

# Student Handbook

2022-2023





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**

**Health Office: 571-252-1997**

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

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## **Bell Schedules**

### **Staff Hours**

8:30am - 4:00pm

### **School Hours**

9:30am - 3:30pm

### **Regular Day Bell Schedule**

<b>1st /5th Block</b>	9:30-11:15
<b>2nd /6th Block</b>	11:20-1:00
<b>Lunch</b>	1:00-1:45
<b>3rd /7th Block</b>	1:50-3:30

### **Advisory Day Bell Schedule (Once per month)**

<b>1st /5th Block</b>	9:30-10:55
<b>2nd /6th Block</b>	11:00-12:25
<b>Lunch</b>	12:25-1:10
<b>Advisory</b>	1:15-2:00
<b>3rd /7th Block</b>	2:05-3:30

### **2 Hour Delay Bell Schedule**

<b>1st /5th Block</b>	11:30-12:35
<b>Lunch</b>	12:35-1:20
<b>2nd /6th Block</b>	1:25-2:25
<b>3rd /7th Block</b>	2:30-3:30

## OFFICE STAFF DIRECTORY

**2022-2023**

### **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 8:30 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. Brian Markley	<a href="mailto:Brian.Markley@lcps.org">Brian.Markley@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	Mr. Kevin Kozikowski	<a href="mailto:Kevin.Kozikowski@lcps.org">Kevin.Kozikowski@lcps.org</a>
School Counselors	Director: Mr. Tony Bauer Ms. Amy Burgess Ms. Anna Rizzo Mr. Andrew Tafaro Ms. Michelle Trudel	<a href="mailto:Anthony.Bauer@lcps.org">Anthony.Bauer@lcps.org</a> <a href="mailto:Amy.Burgess@lcps.org">Amy.Burgess@lcps.org</a> <a href="mailto:Anna.Rizzo@lcps.org">Anna.Rizzo@lcps.org</a> <a href="mailto:Andrew.Tafaro@lcps.org">Andrew.Tafaro@lcps.org</a> <a href="mailto:Michelle.Trudel@lcps.org">Michelle.Trudel@lcps.org</a>
Librarian	Ms. Jennifer Hiltner Ms. Frances Roberts	<a href="mailto:Jennifer.Hiltner@lcps.org">Jennifer.Hiltner@lcps.org</a> <a href="mailto:Frances.Robert@lcps.org">Frances.Robert@lcps.org</a>
Safety & Security Specialist	Ms. Laura Palmer	<a href="mailto:Laura.Palmer@lcps.org">Laura.Palmer@lcps.org</a>
School Resource Officer	Deputy Steven Hajdasz	
Attendance	Ms. Patti Thomas	<a href="mailto:Patti.Thomas@lcps.org">Patti.Thomas@lcps.org</a>
Parent Liaison	Maria Valverde	<a href="mailto:Maria.Valverde@lcps.org">Maria.Valverde@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. Diversity in our community makes us stronger and better equipped to work together. Representation of students from diverse backgrounds, including race/ethnicity, gender, disability, English Learner and socioeconomic status, and students from all geographic areas of Loudoun County who demonstrate a desire to be challenged by advanced academic coursework and collaborative research.
2. Immersion in STEM curriculum that challenges students to:
  - think critically
  - innovate
  - research
  - design
  - invent to solve real-world, contextual problems
3. Students learn best in a setting where academic disciplines are integrated and collaboration is encouraged.
4. Integrity and Responsibility are core principles in the pursuit of academic and personal achievement.

## **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:

***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 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 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/citation
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 80% credit. The provided opportunity will count as a retake for the assignment.
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 (Student/Teacher facilitated by counselor).

