

# LOUDOUN COUNTY PUBLIC SCHOOLS

## DEPARTMENT OF INSTRUCTION

21000 Education Court  
Ashburn, Virginia 20148

Phone (571) 252-1000



### LCPS CAPSTONE EXPERIENCE

<b>School Name: Freedom High School</b>		<b>Date:</b>
<b>Student Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Parent Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Mentor Contact:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Mentor Business Name &amp; Address:</b>		

**Mission:** The LCPS Capstone Experience mission is to provide students an opportunity to acquire and demonstrate foundational skills in critical thinking, collaboration, communication and citizenship through a short-term, externship experience.

**Ideally, the Capstone Experience will enable students to**

- Achieve and apply appropriate academic knowledge
- Demonstrate productive workplace skills, qualities, and behaviors
- Build connections and value interactions with others as a responsible and responsive citizen (community engagement and civic responsibility)
- Align knowledge, skills and personal interests with career opportunities (career exploration)

**For their mutual benefit, the undersigned Student, LCPS Staff Sponsor, and Mentor agree as follows:**

#### **Student Responsibilities:**

- ✓ Sign up for the Capstone *Remind* account (if available at your school) to receive updates and reminders
- ✓ Identify a community service, self-improvement, or career development Capstone, and a reputable Mentor
- ✓ Submit all required forms
- ✓ Attend all mandatory information sessions
- ✓ Complete a required minimum of 60 hours of participation in the Capstone Experience
- ✓ Always be professional

Participation in this program is contingent on student's acceptable academic, disciplinary, and attendance records. Participation may be revoked at any time. Students may not be paid or reimbursed in any way for their work during the Capstone, as this is strictly an educational experience.

#### **Mentor Responsibilities:**

- ✓ Have direct interaction with the student daily
- ✓ Set expectations and assist student in achieving goals
- ✓ Make students feel like part of a team and immerse them in the field
- ✓ Monitor Capstone attendance and behavior and report any indiscretions to Freedom High School administration immediately
- ✓ Sign student Schedule Form
- ✓ Complete a Mid-Point Evaluation Form for student
- ✓ Allow time to process experience with student at completion of Capstone
- ✓ Do not allow the student to engage in any of the hazardous activities or occupations listed in the attached *Index of Hazardous Occupations* or any other illegal activity

Mentors may not sponsor more than five students during any one Capstone period and may not discriminate unlawfully based on race, color, national origin, sex or disability.

**Parent/Guardian and Student (Age 18 or older) Responsibilities:**

- ✓ Acknowledge that the student's participation in the Capstone Experience program is voluntary and not required
- ✓ Assume full responsibility for the student's unsupervised release time
- ✓ Provide or arrange for transportation to and from the Capstone program site to home
- ✓ Guarantee the student, if driving, maintains a valid driver's license and auto insurance
- ✓ \*Ensure a reputable business or organization Mentor is selected for the program
- ✓ Read the Capstone Handbook and seek clarification if needed
- ✓ Sign all required consent forms, releases of liability and indemnification provisions
- ✓ Contact the Capstone Committee and the Mentor if the student cannot report due to illness
- ✓ Contact the Capstone Committee with any previously unknown medical conditions that may affect participation in the Capstone Experience
- ✓ Report any known problems with the program or others to the Capstone Committee

\*LCPS is not responsible for selecting the business or organization Mentor. In addition, LCPS does not require criminal or child abuse and neglect background checks for the business or organization Mentor selected by the parent and student. The parent/guardian is responsible for the student during unsupervised release for participation in the Capstone Experience.



**LCPS CAPSTONE EXPERIENCE**  
**Parent/Guardian or Student (age 18 or older) Agreement**

**Permission to Participate—I give permission for my student to participate in the LCPS Capstone Experience.** I have obtained a commitment from a reputable professional/business organization as the Mentor for my student. I will ensure that my student will be on time, and will reinforce the expectation that he/she will be courteous, use good manners, and will act and dress in a professional manner during the Capstone Experience. I understand that school personnel may not have visited the Mentor business site, may not have met the host, will not be present when the student is on site, and will not supervise the visit. I further understand that LCPS does NOT perform criminal or child abuse and neglect background checks on Mentor personnel. Furthermore, **I WILL PROVIDE or ARRANGE TRANSPORTATION TO AND FROM THE MENTOR SITE** for my student.

**Media Release.** Mentors may have specific requirements including photo ID, orientation, permission to be photographed, the release of photographs, and proof of citizenship. Information to the public about LCPS programs and activities may also include publications and displays in various types of media including newspapers, other print media, television, and on the internet. I agree to release LCPS from liability associated with the use of any image or name of a student by LCPS or third parties.

**Emergency Authorization.** Should it be necessary for my child to have medical treatment while participating in this Capstone Program, I hereby give the Mentor personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected by the Mentor personnel to render whatever medical treatment or services deemed necessary and appropriate. Permission is also granted to the school system to release necessary emergency contact/medical history to the attending physician, EMT or hospital staff, if needed. I agree to be responsible for the costs of any medical treatment or services rendered and that student shall maintain health or accident insurance during participation in the Capstone Program.

