granted through ParentVUE in accordance with [Policy 8620](#), “Acceptance of Electronic Signatures and Records.”
Records of Eighteen-Year-Old Students

Under the law, the rights of parents to educational records of students transfer to the student upon reaching the age of 18 years. This includes the rights of access, challenge and control of release of data from their school records. Parents of children who are still dependents as defined in Section 152 of the Internal Revenue Code of 1954 are eligible, however, to obtain copies of their children’s records.

Removal from School

Conduct which may constitute cause for removal from school shall include, but shall not be limited to, the following:

- willful or continued disobedience of school rules and regulations or school personnel;
- defiance of authority of any teacher, principal, or other person having authority in the school;
- conduct that endangers or threatens the physical well-being of themselves, other students, or school personnel;
- physical assault upon another person, including fighting and non-consensual touching;
- damaging in any way any property of the school or any person;
- theft or attempted theft of school property or the personal property of another person;
- participation in unauthorized occupancy of any part of a school building or grounds, presence on any school property in violation of a directive, or failure to leave promptly any school property after having been directed to do so by the principal or other person in charge;
- use or possession of any weapon or explosives, including fireworks, on school property;
- cursing, verbal abuse, written abuse, bullying, intimidation, or harassment of another person by electronic means or otherwise as an individual event or a pattern;
- willful interruption or disruption of any school or part thereof;
- conduct which may constitute cause for removal from school shall include, but not limited to, any threat to bomb, burn, or damage in any manner a school building or other school property, or the property of another person;
- violation of the alcohol policy;
- violation of the substance use policy;
- violation of the policy on use of tobacco or electronic cigarettes;
● violation of the policy on cell phones or any personal communication devices;
● lying or giving false information, verbally or in writing, to a school employee, including forgery or the knowing use of forged writing;
● failure to abide by restrictions or punishments of a lesser nature;
● violation of any law of the United States or the Commonwealth while on school property or of any policy for which the prescribed punishment is suspension;
● unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies; any willful act that causes physical, financial, or other harm; or otherwise disrupts technology;
● participation in a group, mob, or gang activity that involves inciting, intimidating, harassing, threatening, or committing an assault or other act of violence;
● disruptive behavior; and,
● other good, just or sufficient cause.

Please refer to Emergency Safety Procedures for information on the LCPS Restraint and Seclusion Regulation and Policy 5345

School Counseling

The LCPS School Counseling Program assists students’ development in academic, career, and personal/social areas through the school counseling curriculum, individual student planning and counseling, responsive services and systems supports. The LCPS School Counseling and the Unified Mental Health Team (UMHT) utilize a Multi-tiered System of Supports (MTSS) to provide targeted interventions, education and prevention strategies when providing support for all students. All aspects of the program are complementary to the efforts of parents, school staff and the community. The curriculum adheres to the “Standards for School Counseling Programs in Virginia Public Schools.”

● Academic counseling assists students and their parents/guardians to acquire knowledge of the curricula choices available to students, to plan an academic and career plan, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
● Career counseling helps students acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
● Personal/social counseling encourages students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict, and how to define individual goals reflecting their interests, abilities and aptitudes.
School counseling involves individual, small group and large group interaction over a period of time. A student may meet with the counselor when they request counseling; parents or guardians, teachers, administrators, and other school staff members refer the student; or the counselor initiates contact.

A positive relationship between school and home helps to foster the academic, social and emotional growth of children. Counselors invite parents/guardians to meet with them concerning their child. Except in cases of crisis intervention, written parental permission is required for students to participate in either individual counseling or in small group multi-session counseling which focuses on specific concerns. Parental permission forms for group counseling to be conducted on a continuing basis will be sent home via the student except in those instances outlined in Regulation 5040 d(1-3), “Guidelines and Counseling Services – Elementary, Middle, and High School.”

A child may be included in personal/social counseling without parental consent when the school counselor and the principal of each school have certified in writing that a reasonable effort, involving at least one telephone call and one letter mailed to the parents, has been made to contact the student’s parents/guardians and that no response has been received.

