

Student Handbook

2018-2019





42075 Loudoun Academy Drive

Leesburg , Virginia 20175

<https://www.lcps.org/AOL>

Dr. Tinell Priddy, Principal

Telephone: 571-252-1980

Counseling: 571-252-1988

Absentee Line: 571-252-1982

Clinic: 571-252-1987

Safety and Security Specialist and School Resource Officer: 571-252-1980

<u>TABLE OF CONTENTS</u>	
Bell Schedules	5
Office Staff Directory	6
Academies of Loudoun Vision, Mission, Beliefs	7
Academies of Loudoun Honor Code	8
<u>2018-19 School Calendar for Students</u>	11
<u>SCHOOL COUNSELING OFFICE</u>	12
Grade Reporting	13
Report Cards	13
Grading and Assessments	13
Grading Scale	13
Grade Distribution and Computation	14
Make-up work after an absence	14
Late Assignment Policy	14
<u>ATTENDANCE POLICIES AND PROCEDURES (See Student Rights and Responsibilities Handbook)</u>	14
Excused Absences	15
Prearranged Absence	15
Clinic Dismissal	15
Early Dismissal	16
Sign-out Procedures	16
Excused Tardy	16
Unexcused Tardy	16
Tardy to School	17
Tardy to Class	17
Cutting Class and Truancy	17
Pep Rallies	17
Clinic	17
Research Library/Media Center	18
Cafeteria	18
Telephones	18
<u>EXPECTATIONS, GUIDELINES, AND POLICIES</u>	19
Policies Concerning Students	19
Acceptable Use Policy- Telecommunications	19
Bus Expectations	19
Dress Code	19
<u>INAPPROPRIATE/ UNACCEPTABLE BEHAVIORS</u>	21
Defiance	21
Disruptive Behavior	21
Displays of Affection and Sexual Behavior	21
Distribution of Literature or Other Material	21
Electronic Devices (LCPS Policy 8-34)	21
Fighting/Assault	21
Gangs	21
Gambling	22
Horseplay and Hazing	22

Inappropriate Literature, Pictures, Drawings	22
Initiating a Disruption or Riot	22
Language: Obscenity/Profanity/Slurs/Demeaning Comments/ "Put Downs"	22
Threats/Harassment/Bullying/Intimidation/Hazing	22
Vandalism	22
<u>SPECIFIC SCHOOL BOARD POLICIES WITH MAJOR CONSEQUENCES</u>	22
Alcohol Abuse	22
Drugs	23
Medications	23
Tobacco	23
Weapons	23
<u>ACADEMIES OF LOUDOUN CLASSROOM GUIDLINES</u>	24
Behavior	24
Safety	24
<u>EXTRA- CURRICULAR ACTIVITIES</u>	24
Co- Curricular Clubs	24
<u>ACADEMIES OF LOUDOUN STUDENT AGREEMENT</u>	25

Bell Schedules

School Hours

9:15am- 3:15pm

Regular Day Bell Schedule

1st /5th Block	9:15 -- 10:55
2nd /6th Block	11:00 -- 12:40
Lunch	12:45 -- 1:30
3rd /7th Block	1:35 -- 3:15

Dismissal to Buses 3:15

1 Hour Delay Bell Schedule

1st /5th Block	10:15 -- 11:40
2nd /6th Block	11:45 -- 1:15
Lunch	1:15 -- 1:50
3rd /7th Block	1:50 -- 3:15

Dismissal to Buses 3:15

2 Hour Delay Bell Schedule

1st /5th Block	11:15 -- 12:20
2nd /6th Block	12:25 -- 1:30
Lunch	1:30 --2:00
3rd /7th Block	2:05 -- 3:15

Dismissal to Buses 3:15

Office Staff Directory

2018-2019

Contacting ACL

The main office telephone line for the **Academies of Loudoun (ACL)** is **571-252-1980**. The main Office is located to the right when you enter the main entrance of the building. The office is open from 8:00 am until 4:00 pm. Faculty and staff email addresses are listed on the ACL website.

Principal	Dr. Tinell Priddy	Tinell.Priddy@lcps.org
Assistant Principal	Mr. Walther Strathdee	Walter.Strathdee@lcps.org
Director, AET	Mr. Craig Lewis	Craig.Lewis@lcps.org
Director, AOS	Ms. Jennifer Chang	Jennifer.chang@lcps.org
Director, MATA	Mr. Matthew Wilburn	Matthew.wilburn@lcps.org
Testing Coordinator	Ms. Nadine Hallman	Nadine.Hallman@lcps.org
School Counselors	Dr. Jayne Fonash- Director Mr. Tony Bauer Ms. Beth Doyle Ms. Michelle Trudel	Jayne.Fonash@lcps.org Anthony.Bauer@lcps.org Beth.Doyle@lcps.org Michelle.Trudel@lcps.org
Librarian	Ms. Jennifer Hiltner	Jennifer.hiltner@lcps.org
Safety & Security Specialist	Mr. David Schinasi	David.schinasi@lcps.org
School Resource Officer	Deputy Joshua Goddard	
Attendance	Ms. Patti Thomas	Patti.Thomas@lcps.org

Academies of Loudoun, Mission, Vision, and Beliefs

Mission:

The mission of the Academies of Loudoun is to empower students to **explore, research, collaborate, innovate**, and to make meaningful contributions to the world in the fields of **science, technology, engineering and mathematics**.

