Respectful Actions Make Success!

The Douglass School

Student Handbook

Respectful Actions Make Success!
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Welcome to the Douglass School Family

You and your success are what WE are all about!

The Douglass School offers a variety of alternative programs for middle and senior high school students. It has a rich and varied history since its opening in 1941. Throughout its history, Douglass has sought to provide a rewarding and valuable educational experience for its students. Please review the contents of this student handbook. It provides important information and is a critical part of your orientation to the new school year.

We are committed to your personal and academic growth. We want you to have a successful, productive experience here. Success, however, does not happen by accident. It takes hard work, commitment, and a willingness to go the extra mile to be successful.

To provide opportunities for success at Douglass School, we will focus on three important areas: Knowledge, Future Planning, and Character. The value of knowledge in any school cannot be overstated. Our teaching staff is committed to planting the seeds of knowledge in all students. Knowledge is power. Future planning requires a student to recognize how today’s decisions affect opportunities available in later life. Students are encouraged to set positive goals for themselves and our school and to strive toward their fulfillment. A student’s character is perhaps a student’s greatest asset. Character defines important qualities like honesty, friendship, respect, and positive self-concept. These attributes are vital to the success of the student and of our school.

This student handbook outlines the rules, guidelines, and procedures necessary for a complete school community, where teaching and learning come first. We encourage you to become involved in the growth and development of our school by taking an active role in your education.

Have a Great Year!

Dr. Jack Robinson, Principal

Mrs. Sherri Simmons, Assistant Principal
Academic Information
The Douglass School provides outstanding educational opportunities for its students. Teachers, counselors, and support staff are committed to helping each student to become successful. It is vitally important for each student to prepare for a successful and enjoyable middle and high school experience by careful planning and goal setting. It is essential for you to work closely with your teachers and counselors and to refer to the program of studies booklet in order to map out your four-year plan for graduation. Twenty-two credits are required for a standard diploma and twenty-four credits are required for an advanced diploma.

**Douglass School Grading and Reporting Procedures**

*Standards Based Grading*

- Grades will reflect how well the student has mastered the course objectives (standards).
- Only summative grades will be used in computing grades.
- Students may **retake** any summative assessment (on their own time and at a time approved by the teacher) within the allocated grading period.
- Students may retake any summative assessment they have not passed (with a C or better). Before being administered a retake, the student must demonstrate an improved understanding (correct previous test mistakes, redo a teacher assignment, meet with teacher etc.) of items he/she missed on the summative assessment. Once this has been completed the student may redo the assessment on his/her own time and at a time arranged with the teacher.
- Summative assessments should not be limited to tests, but should include projects, simulations and other approaches (including student critique per a rubric).
- Students will be given a “Z” for summative assessments not completed. Any “Z” will be counted as a zero in the grade calculation. Students who have multiple missing assessments in a grading period, may be assigned an Incomplete (“I”). Incompletes entered on the student’s transcript are changed to a failing grade since Incompletes may not be carried into subsequent school years.
- When a formative assignment is entered into Clarity, it will be linked to a standard/objective for the course (where course objectives have been added into Clarity). Clarity will be updated at least every two weeks.
- Formative assessments will be rated on a progression scale of 1 to 4. (A zero will be entered for missing assignments.)
- Given the importance of formative assessments/activities in helping students gain and/or increase their understanding; students will be required to successfully complete a majority of the formative assessments/activities before completing the summative test/activity. Teachers are encouraged to use a variety of engaging activities to help
students understand and remember the desired outcomes. Teachers will return promptly, for student review, both formative and summative assessments.

**Homework**
Homework is an important aspect of the educational process and is a natural extension of the school day. Homework may be assigned to reinforce and broaden classroom activities, teach responsibility, and provide an opportunity for independent study.

**Purpose of Homework:**
- To practice skills introduced and developed in class
- To complete unfinished classroom assignments or projects
- To enrich the school program by pursuing activities that can be shared with classmates the following day
- To provide for independent study or projects

Teachers will discuss their individual homework policies, which will meet the expectations and guidelines of the Douglass School, the first week of school. Students are expected to complete assignments fully and on time in accordance with these guidelines. Failure to complete homework may cause a decline in a student’s academic performance.

**Grading**
Achievement is the sole item recognized in determining the grade. Personal characteristics, character, conduct, personality, etc., affect the grade only insofar as they are reflected in the quality of achievement.