**Release of Liability and Indemnification.** I hereby agree to waive and release any and all rights that I, my child, or our representatives may have, whether known or unknown, to make any claims against the Loudoun County Public Schools or its respective officers, board members, employees or representatives arising from injury or damages, including attorney fees, that may result from my child's participation in the Capstone Program.

I further agree to indemnify and hold harmless the Loudoun County Public Schools and its respective board members, officers, employees or representatives from any claims including attorney fees which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child's participation in the Capstone Program.

**I have read this Agreement and reviewed the Freedom Capstone website. I agree to abide by the terms of this agreement and the Capstone website.**

**READ CAREFULLY BEFORE SIGNING**

Print  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Parent/Guardian***

Print  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Student (age 18 or older)***

**LCPS CAPSTONE EXPERIENCE**  
**READ CAREFULLY BEFORE SIGNING**

**Mentor Agreement**

I have read this Agreement and reviewed the Freedom Capstone website. I agree to abide by the terms of this agreement and the Capstone website.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Mentor***

**Student Agreement**

I have read this Agreement and reviewed the Freedom Capstone website. I agree to abide by the terms of this agreement and the Capstone website.

Print Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Student***

## **LCPS CAPSTONE EXPERIENCE**

### **Confidentiality Agreement**

I understand that I may have access to confidential patient/client information and confidential information about the Mentor. I understand that all Confidential Information, including patient or client information and financial information of the Mentor is protected in every form, such as written records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future Mentor policies and procedures to protect the confidentiality of Confidential Information. I agree not to use, copy, make notes, remove, release, or disclose Confidential Information, unless it is permitted by the Mentor.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person to have access to the Mentor's information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the Mentor's information system or records.

I agree that my obligations under this Agreement continue after my Capstone Experience ends.

I agree that, in the event I breach any provision of this Agreement, the Mentor has the right to reprimand me or to suspend or terminate the Capstone experience with or without notice at the discretion of the Mentor, and that I may be subject to penalties or liabilities under state or federal laws. I agree that, if the Mentor prevails in any action to enforce this Agreement, the Mentor may be entitled to collect its expenses, including reasonable attorney's fees and court costs.

### **READ CAREFULLY BEFORE SIGNING**

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Student Signature Date

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Student Name (Print)

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Parent/Guardian Signature Date

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Parent/Guardian Name (Print)

## **Prohibited Capstone Activities and Occupations**

### **16VAC15-30-10. Hazardous occupations.**

The Child Labor Laws of Title 40.1 of the Code of Virginia provide a minimum of 18 years of age for employment in any occupation determined by the Commissioner of the Virginia Department of Labor and Industry to be hazardous or detrimental to the health of minors under 18 years of age. This minimum age applies even when the minor is employed by his parents or persons standing in place of the parent.

Statutory Authority

§ [40.1-100](#) of the Code of Virginia.

### **16VAC15-30-20. Index of hazardous occupations.**

The following occupations have been determined to be hazardous or detrimental to the health of minors under 18 years of age. Additional information on each group of occupations is provided in the referenced section.

1. Manufacturing or Storage Occupations Involving Explosives. ([16VAC25-30-30](#))
2. Motor Vehicle Occupations. ([16VAC15-30-40](#))
3. Logging and Sawmilling Occupations. ([16VAC15-30-50](#))
4. Power-Driven Woodworking Machine Occupations. ([16VAC15-30-60](#))
5. Occupations Involving Exposure to Radioactive Substances and to Ionizing Radiations. ([16VAC15-30-70](#))
6. Power-Driven Hoisting Apparatus Occupations. ([16VAC15-30-80](#))
7. Power-Driven Metal Forming, Punching, and Shearing Machine Occupations. ([16VAC15-30-90](#))
8. Occupations in Connection with Any Mining Operation. ([16VAC15-30-100](#))
9. Occupations Involving Slaughtering, Meat-Packing or Processing or Rendering. ([16VAC15-30-110](#))
10. Power-Driven Bakery Machine Occupations. ([16VAC15-30-120](#))
11. Power-Driven Paper Products Machine Occupations. ([16VAC15-30-130](#))
12. Occupations Involved in the Manufacture of Brick, Tile, and Kindred Products. ([16VAC15-30-140](#))
13. Occupations Involved in the Operation of Power-Driven Circular Saws, Band Saws, and Guillotine Shears. ([16VAC15-30-150](#))
14. Occupations Involved in Wrecking, Demolition, and Shipbreaking Operations. ([16VAC15-30-160](#))
15. Occupations in Roofing Operations. ([16VAC15-30-170](#))
16. Occupations in Excavation Operations. ([16VAC15-30-180](#))
17. Fire Fighting. ([16VAC15-30-190](#))

18. Other Prohibited Occupations. ([16VAC15-30-200](#)) (See below)

Statutory Authority

§ [40.1-100](#) of the Code of Virginia.