**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 an administrator and the violation becomes a discipline issue. Upon referral to the administration, they shall:
  1. Meet with the student.
  2. Disciplinary action may take place by the administrator regarding 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 (Student/Teacher facilitated by counselor).
7. 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.**

## 2022-2023 SCHOOL CALENDAR FOR STUDENTS

August 26	FIRST DAY OF SCHOOL FOR STUDENTS
September 2-5	Holiday (Labor Day)
September 26	Student Holiday (County-Wide Staff Development)
October 5	Holiday (Yom Kippur)
October 11	Holiday (Indigenous Peoples' Day)
October 24	Holiday (Diwali)
October 28	End of First Grading Period
October 31	Student Holiday (Unencumbered Planning)
November 1	Student Holiday (Unencumbered Planning)
November 8	Holiday (Election Day)
November 23-25	Holiday (Thanksgiving)
December 19-January 2	Winter Break (Classes Resume January 3, 2023)
January 16	Holiday (Martin Luther King Jr. Day)
January 20	End of Second Grading Period
January 23	Holiday (Lunar New Year)
January 24	Student Holiday (Moveable Planning)**
February 20	Holiday (Presidents' Day)
March 13	Student Holiday (County-Wide Staff Development)
March 24	End of Third Grading Period
March 27	Student Holiday (Unencumbered Planning)
April 3-7	SPRING BREAK
April 21	Holiday (Eid al Fitr)
May 29	Holiday (Memorial Day)
June 8	LAST DAY OF SCHOOL FOR STUDENTS/End of Fourth Grading Period

**\*\*Parents with childcare or other weekday scheduling concerns** – The date of this MOVEABLE Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

## **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  
 Anna Rizzo – Counselor  
 Andrew Tafaro – Counselor  
 Michelle Trudel – Counselor  
 Kim Yeager – Placement Coordinator  
 Courtney Mussoline – Career Center Assistant  
 Kristin Oatman- Student Services Secretary/Registrar  
 Celene Goodwyn - School Social Worker (PT)  
 Keisha Jones - School Psychologist (PT)  
 Maria Valverde-Medina - Parent Liaison

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

#### **For Students:**

To contact your school counselor, you can email them, call them, schedule an appointment with them, or walk-in to the Student Services Office on the 2nd floor, suite 2224 and if available the counselor can meet with you immediately.

#### **For Parents:**

The Student Service Office prefers that appointments be scheduled with counselors by the parent. Counselor's schedules vary and walking in to meet with a counselor may not be possible if you do not have a scheduled appointment. To avoid unnecessary frustrations, please schedule a conference ahead of time by contacting the appropriate counselor listed below:

Student Services Phone (571) 252-1988

#### **Amy Burgess - Counselor**

[Amy.Burgess@lcps.org](mailto:Amy.Burgess@lcps.org)

Students from Dominion HS, John Champe HS, Loudoun Valley HS, Potomac Falls HS, Riverside HS

For an appointment: [Mrs. Burgess DHS, JCH, LVH, PFH, RVH](#)

#### **Anna Rizzo - Counselor**

[Anna.Rizzo@lcps.org](mailto:Anna.Rizzo@lcps.org)

Students from Freedom HS, Independence HS, Lightridge HS, Park View HS

For an appointment: [Ms. Rizzo FHS, IHS, LRH, PVH](#)

**Andrew Tafaro - Counselor**

[Andrew.Tafaro@lcps.org](mailto:Andrew.Tafaro@lcps.org)

Students from Broad Run HS, Loudoun County HS, Stone Bridge HS, The North Star School, Tuscarora HS

For an appointment: [Mr. Tafaro BRH, NSS, LCH, SBH, THS](#)

**Michelle Trudel - Counselor**

[Michelle.Trudel@lcps.org](mailto:Michelle.Trudel@lcps.org)

Students from Briar Woods HS, Heritage HS, Rock Ridge HS, Woodgrove HS

For an appointment: [Mrs. Trudel BWHS, NSS, RRHS, WHS](#)

**For questions about Job Placement, Internships or Summer Programs:**

**Kim Yeager, Placement Coordinator**

[Kim.Yeager@lcps.org](mailto:Kim.Yeager@lcps.org)