Evaluation is based upon attainment of the instructional and performance objectives assigned the student. These objectives may include daily assignments, homework, quizzes, class participation, projects, tests, and examinations. Nine weeks grades are a composite of all evaluations made during a marking period.
Grading Scale

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<thead>
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<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
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<tr>
<td>A</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
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<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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Interim Policy
All Students will be provided Interim Reports at the mid-point of each nine-week grading period. Each teacher will provide an approximate current grade and/or comment about your performance. *It is the student’s responsibility to deliver the Interim Report form to the parent at the end of the school day.*

Report Cards
Each nine weeks, each student will be given a Report Card during homeroom period. *These Report Cards must be taken home to the student’s parents or guardians.* The nine-week grade is a composite of all evaluations made during the grading period. There are four (4) nine-week grading periods in a year, each comprising one semester of the course. The final grade for the year is the average of the two nine-week grades for the course.

Honor Roll
Students who attain a “B” average (with no “D’s”, “F’s”, or Incompletes) for each nine-week grading period will earn placement on the Honor Roll.
Technology/Computer Use
The information systems and Internet access available at Douglass School are intended for educational purposes only. The use of the information systems is a privilege—not a right.

The user exercising his/her privilege to use the Internet, as an educational resource, shall also accept responsibility for all material received under his/her account.

The purpose of Internet use at Douglass School is to support research and education. All Internet use must comply with this purpose as indicated in the Student’s Rights and Responsibility handbook, the Loudoun County Public Schools’ Acceptable Use Agreement for Middle and Secondary Students, and the Douglass Technology/Computer Use Policy. Users are prohibited from accessing portions of the Internet that do not comply with these policies.
Attendance Policy
Attendance Policy
Success in school directly related to regular daily attendance. Douglass School staff is committed to making every effort to communicate with parents when students are absent from school. To help in this process when a student is absent from school, parents should call the school to report the absence and, when the student returns, send a note explaining the absence.

Students are required to make up work missed, regardless of the reason for the absence. Students with excessive absences (five (5) days or more each grading period) or tardies, regardless of the cause (excused or unexcused), will be expected to remain after school to obtain assignments, to receive teacher instruction/review., or to make up missed class time. Failure to do so may result in a failing grade and/or a loss of credit for the course. Students absent for 20% or more of a grading period will lose participation credit and may also fail or lose credit for the course.

It is the primary responsibility of the parents or guardians to have their son or daughter in attendance at all times. The only absences permitted by law are:

- Medical appointments
- Personal illness (excessive absences will lead to requirement for a doctor’s note for each absence)
- Death in the family
- Summons to appear in court
- Religious holidays

Early Dismissal
Students may only be dismissed during the school day for one of the reasons listed under excused absences. Students must follow the procedures listed below:

- A written request from the parent or guardian is to be submitted by the student to the office (presented directly or through first period teachers) before the first class period. This request must be approved before a student is permitted to leave. The request must include the telephone number where a parent may be reached during the day.
- Emergencies: only in emergencies should the parent call the school and ask for the dismissal of the student.
- All students approved for early dismissal must sign out in the main office before leaving.
- If the student becomes ill during the school day, the student must obtain an approved release from the school nurse and/or an administrator.
Make-Up Work Due to Absence
The student is responsible for initiating immediate action with the individual teachers for obtaining school work missed due to absence.

✓ Loudoun County Public Schools policy requires that students complete make-up assignments within a “reasonable amount of time.” Multiple, consecutive days absent may require more time. Regardless of the length of absence, all make-up requirements/assignments must be completed within ten (10) school days from the students return.

✓ When a student has a prolonged absence, special consideration will be given.

✓ When a student misses a previously announced test, paper, quiz, or project, the student must be prepared to make-up the activity the first day he/she returns to school.

✓ When a student is present for part of a day, all previously announced assignments are due that day.

NOTE: FAILURE TO MAKE-UP WORK WITHIN THE TIME ALLOWED RESULTS IN A FAILING GRADE. Make-up work completed on time is graded on the same basis as other schoolwork.

Tardies

Tardies to School
School begins at 9:20 AM each day. Students are expected to arrive on time each day and to be in class before the late bell rings at 9:20 AM. Any student who arrives in his/her first period class after the 9:20 AM late bell rings is tardy to school. Excused tardies are issued for the same reasons as for excused absences. Students who arrive after 9:20 AM may enter class without a pass but will still be considered tardy. Students who arrive after 9:30 AM must sign in at the main office and obtain a pass to enter class. (This is to ensure that the student’s absence is changed to tardy.) Occasionally, there are times when a student is unavoidably tardy to school. However, students who are tardy to school more than two (2) times per nine-week grading period will be assigned detention. Students whose bus arrives late will be issued a late bus pass and will not be counted tardy.