Vision:

All Academies of Loudoun scholars will achieve personal success in their learning and become responsible and productive citizens.

Our vision, as a school community, is to inspire our students' passion for STEM learning.

Beliefs:

1. Immersion in STEM curriculum that challenges students to:
 - think critically
 - innovate
 - research
 - design
 - invent to solve real-world, contextual problems.
2. Students learn best in a setting where academic disciplines are integrated and collaboration is encouraged.
3. Diversity in our community makes us stronger and better equipped to work together.
4. *Integrity* and *Responsibility* are core principles in the pursuit of academic and personal achievement.



The Academies of Loudoun Honor Code Policy

Fundamental to the academic work you do at the Academies of Loudoun is an expectation that you will make choices that reflect integrity and responsible behavior.

The Academies of Loudoun (ACL) will ask much of you. Occasionally, you may feel overwhelmed by the amount of work you need to accomplish. You may be short of time, working on several assignments due the same day, or preparing for a quiz or exam. The pressures may be heightened, however, no matter what level of stress you may find yourself under, ACL expects you to approach your work with honesty and integrity.

Honesty and integrity are the foundations of good academic work. Whether you are working on a problem set, lab report, project, presentation or paper, avoid engaging in plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty. Our expectation is for our students to be successful while being trustworthy. The honor code is not intended to be punitive, but rather a guide for all students and faculty to follow. For these reasons, the Academies of Loudoun will uphold the following Honor Code Pledge:

On My Honor, I have neither given nor received unauthorized aid on any test, quiz, or assignment.

Each student will read and sign the Honor Code pledge at the beginning of the school year and be held accountable. Students acknowledge that all graded assignments conform to the policies of the Honor Code. Refusal to comply with the Honor Code may result in denial of credit for the assignment.

Our expectation at the Academies of Loudoun is that students will not engage in the following unacceptable behaviors:

A: Cheating

A student with integrity understands that cheating includes the actual giving or receiving of any work other than his/her own. Such acts include, but are not limited to;

- Copying from other student(s) or allowing a student to copy your work
- Talking/signing during a test or quiz
- Relaying test or quiz contents on to students taking the assessment at another time
- Sharing or copying homework
- Unauthorized use of study aids/notes/books/data/phones/electronic devices, etc.

B: Plagiarism

A student with integrity understands that plagiarism includes the copying of the language, structure, programming, ideas and/or thoughts of another and passing off the same as your own original work. Such acts include, but are not limited to;

- Having a parent or another person write an assignment (including the purchase of works on-line) or do a project which is then submitted as one's own work
- Internet cut-and-paste
- Summarizing, paraphrasing, or quoting without providing proper documentation
- Fabrication of a source or citation

C: Falsification/Lying/Fabrication

A student with integrity knows that dishonest communications/lies (oral, written, transmitted by any means) is a violation of the honor code. Such acts include, but are not limited to;

- Forgery of official signatures
- Tampering with official records, passes, or any other administrative document
- Adding/deleting/manipulating information on academic work
- Changing an examination or other academic work after the testing period or due date of the assignment,
- Lying or failing to give complete information to a teacher
- Feigning illness to gain extra preparation time for test, quizzes, or assignments due

D: Stealing/Theft

Academies of Loudoun students will respect the personal property of others. Stealing is the intentional taking of the property (including school property) of another without the owner's consent or permission. The prohibition of theft includes personal and academic property of others. This shall also include any damage to personal or school property. If a violation occurs the following procedures will take place:

- The infraction is reported to the administration.
- The penalty includes up to a suspension from school.
- The School Resource Officer is notified.

Depending on the value of the property/damages, criminal charges may be filed.

Teachers' Responsibilities:

1. Commit to the principles of the ACL Honor Code.

2. Clearly outline and define unacceptable behaviors within the teacher's course.
3. Address the degree to which students may collaborate on the completion of assignments, making distinctions where necessary as to assignment types.
4. Clearly outline the responsibility each group member must bear for a collaborative project.
5. Address the use of study aids in course work.
6. Facilitate student discussion on honesty, integrity, and character.

Students' Responsibilities:

1. Commit to the principles of the ACL Honor Code.
2. A student who has committed or witnessed an Honor Code infraction is encouraged to report that infraction to a teacher/administrator.

Honor Code violations will result in the following:

First Offense:

1. The student will receive a "0" (zero) on the assignment.
2. The teacher will inform the student's parents/guardians of the infraction and the assigning of a "0" (zero).
3. There will be an opportunity for the student to complete the assignment for partial credit. The amount of partial credit will be determined by the teacher.
4. The teacher will notify the director of guidance.
5. The director of guidance will notify the home school who may inform affiliated Honor Societies. In accordance with the honor societies' by-laws and national charters, a student may be removed from membership.