For an appointment: [Mrs. Yeager Placement Coordinator](#)

**For questions about Colleges and Careers:**

**Courtney Mussoline, Career Center Assistant**

[Courtney.Mussoline@lcps.org](mailto:Courtney.Mussoline@lcps.org)

For an appointment: [Mrs. Mussoline, Career Center Assistant](#)

**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 cyberbullying 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://go.boarddocs.com/vsba/loudoun/Board.nsf/files/BJQMDU5A424C/\\$file/8250.pdf](https://go.boarddocs.com/vsba/loudoun/Board.nsf/files/BJQMDU5A424C/$file/8250.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/flookup>.
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.net/>.
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 and 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 websites 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) - <http://www.studentservices.com/fastweb/>
  - Peterson's - <http://www.petersons.com/>
  - College Board On-Line - <http://www.collegeboard.com/>
  - ACT Home Page - <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 (<https://www.lcps.org/Page/150204>).

### **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 October 28, 2022)

2nd Quarter: (Quarter ends January 20, 2023)

3rd Quarter: (Quarter ends March 24, 2023)

4th Quarter: (Quarter ends June 8, 2023)

### **Assessments and Grading**

Effective **assessment** is the process of identifying the type and extent of student learning related to established learning objectives. Assessments should be developed as an integral aspect of lesson design and provide students and parents with specific feedback. Teachers should use assessments to evaluate the effectiveness of a lesson. **Grading** is the process of assigning value to learning. Assessment and grading of student progress are based on the premise that students have diverse capabilities and individual patterns of growth and learning.

Loudoun County Public Schools (LCPS) philosophy regarding assessment and grading is based on teachers' collective belief of a growth mindset. Students master concepts and skills in different ways and at different rates. Teachers are responsible for developing instructional plans based on frequent and varied assessments. Grades shall not reflect behavior, but rather, a student's mastery of content or competencies of the curriculum.

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. At the mid-point of a nine-week grading period, an email will be sent to parents to review ParentVue. **Report cards** are finalized on StudentVue/ParentVue every nine weeks. Final year grades are an average of the first semester and second semester grades. **Teachers will follow and align their assessment and grading practices in accordance with LCPS policy 5030.**



### **ACL Reassessment and Late Work Practices**

Reassessments encourage a growth mindset in students and allow them to demonstrate mastery. Students will have an opportunity to retake a **major** summative assessment that has earned a score below an 80%.

The following conditions apply for reassessments:

1. The teacher must determine that a student has made a reasonable attempt to complete the original major summative assignment.
2. The reassessment must take place within ten (10) consecutive school days after the student receives feedback from the original assessment and remediation. The student must **email** the teacher to schedule a retake for the selected major summative assessment.
3. The format of the reassessment does not need to mirror the format of the original assessment.
4. The reassessment may be limited to the standards not mastered by the student.
5. Before the scheduled retake date, the teacher may require formal solutions and explanations of the original assessment, at which time your teacher may ask you follow up questions on the material.
6. Cumulative quarter or semester major summative assessments and labs are not subject to retake.
7. The grade recorded will be the higher of the two scores achieved, up to 80%
8. If an assessment is given during the last week of the quarter, students will have the opportunity to retake the assessment during the first two weeks of the following quarter. ***Except for the 4th quarter, students may not make a request during the last week of the 4th quarter.***

### **Late Work**

It is important that teachers accept late work to document learning and inform instruction. Reasonable and consistent guidelines for accepting late work must be set and communicated to students. Flexible deadlines may be required for submitting late work.