Parents/Guardians have the option to withdraw their children from all or any portion of the School Counseling Program by submitting a request in writing to the school principal. The opt-out provision excludes short duration personal/social counseling which is needed to maintain order, discipline or a productive learning environment; or to assess instances of suspected child abuse or neglect. Materials used in the School Counseling Program shall be made available for parent review and comment by making arrangements with the school counselor.

In accordance with the Standards for Accrediting Schools in Virginia, each school shall have school counselors who are personally qualified and possess the proper certification and endorsement. The use of counseling techniques beyond the scope of the professional certification or training of counselors is strictly prohibited, including hypnosis or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Information and records of personal/social counseling shall be kept confidential and separate from a student’s educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law.

School Meals

School Nutrition Services provides breakfast and lunch in Loudoun County schools during the school year. After School Fuel (dinner) is provided at certain sites. Registered dietitians plan menus using student input from taste parties and surveys and menus. Menus reflect the diversity of students in Loudoun County. School Nutrition Services operates under the guidance of the United
States Department of Agriculture, receiving federal funds based on student participation and adherence to federal guidelines. Families with students with special dietary needs should contact School Nutrition Services. Major food allergens are noted on the serving lines via an identification label. Access the department website to determine nutrient values and food allergen information at http://lcpshealthycafe.org.

The School Board establishes meal prices. Free and reduced-price meal applications are available to families all year, either online or via traditional paper application. Applications are in English and Spanish. Children in foster care, Head Start, and those served under the McKinney-Vento Homeless Assistance Act are eligible for breakfast and lunch at no cost throughout the year.

All students participating in academic summer school or enrichment programs at qualified sites receive meals at no cost. After school snacks and dinner programs are provided at selected qualified schools. Parents/Guardians may obtain additional information on all school nutrition programs from the LCPS Division of School Nutrition Services at 540-751-2690 or on the department website, http://lcpshealthycafe.org.

School Resource Officer

School Resource Officers (SRO) is defined in § 9.1-101 of the Code of Virginia as “a certified law enforcement officer hired by the local law enforcement agency to provide law enforcement and security services to Virginia public elementary and secondary schools.” SROs who are assigned to schools will operate under a Memorandum of Understanding (MOU) that outlines the roles and responsibilities of the law enforcement agency, the school division, and personnel from both. LCPS will annually notify parents and guardians that SROs are deemed “school officials.”

Student Fees

A schedule of student fees will be available in Policy 4020, “Student Fees and Charges.” Fees and charges will be reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are unable to pay, including, but not limited to, families receiving unemployment benefits or public assistance such as Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, Supplemental Security Income, or Medicaid; foster families caring for children in foster care; or, families that are homeless under the McKinney-Vento Act. Along with each fee will be a notice explaining how affected families may apply for a fee reduction or waiver. Requests are kept confidential and should be submitted to the principal of your child’s school. Additional information regarding student fees, including fees that are prohibited, is provided in Policy 4020.
Virginia Assessment Program

The Virginia Board of Education Regulations Establishing Standards for Accreditating Public Schools in Virginia state that students in grades K-12 will take the Virginia assessment program tests that are required by the Board of Education after receiving instruction. These tests are administered during set state windows and permit accommodations for eligible students. Tests are administered to students during the school day with testing completed by dismissal. Parents/Guardians requiring scheduling flexibility to accommodate a religious observance, for their student, should contact their student’s school administrator. Parents should make every effort to ensure their student is in attendance during test administration windows.

Parents/guardians may obtain additional information from the Regulations Establishing Standards for Accredititing Public Schools in Virginia, 8 VAC 20-131-30, section B.

Virginia High School League (VHSL)

All high schools in LCPS are members of the VHSL, which includes athletic competition as well as various drama, debate, forensics and academic competitions. In order to be eligible for VHSL activities, students:

- must have been enrolled in a minimum of five subjects and passed five subjects the previous semester;
- may not repeat courses for eligibility purposes for which credit has been previously awarded;
- cannot have been enrolled in high school for more than eight consecutive semesters;
- must not have reached their 19th birthday on or before the first day of August of the year in which they are participating;
- must have completed a VHSL physical form in order to participate in athletics; and
- must not violate the VHSL transfer rule

For a complete list of eligibility requirements, contact the athletic director at the high school the student attends. Families considering special permission transfers under Policy 8155, “School Assignment,” should contact their school’s athletic director concerning the VHSL transfer and other rules.