Subsequent Offenses:

1. The student will receive a "0" (zero) on the assignment.
2. The teacher will inform the student's parents/guardians of the infraction and the assigning of a "0" (zero).
3. There may be an opportunity for the student to complete the assignment for partial credit. Teachers will determine the amount of partial credit. The teacher will notify the director of guidance.
4. The director of guidance will notify the home school who may inform affiliated Honor Societies. In accordance with the honor societies' by-laws and national charters, a student may be removed from membership.
5. The guidance director will refer the incident to the administration. Upon referral to the administration, they shall...
 - a. Meet with the student.
 - b. Disciplinary action may take place by the administrator in regard to the seriousness of the infraction.
 - c. Students found in violation of the honor code will not be eligible to be members of any honor societies or hold an officer position in any club or activity at ACL for one calendar year

****Honor code violations are cumulative and carry over from school year to school year.**

2018-2019 School Calendar for Students

August 23:	First Day of School
September 3:	Holiday (Labor Day)
October 8:	Holiday (Columbus Day)
October 22	Student Holiday (Staff Dev.)
November 2:	End of the Grading 1st Period
November 5-6:	Student Holiday
November 21-23:	Holiday (Thanksgiving)
December 21-January 1:	Winter Break
January 17:	End of Grading 2nd Period
January 18:	Moveable Student Holiday*
January 21:	Holiday (Martin Luther King Jr. Day)
February 18:	Holiday (Presidents' Day)
March 28:	End of Grading 3rd Period
March 29:	Student Holiday
April 1: Development)	Student Holiday (County Wide Staff
April 15-19:	Holiday (Spring Break)
May 27:	Holiday (Memorial Day)
June 7:	LAST DAY OF SCHOOL/End of Grading Period

****Parents with child-care or other weekday scheduling concerns –** The date of this MOVEABLE Planning/Records/Conference and Staff Development Day between first and second semesters may change, if the school calendar changes due to school closings for inclement weather or other emergencies. Parents with childcare or other scheduling concerns should be prepared.

Other Key Dates

Sept 6 th	Senior Parent Meeting
Sept 17 th	9 th & 10 th Back To School Night
Sept 24 th	11 th and 12 th Back to School Night
Jan 24 th	Junior Parent Meeting
May 7 - May 18	AP Testing



School Counseling Office

The ACL School Counseling Office is committed to supporting and assisting all students in reaching their academic potential and to promoting excellence through education, collaboration and empowerment. The School Counselor works in collaboration with school personnel, parents and community resources to advocate for student success. The program is designed to provide individual, group and classroom services which address the academic, career, and personal/social development needs of all ACL students.

The School Counseling Office works directly with students and teachers in the following areas:

- **Conferences** - Parent conferences with school counselors, teachers and/or administrators can be arranged through the counseling office.
- **Career Center** - The Career Center Assistant supports counselors by assisting students with career and scholarship opportunities. The Career Center Assistant will also coordinate visits with college admissions representatives. The Career Center is located in the Research Library.
- **Academic Assistance/Tutoring** - Counselors can offer suggestions to students who are struggling academically, including providing a list of tutors. Students should communicate any academic concerns to their counselor.
- **Homework Requests** - Students absent for 3+ consecutive days may call a counselor to request missed assignments. Teachers will provide the materials in a timely manner.
- **College Applications, Recommendations, Scholarships** - Counselors work closely with students regarding college preparation, requirements, and selection. Counselors are also available to assist with college applications, letters of recommendation and scholarship information.
- **Conflict Mediation** - Counselors work with student mediators. The students receive training to assist peers in resolving disputes peacefully. Counselors oversee and evaluate the mediation process. Teachers can request services by the counselors and they can refer students as mediators.
- **Special Needs/Awareness** - Often students have special circumstances, such as a crisis in the home or an illness of a family member. Students and parents should inform the student's counselor about these issues.
- **Coordination with Local Agencies** - School counselors work with numerous agencies to provide services to students with various needs.
- **Homebound** - When a doctor determines that a student meets qualifications for homebound instruction, students or parents are expected to notify a counselor or administrator. Teachers

will provide materials, including quizzes and tests, to a homebound teacher. The student's counselor will coordinate communication with the student's teachers and homebound teacher.

GRADE REPORTING through ParentVUE:

The purpose of an academic parent portal is to provide parents with near real time access to information on assignments and grades, attendance, class schedules, graduation status and more.

- ParentVue offers a single sign-on to view school information for all siblings, regardless of the grade level or school of attendance.
- ParentVUE is available as a mobile app or via the web-based parent portal accessed on any internet enabled device.
- Parents can review and update contact information (phone numbers and email addresses), eliminating the current Parent Information Management System (PIMS). Easy access to communication tools throughout the various ParentVUE screens promotes the contact between home and school that is necessary for student success. Parents can elect to receive customized email alert notifications regarding timely issues, such as school events, or attendance.
- While the website is accessible over the Internet, access is secured via a username and password. Parents can see information about their children, only, and cannot see the records of other students.