Tardies to Class
Students are expected to be in the classroom to the satisfaction of the teacher at the established tardy time. Any student who arrives after the late bell rings is tardy to class. Students arriving late to class without a pass will be considered unexcused. The teacher will establish and assign disciplinary action for these infractions. Discipline actions will range from loss of break time to after-school detentions.
Driving & Parking Permits

Parking facilities are provided at Douglass School as a convenience to students who drive to school. Parking on school grounds is a privilege that may be granted by the principal to students who meet the following conditions:

- Priority reserved for seniors
- Each student must register any licensed vehicle he/she drives to school with the school office and purchase a school parking permit for each vehicle each year.
- Parking permits must be displayed on the windshield.
- Students must park in the area designated for student parking only. No parking behind the gym.
- Once on school grounds, students will not be allowed to leave until school is dismissed or unless permission has been obtained in the main office.
- Students may not sit in parked vehicles or linger in the parking area.
- Students may not return to their vehicles during the day without a pass from the main office.
- Traffic laws, school regulations, and normal safety procedures must be observed at all times.
- Vehicles without permits are not allowed on campus.

Violations of parking rules will result in suspension or revoking of parking privileges. THOSE STUDENTS WITHOUT A PARKING PERMIT, WHO PARK ON SCHOOL GROUNDS, ARE SUBJECT TO HAVING THEIR VEHICLE TOWED AT THE OWNER’S EXPENSE.

Student Lockers

All lockers are provided by the school as a convenience to the student. They do not become the exclusive property of the student. They are provided for the express purpose of keeping clothing, books, lunches, and other materials necessary for the school day.

The principal or his designee reserves the right to enter any student locker at any time when he/she feels it necessary and proper to do so.

Lockers are expected to be kept clean and neat. Writing on lockers is not permitted. At the conclusion of the school year, each locker will be opened and inspected for damage, writing, or decals. If the locker is not left in satisfactory condition, the student will be assigned a deficiency. Report Cards will not be issued until the problem is resolved.
Students should not tell anyone the combination to their locker. Large amounts of money or items of great value should not be kept in lockers. The school cannot assume responsibility for items taken from lockers.

REMEMBER: IF YOU GIVE THE COMBINATION OF YOUR LOCKER TO ANOTHER STUDENT, THE SECURITY OF THAT LOCKER HAS BEEN VIOLATED.

Displays of Affection
Douglass School is guided by generally accepted behavioral expectations for a professional, business environment. Therefore, public displays of affection are not considered appropriate in the academic setting.

Dress/Grooming
The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student.

The school has the responsibility, however, to see that the cleanliness, dress, and grooming of students do not present a danger to the health or safety of others or prevent them from performing regular required school activities, do not cause a disruption of the orderly functioning of the school, and do not cause excessive wear or damage to school property.

The following guidelines will be observed by all students:

- Clothing that exposes your midriff, chest, shoulders, back, or buttocks is inappropriate for school and is not permitted.
- Beach attire may not be worn to school.
- Undergarments may not be worn as outer garments, or be overly visible.
- Clothing or hair that is detrimental to the safety, health, or general welfare of a student is not allowed.
- Hats, hoods, skull caps, and other outer head wear are not to be worn inside. Bandanas and hair picks are also not appropriate. All such items should be kept in lockers or book bags.
- Sunglasses are not to be worn in the building and should be kept in a locker or book bag.
- Shoes must be worn at all times.
- See-through clothing may not be worn to school.
- Clothing may not contain obscene material or be sexually suggestive, promote the use of alcohol or illegal drugs, or advocate the violation of any law or school policy.
- Wallet chains are prohibited.

Students may be sent home for failing to observe these guidelines.
Fire Drill
During fire drills or any emergency evacuation, students are expected to remain with their class, to proceed outside in a quiet, orderly fashion, and to respond to roll when it is called.

Telephone Use
School phones are intended for school business and not for personal use. Students should make transportation arrangements and other plans prior to coming to school. Students will be allowed to use the phones only in emergencies and only with the permission of an administrator. Please plan ahead.

Beepers, Personal Communication Devices, and Laser Pointers
Students are prohibited from operating beepers, cell phones, or other personal communication devices while in class at Douglass School. Such devices may only be operated but students before and after school hours and during breaks between classes and at lunch time. School officials may confiscate such devices in any instance when a staff member sees the device and or when a student violates the provisions of this policy. Repeated violations of this policy by a student may result in disciplinary action. Student use of such devices for unlawful activities while on school property or attending any school function or activity may result in expulsion.