Weapons

No student shall possess any weapon for any reason while under school authority or supervision. The term “weapon” is construed broadly to cover and include any instrument that could injure, harm or endanger the physical well-being of another person. The term includes, but is not limited to, the following:
Category A Weapons:

- Firearms, starter guns or any weapon that is designed or can be readily converted to expel a projectile by action of an explosion. Examples of firearms would include any pistol, shotgun, rifle or revolver;
- Pneumatic guns, including a paintball gun, BB or pellet gun, or air rifle that use pneumatic pressure to expel a projectile; and
- Explosive or incendiary devices, including those containing poison gas, acid, or in the form of a grenade, rocket, or bomb and any combination of parts either designed or intended for use in converting any device into any destructive device. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety or other similar device.

Category B Weapons:

- Any knife or other instrument or device that has a blade designed to cut or a point designed to penetrate, including a dirk, Bowie knife, switchblade, folding knife, ballistic knife or machete;
- Any gun or device designed to expel a projectile by any non-pneumatic or non-explosive action, including those using trigger, battery power or tension action. Examples include slingshots, bows, nail guns and toy shooting devices;
- A stun weapon of any kind;
- Any club, baton, stick, flailing or thrown instrument or other similar device designed for use as a weapon, such as a blackjack, spring stick, brass, or metal knuckles, nunchahka (nunchuck or nunchaku), fighting chain, shurken, throwing star or oriental dart;
- Any chemical or chemical compound, including pepper spray, that produces an adverse effect on the normal functions of the human body;
- Any instrument or device that is actually used intentionally to injure, harm, endanger or induce fear in another person, including “toy” or “look-alike” weapons; and,
- Any instrument or device, not included in Category A, which has as one of its designed purposes to be used as a weapon to injure, harm or endanger another person.
Exceptions to Weapons Classifications:

The following weapon or weapons may be exempted from those categorized above, depending on the appropriateness of their use and provided that such weapons are authorized by a school official.

- Those that are specifically a part of the school’s curriculum or activities or any organization authorized by the school to conduct its programs;
- Those tools, such as a knife, customarily used for food preparation or service and is being used for such purpose;
- Those used within the Naval Junior Reserve Officers Training Corps (NJROTC) program while conducting marksmanship training when such training is a normal element of such programs; such programs may include training in the use of pneumatic guns. Such marksmanship training shall occur only at a location or locations approved by the Division Superintendent.

Penalties for Violation:

Category A Weapons Violation:

Any student who violates this policy with respect to a Category A weapon shall be automatically recommended for expulsion from Loudoun County Public Schools by the principal and prosecuted according to Policy 8220, “Student Suspension from School.” In accordance with that policy, however, the principal may indicate special circumstances that may exist and therefore also recommend an alternative disciplinary action be considered. The Superintendent or the Superintendent’s designee may determine that the recommended disciplinary action is appropriate or take an alternative disciplinary action in accordance with Policy 8220, “Student Suspension from School.”

Category B Weapons Violation:

Any student who violates this policy with respect to a Category B weapon or any other terms of this policy may be subject to expulsion from Loudoun County Public Schools, or to such lesser disciplinary action, including long term suspension, as may be deemed appropriate by the Superintendent or the Superintendent’s designee in accordance with Policy 8220, “Student Suspension from School.”

Safe Harbor Provision

The accidental or inadvertent possession of a weapon by a student, either brought onto or found on school property or at a school-sponsored activity, shall not constitute a violation of this policy, provided the student immediately reports the same to a teacher or administrator upon discovery thereof by such student and before it is discovered or seen by a teacher, administrator or other school employee, or by another student.
Reporting to Law Enforcement

Notwithstanding the foregoing, there may be a requirement to report such possession to law enforcement officials as provided in state law.

Right of Appeal:

Certain disciplinary actions for violations of this policy are appealable to or must be formally determined by a Committee of the School Board as provided in Policy 8220, “Student Suspension from School”.