1. 10% deduction will be assessed each class day an assignment is turned in late.
2. If a student has made a reasonable effort to complete any summative assessment, a grade of no lower than 50% will be assigned in order to provide the student an opportunity to recover from the grade
3. If a student fails to turn in any summative assignment on the assigned due date a "Z" (calculates a 0% for the missing assignment in the grade book) will be entered in the gradebook. Once a student has made a reasonable effort to complete the summative assessment the "Z" in the gradebook will be changed to reflect the appropriate grade earned.
4. If a student has not turned in a summative assignment at the completion of the quarter. A "Z" in the gradebook will be changed to a zero (0) and will be used to calculate the student's final quarter grade.

### **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 = 0.7

### **Grade Distribution and Computation**

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

### **Make-up School Work after an Absence**

When 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.

## **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.

**Attendance (absences, tardies, and early dismissals) may be reported via phone (571) 252-1982, email [aclabsentee@lcps.org](mailto:aclabsentee@lcps.org), or ParentVue.**

### **Excused Absences**

If you must be absent from the Academies of Loudoun (ACL), your parent/guardian should notify the **ACL Attendance Office via phone (571-252-1982)**, email [aclabsentee@lcps.org](mailto:aclabsentee@lcps.org), or **ParentVue by 10:00 am listing the student's name, date(s) of absence, reason for absence and number to contact a parent.** A parent must contact ACL to report attendance 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.

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 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, ParentVUE, or phone message of the upcoming absence.

### **Pre-arranged Absence**

If students know 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 pre-arranged absence form may be printed off from the Academies' webpage under "Contact Us" – Request for Pre-arranged Absence or may 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.

### **Health Office Dismissal**

Students who become ill during the school day are expected to notify their teacher, get a pass, and report to health office. The school nurse will then determine if a student should go home and contact the parent for a health office 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).

Requests for students requiring an early dismissal may be submitted by a parent/guardian/appropriate LCPS employee via a written note, a phone call to the absentee line (**571-252-1982**), a ParentVue request or an email ([aclabsentee@lcps.org](mailto:aclabsentee@lcps.org)) to the attendance office. Requests should include the student's name, grade level, date, reason for dismissal, phone number for confirmation, and parent signature if written note. The attendance secretary or a staff member may call to confirm the dismissal or absence. Response time for dismissals may vary depending on the level of activity in the attendance office. Please notify the attendance office 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 when checking out at the attendance window.

If a parent or guardian gives permission for a student to walk out to the car in a note, voicemail, or email, the student may be released without a parent/guardian signature; however, the student is still required to sign out at the attendance office.

### **Sign out Procedures**

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

Students waiting for pick-up should remain in the lobby within eyesight of the attendance office until transport arrives. Verify with the attendance office that you are leaving the building.

### **Excused Tardy**

Students who arrive to school later than 9:30 am 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 school for any reason, you should report directly to the attendance office upon arrival.

### **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 or 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**

Only major events such as a Homecoming will be excused. On Academies of Loudoun days students are expected to be at ACL on time and attend all their classes.

### **Tardy to School**

Tardy to school is after 9:30 am.

The consequences for unexcused tardy 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 blocks 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 by the teacher.

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>	Lunch Detention
<b>3<sup>rd</sup> Offense</b>	Administrative options

### **Capstone Projects**

Capstone originating from the home school is unexcused 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 for a whole day is never deemed excused. An early dismissal for prom will be excused if a parent/guardian submits notification via email or Parent Vue by 12:00 p.m. the day before the dismissal, keeping in mind that the student **must complete the first two blocks on that day**. In addition, prom must occur on the day of dismissal. It is preferable that prom notification for early dismissal be submitted by the Wednesday before prom day.

### **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**

Attending a home school Pep Rally is not an excused absence/tardy/early dismissal. If a student's participation in a pep rally is mandatory, notification to the attendance office is required.

**Ride Sharing**

Students will only be released to a parent, guardian, or family member during the school day.

**Health Office**

The Health Office is located directly across from the auditorium and is routinely open from 8:30 am to 3:45 pm. ACL students will receive any necessary medical services through the ACL Health Office. 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.

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 for all medications kept at school. In the case of prescription medications, forms must be signed by a physician and parent or guardian. For any over the counter medications, 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.