Students are prohibited from possessing laser pointers while on any Loudoun County Public School’s property or attending any school function or activity. Any student found possessing a laser pointer in violation of this policy will be subjected to disciplinary action and the seizure of the device by school officials.

MP3 Players, CD Players, Headsets, Etc.
School staff does not encourage students to bring these items to school. However, we recognize that students may carry MP3 players and headsets for use to/from school. Upon arrival at school, these items must be placed out of sight in the student’s locker or book bag and remain there until dismissal at the end of the school day. Such devices may only be operated but students before and after school hours and during breaks between classes and at lunch time. School staff will confiscate these items in any instance where the student violates this policy. Repeated violations may result in disciplinary action. Students who choose to carry these items do so at their own risk. The school is not responsible for items lost or stolen.
**Bus Transportation**

Loudoun County Public Schools provides free transportation to/from school for all students who live outside the walking zone of their school. For this privilege, students are required to conduct themselves properly while riding the bus. Frequent referrals for inappropriate conduct can result in removal from the bus and parent responsibility for transporting the student. Douglass middle and high school students ride the bus to their home school, where they transfer to a school bus that brings them to Douglass.

Students needing to ride a bus other than their regularly scheduled bus must bring a note from a parent. The note must include the reason and telephone number where the parent can be reached. After review of the request, an administrator will issue a pass permitting the student to ride the requested bus.

**Cafeteria**

Students must report directly to the cafeteria at the scheduled time and remain in the cafeteria throughout their lunch period. Lunches must be eaten in the cafeteria. Students are required to dispose of trash in the appropriate containers. When released from the cafeteria, students must remain in the gym or hallways designated for use at lunchtime. Students are not permitted to leave the school grounds during the lunch period or go to any areas other than those outlined above.

**School Cancellation/Delayed Opening Information**

In the event that weather or other cause necessitates either closing or delaying the opening of school before buses start on their routes, announcements will be made over the following radio/TV stations by 6:00 a.m. These stations are notified by direct calls and should be the primary stations that are monitored.

When there is a delayed opening, please stay tuned to the radio/TV station in the event that a change in the weather causes schools to be closed for the day. A **one-hour delay** means that all programs would operate as usual except that they would start one hour later. A **two-hour delay** means that school openings are delayed for two hours.

Radio and television stations announcing delays and closings are listed on the following page.
## Local Radio and Television Stations

- **WAGE (1200 AM)** __________ Leesburg  
- **Cable Vision (Ch 21)** __________ Loudoun County  
- **WRC (TV 4)** _________________ Washington, D.C.  
- **FOX (TV 5)** _________________ Washington, D.C.  
- **WJLA (TV 7)** _________________ Washington, D.C.  
- **WUSA (TV 9)** _________________ Washington, D.C.  
- **News Channel 8** ______________ Washington, D.C.  
- **WINC (92.5 FM)** ___________ Winchester, VA  
- **WASH (97.1 FM)** ___________ Washington, D.C.  
- **WXVA (98.3 FM)** ___________ Charles Town, WV  
- **WMZQ (98.7 FM)** ___________ Washington, D.C.  
- **WZYQ (103.9 FM)** ___________ Washington, D.C.  
- **WJCW (105.9 FM)** __________ Alexandria  
- **WMJR (107.7 FM)** __________ Northern VA  
- **WMAL (630 AM)** ___________ Washington, D.C.

## Clinic and Medication

School Nurse: The school has a registered nurse on staff. The nurse is routinely available from 8:30 AM – 3:30 PM. If a student has a health problem which may necessitate frequent visits to the clinic, the parent should contact the school nurse. Students who have fevers of 100.0 or greater should be kept at home until free of fever without medication for 24 hours. Students who do not feel well should stay home. If a student does not feel well in the morning but is sent to school by the parent, the assumption is made that the parent wants the student to be at school and in class. Students who become ill at school must see the nurse first before leaving school. Students should not call or text their parents on their own phone.
requesting parent pick up for a clinic dismissal. Students 18 years or older who live with their parents/guardians will need parental permission for dismissal from the clinic.