Wellness

LCPS will promote practices that enhance students’ and employees’ health, safety, and well-being; that support safe learning and working environments; and that improve nutrition and promote physical fitness through lifetime activities. These practices shall include goals that promote nutrition education through classroom, school, gardens, and other school-based activities designed to promote connections between nutrition and student wellness. To provide your input, you may attend the Loudoun County School Board Pupil Services Committee meetings.

Wellness Policy

Under Federal and State regulations, Local Education Agencies (LEA) are required to adopt a Wellness Policy and submit a Triennial Assessment Report every three years. LCPS has adopted Policy 6120, “Wellness,” to meet these regulations.

Following and adhering to this policy and its regulatory requirement is deemed important in running the School Nutrition Program. The Wellness Policy provides guidance for schools to support an environment for students that promotes academic success through healthy eating and physical activity and social/emotional wellness. The LCPS wellness policy guides how the district makes the healthy choice the right choice. The Wellness Policy not only benefit students and staff to be better learners, but it is also a Federal requirement that includes specific components:

- Nutrition Education/Guidelines
- Physical Education/Activity
- Other School Based Activities (Social Emotional Wellness)

The Policy is available on the LCPS website and on the School Nutrition Services (SNS) website under Wellness.
REFERENCED DOCUMENTS

Appendix A Virginia Compulsory School Attendance Law

A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in §22.1-254.1.

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

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of §22.1-253.13:1 and in §22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

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

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this
subdivision, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code; and

2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil’s health, as verified by competent medical evidence, or by reason of such pupil’s reasonable apprehension for personal safety when such concern or apprehension in that pupil’s specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or

2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgement of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

1. For a student who is at least 16 years of age, there shall be a meeting of the student, the student’s parents, and the principal or designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:
   a. Career guidance counseling;
   b. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the
chief administrator of such preparatory program or approved alternative education program to such principal or his designee;
c. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
d. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
e. Counseling on the economic impact of failing to complete high school; and
f. Procedures for re enrollment to comply with the requirements of subsection A.

2. A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

3. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§22.1-276.01 et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth’s laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of §16.1-260; (iii) suspended pursuant to §22.1-277.05; or (iv) expelled from school attendance pursuant to §22.1-277.06 or §2.1-277.07 or subsection B of §22.1-277, require the child to attend an alternative education program as provided in §22.1-209.1:2 or §22.1-277.2:1.

G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division. The juvenile and domestic relations district court of the county or city in which a pupil resides
or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term “charged” means that a petition or warrant has been filed or is pending against a pupil.

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

I. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;

2. Children whose immunizations against communicable diseases have not been completed as provided in §22.1-271.2;

3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;

4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and

5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child’s attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child’s residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are
usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

**LCPS Compulsory Attendance Policy**

The Virginia compulsory attendance law requires that every child who will have reached the age of five years on or before September 30 of the school year and has not reached the age of eighteen shall regularly attend school unless exempt by law or excused by the School Board.

A. **Compulsory Attendance**

1. **Student Responsibility**

   A student is entitled to a free, public education under the laws of the Commonwealth. To obtain the benefits of this free education; however, a student must be in regular attendance, as stated in the Code of Virginia, §22.1-254. The School Board fully endorses the concept of compulsory attendance. To ensure regular attendance, LCPS Attendance Officers will investigate and collaborate with school staff to enforce compliance.

2. **Parent/Guardian Responsibility**

   a. Parents, guardians or other persons having control or charge of the child are responsible for ensuring that the child attend school or receive instructions as provided by Virginia Code §22.1-254.1, which outlines the requirements for home instruction, also known as home schooling as defined in Policy 8080, “Home Instruction.”

   b. Any person having control or charge of any child who permits the child to remain at home, and not attend school, shall be subject to prosecution under state law unless exempt per section B of the policy or §22.1-254 of the Code of Virginia.

   c. Children who are nonresidents of the State of Virginia, but who are temporarily living with a relative or others in Loudoun County for a period of sixty days or more, are required by state law to attend school. Persons having charge of such children must enroll them in school and must pay tuition for such children, as provided in Policy 8125, or must return them to their parents or legal guardians in the state or country in which they reside.

