

ACL

Student Handbook

2019-2020





42075 Loudoun Academy Drive

Leesburg , Virginia 20175

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

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**

**TABLE OF CONTENTS**

Bell Schedules	5
Office Staff Directory	6
Academies of Loudoun Vision, Mission, Beliefs	7
Academies of Loudoun Honor Code	8
<b><u>2019-20 School Calendar for Students</u></b>	11
<b><u>SCHOOL COUNSELING OFFICE</u></b>	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
<b><u>ATTENDANCE POLICIES AND PROCEDURES (See Student Rights and Responsibilities Handbook)</u></b>	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
<b><u>EXPECTATIONS, GUIDELINES, AND POLICIES</u></b>	19
Policies Concerning Students	19
Acceptable Use Policy- Telecommunications	19
Bus Expectations	19
Dress Code	19
<b><u>INAPPROPRIATE/UNACCEPTABLE BEHAVIORS</u></b>	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
<b><u>SPECIFIC SCHOOL BOARD POLICIES WITH MAJOR CONSEQUENCES</u></b>	22
Alcohol Abuse	22
Drugs	23
Medications	23
Tobacco	23
Weapons	23
<b><u>ACADEMIES OF LOUDOUN CLASSROOM GUIDELINES</u></b>	24
Behavior	24
Safety	24
<b><u>EXTRA- CURRICULAR ACTIVITIES</u></b>	25
Co-Curricular Clubs	25
<b><u>ACADEMIES OF LOUDOUN STUDENT AGREEMENT</u></b>	26

# Bell Schedules

## Staff Hours

8:30am - 4:00pm

## School Hours

9:15am - 3:15pm

### Regular Day Bell Schedule

<b>1<sup>st</sup> /5<sup>th</sup> Block</b>	9:15 -- 10:55
<b>2<sup>nd</sup> /6<sup>th</sup> Block</b>	11:00 -- 12:40
<b>Lunch</b>	12:45 -- 1:30
<b>3<sup>rd</sup> /7<sup>th</sup> Block</b>	1:35 -- 3:15
Dismissal to Buses	3:15

### 1 Hour Delay Bell Schedule

<b>1<sup>st</sup> /5<sup>th</sup> Block</b>	10:15 -- 11:40
<b>2<sup>nd</sup> /6<sup>th</sup> Block</b>	11:45 -- 1:15
<b>Lunch</b>	1:15 -- 1:50
<b>3<sup>rd</sup> /7<sup>th</sup> Block</b>	1:50 -- 3:15
Dismissal to Buses	3:15

### 2 Hour Delay Bell Schedule

<b>1<sup>st</sup> /5<sup>th</sup> Block</b>	11:15 -- 12:20
<b>2<sup>nd</sup> /6<sup>th</sup> Block</b>	12:25 -- 1:30
<b>Lunch</b>	1:30 -- 2:00
<b>3<sup>rd</sup> /7<sup>th</sup> Block</b>	2:05 -- 3:15
Dismissal to Buses	3:15

### Advisory Bell Schedule

<b>1st /5th Block</b>	9:15 -- 10:35
<b>Advisory</b>	10:40 -- 11:40
<b>2<sup>nd</sup> /6<sup>th</sup> Block</b>	11:45 -- 1:05
<b>Lunch</b>	1:05 -- 1:50
<b>3<sup>rd</sup> /7<sup>th</sup> Block</b>	1:55 -- 3:15
Dismissal to Buses	3:15