**Medications**
All medications should be administered to students at home whenever possible. If medication at school is necessary, the parent must provide the school with the medication and a completed “Authorization for Medication Administration” form. Copies of the form are available in the clinic, and on the LCPS website. Most over the counter medications require just a parent signature for school administration. Prescription medications as well as any herbal or natural alternative medications (botanicals, dietary or nutritional supplements, homeopathic medicine, phytomedicinals, vitamins, and minerals) require an “Authorization of Medication Administration” form that includes dosage, time, and reason for administration signed by the physician and the parent or guardian. Parents are asked to bring in no more than a 60-day supply of prescription medicine at a time. All medication must be in an original labeled container. All student medications (prescription and over the counter) must be brought to the nurse’s office by a parent or guardian and will be administered in the office by the nurse or designee. Students may not be in possession of any medication (over the counter or prescription) while in school or on the way to or from school.

For the RN to give acetaminophen (generic Tylenol) to your child, you must have completed the section on the emergency card that gives permission and sign it. Because acetaminophen taken in large amounts over a period of time can cause liver damage, middle and high school students may only receive four doses of acetaminophen in a four-week period. Before a fifth does is given, the parents/guardian will be contacted.

**Return to School after Surgery or Emergency Room Visit**
Students who have had surgery or who have been treated in the emergency room are expected to bring a physician’s clearance for school attendance. This clearance should include the date the student is released to return to school, what restrictions the student may have, and the duration of any restrictions.

**Health Care Plans**
A new “Physician Order/Health Care 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.

**Health Screenings**
All 7th, and 10th grade students and students new to LCPS will be screened for vision and hearing during the first 60 days of school.
Change of Address or Phone Number
Such information should be updated with the office immediately. Please notify the school when there is a change in home and/or work address and/or phone numbers. The school should also be notified if there is a change in the emergency contact phone number.

Destruction of School Property
Destruction of school property is defined as any potentially permanent defacement, breakage, rendering inoperable, or otherwise destroying of furniture, materials, equipment, or any part of the school facility. This section also includes destruction of another’s property on school grounds. Section 22.1276 of the Code of Virginia states: “Each pupil shall be required to reimburse the school board for any actual breakage or destruction of property owned by or under the control of the school board done by a pupil in pursuit of his studies.”

Age of Majority
Students who are 18 years of age may assume responsibility for themselves and their school records. Students must follow standard business practices for absences, including calling school when absent, obtaining permission for leave, and providing a doctor’s note for absences. The school reserves the right to share student progress with parent(s) and to involve the parent when the student is in danger of failing and/or is not demonstrating an appropriate pattern of behavior.
The mission of the public school is to provide the opportunity for all students to acquire an education which prepares them to become productive contributing members of society. Successful learning requires a cooperative working relationship between the teachers and students in a positive educational environment, free of disruption and threats to persons or property and supportive of individual rights.

It is the responsibility of each student to conduct him/herself in a manner that does not infringe on the rights of others. Those rights include the teacher’s right to do his/her job of supervising, motivating, and helping the student understand concepts and practice skills. Also included is the student’s right to take responsibility for learning information and mastering skills to the best of his/her ability. Both teachers and students have the responsibility to maintain an educational environment free of disruption and threat of any kind.

Each student has the responsibility to conduct him/herself in such a manner that he/she does not violate, while under supervision of school authority, any state or federal law, policies and regulations of the Loudoun County School Board, or rules established by the school’s administration and teachers, or otherwise interfere with the discipline or general welfare of Loudoun County Public Schools. When a student’s behavior interferes with the teacher’s right to perform his/her duties or the rights of other students to a safe, non-disruptive environment, these rights shall be protected by the school’s teachers and by the administration through firm, fair enforcement of those laws, policies, regulations, and rules.

**Student Responsibilities**

1. Know, understand, and honor all classroom and school rules and School Board policies concerning student conduct and the teacher’s right to teach.
2. Respect other students’ right to learn.
3. Accept responsibility for learning, developing adequate study habits, and completing class assignments and requirements.
4. Attend all classes regularly and be punctual in going to each class.
5. Respect the rights and property of others.
6. Cooperate with your fellow students and all employees of the school system.
7. Function at a level of maturity appropriate for your age and grade.
8. Acquire all the necessary information and skills for a successful life by getting ready today for the challenges of tomorrow.
9. Refrain from conduct which interferes with the discipline or general welfare of Loudoun County Public Schools and Douglass School in particular.
Tips on How to Avoid a Discipline Referral

- If you should have a strong disagreement during a class, follow the teacher’s direction, but arrange to speak with him/her privately after class.
- If you are experiencing difficulty in a particular class or situation, speak privately with the teacher and voice your concerns in a respectful and polite manner.
- Use the resources of your guidance counselor or assistant principal if you are experiencing a communication or behavioral problem.

What is Success?