For more information, please view the ParentVUE FAQs page.

Report Cards

Report cards are issued approximately seven working days after the end of each quarter. You will receive grades for all courses taken at ACL.

1st Quarter: (Quarter ends November 2nd)

2nd Quarter: (Quarter ends January 17th)

3rd Quarter: (Quarter ends March 28th)

4th Quarter: (Quarter ends June 7th)

Grading and Assessments

Teachers use a variety of assessments to derive student grades each quarter. Assessments include, but are not limited to, tests and quizzes, projects, presentations, displays, reports, class participation, preparedness, and homework. At the mid-point of a nine-week grading period, an email to parents will post asking parents to ParentVue, for up-to-date grades. **Report cards** are finalized on StudentVue/ParentVue every nine weeks. **Year grades** are an average of the first semester and second semester grades.

Grade Scale

A+ (4.3) 98-100	B (3.0) 83-86	C- (1.7) 70-72
A (4.0) 93-97	B- (2.7) 80-82	D+ (1.3) 67-69
A- (3.7) 90-92	C+ (2.3) 77-79	D (1.0) 63-66

B+ (3.3) 87-89	C (2.0) 73-76	D- (.7) 60-62
B (3.0) 83-86	C- (1.7) 70-72	F (0.0) 0-59

Grade distribution and computation

Please see course syllabus for proper grade distribution in your classes.

Make up school work after an absence

Whenever a student is absent, whether an excused or unexcused or a suspension absence, if the teacher requires make-up work, a reasonable amount of time, consistent with the length of the absence, will be given to the student to make up the work missed. Upon return from absence, the student is responsible to initiate immediate action to make up the work.

- If a student is absent from ACL on a day a summative assignment is given or due, the student will be responsible for taking or turning in the assignment on the day they return to ACL. The teacher may determine if an extension can be given.
- Upon return from an absence, students are responsible to initiate immediate action to make up the work.
- Upon such request from students, 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.
- If a summative assignment is not made up within a week of returning to school from an excused absence, the student will not be eligible for a retake on the summative assignment.
- 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.

Late Assignment Policy

Teachers will establish clear and reasonable deadlines for assignments, failure to meet those deadlines may result in a lower grade. It is important that you stay on top of your schoolwork; all of the assignments you are given are meaningful and relevant to your courses. If an assignment is not completed by its due date, it will jeopardize your ability to learn. Part of being a responsible student is making sure your class work is turned in on the assigned due date.

ATTENDANCE POLICIES AND PROCEDURES (See Student Rights and Responsibilities Handbook)

Regular daily attendance, interaction with teachers and active participation in class are critical to each student's academic success. In preparing students to be responsible adults and in preparation for the work world, all students are expected to be punctual, to attend school daily, and to remain for the entire day. Students with excessive absences will not be granted permission to attend field trips. The **Compulsory Attendance Law** of Virginia requires students who are under 18 years of age to attend school daily. The law holds parents accountable for ensuring that students attend school. The school is

required to contact parents about absenteeism and will work with the attendance officer, as well as the court system, for students who are not in compliance.

Daily attendance is required for students who participate in athletics or clubs. Being absent from school on a day with a game or event will deem you ineligible to compete on that day.

Adult students who are 18 or older are expected to attend school regularly. Adult students desiring to write their own notes are expected to have a letter signed by their parents on file. **Adult students are expected to obtain staff permission prior to signing out of school.** Adult students who do not comply with attendance procedures and expectations may be dropped from the rolls.

Excused Absences and Early Dismissals— Call (571) 252-1982

Excused Absences: School Board Policy recognizes that there are circumstances under which you may be legitimately absent:

- Personal Illness
- Death in the family
- Medical appointments
- Court appearances
- Religious holidays
- Illness in the immediate family
- Emergencies approved by the Director/ Principal
- Trips or activities that enhance or extend the student’s education when approved by the Principal or a Director of the Academies of Loudoun in advance.

If you must be absent from school on one of the days you attend ACL for one of the reasons listed above, your parent/guardian **must** call the **absentee phone-in line at (571) 252-1982** listing the **date(s) of absence, reason for absence and number to contact a parent.** If your parent/guardian has not called by 9:15am on the day you are absent, your parent/guardian will be called to verify the absence. Any absence not confirmed by your parent/guardian and/or not for a reason recognized by LCPS School Board Policy will be considered **unexcused**.

Prearranged Absence:

If a student knows they will be missing three days or more of school due to a family trip, non-school related event, then a prearranged absence form needs to be submitted and approved. A prearranged absence form can be picked up from the attendance office. The form needs to be completed at least one week (five school days) prior to the first day of the absence. The student must inform their teachers and get their signature and assignments to be completed during their absence. This form will then be submitted to the Principal/Director for approval.