# Office Staff Directory

2019-2020

## 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	<a href="mailto:Tinell.Priddy@lcps.org">Tinell.Priddy@lcps.org</a>
Assistant Principal	Mr. Walter Strathdee	<a href="mailto:Walter.Strathdee@lcps.org">Walter.Strathdee@lcps.org</a>
Director, AET	Mr. Craig Lewis	<a href="mailto:Craig.Lewis@lcps.org">Craig.Lewis@lcps.org</a>
Director, AOS	Ms. Jennifer Chang	<a href="mailto:Jennifer.Chang@lcps.org">Jennifer.Chang@lcps.org</a>
Director, MATA	Mr. Matthew Wilburn	<a href="mailto:Matthew.Wilburn@lcps.org">Matthew.Wilburn@lcps.org</a>
Testing Coordinator	Ms. Nadine Hallman	<a href="mailto:Nadine.Hallman@lcps.org">Nadine.Hallman@lcps.org</a>
School Counselors	Director: Mr. Tony Bauer Ms. Beth Doyle Ms. Michelle Trudel Ms. Amy Burgess Mr. Dan Cuevas	<a href="mailto:Anthony.Bauer@lcps.org">Anthony.Bauer@lcps.org</a> <a href="mailto:Beth.Doyle@lcps.org">Beth.Doyle@lcps.org</a> <a href="mailto:Michelle.Trudel@lcps.org">Michelle.Trudel@lcps.org</a> <a href="mailto:Amy.Burgess@lcps.org">Amy.Burgess@lcps.org</a> <a href="mailto:Daniel.Cuevas@lcps.org">Daniel.Cuevas@lcps.org</a>
Librarian	Ms. Jennifer Hiltner	<a href="mailto:Jennifer.Hiltner@lcps.org">Jennifer.Hiltner@lcps.org</a>
Safety & Security Specialist	Mr. David Schinasi	<a href="mailto:David.Schinasi@lcps.org">David.Schinasi@lcps.org</a>
School Resource Officer	Deputy Scott Vall	
Attendance	Ms. Patti Thomas	<a href="mailto:Patti.Thomas@lcps.org">Patti.Thomas@lcps.org</a>
Parent Liaison	Ms. Joan Dutchess Freidson	<a href="mailto:Joan.DutchessFreidson@lcps.org">Joan.DutchessFreidson@lcps.org</a>

# 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 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, do not engage 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 will not accept or provide any 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:

1. copying from other student(s) or allowing a student to copy your work
2. talking/signing during a test or quiz
3. relaying test or quiz contents on to students taking the assessment at another time
4. sharing or copying homework
5. 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:

1. Having a parent or another person write an assignment (including the purchase of works online) or do a project which is then submitted as one's own work

2. Internet cut-and-paste
3. Summarizing, paraphrasing, or quoting without providing proper documentation
4. 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) are a violation of the honor code. Such acts include, but are not limited to:

1. Forgery of official signatures
2. Tampering with official records, passes, or any other administrative document
3. Adding/deleting/manipulating information on academic work
4. Changing an examination or other academic work after the testing period or due date of the assignment
5. Lying or failing to give complete information to a teacher
6. 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:

1. The infraction is reported to the administration
2. The penalty includes up to a suspension from school
3. 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 acceptable and 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 student has the opportunity to complete a new assignment for a maximum 50% credit. The provided opportunity will count as the student's retake for the quarter.
3. The teacher will inform the student's parents/guardians of the infraction and the assigning of a "0" (zero).
4. The teacher will notify the Director of School Counseling.
5. Mandatory restorative session.

**Subsequent Offenses:**

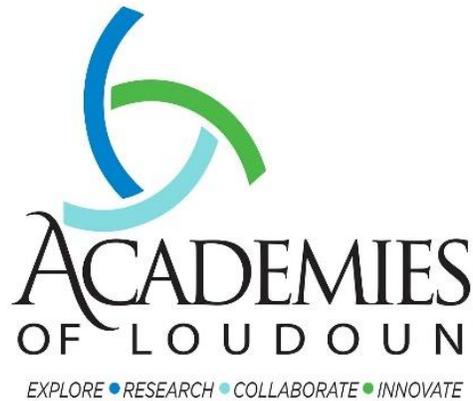
1. The student will receive a "0" (zero) on the assignment.
2. The student does not have an opportunity for make-up
3. The teacher will inform the student's parents/guardians of the infraction and the assigning of a "0" (zero).
4. The teacher will notify the Director of School Counseling.
5. The Director of School Counseling notifies teachers of first or second offense (determines if the teacher needs to provide opportunity on a new assignment).
6. Director of School Counseling notifies the Assistant Principal and the violation becomes a discipline issue.
  1. Upon referral to the administration, they shall:
    1. Meet with the student.
    2. Disciplinary action may take place by the administrator in regard to the seriousness of the infraction.
    3. 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.
    4. Mandatory restorative session
7. The Assistant Principal will notify the Academy Director of the honor code violation
8. Director of School Counseling informs home school Director of School Counseling of the honor code violation.