“To laugh often and much

To win the respect of intelligent people and the affection of children;

To earn the appreciation of honest critics and endure the betrayal of false friends;

To appreciate beauty, to find the best in others;

To leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition;

To know that even one life has breathed easier because you have lived.

This is to have succeeded.”

—Ralph Waldo Emerson
The philosophy of the Douglass School is based on the belief that education must develop students’ academic, social, and emotional growth in order to prepare all students to become functioning, productive students and citizens in the community. It recognizes that students are still learning and growing and will need both reinforcement for appropriate behavior and consequences/deterrents for inappropriate behaviors.

This philosophy is reflected in the discipline policy.

Discipline is usually considered to be consequences that are administered for inappropriate behaviors and infractions of the students’ Code of Conduct. However, a complete discipline policy also includes positive, preventive actions that try to help students to correct inappropriate behaviors and that enable them to be successful.

In an effort to correct patterns of inappropriate behavior and to help students build successful skills in this area, the following interventions will be used to foster student growth in social, emotional, and behavioral development.

**Proactive Practices**

- Problem-Solving/Decision-Making activities in Teacher Advisor meetings
- Individual problem-solving discussions between staff and student(s)
- Referral to Counselor and/or mental health provider
- Acknowledgement of student’s achievement in academic/behavioral areas
- Provision of opportunities for developing behavioral & social skills
- Development of individual plans to structure for student success
- Use of alternative instructional strategies to engage and motivate students

**Disciplinary Consequences**

The following consequences may result from behavioral infractions:

1. Conference with student
2. Contact with parents
3. Detention (Detention may be determined by teacher or administrator)
4. Referral to a mental health team person
5. Referral to an administrator
6. Parent Conference (school administrator will hold conference with parents or with other personnel as appropriate and student as appropriate)
7. Police referral (This pertains to theft, drug use, alcohol use, vandalism, trespassing, etc.)
8. Suspension (Students may be temporarily removed from classes, school activities, and/or from school grounds by an administrator for a period not to exceed five days)
9. Long-term suspension (The principal may recommend to the Superintendent, permanent removal from classes or from attendance at Douglass School or any LCPS school for up to one year.)
10. Expulsion (When an offense is so serious that it is neither in the student’s nor the school’s best interest for a student to remain at Douglass School, he/she may be permanently excused from the school. In such an instance, the student may be offered enrollment in a different school, home tutoring for a period of time, or a request to the Superintendent that the student be permanently expelled from school.)

Disciplinary Explanations

Referral to Administrator
Generally, students sent to the office have failed to comply with school or classroom rules/expectations or to respond to teacher directions to improve their behavior.

Consequently, most referrals will result in consideration of consequences identified herein. At minimum, referral to an administrator will result in a reprimand and warning about further such behavior. Administrators will also attempt to assist the student to identify ways to avoid such referrals in the future.

Lunch Detention
Students assigned lunch detention must report to the assigned area within 5 minutes of the dismissal for the lunch period. Students will go through the lunch line only when directed by the staff member on duty.

Students must remain in the assigned area (or room) until the bell rings dismissing lunch.

Detention Hall
Students assigned D-Hall are expected to serve on the next available date. D-Hall is held on Tuesdays and Wednesdays from 3:30 p.m. until 5:15 p.m. Students must study or read, and no talking is permitted. The student is responsible for notifying his/her parent and for arranging transportation home.

In-School Restriction
Students assigned in-school restriction will report to a self-contained classroom immediately upon arrival to school. They must remain in the designated location until
dismissal at the end of the regular school day. No talking is allowed, and students must complete and turn in all assigned schoolwork. Failure to cooperate may result in additional time or suspension from school.

**Removal from School**
A student may be temporarily removed from school for the remainder of the day or suspended by the principal or assistant principal for behavior which interferes with the school, threatens any individual’s well-being, or knowingly violates a rule (for which the penalty is suspension). Such suspension may not exceed ten (10) school days.

A REINSTATEMENT CONFERENCE WITH THE STUDENT, PARENT, AND AN ADMINISTRATOR IS REQUIRED WHEN THE STUDENT RETURNS FROM THE SUSPENSION. The student will not be readmitted to school and classes until the conference is successfully completed.

**Behavioral Infractions**
On the pages that follow, various behavioral infractions have been identified and defined. This is not an inclusive list of all behavior infractions, but is an attempt to identify and define the most frequent infractions which create disruptions to, or an unsafe environment for, the school and its students. Unless otherwise noted, disciplinary actions/consequences will be selected from the preceding list of interventions. When a specific consequence is identified, it is the minimum consequence that will be administered for the defined behavior. Repeated infractions of any behavior will result in stronger consequences and/or specially developed plans of intervention.