**Elevator Use**

Students must have a pass from the Health Office to use the school elevator.

## **EXPECTATIONS, GUIDELINES, AND 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 (School Board Policy 8650)**

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 (School Board Policy 8270)**

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

The student dress code supports our goal of inspiring students to learn while leaving primary decisions around student clothing and style to students and their parents or guardians. Our expectation is that parents and guardians are responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities.

#### **A. Values**

1. All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
2. A student's choice of clothing should not be blamed as a distraction to the learning environment, apart from specific violations of the dress code detailed in this policy.
3. Student dress code enforcement should not result in unnecessary barriers to school attendance.
4. School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
5. Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
6. Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

#### **B. Appropriate Student Attire**

1. Students must wear:
  - a. a shirt;
  - b. a bottom: pants, sweatpants, shorts, skirt, dress, or leggings;
  - c. shoes; and
  - d. clothing required by specialized courses or activities, such as sports uniforms or safety gear. Students must dress appropriately for gym class, wearing clothing and footwear that permits for full and safe participation in all activities.



2. Students may wear:
  - a. hats, including religious headwear;
  - b. hoodie sweatshirts (hoods must be lowered during instructional time);
  - c. fitted pants, including leggings, yoga pants, and “skinny jeans”;
  - d. pajama pants and pajama shirts;
  - e. ripped jeans, as long as underwear is not exposed;
  - f. shirts with straps;
  - g. athletic attire;
  - h. clothing with commercial or athletic logos; and
  - i. any religiously or ethnically specific or significant clothing, head covering, or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows.
  
3. Clothing and accessories in violation of dress code are those that:
  - a. depict or promote illegal, violent, or lewd conduct;
  - b. depict or promote the unlawful possession or use of weapons, alcohol, tobacco, drugs, drug paraphernalia, or other controlled substances;
  - c. expose private parts;
  - d. expose underwear (however, visible waistbands or straps on undergarments worn under other clothing are not a violation);
  - e. are helmets or headgear that obscures the face (except as a religious observance or if medically necessary);
  - f. are bathing suits;
  - g. include language, slogans, profanity, symbols, icons, or images that are reasonably foreseeable to cause a material and substantial disruption or invade the rights of others and that amount to hate speech, are highly offensive or threatening to others, or impede or distract from the Board’s mission of instilling values necessary or appropriate for polite civil discourse or political expression in a school context, social tolerance, nondiscrimination, self-awareness and sensitivity to the feeling of others. For example, displays of certain symbols such as Confederate or Swastika images are perceived by many as racially hostile, are associated with racial prejudice, have been a source for conflict among students, and could result in hatred, ill will, and emotional trauma that are all inappropriate in the school context.

C. Dress Code Enforcement and Responsibilities

1. Staff are responsible for communicating and equitably enforcing the division dress code during school hours and school-sponsored activities. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a viewpoint neutral manner using the requirements below. Discussion about dress code violations shall be held privately and maintain the dignity of the student.
  - a. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Enforcement should provide options for reasonable remediation of the infraction that demonstrates respect and minimizes loss of instructional time.
  - b. No student should be disproportionately affected by dress code enforcement because of their gender or any other protected class such as race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

- c. Enforcement must be reasonably discreet. Students should not be shamed or required to undress or display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to: kneeling or bending over to check attire fit; measuring straps or skirt length; asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; accusing students of “distracting” other students with their clothing.
  - d. Enforcement may include disciplinary actions that are consistent with other discipline policies and sufficiently escalatory to encourage compliance, however, violations of the dress code should generally be treated as minor infractions unless repeated or egregious in nature (e.g. streaking, hate speech).
2. Students are responsible for complying with the division dress code during school hours and school sponsored activities. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Office of School Administration.
  3. Parents or guardians are responsible for ensuring student compliance with the dress code. Parents or guardians of students requiring accommodation not otherwise covered in this policy should contact the school principal or principal’s designee.