B. **Exemptions from Compulsory Attendance**

1. **Kindergarten Exemptions**

   a. Any child who has not reached the age of six years by September 30 and whose parent or guardian notifies the School Board that they do not wish the
child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

b. Any child who enrolls in kindergarten, and is later withdrawn, may be exempted from compulsory attendance until the following year with a recommendation from the principal, written consent by the parent or guardian and approval by the School Board.

Students who are subject to compulsory attendance requirements may be released or excused from attendance under certain conditions prescribed by the Code of Virginia §22.1-254.

a. The student, together with their parents or legal guardians, have indicated that they have bona fide religious training or beliefs that are conscientiously opposed to attendance at school, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code,

b. On the recommendation of the juvenile and domestic relations district court for such period of time as the court deems appropriate as prescribed by §22.1-254 (B) 2 and §22.1-254 (D) 2, or

c. The School Board may determine that the student cannot benefit from an education based on the recommendation of the Principal and Superintendent, or designee, and with written consent from the parent or legal guardian,

C. Procedure for Obtaining Release

a. Parents, or legal guardians, who seek the release of their child from compulsory attendance shall do so in writing to the principal of the school the student attends, stating the reasons for their request. The principal shall forward the request to the Assistant Superintendent for Pupil Services along with their recommendation.

b. If the principal initiates the recommendations for release, they shall obtain the consent of the parents or legal guardians in writing and send their recommendation and the parents’ consent to the Assistant Superintendent for Pupil Services. Such requests and recommendations shall be presented to the School Board at a regular meeting with the Division Superintendent’s recommendation.
Appendix B Prosecution of Juveniles as Adults for Certain Crimes

Who is a juvenile? Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code of Virginia permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1: A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§16.1-269.1 A of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony—death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than $100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than $100,000.
- Class 2 felony—imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than $100,000.
- Class 3 felony—a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than $100,000.
- Class 4 felony—a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than $100,000.
- Class 5 felony—a term of imprisonment of not less than one year nor more than ten years, or at the discretion of the jury or the court trying the case without a jury,
confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both.

- Class 6 felony—a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both. (§§ 18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions:

1. notice;
2. probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act;
3. the juvenile is competent to stand trial; and,
4. the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile’s age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile’s degree of mental retardation or mental illness
- The juvenile’s school record and education
- The juvenile’s mental and emotional maturity
- The juvenile’s physical condition and maturity

**Circumstance #2:** A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the Code of Virginia) In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the
juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the Code of Virginia)

**Circumstance #3:** A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second-degree murder, lynching or aggravated malicious wounding. (§16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second-degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§16.1-269.6 of the Code of Virginia)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to $2,500. (§16.1-284 of the Code of Virginia)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile
system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.
Appendix C Emergency Drill Terminology

**Evacuate** - Evacuate is used to describe situations where the building has become uninhabitable and must be evacuated. A fire, chemical spill, or bomb threat are just three examples. During an evacuation all occupants will relocate to a predetermined location outside of the school. Once at that location a decision will be made by school administration in consultation with law enforcement on a potential evacuation to a secondary location further from the source of the problem.

**Secure the Building** - Secure the Building is used to prevent unauthorized entry if the potential threat is coming from outside and in the vicinity of the school. An armed robbery or police foot pursuit in the area of the school, and irate parent/visitor are just three examples. Outside activities are cancelled and anyone outside at activation is instructed to move inside; all exterior doors are secured while staff and students are free to move about inside the school. All visitors and deliveries are turned away during this scenario and arrivals or dismissals would also be delayed if warranted. If appropriate, 911 should be utilized to notify law enforcement and the Loudoun County Public Schools (LCPS) Security Operations Center (SOC) should be contacted as soon as possible.

**Lockdown** - Lockdown is used to describe enhanced security measures taken to protect against potentially violent intruders that may be inside the school or on the school campus. The response secures students and staff, usually in classrooms, to prevent access or harm to the occupants of the school. This may also involve quickly moving students and staff from unsecured locations to secure locations or outside and away from the threat. School staff will notify law enforcement through 911 and contact the LCPS SOC when practical. Only a law enforcement officer can release a school from a lockdown.