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

## 2019-2020 School Calendar for Students

August 22	First Day of School
August 30	Student Holiday
September 2	Holiday (Labor Day)
October 14	Holiday (Columbus Day)
October 28	Student Holiday (Staff Dev.)
November 1	End of the Grading 1st Period
November 4-5	Student Holiday
November 27-29	Holiday (Thanksgiving)
December 23 -January 3	Winter Break
January 17	End of Grading 2nd Period
January 20	Holiday (Martin Luther King Jr. Day )
January 21	Moveable Student Holiday*
February 17	Holiday (Presidents' Day)
March 3	Student Holiday (County Wide Staff
March 26	End of Grading 3rd Period
March 27	Student Holiday
April 6-10	Holiday (Spring Break)
May 25	Holiday (Memorial Day )
June 10	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.



### **Student Services Office**

The Academies of Loudoun Student Services Office provides support to all students in the areas of Social/Emotional Development, Academic Advising, and College/Career Exploration. The staff that supports these endeavors includes:

Anthony Bauer – School Counseling Director

Amy Burgess – Counselor

Daniel Cuevas – Counselor

Beth Doyle – Counselor

Michelle Trudel – Counselor

Kim Yeager – Placement Coordinator

Soozi Alder – Career Center Assistant

A school social worker and school psychologist will also be on staff part-time.

### **How to Schedule a Meeting with a Counselor**

#### **For Students:**

School counselors are available to meet with students during lunch each day. If students would like to request to meet with their school counselor outside of the lunch time, please email your school counselor, or fill out a counselor request form slip which is available at the front desk of the student services office. Your school counselor will then call you down at an appropriate time. At times, an email to your counselor can give you a quicker response to your concern rather than submitting a pass.

#### **For Parents:**

To schedule a conference with your student's school counselor, please call or email the appropriate school counselor to schedule a visit (email is the preferred method of contact). Due to daily demands, it may not be possible to meet with a school counselor if you do not have a scheduled appointment. Also, the student services office will be offering evening availability hours one day a week starting in the 19-20 school year. The evening hours will be posted on the Academies website when the schedule is in place. To avoid unnecessary frustrations, please schedule a conference ahead of time by contacting the appropriate counselor listed below:

Student Services Phone (571) 252-1988

**Tony Bauer**

Anthony.Bauer@lcps.org  
Director of School Counseling

**Amy Burgess**

Amy.Burgess@lcps.org  
Students from John Champe HS, Loudoun Valley HS, Potomac Falls HS, Riverside HS

**Daniel Cuevas**

Daniel.Cuevas@lcps.org  
Students from Dominion HS, Freedom HS, Independence HS, Park View HS, Willard IS

**Beth Doyle**

Beth.Doyle@lcps.org  
Students from Broad Run HS, Heritage HS, Loudoun County HS, Stone Bridge HS

**Michelle Trudel**

Michelle.Trudel@lcps.org  
School Counselor – Students from Briar Woods HS, Rock Ridge HS, Tuscarora HS, Woodgrove HS

**Social/Emotional Support**

At the Academies of Loudoun we ensure that each student is supported by a School Counselor working to address social and or emotional barriers to success. Students will be given opportunities to learn how to demonstrate empathy, ethical decision-making, and social responsibility. Students are encouraged to continually develop effective coping skills, the ability to balance academics and activities, and to adapt to changing situations that may arise over time. Throughout their time here, our hope is that students can build self-confidence and develop a positive attitude towards work and learning while also developing a belief in development of their whole self, which includes a healthy balance of mental, social/emotional, and physical well-being (American School Counselor Association (2014). Mindsets and Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student).

**Bullying**

Bullying and cyber bullying are prohibited at all times and it is the policy of the Loudoun County School Board to create bully-free learning environments. For more information on the Loudoun County Public Schools policy and definition of bullying please visit

<https://www.lcps.org/cms/lib/VA01000195/Centricity/Domain/2979/Draft%20Bullying%20Policy%2061714rev2.pdf>

**Career Development**

Counselors engage students in activities to help them understand the connection between school and the world of work, plan for and make a successful transition from school to postsecondary education or work, and from job to job across the life span. In Student Services, school counselors are available to assist students in career exploration and planning. Students may also obtain more information about

resources, activities and opportunities related to their career interests by visiting the Career Center, which is staffed part time by a Career Center Assistant. The following are resources available to all high school students in LCPS:

1. **Naviance Student** - Naviance Student is a comprehensive mobile-friendly website that is used in career and college planning. All LCPS students in grades 6 – 12 have a Naviance Student account. Naviance Student is linked with Naviance™, a service we use in our school counseling office to track and analyze data by using current career and college application information that is specific to students' home schools. For more information about Naviance student, or if you are a parent and do not have access, please contact your student's school counselor. Students may locate their home school's login page at <https://student.naviance.com/auth/fclookup>
2. **The ASVAB (Armed Services Vocational Aptitude Battery) Career Exploration Program** – The ASVAB is a comprehensive career exploration and planning program that includes a multiple aptitude test battery, an interest inventory, and various career planning tools designed to help students explore the world of work. The program provides tools, including the test battery and interest inventory, developed by the Department of Defense to help high school students across the nation learn more about career exploration and planning. Results of the aptitude test and the interest inventory enable students to evaluate their skills, estimate performance in academic and vocational endeavors, and identify potentially satisfying careers. For more information go to <http://www.asvabprogram.com/>
3. **Virginia Career VIEW (Vital Information for Education and Work)** – Virginia Career VIEW is recognized as the Commonwealth's Career Information Delivery System for all Virginians, grade K – Adult. Virginia Career VIEW online can be accessed at <https://www.vaview.vt.edu/>
4. **Virginia Wizard** – The State Council of Higher Education (SCHEV) provides a comprehensive website that enables students to explore careers by name or clusters and search for key information about programs in Virginia Community Colleges. The Cost Calculator and Award Estimator are tools available to help students determine how to pay for college. Virginia Wizard may be accessed at <https://www.vawizard.org/wizard/home>

### **College Advising & Application**

Counselors at the Academies of Loudoun are available to meet with students and families to provide college admissions advisement related to preparation, requirements, application completion and selection. Academies counselors work collaboratively with home school counselors in the college admissions process and may write letters of recommendation upon student request. However, home school counselors are responsible for the submission of all transcripts, secondary school report forms, school profiles, and counselor recommendation forms.

1. **Transcript Requests** - Students may request unofficial transcripts from their counselor at the Academies of Loudoun. Requests for official transcripts must be made to the student's home school by submitting the LCPS Transcript Request Form.
2. **Counselor Recommendations** - As students apply to college, seek summer enrichment opportunities, internships or scholarships, a counselor recommendation or other form may need to be completed. All requests should be made in writing at least 10 business days in advance of any deadline.

## **Financial Aid**

1. Scholarships that are specific to students who attend the Academies of Loudoun will be made available on the Academies of Loudoun website under the student services section and will be posted on a school counseling google classroom site.
2. Scholarships that are available to all Loudoun County students are available using the following link: <https://www.lcps.org/page/1913>
3. Links to applications can be located on the Loudoun County Public School website or the individual school counseling website. If the application is not available on-line, request it from the counseling office.
4. Financial Aid information will be provided to parents through regular email communications as well as during Parent Night programs.
5. Many web sites can provide information about scholarships, grants, and financial aid. Students should check the web pages of all colleges to which they are applying and be sure they have followed all the financial aid offices' instructions about applying for financial aid.
6. Below is a sampling of websites that provide financial aid and scholarship information:
  - Department of Education, Student Guide - [www.ed.gov/students/landing.jhtml](http://www.ed.gov/students/landing.jhtml)
  - U.S. Department of Education, FAFSA - [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)
  - Federal Student Aid Information Center - [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
  - FinAid: The Financial Aid Information Page - [www.finaid.org](http://www.finaid.org)
  - Scholarship Scam Alert - [www.finaid.org/finaid/scams.html](http://www.finaid.org/finaid/scams.html)
  - FAST WEB (free on-line scholarship search) - [www.studentservices.com/fastweb/](http://www.studentservices.com/fastweb/)
  - Peterson's - [www.petersons.com](http://www.petersons.com)
  - College Board On-Line - [www.collegeboard.com](http://www.collegeboard.com)
  - ACT Home Page - [www.act.org](http://www.act.org)
  - Resource Pathways College Information Community - <http://www.collegeguides.com/>
  - Resources in Spanish/Recursos en Español, <http://www.ed.gov/espanol/bienvenidos/es/index.html?src=gu>
  - Helping Your Child Series/La serie de Ayudando a su niño, <http://www.ed.gov/parents/academic/help/hyc.html>
  - Tool Kit for Hispanic Families/ Guía de recursos para las familias hispanas, <http://www.ed.gov/espanol/parents/academic/involve/2006toolkit/index.html>
  - Free U.S. Department of Education Publications, <http://edpubs.ed.gov/>

## **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.

1. ParentVue offers a single sign-on to view school information for all siblings, regardless of the grade level or school of attendance.
2. ParentVUE is available as a mobile app or via the web-based parent portal accessed on any internet-enabled device.
3. 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.