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

The Research Library is open from 7:45 am to 4:15 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.

### **Food Purchase during the School Day**

Our Cafeterias sell food that meets specific nutrition standards. Virginia’s competitive food regulation precludes the sale of food and beverages that are in competition with school meals. Students are not allowed to order food from outside vendors and have it delivered to school during the school day.

### **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.

## **INAPPROPRIATE /UNACCEPTABLE BEHAVIORS**

### **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 a school organized spirit day.**

### **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.

### **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 administration works closely with the School Resource Officer and School Safety and Security Specialist regarding trends and activities.

### **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 may face legal charges and financial restitution.

## **SPECIFIC SCHOOL BOARD POLICIES WITH MAJOR CONSEQUENCES:**

### **Alcohol Abuse ([School Board Policy 8240-REG](#))**

1. The first violation of Policy 8240 by a student shall result in a four (4) day placement in ISR (In-School Restriction) and three (3) days assigned to the Substance Use Education Class sponsored by Loudoun County Public Schools. Students committing the first violation of this policy shall be subject to disciplinary action as may be deemed developmentally appropriate.
2. A second violation of this policy by a student shall result in a seven (7) day placement in ISR and assignment to the Substance Use Education Class for three (3) days. Students committing the second violation of this policy shall be subject to disciplinary action as may be deemed developmentally appropriate.
3. Any further violation of this policy may result in a recommendation by the principal for long-term suspension or expulsion from school by the Division Superintendent.
4. All students who are required to attend the Substance Use Education Class shall be required to undergo an assessment by the school-based substance use expert. If recommended by the evaluator, and with the consent of the student's parent, the student may be required to participate in a treatment program.

### **Drugs ([School Board Policy 8240-REG](#))**

1. Simply put, drugs are not permitted on school property, nor should students be under the influence, possess paraphernalia or distribute any drugs.  
The first violation of Policy 8240 by a student, except for distribution or selling, shall result in a four (4) day placement in ISR (In-School Restriction) and three (3) days assigned to the Substance Use Education Class sponsored by Loudoun County Public Schools.

See School Board Policy [8240/8240-REG](#) for additional violation consequences

### **Tobacco & Electronic Cigarettes (School Board Policy 8240-REG)**

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.

1. The first violation involving use or possession of tobacco products and/or electronic cigarettes (vape pens) shall result in assignment in-school restriction for three (3) days where they will receive the tobacco products education program.
2. The second violation involving use or possession of tobacco products and or/electronic cigarettes (vape pens) by a student shall result in assignment to in- school restriction for five (5) days and referral to the Student Assistant Specialist who will assess and provide school-based support.
3. The third violation involving use or possession of tobacco products and/or electronic cigarettes (vape pens) shall result in the student being placed in ISR for seven (7) days and three (3) days assigned to the Substance Use Education Class sponsored by Loudoun County Public Schools.

### **Medications (School Board Policy 8420)**

Students may require medication during the school day, at school-sponsored activities, on a school bus, or while on school property. Loudoun County Public School (LCPS) employees who have successfully completed Medication Administration training, and/or students that have parent permission and authorization by a licensed medical provider, may possess and administer certain medications in accordance with this policy and regulation. When possible, medication should be administered to students at home

1. Students who have prescriptions to take medications must follow specific procedures listed under the School Board Policy on medications (8420). Distribution of medications is strictly prohibited.

### **Weapons (School Board Policy 8235)**

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 explore, research, collaborate, and innovate. 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 acceptable 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 without proper authorization.

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.

## **CLUBS AND ACTIVITIES**

### **Clubs and Activities**

ACL offers the opportunity for students to develop their leadership interests and skills knowledge through the involvement in clubs and activities. 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](#).

## **ACADEMIES OF LOUDOUN 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 the terms of this agreement. I will support my child's academic growth and encourage development of independent study skills.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date