Clinic Dismissals

Students who become ill during the school day are expected to notify their teacher and report to clinic. The school nurse will then determine if a student should go home and contact the parent for a clinic dismissal. Students are expected to follow this policy and refrain from directly texting a parent to come pick them up without visiting the school nurse.

Early Dismissal:

For **early dismissals**, parents **must** send a note on the day of dismissal with the student name, grade level, date, reason for dismissal, phone number for confirmation, and parent signature. The attendance secretary or a staff member may call to confirm the dismissal or absence. **Early dismissals, for any reason, must be approved by the attendance office or administration before a student is authorized to leave school** or disciplinary action will be taken. This includes eighteen-year old students.

Sign out Procedures

When your parent/guardian arrives to pick you up:

- Parent/guardian must sign in at the Academies of Loudoun Visitors Welcome Desk.
- After signing in, parent/guardian should proceed to the ACL Attendance Office to pick you up.
- Finally, both you and your parent/guardian must sign out at the Academies of Loudoun Visitors Welcome Desk before leaving the building.

Excused Tardy

Students who arrive to the ACL later than 9:15am for one of the reasons listed under **EXCUSED ABSENCES** should bring a note from a parent, guardian, Clerk of the Court or physician that states the reason for the late arrival. If you report late to the ACL for any reason, you should report directly to the ACL attendance office upon your arrival to school.

Unexcused Tardy

Students are expected to be on time to school and to their classes. The school will work closely with students and parents, particularly when emergencies arise. Continuing tardy patterns are disruptive to the educational process for individuals and entire classes. Punctuality is a valued trait in the workplace and at school. Students tardy to school due to a doctor, dental or judicial appointment must report to the attendance office with a note from their doctor, dentist or have a court letter. Otherwise, an unexcused tardy and possibly disciplinary action may result. Excessive tardiness will be referred to administration.

Tardy to School

Tardy to school is after 9:15 AM.

<u>Semester</u> Time Frame:	
1st Offense	Verbal Warning
2nd Offense	Verbal Warning
3rd Offense	Lunch Detention
4th Offense	Administrative options including loss of parking privilege

Tardy to Class (for periods other than 1st/5th)

Students are expected to arrive to classes on time. Students not inside the class by the start time will be given an unexcused tardy.

The consequences for tardiness to class are:

1st Tardy	Warning from teacher
2nd Tardy	Warning from teacher and mandatory contact with a parent
3rd Tardy	Lunch Detention ¹ assigned by the teacher and mandatory contact with a parent.
4th Tardy	Referral to the office for administrative options

¹If a student deliberately chooses not to serve detention, the student should be referred to the appropriate administrator for an administrative consequence.

Note: Administrators reserve the right to revoke driving privileges, loss of other privileges or employ other consequences that might be more effective for dealing with tardiness.

Cutting Class and Truancy

Students are expected to be in class at all times. Being absent from class will result in missed content and will negatively impact your learning.

1st Offense	Conference with administrator
2nd Offense	In-School Restriction (ISR)
3rd Offense	Administrative options

Pep Rallies:

If a bus is provided for a pep rally at students' home high school, students are required to return to the home school if the regular bus will not run at the end of the day. If a home-school pep rally bus is not provided and a student wishes to attend the pep rally, a parent note is required by 9:15am.

Clinic

The Clinic is located directly across from the Lecture Hall, and is routinely open from 8:30 am to 3:30 pm. ACL students will receive any necessary medical services through the ACL Clinic. Except for an emergency, students who are ill or need to visit the nurse must have a pass from their teacher. **No in-**

between class visits are permitted. If you are ill, **you must first see the nurse before leaving school.** As a matter of routine, the nurse will contact your parent/guardian before sending you home.

In order to provide proper care for students during the school day, an Emergency Care Card must be filled out for each student and returned to school the following A or B day. Teachers will make copies of the Emergency Care Cards and return the original to the administrative staff at ACL to update any corrections in Phoenix. This is in addition to the card completed at the student's home high school. The nurse at ACL will receive copies of forms and care plans addressing any significant medical needs such as asthma, diabetes, seizures, life-threatening allergies as well as information listed on the Medical Flag list developed by the clinic assistant and provided to the administrative staff at the home high schools.

All ACL student medications (prescription and over-the-counter) must be brought to the nurse at Academies of Loudoun by a parent or guardian and will be administered in the office by the nurse or designee. As a student, you may not be in possession of any medication while in school or on your way to or from school. We request that, when possible, you take any necessary medication at home. When this is not possible, your parent or guardian must bring any medication to the nurse's office for you.

All medications must be brought to school in the original container with the appropriate label intact. A medication administration form, which can be picked up in the office or downloaded from the website, must be completed and signed by a physician and parent or guardian in the case of prescription medications. For any over the counter medications to be given at school, the form must be filled out and signed by the parent/guardian. This form must accompany any medications that are to be given at school.