4. 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 1)

2nd Quarter: (Quarter ends January 17th)

3rd Quarter: (Quarter ends March 26th)

4th Quarter: (Quarter ends June 10th)

### **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 be sent to parents to review 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.

#### **Grading Scale-Loudoun County Public Schools**

A+	98-100 = 4.3	C+	77-79 = 2.3
A	93-97 = 4.0	C	73-76 = 2.0
A-	90-92 = 3.7	C-	70-72 = 1.7
B+	87-89 = 3.3	D+	63-66 = 1.3
B	83-86 = 3.0	D	60-62 = 1.0
B-	80-82 = 2.7	F	0-59-below = 0.7

### **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.

1. 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.

2. Upon return from an absence, students are responsible to initiate immediate action to make up the work.
3. 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.
4. 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.
5. 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. 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.

**Absences and Early Dismissals— Call (571) 252-1982 or email [aclabsentee@lcps.org](mailto:aclabsentee@lcps.org)**

### **Excused Absences**

If you must be absent from the Academies of Loudoun (ACL), your parent/guardian should notify the **ACL Attendance Office at 571-252-1982** or email **[aclabsentee@lcps.org](mailto:aclabsentee@lcps.org) by 10:00 am** listing the **students name, date(s) of absence, reason for absence and number to contact a parent.** A parent must contact ACL on an ACL day. Contacting the home school instead of ACL may result in an unexcused absence. If a parent/guardian has not reported your absence by 10:00 am, he/she will be notified to validate the absence. Any absence not confirmed by a parent/guardian and/or not for a reason recognized by LCPS School Board Policy will be considered unexcused.

**EMT/FF**

Although EMT/FF students are offsite, EMT/FF parents are always required to communicate any tardy, early dismissal, or absence to the attendance office.

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

1. Personal Illness (Doctor's notes will be requested for **excessive absences**)
2. Death in the family
3. Medical appointments (Note required upon return to school)
4. Court appearances (Note required upon return to school)
5. Religious holidays
6. Illness in the immediate family that requires student to be absent
7. Emergencies approved by an ACL administrator
8. Trips or activities that enhance or extend the student's education when approved in advance by an ACL administrator in advance.

At any time, the attendance secretary may use discretion to require a note from a doctor/dentist/orthodontist, etc. to excuse time away from school.

In addition to informing your teachers at ACL about an upcoming absence, your parents are required to contact the attendance office via note, email, or phone message of the upcoming absence.

**Prearranged Absence**

If a student knows they will be missing three days or more of school due to a family trip or non-school related event, 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 or Academy 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**

Upon entering school property, a student is not permitted to leave the property prior to the end of the school day without permission. Students may only be released early from ACL as excused for a reason conforming to the LCPS School Board Policy. In most cases these dismissals will be known in advance. An early dismissal will be excused for the same reasons as excused absences (see above).

All students with early dismissals must check out of school through the attendance office. Failure to do so may result in disciplinary action.

Students requiring an early dismissal must submit a written request or email ([aclabsentee@lcps.org](mailto:aclabsentee@lcps.org)) from their parent/guardian/appropriate LCPS employee to the attendance office prior to 12:00 p.m. Any note received by attendance after this time must be accompanied by a parent/guardian voicemail on the ACL

absentee line **(571-252-1982)**. The note should include the student's 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 may also be communicated through the **ACL Attendance Office (571-252-1982)** voicemail; however, realize call volume is high and it may be difficult to respond to voicemails in a timely enough manner. Calls should be made as early as possible.

If you are 18 years old and live with your parents, a parent is still required to release you from school for an early dismissal. If a student is a driver and the parent indicates an early dismissal via note/email/voicemail, the student will be released without a parent signature after checking out at the attendance window.

A student may be released from school without a parent sign-out if a parent gives permission via note/email (in writing) for the student to walk out. The student must sign out in the attendance office.

### **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.

### **Life skills at the attendance window: PSST**

1. Plugs out – take everything out of your ears
2. Speak clearly – Do not mumble
3. Speak loudly
4. Tell the truth

### **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.

In general, because bus transportation is provided and driving is a privilege, student drivers who are late to school because of vehicle trouble, getting gas, construction, or traffic will receive an unexcused tardy.