**Shelter in Place** - Shelter-in-Place procedures are used to temporarily shelter people from a hazardous outdoor atmosphere, such as weather or a chemical, biological, or radiological incident. During this scenario all exterior doors should be locked, and measures should be taken to shut down the intake of outside air if warranted. No one is allowed to enter the school until public safety officials, or the affected principal declares the area clear. If appropriate, 911 should be utilized to notify law enforcement/fire rescue and the LCPS SOC should be contacted as soon as possible.
Signature Page

Parents or guardians who are unable to access the Internet to provide permissions and acknowledge receipt of the Student Rights and Responsibilities through ParentVUE may use this form.

Emergency Authorization

In the case of an accident or serious illness involving my child, I request LCPS personnel contact me or my designated emergency contact if I am unable to be reached. Furthermore, in the case of an emergency, I hereby specifically authorize LCPS personnel to call 911 for Emergency Medical Services and I give consent for my child to be transported to a medical facility regardless of my child’s age. I agree that I am responsible for paying all fees and expenses incurred for medical services and transportation by Emergency Medical Services (EMS). I agree that this permission is effective as long as my child is enrolled in school.

☐ I understand that by checking this box I am providing consent for the above statement.

- By checking this box, I, as the parent/guardian **will allow** my child to:
  - be photographed, audio recorded, or videotaped for the purpose of publishing his or her likeness in LCPS video productions, LCPS publications, LCPS webpages, or commercial media (including television, radio, the newspaper, and the Internet) with or without identifying information. I understand that media news or sports reporting, including images, may occur without the prior approval of LCPS.
  - be photographed, audio recorded, or videotaped for the purpose of publishing his or her likeness in LCPS video productions, LCPS publications, LCPS webpages, or commercial media (including television, radio, the newspaper, and the Internet) with or without identifying information. I understand that media news or sports reporting, including images, may occur without the prior approval of LCPS.
  - participate in and/or create original works as a result of a class assignment or a program/activity sponsored by LCPS. This participation may include, but is not limited to, stories, essays, charts, graphs, diagrams, poems, plays, cartoons, drawings, paintings, sculptures, musical compositions, video and audio recordings, and photographs.
  - have their photograph or name included in the school yearbook and understand that the school division includes yearbooks as “directory information” as set forth in the Federal Educational Rights and Privacy Act (FERPA).
  - have their artwork photographed or videotaped for the purpose of publishing his or her likeness in LCPS video productions, LCPS publications, LCPS webpages, or commercial media (including television, the newspaper, and the Internet) with
or without identifying information. I understand that media news or sports reporting, including images, may occur without the prior approval of LCPS.

☐ By checking this box, I, as the parent/guardian wish to opt-out my child from the media release and photographs or other media content. If I choose to have my child included in the yearbook, or other media options, I will contact the school directly and provide my request in writing.

Parents/guardians of students participating in VHSL activities should realize the VHSL physical form Provides consent and approval for student’s picture and name to be printed in any high school or VHSL athletic program, publication, or video

Release of Directory Information to Military Recruiters Opt-Out

This section is for HIGH SCHOOL STUDENTS ONLY. The Every Student Succeeds Act requires school districts to release student names, addresses, and telephone numbers to military recruiters upon their request. The law requires the school district to notify students and parents of their right to opt out of having this information released. This notice is posted each year on the www.lcps.org website in Student Rights and Responsibilities.

☐ I/We request that this student’s name, address, and telephone number NOT be released to Armed Forces and Military Recruiters or Military Schools.

By providing my signature below, I acknowledge receipt and understanding of the 2021 - 2022 Student Rights and Responsibilities

Date ______________________________________________________________________________________

Student’s Name ______________________________________________________________________________

(Please Print)

Student’s School ____________________________ Student’s ID __________________

Parent/Guardian Signature ______________________________________________________________________________

Parent/Guardian Printed Name ______________________________________________________________________________