Please read the Student Medication information and other information on the ACL Clinic website at <http://www.lcps.org/Page/72845>

Research Library/Media Center

The Research Library is open from 8:30 am to 3:30 pm, Monday – Friday. ACL students have access to the research library and services under the same regulations as all other LCPS libraries.

Dining Commons/Cafeteria

ACL students will have 45 minutes for lunch each day. Student are permitted to each lunch in designated areas or in a non-lab classroom with teacher supervision. It is a privilege to be given the freedom to choose where you want to eat. Students are expected to exhibit appropriate behavior during lunch and clean up after themselves when finished. If individual students are not responsible during lunch administration will take away the open lunch privilege.

Telephones

If you need to make a phone call during the school day, you may do so during lunch. ACL students are expected to follow the Academies of Loudoun rules concerning cell phones and other electronic devices while in the building.

EXPECTATIONS, GUIDELINES, POLICIES

Policies Concerning Students

The Loudoun County School Board has adopted policies concerning student conduct. Some of the more important policies are described in the ***Student Rights and Responsibilities Booklet*** you receive at your home school each year. You and your parent/guardian are required each year to review this document and sign an Acknowledgement of Receipt of the booklet.

As a student at the Academies of Loudoun you are expected to obey all policies rules and regulations of the School Board. If you violate a School Board policy or a school rule, the Principal or Director(s) of the Academies of Loudoun shall take appropriate disciplinary action in accordance with established policy and procedures, and will be in contact with the principal of your home high school concerning such disciplinary action. Violations of the law will be reported to law enforcement agencies and to parents of any students involved.

Acceptable Use Policy-Telecommunications

Students must agree to follow the *LCPS Acceptable Use Practices* which is printed in the *Student Rights and Responsibilities* booklet. They must acknowledge these practices by returning a signed agreement before being allowed use of telecommunication services. Failure to follow the policy can result in losing the privilege of access, disciplinary action, and possible legal action.

Bus Expectations

Bus safety is everyone's responsibility. Students are expected to behave appropriately on buses and at bus stops at all times. Failure to act responsibly will result in disciplinary consequences which can include denial of the privilege to ride school transportation.

Dress Code

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student's attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents.

A. Appropriate Student Attire. Students must wear clothing that is appropriate to a K-12 educational environment and that does not or is not likely to cause a substantial disruption that includes the following attire:

1. Clothing must cover the midriff.
2. Tops with straps greater than one inch wide.
3. Clothing that covers private areas should be opaque and appropriate undergarments must be worn.
4. Clothing that does not reveal undergarments and/or private areas.
5. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
6. Clothing that is required in specialized courses, such as sports uniforms or safety gear.

7. Clothing that includes head covering if worn for religious purposes, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event.
8. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security.
9. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory.
10. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff.

B. Responsibilities

1. **Student Responsibility**: Students are responsible for complying with the division dress code during school hours and school sponsored activities.
2. **Staff Responsibility**: Staff are responsible for communicating and equitably enforcing the division dress code during school hours and school-sponsored activities.
3. **Parent Responsibility**: Parents or guardians are responsible for ensuring student compliance with the division dress code. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal or principal's designee.

C. Enforcement

1. Enforcement of this policy is the responsibility of the school administration.
2. Enforcement must be reasonably discreet, equitable, and gender neutral in implementation.
3. Enforcement should include options for reasonable remediation of the infraction that demonstrates respect and where possible, minimizes loss of instructional time.
4. Enforcement may include disciplinary actions that are consistent with other discipline policies and sufficiently escalatory to encourage compliance.

D. Appeals.

In accordance with policy §8-26 parents or guardians may appeal a disciplinary action by notifying the office of the appropriate person to whom the appeal is made.

Inappropriate /Unacceptable Behaviors Include...

Defiance

Students are expected to conduct themselves in a civil, respectful manner. We **cannot and will not** tolerate defiance of any sort, particularly if a staff member directs a student to do what can be reasonably expected. Defiant acts can result in a range of consequences.

Disruptive Behavior

Any behavior which threatens the orderly, safe operation of a class or the school is prohibited. This includes physical and verbal disruption. **Costumes of any kind including costume make-up are not permitted unless it is directly related to instructional purposes as designated by a classroom teacher.**

Distribution of Literature or Other Materials

Anyone wishing to distribute literature, information, or other materials on school property must first have permission of the principal.

Display of Affection and Sexual Behaviors

Embracing, kissing, and sexual behaviors will not be tolerated and may result in disciplinary action up to and including suspension from school.

Electronic Devices (School Board Policy 8-34)

Students may operate cell phones and other personal communication or electronic devices when authorized to do so by the principal or designee. Authorization is required whether on school property, under school control or attending any school function or activity of any elementary, middle, high, academy, alternative or technical center school. School officials may confiscate such devices in any instance where a student violates the provisions of this policy. Any violation of this policy by a student may result in the student's loss of privileges of possessing 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 control or attending any school function or activity may result in seizure of the device by school officials and disciplinary action, including expulsion. Students are prohibited from possessing laser pointers while on school property, under school control or attending any school function or activity. Any student found to possess a laser pointer in violation of this policy may be subject to disciplinary action and the seizure of the device by school officials.