However, the attendance office uses reasonable discretion to excuse certain tardies if a mass problem occurs. If you think you will arrive late to school, be responsible and call ahead (571-252-1982).

### **Tardy Due to Home School Activity**

Students who have any sort of activity at their home schools must submit a pass or note from the teacher/sponsor of the activity to obtain an excused tardy. It is highly suggested that you get a pass from your home school even if you think you will get to ACL on time. A parent/phone call note will **not** be accepted. If a teacher/sponsor note/pass/email is not submitted, the tardy will be considered unexcused. If a teacher/sponsor contacts the attendance office retroactively, the unexcused tardy will be changed to an excused tardy.

### **Tardy to School**

Tardy to school is after 9:15 AM.

The consequences for tardiness to school are:

<u>Semester</u> Time Frame:	
<b>1<sup>st</sup> Offense</b>	Verbal Warning
<b>2<sup>nd</sup> Offense</b>	Verbal Warning
<b>3<sup>rd</sup> Offense</b>	Lunch Detention
<b>4<sup>th</sup> Offense</b>	Lunch Detention
<b>5<sup>th</sup> Offense</b>	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:

<b>1<sup>st</sup> Offense</b>	Warning from teacher
<b>2<sup>nd</sup> Offense</b>	Warning from teacher and mandatory contact with a parent
<b>3<sup>rd</sup> Offense</b>	Lunch Detention <sup>1</sup> assigned by the teacher and mandatory contact with a parent
<b>4<sup>th</sup> Offense</b>	Referral to the office for administrative options

<sup>1</sup>If 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, 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.

<b>1<sup>st</sup> Offense</b>	Conference with administrator
<b>2<sup>nd</sup> Offense</b>	In-School Restriction (ISR)
<b>3<sup>rd</sup> Offense</b>	Administrative options

### **Capstone Projects**

Capstone originating from the home school is unexcused on ACL days. Capstone originating from ACL will be excused on ACL days.

### **Going out to your vehicle**

If you have forgotten something in your vehicle, and you need to go out to the parking lot to retrieve it, you need to report to the main office and sign out in the notebook for that purpose. When you return from the parking lot, you will sign back in.

### **Graduation and Senior Activities**

Please communicate any absence/tardy/early dismissal due to graduation or senior activities to the attendance office to prevent them from being deemed unexcused.

### **Home School Field Trips, Sports, SOLs, AP Exams, etc.**

Please remind your parent/guardian to inform the ACL Attendance Office of any home school field trip, sports, SOL, AP exam etc. Your parent/guardian cannot depend on the home school to notify ACL. This is the most efficient way for ACL to be notified of special circumstances relating to this type of absence.

### **Home School Prom**

Prom rules from the home school do not extend to the Academies of Loudoun. Prom as a reason for a student's absence is never deemed excused. An early dismissal for prom will be excused only if a written note from the parent is submitted by 12:00 p.m. and the student completes the first two blocks of the day. In addition, prom must occur on the day of dismissal. It is preferable that prom notes for early dismissal be submitted before the start of school.

### **LCPS related activities vs. non-LCPS related activities**

Students are free to attend outside activities per their parents' discretion; however, it must be noted whether the activity is home school-related or an outside of school activity.

### **Pep Rallies**

Dismissals for pep rallies are permitted and excused only with a note from a parent/guardian. Notes must be submitted before 12:00 p.m. See section on Ride Sharing, if you plan to share a ride.

If there is a morning pep rally, your parents should notify the attendance office that you will be arriving late because of a pep rally at the home school.

### **Ride Sharing**

If students are leaving the ACL premises, permission from parents of both students must be given in writing, stating the nature of the situation and giving their approval. It is the responsibility of the parent to ensure drivers who are students obey laws limiting the number of minors in a vehicle.

### **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.

### **Research Library/Media Center**

The Research Library is open from 7:30 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 eat 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 Assistant Principal 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**

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)**

1. 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)
2. 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.
3. Referral to Insight Program
4. Subsequent violations result in more serious consequences

**Drugs (School Board Policy 8240)**

1. The School Board Drug Policy and Alert is reviewed with students and information is mailed home to parents.
2. Simply put, drugs are not permitted on school property, nor should students be under the influence, possess paraphernalia or distribute any drugs.
3. 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)**

1. 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)**

1. 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.
2. 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.
3. **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 of which you need to be aware. 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.

11.

## **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 Academies of Loudoun 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 will not accept or provide any 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