**Computer Abuse Policy**
Defined by the “Acceptable Use Agreement for Secondary Students” (See LCPS Reg. IGTRA), the computers are to be used as tools for learning. Any action involving system tampering, inappropriate use, vandalism, or unauthorized use shall be considered a behavioral infraction.

*Minimum Consequences*
- Loss of computer privileges
- Restitution for any damages to equipment or material
- Unauthorized software, personal floppy and CD disks will be confiscated
Endangering Conduct
Defined as “Any act by a student or group of students that directly or potentially places others in danger.” It includes:

1. refusing to follow staff directions to leave an area where a serious problem is occurring;
2. verbally encouraging another student to be non-compliant or violent;
3. igniting or attempting to ignite any material or object;
4. running that endangers others, such as running down the hall and/or around corners.

• Minimum Consequence -- Detention Hall

Destruction of Property
Defined as “Any accidental or malicious destruction or defacing of property, including arson.”

• Minimum Consequence -- Restitution to school (or party identified by school) for damages

Extortion
Defined as “An act of attempting to secure money or property through intimidation and/or threat of physical harm.”

• Minimum Consequence -- Parent Conference

Fighting
Defined as “Any physical contact between students with the purpose of inflicting harm or which may result in injury accidentally (includes play fighting).”

• Minimum Consequence -- Detention Hall

Inappropriate Language
Defined as “Repeated use of socially inappropriate language such as profanity, innuendo and/or inappropriate topics.”

• Minimum Consequence -- Lunch Detention
Physical Attack of Staff or Student
Defined as “A deliberate and/or unprovoked act of physically assaulting a staff member or student on school grounds or in conjunction with school activities (on field trip or bus).”

- Minimum Consequence -- Suspension

Possession of Weapon
Defined as “Any object that is of a dangerous nature and may be used in a way that would endanger another person. This includes explosive devices, Marshal arts weapons, mace, brass knuckles, finger nail files with knife, bullets, scissors, and “looks like” toy weapons.”

- Minimum Consequence -- 10-day suspension with mandatory recommendation for expulsion

Sexual Harassment
Defined as “Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct/gestures of a sexual nature that may have the effect of unreasonably interfering with the individual’s work or learning environment. Includes sexually suggestive touching, body contact, physical force, and indecent exposure.”

- Minimum Consequence -- Parent Conference Referral to mental health

Smoking Violation
Defined as “Any use of tobacco products on school grounds or in the school building.” (Repeat offenses will increase the consequences)

Minimum Consequences
- 1st Offense—In-School Restriction to include Tobacco Prevention Program
- 2nd Offense—Parent Contact, cigs confiscated, and After School detention
- 3rd Offense—D Hall, possible suspension with charges filed

Substance Abuse
Defined as “Possession, and/or use of illegal substance (drugs and/or alcoholic beverages) or ‘look-alike’ substances.”

- Minimum Consequence -- 10-day suspension with mandatory request for expulsion
**Tardiness:**
Defined as “frequent/chronic, unexcused/unauthorized lateness to school (per LCPS attendance guidelines)

- *Minimum Consequence* -- Loss of break time

**Theft**
Defined as “The act of taking something which is not yours and/or concealing for oneself that which belongs to another.”

- *Minimum Consequence* -- Detention with consideration for suspension Possible referral to police authorities

**Threat of Staff**
Defined as a deliberate expression of intent (by self or others) to inflict pain, injury, or to do harm to a staff member.

- *Minimum Consequence* -- Suspension

**Trespassing**
Defined as “Failure to leave a LCPS school property after being warned of unlawful presence on school grounds; or being on LCPS school property without official business and/or when previously warned against being on school property.”

- *Minimum Consequence* -- Detention Hall

**Truancy**
Defined as “Frequent/chronic or unexcused/unauthorized absenteeism from school, (i.e., generally attendance less than 80%).”

- *Minimum Consequence* -- Referral to attendance officer

**Verbal Abuse**
Defined as “Intimidating, insulting, threatening, or in any other manner, verbally abusing a member of the school staff or student population.” *Insulting remarks include racial remarks, ethnic slurs, or remarks intended to demean a person’s sex, national origin, handicapping condition, or intellectual ability. Such obscenities will not be tolerated.

- *Minimum Consequence* -- Detention Hall
Uncooperative/Defiant
Defined as “failure to comply with staff directions and/or to follow teacher requests to follow school rules, demonstrate appropriate behavior, or to stop disruptive or inappropriate behavior; directly or indirectly resisting staff authority, including refusing to acknowledge staff directions.”