Fighting/Assaults

Under no circumstances should students threaten or physically strike other students or staff. Behaviors which involve fights or serious threats can result in major consequences ranging from suspension to expulsion and possible legal action.

Gangs

Under no circumstances are students permitted to reflect any behaviors which are tied to gang activity. **This pertains to dress, signs, headgear (including head bands) and tattoos.** The school works closely with the School Resource Officer and School Safety and Security Specialist regarding trends and activities. (See "Dress and Grooming").

Gambling

Gambling is prohibited.

Horseplay and Hazing

Horseplay, such as slap fighting, can lead to serious injury and is not tolerated. No type of hazing, such as “birthday punches”, is allowed. Disciplinary consequences will be administered.

Inappropriate Literature, Pictures, Drawings

Students are not permitted to possess or distribute literature, pictures, or drawings which are potentially disruptive to the educational process or which can be considered obscene.

Initiating a Disruption or Riot

Students are not to engage in behavior which initiates, encourages, or creates the potential for violence or disorder (including food fights). Students who are part of a crowd which refuses to disperse will be held accountable and may be administered serious disciplinary consequences.

Language: Obscenity/Profanity/Slurs/Demeaning Comments/“Put Downs”

Cursing and abusive language will not be tolerated. Language that demeans another student or adult, including slurs and remarks which can be considered racist or against someone’s religion, sex, national origin, handicap, or abilities will not be tolerated. A range of disciplinary options will be considered.

Threats/Harassment/Bullying/Intimidation/Hazing

ACL will not tolerate any type of behavior that is threatening, harassing, bullying, or intimidating in nature. Under no circumstances should a student make threats to or about someone. This includes implied threats. Threatening comments result in a LCPS Threat Assessment being implemented to determine the level of threat and type of consequences. Harassment may include **physical, psychological, cyber, or verbal abuse or behaviors designed to intimidate others** (such as bullying, hazing or put downs). **Students are expected to report such behaviors to a teacher, counselor, administrator, security officer or other adult staff members.** Depending on the type of behavior and cooperation, administrators can consider a range of consequences, including removal from school, legal action, or clinical evaluation. Law enforcement and other agencies may be notified.

Vandalism

Students are expected to respect the school. Pranks are discouraged as they can go awry and lead to serious damage and injury. Defacing or destroying school property is extremely costly in time and money and will result in serious consequences, typically ranging from suspension to expulsion. In addition, students face legal charges and financial restitution.

Specific School Board Policies With Major Consequences Include...**Alcohol Abuse (School Board Policy 8240)**

- 7 days suspension for the first offense, **plus** an additional 3 days attendance at the Substance Abuse Education Program at Douglass School (=10 days out of the home school)
- Students are required to undergo evaluation for drug or alcohol use, or both, by a licensed professional with expertise in substance abuse treatment and students may be recommended to participate in a treatment program.
- Referral to Insight Program
- Subsequent violations result in more serious consequences

Drugs (School Board Policy 8240)

- The School Board Drug Policy and Alert is reviewed with students and information is mailed home to parents.
- Simply put, drugs are not permitted on school property, nor should students be under the influence, possess paraphernalia or distribute any drugs.
- Violation of the Drug Policy results in immediate suspension and referral to the principal and superintendent for further disciplinary consequences as defined in the School Board Policies and Regulations.

Medications (School Board Policy 8-53)

- Students who have prescriptions to take medications must follow specific procedures listed under the School Board Policy on medications (8-53). Distribution of medications is strictly prohibited.

Tobacco (School Board Policy 8240)

- Students are not permitted to have or use tobacco products of any kind on school property or at school activities. This includes on buses and in private vehicles on school grounds. Use or possession of tobacco products or paraphernalia by minors is against the law.
- First time **possession** will result in confiscation of the product and the student is assigned to **in-school restriction cessation program** for three days. Subsequent possession can result suspension.
- **First time Use** of tobacco for first time offenders results in 3 day ISR with Tobacco Education Program. Subsequent use will result in suspension.

Weapons (School Board Policy 8-32)

LCPS has a strict policy, much of which is guided by state laws designed to make our schools safe and secure. Students are given a copy of this policy and consequences. Simply put, **NO WEAPONS OF ANY KIND ARE PERMITTED ON SCHOOL PROPERTY, INCLUDING IN YOUR VEHICLES.** Should you inadvertently bring an object which can be construed as a weapon, you should notify the administration, school resource officer, or safety and security specialist, or other adult staff immediately to avoid major consequences. Violations of the policy while on school property or while under the control or supervision of school system personnel will result in immediate suspension and the possibility of much stronger consequences up to and including expulsion and legal action. Students and parents are expected to read, review and understand this policy.