**16VAC15-30-200. Other prohibited occupations.**

In addition to the prohibited occupations listed in this chapter, the following occupations are prohibited:

1. In any capacity in the manufacturing of paints, colors, white lead.
2. In any place where goods of alcoholic content are manufactured, bottled, or sold for consumption on the premises except in places where the sale of alcoholic beverages is merely incidental to the main business actually conducted, or to deliver alcoholic goods.
3. Shall not perform in or be a subject of sexually explicit visual material which depicts nudity, sexual excitement, sexual conduct, sexual intercourse, or sadomasochistic abuse, or a book, magazine, or pamphlet which contains such a visual representation. An undeveloped photograph or similar visual material may be sexually explicit material notwithstanding that processing or other action is necessary to make its sexually explicit content apparent.
4. In a capacity in preparing any composition in which dangerous poisonous chemicals are used.

**16VAC15-30-70. Occupation involving exposure to radioactive substances and to ionizing radiations.**

Any activity is prohibited in any workroom in which (a) radium is stored or used in the manufacture of self-luminous compound; (b) self-luminous compound is made, processed, or packaged; (c) self-luminous compound is stored, used, or worked upon; (d) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged; (e) any activities that involve exposure to ionizing radiations including X-ray equipment; and (f) any other activities that involve exposure to radioactive substances or ionizing radiations in any capacity.

Statutory Authority

§ [40.1-100](#) of the Code of Virginia.

**Federal law provides a more detailed explanation regarding exposure to radioactive material:**

**§570.57 Exposure to radioactive substances and to ionizing radiations (Order 6).**

(a) *Finding and declaration of fact.* The following occupations involving exposure to radioactive substances and to ionizing radiations are particularly hazardous and detrimental to health for minors between 16 and 18 years of age:

(1) Any work in any workroom in which (i) radium is stored or used in the manufacture of self-luminous compound, (ii) self-luminous compound is made, processed, or packaged, (iii) self-luminous compound is stored, used, or worked upon, (iv) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged, (v) other radioactive substances are present in the air in average concentrations exceeding 10 percent of the maximum permissible concentrations in the air recommended for occupational exposure by the National Committee on Radiation Protection, as set forth in the 40-hour week column of table one of the National Bureau of Standards Handbook No. 69 entitled "Maximum Permissible Body Burdens and Maximum Permissible Concentrations of Radionuclides in Air and in Water for Occupational Exposure," issued June 5, 1959.

(2) Any other work which involves exposure to ionizing radiations in excess of 0.5 rem per year.

(b) *Definitions.* As used in this section:

(1) The term *self-luminous compound* shall mean any mixture of phosphorescent material and radium, mesothorium, or other radioactive element;

(2) The term *workroom* shall include the entire area bounded by walls of solid material and extending from floor to ceiling;

(3) The term *ionizing radiations* shall mean alpha and beta particles, electrons, protons, neutrons, gamma and X-ray and all other radiations which produce ionizations directly or indirectly, but does not include electromagnetic radiations other than gamma and X-ray.

[22 FR 3657, May 24, 1957, as amended at 26 FR 8885, Sept. 21, 1961. Redesignated at 28 FR 1634, Feb. 21, 1963, and amended at 28 FR 3449, Apr. 9, 1963. Redesignated and amended at 36 FR 25156, Dec. 29, 1971]

### **16VAC15-30-190. Fire fighting.**

The following activities involving fire fighting are prohibited:

1. Minors 16 years and 17 years of age shall not enter a burning structure.

The term "burning structure" as used in this restriction shall not include a structure which contains burning materials.

2. Minors 14 years and 15 years of age shall not participate in fire fighting or support activities at the fire scene, enter a burning structure, enter a structure which contains burning materials, or engage in any other activity prohibited in this chapter.

3. Minors under 14 years of age shall not participate in any activity related to fire fighting.

4. Exemptions. A county, city or town may authorize by ordinance that a 16 or 17 year old minor who resides in the Commonwealth, who is a member of a volunteer fire company, within that locality, with the approval of a parent or guardian, may seek certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs, and, after attaining such certification, may work with or participate fully in all activities of the volunteer fire company. A local ordinance may not require minors who achieved certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs, on or before January 1, 2006, between age 15 and 16, to repeat the certification after the sixteenth birthday.

A trainer or instructor of the aforesaid minors and any member of a paid or volunteer fire company who supervises any such minors shall be exempt from child labor law provisions in the Code of Virginia concerning cruelty and injuries to children, provided that the provisions of § [40.1-100](#) of the Code of Virginia have not been violated when the minor has been engaged in the activities of a volunteer fire company, and provided that either the volunteer fire company or the governing body of the county, city or town has purchased insurance that provides coverage for injuries to, or the death of, a minor in performing such firefighting activities.

Statutory Authority

§§ [40.1-6](#) and [40.1-100](#) of the Code of Virginia.