- Minimum Consequence -- Detention Hall

Disciplinary Explanations

Administrative Detention Hall
Generally, students are assigned D-Hall to begin the next available date. The student is responsible for notifying his/her parent or guardian. Students must report directly from their class to the assigned detention room within 5 minutes. Students are NOT allowed outside or elsewhere in the building. Except for a brief bathroom break (if needed), student must be moving toward the detention room. No food, drink, or sleeping is allowed in detention. Location of detention will be posted on the door of room 107.

- A.M. detention hall: 7:30 to 9:00
- P.M. detention hall: 2:55 to 4:55

Students must study or read. No talking is permitted.

The school assumes no responsibility for transportation. Therefore, it is the responsibility of the parent or guardian.

In-School Restriction
In-school restriction is an assignment for disciplinary reasons to a self-contained classroom or area for the school day. Complete and turn in all assigned classroom assignments. Disruptive behavior will result in additional time or suspension from school.
Additional Information
The qualities of an exceptional student:

- Studious
- Trustworthy
- Unselfish
- Determined
- Enthusiastic
- Naturally curious
- Tolerant

Another component of being a successful student is **time management**.

You **do** have enough time for the things you want to do.

All it takes is learning a few ways to manage time.

Time is an equal opportunity resource. All people, regardless of gender, race, creed, or national origin, have exactly the same number of hours in a week.

True, some people have enough money to delegate tasks or hire them out to others. Yet, no matter how important you are, no matter how rich or poor, you get 168 hours to spend each week—no more, no less.

Time is also an unusual commodity. It cannot be saved. You can’t stockpile time like wood for your stove or food for the winter. It can’t be seen, felt, touched, tasted, or smelled. You can’t sense time directly. Even brilliant scientists and philosophers aren’t sure how to describe it.

Because time is so elusive, it is easy to ignore. That doesn’t bother time at all. Time is perfectly content to remain hidden until you are nearly out of it. And when you are out of it, you are out of it.

Time is a nonrenewable resource. If you are out of wood, you can chop some more. If you’re out of money, you can earn a little extra. If you’re out of love, there is still hope. If you’re out of health, it can often be restored. But when you’re out of time, that’s it. When this minute is gone, it’s gone forever.

From: Becoming a Master Student
Quick Tips for Effective Study

45 ON/15 OFF: You should have 45 minutes of focused study time followed by 15 minute break. If you study for more than 45 minutes at a time (an hour and a half at the very most), you risk daydreaming, losing interest, or not being able to concentrate. You need the break time to let the information get into your long-term memory. You should not go beyond a 15 minute break. If you do something productive during the 15 minutes, you are practicing good time management and helping yourself be more organized.

TOUGHEST FIRST: When you have more than one homework assignment or different subjects to study, tackle the most difficult task first. At the least, set a timer and spend just 20 minutes going over the material. This will get you started on the work, it won’t seem so overwhelming, and you won’t be worrying about it when you move on to your next assignment.

INTERNAL CLOCK: Knowing your “peaks” and “slumps” in the day can help your time management. Don’t attempt to study material that is difficult or requires original thought during your “slump” times. You should try to get up and go to bed close to the same time every day. Your body’s internal clock prefers a stable routine. Getting the proper amount of sleep is one of the most important factors in being able to learn effectively.

BE PROACTIVE: Being proactive while studying helps the mind to focus. Use your senses. When possible, use sight and sound. Visualize what you are hearing or reading, and talk about the material with a classmate or study partner.

TEXTBOOK READING: When reading a textbook and your mind begins to wander, as soon as you realize this has happened, begin reading aloud. This automatically brings you back to the task. Stand up and read. Walk while you read. These actions help to keep you focused on the material, and your mind is less apt to wander. Sometimes, the thoughts that are interfering with your study simply need to be addressed in order for them to “go away.” Go ahead and take the time to deal with whatever it is that is “bugging” you, but don’t use this tactic for every small annoyance. It can turn into an excuse for putting off study.

KNOWLEDGE IS POWER: The more you know about how to learn, about your own learning style, and about specific study methods, the greater are your chances for successful academic performance. Ask for help when you need it.

TAKE CARE OF YOURSELF: Being a successful student requires a great amount of energy. In order to learn, you must be sure to eat well, exercise, get the proper amount of sleep, and generally take good care of yourself. Pay attention to all of your “selves”—your mental, physical, emotional, spiritual, and social sides that make you who you are. Work toward a balanced life so you can be your very best.