Note that infractions of various policies that occur at the end of the year and do not allow sufficient time to carry out the consequence at the end of the year, may lead to consequences that can include inability to participate in the commencement ceremony or other appropriate consequences. When deemed appropriate certain consequences may be carried over to the following year. Be smart, be thoughtful, and be honest.



Academies of Loudoun Classroom Guidelines

Academies of Loudoun is the place where you will learn to think, inquire, and investigate a range of natural phenomena. If you are to be successful here, there are certain things you will need to be aware of. Some of these may seem obvious, some may not; all are important. We ask that you and your parents read this over, discuss it, and sign the ACL Student Agreement.

Behavior

1. No food, drink, or gum is allowed in the labs.
2. Please do not touch equipment that you are not authorized to touch. Not only is it extremely fragile and expensive, but you may be interfering with an experiment that someone else has had to leave set up.
3. Please do not sit on lab tables.
4. The lab is not a playground. If your behavior in lab is such that your actions threaten the safety of your fellow students or the equipment, you will be asked to sit down and you will miss that particular lab. A grade of zero will be earned for that activity.
5. It is absolutely required that you give each other respect. Our classrooms are safe havens. This means that under no conditions should any student comment or question be mocked. It is fine to disagree with someone; it is not fine to put them down.

Safety

Most safety issues are also behavioral issues, in other words, if you follow the rules above, you will be safe. On the other hand, accidents do occasionally happen. In the beginning of the year and at the beginning of each lab exercise, you will be instructed as to the safety precautions you must use. To avoid accidents, please be aware of the following safety issues:

1. Please be aware of the location and use of the Fire Blanket, Emergency Eyewash, Shower, and Fire Extinguisher.
2. Under no conditions should you ever conduct an unauthorized experiment of any kind.
3. Wear safety goggles and laboratory aprons/coats whenever using chemicals or as instructed by your teacher.

4. Whenever an injury occurs, no matter how small, it must be reported immediately to your teacher.
5. Report any chipped, cracked or broken equipment.
6. When working with chemicals, be certain you are working with the chemicals called for in the experiment. Make sure all chemicals are properly labeled and check labels before each use. If you have any questions...Ask.
7. Be sure to properly clean and store equipment after each use.
8. Dispose of all used materials according to the teacher's instructions. No solids, such as glass, metals, or rocks are to be placed in sinks. All broken glass and ***only*** glass is to be placed in the receptacle labeled "Broken Glass".
9. No equipment or materials may be moved from any laboratory rooms.
10. In addition, ACL students will be involved in much individual project work and are afforded a great deal of trust and independence in the classrooms and labs. Students who abuse this trust by endangering themselves or others, by removing equipment without authorization or any other behaviors that are in violation of ACL or LCPS policy, will be subject to disciplinary action which could include suspension and/or dismissal from the ACL.

Extra-curricular activities

Co- Curricular Clubs

ACL offers the opportunity for students to develop their leadership interests and skills knowledge through the involvement in co-curricular clubs. All students are encouraged to become members in these clubs so they can become more involved in ACL activities. Visit the ACL activities page on the ACL website to review the process for starting a new club and see currently organized clubs available at ACL.

ACL STUDENT AGREEMENT

The LCPS Academies of Loudoun is a comprehensive program with a rigorous curriculum designed for academically motivated students who have a strong interest in STEM. For a student to successfully complete the program, it is imperative that he/she be a consistent, dedicated learner. Therefore, the Academies of Loudoun requires the following commitments.

I agree to the following terms and conditions for participating in each LCPS Academy of Science course in which I am enrolled.

- I agree to follow the rules established for LCPS, the Academies of Loudoun, and my home high school as outlined in the Student Handbook.
- I have reviewed all academic policies.
- I agree to actively participate in class daily by being prepared, listening attentively, offering relevant comments, posing insightful questions and taking notes.
- I agree to meet the expectations set forth for each class; work seriously to improve my writing skills including writing, editing, and rewriting; and ask for assistance outside the class period.
- I agree to schedule medical appointments outside the school day when possible and trips for recreation during school holidays.
- I agree to submit quality work in a timely fashion.
- I agree to maintain high academic standards in all academy courses.
- I agree to make a commitment to maintain a standard of professional ethics.
- I agree that fraud and misconduct are not condoned at any level of scientific research and competition. Such practices include, but are not limited to forgery, plagiarism, manipulation or falsification or fabrication of data, and use of or presentation of another researcher's work as one's own.
- I agree to exhibit the highest degree of academic integrity, including adherence to the ACL Honor Code. Cheating will be dealt with in accordance with the policies of LCPS, and may result in dismissal from the program.

On My Honor, I have neither given nor received unauthorized aid on any test, quiz, or assignment.

I have read the Honor Code and ACL handbook policies, by signing below understand that I will be held accountable and responsible for my actions.

Student Name (Print)

Student Signature

Date

I have read this agreement, and I will support all of the terms of this agreement. I will support my child's academic growth and encourage development of independent study skills.

Parent/Guardian Signature

Date